

## City of Swartz Creek

### AGENDA

Regular Council Meeting, Tuesday, May 27, 2025, 7:00 P.M.

Paul D. Bueche Municipal Building, 8083 Civic Drive Swartz Creek, Michigan 48473

**THIS WILL BE A HYBRID MEETING, WITH IN PERSON ATTENDANCE BY COUNCIL MEMBERS.**

1. **CALL TO ORDER:**
2. **INVOCATION & PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**  
4A. Council Meeting of May 12, 2025 MOTION Pg. 27
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 Pending  
6C. 2025 Special Assessment List Pg. 33  
6D. AFSCME Agreement (clean copy; changes tracked edition sent separately) Pg. 34  
6E. Otterburn Park Updates, Costs, and Plans Pg. 68  
6F. Foreclosure Listing Pg. 81  
6G. Budget Book for Fiscal Year 2026 Attached
7. **MEETING OPENED TO THE PUBLIC:**  
7A. General Public Comments
8. **COUNCIL BUSINESS:**  
8A. Fiscal Year 2026 Budget RESO Pg. 24  
8B. 2025 Summer Assessments RESO Pg. 25  
8C. AFSCME Agreement RESO Pg. 26
9. **MEETING OPENED TO THE PUBLIC:**
10. **REMARKS BY COUNCILMEMBERS:**
11. **ADJOURNMENT:** MOTION Pg. 26

**Next Month Calendar** (Public Welcome at All Meetings)

Metro Police Board:	Wednesday, May 28, 2025, 11:00 a.m., Metro HQ
Planning Commission:	Tuesday, June 3, 2025, 7:00 p.m., PDBMB
Downtown Development Authority:	Thursday, June 12, 2025, 6:00 p.m., PDBMB
City Council:	Monday, June 9, 2025, 7:00 p.m., PDBMB
Fire Board:	Monday, June 16, 2025, 6:00 p.m., Station #1
Park Board:	Tuesday, June 17, 2025, 5:30 p.m., PDBMB
Zoning Board of Appeals:	Wednesday, June 18, 2025, 6:00 p.m., PDBMB
City Council:	Monday, June 23, 2025, 7:00 p.m., PDBMB

## **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  
TUESDAY, MAY 27, 2025, 7:00 P.M.**

The regular meeting of the City of Swartz Creek city council is scheduled for **May 27, 2025** starting at 7:00 p.m. and will be conducted in hybrid form. The meeting will be available virtually (online and/or by phone). Council members and staff must attend in-person. The general public may attend in-person or virtually.

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 Renee Kraft, 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 provided 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:**

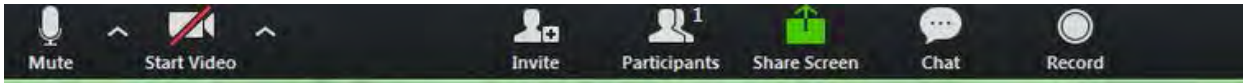
1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to [join.zoom.us](https://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 (DTMF) 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.

**Renee Kraft is inviting you to a scheduled Zoom meeting.**

**Topic: Swartz Creek City Council Meeting**

**Time: May 27, 2025 at 7:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83096401128>**

**Meeting ID: 830 9640 1128**

**One tap mobile**

**+13017158592,,83096401128# US (Washington DC)**

**+13126266799,,83096401128# US (Chicago)**

**Dial by your location**

**+1 301 715 8592 US (Washington DC)**

**+1 312 626 6799 US (Chicago)**

**+1 929 205 6099 US (New York)**

**+1 253 215 8782 US (Tacoma)**

**+1 346 248 7799 US (Houston)**

**+1 669 900 6833 US (San Jose)**

**Meeting ID: 830 9640 1128**

**Find your local number: <https://us02web.zoom.us/j/kz4Jb4etg>**

**If you have any further questions or concerns, please contact 810-429-2766 or email [rkraft@cityofswartzcreek.org](mailto:rkraft@cityofswartzcreek.org).**

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



## **CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES**

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 public meetings, Roberts Rules of Order, the City Council General Operating Procedures, and other public board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. 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.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
  - (a) why the public body is meeting electronically;
  - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
  - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
  - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic

public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.

6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

## **MAINTAINING ORDER**

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

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 a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the virtual application or by dialing \*9 on their phone, if applicable.

## **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. A public body member who 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 a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair 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 as appropriate on the digital application.
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 or chair. 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 public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.
7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
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 PUBLIC BODIES**

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

**City of Swartz Creek  
CITY MANAGER'S REPORT**

**Regular Council Meeting of Tuesday, May 27, 2025 - 7:00 P.M.**

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

**FROM: Adam Zettel, City Manager**

**DATE: May 27, 2025**

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## **ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS**

✓ **MICHIGAN TAX TRIBUNAL APPEALS (Update)**

The timeframe for appeals is open. As of writing, we do not have any. Generally, values have been increasing at a rate that is obviously in excess of our taxable value rate adjustments. However, this may be slowing down, and business may look to explore appeals again.

✓ **STREETS (See Individual Category)**

✓ **2025-2027 TRAFFIC IMPROVEMENT PROGRAM (TIP) (No Change of Status)**

We have tentative funding for Miller, Morrish to Dye, as well as Elms Road. These two streets are broken up into four separate projects for the Genesee County Traffic Improvement Program as noted below.

The concrete section of Miller Road is proposed to be funded at 80% as a rehabilitation project. However, the other three segments have PASER 5 funds, and these funds are proposed to be limited. This limit is currently set at \$55/lane foot, and funding is set to be only 80% of that, but this could change.

Summarily, the good news is that federal funds are available for all submissions. The bad news was that the local match for all projects was initially over \$2.1M. As of writing, we have new numbers in from OHM that reduce the projects down to very basic mill and resurfacing projects. This substantially reduces the overall price and cuts our local match from \$2,142,772 in the original breakdown to \$1,344,070 as follows, a savings of about \$800,000:

Section	Repair Type	Beginning	End	Total Cost	Federal	Local
Miller	Concrete Repair	East Springpoint of Elms	475' East of Tallmadge	\$668,502	\$534,802	\$133,700
Elms	Asphalt Resurfacing	South City Limits	North City Limits	\$730,313	\$470,800	\$259,513
Miller	Asphalt Resurfacing	Morrish	Elms	\$1,287,581	\$747,384	\$540,197
Miller	Asphalt Resurfacing	Tallmadge	Dye	\$1,524,916	\$1,114,256	\$410,660

\$5,010,014    \$2,867,242    \$1,344,070

Based on these new numbers, there is a path forward by which we can do all of the work. However, I was hoping to get the local match below \$1M. Note that the projects have substantially reduced estimates for the typical level of curb, sidewalk, grading, and undercutting work. As priced, we are looking at projects that are more similar in nature

to the quick and easy Seymour Road resurfacing than the more involved Miller Road rehabilitation. However, given the condition of the streets at this point, I find such an investment to still be very much worth it with the matching funds.

We will plan to proceed with all four streets. The big question we will be working on with the GCMPC and OHM is related to the phasing. We need to set a tentative plan to get all the work done in a three year window. Doing all the work at once will save costs on mobilization and will put the work behind us quicker, with fewer interruptions. However, that plan could be a traffic nightmare and may be inflexible should we need more time to set funds aside. We are likely to break this project into two phases, perhaps the concrete first, followed by all paving in a subsequent season.

After meeting with GCMPC on January 16<sup>th</sup>, they intend to break the project into two phases with 2027 and 2029 being the construction years. This is later than we would like, but this is probably the best that can be arranged. We are trying to line up the asphalt phases of Miller Road first since those are the most time sensitive repair in order to prevent more costly decay. Note that a project occurring in 2026 is nearly impossible at this point because of the nine month delay with governmental agency reviews for engineered projects.

### **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.*

All systems are a go for 2025 construction. Though money is tight, we approved Cappy Lane road work, with water main, as well as Don Shenk and the county project on Bristol. Culverts on Bristol Road have been replaced and paving should occur in late June. Tree removal is likely to be underway before we meet for Cappy and Don Shenk, with storm water work starting for Don Shenk immediately after. Water main work is expected to start on Cappy Lane after school is out, perhaps the week of June 14<sup>th</sup>. The goal is to get all water work and road base work complete prior to school commencing on August 20<sup>th</sup>. Both projects should be substantially complete in September.

I expect an amended agreement for the decorative street lighting for this phase of the project from Consumers Energy any day now. This will likely be the last such investment for the foreseeable future.

I expect to have a resolution before the council on June 9 to support a MDOT Category B surfacing grant. We were able to get about \$300,000 to support work in Winchester Woods previously. We are going to try to get the same funds to support work on the next planned phase of local streets, which includes Frederick, School, and perhaps Civic. The odds are not great, but we do seem to land these funds about every 3-4 years.

We have approved a proposal for city-wide crack fill. This is expected to occur mid-summer, followed by lane markings in the late summer or fall.

As verbally noted on April 14, there is a pending budget before the state which could increase street funds by 150%. This could be a game changer! We will monitor and report.

2024 Winchester Village street reconstruction is ready for close out. Concrete and restoration have been addressed for punch list items. We will conduct a final review and look to issue final payments and USDA reports.

In Winchester Woods, street rehabilitation with limited drainage work has been successfully completed. Note that the milled sections did experience higher rates of cracking during the winter. This is unwelcome but not a sign of a project deficiency for this type of rehabilitation. The final ditching project on Oakview's unimproved section is now complete as well and appears to be functioning at expectations.

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

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

Sewer work for 2024 is complete, and there were no areas identified for additional sewer work, such as lining. We will continue with the second year of the eight year cleaning and televising in 2025. Council approved to have Dependable Sewer address the areas of Bristol, Miller, and in Heritage that amount to about 17,000 lineal feet, as follows:

**2025 Sewer Cleaning and Televising**

	<b>Manholes Numbers</b>	<b>Footage</b>
Heritage Village	G1-G73	5107
Bristol Rd.	A251-A265	5098
Miller Rd.	A273-A287	6852
	<b>Total</b>	<b>17057</b>

Based upon the approved pricing of the three year agreement, I estimate that the work will cost around \$80,000 for cleaning, televising, root cutting, and mobilization. Staff did include additional provisions for traffic control, which include a benchmark of MDOT standards.

The city is also taking the next step forward in GIS (our Geographic Information System or mapping system). DLZ has been retained to do some repairs on our GIS map and to update the related data fields with existing information. They will also be updating the data regularly as new inspection and/or repair data is made available.

See the January 13, 2025 report for historic and conceptual details regarding the city's eight year inspection program.

✓ **WATER MAIN REPLACEMENT- USDA** *(No Change of Status)*

All water main work is complete. This should close out concurrently with the road work in Winchester Village.

✓ **WATER PLANS** *(No Change of Status)*

The timeframe for review of proposals and commencement of work is likely to be the beginning of the fourth quarter this year. The previous report follows.

We have a number of state-required plans and studies that are due in the coming 12-18 months. These include our water reliability study, emergency response plan, and general plan. These documents are all currently up to date, but I wish to get a head start on their revisions so that we can use them for financial/construction planning, as well as to file with the state in a timely manner. To proceed, I am seeking a professional service agreement from OHM. They believe that revisions should be undemanding to update, which should result in an agreeable cost.

✓ **SEWER ASSET MANAGEMENT PLAN (Update)**

We met again with DLZ staff on May 21<sup>st</sup>. I expect to have a proposal for our second June meeting that will set the table for a complete 20 year sewer plan that will account for capital improvements, maintenance, inflow/infiltration monitoring, and future data management. The previous report follows.

We met with DLZ on March 5<sup>th</sup> to discuss our sewer plan update. We are working through a process to establish a base line of the system that will include monitoring flows at key points, continuing to update GIS, and potential robot line inspections to determine pipe details. Some of these functions, specifically monitoring, may be requested sooner because of the time it takes to complete those functions and integrate them into a plan.

Following the potential first step of monitoring, I expect a proposal in April that will enable DLZ to create a new 20 year plan for potential capacity expansions, replacement, extensions, rehabilitation, and inspection. This plan is also expected to result in the city's first 'live' sewer plan and mapping system that will actively account for new connections (flow), real time capacity, and inspection data. Of course, much of this will build on the GIS work DLZ is currently doing.

The prior report follows.

It is my opinion that our 20 year sewer plan is losing more and more of its value as time goes on. This is because of the deviations that have been made to the schedule for one reason or another (pulling projects forward, limiting lining activities due to inspection data, and considerations of system changes such as the Springbrook relief sewer).

Since the county is also calling for communities to more formally invest in sewer asset management plans that address system capacity, maintenance, expansion, and inflow/infiltration, I think the time is right to use our developing sewer GIS data and create a brand new plan for the next 10-20 years.

To accomplish this, I reached out to DLZ for a proposal. This engineering company is one of the city's prequalified engineers, and they have been more heavily involved in our sewer system because we have found that they have expertise in GIS, the FOG program, and similar storm water management functions, like MS4.

✓ **SEWER LIFT STATION (No Change of Status)**

A float has been installed which will supply critical well measurements. In addition, we have affirmed that we can force discharge into the interceptor, even if we are operating

at capacity. We also installed an electrical connection that enables use of one of our existing portable generators. Rob is now considering options for a bypass pump, but the size of the wet well may not permit this option. The previous report follows.

We have been having conversations about reliability and criticality of our infrastructure. With much work having been done in water and with sewer lining, our area of greatest concern is with the sewer lift station. The Cappy Lane lift station is responsible for pumping nearly all of the Winchester Village sewage into the county interceptor. Without this, hundreds of basements could potentially fill with raw sewage. This is obviously a health and financial concern for residents.

I will directly state that the concern or risk is extremely small, and it is a credit to our infrastructure that this concern rises to the top. The lift station is less than ten years old, has a three pump redundancy system, a natural gas automatic back up generator (also newer), and just passed an annual inspection with flying colors. With that being said, short of an existential catastrophe, failure of this asset would be the most costly and disruptive event in the city that is related to infrastructure we control, and we wish to add one or two more layers of functionality as a safeguard.

Rob is looking into the potential of placing one of our diesel generators onsite, as well as to install or provide a pump that could suction the well out and discharge it to another section of the sewer interceptor. In effect, this would protect the system from a shortage of CE natural gas AND electricity, a control panel failure that impacts all three pumps, and a failure of the county sewer interceptor (collapse or blockage).

This may seem like overkill, but we have had some problems with the panel in the past and have all been in situations where multiple system failures are experienced. We believe we can add this extra protection for under or close to \$100,000, which is a small price to pay for ensuring this lift station functions.

✓ **HYDRANTS (Update)**

We are supposed to be at the top of the list for this service to continue this spring. The wait continues. I am not pleased with this contractor and feel they are not in good standing. The up side is that we have not made payment. If they do not complete this work soon, I will recommend we engage another contractor.

✓ **GENESEE COUNTY WATER & SEWER MATTERS (No Change of Status)**

Work is complete on a new section of water main that will connect Elms/Maple to Hill, and on to Morrish. This will provide some additional redundancy for the system. Water main is being installed on Elms, between Maple and Hill. Connection down Hill to Seymour is expected next year. I am making inquiries to the county to see if this is something we need to plan for. It does not appear that a connection is imminent.

These two connections will greatly increase reliability in the city, especially on our extreme west end, where we have a pronounced need for a second feed from either Clayton or Gaines. As a side note, this could encourage some new development south of the city, which is common to experience when utilities are extended during strong economic periods.



See prior reports (May 28, 2024) for updates on PFAS. At a meeting of the WWS Advisory Committee in December, it was again stressed that there is not a good solution for PFAS effluence. The county may be forced to devise a plan for incineration as land application and landfill disposal becomes more problematic. This could result in future added costs.

It was affirmed during the GCDC-WWS budget meeting in December that there is no rate increase planned for our bulk water.

✓ **HERITAGE VACANT LOTS** (*No Change of Status*)

Another privately owned lot is having a new home built. The water service could not be located, so the city provided one at our expense.

The city also has two more lots that were acquired through the tax reversion process. There is interest by the builder to proceed with acquisition and construction. In addition, the association manager reached out about permitted designs and builders for the subdivision. There could be renewed interest in some building. This would finally clear us of the subdivision and put the association in a better position to build membership and dues for their operations.

Though the city cannot retain funds in addition to expenses for these lots, we are still expected to sell them at market value. Listings in Heritage for vacant units are \$10,000-\$12,000, and none of them are moving. I propose a price of \$10,000 for each lot. If there is no objection, I will bring this back to the council for the first step of the sale process.

✓ **NEWSLETTER** (*No Change of Status*)

The April newsletter is out! Let us know what you think! Thanks for the contributions!

✓ **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. Many of these briefs are covered in more detail elsewhere in this report

1. Additional **demolitions have been undertaken by the owner of the raceway**. The owner intends to have the site razed for future use. The site is not formally for sale, nor is there a concept plan for reuse.
2. The **reuse of Mary Crapo is moving forward**. Construction is underway on phase one of the varsity baseball field. There will be two pickleball courts that can double as skating in the winter. Most recently, we have fielded a number of afterhours construction/noise complaints. We believe we have addressed this with the school.
3. **Street repair in 2025 (Cappy and Don Shenk)** is a go (May start), as is a cooperative project for Bristol Road (June start). We are going through punch lists now for the 2024 projects, and we have settled the dispute over aggregate amounts. Local street work in 2026-2028 will be limited due to advancement of the above projects. However, TIP funds are still pending for Miller (Morrish to Dye) and Elms.
4. The **Brewer Condo Project** first tri-plex is complete and all units are sold. In addition to a potential redesign that would include a first floor bedroom, the developer was expected to apply to the Genesee County Metropolitan Planning

Commission Housing Impact Fund to complete the project. I will report any changes in status.

5. The current phase of **Springbrook East is substantially complete**. We created a punch list for the infrastructure improvements, which the owner has nearly completed. The next step is to proceed with formal street dedication. I expected this in January, but the owner was in a tragic accident, which slowed the process. Things are moving again, but not in time to get this before the council in April to accept the streets, water, sewer, and storm. **There has been a sale of this project's future phases and real estate**. It appears JW Morgan and another partner are in control of future phases.
6. The **southwest corner of Elms & Miller** was seeing some increased activity. We met with the owner and an architect yet again in January. Though there is nothing imminent, there is enough interest to make me believe we may see something in 2025.
7. **Park projects** currently include an active grant award for Otterburn. The city will also look to bid the tree project for Abrams Park this fall (not spring as previously reported), which was awarded about \$10,000 through the DNR. For 2025 projects, the park board recommends bike racks, Elms Park pickleball nets, Abrams forestry, a replacement sign at Abrams, Genesee County Park Ranger patrols at Elms Park, and ongoing interpretive signs. Signs are awaiting availability of the historical society to furnish content.
8. **New Businesses**. The liquor license for the downtown coffee shop/book store is proceeding through state inspections.
9. **(Update) Mundy Megasite**. There have not been updates for the past couple months. The media has identified the site as a candidate for use by Western Digital, a technology producer. We have met with the MEDC regarding this matter and have taken the first steps to request cooperation and leadership as it relates to proceeding with investment, planning, and regional cohesiveness upon a potential announcement. I initially felt that they were responsive and were moving in a direction to explore this support. However, the MEDC has taken a role as advisor only and is not likely to lead, coordinate, or directly support efforts beyond the development of the site. Without a regional effort to coordinate and support land use decisions, infrastructure, service provision, and economic development, I do not see this investment delivering on desirable quality of life goals. I am disappointed and concerned.
10. **Holland Square** has updated material costs. We are integrating these costs into the plan and will be getting the committee together soon. We plan to fund this project with \$75,000 from MSHDA and matching funds from the MEDC crowdfunding program (which could be as much as \$150,000).
11. **Wayfinding & Branding Signs** are going up. The concept is being applied to the trail signs, since these have already been funded by the Cosmos campaign. These will be up this spring along the new trail. We also replaced the Hill Road entry sign and have budgeted a replacement sign at Abrams Park. The DDA and council can liaise on if, when, and how to proceed with future installations.
12. The DDA considered a **Social District about two years ago**. There is renewed interest in exploring this. No recommendations have been made, but I would not be surprised if this was back on DDA agenda's this spring or summer. With the potential for another tavern coming, the city has the ability to designate a commons area in the community.

13. The **Cage Fieldhouse** may be getting a resurfaced parking lot and/or a new drive. The school is working with the city on this, but there have not been any formal reviews yet.
14. **Old Methodist Church** has been acquired by the DDA. It is vacant, secure, and heated. The DDA and staff worked with the MEDC consultant (paid for by virtue of the RRC program) to create a request for qualifications to help find an end user/developer. This is live through July and we do have some folks taking tours!

✓ **REDEVELOPMENT READY COMMUNITIES (Update)**

We have a new liaison for some of our MEDC projects. Joshua Prusik is taking over for Charles Donaldson. Some of you may have seen both of these outstanding gentlemen at our Cosmos ribbon cutting.

The RFQ for the old Methodist Church is live! This has been broadcast all over the state, shared with trade groups, and delivered to known local and regional interests. We expect to get submissions in through early summer, with the DDA convening in August to go over results. We have had a few requests for the RFQ, one walk through, and a couple consultations so far! The previous report follows.

The DDA completed the purchase of the Methodist Church on Morrish. They made this acquisition as a means to create more likely opportunities for the building's preservation and reuse for recreation, hospitality, or culture. We requested MEDC assistance through the RRC program to create a Request for Qualifications for reuse of the site. This has been approved. The DDA will now work with professionals to create a marketable request for developer/user qualifications and concepts.

The idea will be to market the site to potential users and request statements from interested parties that include a conceptual use, business plans, and qualifications. The DDA can then proceed to select one or more parties to negotiate a plan and transaction. To make this happen, the state is hiring a professional to craft a Request for Qualifications packet that will include promotional materials, project guidelines, and rating criteria. I expect the DDA to take the lead on finding a good use and developer.

The DDA is also taking the lead on Holland Square, which is a candidate for a future crowdfunding program. Please see the dedicated section below.

✓ **CDBG (No Change of Status)**

The applications for the next cycle (2025-2027) have been submitted. These include a 30% allocation to the senior center and a 70% allocation to an accessible drop off point for the Pajtas Amphitheater. It appears the county has tentatively approved both. We submitted additional information as requested. This is likely to be a 2026 project. Note that we have had issues bidding this type of work in the past. However, given the rush we were put in with the change in our fundable status, I think this is a good project. I will report the application status.

✓ **DISC GOLF (No Change of Status)**

Shattered Chains has completed the course as it relates to the 18 baskets and fairways. They plan to have all the tee pads installed by the end of the month, and all

bridges/crossings are in and very functional! In fact, they are holding an event on October 26<sup>th</sup> as part of a Halloween/course kick off attraction.

They expect to have signs installed in early 2025 to mark the course. Once complete, a ribbon cutting will follow!

✓ **OTTERBURN PARK DEVELOPMENT (Update)**

It appears we may be able to avoid expansive water detention work. However, adding utility connections to the plan made the cost even higher. It is not clear that there are any scope items that can be cut to make this more affordable. We may need to conduct the bid and see where things land. The previous report follows.

The engineer presented a preliminary plan to the park board on April 15<sup>th</sup>. I am happy with the work so far. Though the budget is a bit high, we are able to make some adjustments that should bring it in line with available funds. The DNR indicates that grant agreements may not be distributed until this summer, which makes summer/fall construction virtually impossible. The upside is that we have plenty of time to design and plan improvements. The previous report follows.

Our DNR Trust Fund grant application was approved by the DNR Trust Fund Board on December 11<sup>th</sup> in the amount of \$290,000! We have also signed on the sub-recipient agreement for the \$283,333.33 in funds from Kildee's office. In addition, we have two years' worth of donations from BeeMoreJentery that total well over \$10,000.

The project now includes a pavilion, restrooms, a path, bike station, gates, sign, and ADA parking. The estimated total cost is \$600,000. This concept includes all original work items, excluding the disc golf and sledding hill (now complete), as well as a secondary pavilion on the far north side of the site, which is not affordable. I am included the most recent concept, pricing, and engineering proposal in the April 28 meeting packet.

✓ **SOLAR SYSTEM MODEL (Update)**

A ribbon cutting was at Elms Park on Tuesday, May 20, 2025 at 5:30pm, which coincided with our May Park Board Meeting. It was rainy but well attended and successful!

If it seems to qualify and there is no objection from the council, I may look to submit this to Guinness Book as the largest model on Earth. Otherwise, this is to be removed from future reports.

✓ **WAYFINDING PROJECT (No Change of Status)**

Trail head signs and trail wayfinding signs are ordered! These are funded through the Cosmos crowdfunding campaign. The park board took a look at the concepts and made final recommendations on details.

The city entry sign on Hill Road was driven over and destroyed. Instead of replacing this sign with the standard 'government' sign, we purchased a gateway sign that fits the sign program. Personally, I think it looks great and look forward to replacing other gateways as funds and opportunities present themselves. The next candidate is the red sign on Seymour and Miller. That sign is definitely at the end of its life.

✓ **SOCIAL DISTRICT** *(No Change of Status)*

The DDA had a discussion about the potential for a social district in the downtown area. There is some potential for this to have a positive impact by attracting events and visitors to encourage commerce and desirable activities in the community. There is also the potential for this to generate undesirable nonsense, bad behavior, litter, etc. The DDA did not act on this. They intend to independently consider how a district might impact the community, be received by the residents, and support businesses. See the April 8, 2024 packet for more details.

✓ **HOLLAND SQUARE CROWDFUNDING PROJECT** *(Update)*

We were NOT able to meet on May 19<sup>th</sup> to discuss the last components of the planned pergola (lighting and sound). There was a scheduling conflict, so we have lost yet more time here.

Previously, the committee met in mid-January. They are fine tuning the concept prior to ordering construction drawings. At their last meeting, they decided to go with a laminated, engineered wood product. This will offer much longer longevity, easier maintenance, and the ability to readily relocate the structure. The downside is that it comes with a 40% higher price tag. With Greg seeking contributions and the other funds lined up, we should be able to swing it.

Some details that are still pending include lighting and sound. We expect to meet again in about two weeks to put together a final cost and plan. Once complete, this will go before the DDA and city council. The previous report follows.

We have formalized the \$75,000 in MSHDA grant funds. We are working on an application to the crowdfunding program, which should be automatic. However, we need to complete the budget prior to taking this step.

The project is still being reviewed by the committee and we await updated costs and plans for the structure and technology components. We are nearing the creation of detailed plans, which will provide more finely tuned costs and imagery for review by the city council. I seek to have this in the month of September.

✓ **SPRINGBROOK STREET DEDICATION INQUIRY** *(Update)*

The HOA was not able to meet on May 13<sup>th</sup> as planned, but was able to convene on May 20 to discuss next steps. It sounds like they are desirous of taking formal steps to consider city ownership of the streets. I recommended that they send a written request to the city council, signed by the homeowners association, that indicates their conceptual terms and conditions for such a potential transfer. The council can then review this and decide if and how to proceed. The previous report follows:

I met with the HOA street committee on February 24<sup>th</sup> and March 24<sup>th</sup> along with Councilmember Spillane. The group is proceeding with rehabilitation of Cross Creek, using the best practices recommended by our engineer. They are also interested in continued in-kind services during final planning and construction to ensure project quality. If the city is still open to taking these streets, I recommend this support be given to ensure the assets are optimized.

Beyond their 2025 work, there is still much discussion, and I do not see this moving forward very quickly. They have a lot of questions about winter maintenance, solicitation control, sidewalks, and costs. The previous report follows.

The HOA completed three cores on Cross Creek Drive to better understand the pavement cross section that is there. It appears the road is generally built of 10" thick asphalt on clay instead of 5" asphalt on 10" of aggregate. Leadership from the HOA met with our engineers and staff to go over the implications of this finding on January 21st.

For the time being, they are taking the informal advice of our engineers and adjusting some of their plans for the 2025-2026 construction years. Though there is not any further movement towards a potential street transfer, they appear to be proceeding with street maintenance and rehabilitation in a manner that would meet city standards.

I expect to be meeting with the group regularly moving forward. See the October 14, 2024 report for all the details of this request, as well as a historical and contextual narrative.

✓ **ABRAMS FORESTRY GRANT** (*No Change of Status*)

The city has been awarded \$9,890 through the Community Forestry Grant Program to plant 38 native trees in Abrams Park. There are no strings attached here except that we are to provide an equal match. The time for performance is through fall of 2026, and there are no NEPA, Davis Bacon, or other federal requirements. I expected to bid this early in 2025, but we are going to push to the fall to increase the survivability of trees.

✓ **COLLECTIVE AND INDIVIDUAL LABOR AGREEMENTS** (*Business Item*)

The AFSCME agreement is included and recommended for approval. The terms are admittedly more generous to the bargaining unit than the city in my opinion. However, the terms are within budgetary constraints and are predicted to be sustainable. I do believe our staff are now compensated better than most communities. I also advocate that that is a positive attribute of our employment offerings and is consistent with our aspirations to maintain a trained, motivated, and adequately staffed workforce that competes for the region's best talent.

Note that I strongly believe in incremental change that reflects the market conditions. This avoids city-wide compensation analysis, such as that observed elsewhere, in which years of stagnant conditions result in shocking increases at a future date.

Obvious changes are to wages. In addition, compensation and stipends are being adjusted upwards as well. Note that these are not addressed in each contract. For example, water license stipends have not been altered since 2019 and this increase is valid through the summer of 2028 or after. For that reason, you will notice more substantial adjustments to fixed rate stipends, buyouts, and certification pay that is not included in the inflationary adjusted wages.

In addition, the contract grants an additional holiday and is more generous with the advancement of vacation. These trends are common requests of importance to the newer employees, which are statistically much more likely to value time (work/life balance).



If approved, this bargaining agreement will serve as the pattern for remaining staff in terms of inflationary adjustments, holidays, and other standard provisions. Some staff are employed under these terms and conditions through an original, administrative offer of employment. Other agreements to come before the council will be mine and the city clerk.

I also intend to bring our Personnel Policies Manual back to the council for review in the near future. We have a number of supplemental policies to codify, updates to conform with state/federal law, and some other best practices to address. In addition, I want this document to provide for all terms and conditions of employment that apply to exempt employees and others that are hired outside the CBA.

- ✓ **FUTURE WASTE, RECYCLING, AND YARD WASTE SERVICE** *(No Change of Status)*  
Our contract with Priority for collection expires at the end of June in 2026. We are taking a look around at current awards by similar municipalities, and the prices appear to be up 30 to 40%! This is an extreme and possibly insurmountable increase for our waste budget.

To improve our situation, I reached out to our neighbors to attempt to align bidding together for some economies of scale. So far, Flint Township, Mundy (expiring December 31, 2026), Clayton (expiring December 31, 2025) and Gaines Township liaisons have expressed an interest to do so. We are looking to align our expirations with extensions in order to seek bids for the same time frame. This should enable providers to price for greater economies of scale.

- ✓ **FISCAL YEAR 2026 BUDGET** *(Business Item)*  
The complete budget book is included! As always, our intention is that the budget book should stand alone as an instrument with user preface, instructions, summaries, core content, and supporting information. With that said, I will leave only the briefest of explanation here:

The budget process is complete. All funds are budgeted to perform core services, invest in planned capital expenditures, and to maintain compliance with our budgetary and fund balance policies. We are pleased to recommend approval.

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

- ✓ **MONTHLY REPORTS** *(Update)*  
Monthly reports are included.

- ✓ **GENESEE COUNTY FORECLOSURES** *(Update)*  
I am including a list of four foreclosures that may be purchasable by the city. They include two vacant units in Carriage Commons, 7484 Wade (auto repair facility), and the vacant land across from the old elevator (5200 Morrish Road). In accordance with the memorandum, I have made inquiries to the county treasurer to get more information about the properties and to establish an 'interest' in acquiring them.

As of writing, I am not recommending any formal action or declaration of an intention to buy. Note that acquiring parcels now is not expected to be done by municipalities in the amount of outstanding taxes only, but by something approximating a justifiable market (or perhaps distressed) value.

With that said, all of the properties are likely compromised and could be acquired for substantially less than comparable due to dissimilar circumstances. The Luea Lane properties have been found to be unbuildable in their current configuration, which is why they have not been built on. This is due to the presence of underground conflicts. However, it is possible that multiple units could be acquired and consolidated into a lesser number of units that are buildable through amendment of the master deed.

With that said, it is POSSIBLE that the city could acquire these for the amount owed in taxes and potentially ADD value through the stated process, creating a buildable lot. This is an opportunity to add another home into the neighborhood and city. However, there is not an observable deficiency, blight, or other issue to correct.

Concerning the Morrish Road property, this is likely contaminated and may be involved with the oil spill cleanup (and expense State of Michigan lien) from a couple years back. This would have the two-fold impact of negating both the use value and exchange value. The city could look to acquire this cheaply, but it is less obvious to what productive use or corrective action we could then proceed.

Wade Street is a different matter in my opinion. This property is out of place in the neighborhood due to its industrial use. It is often under code enforcement for site conditions and is likewise a nuisance in what is otherwise a residential, downtown neighborhood. Given the challenging site conditions for operations, almost certain contamination, and the likelihood that the city would raze this building/business, there is a strong case to be made that the exchange value here is extremely low and the public value higher (assuming cleanup/removal). This is one to keep our eye on.

I will report on any potential next steps, but I would like to hear the opinions of members or the collective council on these four properties.

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

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

The Planning Commission did not meet in April or May. There was an application to review a site plan submission from Meijer. They propose to update their store and gas station. These changes would normally be administrative; however, they proposed to paint their brick, which I had concerns about. I submitted this to our planner to review, and he concurred that painting the brick would negate the durability of the material and also be inconsistent with the site plan approval.

With these notes in mind, Meijer is planning to make all exterior updates EXCEPT the painting of the brick. This reclassified their application to an administrative review, which was approved. I expect those changes to be happening anytime.

Their next meeting is scheduled for June 3, 2025 meeting.

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

The DDA met on May 8. Attendance was only 5 of 9 members. They approved up to \$4,500 for a façade grant application for 8013 Miller Road. They also approved their fiscal year 2026 budget as it was presented to the city council. Lastly, they approved a



professional service agreement with CIB planning to draft an amendment to the DDA/TIF plan to extend the life of the DDA district and their revenue stream. Their next regularly scheduled meeting is set for June 12, and their annual meeting is in July.

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

Their ZBA held their annual meeting, on March 19<sup>th</sup>. The board retained the same officers of Mr. Packer as Chair, Mr. Gilbert as Vice Chair, and Mr. Smith as Secretary. This meeting also included in-house training, which went well.

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

Park board met on May 20<sup>th</sup> at Elms Park. They went over revised plans for Otterburn, which are still above budget as proposed. I am including the estimate and plans. Note that, while the prices were able to be reduced for some expenses like concrete and drainage, the added costs to connect utilities to the bathroom are quite high.

The board recommended that the secondary porta potty slab be located directly off the path in the back. They also requested to know the length of the path (which is 2,500 feet). With these being the only changes, Rowe is working on environmental studies to comply with HUD grant requirements. If these are agreeable, we should expect final plans for bidding in the summer.

The board also discussed the slip and slide (set for Saturday, July 26<sup>th</sup> at Elms) and the new signs, which seem agreeable.

Their next regular meeting is Tuesday, June 17, 2025 at 5:30pm. They are expected to meet back at city hall. There is one vacancy on this board, which resulted from the resignation of Mr. Hicks.

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

The public meetings for March appeals were Monday, March 17 from 9am to 12pm & 6pm to 9pm; Tuesday, March 18 from 9am to 12pm; and Wednesday, March 19 from 9am to 12pm. There were twelve total petitioners. Six were late personal property statements and six were assessment appeals.

✓ **CLERK'S OFFICE/ELECTION UPDATE (Kraft)** *(Update)*

- ❑ Routine duties include record management, publications, FOIA requests, human resources, ordinance codification, payroll approval, solicitation permits, recording secretary, maintaining the cemetery registry, helping to maintain the website, Keeper of the City Seal, Board of Review, and everything related to elections.
- ❑ We will be getting a .gov domain in the near future. This will not affect getting onto our website nor our emails because we will still own cityofswartzcreek.org, .net and .com. The .Gov domain will help the public identify us as an official website with trusted information, because they are only available to U.S. based government organizations.
- ❑ As of today, we do not have an election in 2025.

✓ **DEPARTMENT OF COMMUNITY SERVICES UPDATE (Bincsik)** *(Update)*

- ❑ DPS continues to GPS water and sewer assets.
- ❑ DPS continues to update water meter transponders, registers and meters as needed.

- ❑ DPS believes it has found and repaired the ongoing problem with the street sweeper and have been sweeping all week.
  - ❑ DPS has been looking into increased redundancy for the Cappy Lane Pump Station. Radar level sensors and the transfer switch have been installed. .
  - ❑ DPS hung up the hanging flower baskets downtown.
  - ❑ DPS is working on a repair for the merry go round at Abrams Park.
  - ❑ DPS took deliver of the new Yanmar Tractor the past week.
  - ❑ Garage door repairs were completed at the Public safety building.
  - ❑ Hydrant painting contractor is planning on being in town as soon as the weather allows.
  - ❑ DPS hired 2 more temporary seasonal employees. We look for them to start end of May.
- ✓ **TREASURER UPDATE (Nichols) (Update)**  
 The FY26 budget process is complete and property tax season is about to commence. Routine operations include, but are not limited to, processing payments for utility bills, tax bills, delinquent personal and qualified real taxes, building permits, daily/weekly/monthly journal entries, bank wires, review/approval of accounts payable invoices, issuance of building permits and rental inspection collections, processing payroll, accounting for grants and projects and other financial matters impacting the city.
- ✓ **ECONOMIC DEVELOPMENT UPDATE (Dietrich) (Update)**
- ❑ Holland Sq: We continue to engage with Dort Financial CU detailing the opportunity of naming rights for the proposed pergola. DDA has requested a \$50,000 naming rights opportunity.
  - ❑ Methodist Church: The marketing RFQ is attached.
  - ❑ EV Chargers Apple Energy is set to install four chargers at 5031 Holland Rd. The power drop should be coming next week.
  - ❑ The City has purchased the services of Formstack which is an online form that the city will be using for food truck applications, background checks and complaint forms. This will provide an easy and more efficient way of exchanging information between the city and residents.
  - ❑ The Movie Night Series dates have been set for the summer. We have several organizations and businesses volunteering for each night except for July 11<sup>th</sup>. Dort FCU June 27<sup>th</sup>, ELGA CU July 25<sup>th</sup> and Girl Scouts August 8<sup>th</sup>.

## NEW BUSINESS / PROJECTED ISSUES & PROJECTS

- ✓ **APPOINTMENTS (Update)**  
 We have yet another open position on the park board due to the resignation of Mr. Hicks.
- ✓ **PRELIMINARY SPECIAL ASSESSMENTS (Business Item)**  
 Included with the packet is the list of all current special assessments for utility bills, weeds (mowing), sidewalk snow clearing, and one blight removal case (through court order). Note that the work performed to remediate unsafe conditions and to conduct demolitions was conducted in 2024, but was not overdue for collection until after the last assessment period.

Letters went out notifying those with invoices of the application of these debts to the tax roll if unpaid by May 27<sup>th</sup>. Some of these will likely be paid before that time but council will need

to review the initial list of items for information purposes. A resolution to move this forward is included.

✓ **RENTAL INSPECTIONS (Update)**

We are looking to transfer rental inspections to our paid-on-call firefighters. I believe I noted this previously. The reason for doing so is to add more scheduling slots for owners/residents to benefit from, to control costs, and to further integrate the fire department into the community. This is agreeable to the department, and should be very easy to transfer over from the staff at Mundy Township. To effect this change, the department is likely to ask for a new wage rate that they can bill out at. I expect this to be on our agenda in June or July.

**Council Questions, Inquiries, Requests, Comments, and Notes**

*Orienteering Course:* I am working with Walt to replace these medallions. We appear to be close to getting new material in the ground.

*I-69:* Our understanding is that MDOT is to repair decks and other bridge features over Elms Road and Miller Road in 2026.

*Events:* The Summer Concert Series and Family Movie Night schedules are out. Hometown Days starts the week of May 26<sup>th</sup>, the Makers Market is proceeding, car shows are planned, and the Summer Bash for June 21<sup>st</sup> was approved.

**City of Swartz Creek  
RESOLUTIONS  
Regular Council Meeting, Tuesday, May 27, 2025, 7:00 P.M.**

**Motion No. 250527-4A**

**MINUTES – MAY 12, 2025**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday, May 12, 2025, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 250527-5A**

**AGENDA APPROVAL – MAY 27, 2025**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of May 27, 2025, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 250527-6A**

**CITY MANAGER’S REPORT**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council accept the City Manager’s Report of May 27, 2025, including reports and communications, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 250527-8A**

**RESOLUTION TO APPROVE THE FISCAL YEAR 2025-2026 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 12, 2025; 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; and

**WHEREAS**, the Swartz Creek City Council desires the budget to be accompanied by additional illustrative, narrative, and data materials to make the budget more transparent and useful to staff, officials, and the public.

**THEREFORE BE IT RESOLVED**, the Swartz Creek City Council hereby adopt the following 2025-2026 fiscal budget based upon the following tax mills:

<b>General Operating Levy</b>	<b>4.6515</b>	<b>mills</b>
<b>Public Safety SAD</b>	<b>4.9000</b>	<b>mills</b>
<b>Street Levy</b>	<b>4.0649</b>	<b>mills</b>
<b>Sanitation Levy</b>	<b>2.6270</b>	<b>mills</b>

**BE IT FURTHER RESOLVED**, the Swartz Creek City Council hereby approve the 2025-2026 Budget Book as included in the May 27, 2025 city council packet.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 250527-8B**

**RESOLUTION TO ASSESS DELINQUENT CHARGES TO THE ASSESSMENT ROLL**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the city, by virtue of enforcing certain ordinances and charter provisions, incurs expenses related to the improvement, maintenance, demolition, and/or replacement of private and public property; and

**WHEREAS**, the city also provides utility services, of which some recipients of said services have outstanding and overdue balances related to the same; and

**WHEREAS**, the city’s ordinances related to the provision of water and sewer services, as well as those pertaining to the maintenance of sidewalks, noxious weeds, blight and fire cost recovery provide for the collection of expenses and related fees; and

**WHEREAS**, such outstanding expenses, service charges, and fees are able to be assessed to real property per Chapter 10 of the City Charter.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek directs the Treasurer to prepare an audit of all outstanding debts owed to the City for delinquent sidewalk snow removal, utility services, blight and fire cost recovery, and further, to cause such debts to be

assessed against the property owner of record, in accordance with City Ordinance and State Statute, said debts to be placed against the summer 2025 tax collection roll.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 250527-8C**

**RESOLUTION TO APPROVE THE AFSCME LABOR AGREEMENT**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the City of Swartz Creek City Council approved the agreement with the American Federation of State, County, and Municipal Employees on June 13, 2022 to provide for conditions and provisions of employment; and

**WHEREAS**, the collective bargaining agreement, set to expire on June 30, 2025, was negotiated by the city manager and the AFSCME unit in order to establish terms for a new three year agreement; and

**WHEREAS**, the City and AFSCME have tentatively agreed to terms that include among others, alterations to wages, post-retirement health care, holidays, vacations, uniforms, and other miscellaneous provisions; and

**WHEREAS**, components of the AFSCME collective bargaining agreement generally reflects and establishes expectations for employment conditions with unrepresented staff.

**NOW, THEREFORE BE IT RESOLVED** that the City of Swartz Creek approve the Agreement between the City of Swartz Creek and the AFSCME Michigan Swartz Creek City Employees Union Local 1918-Chapter 23 bargaining unit as included herein, less review comments/notations, and further authorize the Mayor and City Clerk to execute the agreement on behalf of the City.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 250527-11A**

**ADJOURN**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council adjourn the regular council meeting of May 27, 2025.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE REGULAR COUNCIL MEETING  
DATE May 12, 2025**

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

Invocation and Pledge of Allegiance.

Councilmembers Present: Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.

Councilmembers Absent: Melen (excused).

Staff Present: City Manager Adam Zettel, Clerk Renee Kraft.

Others Present: Metro PD Lieutenant Murphy, Jeff Kelley

Others Virtually Attended: Lania Rocha

Motion by Krueger, second by Hicks to excuse Councilmember Melen.

A unanimous voice vote.

**APPROVAL OF MINUTES**

**Resolution No. 250512-01**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday April 28, 2025 and the Minutes of the Special Council Budget Workshop Meeting held Wednesday April 30, 2025 to be circulated and placed on file.

YES: Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.  
NO: None. Motion Declared Carried.

**APPROVAL OF AGENDA**

**Resolution No. 250512-02**

**(Carried)**

Motion by Councilmember Krueger  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council approve the Agenda as printed for the Regular Council Meeting of May 12, 2025, to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Knickerbocker, Henry, Spillane.  
NO: None. Motion Declared Carried.

### **CITY MANAGER'S REPORT**

#### **Resolution No. 250512-03**

**(Carried)**

Motion by Mayor Pro Tem Hicks  
Second by Councilmember Gilbert

**I Move** the Swartz Creek City Council accept the City Manager's Report of May 12, 2025, including reports and communications to be circulated and placed on file.

Discussion Ensued.

YES: Hicks, Krueger, Knickerbocker, Henry, Spillane, Gilbert.  
NO: None. Motion Declared Carried.

**MEETING OPENED TO THE PUBLIC:** None.

### **PUBLIC HEARING FOR FISCAL YEAR 2025-2026 BUDGET**

Opened Public Hearing at 7:30pm

No resident comments.

Closed Public Hearing at 7:31pm

### **COUNCIL BUSINESS:**

### **RESOLUTION TO APPROVE COMMISSION APPOINTMENT**

#### **Resolution No. 250512-04**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Knickerbocker

**WHEREAS**, the laws of the State of Michigan, the Charter and Ordinances of the City of Swartz Creek, interlocal agreements in which the City of Swartz Creek is a member, and previous resolutions of the City Council require and set terms of officers for various appointments to City boards and commissions, as well as



appointments to non-city boards and commissions seeking representation by City officials; and

**WHEREAS**, there exists a vacancy in such a position; and

**WHEREAS**, said appointment is a Mayoral appointment, subject to affirmation of the City Council.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council concur with the Mayor and City Council appointment as follows:

**#250512-8B1    MAYOR APPOINTMENT:**

**Kelli Melen**

Park Board

Remainder of three year term, expiring December 31, 2026

Discussion Ensued.

YES: Krueger, Knickerbocker, Henry, Spillane, Gilbert, Hicks.

NO:    None. Motion Declared Carried.

## **RESOLUTION TO APPROVE PROFESSIONAL SERVICES FOR MS4 COMPLIANCE AND PROGRAM OVERSIGHT**

**Resolution No. 250512-05**

**(Carried)**

Motion by Councilmember Knickerbocker

Second by Councilmember Krueger

**WHEREAS**, the City of Swartz Creek owns, operates, and maintains a system of storm water collection assets that drain to the Swartz Creek and other public water bodies of the state; and

**WHEREAS**, the city is required to comply with standards pertaining to Michigan's Municipal Separate Storm Sewer System (MS4), which requires adherence to inspection, testing, and maintenance standards, as well as subsequent reporting; and

**WHEREAS**, the city solicited a proposal from a pre-approved engineer that specializes in storm sewer matters to oversee MS4; and

**WHEREAS**, The MS4 program is established, but reapplication to the MS4 program is required periodically.

**NOW, THEREFORE, BE IT RESOLVED**, the Swartz Creek City Council hereby approve the professional service agreement dated April 22, 2025, as submitted by DLZ in the amount of \$10,000 and authorize and direct the Mayor to execute said agreement on behalf of the city.

Discussion Ensued.

YES: Knickerbocker, Henry, Spillane, Gilbert, Hicks, Krueger.  
NO: None. Motion Declared Carried.

## **RESOLUTION TO PURCHASE UTILITY TRACTOR**

**Resolution No. 250512-06**

**(Carried)**

Motion by Councilmember Spillane  
Second by Councilmember Krueger

**WHEREAS**, the city finds it necessary to replace a 1967 tractor with a comparable piece of equipment; and

**WHEREAS**, the City's Purchasing Ordinance, Chapter 2, Article VI, Section 2-406 provides for terms and conditions of purchases; and

**WHEREAS**, the City is not required to get sealed bids but must seek council approval for goods and services that are not of a public work or improvement of a directly competitive nature; and

**WHEREAS**, the Director of Public Services has multiple quotes for equipment in the same class, though of various offerings and prices; and

**WHEREAS**, the 2025 Motor Pool Fund has sufficient funds set aside for this equipment replacement, in lieu of replacement of the 2018 Kubota utility vehicle.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Swartz Creek approves the purchase of the Yanmar YM347 utility tractor in the amount of \$30,500, as quoted from Weiss Equipment, plus associated fees and expenses, to be apportioned from the Motor Pool Fund (661).

**BE IT FURTHER RESOLVED**, the City of Swartz Creek, finding the 1967 tractor to be beyond its useful life for the execution of safe and efficient duties, hereby direct and authorize the Director of Public Services to auction this vehicle and related appurtenances by means of the Bidcorp.com or related public auctioning service as soon as practical.

Discussion Ensued.

YES: Henry, Spillane, Gilbert, Hicks, Krueger, Knickerbocker.  
NO: None. Motion Declared Carried.

## **RESOLUTION TO APPROVE ROAD CRACK SEALANT BID**

Motion by Councilmember Krueger  
Second by Councilmember Hicks

**WHEREAS**, the city maintains a system of major and local streets; and

**WHEREAS**, the city recognizes that a mix of fixes is required to properly maintain street assets over their design life, including the early application of crack filler; and

**WHEREAS**, the city sought bids in 2023 to apply crack filling treatment to select major streets that are experiencing mild deterioration, as well as major and local streets that are showing the first signs of deterioration; and

**WHEREAS**, a low bid was awarded to Asphalt Restoration Inc, a company in good standing with the MDOT; and

**WHEREAS**, the city wishes to continue to provide annual crack filling sealant, to all city streets, and has received an updated quote to continue these services from Asphalt Restoration Inc.

**NOW, THEREFORE, BE IT RESOLVED** the City of Swartz Creek hereby approves the proposal from Asphalt Restoration Inc, in the estimated amount of \$51,000, funds to be apportioned to the major and local street funds as appropriate.

**BE IT FURTHER RESOLVED** the City of Swartz Creek approves the proposal to include all additional areas of the city not quoted at a rate of \$1.70 per foot to complete Otterburn, Parkridge, Springbrook East neighborhoods, public parking areas, trails, and other streets as needed.

**BE IT FURTHER RESOLVED** the City of Swartz Creek directs the City Manager to execute a standard contractor agreement with the bidder and further directs the Treasurer to appropriate funds from the major and local street funds as appropriate.

Discussion Ensued.

YES: Spillane, Gilbert, Hicks, Krueger, Knickerbocker, Henry.  
NO: None. Motion Declared Carried.

**MEETING OPENED TO THE PUBLIC:** None.

**REMARKS BY COUNCILMEMBERS:**

Councilmember Spillane: Questioned the Miller Road camper. Discussed the Meijer charging stations. Questioned why Elms Park was closed. Mr. Zettel responded it was for

public safety. Discussed Cemetery clean-up this Saturday; they need mulch and dirt. Thanked Bonnie George for all her hard work in the cemetery.

Councilmember Knickerbocker: Announced he will not be present at the May 27 meeting.

Mayor Henry: Questioned how many days Miss-Dig stakes are good for. Mr. Bincsik responded 21 days.

## **ADJOURNMENT**

**Resolution No. 250512-08**

**(Carried)**

Motion by Councilmember Gilbert  
Second by Councilmember Krueger

**I Move** the Swartz Creek City Council adjourn the regular meeting at 8:00 p.m.

Unanimous Voice Vote.

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**Nate Henry, Mayor**

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**Renee Kraft, CMC, MiPMC-2, City Clerk**

City of Swartz Creek  
Delinquent Mowing/Water/Sewer/Snow Removal/Fire Cost Recovery  
Estimated Amounts to Taxes 2025

**Mowing/Weeds**

Enforcement #	Date	Name	Tax ID #	Amount
Multiple	Various	Diane & John Green	58-01-100-019	\$ 600.00
Multiple	Various	Labeed Nouri	58-36-100-006	\$ 900.00
Multiple	Various	Genesee County Landbank	58-29-300-014	\$ 600.00
Multiple	Various	Miller Road Land Company	58-36-577-009	\$ 900.00
Multiple	Various	Miller Road Land Company	58-36-577-007	\$ 900.00
<b>Total</b>				<b>\$ 3,900.00</b>

**Water & Sewer**

Customer Name	Address	Tax ID #	Amount
CRIST, LINDA	5429 WINSHALL DR	58-03-580-014	\$721.38
MACHADO, ABIGAIL	5228 DON SHENK DR	58-02-503-007	\$170.73
PARENTEAU, BETTY	4374 MORRISH RD	58-35-576-009	\$540.15
BISHOP, ROBERT	3266 1/2 DYE RD	58-29-300-002	\$495.33
METCALFE HOLDINGS, LLC	5157 DAVAL	58-02-501-009	\$591.65
MILLER RD LAND COMPANY	7025 MILLER RD	58-36-577-006	\$488.32
MOORE, SEAN	5472 MILLER	58-29-551-002	\$614.37
GREEN, DIANE	7512 GROVE ST	58-01-100-019	\$548.61

**Total** **\$ 4,170.54**

**Snow Removal**

Enforcement #	Date	Name	Tax ID#	Amount
E25-009	2/19/2025	Caitlin Sivyer	58-03-526-008	\$ 129.75
E25-012	2/19/2025	Justin & Kristina Leszczynski	58-02-501-064	\$ 129.75
E25-013	2/19/2025	Gina Davis	58-02-501-067	\$ 96.00
E25-017	2/19/2025	Graham Parker	58-03-533-168	\$ 129.75
E25-018	2/19/2025	Metcalf Holding LLC	58-03-533-170	\$ 129.75
E25-020	2/19/2025	Priscilla Swartstrom	58-03-533-186	\$ 96.00
E25-021	2/19/2025	Kelley Collett	58-03-533-034	\$ 129.75
E25-023	2/19/2025	Linda Crist	58-03-580-014	\$ 129.75
E25-025	2/19/2025	Cappadon LLC	58-36-576-015	\$ 163.50
E25-028	2/19/2025	Diane Dennis	58-02-502-010	\$ 96.00
E25-029	2/19/2025	Michael Cross	58-02-503-048	\$ 96.00
E25-031	2/19/2025	Zrealty LLC	58-02-527-003	\$ 129.75
E25-032	2/19/2025	Jane Robins	58-02-526-068	\$ 163.50
<b>Total</b>				<b>\$ 1,619.25</b>

**Blight**

Enforcement #	Date	Name	Tax ID#	Amount
MR 2400008303	4/3/2024	Terry Coy	58-02-529-006	\$ 3,167.26

**AGREEMENT**

**Between The**

**CITY OF SWARTZ CREEK**

**And**

**AFSCME MICHIGAN  
SWARTZ CREEK CITY EMPLOYEES UNION**

**AFSCME Local 1918- Chapter 23**

**July 1, 2025 – June 30, 2028**

**AGREEMENT - AFSCME LOCAL 1918-23**

**JULY 1, 2025 - JUNE 30, 2028**

## **ARTICLE NO. 1 - AGREEMENT**

This agreement is made this \_\_\_\_ day of June, 2025, between the City of Swartz Creek, a Municipal Corporation, hereinafter mostly referred to as the "Employer" or the "City" and the Swartz Creek Employees Union, Chapter 23 of Local Union No. 1918 affiliated with AFSCME Michigan and chartered by the American Federation of State, County and Municipal Employees (AFL-CIO), hereinafter referred to as the "Union", "Unit" or "Bargaining Unit".

HEADINGS: The headings used in this agreement neither add to, nor subtract from the meaning, but are for reference only.

PURPOSE AND INTENT: The purpose of this agreement is to set forth terms and conditions of employment; to promote orderly and productive labor relations between the Employer and the Union so as to enhance the Employer's ability to totally serve the community.

## **ARTICLE NO. 2 - MANAGEMENT RIGHTS**

The City of Swartz Creek, on behalf of the electors of the City of Swartz Creek, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and, without limiting the generality of the foregoing, the right:

1. To the exclusive management and control of the governmental system, its property, facilities, operations and affairs.
2. To hire employees, determine their qualifications, conditions of employment, dismissal, demotion, suspension, or layoff; to determine the number and scheduling of all employees; to promote or transfer all employees; to determine the size of the work force; and to assign duties to, and to direct, all employees.
3. To make and change rules and regulations not inconsistent with the terms and provision of this agreement.
4. To determine services, supplies and equipment; to determine all methods and means of distributing, disseminating or selling its services, methods, scheduling, and standards of operation; to determine the means, methods, and processes of carrying on its services and duties; and to determine any changes in all of the preceding, including innovative programs and practices.
5. To subcontract the performance of services, but not to erode the work force.
6. To determine the number and location or relocation of its facilities.
7. To determine all financial practices and policies, including all accounting procedures, and all matters pertaining to public relations of the City of Swartz Creek.
8. To determine the size of the management organization, its functions, authority, amount of supervision and table of organization.

The reasonable and responsible exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the City of Swartz Creek, the adoption of policies, rules, regulations and

practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and express terms of this agreement, and then only to the extent such specific and express terms are in conformance with the Constitution and laws of the State of Michigan and the United States.

### **SECTION NO. 3 - RECOGNITION**

- A) Pursuant to and in accordance with all applicable provisions of Act No. 379 of the Public Acts of 1965, as amended, the Employer does hereby recognize the Union as the sole exclusive representative for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this agreement for all employees of the Employer included in the bargaining units described as follows:
- 1) Department of Public Services: Public Service Employee I, Public Service Crew Leader, and Public Service General Part-Time. Specific job descriptions shall be kept on file with the City at all times, and available to members of the unit.
  - 2) Administrative Assistants: Administrative Assistant I, Administrative Assistant II, and Administrative Assistant General Part-Time. Specific job descriptions shall be kept on file with the City at all times, and available to members of the unit.
- B) The following employees will not be in the bargaining unit: City Manager, Assistant to the City Manager, City Clerk, City Assessor, City Treasurer, Finance Officer, Code Enforcement Officer, Building Inspector, Director of Public Services, all Police Officers and Fire Fighters.
- C) The Employer will not promote or finance any labor group or organization, which purports to engage in collective bargaining or make any agreement with such group or organization for the purpose of undermining the Union.

### **ARTICLE NO. 4 - UNION SECURITY - REQUIREMENTS OF UNION MEMBERSHIP**

- A) Employees covered by this agreement at the time it becomes effective, and who are members of the Union, at that time, may continue membership in the Union for the duration of this agreement.
- B) Employees reinstated or transferred into the bargaining unit may join the union immediately and will be covered by this agreement. Employees hired or rehired will be eligible to join the union after the first pay period of the month after an employee has been employed for a period of thirty (30) days.
- C) Nonpayment of special dues levied by the Union, other than monthly dues, service fees and initiation fees, shall not be construed as affecting the good standing of the employee insofar as disciplinary action on the part of the Employer at the request of the Union is concerned.
- D) On and after the thirty-first (31st) day following the beginning of employment, any present or future employee who is not a Union member and who has not made application for



membership may pay to the Union each month a service fee as established by law to the Union.

**ARTICLE NO. 5 - UNION DUES, INITIATION FEES AND SERVICE FEES - PAYMENT BY CHECK-OFF**

A) Authorization for Check-Off.

Employees may tender the initiation fee and monthly membership dues by signing the Authorization for Check-Off of Dues form, provided by the Union. During the life of this agreement and in accordance with the terms of the Authorization of Check-Off of Dues form, and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct Union membership dues levied in accordance with the Constitution of the Union from the pay of each employee who executes or has executed the Authorization for Check-Off of Dues form as shown in paragraph (G) of this section

B) When Deductions Begin

Check-Off deductions under all properly executed Authorization form Check-Off of Dues forms shall become effective at the time the application is signed by the employee and shall be deducted from the first pay following thirty (30) days employment and the first pay period of each month thereafter.

C) Remittance of Dues to Financial Officer

Check-Off deduction for any calendar month shall be remitted to the designated financial officer of the Local with a list of whom dues have been deducted from as soon as possible after the first day of the following month.

D) Termination of Check-Off Deductions

An employee shall cease to be subject to Check-Off deductions beginning with the month immediately following the month in which the employee notifies the employer in writing and Michigan AFSCME Michigan via certified mail to 826 Municipal Way, Lansing, MI 48917. The Union will be notified by the Employer of the names of such employees following the end of each month in which the termination took place.

E) Disputes Concerning Membership

Any dispute arising as to an employee's membership in the Union shall be reviewed by the designated representative of the Employer and a representative of the Union, and if not resolved by said representatives said dispute will be submitted at STEP TWO of the grievance procedure.

F) Limit of Employer's Liability

The Employer shall not be liable to the Union for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by the employees.

The Union shall protect and hold harmless the Employer from any and all claims, demands, suit, and other forms of liability by reason of action taken or not taken by the Employer for the purpose of complying with this section.

G) Authorization of Check-Off of Dues Form

The Check-Off of Dues Form shall be in that form as shall be approved from time to time by both the Employer and Union, and said form shall be available through the payroll clerk.

H) P.E.O.P.L.E. Check-Off.

The Employer agrees to deduct from the wages of any employee who is a member of the Union a P.E.O.P.L.E. deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

I) The Union Chairperson or designee will be permitted, during a new hire employees orientation, be allowed to spend up to 30 minutes with that new hire to assist in answering questions and familiarizing the new hire with the Union.

## **ARTICLE NO. 6 - STEWARDS AND ALTERNATE STEWARDS**

Employees in the group classifications listed below shall be represented by a Chairperson/Chief Steward or a Steward for Group I or a steward for Group II. During overtime periods an alternate steward may be appointed by the Chairperson of the Chapter.

1. Group I - Department of Public Services
2. Group II – Administrative Assistants

The Group I Steward, or the Group II Steward, or the Chief Steward may investigate grievances; however, it is agreed that only one steward shall investigate a grievance. If it becomes necessary for a Steward to investigate grievances during the Steward's normal shift, the Steward shall be paid at his or her regular rate for that time as though working, provided however, such time spent must be kept within reasonable limits.

## **ARTICLE NO. 7 - SPECIAL CONFERENCES**

A) Special conferences for important matters may be arranged between the Employer or its designated representative and the Union upon the request of either party. Such conferences shall be between not more than two (2) representatives of the Chapter, a representative of AFSCME Michigan or the International Union, and two representatives of the Employer. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time

the conference is requested. Matters taken up in a special conference shall be confined to those included in the agenda. Conferences shall be held between the hours of 9:00 A.M. and 4:00 P.M. Members of the Union shall not lose time or pay for time spent in such special conferences.

- B) The Union representatives may meet at a place designated on the Employer's property for a time not to exceed one-half hour preceding the conference.
- C) All supplemental agreements shall be subject to the approval of the Employer and the Union. They shall be approved or rejected within a period of fifteen (15) days.

## **ARTICLE NO. 8 - GRIEVANCE PROCEDURE**

### Definition of Grievance

A grievance is defined as a disagreement, arising under and during the term of this agreement, concerning the interpretation and application of the provisions of this agreement.

#### A) Informal Grievance Procedure – INFORMAL STEP

An aggrieved employee should promptly notify his or her department head or his or her designee that he or she has a grievance. The Employee may at his or her option discuss the matter directly with the supervisor or request the presence of his or her Steward for the purpose of attempting to adjust the grievance.

#### B) Formal Grievance Procedure - STEP ONE

1. If the aggrieved employee does not receive a satisfactory oral answer, or if he or she does not receive any answer at the Informal Step within three (3) working days following the day of oral presentation, the aggrieved employee may reduce the grievance to writing and submit it to the department head or the department head's designee.
2. A grievance must be submitted in writing within fifteen (15) calendar days of the occurrence of the condition(s) giving rise to the grievance, or within fifteen (15) calendar days of the date it is reasonable to assume the employee(s) should reasonably have become aware of the conditions giving rise to the grievance, whichever is later, in order for the matter to be considered derivable under this agreement.
3. The grievance shall be submitted on forms provided by the Union, dated, and signed by the aggrieved employee(s) and shall set forth the facts, dates, and provisions of the agreement that are alleged to have been violated and the remedy desired. At the time the grievance is received, the department head or designee shall sign and date a copy that shall be returned to the grievant and the Chief Steward or his designee. A meeting shall be held if requested by either party.
4. The department head or his or her designee shall provide a written answer to the grievant, and/or the Chief Steward or his or her designee within ten (10) working days. If the written answer of the department head or designated representative

is unacceptable to the grievant, the grievance may be appealed in writing to the next higher step of the grievance procedure within five (5) working days after receipt of such written answer.

Any grievance not appealed within five (5) working days after receipt of such written answer shall be considered as forfeited by the grievant and Union.

C) Formal Grievance Procedure - STEP TWO

1. If the grievant is not satisfied with the disposition of the grievance at Step One, the grievant may appeal in writing the grievance to the City Manager within five (5) working days after the date of the Step One answer (See Paragraph No. 4 of Section B, above).
2. Within five (5) working days of receipt of the grievance, the City Manager shall set a date for a meeting with the grievant and the Union in an attempt to resolve the grievance, which shall be held within ten (10) working days following the expiration of said five (5) day period. Only persons directly related to the disposition of the grievance shall be present at the meeting. The grievant may be represented by either the Chief Steward or his or her designee and/or a AFSCME Michigan representative or a international representative. Representatives of the Employer and the Union shall not exceed five (5) in number collectively (including the grievant).
3. Within seven (7) working days following the conclusion of such meeting(s), the City Manager or his or her designee shall provide the grievant and the Chief Steward or his or her designee with a written disposition of the grievance.

D) Formal Grievance Procedure - STEP THREE

In the event of an unsatisfactory decision, the Chief Steward may submit the grievance to arbitration within ten (10) working days of the expiration of the decision time limit placed on Step Two. Written notice to the Employer shall constitute a request for arbitration.

1. Upon written notice of intention to arbitrate such written grievance, to be given by the Union to the Employer within ten (10) days after disposition of Step 2, the written grievance shall then be submitted to arbitration in accordance with and subject to the following rules and procedures.

- a) The parties have agreed upon the following panel of arbitrators to hear all grievances appealed to arbitration during the term of this Agreement:

Mark Glazer  
Paul Glendon

Elaine Frost  
Linda Ashford

Thomas Gravelle

The initial rotation order of the panel will be determined by lot. Thereafter, arbitrators will be selected according to that rotation order.

- b) The written grievance shall then be arbitrated by the arbitrator in accordance with the Labor Arbitration Rules of the American Arbitration Association as amended and effective July 1, 2005.

- c) The decision of the arbitrator shall be final and binding on all parties, and all parties agree to abide by the same.
  - d) The arbitrator's fee and expenses and the Association's charges shall be borne equally by the Employer and the Union.
2. The arbitrator shall have no authority to add to, or subtract from, alter, change or modify any of the provisions of this agreement.
  3. The arbitrator shall not substitute his or her judgment for that of the Employer where the Employer's judgment and actions are based upon reasonable cause and do not violate the written provisions of this agreement. The arbitrator may make no award that provides the employee compensation greater than that which would have resulted had there been no violation.
  4. In no event shall the Employer be required to pay back wages for more than thirty (30) working days prior to the date a written grievance is filed. However, in the case of a pay shortage (other than one resulting from misclassification) of which the employee could not have been aware before receiving his or her pay, any adjustment shall be retroactive to the beginning of the pay period in which the shortage occurred; provided that the employee files his or her grievance within fifteen (15) working days after he or she becomes aware of such shortage. All claims for back wages shall be limited to the amount of wages that the employee otherwise would have earned less any offsets for unemployment insurance, workmen's compensation and benefits received other than from City employment, and wages earned with other employers during the period,

E) Restitution/Reinstatement

1. Should a decision be rendered at any step of the grievance procedure that the employee was unjustly discharged, demoted, suspended without reasonable and just cause, the Employer agrees to reinstate the employee to the employee's former position in effect on the day of discharge, demotion, or suspension. Computation of any back wages or benefits, if appropriate, must include offsets for unemployment insurance, workmen's compensation and benefits received other than from City employment, and wages earned with other employers during the period, as indicated in Step Three, Sub-Section No. 4. A decision may be rendered to reinstate the employee without back compensation or benefits.
2. Failure of the grievant to appeal a decision within the specified time limits shall be deemed a withdrawal of the grievance and shall bar any further action or appeal. Failure of the Employer to render a decision on a grievance within the specific time limits shall permit its appeal by the grievant to the next step.
3. Steps of the grievance procedure may be waived in writing by mutual agreement of both parties. The grievant may withdraw a grievance at any step of the procedure. Grievances so withdrawn shall not be reinstated.

## **ARTICLE NO. 9 - DISCHARGE AND DISCIPLINE**

- A) Progressive discipline. The concept of progressive discipline is hereby adopted to govern disciplinary action. It is understood and agreed, however, that the Employer reserves the right to suspend or discharge for serious infraction without instituting progressive discipline; provided, however, that nothing contained herein shall be deemed to deprive the employee of the grievance procedure.
- B) Notice of discharge or discipline. The Employer agrees to promptly, upon the discharge or discipline of any employee, notify in writing, the Steward of the group in which the discharge or discipline occurs.
- C) Discussion with steward. The discharged or disciplined employee will be allowed to discuss his or her discharge or discipline with the Steward of the group and the Employer will make available an area where he or she may do so before he or she is required to leave the property of the Employer. Upon request, the Employer or his designated representative will discuss the discharge or discipline with the employee and the Steward.
- D) Appeal of discharge or discipline. Should the discharged or disciplined employee(s) consider the discharge to be improper, the matter may be referred to the Formal Grievance Procedure set forth in Section 8 (B) through (D).
- E) Use of past record. When imposing any discipline on a current charge, the Employer will not take into account any prior infractions which occurred more than eighteen (18) months previously or impose discipline on any employee for mistakes or erroneous information on the employee's employment application, except for any intentional misinformation regarding his or her physical or mental health. Prior to imposition of a suspension of one or more days the Employer will review the employee's past written discipline.

## **ARTICLE NO. 10 - SENIORITY - PROBATIONARY EMPLOYEES**

- A) Probationary employees. A probationary employee is one who is employed during his or her probationary period as provided in this section. A seniority employee is one who has successfully served his or her probationary period and is no longer a probationary employee.
- B) Union representation. The Union shall represent probationary employees for the purpose of collective bargaining in respect to rates of pay, hours of employment, and other working conditions, except that in the event of discharge, discipline, transfer, demotion or layoff of a probationary employee, a probationary employee has no recourse to the grievance and/or arbitration procedure.
- C) Probationary period. The probationary period shall be twelve-(12) months continuous service from date of hire. The period of probation is expressly understood to be a part of the entrance requirements and that the appointee remains a probationary employee until completing the period of probation. Upon satisfactory completion of the twelve-(12) month probationary period, seniority shall commence with the first date of full time employment.
- D) Vacation and absent leave benefits. During the probationary period each employee shall be credited with vacation and absent leave accrual as provided for in this agreement, but in

no instance shall such benefits have any value whatsoever unless and until the employee completes his or her probationary period; provided, however, holidays will be paid and, after the first 90 days of probation, a probationary employee may be allowed to use absent days, as pro-rated in accordance with the terms of this agreement and upon approval of a supervisor. If the employee completes his or her probationary period, such benefits shall be credited to the employee as if earned from the first day of hire. An employee failing to complete the probationary period for any reason whatsoever including, but not limited to, resignation, death, discharge, or layoff, shall not be entitled, nor be considered to have earned, the value of any of the benefits he or she would have accrued had he or she satisfactorily completed his or her probationary period.

- E) Orientation – New Employees. In order that each new bargaining unit member may be made familiar with the provisions of this Agreement and his or her rights and responsibilities thereunder, the Employer will allow the Local Union President, Chapter Chair, or, if designated, the area steward an opportunity to meet with new bargaining unit members during New Employee Orientation, the Union Shall be allowed up to 30 minutes with the New Hire to assist in answering questions and familiarizing the new hire with the Union. The meeting will be allowed to take place privately in an appropriate location at the work site agreeable to the Employer and the Union.

#### **ARTICLE NO. 11 – SENIORITY – SENIORITY EMPLOYEES**

The seniority status of a seniority employee shall be subject to the following:

- A) Seniority shall not be affected by the race, sex, age, marital status, or dependents of the employee.
- B) The seniority list on the date of this agreement will show: the names, job titles, rates of pay, and date of hire for all employees of the union entitled to seniority.
- C) The Employer will keep the seniority list up-to-date at all times and will provide the Union with an up-to-date copy upon request.
- D) Seniority shall be determined among the employees of each unit, namely Group I and Group II.
- E) Upon satisfactory completion of the probationary period, seniority will commence with the first date of employment.
- F) Newly Hired Employees not later than 30 days after hiring the employer shall provide the employment and contact information of the employee to AFSCME Michigan.
- G) Every 90 days employee information must be provided to AFSCME Michigan and shall include the following: Full Name, Department, Classification, Address of work location, Home address, Personal telephone number, Personal email address, Date of Hire, Employee identification number, Status FT or PT, and Current wage.

#### **ARTICLE NO. 12 - LOSS OF SENIORITY**

- A) A seniority employee shall lose his or her status as a seniority employee under the following conditions:

- 1) Employee quits and/or resigns.
  - 2) Employee is discharged and the discharge is not subsequently reversed.
  - 3) Employee is absent for three (3) consecutive working days without notifying the Employer the Employer shall call the employee to verify the reason of absence. After the employer has made every reasonable effort to contact the employee, the Employer will send written notification to the employee at his or her last known address that he or she has lost seniority and employment has been terminated.
  - 4) If he or she does not return to work when recalled from layoff as set forth in the recall procedure.
  - 5) If an employee is unable to return to his or her full job assignment after being on short term disability, long term disability or workers comp and, after the exhaustion of such benefit or twenty-four continuous months, whichever shall come first.
  - 6) If the employee is laid off for a period of his or her seniority or a three (3) year period, whichever is shorter.
- B) Returns from sick leave and leaves of absences will be treated the same as Sub-Section (A-3) above.
- C) If an employee is dissatisfied with the decision made under Sub-Sections (A-2) or (A-3), above, he or she may seek redress through the grievance procedure.

#### **ARTICLE NO. 13 - LAY-OFF; DEFINITION; PROCEDURE**

- A) The word "layoff" means a reduction of the work force due to either lack of funds or lack of work.
- B) If it becomes necessary for a layoff, the following procedure will be mandatory. Probationary then part-time employees will be laid off first within each classification. Seniority employees will be laid off according to their inverse seniority as defined in Section No. 11 of this agreement.

Employees in higher rated classifications may bump into lower rated classifications provided they have the seniority and the ability to perform the work. Employees may not bump from one group to another.

- C) Employees to be laid off for an indefinite period of time shall be given at least ten (10) calendar days notice of layoff. The Chapter Secretary shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.
- D) Notwithstanding the position on the seniority list, the Chapter Chairperson shall, in the event of a layoff, be the last to be laid off, provided there is an open position to be filled within the respective group.

#### **ARTICLE NO. 14 - RECALL PROCEDURE**



- A) When the working force is increased after a layoff, employees will be recalled according to seniority, as defined in Section No. 11 of this agreement. Notice of recall shall be sent to the employee at his or her last known address by registered or certified mail. If an employee fails to notify the Employer within seven (7) days after date of recall he or she shall be deemed to have quit their employment with the Employer. An employee that has given notice of intent to return to work after recall, as stipulated within this section, may request additional time for the purpose of giving notice to another employer. Such additional time may be granted at the sole discretion of the City Manager, but in no event shall such time exceed fourteen (14) working days after the date of the recall.
- B) Recall rights are subject to the provision of Section 12(A)(6).

#### **ARTICLE NO. 15 - TRANSFERS**

- A) If an employee is transferred to a position with the Employer not included in the bargaining unit and thereafter, within sixty (60) working days, is transferred again to a position within the bargaining unit, he or she shall accumulate seniority while working in the position at which he or she was transferred. Employees transferred under the above circumstances shall retain all rights accrued for the purposes of any benefits provided for in this agreement.
- B) In the event of a vacancy or a newly created position within the bargaining unit, employees shall be given the opportunity to transfer on the basis of ability to perform as well as seniority. In such cases, all vacancies and newly created positions shall be posted in a conspicuous place in each building at least seven (7) calendar days prior to filling such vacancy or newly created position.

#### **ARTICLE NO. 16 - PROMOTIONS**

Promotions within the bargaining unit shall be made on the basis of ability, qualifications, and experience to perform the tasks within the classification. Job vacancies will be posted for a period of seven (7) calendar days, setting forth the minimum requirements for the position in a conspicuous place in each building. Employees interested shall apply within the seven (7) working day posting period.

- A) The employer shall review employees and may perform testing, interviews, or competency tests. The employer may select any employee found to meet the qualifications.
- B) During the four (4) week trial period, the employee shall have the opportunity to revert back to his or her former classification.
- C) During the trial period, employees will receive the pay rate for the job they are performing.

#### **ARTICLE NO. 17 - REEMPLOYMENT**

Once having left the Employer's employment an employee's right to reemployment shall be governed by applicable State or Federal law and/or as is otherwise provided for within the terms of this Agreement.

#### **ARTICLE NO. 18 - ABSENCE LEAVE FOR VETERANS**

When an employee is on full time active duty in the Reserve or National Guard, said employee will be paid the difference between his or her reserve pay and their regular pay with the Employer up to a maximum of two (2) weeks per year. The employee shall provide proof of his or her service and their service pay. The Employer will abide by the applicable State Laws and State regulations for Veterans.

#### **ARTICLE NO. 19 – OTHER LEAVES OF ABSENCE**

- A) Leave of absence for public or union office. One seniority employee elected to public or union office shall be granted a leave of absence without pay for the period of his or her first term of active service in such elected office. Seniority will accumulate during the period of such leave. Members of the Union elected or appointed by the Union to do work which takes them from their employment with the Employer shall at the written request of the Union receive a temporary leave of absence for a period not to exceed two (2) years or the term of the elected office. Such employee upon return shall be reemployed at similar work with accumulated seniority. Members of the Union elected to attend a function of the International Union such as conventions or educational conference shall be allowed time off without pay to attend such conferences and/or conventions; provided, however, such leaves shall only be granted to one employee from each of the units.
- B) Prolonged illness in immediate family. Leave shall be provided for in accordance with the Federal Family and Medical Leave Act of 1993.
- C) Personal leave. Upon receipt of a written request stating bona fide reasons for a personal leave of absence, such leave may be granted to a seniority employee for a period not to exceed thirty (30) days. Such leave will be without pay and seniority will accumulate during this thirty (30) day period. Any such leaves that are requested, and subsequently granted, for more than 30 days, or more than once per fiscal year per employee shall be without pay, benefits or the accumulation of seniority.
- D) Educational leave. Employees who have acquired two (2) or more years of seniority, and who desire to further their education in line with their employment, shall be granted a leave of absence, without pay, not to exceed two (2) years. Seniority will accumulate during such leave. The entire period covered by such leave must be used in attending school.

#### **ARTICLE NO. 20 - SICK/ACCIDENT COVERAGE AND ABSENT LEAVE**

- A) Short and long term disability. A sick, accident or disability insurance policy, consisting of Short Term Disability (STD, 26 weeks or less), and Long Term Disability (LTD, 180 days to 24 months) will be provided to each full time employee in accordance with the plan document in effect on July 1, 2025. Coverage shall commence upon hospitalization,

accident or on the eighth consecutive day of sickness, whichever occurs first. Any other lost time not covered within the first eight days of STD or LTD shall be taken by the employee as paid time off (vacation, absent or sick leave), or dock time. Benefits will be paid in the amount of sixty (60%) percent of the employee's gross biweekly wage not to exceed One-Thousand and Three Hundred (\$1,300) Dollars in any biweekly period. Such sick, accident or disability coverage will be provided without cost to the employee, and an employee while on sick leave will be eligible for all other benefits provided by this agreement; however, such benefits shall be determined upon the basis of the employee's rate of pay at the time of inception of the sick, accident or disability leave. Increases in salary as provided by this contract shall not operate to increase sick and accident benefits unless and until the employee shall have worked following the effective date of any such increase. Employees sixty-five years old or older shall not be eligible for this coverage.

Sick and accident insurance benefits shall be effective the first day of the month, after 90 full days of service, following the date of hire.

- B) Absent Leave (Earned Sick Time). This leave satisfies the Earned Sick Time Act Requirements. Employees should refer to the City of Swartz Creek Personnel Policies Manual and Michigan Statutes, as updated from time to time.

Seniority employees will be allowed to be absent from work up to ninety-six (96) hours during the calendar year. Such absent leave shall be earned at the rate of eight hours leave per calendar month worked; provided, however, that seniority employees shall be credited with ninety-six (96) hours of absent leave on January first of each year for use during that calendar year. If said employee terminates employment during said calendar year and has used more absent leave hours than he or she has earned as of the date of termination, said employee shall reimburse the employer for the excess absent leave used. Absent leave will be prorated on all new hires following completion of probation and/or termination, at the rate of eight hours per calendar month of service.

- C) Advance approval. All absent leaves shall be approved seven (7) days in advance by the employee's immediate supervisor, if possible, or in accordance with the ESTA Senate Bill requirements and shall be used in increments of no less than one-quarter (0.25) hour. Employees who are absent due to illness shall give notice to their immediate supervisor and give said supervisor reasonable continuing information relative to the expected length of such absence. Prior to the return from any absent leave, the Employer may require medical documentation that the employee is capable of performing his or her job description.
- D) Unused absent leave. If, at the end of a calendar year, an employee has unused absent leave, the employee shall be paid for said absent leave, up to a maximum of seventy-two (72) hours. Such payment shall be made by the employer on the 2<sup>nd</sup> pay day in January of the next calendar year. Such payment shall be based on said employees hourly wage in effect on the first day of the calendar year during which the unused absent leave is to be paid. No unused absent leave may be carried over for use in a subsequent calendar year.

- E) Part time employees. Absent time for part time employees shall be provided in the same manner as Seniority Employees, with the following exceptions.

Part time employee leave shall be frontloaded leave at a rate of one (1) hour for every twenty-two (22) hours worked. Employees shall submit a letter of intent to their department head by December 15<sup>th</sup> each year, estimating their expected work hours for the upcoming calendar year, and department heads shall use this estimate to make a final determination of absent time leave allocations to be awarded. Leave balances shall be reconciled at the end of the calendar year based on actual hours worked.

- F) Probationary employees. Absent leave provisions for probationary employees are subject to ARTICLE 10, Paragraph C and D of this Agreement.

## **ARTICLE NO. 21 - FUNERAL LEAVE**

- A) Funeral leave hours pursuant to this Section are for the express purpose of arrangements and attendance at a funeral. Approved leave hours pursuant to this Section shall not be deducted from the employee's absent or vacation leave unless such deduction is specifically provided for.
- B) An employee shall be allowed to be off from work a maximum of thirty-two (32) hours with pay, per death, as funeral leave for a death in the immediate family. The immediate family is defined as: The employee's Mother, Father, Brother, Sister, Spouse, Domestic Partner, Son, Daughter, Step-Daughter, Step-Son, Daughter-In-Law, Son-In-Law, Brother-In-Law, Sister-In-Law, Grandparents, Granddaughter, Grandson, Grandparents of employee's spouse, Mother-In-Law, Father-In-Law, Stepmother or Stepfather.

A domestic partner is an individual with whom an employee shares an intimate and committed personal relationship that is intended to be permanent and exclusive, similar to that of marriage. The domestic partnership must be recognized under applicable state or local laws and generally requires that the partners share a common residence, have an emotional and financial interdependence, and meet any legal requirements set by governing authorities for such relationships. Both partners must be at least 18 years of age, not related by blood in a way that would prohibit marriage, and not legally married to or in a domestic partnership with anyone else.

- C) Employees shall be allowed to be off from work the time necessary, up to a maximum of eight (8) hours with pay, to attend the funeral of a relative. Relative is defined as: The employee's Uncle, Aunt, Spouse's Aunt and Uncle, Niece or Nephew.
- D) Upon request, the City Manager, or his or her designee, may authorize funeral leave, up to 8 hours, for the attendance of a(n) employee(s) at the funeral for a deceased or retired city employee or elected official.
- E) If a funeral for a member of the employee's immediate family or relative is held at a location 150 miles or more from the City of Swartz Creek, two (2) travel days may be authorized; provided, however, such travel days are deducted from the employee's

absent or vacation leave. If the employee does not have either absent or vacation leave, travel days may be authorized without pay.

- F) In the event of a funeral for persons not mentioned above, the employee may be authorized to use absent or vacation leave for the purpose of attending the funeral.

## **ARTICLE NO. 22 - WORKING HOURS**

- A) The regular full work day for the Department of Public Services shall consist of eight (8) hours a day, plus one-half (1/2) hour off for lunch. Said lunch period shall be without pay.
- B) The regular full work day for Administrative Assistant Office Personnel shall consist of eight (8) hours per day with one hour off for lunch. The lunch period shall be without pay.
- C) Employees may take one "coffee break" not to exceed fifteen (15) minutes in length in the morning and one of the same length in the afternoon, or one in the first half and one in the second half of their regular shift, whichever may apply.
- D) The regular work hours can be flexed and/or modified with mutual agreement between the affected employee and the Employer.
- E) If an employee reports for work to his or her regularly assigned shift and is thereafter sent home for reasons other than the imposition of discipline, or the imposition of a suspension pending an investigation, he or she shall be paid for the balance of his or her shift.

## **ARTICLE NO. 23 – SHIFT - ASSIGNMENTS**

- A) Not including the lunch period, a regular shift in the Department of Public Services shall not exceed ten (10) consecutive hours per day unless mutually agreed upon by affected employees and the Employer.
- B) Not including the lunch period, a regular shift in the General Office shall not exceed ten (10) consecutive hours per day unless mutually agreed upon by the affected employees and the Employer.
- C) A regular Department of Public Services scheduled work week shall not exceed forty (40) consecutive hours.
- D) A regular General Office scheduled work week shall not exceed forty (40) consecutive hours.
- E) Supervision and/or non-unit members shall not perform bargaining unit work; provided, however, that in the event of emergencies, training sessions or other unforeseen events, supervision or other non-unit members may perform bargaining unit work on a temporary basis only.

## **ARTICLE NO. 24 - SHIFT HOURS**

- A) The first shift is any shift that regularly starts on or after 5:00 A.M., but before 9:00 A.M.

- B) The second shift is any shift that regularly starts on or after 2:00 P.M., but before 5:00 P.M.
- C) The third shift is any shift that regularly starts on or after 10:00 P.M., but before 1:00 A.M.

#### **ARTICLE NO. 25 - SHIFT PREMIUM**

Employees who work on the second shift shall receive in addition to their regular pay for the pay period twenty-five cents (.50) per hour as additional compensation. Employees who work on the third shift shall receive in addition to their regular pay for the pay period thirty-five cents (.75) per hour as additional compensation.

#### **ARTICLE NO. 26 - OVERTIME PROVISION**

- A) For full-time employees, time and one-half (1 1/2) will be paid as follows:
  - 1. Exclusive of lunches or other non-paid time, any hours worked other than the regularly scheduled eight (8) hour daily shift unless the parties mutually agree to a shift that exceeds eight (8) hours at which point all hours worked over 40 per week will be paid time and one-half (1 1/2).
  - 2. An employee required to report for unscheduled overtime duty shall, upon reporting for such duty, be guaranteed at least Three (3) hours pay at the rate of time and one-half (1 1/2), unless provided for by Sub-Section "B".
- B) For full-time employees, double time will be paid as follows:
  - 1. For all hours worked during designated Holidays and Sundays, except where the shift starts on a Saturday and continued to Sunday; provided, however, that time and one-half (1 1/2) will be paid for all hours worked on Sunday.
  - 2. In the event an employee is called to work while on vacation.

#### **ARTICLE NO. 27 - ON CALL DUTY**

- A) On Call Duty means those hours of the day when an Employee is not on regular duty but has volunteered or been directed by the Employer to be readily available to return to work promptly if required to do so.
- B) An employee that is On Call shall be available and able to fulfill their duties at any and all times during the On Call Period. This means that the employee(s) must remain within fifteen (15) miles of the City limits, be accessible to emergency dispatch and standard communications, and be mentally and physically able to address emergency and non-emergency needs by proxy or in-person, if necessary.
- C) The Employee shall be expected to assess an apparent need or emergency, call-in appropriate personnel using the call-in rotation in force at the time of an event, provide

contractor/professional services as needed, and personally respond to the situation, if necessary.

- D) The Director of Public Services or his or her designee will schedule employees for on call duty when in the opinion of the Director, on call services are needed. When the Director determines such on call services are necessary, on call duty will be rotated among all full time seniority employees of the Department of Public Services in an equalized manner. On call status will be assigned by the employer no less than 72 hours prior to the on call period to the 'first call' employee in the applicable rotation.
- E) On Call Period - The on call period will commence at the end of the employee's regular shift and end at the start of his or her next regular shift.
- F) An employee who is on call shall receive an "on call premium" equal to Three (3) hours straight time pay per day or partial day of the on call period whether called in to work or not. Such "on call premium" shall be paid in addition to any pay, including overtime pay, the employee receives for working during the on call period.

#### **ARTICLE NO. 28 - HOLIDAY PROVISIONS**

- A) The paid holidays are designated as a full day:

New Year's Day	Veterans' Day
Martin Luther King's Birthday	Thanksgiving Day
Presidents' Day	Friday following Thanksgiving Day
Good Friday	December 24th
Memorial Day	Christmas Day
Fourth of July	December 31 <sup>st</sup>
Labor Day	Employee's Birthday
Juneteenth	

Employees will be paid their current rate based on a regular day for said holidays.

- B) Should a holiday fall on Saturday, Friday shall be considered as a holiday. Should a holiday fall on Sunday, Monday shall be considered as a holiday.

#### **ARTICLE NO. 29 - VACATIONS**

- A) An employee will earn credit toward vacation with pay in accordance with the following schedule. Credits earned during any calendar year may be used after January first of the following calendar year.

Beginning in year	Through completed Year	Annual Maximum
0-1	1	80 Hours
2	5	120 Hours

6	10	160 Hours
11	15	176 Hours
16+		200 Hours

- B) Employees who are entitled to four or more weeks of vacation may receive payment in lieu of vacation for up to 40 hours, at the discretion of the Employer, if the vacation request cannot be granted. These employees will be notified within ten (10) working days of their request for the fourth week of vacation whether it will be granted in the form of vacation or in the form of payment in lieu of vacation; provided, however, that requests for the fourth week of vacation shall be made prior to August of the year in which the employee desires said vacation.
- C) Vacations will be granted at such times during the year as are suitable, considering both the wishes of the employee and efficient operation of the department concerned. An employee will receive a written explanation for any denial of a vacation request.
- D) When a holiday is observed by the Employer during a scheduled vacation, the requested vacation may be extended by one (1) day.
- E) Earned Time for new employees shall be prorated at a rate of 1.5 hours for each work week or fraction thereof remaining in the calendar year.
- F) If an employee becomes ill and is under the care of a duly licensed physician prior to his or her vacation, his or her vacation will be rescheduled. If his or her incapacity continues through the year, he or she will be awarded payment in lieu of vacation.
- G) If an employee terminates employment for reasons other than discharge, is laid off, resigns with proper notice (two weeks), or in the event of death of employee, he or she will receive any unused vacation credit including that accrued in the current calendar year. A recalled employee who received credit at the time of lay off for the current year will have such credit deducted from his or her vacation the following year.
- H) Employees will be paid their current rate based on their regular scheduled day while on vacation and will receive credit for any benefits provided for in this agreement.
- I) Employees may accumulate one (1) week (40 hours) of their annual earned vacation.
- J) Vacation requests within each unit shall be acted upon on a first come first considered basis. Said requests shall be acted upon within ten (10) working days of the request. If two requests for the same period are received the same day, seniority shall prevail in the granting of either request.

### **ARTICLE NO. 30 - UNION BULLETIN BOARDS**

The Employer, upon request, will provide bulletin board space in each building that may be used by the Union for posting notices.



### **ARTICLE NO. 31 - RATES AND CLASSIFICATIONS - NEW POSITIONS**

When a new position is created and cannot be properly placed in an existing classification, the Employer will notify the Union prior to establishing a rate and classification structure. If the Union does not agree that the description and rate are proper, the issue shall be negotiated.

### **ARTICLE NO. 32 - JURY DUTY, COURT LEAVE**

- A) A full time employee who serves on jury duty will be paid the difference between his or her pay for jury duty and his or her regular pay. Employees who are dismissed early from jury duty shall be required to report back to work.
- B) Any employee, who is subpoenaed to appear in Court, as a direct result of their employment, shall not lose pay, vacation or absent time for such appearance in Court.

### **ARTICLE NO. 33 - WORKER'S COMPENSATION - ON THE JOB INJURY POLICY**

- A) Each employee will be covered by the applicable Worker's Compensation Laws. Any employee who becomes injured because of the performance of his or her duties should report that injury immediately to his or her immediate supervisor. If necessary, the employee should report to a physician.
- B) If the employee suffers lost time because of the injury received at work, Workers' Compensation will be paid in accordance with the provisions of the Workers' Compensation Act of the State of Michigan.
- C) In addition, such employee will receive supplemental compensation equal to the difference between eighty percent (80%) of the employee's normal gross pay and the above Worker's Compensation. Supplemental compensation payments will normally be continued for a maximum of twenty-six (26) weeks.
- D) Any request for extension beyond twenty-six (26) weeks may be considered a subject for a special conference as provided for in Section 7.

### **ARTICLE NO. 34 – HEALTH CARE & MAINTENANCE BENEFITS**

- A) For the duration of this agreement, and within the terms as set forth within the policy and riders of the provider, or within the terms of this agreement, and except as limited or restricted by 2011 PA 152, the Employer agrees to provide for and pay the premiums for all eligible full time employees and the employee's immediate family, or retirees under the provisions set forth within subsection "G", the current health care and maintenance benefits.

The Employer may search for and change to a replacement Health Care Benefit Plan and provider if deemed necessary for cost savings to both the employer and/or employees. The change in Benefit Plans/Providers must remain substantially equivalent to the current existing plan(s). Prior to any change in benefits the Employer shall inform the Union and provide all proposed changes for the Union's review. Current plan summaries shall be

attached as Appendix (A) Medical, Hospitalization; Appendix (B) Dental; Appendix (C) Vision; Appendix (D) Prescription (if applicable).

- B) If an employee is unable to work due to illness or injury covered by the Employer's Worker's Compensation or Sick and Accident Insurance Program, the Employer agrees to continue to pay and provide for benefits as defined pursuant to each Paragraph of this Section, for a six (6) month period.
- C) Medical, dental and vision insurance benefits shall be available to all new hire, full-time employees.
- D) Each full time seniority employee may, at such employee's option, elect to purchase at the employee's cost a sponsored dependent rider on such terms and conditions and at such coverage levels as are established from time to time by Blue Care Network, the provider of such coverage. The receipt of such benefits by a seniority employee is subject to the following conditions:
  - 1. That such sponsored dependent coverage is available.
  - 2. The days on which such sign up is permitted are those established by the provider or providers of such benefits.
  - 3. On or before the day in which the employee signs up for such benefit, such employee shall pay to the Employer a sum equal to two (2) months premiums for said coverage.
  - 4. After signing up for such benefits, the employee shall thereafter pay to the Employer a monthly premium for such coverage as established by the provider or providers of such benefits. Said monthly premium shall be paid on or before the first day of the month following the sign up day and shall be paid on or before the first day of each month thereafter.
  - 5. The employee shall, in addition, be liable for and pay any other costs or expenses charged to the Employer by any provider in connection with the provision of such sponsored dependent rider and, upon presentation of a bill therefore, shall pay same within ten (10) days of the date thereof.
  - 6. If the Employer has not received from the employee any sum due as provided in subsections 1 through 5 above, the City Manager shall forthwith terminate such benefit for such employee and shall advise the employee of such termination. Any sum due to the Employer as of such date shall be paid by the employee forthwith.
- E) Cash Opt-Out Option. An eligible full time employee, upon written request to the City Manager, may elect not to participate in the health, prescription, dental and vision insurance package currently offered to employees in the bargaining unit. In the event health and prescription are not elected, those employees who elect not to participate shall be paid the sum of Four Hundred Dollars (\$400) for each calendar month the employee does not participate. If an eligible employee wishes to opt back into the Plan, he or she may do so on the terms as determined by the insurance provider. Any partial month shall be prorated.

- F) Retiring Employees. For Full Time Employees hired prior to January 1, 2006, the Employer will pay Four-Hundred Forty-Six (\$500) into the Employer sponsored Health Care Savings Program (subject to rules and policies of the Municipal Employees Retirement System) or make the same contribution to the monthly cumulative premium for insurance coverage(s) as defined within this section, Section 37, subsection "A", 1 through 5, for members of the bargaining unit who retire within the term of this agreement in addition to the person who is such retiree's spouse at the time of said retiree's retirement, but only during such time as said person remains said retiree's spouse. Any and all differences in coverage selected, and any and all future increase in premiums after retirement must be paid by the retiree. Such coverage will be provided for the retiree commencing on the date of the retiree's retirement, provided the retiree has thirty (30) years credited service with the Employer and is in the City's MMERS or Defined Contribution retirement plan and has attained the age of fifty-five (55) years, or, has 30 years of credited service with the Employer and in the City's MMERS retirement Plan and meets the criteria for MMERS Disability Retirement as determined under the provisions of the MMERS Disability retirement plan. Such coverage will continue until the earlier of: (1) the month said retiree attains the age of sixty-five (65) years; or (2) the death of such retiree. No coverage will be provided, however, for a spouse who is eligible for Medicare benefits.
- G) If the retired employee becomes employed by another employer, and is eligible for medical coverage, the retired employee must accept such coverage in lieu of retirement coverage provided by the Employer. If, or when, the retired employee elects to terminate this employment, he or she would again become eligible for coverage relative to this agreement and according to rules set forth pursuant to this Section, or by the Employer's provider. If the retired employee should retire again, and medical coverage is offered, the retired employee must accept this coverage in lieu of coverage offered by the Employer. The Employer retains the right to verify employment and the availability of medical insurance.
- H) Full Time Employees hired prior to January 1, 2006 shall be provided a health care savings program, into which the city will deposit \$250 the 1<sup>st</sup> of each month, beginning the month in which said employee attains the age of sixty-five (65). Such contribution shall cease immediately following the death of the employee.
- I) All Active Full Time Employees shall be provided with a health care savings program, into which the Employer shall deposit \$150. per month for each month the active employee serves. These funds will be available to the employee after separation for any reason, with no vesting period.

#### **ARTICLE NO. 35 - LIFE INSURANCE COVERAGE**

- A) The Employer agrees to pay the full premium of term life insurance plan for each full time, eligible seniority employee, face value of \$200,000. and a double indemnity provision.
- B) The parties agree that the Employer shall not pay for or be held liable for any life insurance premiums or benefits for any person upon retirement. The retiree may, if permitted by

the insurance provider, arrange to continue such life insurance coverage after retirement at such retiree's sole expense, and the retiree shall hold the Employer harmless from any and all claims that may arise from either failure of the provider to allow such continuation, or the cancellation of such benefit.

- C) The Employer agrees to pay, pursuant to Paragraph A and B above, life insurance premiums for each month the seniority employee is actively at work. If the employee is unable to work due to illness or injury covered by Workman's Compensation insurance or the sick and accident insurance program in Section 20, the Employer agrees to continue to pay such premium for (6) months.
- D) Life insurance benefits shall be effective the first (1<sup>st</sup>) day of the agreement.

#### **ARTICLE NO. 36 - EQUALIZATION OF OVERTIME HOURS**

- A) Each full time bargaining unit employee of the Department of Public Services shall be scheduled seven days of standby beginning at 8:00 A.M. Monday through 7:59 A.M. the following Monday. During the seven day period of time, such bargaining unit employee shall be the first employee called if overtime work is needed.
- B) Initial scheduling of bargaining unit employees in the standby rotation schedule shall be in accordance with seniority, starting with the highest seniority person. From and after the initial seven-day standby schedule, the schedule shall rotate among bargaining unit employees in the same order as the original schedule.
- C) The name of new employees shall be inserted into the standby rotation schedule, when qualified to perform the work, the first week following the lowest seniority employee who is on the standby list and has completed their seven-day standby period.
- D) When more than one bargaining unit employee is required for overtime work, the Employer shall call in the next employee on the standby rotation schedule.

#### **ARTICLE NO. 37 - RETIREMENT PROGRAMS**

- A) Full Time Seniority Employees of the bargaining unit hired prior to July 1, 1997 shall be entitled to the following defined benefit retirement plan:
  - 1) Defined Benefit Retirement Plan B-2 with F-55/30 rider, contracted by the Employer with the Michigan Municipal Employees Retirement System (MMERS); a copy of said MMERS contract will be kept on file in the City Clerk's Office.
  - 2) For the term of this agreement, employees who are participating in the defined benefit retirement program shall make contributions to the retirement plan at the rate of 2% of the bi-weekly gross wages, said contribution to be deducted by the Employer from the employees pay and forwarded by the employer to MMERS. The remaining contribution required to fund said retirement plan shall be made by the Employer.

- B) Full time employees of the bargaining unit who were hired on or after July 1, 1997 shall not be participants in the defined benefit plan, but shall participate in the following defined contribution plan:
- 1) Defined Contribution Retirement Plan as contracted by the Employer with the Michigan Employee Retirement System (MERS), a copy of said contract to be kept on file in the City Clerks Office.
  - 2) The Employer shall contribute 7% of the employee participant's gross bi-weekly wages. The Employer shall also match an additional 1% for each 2% the employee contributes, up to a total Employer contribution of 10%. Contributions will either be in an established 401(a) or 457 as administered by MERS.
  - 3) The Employer's contribution to the defined contribution plan for full time seniority employees referred to in sub-paragraphs B-1 above, shall become vested on behalf of the employee participant in accordance with the following schedule:
    - (a) Less than 1 year completed service: 0% vested
    - (b) After 1 year, but less than 2 years completed service: 20% vested
    - (c) After 2 years, but less than 3 years completed service: 40% vested
    - (d) After 3 years, but less than 4 years completed service: 60% vested
    - (e) After 4 years, but less than 5 years completed service: 80% vested
    - (f) After 5 years completed service: 100% vested
  - 4) Employees enrolled in the Defined Contribution Plan may make voluntary contributions to said plan by payroll deduction in accordance with the terms set forth by the plan's policy.

### **ARTICLE NO. 38 - RATES OF CLASSIFICATIONS**

- A) From July 1<sup>st</sup> of each of the following years, the hourly rate for full time employee classifications listed below In Group I shall be as follows:

Group #	Classification	Current:	7-1-25 Hourly Rate (+3%)	7-1-26 Hourly Rate (+2% or Inflation*)	7-1-28 Hourly Rate (+2% or Inflation*)
Group I	Public Service I:	\$27.51	\$28.34	\$28.91	\$29.49
			New Rate effective 7-1-25	(+2% or Inflation*)	(+2% or inflation*)
	Public Ser Crew Leader:	\$29.62	\$31.62	\$32.28-	\$32.95-

Newly hired Public Service Group I employees shall be compensated according to the following scale:

Step 1 (0-6 months service): \$24.88  
 Step 2 (>6-12 months service): \$25.74  
 Step 3 (>12-18 months service): \$26.61  
 Step 4 (>18-24 months service): \$27.48  
 Step 5 (>24 months service): \$28.34

Management may offer new hires compensation at any step based upon qualifications and experience.

- B) From July 1 of each of the following years, the hourly rate for Group II Employees shall be as follows:

Group #	Classification	Current:	7-1-25 Hourly Rate (+3%)	7-1-26 Hourly Rate (+2% or Inflation**%)	7-1-27 Hourly Rate (+2% or Inflation%)
Group II	Admin Assistant I:	\$22.46	\$23.14	\$23.61	\$24.08
	Admin Assistant II:	\$18.89	\$20.63	\$21.05	\$21.48

- C) From July 1 of each of the following years, the standard hourly rate for all part time employee classification listed below shall be as follows:

Group #	Classification	Current:	7-1-25 Hourly Rate (+3%)	7-1-26 Hourly Rate (+2% or Inflation*)	7-21-27 Hourly Rate (+2% or Inflation*)
I & II	All Part-Time	\$15.37	\$15.84	\$16.16	\$16.49

Employer may set Part-Time skilled wages (non-standard wages) based upon experience, ability, training, and certification, provided such wages do not exceed related Full-Time wages. Employer shall notify the bargaining unit of all non-standard wages. The bargaining unit may initiate a special council to dispute any established non-standard wages.

\*Inflation shall be determined by the State of Michigan Department of Treasury Taxable Value Inflationary Factor as established annually, prior to the certification of the tax roll.

- D) The Employer is obligated to properly maintain the public water distribution system in accordance with the State of Michigan Public Health Department. As an incentive to Group I employees to ensure that the City remains current in its certifications for the water distribution system, merit incentives are offered to such employees attaining and maintaining water treatment certifications as follows:

Water Treatment Certification	Yearly stipend amount
S-4	\$2,000.00
S-3	\$3,500.00
S-2	\$5,000.00
S-1 or S-2 as the Official DEQ Operator in charge	\$6,000.00
*Group 2 employees may choose to attain an S-4 and receive the stipend as indicated above	

The stipend will be paid, upon proof of certification, in the month of July for the respective contract years.

- E) Bargaining Unit Group 2 Employees acquiring the following certifications will receive additional compensation as follows:

Certification	Additional hourly compensation
Election Officials Certification from the State of Michigan Bureau of Elections	\$0.50
Michigan Certified Assessing Technician (MCAT)	\$0.75
Michigan Certified Assessing Officer(MCAO) (Replaces MCAT rate)	\$1.50
MSU Extension Citizen Planner Certification	\$0.50
MSU Extension Zoning Administrator Certification	\$0.75
The parties agree that this list is not all inclusive and if other certifications are made apparent, the parties agree to meet and confer with regards to those certifications. Any modifications, additions, deletions will be upon mutual agreement of the parties	

Bargaining Unit Group 2 Employees may also elect to train for, seek certification, and received additional hourly wages as follows, in accordance with job descriptions and certification standards as outlined in Exhibit D:

	Accounts Payable - Purchase Orders	Receivables - Journals	Utility Billing	Payroll	Clerk	Treasurer
Full Time	NA	NA	\$0.35	\$0.35	\$0.35	\$0.35
Part Time	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35	\$0.35

Wages reflect hourly rate increases to be applied after certification

- F) Out of Class Pay – It is agreed that any specially assigned duties performed by Bargaining Unit 1 and 2 employees, working outside of their current job classification, in prior written agreement with Employer, will be paid at the applicable rate o the class the employee is working.

### **ARTICLE NO. 39 - TEMPORARY EMPLOYMENT STATUS**

- A) With respect to the hiring of temporary employees, the Employer agrees that the number of temporary employees will not exceed seven (7) employees.
- B) The employment period of temporary employees shall not exceed one hundred twenty (120) days. An extension beyond one hundred fifty (120) days may be considered a subject for a special conference as provided for in Section 7.
- C) The Employer shall not make use of such temporary employees to deprive a full or part time employee of regularly assigned work.

- D) It is understood that the provisions of this agreement do not apply to these temporary employees.

#### **ARTICLE NO. 40 – UNIFORMS**

- A) Public Service Employees, Full-time and Part-time, who work in the DPW, shall be provided, without cost to the employee, personal protective equipment (i.e. Gloves, Vests helmets, glasses, and other items as determined by the Employer). Employees will be responsible for clothing and work boots in accordance with the Employee handbook and applicable safety standards and will receive a reimbursement for qualifying clothing as indicated below:

Full-time Employees:       \$800.00 yearly  
Part-time Employees:       \$400.00 yearly

The city shall also supply said employees with one winter work coat once every two calendar years.

#### **ARTICLE NO. 41 - STRIKE CLAUSE**

- A) The Union shall not authorize, sanction, condone, or participate in any strike action for the life of this agreement, as defined in Michigan Public Act No. 366 of 1947, as amended [MCL 423.201 et seq]
- B) The employees included within the bargaining unit shall not authorize, sanction, condone, or participate in any strike action during the life of this agreement. Upon compliance with the prohibitions contained herein the Employer agrees that it will not "lock-out" any employees.

#### **ARTICLE NO. 42 - DEFINITION OF PART TIME EMPLOYEES**

- A) Part-Time employees are defined as employees who are generally scheduled for twenty (20) or less hours a week and are not entitled to fringe benefits and/or seniority as outlined within. This does not hinder the Employer from working part-time employees up to forty (40) hours a week as needed. Part-time employees shall be represented by the union only for the purpose of negotiating wages, discharge or discipline, as outlined within by the Grievance Procedure. No other section of this agreement shall apply to part-time employees unless specifically addressed.
- B) In the event that a part-time employee is hired as a full-time employee, lateral entry at a higher pay scale than starting wages, and/or credit posted for seniority may be considered as a subject for a special conference as provided for in Section 7.
- C) If and when a part-time employee works over forty (40) hours a week or eight (8) hours in a day then they will be entitled to overtime pay at time and one-half their regular wage.
- D) The use of part-time employees by the Employer can not be used to erode the bargaining unit.



#### **ARTICLE NO. 43 - SEPARABILITY AND SAVINGS CLAUSE**

- A) If any section or subsection of the agreement or of any riders thereto should be held invalid by operation of law or by any Court of competent jurisdiction, or if compliance with or enforcement of any section or subsection should be restrained by such Court pending a final determination as to its validity, the remainder of this agreement and any rider thereto, or the application of such section or subsection to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.
- B) If any section or subsection is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, for the purpose of arriving at a mutually satisfactory replacement for such section or subsection during the period of invalidity or restraint.
- C) If the parties do not agree on a mutually satisfactory replacement, then this matter shall be a proper subject for the final step of the grievance procedure as set forth in Section 8(D).

#### **ARTICLE NO. 44 - DRIVER'S LICENSE**

- A) Full time employees of Group I shall be required to have a valid commercial driver's license with a "Group B" designation as required by the State of Michigan. An employee who is assigned exclusively to janitorial services is not required to have such license, but said employee shall maintain a valid Michigan operator's license.
- B) If a full-time employee is unable to meet the requirements of any State of Michigan driver licensing certification, as required by subsection (A), above, within a reasonable period of time, the employer and the union shall meet to decide if there is a job assignment the employee could perform.
- C) The Employer shall pay the cost of obtaining a commercial driver's license, as discussed in paragraph A above, provided, the employee shows evidence of a valid license and a paid receipt.

#### **ARTICLE NO. 45- MAINTENANCE OF STANDARDS**

- A) The Employer and the Union agree that all conditions of employment in its individual operation relating to general working conditions and other conditions of employment, including wages and hours of work, as contained in this agreement, shall be maintained at not less than the highest standards in effect at the time of the signing of this agreement.
- B) It is agreed that the provision of this section shall not apply to inadvertent or bona fide errors made by the Employer or the Union in applying the terms and conditions of this agreement, if such errors are corrected within thirty (30) days from the date of error.
- C) The Employer shall be bound by any voluntary act on its part which exceeds the terms of this agreement.

- D) Any disagreement between the Union and the Employer with respect of this matter shall be a proper subject for the second step of the grievance procedure.

#### **ARTICLE NO. 46 – SUCCESSOR CLAUSE**

This Agreement shall be binding upon the successors and assignees of the parties hereto, and no provisions, terms or obligations herein contained shall be affected, modified, altered, or changed to the detriment of the other party in any respect whatsoever by the consolidation, merger, sale, transfer, lease, or assignment of either party hereto, or affected, modified, altered, or changed in any respect whatsoever by a change of any kind of the ownership or management of either party hereto of any separable, independent segment of either party.

#### **ARTICLE NO. 47 - EXPIRATION**

- A) This agreement shall continue in full force and effect until midnight, June 30, 2028.
- B) If either party wishes to terminate this agreement, or modify or amend any section or subsection thereof, then notice to that effect shall be given in writing to the other party no less than sixty (60) days prior to the date of this agreement. The modification or amendment of any specific section or subsection shall not affect the remainder of this agreement.
- C) If no notice of termination or modification is given by either party as provided for herein, then this agreement shall automatically continue in full force and effect from year to year.

***(Signature Page Follows)***

**IN WITNESS WHEREOF** the parties hereto have caused this instrument to be executed on the date and year first above written.

**CITY OF SWARTZ CREEK, MICHIGAN**

**A.F.S.C.M.E Michigan, Local 1918  
Chapter .23**

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**DAVID KRUEGER**, Mayor

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**Tammy Porter**,  
Staff Representative AFSCME Michigan

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**RENEE KRAFT**, City Clerk

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**Jay Sanford**, Chapter Chair

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**REBECCA BOSAS**, Bargaining Team

APPROVED AS TO FORM  
Michael Gildner, City Attorney

# **APPENDIX “A”**

## **Medical & Hospitalization**

# **APPENDIX “B”**

## **Dental**

# **APPENDIX “C”**

## **Vision**

# **APPENDIX “D”**

## **Group 2 Job and Certification Requirements**

**Progress Report**  
5-14-25

**Work completed:**

- Met with Drain Commission and clarified approach with project impact under 5 acres disturbance only requiring SESC permit. (project is just under 5 acres)
- Reviewed layout with city manager
- Prepared 60% plan set and cost opinion

**Work in progress**

- Proceeding with construction documents
- SHPO review in progress
- Coordinate HUD meeting with GCPRC and GCMPO

**Action items for City:**

- The city will provide HUD form SF-1199A, narrative and budget, register for a Unique Entity ID, and establish/maintain the DRGR account.
- Proceed with preparing grant agreement documents for MDNR

**Next steps:**

- Revise plans, provide for confirmation and proceed with final design
- Complete geotech and electrical design
- Provide final details on pavilion and restroom

**SCHEDULE**

The following approximate schedule is anticipated for the project:

Notice to Proceed	January 2025
<u>Preliminary Design</u>	<u>February-April 2025</u>
Final Design	May-July 2025
Bidding and Award	September-October 2025
Construction	Fall 2025-Spring 2026



CONSTRUCTION DRAWINGS FOR  
CITY OF SWARTZ CREEK  
OTTERBURN PARK IMPROVEMENTS  
T 07N, R 06E, SECTION 30  
GENESEE COUNTY, MI.



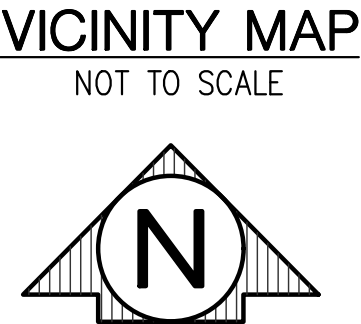
UTILITIES AND MUNICIPALITIES

THE EXISTING UTILITIES LISTED BELOW AND SHOWN ON THESE PLANS REPRESENT THE BEST INFORMATION AVAILABLE AS OBTAINED FROM THE UTILITY OWNERS. THIS INFORMATION DOES NOT RELIEVE THE CONTRACTOR OF THE RESPONSIBILITY TO BE SATISFIED AS TO ITS ACCURACY AND THE LOCATION OF EXISTING UTILITIES.

NAME OF OWNER	CONTACT	TYPE OF UTILITY
CITY OF SWARTZ CREEK 8083 CIVIC DRIVE SWARTZ CREEK, MICHIGAN 48473	ROB BINCSIK RBINCSIK@CITYOFSWARTZCREEK.ORG (810) 635-4464	SANITARY SEWER POTABLE WATER STORM SEWER
FRONTIER/PEARCE 3006 APPLE AVE MUSKEGON, MICHIGAN 49442	SANIYA HASHMI SANIYA.HASHMI6466@PEARCE-SERVICES.COM (517) 266-5755	FIBER OPTICS TELEPHONE
CONSUMERS ENERGY 3201 E COURT STREET FLINT, MICHIGAN 48506	TRACY MAHAR TRACY.MAHAR@CMSENERGY.COM (800) 477-5050	ELECTRIC
CONSUMERS ENERGY 3201 E COURT STREET FLINT, MICHIGAN 48506	TONNA WILCOX TONNA.WILCOX@CMSENERGY.COM (810) 280-8827	GAS



OWNER INFORMATION  
CITY OF SWARTZ CREEK  
8083 CIVIC DRIVE  
SWARTZ CREEK, MICHIGAN 48473  
MR. ADAM ZETTEL, MANAGER  
PHONE: (810) 635-4464  
EMAIL: AZETTEL@CITYOFSWARTZCREEK.ORG



PROPERTY ADDRESS  
6162 BRISTOL ROAD  
SWARTZ CREEK, MICHIGAN 48473

PROJECT DESCRIPTION

CONSTRUCTION OF A 8'-WIDE TRAIL ALONG THE PERIMETER OF THE SITE. NEW PAVILION, BIKE FIX STATION, ACCESSIBLE PARKING AREA, LANDSCAPING AND SITE FURNISHING. SITE ALSO WILL INCLUDE SWING ENTRANCE GATES AT DRIVEWAYS.

LEGAL DESCRIPTION

PARCEL NUMBER: 58-30-400-004  
LEGAL DESCRIPTION:

(AS SURVEYED)  
A PARCEL OF LAND BEG N 89 DEG 26 MIN 32 SEC E 732.63 FT FROM S 1/4 COR OF SEC TH N 0 DEG 58 MIN 31 SEC W 1440 FT TH N 89 DEG 01 MIN 29 SEC E 580.50 FT TH S 0 DEG 58 MIN 31 SEC E 1440 FT TH S 89 DEG 26 MIN 32 SEC W 580.50 FT TO PL OF BEG SEC 30 T7N R6E (08) 19.19 A FR 58-30-300-008 & 400-003

SHEET INDEX

- 1 - COVER SHEET
- 2 - LEGEND SHEET
- 3 - GENERAL NOTE SHEET
- 4 - DETAILS SHEET
- 5 - DETAILS SHEET
- 6 - REMOVAL SHEET
- 7 - OVERALL CONSTRUCTION PLAN
- 8 - ENLARGED SITE PLAN
- 9 - GRADING PLAN
- 10 - SESC SHEET
- 11 - SESC DETAIL SHEET ELECTRICAL SHEET



Preliminary  
05/14/2025 4:17:53 PM

PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

PREPARED FOR  
CITY OF SWARTZ CREEK  
OTTERBURN PARK IMPROVEMENTS  
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN  
COVER SHEET

ROWE PROFESSIONAL  
SERVICES COMPANY  
The Rowe Building  
540 S. Saginaw St., Suite 200  
Flint, MI 48502  
O: (810) 341-7500  
www.rowepsc.com

PLAN DATE: MAY 2025  
PROJECT MGR: D.R.S.  
REVIEWER: R.A.B.  
SCALE: NOT TO SCALE

REV:  
SHT# 1 OF 11  
JOB No: 2500068



SURVEY MONUMENTATION

	TRAVERSE POINT		SET MONUMENT
	BENCHMARK		FOUND MONUMENT
	ALIGNMENT POINT		SECTION & 1/4 CORNER
	SET IRON		1/8 & 1/16 CORNER
	FOUND IRON		NGS & USGS MONUMENT
	SECTION LINE		
	EXISTING PROPERTY LINE (APPROX)		
	PARCEL LINE / LOT LINE		
	EXISTING EASEMENT LINE		
	EXISTING RIGHT OF WAY		
	PROPOSED EASEMENT		
	PROPOSED RIGHT OF WAY		
	PROJECT CONTROL LINE		

MISCELLANEOUS TOPO

	SATELLITE DISH		TRASH CAN
	ANTENNA		PICNIC TABLE
	COLUMN		PARK BENCH
	FLOOD LIGHT		BIKE RACK
	GRAVE MARKER		SOIL BORING
	PLANTER BOX		MONITORING WELL
	ROCK		BUMPER BLOCK
	MAILBOX		SWAMP OR WETLAND
	PAPER BOX		
	FENCE GATE		

SIGNS, SIGNALS & POSTS

	FLAG POLE		TRAFFIC SIGNAL
	POST (WOOD/METAL/CONCRETE/FENCE)		PROPOSED TRAFFIC SIGN
	HIGHWAY DELINEATOR POST		
	EXISTING TRAFFIC SIGN		
	PARKING METER		
	BILLBOARD		

MISCELLANEOUS UTILITIES

	CABLE TV RISER		UTILITY HANDHOLE
	CABLE TV MARKER POST		STRAIN POLE
	CIRCUIT BREAKER		UTILITY/LIGHT POLE
	ELECTRIC METER		GUY WIRE
	ELECTRIC OUTLET		GUY POLE
	ELECTRIC RISER		UTILITY POLE
	ELECTRIC TRANSFORMER PAD		WOOD LIGHT POLE
	ELECTRIC TRANSMISSION TOWER		METAL LIGHT POLE
	ELECTRIC MANHOLE		ORNAMENTAL LIGHT POLE
	ELECTRIC MARKER POST		POLE BOX
	TELEPHONE RISER		TRAFFIC CONTROL BOX
	TELEPHONE MANHOLE		ELECTRIC VEHICLE CHARGING STATION
	TELEPHONE MARKER POST		EXISTING MISCELLANEOUS MANHOLE
	FIBER OPTIC MARKER POST		
	EXISTING OVERHEAD UTILITY LINE		
	EXISTING U.G. ELECTRIC LINE		
	EXISTING U.G. TELEPHONE LINE		
	EXISTING U.G. FIBER OPTIC LINE		
	EXISTING U.G. CABLE TV LINE		

GAS

	GAS METER		PROPANE TANK
	GAS RISER		GAS TEST STATION
	GAS STOP BOX		GAS FILLPORT
	GAS VALVE		GAS PUMP
	GAS VENT		GAS MANHOLE
	GAS BLOW OFF		GAS MARKER POST
	EXISTING U.G. GAS LINE		

WATER MAIN

	EXISTING FIRE HYDRANT		EXISTING WATER FAUCET/SPIGOT
	EXISTING WATER GATE VALVE AND BOX		EXISTING WATER MANHOLE
	EXISTING WATER STOP BOX		EXISTING WATER VALVE
	EXISTING WATER GATE VALVE AND WELL		EXISTING WATER POST VALVE
	EXISTING WATER METER PIT		EXISTING WATER AIR RELEASE VALVE
	EXISTING WATER WELL		EXISTING WATER MARKER POST
	EXISTING SPRINKLER HEAD		PROPOSED FIRE HYDRANT
	EXISTING POST HYDRANT		PROPOSED WATER GATE VALVE AND BOX
	EXISTING WATER BACK FLOW PREVENTER		PROPOSED WATER STOP BOX
	EXISTING WATER TOWER		PROPOSED WATER GATE VALVE AND WELL
	EXISTING SPRINKLER VALVE		PROPOSED WATER MAIN REDUCER
	EXISTING WATER METER		PROPOSED WATER MAIN SLEEVE
	EXISTING WATER MAIN		PROPOSED WATER MAIN

STORM SEWER

	EXISTING CURB INLET		PROPOSED CATCH BASIN IN CURB LINE (5' DIA AND SMALLER)
	EXISTING SQUARE CATCHBASIN		PROPOSED CATCH BASIN IN CURB LINE (6' DIA AND LARGER)
	EXISTING ROUND CATCHBASIN		PROPOSED CATCH BASIN IN GREEN SPACE (5' DIA AND SMALLER)
	EXISTING DOWNSPOUT		PROPOSED CATCH BASIN IN GREEN SPACE (6' DIA AND LARGER)
	EXISTING STORM SEWER CLEANOUT		PROPOSED STORM MANHOLE (5' DIA AND SMALLER)
	EXISTING STORM MANHOLE		PROPOSED STORM MANHOLE (6' DIA AND LARGER)
	EXISTING PIPE INLET/OUTLET		PROPOSED CULVERT END SECTION
	EXISTING STORM MARKER POST		PROPOSED STORM SEWER CLEANOUT
	EXISTING STORM SEWER STRUCTURE NUMBER		PROPOSED STORM SEWER STRUCTURE NUMBER
	EXISTING STORM SEWER		
	EXISTING DRIVE/CROSS CULVERT		
	PROPOSED STORM SEWER LESS THAN 24"		
	PROPOSED STORM SEWER 24" AND GREATER		

SANITARY SEWER

	EXISTING SANITARY MANHOLE		EXISTING SANITARY SEWER CLEANOUT/RISER
	EXISTING SANITARY PUMP STATION		EXISTING SANITARY MARKER POST
	EXISTING SANITARY SEWER VALVE		PROPOSED SANITARY SEWER MANHOLE
	EXISTING SEPTIC TANK		PROPOSED SANITARY SEWER CLEANOUT
	EXISTING SANITARY SEWER STRUCTURE NUMBER		PROPOSED SANITARY SEWER STRUCTURE NUMBER
	EXISTING SANITARY SEWER		
	EXISTING SANITARY FORCE MAIN		
	PROPOSED SANITARY SEWER		

TREES & SHRUBS

	STUMP		CONIFEROUS TREE
	DECIDUOUS TREE		CONIFEROUS SHRUB
	DECIDUOUS SHRUB		DEAD TREE
	EXISTING EDGE OF WOODS		
	EXISTING EDGE OF BRUSH		
	PROPOSED EDGE OF WOODS		
	PROPOSED EDGE OF BRUSH		

PARCEL INFORMATION

401-069	PARCEL/TAX IDENTIFICATION NUMBER
#5324	EXISTING BUILDING AND ADDRESS/BUSINESS NAME

CAUTION SYMBOLS

	USED WITH UNDERGROUND GAS & ELECTRICAL LINES
	USED WITH FIBER OPTIC LINES
	USED WITH CRITICAL UNDERGROUND LINES

PLAN VIEW LINETYPES

	EXISTING CENTERLINE OF DITCH
	EXISTING FENCE
	EXISTING GUARDRAIL
	EXISTING RAILROAD TRACK
	EXISTING CONTOUR MAJOR
	EXISTING CONTOUR MINOR
	PROPOSED DITCH CENTERLINE
	PROPOSED FENCE
	PROPOSED CONTOUR MAJOR
	PROPOSED CONTOUR MINOR
	PROPOSED SLOPE STAKE LINE
	PROPOSED SILT FENCE

PROPOSED CALLOUTS

TOPO CALLOUTS	PLAN VIEW	
	REL	RELOCATE
	REM	REMOVE
	SALV	SALVAGE
	SAVE	SAVE
	CLR	CLEARING
	SR-X	SIDEWALK RAMP TYPE
	##	SOIL EROSION CONTROL MEASURE

GPR LOCATED EXISTING U.G. LINES

	GPR CATV	GPR CATV	U.G. CABLE TV LINE (GPR LOCATED)
	GPR ELEC	GPR ELEC	U.G. ELECTRIC LINE (GPR LOCATED)
	GPR FO	GPR FO	U.G. FIBER OPTIC LINE (GPR LOCATED)
	GPR GAS	GPR GAS	U.G. GAS LINE (GPR LOCATED)
	GPR MISC	GPR MISC	U.G. MISCELLANEOUS LINE (GPR LOCATED)
	GPR SAN	GPR SAN	U.G. SANITARY SEWER LINE (GPR LOCATED)
	GPR STM	GPR STM	U.G. STORM SEWER LINE (GPR LOCATED)
	GPR TELE	GPR TELE	U.G. TELEPHONE LINE (GPR LOCATED)
	GPR UNK	GPR UNK	U.G. UNKNOWN LINE (GPR LOCATED)
	GPR WTR	GPR WTR	U.G. WATER LINE (GPR LOCATED)

PAVEMENT IDENTIFICATION

	EXISTING EDGE OF GRAVEL
	EXISTING CURB AND GUTTER

EXISTING HATCHING LEGEND

	EXISTING PAVEMENT
	EXISTING GRAVEL

REMOVAL HATCHING LEGEND

	REMOVE PAVEMENT
	REMOVE SIDEWALK

PROPOSED HATCHING LEGEND

	PROPOSED PAVEMENT
	PROPOSED GRAVEL PAVEMENT
	PROPOSED CONCRETE SLAB
	PROPOSED 4 INCH CONCRETE SIDEWALK



Know what's **below.**  
Call before you dig.

PLAN SUBMITTALS AND CHANGES

PRELIMINARY PLANS -- **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

REV:

SHT# 2 OF 11  
JOB No: 2500068

ROWE PROFESSIONAL  
SERVICES COMPANY



The Rowe Building  
540 S. Saginaw St., Suite 200  
Flint, MI 48502

PREPARED FOR  
**CITY OF SWARTZ CREEK**  
**OTTERBURN PARK IMPROVEMENTS**  
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN  
LEGEND SHEET

R:\Projects\2500068\Wing\Construction Drawings\SR-2500068-LEG.dwg

PLotted: 5/14/2025 12:04 PM

GENERAL CONSTRUCTION NOTES

EMERGENCY CONTACTS  
BEFORE BEGINNING WORK ON THE PROJECT, THE CONTRACTOR SHALL PROVIDE THE OWNER AND ENGINEER WITH THE NAMES AND TELEPHONE NUMBERS OF EMERGENCY CONTACTS. AT LEAST ONE PERSON REPRESENTING THE CONTRACTOR SHALL BE AVAILABLE TO RESPOND TO EMERGENCIES THROUGHOUT THE LIFE OF THE PROJECT, 24 HOURS A DAY, 7 DAYS A WEEK.

UNDERGROUND UTILITY IDENTIFICATION AND LOCATION  
THE CONTRACTOR SHALL CALL MISS DIG (1-800-482-7171) A MINIMUM OF THREE WORK DAYS IN ADVANCE OF BEGINNING EXCAVATION. THE CONTRACTOR IS RESPONSIBLE TO IDENTIFY AND NOTIFY UTILITY AGENCIES WITHIN THE PROJECT AREA WHICH DO NOT PARTICIPATE IN THE MISS DIG NOTIFICATION PROGRAM.

PUBLIC UTILITIES  
EXISTING UTILITIES ARE SHOWN BASED UPON RECORDS AND LOCATIONS PROVIDED BY UTILITY AGENCIES. THE INFORMATION SHOWN IS CONSIDERED APPROXIMATE AND SHALL BE VERIFIED BY THE CONTRACTOR. UNLESS THE PLANS SPECIFICALLY SHOW THAT EXISTING UTILITIES ARE TO BE MOVED, THE CONTRACTOR IS RESPONSIBLE TO PROTECT AND MAINTAIN EXISTING UTILITIES.

VERIFICATION OF UNDERGROUND UTILITIES  
THE CONTRACTOR SHALL EXCAVATE AND LOCATE ALL EXISTING UTILITIES IN THE PROJECT AREA IN ADVANCE OF CONSTRUCTION TO VERIFY THEIR ACTUAL LOCATION. POTENTIAL CONFLICTS SHALL BE REPORTED TO THE ENGINEER. THE CONTRACTOR SHALL MAKE SUCH CHANGES TO GRADE AND ALIGNMENT OF PROPOSED WORK AS DIRECTED BY THE ENGINEER TO AVOID CONFLICTS, AT NO INCREASE IN COST TO THE OWNER.

UTILITY SERVICE  
UNLESS SPECIFICALLY PROVIDED OTHERWISE IN THE CONTRACT DOCUMENTS, ALL EXISTING UTILITIES ARE TO REMAIN IN SERVICE DURING THE PROJECT.

SOIL BORINGS / PAVEMENT CORES  
IF PROVIDED ON THE PLANS OR IN THE CONTRACT DOCUMENTS, LOGS OF SOIL BORINGS OR PAVEMENT CORES REPRESENT THE SUBSURFACE CONDITIONS ENCOUNTERED AT SPECIFIC POINTS. THE INFORMATION IS PROVIDED FOR THE CONTRACTOR'S INFORMATION ONLY.

MAINTAINING TRAFFIC  
LOCAL AND EMERGENCY TRAFFIC SHALL BE MAINTAINED AT ALL TIMES WITHIN THE PROJECT AREA.

WHEN EXCAVATION, FRESH CONCRETE, OR OTHER CONSTRUCTION WORK WILL RESULT IN THE CLOSURE OF A STREET OR DRIVEWAY FOR A PERIOD OF TIME, THE CONTRACTOR IS RESPONSIBLE TO NOTIFY ALL AFFECTED RESIDENTS AND BUSINESSES IN ADVANCE.

THE CONTRACTOR SHALL NOTIFY EMERGENCY RESPONSE AGENCIES IN ADVANCE OF ROAD CLOSURES OR THE ESTABLISHMENT OF DETOURS.

SCHEDULE  
THE CONTRACTOR SHALL COMPLETE ALL WORK IN AN EXPEDITIOUS MANNER AND SHALL NOT STOP WORK ON THE PROJECT ONCE BEGUN.

CONSTRUCTION STAKING  
WHEN CONSTRUCTION STAKING IS TO BE PROVIDED BY THE ENGINEER OR OWNER, THE CONTRACTOR SHALL REQUEST STAKING AT LEAST THREE WORKING DAYS IN ADVANCE.

WHEN CONSTRUCTION STAKING IS TO BE PROVIDED BY THE ENGINEER OR OWNER, STAKING WILL BE PROVIDED ONE TIME. THE CONTRACTOR SHALL PROTECT AND PRESERVE SURVEY CONTROL AND STAKING. RE-STAKING WILL BE AT THE CONTRACTOR'S EXPENSE.

SURVEY CORNERS, BENCHMARKS, AND CONTROL POINTS  
THE CONTRACTOR SHALL PRESERVE ALL GOVERNMENT CORNERS, PROPERTY CORNERS, BENCHMARKS, SURVEY CONTROL POINTS AND OTHER SURVEY POINTS WITHIN THE PROJECT AREA. WHERE CORNERS, BENCHMARKS, OR SURVEY POINTS ARE ENCOUNTERED WHICH WILL BE DISTURBED BY THE CONTRACTOR'S ACTIVITIES; A LICENSED SURVEYOR SHALL WITNESS THE POINT BEFORE DISTURBANCE AND SHALL RE-SET THE POINT FOLLOWING THE COMPLETION OF CONSTRUCTION ACTIVITIES. THE CONTRACTOR SHALL PAY THE SURVEYOR TO WITNESS AND TO RE-SET THE POINTS.

PROTECTION OF TREES, SHRUBS, AND LANDSCAPING  
ALL TREES, SHRUBS, AND LANDSCAPING WITHIN THE CONSTRUCTION AREA WHICH ARE NOT SPECIFICALLY DESIGNATED FOR REMOVAL SHALL BE PROTECTED FROM DAMAGE BY THE CONTRACTOR. DAMAGED TREES, SHRUBS, AND LANDSCAPING SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.

CONSTRUCTION SIGNING AND BARRICADING  
THE CONTRACTOR SHALL PROTECT HAZARDOUS AREAS WITH BARRICADES. BARRICADES LEFT IN PLACE AFTER SUNSET SHALL BE LIGHTED.

THE CONTRACTOR SHALL PROVIDE SUITABLE SANDBAGS OR OTHER SUITABLE MEASURES FOR ANCHORING OF TEMPORARY SIGNS AND BARRICADES, TO PREVENT THEIR TIPPING OR DISPLACEMENT BY WIND OR AIR FLOW FROM VEHICLES.

THE CONTRACTOR SHALL PROVIDE SIGNING, BARRICADES, TRAFFIC REGULATORS, CONES, AND OTHER TRAFFIC CONTROL DEVICES IN ACCORDANCE WITH THE REQUIREMENTS OF THE AGENCY HAVING JURISDICTION OVER STREETS OR ROADS IN THE PROJECT AREA, THE CURRENT MICHIGAN MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, AND THE PLANS AND SPECIFICATIONS.

THE CONTRACTOR SHALL COVER OR REMOVE TEMPORARY SIGNS DURING PERIODS WHEN THEY ARE NOT APPROPRIATE.

TURF ESTABLISHMENT  
ALL DISTURBED AREAS WHICH ARE NOT TO BE SURFACED WITH PAVEMENT, AGGREGATE OR OTHER APPROVED SURFACES SHALL BE ESTABLISHED WITH TURF.

TURF AREAS SHALL BE GRADED TO PROVIDE POSITIVE DRAINAGE.

DISTURBED AREAS SHALL BE SURFACED WITH THREE INCHES OF SCREENED TOPSOIL.

THE CONTRACTOR IS RESPONSIBLE TO ESTABLISH TURF WHICH IS SUBSTANTIALLY FREE OF BARE SPOTS AND FREE OF WEEDS. THE GROUND SURFACE IN TURF AREAS SHALL BE SMOOTH AND PROVIDE A NATURAL TRANSITION TO ADJACENT, UNDISTURBED AREAS.

THE CONTRACTOR IS RESPONSIBLE TO PROVIDE WATERING, WEEDING, RESEEDING, AND REWORKING AS NECESSARY TO ESTABLISH TURF AREAS TO THE REQUIRED STANDARD.

ADA COMPLIANCE  
ALL PROPOSED CONSTRUCTION SHALL COMPLY WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), AND APPLICABLE GUIDELINES OR STANDARDS. WHERE EXISTING CONDITIONS AND/OR THE REQUIREMENTS OF THE PLANS WILL RESULT IN FINISHED CONDITIONS THAT DO NOT MEET THE ADA REQUIREMENTS, GUIDELINES, OR STANDARDS; THE CONTRACTOR SHALL NOTIFY THE ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE TO REMOVE AND REPLACE WORK DETERMINED TO BE NOT IN ACCORDANCE WITH APPLICABLE REQUIREMENTS, GUIDELINES, OR STANDARDS.

EARTHWORK  
EARTHWORK QUANTITIES, IF PROVIDED, ARE FOR THE CONTRACTOR'S INFORMATION. THE QUANTITIES WERE DEVELOPED USING THE AVERAGE END AREA METHOD. ASSUMPTIONS REGARDING TOPSOIL AND SHRINKAGE ARE STATED WITH THE ESTIMATES OF EXCAVATION AND FILL.

THE CONTRACTOR SHALL MAKE THEIR OWN DETERMINATION OF THE EARTHWORK QUANTITIES, AND BASE THEIR BID ON THEIR DETERMINATION OF THE QUANTITIES OF WORK REQUIRED.

IF ADDITIONAL FILL MATERIAL MUST BE PROVIDED TO ATTAIN THE FINISH GRADES SHOWN ON THE PLANS, THE CONTRACTOR SHALL PROVIDE THE REQUIRED FILL MATERIAL, UNLESS A SPECIFIC BORROW AREA IS IDENTIFIED ON THE PLANS.

EXCESS SOILS RESULTING FROM EXCAVATION AND EARTHWORK SHALL BECOME THE CONTRACTOR'S PROPERTY AND DISPOSED OF PROPERLY, UNLESS AN AREA(S) HAS BEEN DESIGNATED FOR STOCKPILING OR "BLENDING IN" THE EXCESS MATERIAL WITHIN THE PROJECT LIMITS.

BACKFILL AND EMBANKMENT  
BACKFILL OF AN EXCAVATION UNDER OR WITHIN THE ONE ON ONE INFLUENCE OF AN EXISTING OR PROPOSED ROAD, SIDEWALK, DRIVEWAY, PAVEMENT, OR AGGREGATE SURFACE, SHALL BE SAND, MEETING THE REQUIREMENTS OF GRANULAR MATERIAL CLASS III AS DESCRIBED IN THE CURRENT MICHIGAN DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION. THE SAND BACKFILL SHALL BE COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

BACKFILL OF AN EXCAVATION WHICH IS NOT UNDER OR WITHIN THE ONE ON ONE INFLUENCE OF AN EXISTING OR PROPOSED ROAD, SIDEWALK, DRIVEWAY, PAVEMENT, OR AGGREGATE SURFACE MAY BE SUITABLE EXCAVATED MATERIAL OR OTHER SOIL, WHICH IS FREE OF ORGANIC MATTER, STONES AND ROCKS, ROOTS, BROKEN CONCRETE, FROZEN MATERIAL, OR DEBRIS. THE BACKFILL SHALL BE COMPACTED TO AT LEAST 90% OF ITS MAXIMUM UNIT WEIGHT.

THE CONTRACTOR SHALL INDICATE THE SOURCE OF SAND USED FOR BACKFILL TO THE ENGINEER, AND PROVIDE THE ENGINEER WITH THE RESULTS OF A GRADATION TEST PERFORMED ON A SAMPLE OF THE SAND. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN ADVANCE OF USING SAND FROM OTHER SOURCES.

EMBANKMENT USED TO BUILD THE SUBGRADE TO REQUIRED ELEVATION SHALL BE SUITABLE SOIL EXCAVATED FROM THE PROJECT SITE, OR FURNISHED BY THE CONTRACTOR FROM OTHER SOURCES. SUITABLE SOIL IS FREE FROM ORGANIC MATTER, ROCKS AND STONES, FROZEN MATERIAL, BROKEN CONCRETE, AND DEBRIS.

EMBANKMENT CONSTRUCTED OF GRANULAR SOILS SHALL BE COMPACTED IN LIFTS NOT EXCEEDING 10 INCHES TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

EMBANKMENT CONSTRUCTED OF COHESIVE SOILS SHALL BE COMPACTED IN LIFTS NOT EXCEEDING 10 INCHES TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

DENSITY TESTING  
THE MAXIMUM UNIT WEIGHT OF SAND AND OTHER GRANULAR SOILS WILL BE DETERMINED BY THE ONE POINT CONE TEST, AS DESCRIBED IN THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S DENSITY TESTING AND INSPECTION MANUAL, EXCEPT WHEN ANOTHER TEST METHOD IS SPECIFIED.

THE MAXIMUM UNIT WEIGHT OF COHESIVE SOILS WILL BE DETERMINED BY THE ONE POINT PROCTOR TEST, AS DESCRIBED IN THE MICHIGAN DEPARTMENT OF TRANSPORTATION'S DENSITY TESTING AND INSPECTION MANUAL, EXCEPT WHEN ANOTHER TEST METHOD IS SPECIFIED.

WORK HOURS  
UNLESS PROVIDED OTHERWISE IN THE CONTRACT DOCUMENTS OR LIMITED BY LOCAL ORDINANCE, THE CONTRACTOR SHALL WORK WITHIN OF THE FOLLOWING TIMES, UNLESS OTHERWISE APPROVED BY THE OWNER:  
MONDAY THROUGH FRIDAY 7 A.M. TO 8 P.M.  
SATURDAY 8 A.M. TO 6 P.M.

THE CONTRACTOR SHALL NOT WORK ON SUNDAYS OR HOLIDAYS, UNLESS OTHERWISE APPROVED BY THE OWNER.

DRAINAGE

THE CONTRACTOR SHALL MAINTAIN DRAINAGE OF THE PROJECT AREA AND ADJACENT AREAS. WHERE EXISTING DRAINAGE FACILITIES ARE DISTURBED OR BLOCKED BY CONSTRUCTION, THE CONTRACTOR SHALL PROVIDE AND MAINTAIN TEMPORARY PROVISIONS FOR DRAINAGE.

WHERE CONSTRUCTION HAS DISTURBED EXISTING DITCHES, SWALES, OR OTHER DRAINAGE FACILITIES; THE CONTRACTOR SHALL RESTORE THEM TO THEIR GRADES AND DIMENSIONS WHICH EXISTED PRIOR TO THE BEGINNING OF CONSTRUCTION, UNLESS DIRECTED OTHERWISE.

DRAINAGE SHALL NOT BE REROUTED ONTO ADJACENT PROPERTIES NOR ALLOWED TO DRAIN ONTO ADJACENT PROPERTIES AT AN INCREASED RATE, AS A RESULT OF THE CONTRACTOR'S WORK.

ROAD PROJECTS

SUBGRADE PREPARATION  
TOPSOIL, PEAT, AND ORGANIC MATERIAL SHALL BE EXCAVATED AND REMOVED.

SOFT AND YIELDING SOILS SHALL BE REMOVED OR DRIED IF THE RESULT OF EXCESSIVE MOISTURE CONTENT.

PRIOR TO CONSTRUCTING FILLS, SUBBASE, OR PAVEMENT ON A SUBGRADE; THE SUBGRADE SHALL BE PROOF-ROLLED TO DETERMINE THE SUITABILITY OF THE SUBGRADE. THE CONTRACTOR SHALL DRIVE A HEAVY PIECE OF WHEELED CONSTRUCTION EQUIPMENT OVER THE SUBGRADE WHILE THE ENGINEER IS OBSERVING. THE CONSTRUCTION OF FILLS, SUBBASE, OR PAVEMENTS SHALL NOT PROCEED UNTIL THE SUBGRADE HAS BEEN DEMONSTRATED TO BE FREE OF SOFT AREAS.

THE CONTRACTOR IS RESPONSIBLE TO MAINTAIN THE MOISTURE CONTENT OF SUBGRADE SOILS WITHIN A SUITABLE RANGE TO ALLOW FOR COMPACTION TO THE REQUIRED DENSITY. WHEN THE SOIL IS TOO DRY, THE CONTRACTOR SHALL ADD WATER. WHEN THE SOIL IS TOO WET, THE CONTRACTOR SHALL PROVIDE DRAINAGE OR AERATE THE SOIL.

THE SURFACE OF THE SUBGRADE SHALL BE COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT, PRIOR TO CONSTRUCTING FILLS, SUBBASE, OR PAVEMENTS.

HOT MIX ASPHALT (HMA) PAVING  
PAVEMENTS WHICH ARE TO BE OVERLAID WITH A NEW PAVEMENT COURSE SHALL BE SWEEPED TO REMOVE ALL DIRT AND DEBRIS.

A BITUMINOUS BOND COAT SHALL BE APPLIED TO PAVEMENTS WHICH ARE TO BE OVERLAID WITH A NEW PAVEMENT COURSE AND ALLOWED TO CURE PRIOR TO CONSTRUCTING THE NEW PAVEMENT COURSE.

HMA PAVEMENT SHALL NOT BE PLACED WHEN THE SURFACE BEING OVERLAID IS WET, OR WHEN RAIN IS FORECAST OR THREATENING.

SIDEWALK CONSTRUCTION

SIDEWALKS SHALL BE CONSTRUCTED TO PROVIDE POSITIVE DRAINAGE OF THE SIDEWALK AND ADJACENT SURFACES.

EXCEPT WHERE NECESSARY TO PROVIDE POSITIVE DRAINAGE OR MEET EXISTING SURFACES, SIDEWALK SHALL BE CONSTRUCTED WITH A CROSS SLOPE SLOPED TOWARD THE STREET.

SIDEWALK CROSS SLOPES SHALL NOT EXCEED 2%.

IN TURF AREAS, THE SURFACE OF THE SIDEWALK SHALL BE ABOUT 1/4 INCH HIGHER THAN THE ADJACENT GROUND SURFACES, EXCEPT WHERE NECESSARY TO PROVIDE POSITIVE DRAINAGE OR MEET EXISTING SIDEWALKS, CURBS, OR PAVEMENTS.

SIDEWALK SHALL BE CONSTRUCTED ON A SAND BASE, COMPACTED TO AT LEAST 95% OF ITS MAXIMUM UNIT WEIGHT.

THE CONTRACTOR SHALL NOTIFY THE ENGINEER WHEN SIDEWALK FORMS HAVE BEEN SET AND THE SAND BASE PREPARED. CONCRETE SHALL NOT BE PLACED UNTIL THE ENGINEER HAS OBSERVED THE FORMS. CONCRETE DELIVERY SHALL BE SCHEDULED TO ALLOW SUFFICIENT TIME FOR ADJUSTMENT OF THE FORMS, IN THE EVENT THAT ADJUSTMENT IS NECESSARY.

THE CONTRACTOR SHALL PROTECT FRESH CONCRETE FROM DAMAGE BY THE WEATHER, TRAFFIC, OR VANDALISM. DAMAGED CONCRETE SHALL BE REPLACED BY THE CONTRACTOR'S EXPENSE.



PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS -- **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

REV:

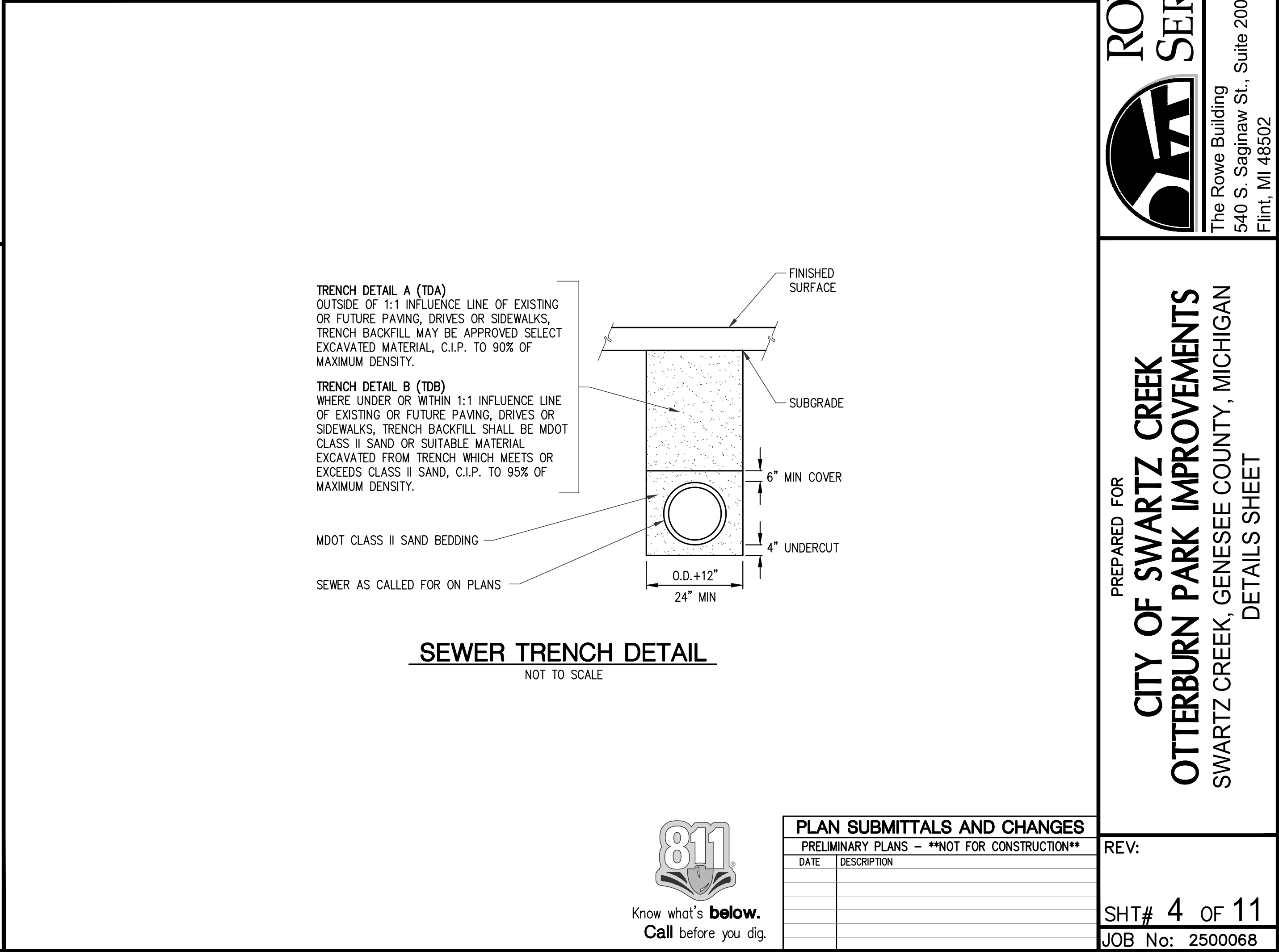
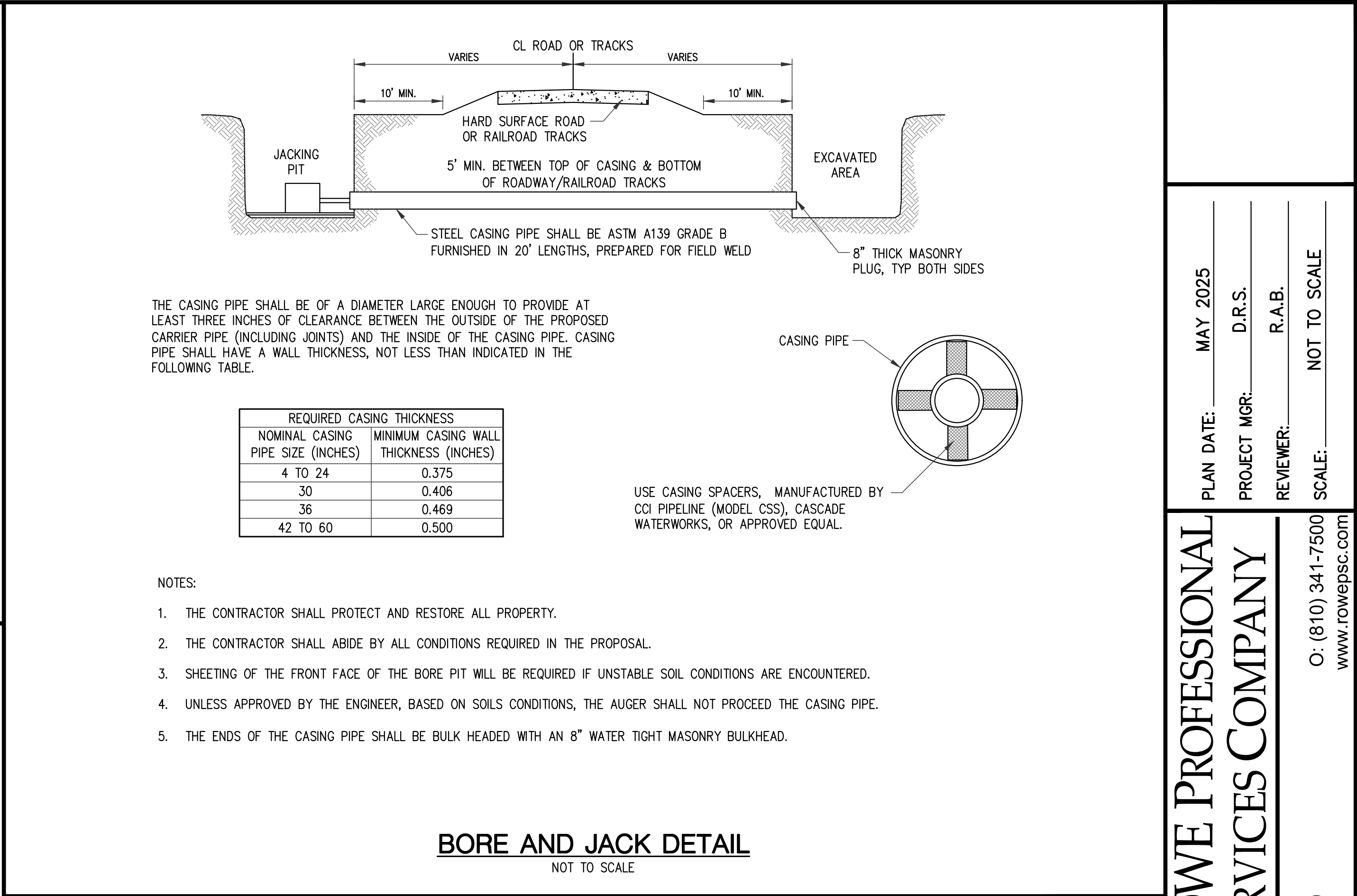
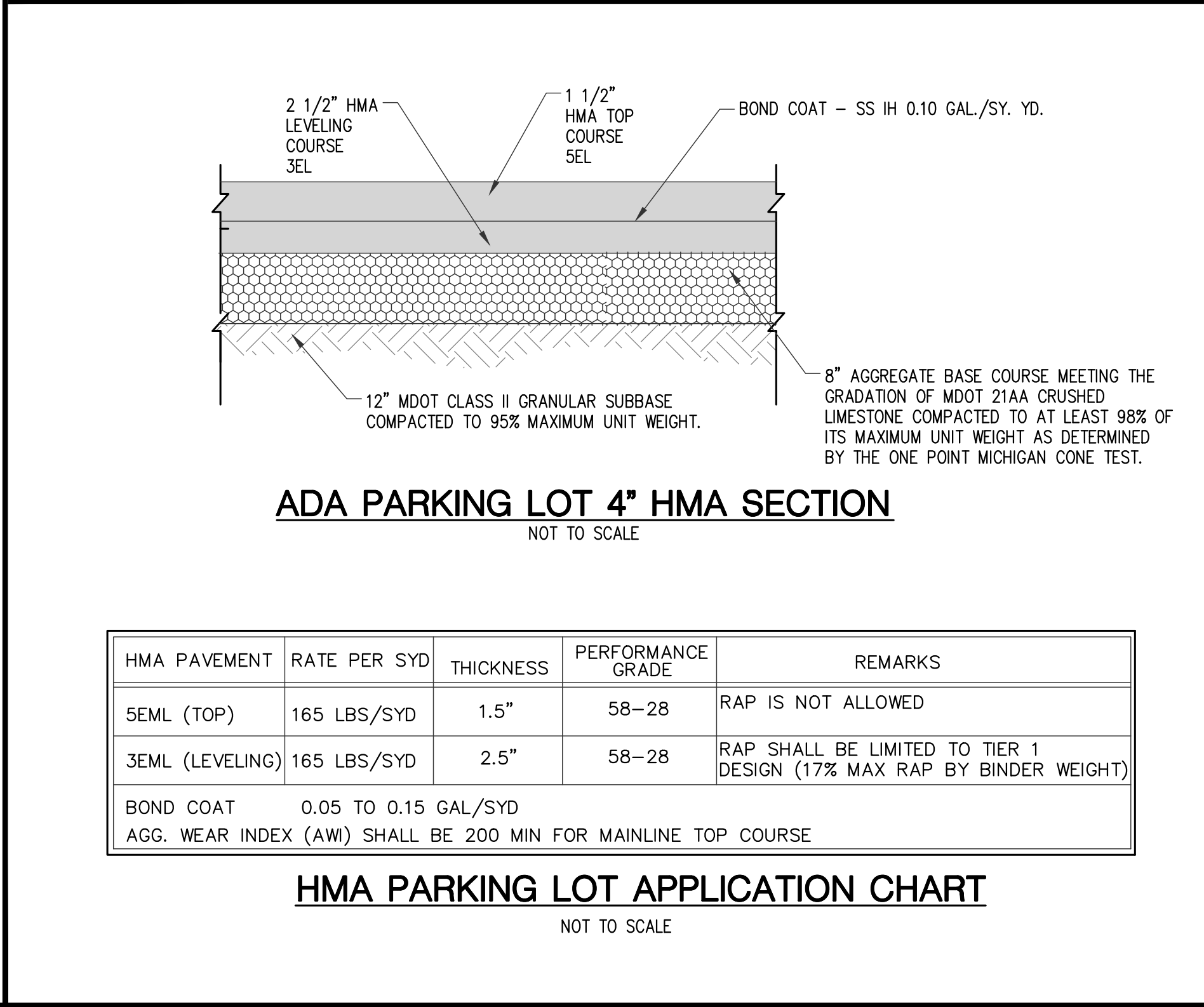
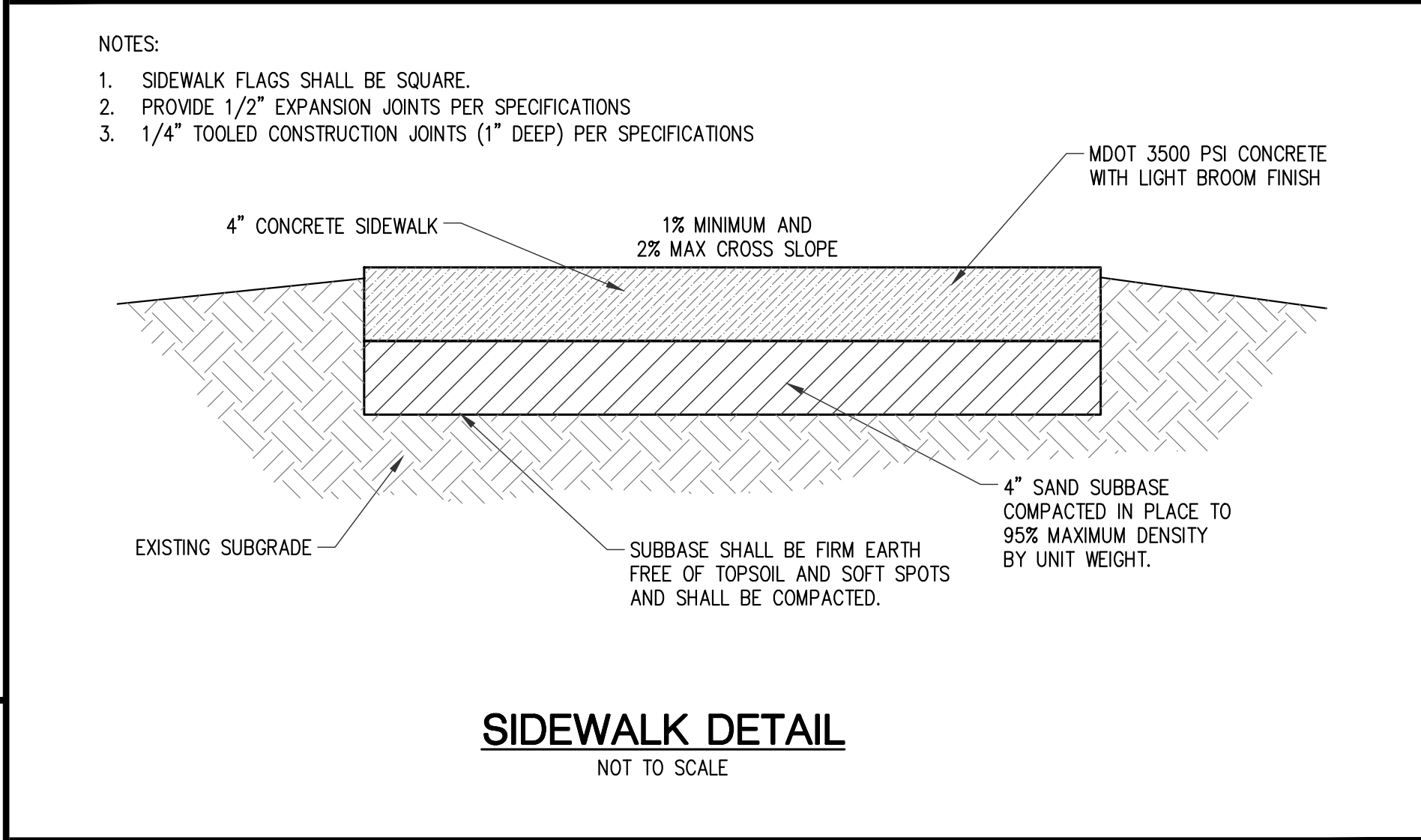
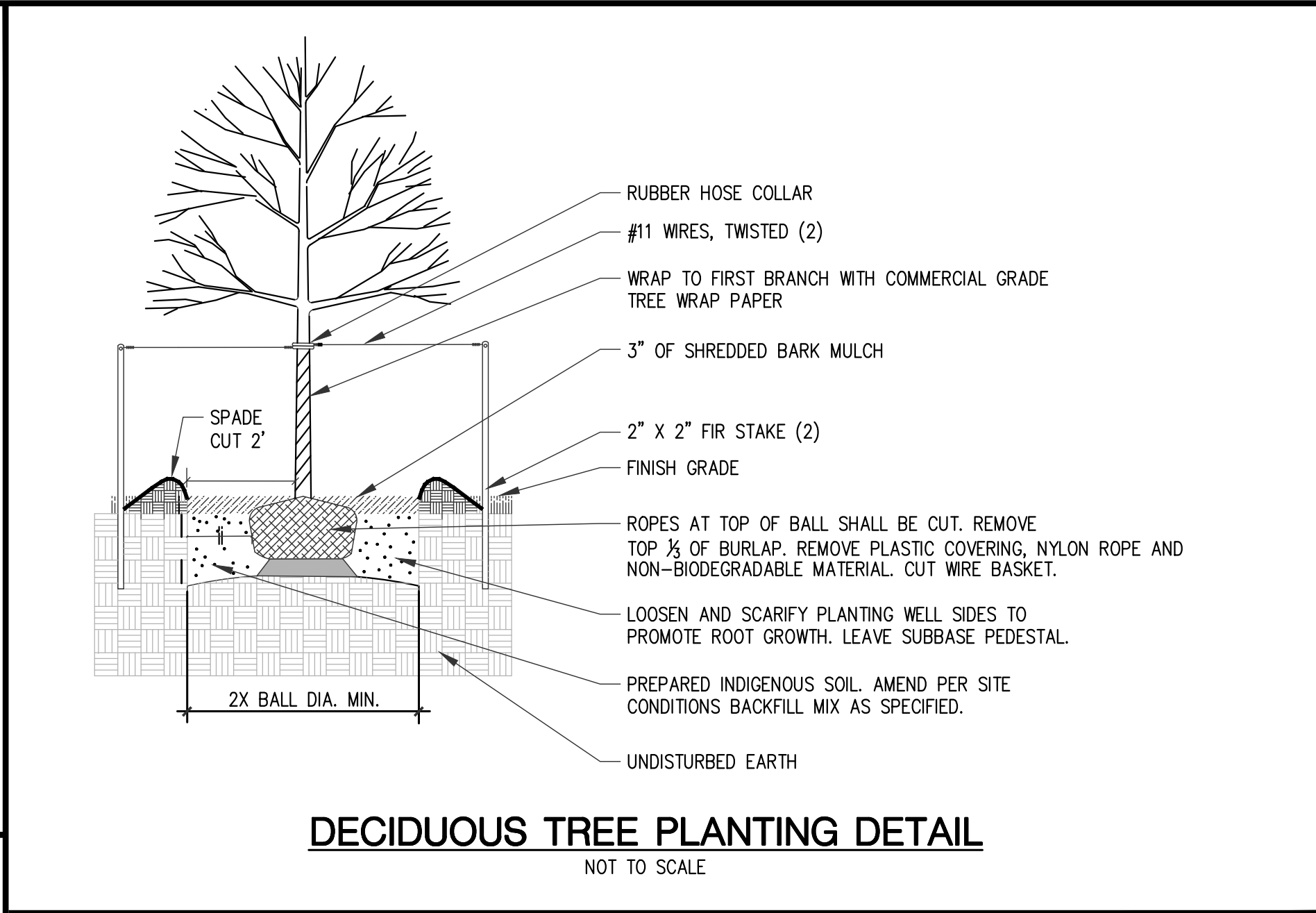
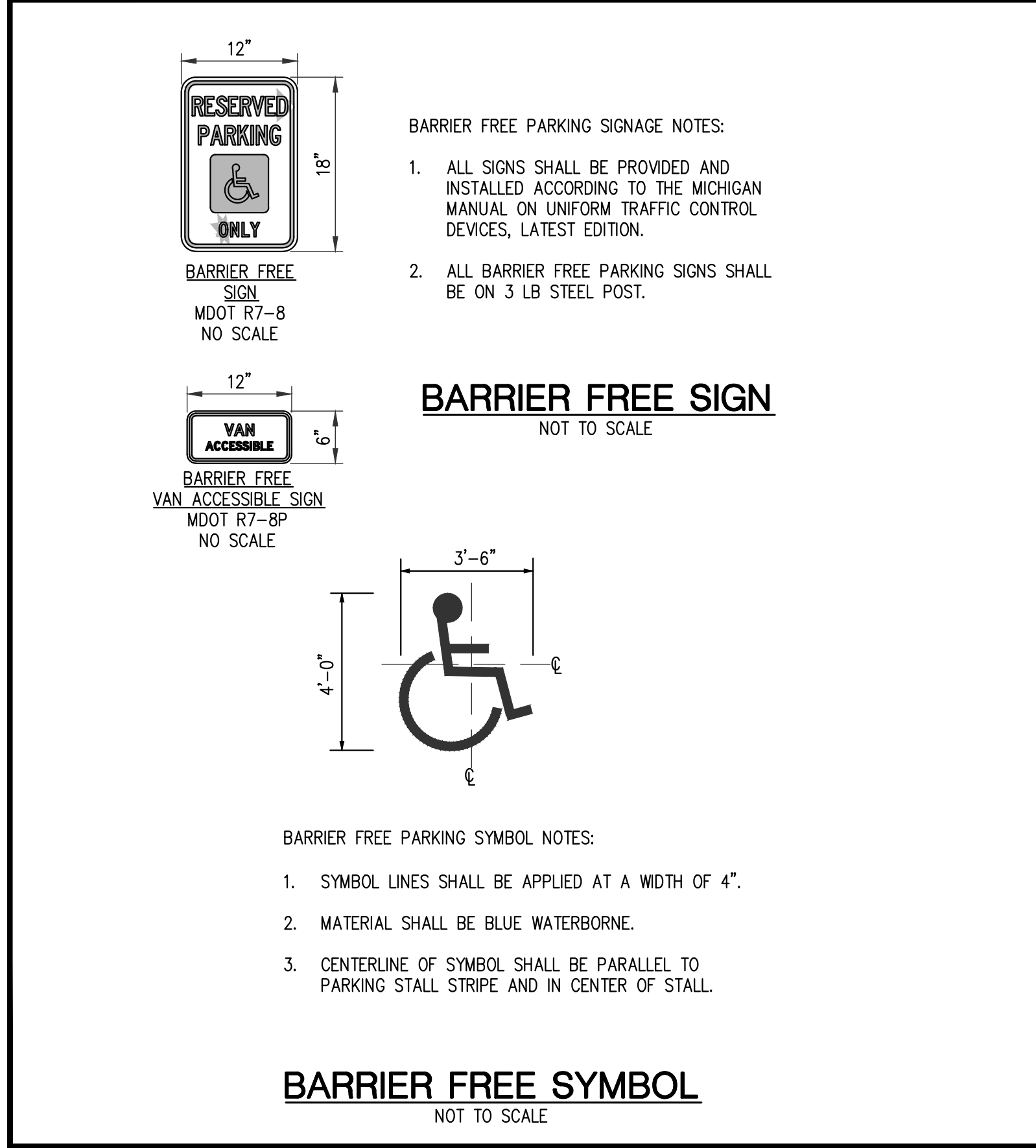
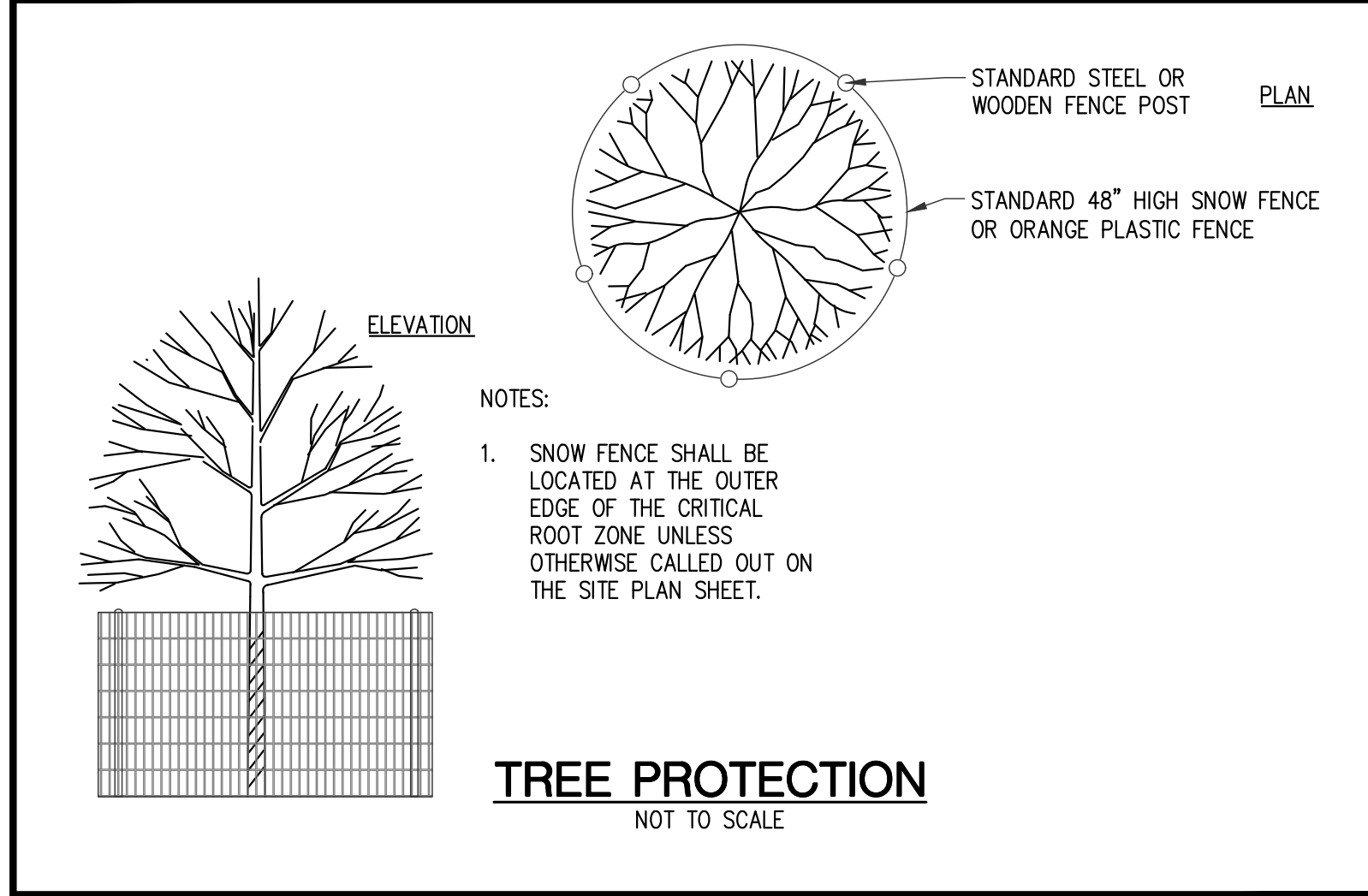
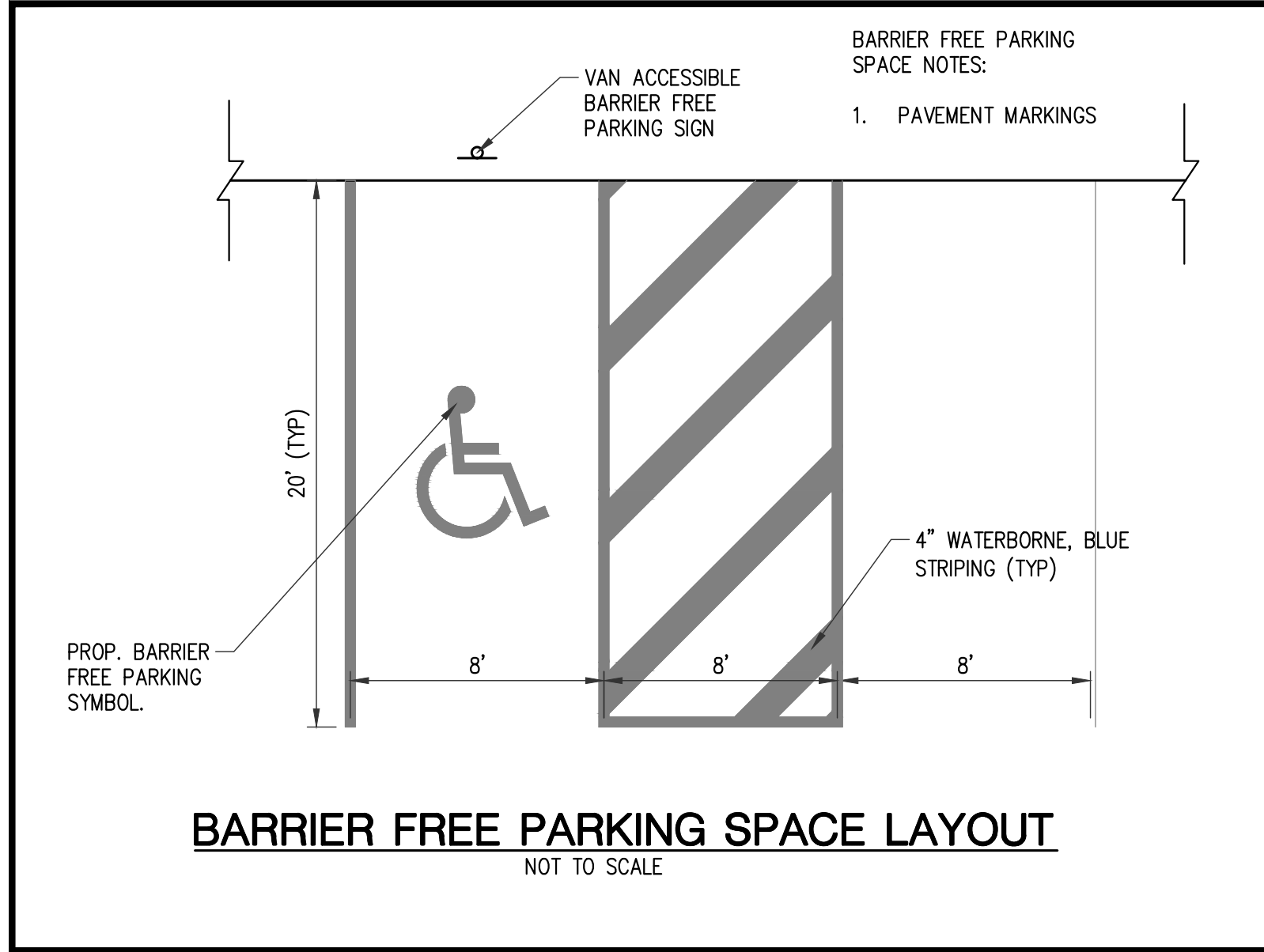
SHT# 3 OF 11  
JOB No: 2500068

PREPARED FOR  
CITY OF SWARTZ CREEK  
OTTERBURN PARK IMPROVEMENTS  
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN  
GENERAL NOTE SHEET

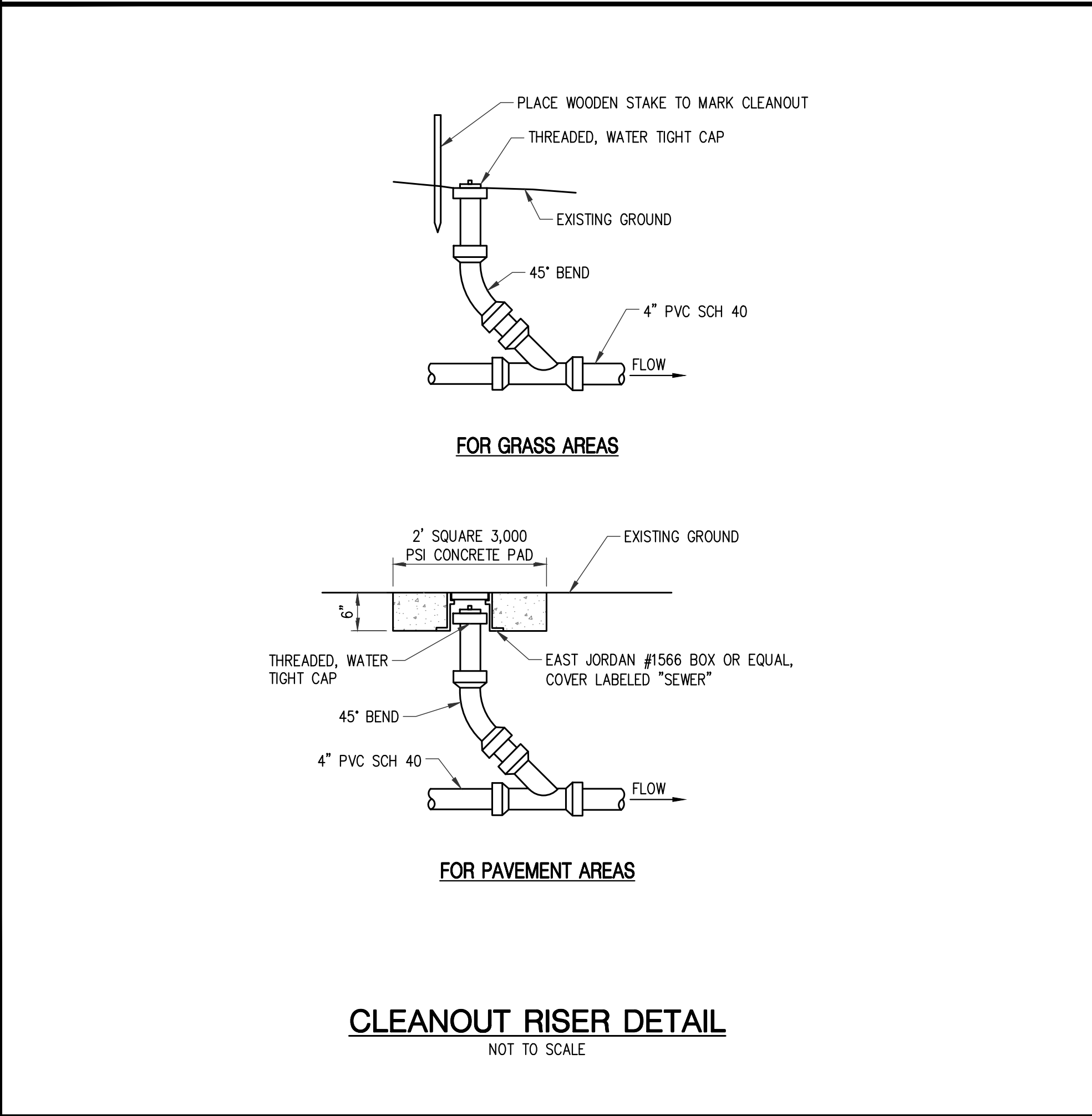
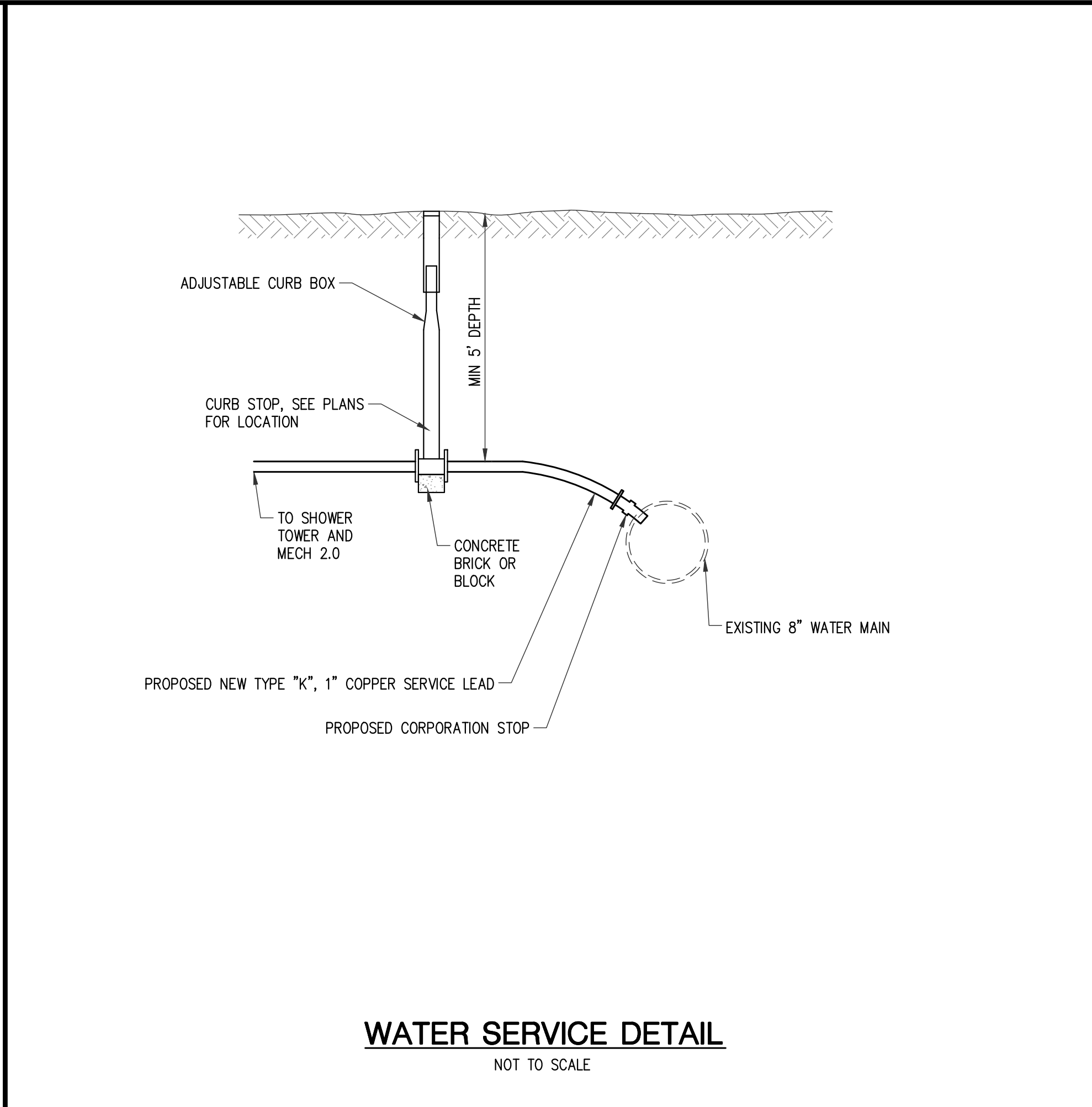
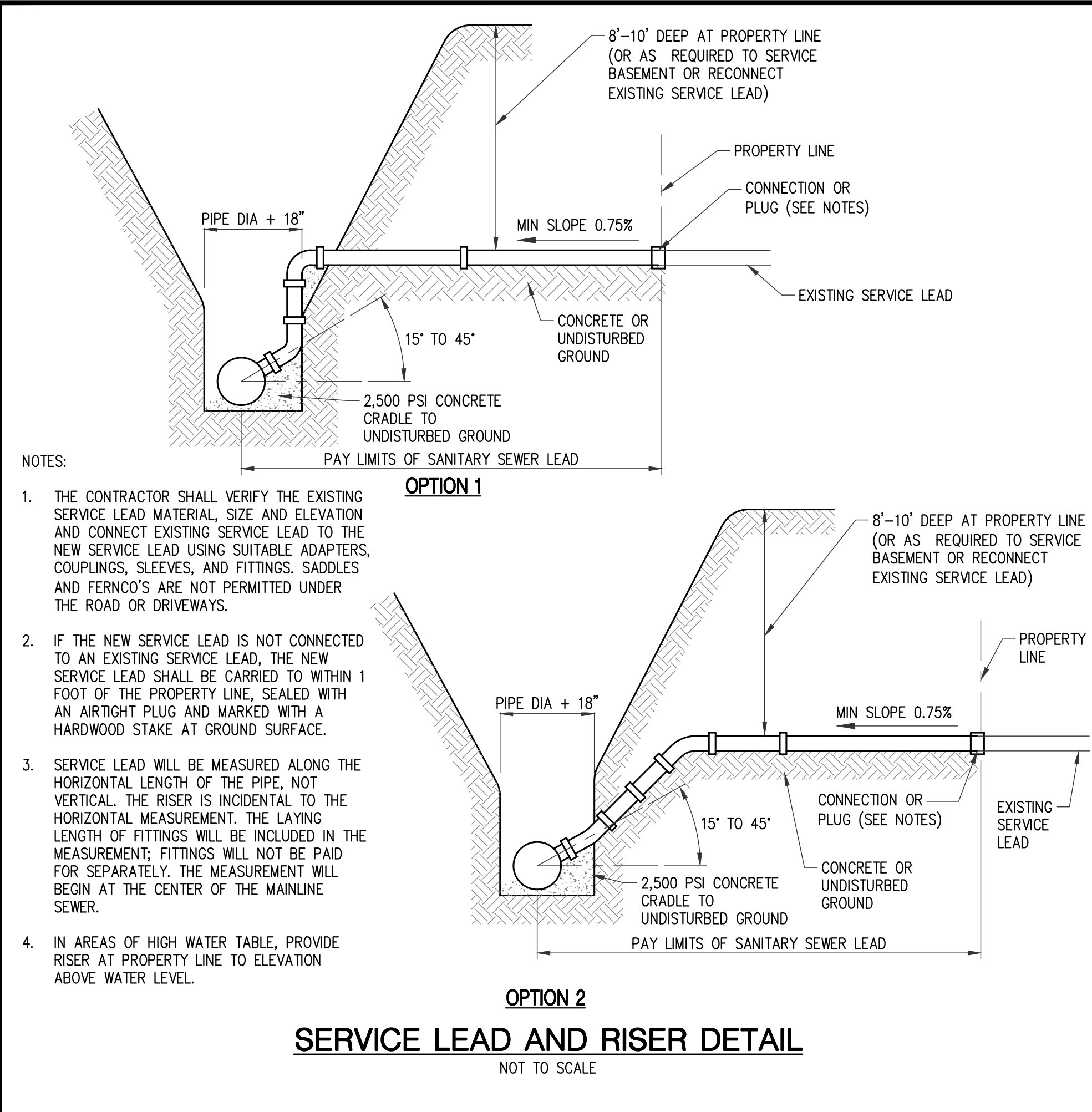


The Rowe Building  
540 S. Saginaw St., Suite 200  
Flint, MI 48502

PLAN DATE: MAY 2025  
PROJECT MGR: D.R.S.  
REVIEWER: R.A.B.  
SCALE: NOT TO SCALE







PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

REV:	
SHT#	5 OF 11
JOB No:	2500068

ROWE PROFESSIONAL SERVICES COMPANY



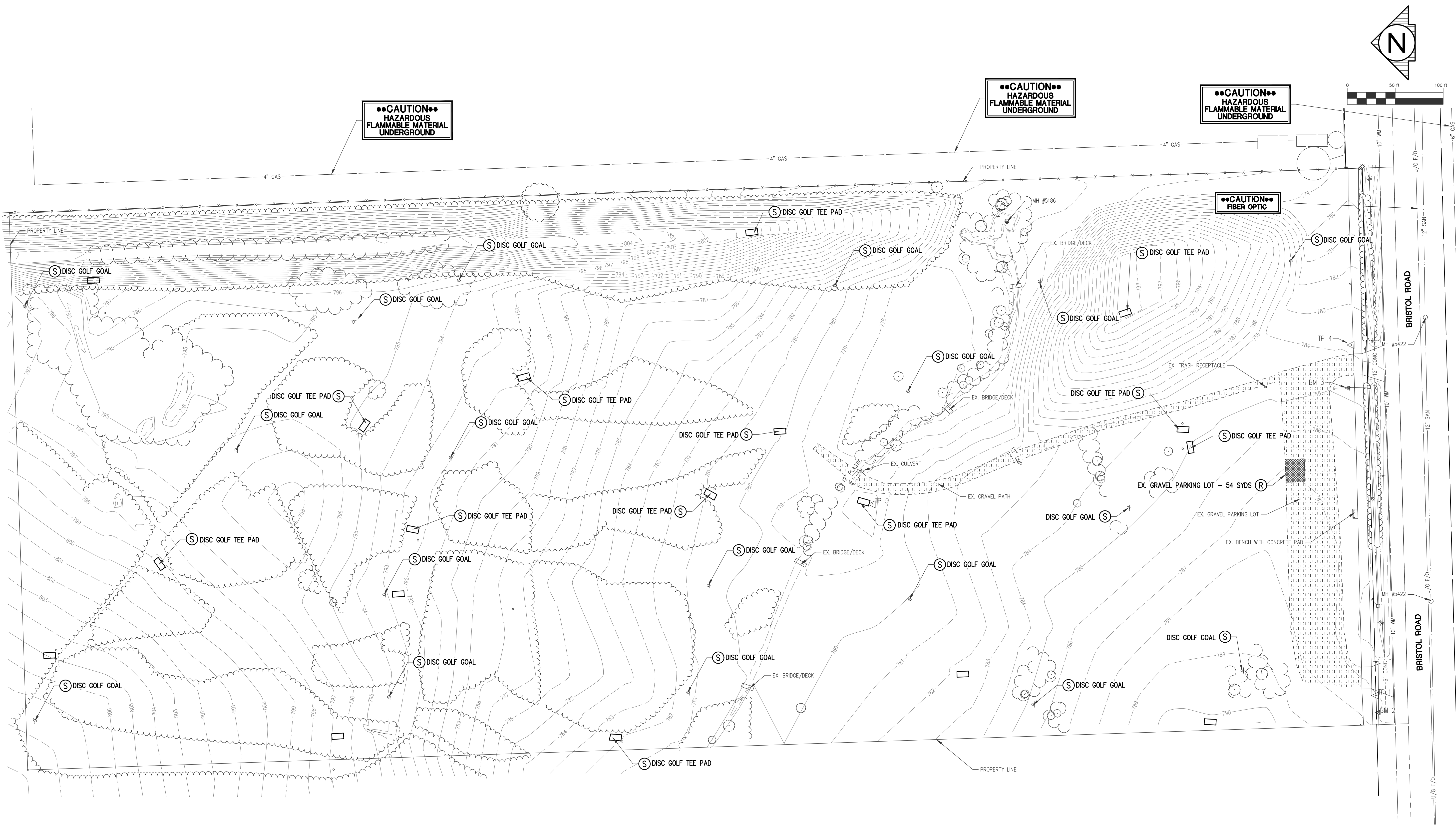
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540 S. Saginaw St., Suite 200  
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PLAN DATE: MAY 2025  
PROJECT MGR: D.R.S.  
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PREPARED FOR

CITY OF SWARTZ CREEK  
OTTERBURN PARK IMPROVEMENTS

SWARTZ CREEK, GENESEE COUNTY, MICHIGAN  
DETAILS SHEET



**BENCHMARK DATA TABLE**

NUMBER	NORTHING	EASTING	ELEVATION
BM 2	537119	13275309	788.92
BM 3	537151	13275647	786.04

**TRAVERSE POINT DATA TABLE**

NUMBER	NORTHING	EASTING
TP 1	537121.785	13275326.231
TP 4	537147.272	13275691.636
TP 5	537646.463	13275525.601

DESCRIPTION
SET RAILROAD SPIKE IN NORTH FACE OF WOOD UTILITY POLE ON SOUTH SIDE OF TRAIL, ONE POLE WEST OF WESTERLY ENTRANCE DRIVE TO PARK.
SET RAILROAD SPIKE IN NORTH FACE OF GUY POLE ON NORTH SIDE OF ASPHALT TRAIL, WEST OF EASTERLY ENTRANCE DRIVE TO PARK.

DESCRIPTION
SET 1/2" X 18" IRON ROD WITH ROWE TRAVERSE CAP, ±4.5' SOUTH OF ASPHALT TRAIL, ±18' WEST OF CENTERLINE OF WESTERLY ENTRANCE DRIVE TO PARK.
SET 1/2" X 18" IRON ROD WITH ROWE TRAVERSE CAP, ±2' NORTH OF ASPHALT TRAIL, ±18' EAST OF CENTERLINE OF EASTERLY ENTRANCE DRIVE TO PARK.
SET 1/2" X 18" IRON ROD WITH ROWE TRAVERSE CAP, ±2.5' SOUTH OF CENTER OF DISC GOLF HOLE #9 TEE BOX.

**MANHOLE INFORMATION:**

MH# 5186  
TYPE: STORM  
COVER: BEEHIVE  
RIM= 774.29  
24" RCP SE INV.=771.29

MH# 5422  
TYPE: SANITARY  
COVER: SOLID  
RIM= 781.89  
12" RCP E INV.=772.64  
12" RCP W INV.=772.69

MH# 5423  
TYPE: SANITARY  
COVER: SOLID  
RIM= 785.06  
12" RCP E INV.=773.26  
12" RCP W INV.=773.31

**NOTES:**

VERTICAL DATUM IS NAVD83  
HORIZONTAL DATUM IS MICHIGAN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE NAD83 (2011)  
UNITS ARE INTERNATIONAL FEET.

PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

PLAN DATE: MAY 2025

PROJECT MGR: D.R.S.

REVIEWER: R.A.B.

SCALE: 1" = 50'

**ROWE PROFESSIONAL SERVICES COMPANY**



The Rowe Building  
540 S. Saginaw St., Suite 200  
Flint, MI 48502

O: (810) 341-7500  
www.rowepsc.com

PREPARED FOR  
**CITY OF SWARTZ CREEK**  
**OTTERBURN PARK IMPROVEMENTS**  
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN  
REMOVAL SHEET

REV:

SHT# 6 OF 11  
JOB No: 2500068

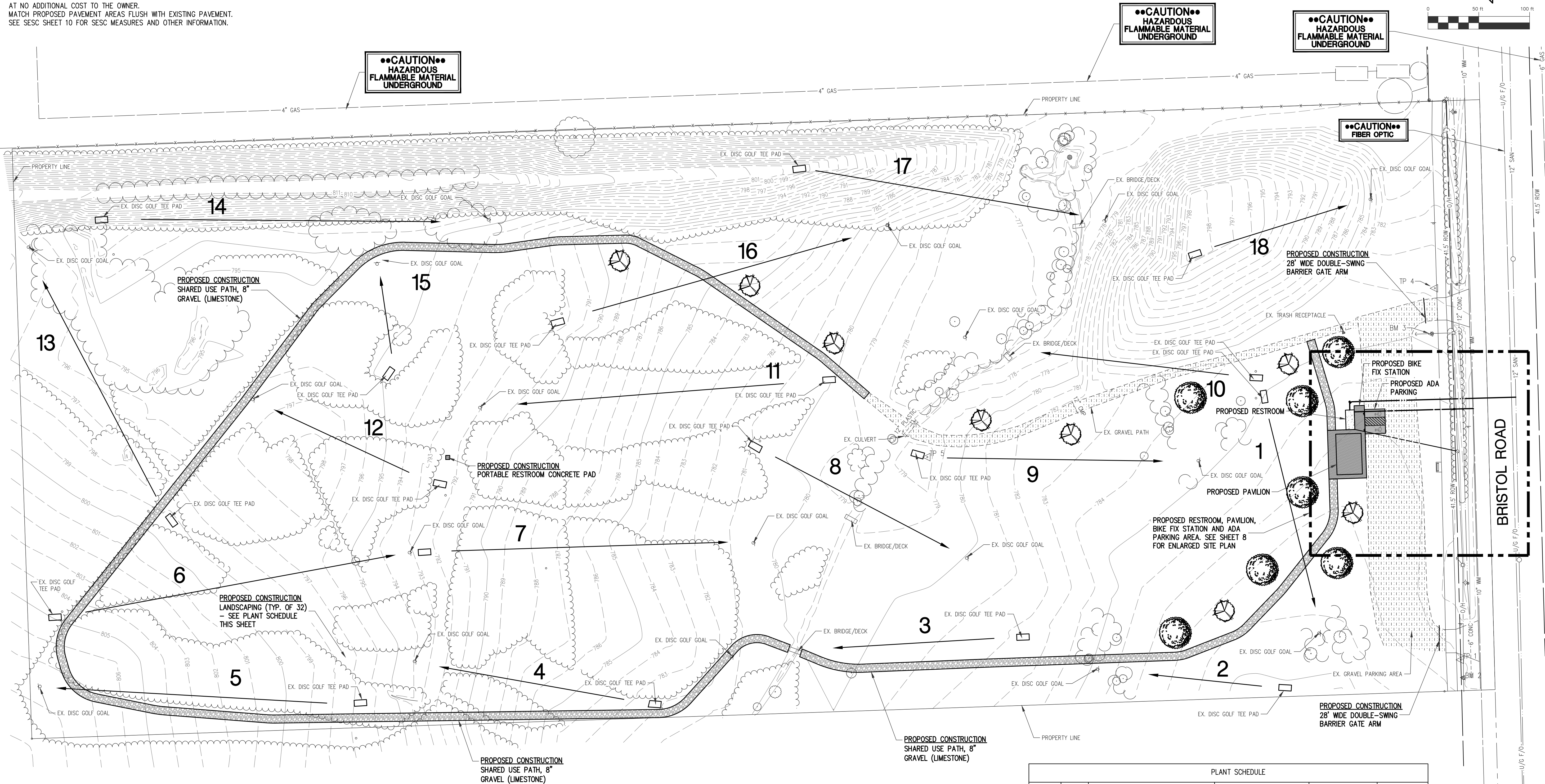


Know what's below.  
Call before you dig.





CONSTRUCTION NOTES

1. THE CONTRACTOR SHALL MAKE MODIFICATIONS TO THE LOCATION OF THE PROPOSED IMPROVEMENTS AS NECESSARY TO AVOID CONFLICT WITH EXISTING UTILITIES AND LANDSCAPING. ALL MODIFICATIONS SHALL BE REVIEWED WITH THE OWNER PRIOR TO PERFORMING THE WORK.
2. ALL WORK SHALL BE COORDINATED WITH THE OWNER PRIOR TO THE START OF THE PROJECT. THE CONTRACTOR SHALL PROVIDE A DETAILED CONSTRUCTION SEQUENCE FOR APPROVAL PRIOR TO STARTING.
3. ALL DISTURBED AREAS SHALL BE RESTORED AND ESTABLISHED WITH TURF.
4. ANY DAMAGED VEGETATION OR OTHER FEATURES NOT IDENTIFIED FOR REMOVAL WILL BE REPLACED IN-KIND AS APPROVED BY OWNER AT NO ADDITIONAL COST TO THE OWNER.
5. MATCH PROPOSED PAVEMENT AREAS FLUSH WITH EXISTING PAVEMENT.
6. SEE SESC SHEET 10 FOR SESC MEASURES AND OTHER INFORMATION.



LANDSCAPE NOTES:

1. ALL LANDSCAPE MATERIALS SHALL BE HEALTHY AT THE TIME OF INSTALLATION.
2. CONTRACTOR SHALL SUPPLY FINISH GRADE AND EXCAVATE AS NECESSARY TO SUPPLY A MINIMUM 6\"/>

PLANT SCHEDULE					
SYM	KEY	BOTANICAL NAME	COMMON NAME	NOTES	QUANTITY
	M	METASEQUOIA GLYPTOSTROBOIDES "JACK FROST"	DAWN REDWOOD	2" B&B	7
	A	ACER REBRA	RED MAPLE	2" B&B	8

PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

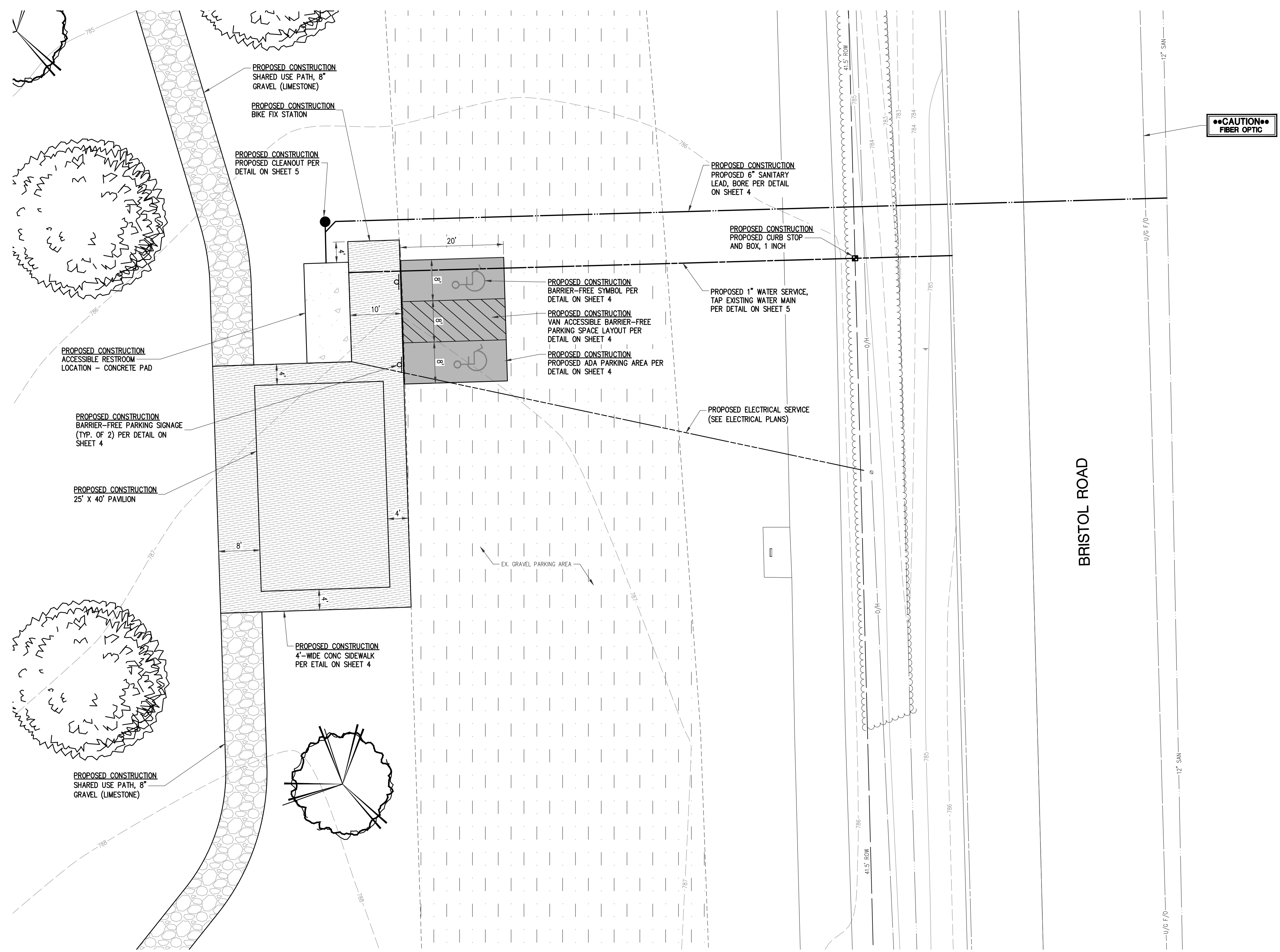
PREPARED FOR  
**CITY OF SWARTZ CREEK**  
**OTTERBURN PARK IMPROVEMENTS**  
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN  
OVERALL CONSTRUCTION PLAN

**ROWE PROFESSIONAL SERVICES COMPANY**  
  
The Rowe Building  
540 S. Saginaw St., Suite 200  
Flint, MI 48502

PLAN DATE: MAY 2025  
PROJECT MGR: D.R.S.  
REVIEWER: R.A.B.  
SCALE: 1\"/>

REV:  
SHT# 7 OF 11  
JOB No: 2500068









PLAN SUBMITTALS AND CHANGES	
PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

PREPARED FOR  
**CITY OF SWARTZ CREEK**  
**OTTERBURN PARK IMPROVEMENTS**  
 SWARTZ CREEK, GENESEE COUNTY, MICHIGAN  
 GRADING PLAN

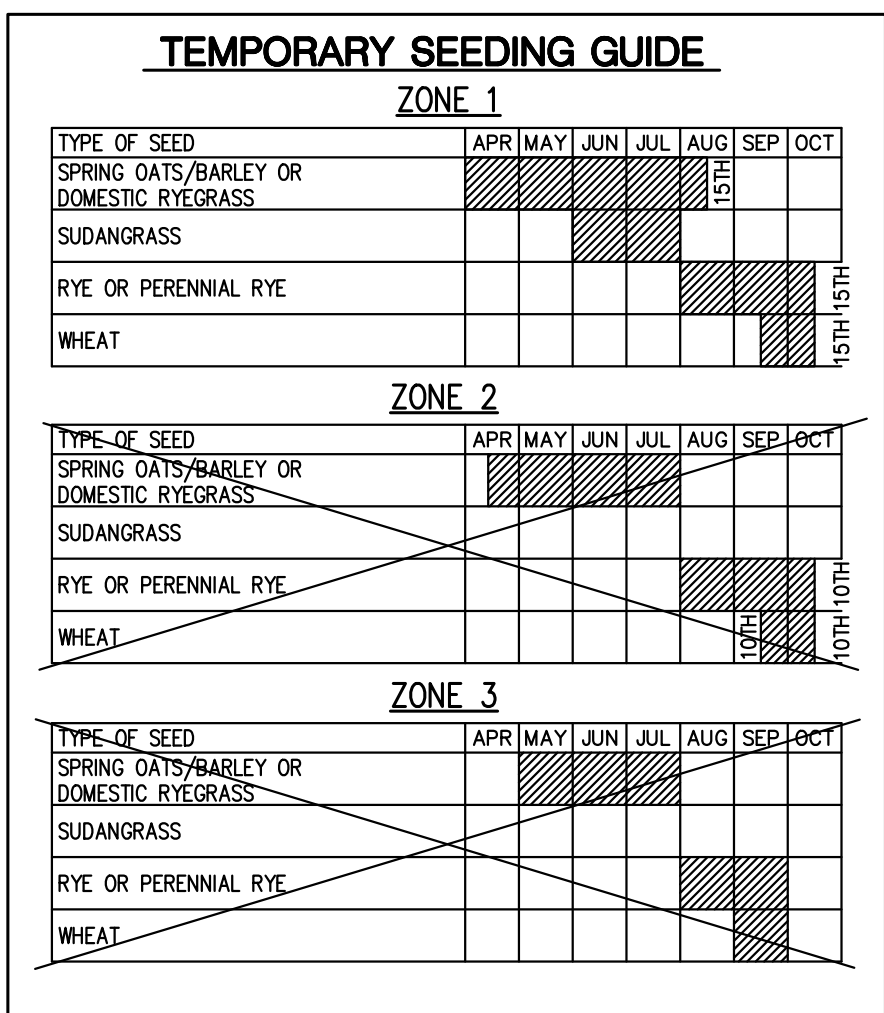
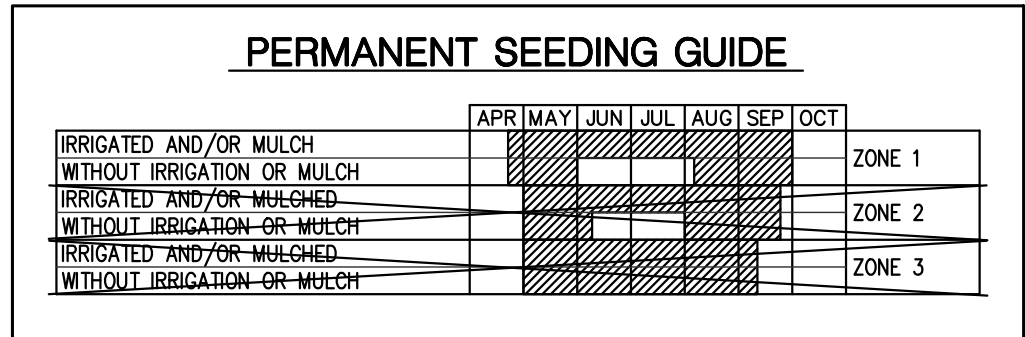
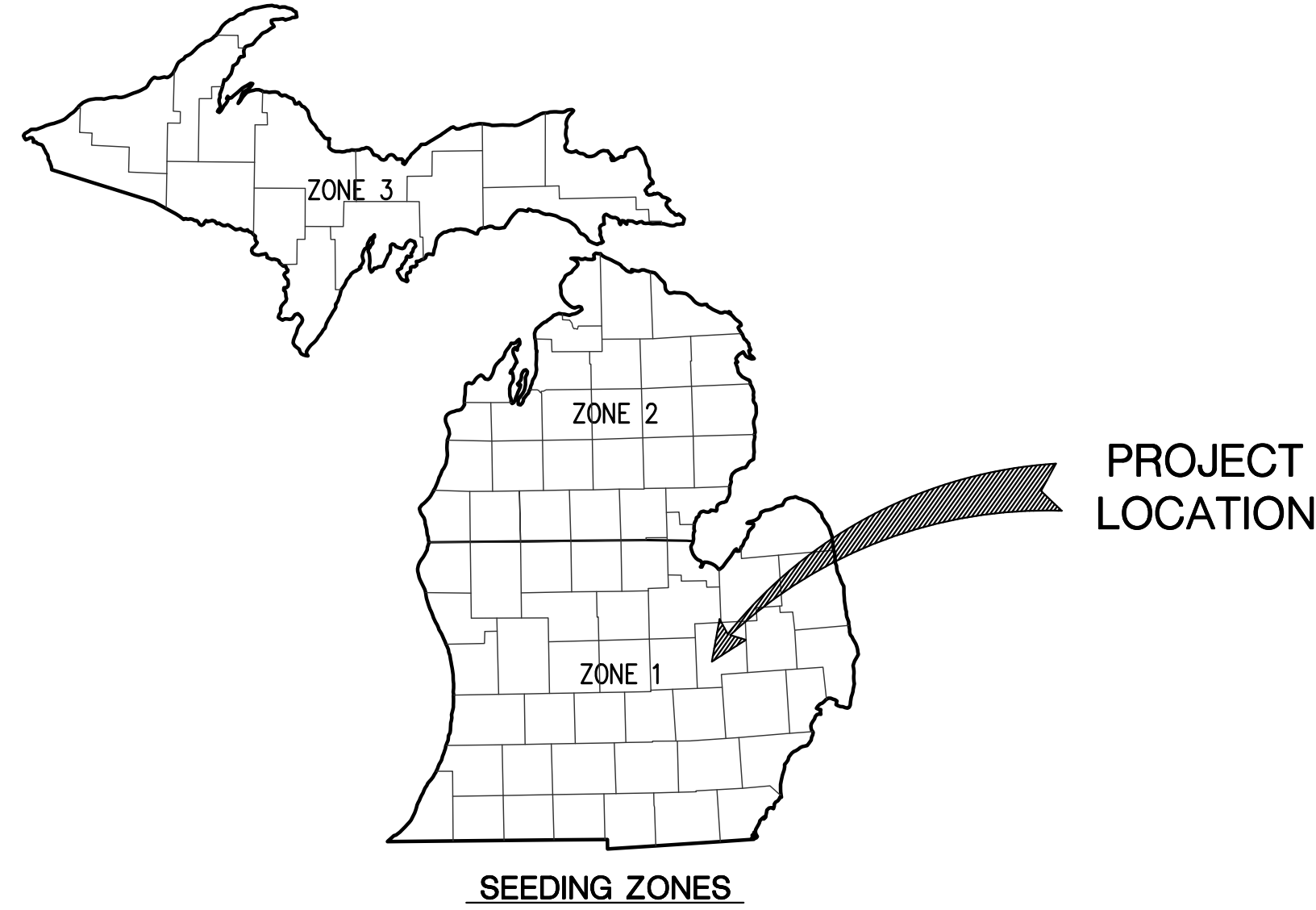
**ROWE PROFESSIONAL SERVICES COMPANY**  
  
 The Rowe Building  
 540 S. Saginaw St., Suite 200  
 Flint, MI 48502

PLAN DATE: MAY 2025  
 PROJECT MGR: D.R.S.  
 REVIEWER: R.A.B.  
 SCALE: 1" = 50'

REV:  
 SHT# 9 OF 11  
 JOB No: 2500068

MICHIGAN UNIFIED KEYING SYSTEM
SOIL EROSION SEDIMENTATION CONTROL MEASURES

Table with 2 columns of keying systems. Each column contains a table with 7 rows (KEY 1-7) and 7 columns (A-G). The tables list various erosion control measures like 'STRIPPING & STOCKPILE TOPSOIL', 'SELECTIVE GRADING & SHAPING', etc., with their characteristics and applicability across different site conditions.



- SOIL EROSION & SEDIMENTATION CONTROL
- 1. DEVELOPER/PROPERTY OWNER SHALL SUBMIT A DETAILED EROSION CONTROL PLAN AND OBTAIN A SOIL EROSION & SEDIMENTATION CONTROL PERMIT PRIOR TO ANY EARTH CHANGES.
  - 2. CONSTRUCTION OPERATION SHALL BE SCHEDULED AND PERFORMED SO THAT PREVENTATIVE EROSION CONTROL MEASURES ARE IN PLACE PRIOR TO EXCAVATION AND TEMPORARY STABILIZATION MEASURES ARE IN PLACE IMMEDIATELY FOLLOWING BACKFILLING AND/OR GRADING OPERATIONS.
  - 3. BORROW AND FILL DISPOSAL AREAS WILL BE SELECTED AND APPROVED AT TIME OF PLAN REVIEW.
  - 4. SPECIAL PRECAUTIONS WILL BE TAKEN IN THE USE OF CONSTRUCTION EQUIPMENT TO PREVENT SITUATIONS THAT PROMOTE EROSION.
  - 5. CLEANUP WILL BE DONE IN A MANNER TO ENSURE THAT EROSION CONTROL MEASURES ARE NOT DISTURBED.
  - 6. THE PROJECT WILL CONTINUALLY BE INSPECTED FOR SOIL EROSION AND SEDIMENTATION CONTROL COMPLIANCE. DEFICIENCIES WILL BE CORRECTED BY THE DEVELOPER WITHIN 24 HOURS.
  - 7. TEMPORARY EROSION CONTROL MEASURES SHALL BE COMPLETELY REMOVED BY THE DEVELOPER UPON ESTABLISHMENT OF PERMANENT CONTROL MEASURES.
  - 8. ALL TEMPORARY SOIL EROSION CONTROL MEASURES MUST BE REMOVED FROM ROAD RIGHT-OF-WAY AREAS PRIOR TO ACCEPTANCE OF STREETS FOR ROUTINE MAINTENANCE.
  - 9. VEGETATION MUST BE ACCEPTABLY ESTABLISHED PRIOR TO FINAL RELEASE OF THE CONSTRUCTION GUARANTEE BY THE DESIGNATED SOIL EROSION SEDIMENTATION CONTROL AGENT.

STREAM CROSSING NOTES

- 1. CONSTRUCTION OF STREAM CROSSINGS SHALL BE SUBJECT TO THE SPECIFICATIONS FOR PROTECTION OF NATURAL RESOURCES AT UTILITY CROSSINGS AS GIVEN IN THE ADMINISTRATIVE RULES FOR ACT 346 (RULES 24-29).
- 2. A SILTATION BARRIER SHALL BE CONSTRUCTED IMMEDIATELY DOWNSTREAM OF THE CONSTRUCTION SITE PRIOR TO THE COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES. (SEE MICHIGAN UNIFIED KEYING SYSTEM FOR SPECIFIED BARRIER) THE SILTATION BARRIER SHALL BE MAINTAINED IN GOOD WORKING ORDER THROUGHOUT THE DURATION OF THE PROJECT.
- 3. BACKFILL SHALL CONSIST OF INERT MATERIALS WHICH WILL NOT CAUSE SILTATION NOR CONTAIN SOLUBLE CHEMICALS OR ORGANIC MATTER WHICH IS BIODEGRADABLE. ALL FILL SHALL BE CONTAINED IN SUCH A MANNER SO AS NOT TO ERODE INTO ANY WATERCOURSE.
- 4. ALL RAW BANKS SHALL BE STABILIZED WITH RIPRAP TO THREE FEET ABOVE THE ORDINARY HIGH WATERMARK, THEN SEED, FERTILIZED AND MULCHED, OR SOODED TO PREVENT EROSION.
- 5. UPON PROJECT COMPLETION THE EXCESS SPOILS SHALL BE REMOVED AND DISPOSED OF IN AN APPROVED UPLAND SITE.
- 6. SILTATION BARRIER MAY BE REMOVED UPON PLACEMENT OF PERMANENT EROSION CONTROL MEASURES.

Table with 12 columns (JAN to DEC) and 10 rows (CONSTRUCTION SEQUENCE, STRIP & STOCKPILE TOPSOIL, etc.) showing the timing of various construction activities.

CONSTRUCTION SEQUENCE

- 1. IMPLEMENTATION OF TEMPORARY EROSION CONTROL MEASURES; SELECTIVE GRADING, DIVERSIONS AS REQUIRED IN FIELD, PROTECTION OF STORM SEWER FACILITIES.
- 2. EXCAVATION AND STOCKPILING OF SOIL.
- 3. PERIODIC MAINTENANCE OF AFFECTED EROSION CONTROL MEASURES.
- 4. PERMANENT MEASURES; FINAL GRADING, SEEDING AND MULCHING.



Table with 2 columns (DATE, DESCRIPTION) and 10 rows for PLAN SUBMITTALS AND CHANGES.

REV:
SHT# 10 of 11
JOB No: 2500068

ROWE PROFESSIONAL SERVICES COMPANY
The Rowe Building
540 S. Saginaw St., Suite 200
Flint, MI 48502
O: (810) 341-7500
www.rowepsc.com

PREPARED FOR
CITY OF SWARTZ CREEK
OTTERBURN PARK IMPROVEMENTS
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN
SESC SHEET



SESC PLAN NOTES:

OWNER INFORMATION  
CITY OF SWARTZ CREEK  
8083 CIVIC DRIVE  
SWARTZ CREEK, MICHIGAN 48473  
MR. ADAM ZETTEL, MANAGER  
(810) 635-4484  
EMAIL: AZETTEL@CITYOFSWARTZCREEK.ORG

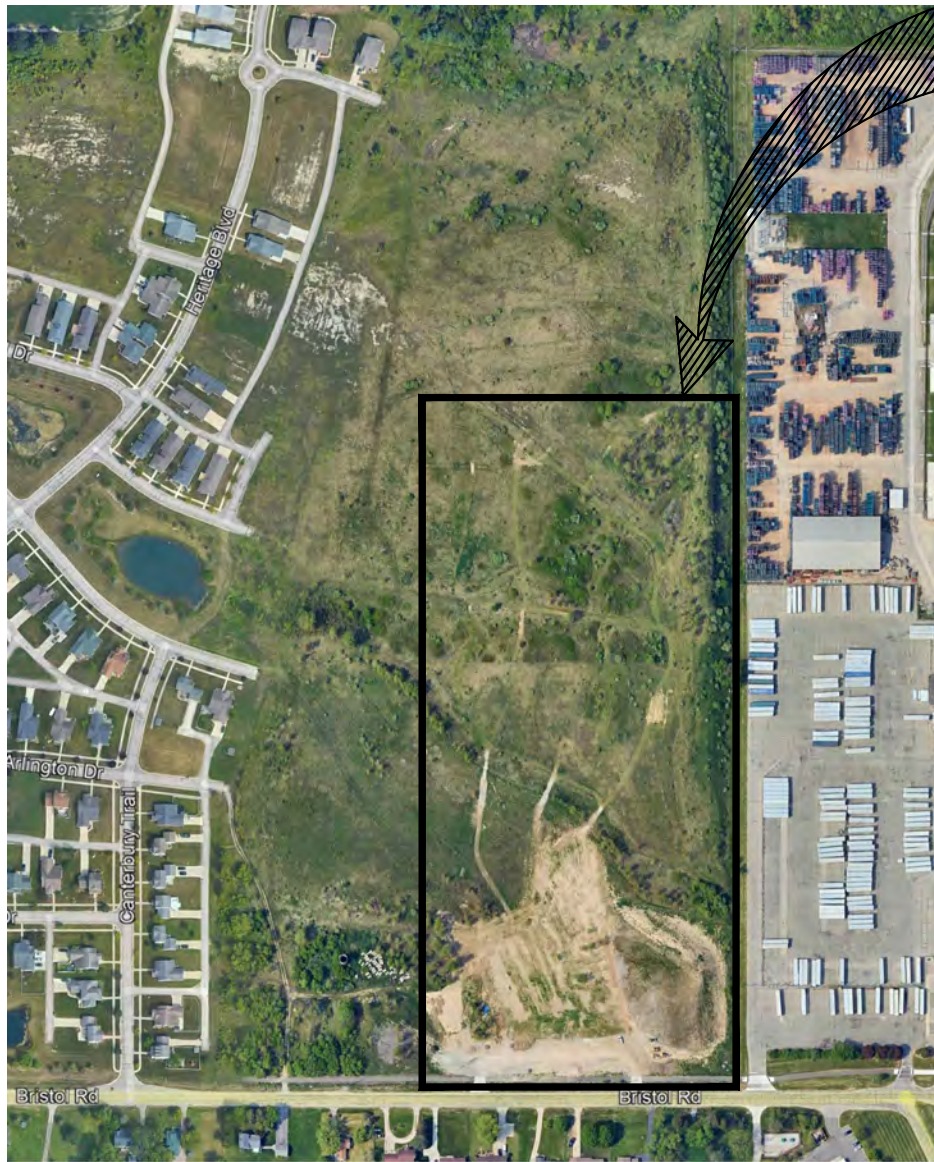
SITE ADDRESS  
6162 BRISTOL ROAD  
SWARTZ CREEK, MICHIGAN 48473

PROJECT NAME  
OTTERBURN PARK IMPROVEMENTS

PROXIMITY TO WATERS OF STATE  
WEST BRANCH SWARTZ CREEK IS  
APPROXIMATELY 1,650 FEET SOUTH OF  
THE SITE.

100 YEAR FLOODPLAIN  
PER FEMA COMMUNITY MAP PANEL NUMBER  
26049C0168D, DATED SEPTEMBER 25,  
2009, THE SITE IS LOCATED OUTSIDE THE  
FLOODPLAIN.

AREA OF DISTURBANCE  
18.8 ACRES



VICINITY MAP  
NOT TO SCALE

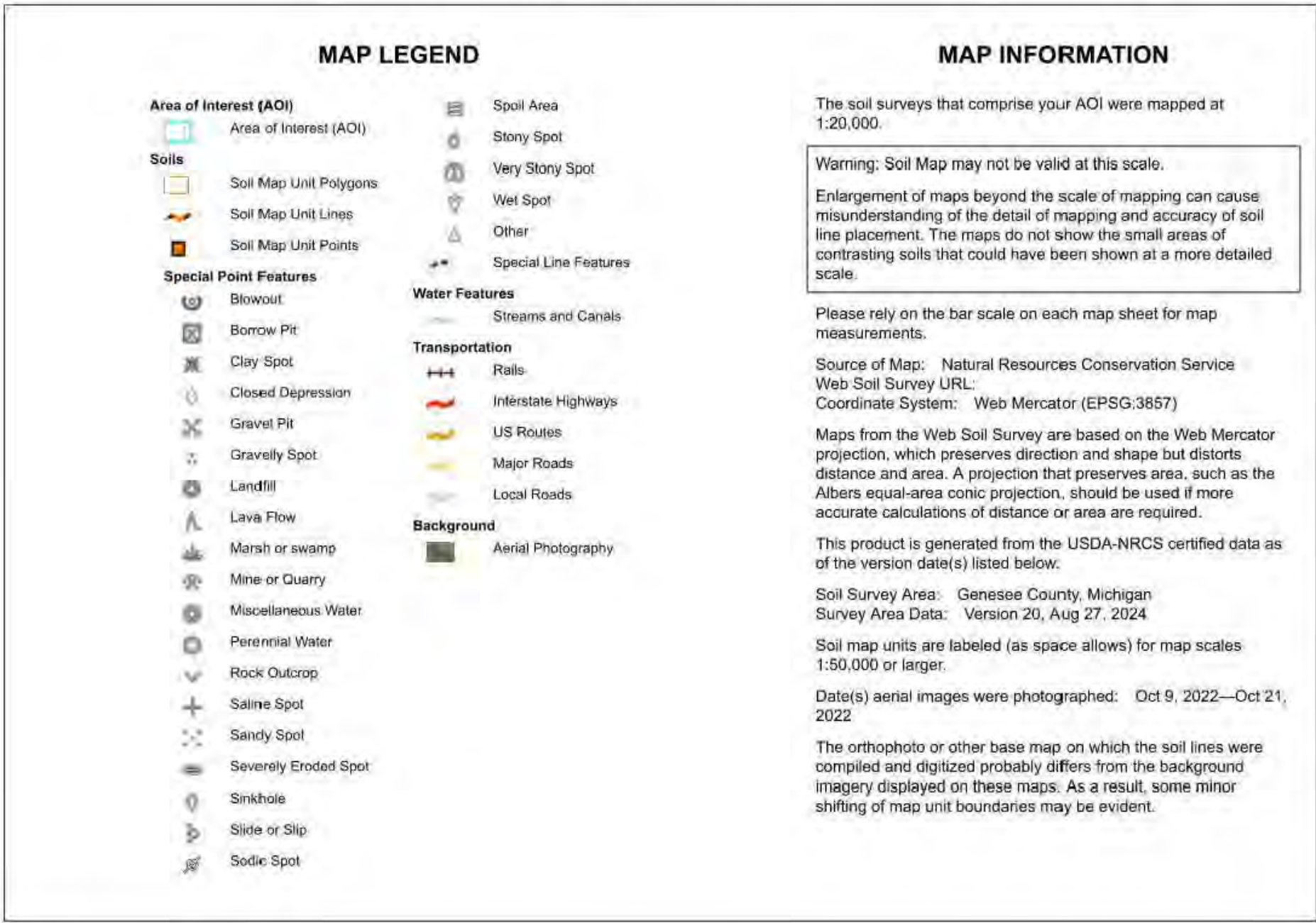
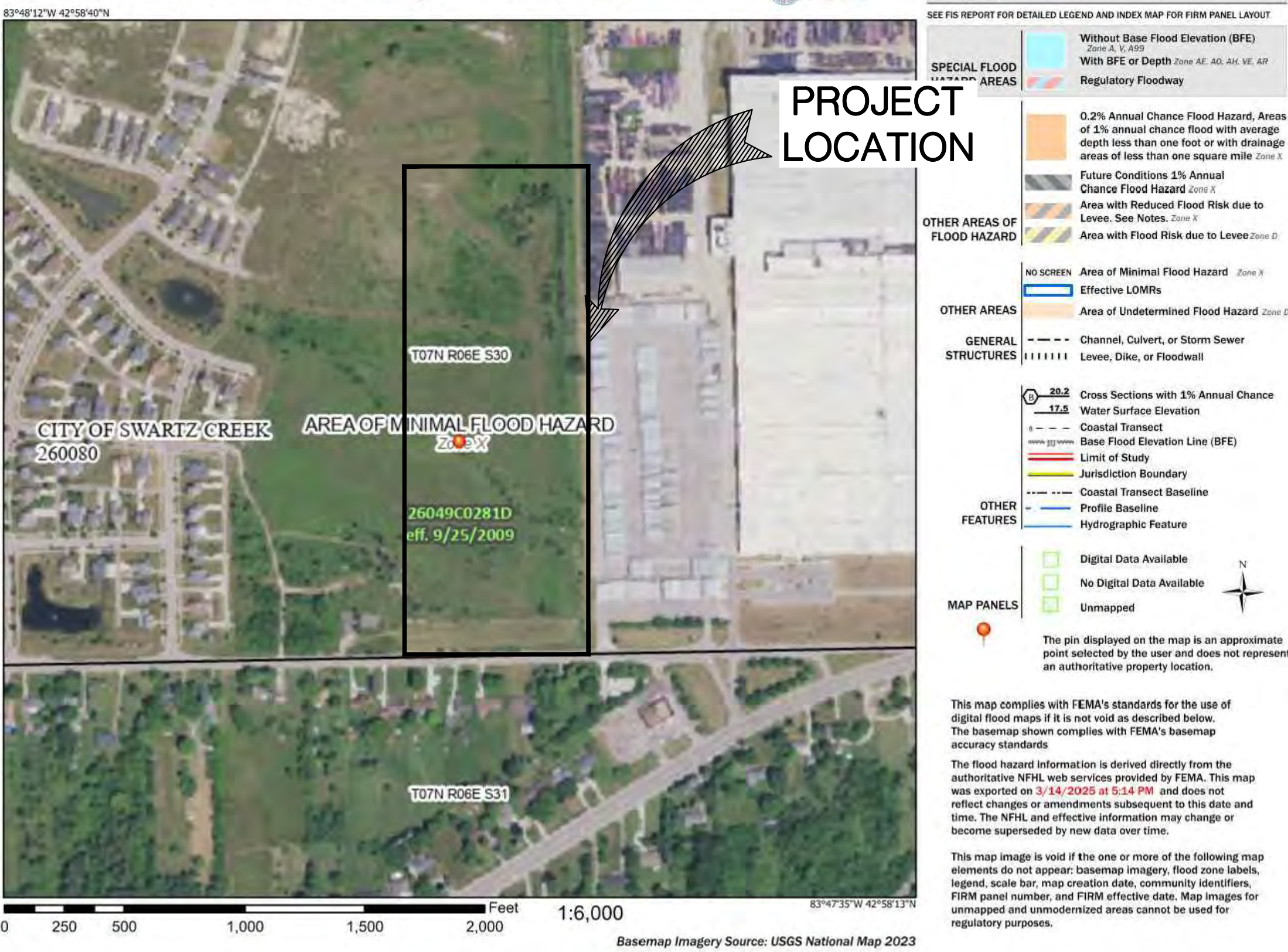
LEGAL DESCRIPTION

PARCEL NUMBER: 58-30-400-004  
LEGAL DESCRIPTION:

(AS SURVEYED)  
A PARCEL OF LAND BEG N 89 DEG 26 MIN 32 SEC E 732.63 FT  
FROM S 1/4 COR OF SEC TH N 0 DEG 58 MIN 31 SEC W 1440 FT  
TH N 89 DEG 01 MIN 29 SEC E 580.50 FT TH S 0 DEG 58 MIN 31  
SEC E 1440 FT TH S 89 DEG 26 MIN 32 SEC W 580.50 FT TO PL  
OF BEG SEC 30 T7N R6E (08) 19.19 A FR 58-30-300-008 &  
400-003

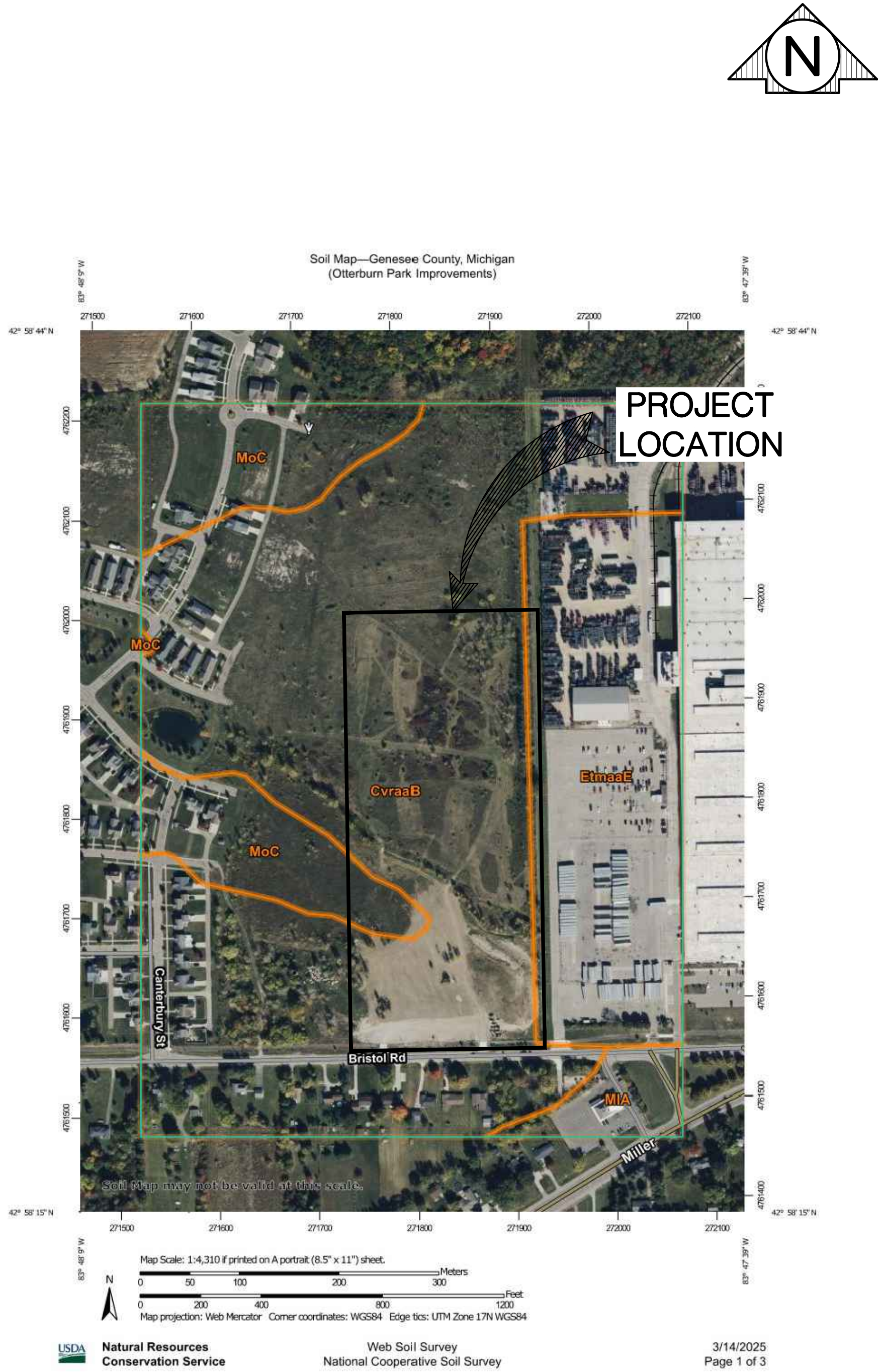
PROJECT  
LOCATION

National Flood Hazard Layer FIRMette



USDA Natural Resources Conservation Service  
Web Soil Survey  
National Cooperative Soil Survey

3/14/2025  
Page 2 of 3



Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
CvraaB	Conover loam, 0 to 4 percent slopes	63.8	64.0%
EtmaaE	Udorthents and Udipsamments, nearly level to hilly	20.5	20.5%
MIA	Metamora sandy loam, 0 to 2 percent slopes	2.7	2.7%
MoC	Wawasee loam, 6 to 12 percent slopes	12.7	12.7%
Totals for Area of Interest		99.7	100.0%

811  
Know what's below.  
Call before you dig.

PLAN SUBMITTALS AND CHANGES

PRELIMINARY PLANS - **NOT FOR CONSTRUCTION**	
DATE	DESCRIPTION

REV:

SHT# 11 OF 11  
JOB No: 2500068

ROWE PROFESSIONAL  
SERVICES COMPANY



The Rowe Building  
540 S. Saginaw St., Suite 200  
Flint, MI 48502

PREPARED FOR  
CITY OF SWARTZ CREEK  
OTTERBURN PARK IMPROVEMENTS  
SWARTZ CREEK, GENESEE COUNTY, MICHIGAN  
SESC DETAIL SHEET

PLAN DATE: MAY 2025

PROJECT MGR: D.R.S.

REVIEWER: R.A.B.

SCALE: NOT TO SCALE

O: (810) 341-7500  
www.rowepsc.com

R: (Project) 2500068 (Veg) Construction Drawings 811-250068-SE.dwg

PL012B: 3/14/2025 12:05 PM



# Preliminary

05/14/2025 4:43:42 PM

City of Swartz Creek

5/15/2025

2500068

Engineer's Construction Cost Opinion

Otterburn Park



ROWE PROFESSIONAL  
SERVICES COMPANY

ITEM	ESTIMATED QUANTITY	UNIT	UNIT PRICE	AMOUNT
Site Preparation/Grading	1	LSUM	\$ 20,000	\$ 20,000
Trees	15	LSUM	\$ 500	\$ 7,500
Drainage Improvements	1	LSUM	\$ 20,000	\$ 20,000
Sidewalk, Conc., 6"	2010	SFT	\$ 10	\$ 20,100
Aggregate Base, 8" (ADA Parking Area)	54	SYD	\$ 30	\$ 1,620
HMA, 13A (4")	20	TONS	\$ 120	\$ 2,400
Pavement Markings, Overlay Cold Plastic, Handicap Symbol - Blue	2	EA	\$ 250	\$ 500
ADA Signage	2	EA	\$ 250	\$ 500
Concrete Bumber Block	2	EA	\$ 250	\$ 500
4" Pavement Markings - Regular Dry (Blue)	100	LFT	\$ 4	\$ 400
Pavilion (25'x40')	1	LSUM	\$ 75,000	\$ 75,000
Restroom	1	LSUM	\$ 196,000	\$ 196,000
Sanitary Sewer , 6 inch	175	FT	\$ 125	\$ 21,875
Sanitary Structure Tap, 6 inch	1	EA	\$ 2,000	\$ 2,000
Gate Valve and Box, 1 inch	1	EA	\$ 2,500	\$ 2,500
Water Service, Type K Copper, 1 inch	120	FT	\$ 125	\$ 15,000
Water Main Tap, 1 inch, Tr Det F	1	EA	\$ 1,500	\$ 1,500
Porta John, Conc. Pad (4")	20	SFT	\$ 8	\$ 160
Shared Use Path, Aggregate - 21AA	500	CYD	\$ 120	\$ 60,000
Picnic Tables	8	EA	\$ 1,800	\$ 14,400
Bike Fix Station	1	LSUM	\$ 2,500	\$ 2,500
Site Restoration	1	LSUM	\$ 10,000	\$ 10,000
SESC Measures (Silt Fence)	2650	FT	\$ 5	\$ 13,250
Electrical	1	LSUM	\$ 5,000	\$ 5,000
Trash Receptacles	4	EA	\$ 250	\$ 1,000
28' Double-Swing Barrier Gate Arm (Entry Gate)	2	EA	\$ 3,000	\$ 6,000
<b>Subtotal</b>				<b>\$ 499,705</b>
Construction Contingency (10%)				\$ 49,971
Mobilization (10%)				\$ 49,971
Staking				\$ 4,997
<b>Project Total</b>				<b>\$ 604,643</b>
<b>Grant Amount Awarded</b>				<b>\$ 573,000</b>
Engineering				\$ 80,600
<b>Construction Budget</b>				<b>\$ 492,400</b>
<b>Balance</b>				<b>\$ (112,243)</b>
<b>Disclaimer:</b>				
In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractors method of pricing and that the Consultants opinions of probable constructions costs are made on the basis of the Consultant's professional judgement and experience. the consultant makes no warranty, express or implied, that the bids or the negotiated costs of the work will not vary from the Consultant's opinion of probably construction cost.				



**GENESEE COUNTY**  
**TREASURER**  
**SAMUEL E. MUMA**

(810) 257-3054

(810) 257-3885

**DATE:** May 13<sup>th</sup>, 2025

**TO:** Local Unit Clerk

**FROM:** Samuel E. Muma, Treasurer

**SUBJECT:** Tax Reverted Property

Attached is a list of parcels that the County Treasurer foreclosed on this year due to non-payment of 2022 and prior taxes. MCL 211.78m directs that all parcels foreclosed by a County Treasurer's Office (foreclosing governmental unit) are available to be purchased by the State of Michigan, City/Village/Township, or County in which they are located. The acquisition must be made prior to the foreclosed parcels being taken to public auction.

MCL 211.78m states that for all parcels foreclosed, the purchase price depends on the following:

1. If 1 or more claims for remaining proceeds are filed with the County Treasurer by July 1 on a parcel, the purchase price will be the greater of fair market value or the minimum bid amount.
2. If no claims for remaining proceeds are filed by July 1, the purchase price will be the minimum bid amount for the parcel.

**If a local unit decides to purchase a property, it will be the local unit's responsibility to defend the price paid for the parcel if a lawsuit should come from a party claiming an interest in the property.**

If you are interested in acquiring any of the parcels in your unit, contact Carla Vandefifer (contact information below) and the required agreement will be forwarded to you for signatures after the July 1 deadline to file Form 5743, Claim for Remaining Proceeds, has expired.

Enclosed is the most recent listing of 2024 foreclosed property. The listing includes the amount of delinquent taxes due on the property as of the foreclosure date of April 1, 2025. Please be aware a few foreclosures might be reversed, as allowed by law. (You will be notified by email of any reversals as they occur.)

The deadline to notify the Treasurer's office of your intent to purchase property will be July 3, 2024. This will allow the Treasurer's office to finalize the listing of properties that will be offered for sale and allow the auction listing to be available to the public 30 days prior to the auction. (The first auction is scheduled for September 5<sup>th</sup> and will be conducted as an online auction.)

If you have any questions, please feel free to call Carla at (810) 257-2243 or email at [cvandefifer@geneseecountymi.gov](mailto:cvandefifer@geneseecountymi.gov).

cc: Unit Treasurer  
Unit Assessor

**1101 Beach Street, Room 144 Flint, MI 48502**

05/13/2025  
3:10 PM

FORECLOSURE LIST FOR GENESEE COUNTY  
For 2025 Foreclosures of 2022 and prior taxes  
All Records  
Interest Computed As Of Foreclosure Date

BY: VANDEF1C

PARCEL	TAX DUE	INTEREST/FEES DUE	TOTAL DUE	CURRENT SEV TAX YEARS DELINQUENT
58-01-502-047	13,707.00	4,235.50	17,942.50	62,300.0 2024 2023 2022 2021
Property Address: 7484 WADE ST SWARTZ CREEK MI				
58-02-200-030	1,737.73	1,070.30	2,808.03	0.0 2022
Property Address: 5220 MORRISH RD SWARTZ CREEK MI				
58-03-626-033	3,034.68	1,061.10	4,095.78	13,400.0 2024 2023 2022
Property Address: 9062 LUEA LN SWARTZ CREEK MI				
58-03-626-034	3,034.68	1,061.10	4,095.78	13,400.0 2024 2023 2022
Property Address: 9060 LUEA LN SWARTZ CREEK MI				



# Luea Lane





# 5200 Morrish





# 7484 Wade



# *City of Swartz Creek*

*Budget Book*  
*Fiscal Year 2025-2026*  
*City Council Meeting*  
*May 27, 2025 Edition*



# Table of Contents

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Executive Summary .....	pg. 5
Policy-to-Budget .....	pg. 7
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Fund and Department Fact Sheets .....	pg. 16
Fiscal Year 2025 Budget .....	pg. 38
Appendices .....	pg. 98

# City of Swartz Creek Budget Book

## Fiscal Year 2025-2026

### 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 2026 line-item expenses, this document is for you. The budget book model is an evolving document. Please take the liberty 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 five-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 proposed 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 (which has required recent changes and consolidations) 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 and stable. All funds are sustainable for operational purposes, with capital purchases creating some deficits. We expect less volatility to all funds moving forward as it relates to capital outlay, because such outlays will be greatly reduced as the city competes current water and street projects. However, we have concerns about the sustainability of general fund revenue sources, specifically revenue sharing from the State of Michigan. There are also concerns that inflation may impact expenses disproportionately to revenues.

The city adopted a fund balance policy in 2022 to ensure that account reserves are sufficient for cash flow, capital improvements, and emergencies. In addition, the city created a new fund in 2023 to set savings aside to cover future maintenance and rehabilitation costs of various city assets (city hall, DPW, trails, etc.). 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 has been investing at an historically high level for essential infrastructure (water, sewer, and streets). Recent years have also included large outlays on recreation, including park improvements and trails. Fiscal year 2026 is expected to deliver a large improvement to Otterburn Park and a downtown enhancement. Don Shenk and Cappy Lane improvements are also budgeted, along with cooperative work to rehabilitate a section of Bristol Road with Clayton Township. After these investments, most of the city's planned reconstruction and park projects are concluded for the near future. For the projected fiscal year, the city shall meet all of its operational and debt needs, while encumbering funds to complete the street reconstruction projects. The concern for future instability is derived from gloomy multi-year forecasts of inflation and unpredictable tax revenues.

Revenues from taxes and state sources have stabilized or increased, and for the past twelve months have generally kept up with inflation. A stable real estate market has generated an increase in local funds. Despite that, the city is likely experiencing another Headlee Rollback this year (mandated reduction in tax levy due to inflation of taxable value). The tax effort since 2016 remains unchanged and without any planned or proposed changes. The applied average tax assessment effort for Swartz Creek is 16.0785 according to the 2024 apportionment book (real and personal property; taxes and assessments). This could change depending upon the potential for Headlee roll backs. This rate is about 34% 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 2024, the city rate is ranked third lowest of eleven cities in Genesee County, between Grand Blanc (#1) Fenton (#2) and Burton (#4).

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

MERS unfunded liability as of December 31, 2023 for all Defined Benefit Pensions, active and retired employees, is \$1,227,922. This is approximately 83% funded. The December 2024 report is not yet available as of publication.

Unfunded liability for Retiree Health care costs as of June 30, 2024 is estimated at \$434,656, representing a steady decline over the last three years and very manageable.

The last payment for the Local Streets/Water Main Bond (General Obligation Limited Tax Bonds Series 2017) is due May 1, 2027. The balance as of June 30, 2025 is \$435,000.

USDA Water Supply System Revenue Bond, Series 2020, with an initial principal balance of \$2,839,000, has a balance due as of June 30, 2025 of \$2,680,000. The last payment will be May 1, 2060.



USDA Water Supply System Revenue Bond, Series 2023, with an initial principal balance available for withdraw of \$4,030,000, began repayment in FY 24-25. The balance as of April 30, 2025 is \$3,827,246; although more draws remain available.

The General Obligation 2023 Capital Improvement Bond with a total borrowed amount of \$6,705,927, began repayment in FY 24-25. The balance due as of June 30, 2025 is \$6,445,433

The city has been reporting negligible and decreasing pension liability in recent years. Despite nearly 100% funding and additional payments in recent years, changing actuarial expectations could, once again, make this a prominent financial issue for the city. Much of this will depend on market performance in the mid-term. 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 and very recent market conditions. 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. Each year, we expect our position to improve.

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 needs and the city's fund balance policy. Rates are not expected to be altered in the 2026 fiscal year.

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 of Don Shenk and improvements to Cappy will be occurring in fiscal year 2026.

The waste budget is stable. However, waste services are bidding at approximately 30-40% higher than our current contractual rates. The city is attempting to mitigate a dramatic increase in this service by cooperating with adjacent governments to cooperatively bid this service in 2026. If a future contract includes a dramatic increase, the city may need to increase its garbage levy, and/or decrease the service level of garbage, recycling, and waste collection.

Fund balances (savings/reserves) are maintained at levels specified in the city's policy (see appendix).

The biggest risk to the city moving forward is that we may have experienced our strongest trio of fiscal years in a decade and a half, and these 'good times' may be behind us with continued inflation looming and tax revenues very limited. We have spent the last decade keeping pace with, but not exceeding, expenses while experiencing relatively strong appreciation in values, new development in the city, and a relatively robust state economy. As such, a downturn does not leave much room for absorbing financial difficulties.

Given our efforts to combine services, streamline asset management, pay off pension debt, and increase local tax effort, we have adjusted our government in the most effective ways to navigate a potential economic 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.

Lastly, the city may be impacted greatly by the potential development of the Advanced Manufacturing District in Mundy Township (the Megasite). The city has been working with the MEDC, Mundy Township, and other partners to ascertain the impact of such a site on the community's infrastructure, economy, service demand, and general strategy. While staff has devised some procedural strategies to manage change, there is no specific data available to manage specific impacts at this time. There is regional concern for the negative impacts of such an undertaking, as well as some optimism related to the potential for investment and quality of life enhancements. The city is committed to being at the forefront of observing and managing this change.

## 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.

In the current fiscal year (2025), with many projects starting in the prior fiscal year, the city continues with massive street reconstruction, water main replacement, sewer lining, park improvements, and downtown investments. In addition, the city continues to build small business capacity and downtown assistance through its partnership with the Small Business Hub and with the employment of part time community development expertise. Wayfinding signs and an improvement at Holland Square are both budgeted.

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 post-COVID 19 environment. The new website makes data and services more accessible. It also includes a digital complaint system for non-emergencies that replaces the SeeClickFix platform. The city is hopeful we can offer ACH payments for utility bills and taxes in fiscal year 2026.

To provide for long term stability, the city maintains a fund balance policy and is also setting aside \$47,500 of general funds annually for additional unscheduled and emergency work on various assets. Water and sewer investments are ahead of schedule and will not require any foreseeable rate adjustments. Fire equipment is also being set aside at the rate of \$155,000 per year, to align with the current estimates regarding large apparatus purchases.



# Budget Summary Narrative

# City of Swartz Creek Budget Summary for Fiscal Year 2025-2026

## 101 General Fund

The major sources of revenue for the General Fund are 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 a significant increase in General Fund revenues in the next few years.

The General Revenue Department shows revenues are estimated at \$2,888,608, which represents a decrease from the previous fiscal year of about 4%.

- Tax revenue is estimated with a total Real and Personal property taxable value of 203,579,287. This includes a reduction for Veterans exemptions granted and a captured increment of \$8,137,988 for the DDA. The milage rate is estimated at 4.6515 with a reduction for a calculated Headlee rollback or chargebacks.
- Public Safety Assessment District (PSFTY) estimated revenue is \$933,956 at 4.9 mills. This applies to real property only and the levy is not impacted by Headlee provisions.
- Constitutional Sales Tax and Revenue Sharing have been budgeted with the expectation that funding will be at the State of Michigan’s estimated levels.
- Revenue and Appropriations for CDBG Grants include senior operations of \$2,101, same as the previous year.

General Fund Appropriations budgeted for fiscal year 2026 show an increase from projected fiscal year 2025 of 21%.

- Otterburn Park is budgeted for a large investment that includes a pavilion, restrooms, and many other features. The total budget is \$630,000 based on current estimates, with the city’s portion being \$57,000. Note that we have \$573,000 in grants and tens of thousands still coming in through donations from Bee More Jentry.
- The Swartz Creek Area Fire Department appropriation includes an increase of 5%.
- The Metro Police Authority appropriation shows an increase of 5%.

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

- Transfer out to the Capital Improvement Fund for future facility maintenance \$47,500.
- Transfer out to the Fire Equipment Fund for future Fire Equipment purchases \$155,000.

• <b>Estimated Revenues FY 2026</b>	<b>\$3,618,988</b>
• <b>Estimated Expenses FY 2026</b>	<b>\$3,700,690</b>
• <b>Estimated Net of Revenues/Appropriations</b>	<b>\$81,702</b>

• <b>Estimated Fund Balance June 30, 2025</b>	<b>\$1,973,348</b>
• <b>Estimated decrease in Fund Balance</b>	<b>\$81,702</b>
• <b>Estimated Year End Fund Balance June 30, 2026</b>	<b>\$1,891,646</b>

## 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.

- We are currently budgeting what the state projects for local street funding (Act 51 revenue). There is legislation that might greatly increase this, but the budget is not assuming this will occur.
- Funds have been allocated for miscellaneous paving/repairs to the city major roads, mostly in the for of crack filling. The budget also includes funds for Cappy Lane.

• <b>Estimated Revenues FY 2026</b>	<b>\$639,415</b>
• <b>Estimated Expenses FY 2026</b>	<b>\$896,872</b>
• <b>Estimated Net of Revenues/Appropriations</b>	<b>\$257,457</b>
• <b>Estimated Fund Balance June 30, 2025</b>	<b>\$339,654</b>
• <b>Estimated decrease in Fund Balance</b>	<b>\$257,457</b>
• <b>Estimated Year End Fund Balance June 30, 2026</b>	<b>\$82,197</b>

## 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.

- We are currently budgeting what the state projects for local street funding (Act 51 revenue). There is legislation that might greatly increase this, but the budget is not assuming this will occur.
- A transfer in from the Municipal Street Fund will be made for \$250,000. This will cover expenses for the Bristol Road (county contribution) and Don Shenk Road projects.
- A transfer in from the Major Street Fund will be made for \$225,000. This will cover expenses for the Don Shenk Road project.

• Estimated Revenues FY 2026	\$696,548
• Estimated Expenses FY 2026	\$1,027,085
• Estimated Net of Revenues/Appropriations	<b>\$330,537</b>
• Estimated Fund Balance June 30, 2025	\$345,540
• <b>Estimated decrease in Fund Balance</b>	<b>\$330,537</b>
• Estimated Year End Fund Balance June 30, 2026	\$15,003

#### 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 & 2023 bonds for local street improvements are accounted for in this fund. The local street levy will appear on the summer tax bill in the calendar years 2016-2035. Transfers can be made from this fund to the Major Street Fund and Local Street Fund to cover costs for major street and local street projects.

• Estimated Revenues FY 2026	\$913,230
• Estimated Expenses FY 2026	\$921,096
• <b>Estimated Net of Revenues/Appropriations</b>	<b>\$7,866</b>
• Estimated Fund Balance June 30, 2025	\$16,608
• <b>Estimated decrease in Fund Balance</b>	<b>\$7,866</b>
• Estimated Year End Fund Balance June 30, 2026	\$8,742

#### 226 Garbage Fund

Most 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 budgeted from the garbage levy of 2.627 mils with a 1% allowance for Headlee rollback at the 2024 rate. 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 2026 \$533,752
- Estimated Expenses FY 2026 \$483,524
- Estimated Net of Revenues/Appropriations \$50,288
- Estimated Fund Balance June 30, 2025 \$503,240
- Estimated increase in Fund Balance \$50,228
- Estimated Year End Fund Balance June 30, 2026 \$553,468

#### 248 Downtown Development Fund

Revenues are from the capture of tax dollars within the DDA district. Expenses cover a variety of services including the façade program, family movie night, three quarters of the contracted cost for a Community and Economic Development Coordinator, and other community events that showcase the downtown.

- Estimated Revenues FY 2026 \$174,916
- Estimated Expenses FY 2026 \$296,844
- Estimated Net of Revenues/Appropriations \$121,928
- Estimated Fund Balance June 30, 2025 \$165,607
- Estimated decrease in Fund Balance \$121,928
- Estimated Year End Fund Balance June 30, 2026 \$43,679

#### 401 Capital Improvement Fund

Revenues are transferred in from the General Fund, Sanitary Sewer Fund, and Water Supply Fund for future facility maintenance and capital projects.

- Estimated Revenues FY 2026 \$47,500
- Estimated Expenses FY 2026 \$24,000
- Estimated Net of Revenues/Appropriations \$23,500
- Estimated Fund Balance June 30, 2025 \$ 120,009
- Estimated increase in Fund Balance \$23,500

- **Estimated Year End Fund Balance June 30, 2026** **\$143,509**

#### **402 Fire Equipment Replacement Fund**

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

- **Estimated Revenues FY 2026** **\$156,450**
- **Estimated Expenses FY 2026** **\$ - 0 -**
- **Estimated Net of Revenues/Appropriations** **\$156,450**
- **Estimated Fund Balance June 30, 2025** **\$141,053**
- **Estimated increase in Fund Balance** **\$156,450**
- **Estimated Year End Fund Balance June 30, 2026** **\$297,503**

#### **590 Sanitary Sewer Fund**

The major revenue source is collection of the readiness to serve fees that are applied to every account. There is also a commodity charge based on the water usage of each customer.

- A depreciation expense of \$320,000 and OPEB expense of \$8,000 is budgeted. Without depreciation expense and OPEB expense, the sewer fund would have an increase to fund balance of \$18,543

- **Estimated Revenues FY 2026** **\$1,431,470**
- **Estimated Expenses FY 2026** **\$1,771,857\*\***
- **Estimated Net of Revenues/Appropriations** **(\$340,387)\*\***

**\*\* INCLUDES DEPRECIATION EXPENSE OF \$320,000**

**\*\* INCLUDES OPEB EXPENSE OF \$8,000**

- **Estimated Fund Balance June 30, 2025** **\$7,605,830**
- **Estimated decrease in Fund Balance** **(\$364,457)**
- **Estimated Year End Fund Balance June 30, 2026** **\$7,241,373**
- **Estimated Spendable Fund Balance June 30, 2026** **\$1,909,802**

### 591 Water Supply Fund

The major revenues source is the collection of the readiness to serve fees and commodity charges. Readiness to serve fees are applied to every account. Commodity charges are based on water usage and vary per customer.

- The city is planning Cappy Lane watermain project that includes estimated design engineering, construction engineering and construction costs.
- The requested budget includes a depreciation expense of \$400,000 and OPEB expense of \$8,000 without which there would be a decrease in the fund balance of \$496,371.

• <b>Estimated Revenues FY 2026</b>	<b>\$2,437,180</b>
• <b>Estimated Expenses FY 2026</b>	<b>\$3,230,321**</b>
• <b>Estimated Net of Revenues/Appropriations</b>	<b>(\$793,141) **</b>

\*\* INCLUDES DEPRECIATION EXPENSE OF \$400,000

\*\* INCLUDES OPEB EXPENSE OF \$8,000

• <b>Estimated Fund Balance June 30, 2025</b>	<b>\$7,437,963</b>
• <b>Estimated decrease in Fund Balance</b>	<b>(\$793,141)</b>
• <b>Estimated Year End Fund Balance June 30, 2026</b>	<b>\$6,644,822</b>
• <b>Estimated Spendable Fund Balance June 30, 2026</b>	<b>\$687,271</b>

### 661 Motor Pool Fund

Revenues are collected from several departments within the General Fund, Garbage Fund, Major Street Fund, Local Street Fund, Sanitary Sewer Fund, and Water Supply 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 income from the use of equipment in other departments.
- Appropriations for FY25 include funding under equipment of \$175,000 for the purchase two pickup trucks and a tractor.
- Total depreciation expense is budgeted at \$75,000 and OPEB expense at \$3,000. Without depreciation expense and OPEB expense, the motor pool fund would have a net decrease to fund balance of \$55,927.

• <b>Estimated Revenues FY 2026</b>	<b>\$197,200</b>
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• Estimated Expenses FY 2026	\$331,126
• Estimated Net of Revenues/Appropriations	<b>\$133,926</b>
** INCLUDES DEPRECIATION EXPENSE OF \$75,000	
** INCLUDES OPEB EXPENSE OF \$3,000	
• Estimated Fund Balance June 30, 2025	\$578,440
• <b>Estimated decrease in Fund Balance</b>	<b>\$133,926</b>
• Estimated Year End Fund Balance June 30, 2026	\$444,514
• Estimated Spendable Fund Balance June 30, 2026	\$63,008

## Long Term Liabilities

MERS underfunded liability as of December 31, 2023, for all Defined Benefit Pensions, active and retired employees is \$1,227,922. The plan is approximately 83% funded.

Unfunded liability for Retiree Health Care costs as of June 30, 2024 is \$434,656. The plan is approximately 89% funded as determined by an actuarial valuation.

The last payment for the Local Streets and Watermain Projects (General Obligation Limited Tax Bond Series 2017) is due May 1, 2027. The balance as of June 30, 2025 will be \$435,000.

The General Obligation 2023 Capital Improvement Bonds will begin repayment in FY 24-25 with a total borrowed amount of \$6,705,927.

USDA Water Supply System Revenue Bond, Series 2023 with a principal sum of \$4,030,000 will begin repayment in FY 24-25.

USDA Water Supply System Revenue Bond, Series 2020, with a principal balance of 2,625,000 as of 6.30.2025 will remain outstanding until May 1, 2060.



# Fund and Department Fact Sheets

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

SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026		
* Support the council and legislative service  * Provide for executive management of all city funds and services (city manager's office)  * Provision of all non-police legal services		*Executive department includes addition contributions to MERS to offset unfunded accrued liabilities.		
		CAPITAL OUTLAY		
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
		Total	0	0
STAFFING SUMMARY				
* Staffing for this function consists of the equivalent of 0.56 full time employees (FTE). * 0.48 of the FTE's are composed of salaried staff, including the city manager, clerk, and treasurer. * 0.08 of the FTE's are composed of hourly staff in the city offices.				
BUDGET SUMMARY				
	<u>ACTUAL</u> <u>2023-2024</u>	<u>AMENDED</u> <u>2024-2025</u>	<u>RECOMMENDED</u> <u>2025-2026</u>	
Total Exp	266,757	220,796	216,872	

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

SERVICE DESCRIPTION	OPERATIONAL PLAN 2025-2026			
* Provide for the creation, retention, and distribution of official documents, notices, and other public records  * Conduct elections  * Oversee information technology needs and services	* Administer Elections. Fiscal year 2025-2026 includes two possible elections.			
	* Continue to update records retention and management system			
	CAPITAL OUTLAY			
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
	Election Equipment	\$10,400	\$0	\$0
	<b>Total</b>	<b>10,400</b>	<b>0</b>	<b>0</b>

### STAFFING SUMMARY

\* Staffing for this function consists of the equivalent of 1.25 full time employees (FTE).  
 \* 0.54 of the FTE's are composed of salaried staff, including the city clerk and others.  
 \* 0.67 of the FTE's are composed of hourly staff in the city offices.  
 \* 0.04 of the FTE's are composed of hourly staff at the DPW.  
 Included in this calculation is 1 Part time DPS worker, and 2 Temporary DPS Positions that are currently vacant.  
 Included in this calculation is 1 temporary city hall employee that is not currently budgeted.

### BUDGET SUMMARY

	<u>ACTUAL</u> <u>2023-2024</u>	<u>AMENDED</u> <u>2024-2025</u>	<u>RECOMMENDED</u> <u>2025-2026</u>
Total Exp	128,832	148,667	145,338

## TREASURER 101 (253)

SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026			
<ul style="list-style-type: none"> <li>* Prepare the annual tax roll and levy calculation</li> <li>* Distribute taxes and settle delinquent tax roll</li> <li>* Manage city investments and asset banking</li> <li>* Provide finance, budgeting, and accounting services</li> <li>* Oversee accounts receivable for taxes, utility bills, building, and other miscellaneous receivables</li> </ul>		* Track grant spending, bond expenses, and fixed asset updates for various ongoing projects.			
		CAPITAL OUTLAY			
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	
		None	\$0	\$0	\$0
Total		0	0	0	0
STAFFING SUMMARY					
<ul style="list-style-type: none"> <li>* Staffing for this function consists of the equivalent of 1.35 full time employees (FTE).</li> <li>* 0.50 of the FTE's are composed of salaried staff, including the city treasurer and others.</li> <li>* 0.85 of the FTE's are composed of hourly staff in the city offices.</li> </ul> <p>Included in this calculation is 1 temporary city hall employee that is currently vacant.</p>					
BUDGET SUMMARY					
	<u>ACTUAL</u> <u>2023-2024</u>	<u>AMENDED</u> <u>2024-2025</u>	<u>RECOMMENDED</u> <u>2025-2026</u>		
Total Exp	142,634	142,480	132,815		

## ASSESSING 101 (247,257)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2025-2026			
<ul style="list-style-type: none"> <li>* Assess all real and personal property in the city</li> <li>* Prepare the annual assessment roll</li> <li>* Equalize values with the Genesee County Equalization Department</li> <li>* Maintain digital and physical property record cards</li> <li>* Support the operations of the Board of Review</li> <li>* Fund Michigan Tax Tribunal Appeals and Refunds</li> </ul>	<ul style="list-style-type: none"> <li>* Payment for commercial appraisals is expected as a contracted service</li> <li>* Evaluate potential changes in state law that might impact local assessing</li> </ul>			
	<b>CAPITAL OUTLAY</b>			
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
	None	\$0	\$0	\$0
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### STAFFING SUMMARY

- \* Staffing for this function consists of the equivalent of 0.08 full time employees (FTE).
- \* 0.04 of the FTE's are composed of salaried staff.
- \* 0.04 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 Legacy Assessing, the city's contract assessor.
- \* Assessor does not hold regular hours in the office but is available by phone, email or appointment.
- \* The city manager is also a Michigan Certified Assessing Officer.

### BUDGET SUMMARY

	ACTUAL <u>2023-2024</u>	AMENDED <u>2024-2025</u>	RECOMMENDED <u>2025-2026</u>
Total Exp	43,949	57,085	57,866

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

SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026			
<div>* Patrol city and perform investigative services</div> <div>* Provide a dedicated traffic safety officer</div> <div>* Provide school liaison services and additional protection for school events, per contract</div> <div>* Provide for dedicated code enforcement</div> <div>* Manage summer kids programs (Cops in the Park, Camp 911, &amp; Bicycle Rodeo)</div>		<div>* Implement and analyze the Police Protection Unit cost sharing methodology</div> <div>* Continue payments for existing post-retirement medical and pension benefits</div>			
		CAPITAL OUTLAY			
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	
		None	\$0	\$0	\$0
Total		0	0	0	
STAFFING SUMMARY					
<div>* The Metro Police Authority (MPA) employees 1 Chief, 1 Lieutenant., 2 Patrol Sergeants, &amp; 1 Administrative Sergeant</div> <div>* The MPA staffs 17 full time and 6 part time patrol officers</div> <div>* The MPA staffs 3 full time investigators. 1 PT Code Enforcement Officer</div> <div>* 1 Property Room Manager, 1 Record Clerk/Dispatcher, 1 Executive Secretary, 1 part time clerk/dispatcher, &amp; 1 part time Police Service Officer</div> <div>* All employees serve the MPA board, which serves Swartz Creek &amp; Mundy (as well as contracts for schools).</div>					
BUDGET SUMMARY					
	<u>ACTUAL</u> <u>2023-2024</u>	<u>AMENDED</u> <u>2024-2025</u>	<u>RECOMMENEED</u> <u>2025-2026</u>		
Total Exp	1,201,279	1,276,312	1,383,140		

## FIRE DEPARTMENT 101 (336)

SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026		
* Fund half of the fixed costs of the Swartz Creek Area Fire Department, shared with Clayton Twp  * Fund the cost of alarms/runs within the City of Swartz Creek		*Transfer rental inspections to fire department (currently performed by Mundy staff)		
		<b>CAPITAL OUTLAY</b>		
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
		\$0	\$0	\$0
Total		0	0	0
STAFFING SUMMARY				
* The fire board employs a part time chief and part time administrative assistant. * The fire board retains the services of 25 paid, on-call firefighters. * All employees serve the fire authority board, which serves Swartz Creek & Clayton Township.				
BUDGET SUMMARY				
	ACTUAL <u>2023-2024</u>	AMENDED <u>2024-2025</u>	RECOMMENDED <u>2025-2026</u>	
Total Exp	187,447	205,162	202,100	

## BUILDING, PLANNING, ZONING 101 (371,694,728)

SERVICE DESCRIPTION	OPERATIONAL PLAN 2025-2026		
<ul style="list-style-type: none"> <li>* Review and approve building permits, consult with the public regarding building codes, inspections, zoning, and plan reviews</li> <li>* Oversee ordinance enforcement for zoning and building issues</li> <li>* Consult on city owned properties in relation to construction and repair</li> <li>* Oversee rental inspection program</li> <li>* Prepare planning documents, site plan reviews, and packets for Planning Commission and Zoning Board of Appeals</li> </ul>	* Limited contractual services are budgeted for ordinance updates/plan reviews		
	<b>CAPITAL OUTLAY</b>		
	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
	\$0	\$0	\$0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

### STAFFING SUMMARY

- \* Staffing for this function consists of the equivalent of 0.42 full time employees (FTE).
  - \* 0.19 of the FTE's are composed of salaried staff, including the city manager.
  - \* 0.23 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.
- Included in this calculation is 1 additional Part time DPS worker, and 2 temporary DPS positions that are currently vacant.

### BUDGET SUMMARY

	ACTUAL <u>2023-2024</u>	AMENDED <u>2024-2025</u>	RECOMMENDED <u>2025-2026</u>
Total Exp	157,618	193,212	163,110



**FACILITIES & LIGHTING 101 (265,345,448,567,790,797)**

SERVICE DESCRIPTION	OPERATIONAL PLAN 2025-2026		
* Provide for operations, maintenance, and repair of city buildings and grounds (public safety building, library, city hall, DPW garage, cemetery, vacant lots, & parking lots)	* Routine maintenance and upkeep		
* Provide public street lighting via Consumers Energy			
	CAPITAL OUTLAY		
	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
	\$0	\$0	\$0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

STAFFING SUMMARY	
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\* Staffing for this function consists of the equivalent of .8273 full time employees (FTE).  
 \* 0.05 of the FTE's are composed of salaried staff, including the director of public works.  
 \* 0.7773 of the FTE's are composed of hourly staff, primarily from the DPW.  
 \* Primary contractors for this service include Jason Boyd (mowing) & Ace (snow removal).  
 Included in this calculation is 1 additional part time DPS worker, and 2 temporary DPS Positions that are currently vacant.

BUDGET SUMMARY									
Total Revenue		Total Expenses		Total Profit		Total Assets		Total Liabilities	
\$1,200,000		\$800,000		\$400,000		\$1,500,000		\$1,000,000	
Net Income		Operating Expenses		Non-Operating Expenses		Capital Assets		Current Liabilities	
\$300,000		\$500,000		\$300,000		\$1,200,000		\$800,000	
Gross Profit		Salaries & Wages		Interest Expense		Property, Plant & Equipment		Accounts Payable	
\$700,000		\$300,000		\$100,000		\$800,000		\$500,000	
Operating Income		Utilities		Depreciation Expense		Intangible Assets		Long-Term Debt	
\$400,000		\$100,000		\$50,000		\$400,000		\$300,000	
Pre-tax Income		Insurance		Research & Development		Goodwill		Deferred Tax Liabilities	
\$350,000		\$80,000		\$20,000		\$200,000		\$100,000	
Income Tax Expense		Advertising		Other Income		Other Assets		Other Liabilities	
\$100,000		\$50,000		\$10,000		\$100,000		\$50,000	
Net Income		Total Revenue		Total Expenses		Total Assets		Total Liabilities	
\$250,000		\$1,200,000		\$800,000		\$1,500,000		\$1,000,000	

	ACTUAL <u>2023-2024</u>	AMENDED <u>2024-2025</u>	RECOMMENDED <u>2025-2026</u>
Total Exp	397,019	210,144	221,021

SIDEWALKS 101 (444)			
SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026	
* Pass sidewalk repair expenses through for upkeep on sidewalk in public right of ways  * Pass snow removal expenses through for work performed on sidewalk in the public right of way		* Continue winter sidewalk snow clearing enforcement and assessment	
		CAPITAL OUTLAY	
		<u>2025-2026</u>	<u>2026-2027</u> <u>2027-2028</u>
		None	
Total		\$0	0    0
STAFFING SUMMARY			
* This department is not staffed.			
BUDGET SUMMARY			
<u>ACTUAL</u> <u>2023-2024</u>		<u>AMENDED</u> <u>2024-2025</u>	<u>RECOMMENDED</u> <u>2025-2026</u>
Total Exp	4,925	0	0
*prior to FY21 was a separate fund			

GRASS, BRUSH & WEEDS 101 (523)			
SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026	
* Pass mowing expenses through for properties mowed in violation to ordinance		* Continue seasonal weed cutting enforcement and assessment	
		CAPITAL OUTLAY	
		<u>2025-2026</u>	<u>2026-2027</u> <u>2027-2028</u>
		None	
Total		\$0	0    0
STAFFING SUMMARY			
* This department is not staffed.			
BUDGET SUMMARY			
<u>ACTUAL</u> <u>2023-2024</u>		<u>AMENDED</u> <u>2024-2025</u>	<u>RECOMMENDED</u> <u>2025-2026</u>
Total Exp	1,500	1,500	1,000
*prior to FY21 was a separate fund			

PARKS & PROMOTIONS 101 (780,780.5,782,783,786,788,794)					
SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026			
<p>* Provide for operations, maintenance, and repair of city parks (Abrams, Elms, Bicentennial, Otterburn Disc Golf, Veterans Memorial, Pajtas Amphitheater)</p> <p>* Provide support for community events and activities related to parks and festivals (parade support &amp; holiday decorating)</p> <p>* Provide shared services for maintenance to Mundy Townships park</p>		<p>* Construction of Otterburn Park pavilion</p> <p>* Continue forestry in Abrams Park</p>			
		CAPITAL OUTLAY			
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	
		Otterburn Park Pavilion	\$630,000	\$0	\$0
		Elms Park Drainage	\$0	\$30,000	\$0
		Abrams Park Forestry	\$20,000	\$25,000	\$0
Total		\$650,000	\$55,000	\$0	
STAFFING SUMMARY					
<p>* Staffing for this function consists of the equivalent of 2.18 full time employees (FTE).</p> <p>* 0.10 of the FTE's are composed of salaried staff, including the director of public works.</p> <p>* 2.08 of the FTE's are composed of hourly staff, primarily from the DPW.</p> <p>* Primary contractors for this service include mowing.</p> <p>Included in this calculation is 1 additional part time DPS worker, and 2 temporary DPS Positions that are currently vacant.</p>					
BUDGET SUMMARY					
	<u>ACTUAL</u> <u>2023-2024</u>	<u>AMENDED</u> <u>2024-2025</u>	<u>RECOMMENDED</u> <u>2025-2026</u>		
Total Exp	562,418	339,166	939,154		

## MAJOR STREET FUND 202

SERVICE DESCRIPTION	OPERATIONAL PLAN 2025-2026			
* Maintain major streets (Miller, Elms, Bristol, Morrish, Fairchild, Seymour, Oakview, Ingalls, Cappy, Winston & Paul Fortino)  * Clear major streets of ice and snow  * Maintain rights-of-way, including storm drains  * Provide traffic control services  * Contribute to street sweeping activities  * Plan and execute reconstruction of streets with Traffic Improvement Program federal monies	* Reconstruction and rehabilitation of Cappy Lane  * Pre-planning for TIP Elms & Miller Road work			
	CAPITAL OUTLAY			
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
	Cappy Lane	\$510,000		
	Miller Road Rehabilitation			\$3,000,000
	<b>Total</b>	<b>\$510,000</b>	<b>0</b>	<b>3,000,000</b>

### STAFFING SUMMARY

\* Staffing for this function consists of the equivalent of 1.45 full time employees (FTE).  
 \* 0.15 of the FTE's are composed of salaried staff, including the director of public works.  
 \* 1.3 of the FTE's are composed of hourly staff, primarily from the DPW.  
 Included in this calculation is 1 additional part time DPS worker, and 2 temporary DPS Positions that are currently vacant.

### BUDGET SUMMARY

	ACTUAL	AMENDED	RECOMMENDED
	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Total Rev	1,748,270	643,897	639,415
Total Exp	1,990,984	753,402	896,872
Net Rev/Exp	(242,714)	(109,505)	(257,457)

## LOCAL STREET FUND 203

SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026			
<ul style="list-style-type: none"> <li>* Maintain local streets (non-major streets; e.g. Winchester Village, Parkridge, Otterburn, Heritage)</li> <li>* Clear local streets of ice and snow</li> <li>* Maintain rights-of-way, including storm drains</li> <li>* Provide traffic control services</li> <li>* Contribute to street sweeping activities</li> </ul>		<ul style="list-style-type: none"> <li>* Don Shenk Reconstruction</li> <li>* Bristol Road rehabilitation</li> <li>* Transfer funds from Municipal Street Fund to fund road projects.</li> <li>* Preventative Maintenance crack filling</li> </ul>			
		CAPITAL OUTLAY			
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>	
		Don Shenk	\$1,370,000	\$0	\$0
		Bristol Road	\$50,000	\$0	\$0
		Church/Frederick	\$0	\$0	\$300,000
		<b>Total</b>	<b>\$1,420,000</b>	<b>0</b>	<b>300,000</b>
STAFFING SUMMARY					
<ul style="list-style-type: none"> <li>* Staffing for this function consists of the equivalent of 1.31 full time employees (FTE).</li> <li>* 0.12 of the FTE's are composed of salaried staff, including the director of public works.</li> <li>* 1.19 of the FTE's are composed of hourly staff, primarily from the DPW.</li> </ul> <p>Included in this calculation is 1 additional part time DPS worker, and 2 temporary DPS Positions that are vacant currently.</p>					
BUDGET SUMMARY					
	ACTUAL		AMENDED		RECOMMENDED
	<u>2023-2024</u>		<u>2024-2025</u>		<u>2025-2026</u>
Total Rev	465,000		718,392		696,548
Total Exp	331,915		1,095,039		1,027,085
Net Rev/Exp	133,085		(376,647)		(330,537)

## MUNICIPAL STREET FUND 204

SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026		
* Provide funds for planned projects within the 20 year street plan  * Make interest and principle payments on street bonds		* Follow recommendations of the Street Project Selection Committee to establish and fund projects in the 20 year plan		
		CAPITAL OUTLAY		
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
		Total	\$0	0
STAFFING SUMMARY				
* This department is not staffed.				
BUDGET SUMMARY				
	ACTUAL	AMENDED	RECOMMENDED	
	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	
Total Rev	7,554,002	888,938	913,230	
Total Exp	5,767,283	3,651,607	921,096	
Net Rev/Exp	1,786,719	(2,762,669)	(7,866)	

## GARBAGE FUND 226

SERVICE DESCRIPTION	OPERATIONAL PLAN 2025-2026			
<div>* Fund the garbage, recycling, and yard waste collection contract with GFL</div> <div>* Support garbage collection activities in downtown and parks</div> <div>* Supports costs related to street sweeping</div> <div>* Fund staff and contracted brush chipping</div>	<div>* There are no changes to past operations</div> <div>* Prepare for a new contract, commencing July 1, 2026</div>			
	CAPITAL OUTLAY			
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
	None			
Total		\$0	0	0

### STAFFING SUMMARY

\* Staffing for this function consists of the equivalent of 1.83 full time employees (FTE).  
 \* 0.10 of the FTE's are composed of salaried staff, including the director of public works.  
 \* 1.73 of the FTE's are composed of hourly staff, primarily from the DPW.  
 \* This function is executed in large part by GFL.  
 Included in this calculation is 1 additional part time DPS worker, and 2 temporary DPS Positions that are currently vacant.

### BUDGET SUMMARY

	ACTUAL <u>2023-2024</u>	AMENDED <u>2024-2025</u>	RECOMMENDED <u>2025-2026</u>
Total Rev	495,699	509,214	533,752
Total Exp	467,321	488,027	483,524
Net Rev/Exp	28,378	21,187	50,228



## DOWNTOWN DEVELOPMENT AUTHORITY FUND 248

SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026			
* Allocate special revenues (TIF) to projects that improve the economic vitality and function of downtown  * Fund the facade improvement program  * Fund and program Family Movie Night (donation supported)  * Plan for future investments		* Support Community/Economic Development Coordinator  * Construct Holland Square Pergola  * Install wayfinding signs  * A Install historical markers			
		CAPITAL OUTLAY			
			<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
		Holland Square	\$150,000	\$0	\$0
		Wayfinding	\$20,000	\$20,000	\$20,000
		Signs	\$5,000		
		<b>Total</b>	<b>\$175,000</b>	<b>20,000</b>	<b>20,000</b>
STAFFING SUMMARY					
* This department is not staffed.					
BUDGET SUMMARY					
	<b>ACTUAL</b>		<b>AMENDED</b>		<b>RECOMMENDED</b>
	<u>2023-2024</u>		<u>2024-2025</u>		<u>2025-2026</u>
Total Rev	170,036		179,927		174,916
Total Exp	77,026		262,949		296,844
Net Rev/Exp	93,010		(83,022)		(121,928)

## CAPITAL IMPROVEMENTS FUND 401

SERVICE DESCRIPTION	OPERATIONAL PLAN 2025-2026		
* Accounts for facility maintenance & capital projects not included in enterprise funds  * Paul D Bueche Municipal Building  * Public Safety Building  * Swartz Creek Senior Center & Library Building  * Non-Motorized Trailway	* Add to savings for future facility maintenance  * Replace City Hall roof		
	CAPITAL OUTLAY		
	<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
	City Hall Roof	\$24,000	
	Total	\$24,000	0

### STAFFING SUMMARY

\* This department is not staffed.

### BUDGET SUMMARY

	ACTUAL <u>2023-2024</u>	AMENDED <u>2024-2025</u>	RECOMMENDED <u>2025-2026</u>
Total Rev	60,001	60,000	47,500
Total Exp	0	0	24,000
Net Rev/Exp	60,001	60,000	23,500

## FIRE EQUIPMENT REPLACEMENT FUND 402

SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026		
* Provide annual fund contributions to offset large equipment purchases		* Consider order for next fire apparatus, year of delivery/payment TBD		
		CAPITAL OUTLAY		
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
		Total	\$0	0
STAFFING SUMMARY				
* This department is not staffed.				
BUDGET SUMMARY				
	ACTUAL	AMENDED	RECOMMENDED	
	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>	
Total Rev	227,149	157,645	156,450	
Total Exp	113,870	107,020	0	
Net Rev/Exp	113,279	50,625	156,450	

SEWER FUND 590				
SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026		
* 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		* Televising sewer lines throughout the city on an eight year rotation		
		* Providing \$150,000 for unprogrammed lining		
		CAPITAL OUTLAY		
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
Televiser Lines		\$100,000	\$100,000	\$100,000
Reserve for line repair		\$150,000	\$200,000	\$200,000
Total		\$250,000	300,000	300,000
STAFFING SUMMARY				
* Staffing for this function consists of the equivalent of 2.76 full time employees (FTE).				
* 0.56 of the FTE's are composed of salaried staff, including the director of public works, treasurer.				
* 2.2 of the FTE's are composed of hourly staff, from the DPW and office utility billing staff.				
Included in this calculation is 1 Part time DPS worker, and 2 Temporary DPS Positions that are currently vacant.				
Included in this calculation is 1 temporary city hall employee that is not currently budgeted.				
BUDGET SUMMARY				
	ACTUAL		AMENDED	RECOMMENDED
	<u>2023-2024</u>		<u>2024-2025</u>	<u>2025-2026</u>
Total Rev	1,402,686		1,462,900	1,431,470
Total Exp	1,386,232		1,692,690	1,771,857
Net Rev/Exp	16,454		(229,790)	(340,387)
Operating*	293,816		98,210	(36,457)
*Excluding loan revenue, depreciation & OPEB costs				

WATER FUND 591				
SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026		
<div>* Read and bill water customers</div> <div>* Repair water main breaks and other leaks</div> <div>* Flush, exercise, inspect, and paint hydrants</div> <div>* Exercise valves</div> <div>* Provide water "turn on, turn off" service</div> <div>* Distribute water provided by the Karegnondi Water Authority via Genesee County Drain Commission</div>		<div>* Replace Cappy Lane water main.</div> <div>* Update water plans</div>		
		<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
Cappy Lane watermain project		\$710,000	\$0	\$0
Springbrook Connector		\$0	\$100,000	\$0
		\$0	\$0	\$0
Total		\$710,000	100,000	0
STAFFING SUMMARY				
<div>* Staffing for this function consists of the equivalent of 3.44 full time employees (FTE).</div> <div>* 0.57 of the FTE's are composed of salaried staff, including the director of public works, treasurer, and finance.</div> <div>* 2.87 of the FTE's are composed of hourly staff, from the DPW and office utility billing staff.</div> <div>Included in this calculation is 1 Part time DPS worker, and 2 Temporary DPS Positions that are currently vacant.</div> <div>Included in this calculation is 1 temporary city hall employee that is not currently budgeted.</div>				
BUDGET SUMMARY				
	ACTUAL		AMENDED	RECOMMENDED
	<u>2023-2024</u>		<u>2024-2025</u>	<u>2025-2026</u>
Total Rev	2,357,090		2,603,808	2,437,180
Total Exp	2,423,845		3,644,692	3,230,321
Net Rev/Exp	(66,755)		(1,040,884)	(793,141)
Operating*	89,646		(266,384)	(385,141)
*Excluding depreciation & OPEB costs				

## MOTOR POOL FUND 661

SERVICE DESCRIPTION		OPERATIONAL PLAN 2025-2026			
* Provide, fuel, service, and repairs on all city vehicles  * Support garage facilities and equipment related to the operation of the fleet		* Purchase of equipment dependent on pricing and availability			
		* Purchase of two pickup trucks			
		* Purchase utility vehicle			
		CAPITAL OUTLAY			
			<u>2025-2026</u>	<u>2026-2027</u>	<u>2027-2028</u>
		Equipment purchase UTV	\$30,000	\$0	\$0
		Purchase two Pickups	\$120,000	\$0	\$0
Purchae Pickup	\$0	\$70,000	\$70,000		
Total		\$150,000	70,000	70,000	
STAFFING SUMMARY					
* This department is not staffed.					
BUDGET SUMMARY					
	ACTUAL		AMENDED		RECOMMENDED
	<u>2023-2024</u>		<u>2024-2025</u>		<u>2025-2026</u>
Total Rev	241,874		173,350		197,200
Total Exp	139,364		312,156		331,126
Net Rev/Exp	102,510		(138,806)		(133,926)
Operating*	180,510		89,194		(31,856)
*Excluding loan payment, depreciation & OPEB costs					

# **Fiscal Year 2026 Budget**

## BUDGET REPORT FOR CITY OF SWARTZ CREEK

Treasury

Calculations as of 06/30/2025

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
ESTIMATED REVENUES						
Dept 000.000 - General						
101-000.000-402.000	Current Tax Revenue	833,947	872,519	859,781	872,519	898,695
101-000.000-402.301	Current Tax Revenue P SFTY	822,578	906,753	845,611	906,753	933,956
101-000.000-412.000	Delinquent Tax Revenue	308	100	217	217	100
101-000.000-433.000	St-Charge in Lieu		1,790	1,922	1,922	1,922
101-000.000-434.000	St-Mobile Tax in Lieu	1,020	960	846	1,020	960
101-000.000-445.000	Late Payment Interest Revenue	17,131	10,000	9,245	11,637	10,000
101-000.000-445.100	MR Penalty & Interest	382		46	46	
101-000.000-448.000	Collection Fees	8,800	8,800	8,800	8,800	8,800
101-000.000-449.000	NSF Fee	1,267	400	1,125	1,075	400
101-000.000-477.001	Franchise Fees	100,930	110,000	45,713	100,000	110,000
101-000.000-477.100	Wireless Leases	80,500	66,600	39,234	66,600	66,600
101-000.000-528.000	Federal Grants - Other	139,167				
101-000.000-573.000	LCSA Share Taxes PA 80 2014/2016 Fwd	29,476	15,000	11,884	14,957	11,445
101-000.000-574.100	Constitutional Sales Tax	646,549	649,103	320,797	649,000	612,705
101-000.000-574.300	CVTRS Revenue Share	59,768	64,549	36,539	64,000	60,175
REVENUE SHARING & CONSTITUTIONAL SALES TAX ARE BUDGETED AT TOTAL FY25 PAYMENTS PROVIDED BY THE MICHIGAN DEPT OF TREASURY. AMOUNTS ARE PROJECTED BASED ON THE FY26 GOVERNOR'S EXECUTIVE BUDGET RECOMMENDATION AND THE JANUARY 2025 CONSENSUS REVENUE ESTIMATES. AMOUNTS ARE BUDGETED AT 95% OF EXPECTED REVENUE						
101-000.000-608.000	Admin Fee	90,512	95,000	94,088	95,000	97,850
101-000.000-664.000	Interest Income	27,547	78,500	60,853	76,590	65,000
101-000.000-667.001	Rental Income - Lease of City Property	1,200	3,200	3,201	3,201	
101-000.000-675.000	Misc.	124		2,001	2,001	
101-000.000-677.000	Reimbursements	533				
101-000.000-677.200	Reimbursements from DDA	5,000	10,000	10,000	10,000	10,000
101-000.000-694.000	Cash Over & Short	2	5			
Totals for dept 000.000 - General		2,866,741	2,893,279	2,351,903	2,885,338	2,888,608

Dept 172.000 - Executive



GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
101-172.000-677.000	Reimbursements	385		403	508	
Totals for dept 172.000 - Executive		385		403	508	
Dept 215.000 - Administration and Clerk						
101-215.000-627.000	Charges for Services			3	4	
Totals for dept 215.000 - Administration and Clerk				3	4	
Dept 253.000 - Treasurer						
101-253.000-677.000	Reimbursements			480	480	
Totals for dept 253.000 - Treasurer				480	480	
Dept 262.000 - Elections						
101-262.000-677.000	Reimbursements	390	5,300	5,305	5,305	
Totals for dept 262.000 - Elections		390	5,300	5,305	5,305	
Dept 266.000 - Legal Council						
101-266.000-677.000	Reimbursements	22,580				
Totals for dept 266.000 - Legal Council		22,580				
Dept 301.000 - Police Dept						
101-301.000-543.000	State Liquor Returns	7,859	4,700	1,986	2,000	2,000
101-301.000-627.000	Charges for Services	410				
101-301.000-657.000	Ordinance Fees			1,906		
Totals for dept 301.000 - Police Dept		8,269	4,700	3,892	2,000	2,000
Dept 336.000 - Fire Department						
101-336.000-677.000	Reimbursements	16,995		21,371	21,371	0
THE CITY OF SWARTZ CREEK CHARGES METRO POLICE AUTHORITY OF GENESEE COUNTY REIMBURSEMENTS FOR THE PUBLIC SAFETY BLDG						
Totals for dept 336.000 - Fire Department		16,995		21,371	21,371	0
Dept 345.000 - PUBLIC SAFETY BUILDING						
101-345.000-627.000	Charges for Services	24,514	22,000	17,667	22,049	22,000
101-345.000-677.000	Reimbursements	2,844	2,200	530	667	500
THE CITY OF SWARTZ CREEK CHARGES SWARTZ CREEK AREA FIRE DEPT REIMBURSEMENTS FOR THE PUBLIC SAFETY BUILDING						
Totals for dept 345.000 - PUBLIC SAFETY BUILDING		27,358	24,200	18,197	22,716	22,500

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Dept 371.000 - Building/Zoning/Planning						
101-371.000-476.001	Building Permits	35,310	24,000	23,584	24,000	24,000
101-371.000-476.005	Plumbing Inspection Revenue	6,693	5,500	5,418	6,819	5,500
101-371.000-476.006	Mechanical Inspection Revenue	12,465	10,000	9,415	11,548	10,000
101-371.000-476.007	Electrical Inspection Revenue	11,986	10,000	8,107	9,495	10,000
101-371.000-478.000	Other Permits	3,740	3,000	3,530	4,355	3,000
101-371.000-479.000	Rental Inspection Revenue	8,125	10,000	8,730	6,079	7,000
101-371.000-608.100	Site Plan Review Fees			3,348	4,214	
101-371.000-627.000	Charges for Services	965	775	505	636	775
Totals for dept 371.000 - Building/Zoning/Planning		79,284	63,275	62,637	67,146	60,275
Dept 444.000 - Sidewalks						
101-444.000-418.478	Snow Removal Revenue			3,131	3,131	
Totals for dept 444.000 - Sidewalks				3,131	3,131	
Dept 448.000 - Lighting						
101-448.000-589.000	Condo Lighting	6,575	6,575	9,862	10,500	13,000
101-448.000-589.100	Clayton-Bristol Rd St Lighting	984	1,000			1,000
101-448.000-589.200	Carriage Commons Lighting Reim	1,147	1,147	1,720	1,720	1,700
Totals for dept 448.000 - Lighting		8,706	8,722	11,582	12,220	15,700
Dept 450.000 - Forestry Program						
101-450.000-560.000	State DNR Grant					9,000
	FOOTNOTE AMOUNTS:					9,000
	DNR FORESTRY GRANT					
Totals for dept 450.000 - Forestry Program						9,000
Dept 523.000 - Grass, Brush & Weeds						
101-523.000-416.000	Current Weed Revenue	8,400	3,600	1,500	1,500	1,500
Totals for dept 523.000 - Grass, Brush & Weeds		8,400	3,600	1,500	1,500	1,500
Dept 694.000 - Community Development Block Grant						
101-694.000-522.000	Federal Grants - CDBG		37,721			
101-694.000-529.100	Senior Ctr Operations	2,101	2,101			16,000
Totals for dept 694.000 - Community Development Block Grant		2,101	39,822			16,000
Dept 728.005 - Holland Square Streetscape						
101-728.005-674.248	Contribution from DDA	40,000				

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Totals for dept 728.005 - Holland Square Streetscape		40,000				
Dept 780.000 - Parks & Recreation						
101-780.000-674.000	Contributions & Donations	55				
101-780.000-674.001	CONTRIBUTIONS & DONATIONS LARGE DECA	30		30	30	
101-780.000-674.002	CONTRIBUTIONS & DONATIONS SMALL DECA	100		20	20	
101-780.000-674.003	COSMOS IN THE CREEK DONATIONS	42,769				
Totals for dept 780.000 - Parks & Recreation		42,954		50	50	
Dept 780.500 - Mundy Twp Park Services						
101-780.500-677.000	Reimbursements	10,477	11,024	10,466	13,173	16,605
Totals for dept 780.500 - Mundy Twp Park Services		10,477	11,024	10,466	13,173	16,605
Dept 782.000 - Facilities - Abrams Park						
101-782.000-651.000	Use and Admission Fee	525	500	310	390	500
101-782.000-674.000	Contributions & Donations	6,000				
Totals for dept 782.000 - Facilities - Abrams Park		6,525	500	310	390	500
Dept 783.000 - Facilities - Elms Rd Park						
101-783.000-651.000	Use and Admission Fee	11,635	10,000	5,570	6,532	8,000
101-783.000-677.000	Reimbursements	1,375				
Totals for dept 783.000 - Facilities - Elms Rd Park		13,010	10,000	5,570	6,532	8,000
Dept 786.000 - Non-Motorized Trailway						
101-786.000-528.000-786.000	Federal Grants - Other	27,582				
101-786.000-560.000-786.000	State DNR Grant					
101-786.000-674.000-786.000	Contributions & Donations		30,000	30,000		
101-786.000-677.000-786.000	Reimbursements	176,548				
Totals for dept 786.000 - Non-Motorized Trailway		204,130	30,000	30,000		
Dept 788.000 - Otterburn Disc Golf Park						
101-788.000-560.000	State DNR Grant					290,000
101-788.000-562.000	HUD GRANT - GEN CO PARKS					283,000
Totals for dept 788.000 - General						573,000
Dept 790.000 - Facilities-Senior Center/Libr						
101-790.000-627.000	Charges for Services	5,504	5,300	6,325	7,932	5,300
Totals for dept 790.000 - Facilities-Senior Center/Libr		5,504	5,300	6,325	7,932	5,300

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
	REIMBURSEMENTS RECEIVED FROM THE SWARTZ CREEK SENIOR CENTER FOR UTILITY COSTS					
Dept 794.000 - Community Promotions Program						
101-794.000-551.000	Other State Grant Revenue	5,000				
Totals for dept 794.000 - Community Promotions Program		5,000				
Dept 797.000 - Facilities - City Parking Lots						
101-797.000-677.000	Reimbursements	21,933				
Totals for dept 797.000 - Facilities - City Parking Lots		21,933				
TOTAL ESTIMATED REVENUES		3,390,742	3,099,722	2,533,125	3,049,796	3,618,988

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 000.000 - General						
101-000.000-983.100	ERC Lighting Conversion Program Expense	13,653	14,133	10,095	12,706	14,133
Totals for dept 000.000 - General		13,653	14,133	10,095	12,706	14,133
Dept 101.000 - Council						
101-101.000-702.000	Wages	14,328	15,200	11,853	14,688	15,216
101-101.000-704.100	FICA - Employer's Share	899	942	744	922	943
101-101.000-704.200	Medicare - Employer's Share	210	220	174	216	221
101-101.000-705.000	Medical Insurance - ER	742	838	691	858	1,179
101-101.000-705.100	Vision Benefits	4	8	3	4	6
101-101.000-705.200	Dental Benefits	39	88	37	47	70
101-101.000-706.000	Life Insurance - ER cost	30	35	22	27	29
101-101.000-707.000	Retirement Contributions-ER	571	593	436	530	626
101-101.000-707.100	Health Care Savings Plan - ER	194	170	150	183	187
101-101.000-708.000	Sick & Accident Premiums-ER	112	148	107	135	115
101-101.000-726.000	Supplies	17	200	197	248	100
101-101.000-801.000	Contractual Services					
101-101.000-910.200	General Liability Insurance	3,971	4,410	3,986	5,017	4,410
101-101.000-910.500	Workers Comp Insurance	8	10			11
101-101.000-960.000	Education and Training	2,967	3,250	2,525	3,177	3,250
Totals for dept 101.000 - Council		24,092	26,112	20,925	26,052	26,363
Dept 172.000 - Executive						
101-172.000-702.000	Wages	45,535	48,885	38,479	46,219	49,623
101-172.000-704.100	FICA - Employer's Share	3,079	3,031	2,599	3,107	3,196
101-172.000-704.200	Medicare - Employer's Share	720	709	608	727	747
101-172.000-705.000	Medical Insurance - ER	7,424	8,026	6,846	8,616	9,059
101-172.000-705.100	Vision Benefits	61	66	51	64	62
101-172.000-705.200	Dental Benefits	726	764	624	785	772
101-172.000-706.000	Life Insurance - ER cost	198	206	161	203	200
101-172.000-707.000	Retirement Contributions-ER	72,405	72,366	55,530	69,629	72,631
INCLUDES MERS EXTRA DEFINED BENEFIT CONTRIBUTIONS						
101-172.000-707.100	Health Care Savings Plan - ER	1,986	1,955	1,677	2,005	2,062
101-172.000-708.000	Sick & Accident Premiums-ER	626	658	536	674	649
101-172.000-801.000	Contractual Services	24,766	14,130	5,481	6,000	10,000

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
101-172.000-850.000	Communications	187	190	156	177	190
101-172.000-910.100	Property Insurance		310	306	385	310
101-172.000-910.200	General Liability Insurance	4,409	5,985	4,028	5,070	5,985
101-172.000-910.500	Workers Comp Insurance	360	280	389	490	294
101-172.000-940.000	Vehicle and Travel Expense	3,936	3,940	3,280	3,715	3,936
101-172.000-960.000	Education and Training	264	150	95	120	160
101-172.000-961.000	Miscellaneous	12,800		1,186	1,492	1,500
	PROPERTY TAXES/MIDEAL					
101-172.000-971.000	Land Purchase	6,768				
Totals for dept 172.000 - Executive		186,250	161,651	122,032	149,478	161,376
Dept 215.000 - Administration and Clerk						
101-215.000-702.000	Wages	25,296	20,876	18,015	21,739	31,880
101-215.000-704.100	FICA - Employer's Share	1,585	1,294	1,132	1,365	1,977
101-215.000-704.200	Medicare - Employer's Share	371	300	265	320	462
101-215.000-705.000	Medical Insurance - ER	322	1,476	240	283	982
101-215.000-705.100	Vision Benefits		19			5
101-215.000-705.200	Dental Benefits	3	202			58
101-215.000-706.000	Life Insurance - ER cost	156	184	102	128	141
101-215.000-707.000	Retirement Contributions-ER	2,282	2,088	1,487	1,795	2,393
101-215.000-707.100	Health Care Savings Plan - ER	960	771	690	830	897
101-215.000-708.000	Sick & Accident Premiums-ER	439	503	383	481	425
101-215.000-726.000	Supplies	107	140	396	498	200
101-215.000-745.000	Postage	1,924	2,040	(2,050)	2,040	680
101-215.000-801.000	Contractual Services	3,588	5,000	4,437	5,585	800
101-215.000-850.000	Communications	150		290	364	500
101-215.000-900.000	Printing and Publishing	2,730	3,000	3,876	4,878	1,240
101-215.000-960.000	Education and Training	1,987	1,400	1,828	2,300	2,400
101-215.000-961.000	Miscellaneous	(40)		69	87	
101-215.000-976.000	Equipment					200
Totals for dept 215.000 - Administration and Clerk		41,860	39,293	31,160	42,693	45,240
Dept 228.000 - Information Technology						
101-228.000-726.000	Supplies					
101-228.000-801.000	Contractual Services	20,498	23,000	9,010	11,340	13,000
101-228.000-976.000	Equipment			176	222	30,000
	NEW COMPUTER EQUIPMENT FOR OFFICE					
Totals for dept 228.000 - Information Technology		20,498	23,000	9,186	11,562	43,000

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Dept 247.000 - Board of Review						
101-247.000-702.000	Wages	1,775	3,417	1,708	2,150	3,417
101-247.000-704.100	FICA - Employer's Share	110	212	106	133	212
101-247.000-704.200	Medicare - Employer's Share	26	50	25	31	50
101-247.000-707.000	Retirement Contributions-ER	1				
101-247.000-726.000	Supplies		125			125
101-247.000-900.000	Printing and Publishing		400	373	469	400
Totals for dept 247.000 - Board of Review		1,912	4,204	2,212	2,783	4,204
Dept 253.000 - Treasurer						
101-253.000-702.000	Wages	69,061	64,589	47,083	56,989	57,493
101-253.000-704.100	FICA - Employer's Share	4,372	4,005	3,000	3,628	3,565
101-253.000-704.200	Medicare - Employer's Share	1,022	937	701	848	834
101-253.000-705.000	Medical Insurance - ER	14,560	10,471	12,426	15,538	17,555
101-253.000-705.100	Vision Benefits	75	88	64	80	84
101-253.000-705.200	Dental Benefits	760	914	698	879	934
101-253.000-706.000	Life Insurance - ER cost	292	401	250	314	287
101-253.000-707.000	Retirement Contributions-ER	6,263	5,318	4,218	5,113	5,161
101-253.000-707.100	Health Care Savings Plan - ER	1,396	1,614	1,427	1,736	483
101-253.000-708.000	Sick & Accident Premiums-ER	1,120	1,433	1,044	1,314	1,069
101-253.000-726.000	Supplies	1,781	1,200	1,084	1,365	1,200
101-253.000-745.000	Postage	773	650	435	547	650
101-253.000-801.000	Contractual Services	37,614	48,000	43,861	55,205	40,640
INCLUDES AUDIT AND FINANCIAL SERVICES						
101-253.000-805.000	Bank Fees	717	800	191	241	800
101-253.000-900.000	Printing and Publishing	131	100			100
101-253.000-910.300	Insurance and Bonds	20	60			60
101-253.000-940.000	Vehicle and Travel Expense	465	400	294	370	400
101-253.000-960.000	Education and Training	2,201	1,500	745	938	1,500
101-253.000-961.000	Miscellaneous	11				
Totals for dept 253.000 - Treasurer		142,634	142,480	117,521	145,105	132,815
Dept 257.000 - Assessor						
101-257.000-702.000	Wages	3,956	3,762	3,234	3,877	3,311
101-257.000-704.100	FICA - Employer's Share	245	233	200	240	205
101-257.000-704.200	Medicare - Employer's Share	57	55	47	56	48
101-257.000-705.000	Medical Insurance - ER	101	231	175	220	

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
101-257.000-705.100	Vision Benefits	1	4	2	2	
101-257.000-705.200	Dental Benefits	11	25	18	23	
101-257.000-706.000	Life Insurance - ER cost	22	24	15	18	18
101-257.000-707.000	Retirement Contributions-ER	302	273	232	279	289
101-257.000-707.100	Health Care Savings Plan - ER	136	98	107	129	115
101-257.000-708.000	Sick & Accident Premiums-ER	59	83	68	86	51
101-257.000-726.000	Supplies		25			25
101-257.000-745.000	Postage	1,316	1,300	1,369	1,723	1,500
101-257.000-801.000	Contractual Services	33,659	34,668	29,590	37,243	36,000
101-257.000-899.000	MTT Appeals and Payments		10,000			10,000
101-257.000-900.000	Printing and Publishing		600			600
101-257.000-960.000	Education and Training	2,172	1,500	390	491	1,500
Totals for dept 257.000 - Assessor		42,037	52,881	35,447	44,387	53,662
Dept 262.000 - Elections						
101-262.000-702.000	Wages	37,781	50,993	44,575	55,210	23,101
101-262.000-704.100	FICA - Employer's Share	2,332	3,162	2,887	3,577	1,432
101-262.000-704.200	Medicare - Employer's Share	545	739	675	837	335
101-262.000-705.000	Medical Insurance - ER	582	1,630	892	1,108	1,323
101-262.000-705.100	Vision Benefits	6	19	7	9	8
101-262.000-705.200	Dental Benefits	32	205	69	86	95
101-262.000-706.000	Life Insurance - ER cost	138	162	96	120	127
101-262.000-707.000	Retirement Contributions-ER	2,137	1,937	1,737	2,115	2,217
101-262.000-707.100	Health Care Savings Plan - ER	851	691	662	801	808
101-262.000-708.000	Sick & Accident Premiums-ER	396	486	398	501	402
101-262.000-726.000	Supplies	7,379	6,000	5,514	6,940	6,000
101-262.000-745.000	Postage	4,948	4,000	3,014	3,793	2,000
101-262.000-801.000	Contractual Services	7,391	5,900	4,025	5,066	5,900
101-262.000-940.000	Vehicle and Travel Expense	639	600	367	462	600
101-262.000-941.000	Equipment Rental	327	350	308	388	350
101-262.000-960.000	Education and Training	990	5,300	3,903	4,912	2,000
101-262.000-976.000	Equipment		4,200			10,400
INCLUDES 4 NEW EPB'S						
Totals for dept 262.000 - Elections		66,474	86,374	69,129	85,925	57,098
Dept 265.000 - Facilities - City Hall						
101-265.000-702.000	Wages	4,618	4,213	2,974	3,190	6,283
101-265.000-704.100	FICA - Employer's Share	287	261	185	198	396



GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
101-265.000-704.200	Medicare - Employer's Share	67	61	43	46	93
101-265.000-705.000	Medical Insurance - ER	832	523	465	585	931
101-265.000-705.100	Vision Benefits	8	5	4	5	8
101-265.000-705.200	Dental Benefits	97	57	48	61	99
101-265.000-706.000	Life Insurance - ER cost	13	14	7	9	18
101-265.000-707.000	Retirement Contributions-ER	397	366	223	244	546
101-265.000-707.100	Health Care Savings Plan - ER	99	123	50	58	153
101-265.000-708.000	Sick & Accident Premiums-ER	85	70	43	55	93
101-265.000-726.000	Supplies	1,889	1,000	1,415	1,781	1,750
101-265.000-850.000	Communications	2,683	3,250	5,084	6,397	5,000
101-265.000-910.100	Property Insurance	1,001	945	1,127	1,419	1,200
101-265.000-910.500	Workers Comp Insurance	213	113			119
101-265.000-920.000	Utilities	4,123	4,148	3,269	4,114	4,148
101-265.000-930.000	Repairs and Maintenance	4,760	3,708	2,563	3,226	3,100
101-265.000-941.000	Equipment Rental	2,450	500	1,600	1,961	2,000
101-265.000-961.000	Miscellaneous					
Totals for dept 265.000 - Facilities - City Hall		23,622	19,357	19,100	23,349	25,937
Dept 266.000 - Legal Council						
101-266.000-801.000	Contractual Services	12,628	18,900	9,093	11,444	15,000
Totals for dept 266.000 - Legal Council		12,628	18,900	9,093	11,444	15,000
Dept 301.000 - Police Dept						
101-301.000-801.000	Contractual Services	7,851	12,000	11,776	14,821	12,000
FY26 ANNUAL MEMBERSHIP DUES BUDGETED ASSOCIATED WITH FLINT AREA NARCOTICS GROUP						
101-301.000-910.100	Property Insurance	43	26	2	2	26
Totals for dept 301.000 - Police Dept		7,894	12,026	11,778	14,823	12,026
Dept 301.266 - Legal Council PSFY						
101-301.266-801.000	Contractual Services	23,072	24,000	17,045	21,453	24,000
Totals for dept 301.266 - Legal Council PSFY		23,072	24,000	17,045	21,453	24,000
Dept 301.851 - Retiree Employer Health Care PSFY						
101-301.851-705.000	Medical Insurance - ER	30,259	36,648	8,521	10,725	11,660
Totals for dept 301.851 - Retiree Employer Health Care PSFY		30,259	36,648	8,521	10,725	11,660
Dept 334.000 - Metro Police Authority						

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
101-334.000-998.334	Metro Police Authority Appropriation	1,140,054	1,291,290	974,891	1,227,017	1,335,454
	BUDGETED EXPENSE FOR POLICE SERVICES FOR THE PERIOD OF 7/1/25 - 6/30/26. PAID QUARTERLY					
Totals for dept 334.000 - Metro Police Authority		1,140,054	1,291,290	974,891	1,227,017	1,335,454
Dept 336.000 - Fire Department						
101-336.000-801.000	Contractual Services	45,148	50,046	30,205	38,017	50,000
	BUDGETED EXPENSE FOR FY26 FIRE RUNS AND EMS SERVICES PAID MONTHLY TO SWARTZ CREEK AREA FIRE DEPARTMENT					
101-336.000-976.100	Siren Expense	1,884	2,100	2,097	2,640	2,100
101-336.000-998.736	Fire Board Appropriation	140,415	153,016	146,032	146,032	150,000
	BUDGETED EXPENSE FOR FY26 OPERATIONAL FIRE BOARD APPROPRIATION					
Totals for dept 336.000 - Fire Department		187,447	205,162	178,334	186,689	202,100
Dept 345.000 - PUBLIC SAFETY BUILDING						
101-345.000-702.000	Wages	2,784	6,067	2,933	3,475	4,098
101-345.000-704.100	FICA - Employer's Share	175	376	183	217	257
101-345.000-704.200	Medicare - Employer's Share	41	88	43	51	60
101-345.000-705.000	Medical Insurance - ER	534	659	257	323	512
101-345.000-705.100	Vision Benefits	4	6	2	3	4
101-345.000-705.200	Dental Benefits	52	73	22	28	45
101-345.000-706.000	Life Insurance - ER cost	9	12	5	6	9
101-345.000-707.000	Retirement Contributions-ER	245	314	166	193	240
101-345.000-707.100	Health Care Savings Plan - ER	71	95	42	51	76
101-345.000-708.000	Sick & Accident Premiums-ER	51	74	25	31	44
101-345.000-726.000	Supplies		100	63	80	100
101-345.000-850.000	Communications	5	5	4	5	5
101-345.000-910.100	Property Insurance	3,180	3,588	3,627	4,000	3,600
101-345.000-910.500	Workers Comp Insurance	477	273			287
101-345.000-920.000	Utilities	16,209	20,055	11,080	13,945	15,000
101-345.000-930.000	Repairs and Maintenance	5,223	8,028	3,080	3,877	5,000
101-345.000-941.000	Equipment Rental	514	500	345	380	500
Totals for dept 345.000 - PUBLIC SAFETY BUILDING		29,574	40,313	21,877	26,665	29,837
Dept 371.000 - Building/Zoning/Planning						
101-371.000-702.000	Wages	32,434	35,167	27,273	32,921	34,600
101-371.000-704.100	FICA - Employer's Share	2,099	2,180	1,766	2,127	2,206
101-371.000-704.200	Medicare - Employer's Share	491	510	413	497	516

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
101-371.000-705.000	Medical Insurance - ER	4,682	4,738	4,366	5,465	6,432
101-371.000-705.100	Vision Benefits	33	42	28	35	39
101-371.000-705.200	Dental Benefits	378	475	334	421	473
101-371.000-706.000	Life Insurance - ER cost	133	139	108	136	133
101-371.000-707.000	Retirement Contributions-ER	3,224	3,321	2,703	3,256	3,439
101-371.000-707.100	Health Care Savings Plan - ER	1,192	1,173	1,005	1,211	1,234
101-371.000-708.000	Sick & Accident Premiums-ER	472	557	428	539	487
101-371.000-726.000	Supplies	105	50			50
101-371.000-745.000	Postage	116	175	116	146	175
101-371.000-801.000	Contractual Services	38,044	35,000	36,005	45,317	25,000
	<b>BUILDING/ZONING</b>					
101-371.000-801.005	Plumbing Inspection Expenditure	4,420	5,000	4,489	5,650	5,000
101-371.000-801.006	Mechanical Inspection Expenditure	8,143	9,500	6,937	8,731	9,500
101-371.000-801.007	Electrical Inspection Expenditure	7,652	9,500	6,242	7,857	9,500
101-371.000-801.008	Building Permit Expenditure	18,215	26,000	15,800	19,886	26,000
101-371.000-801.009	Zoning Permit Expenditure	311	400	232	292	400
101-371.000-801.010	Rental Inspection Expense	3,073	5,000	3,995	5,028	5,000
101-371.000-850.000	Communications	24	26	20	23	26
101-371.000-900.000	Printing and Publishing	2,546	1,400	875	1,101	1,400
101-371.000-940.000	Vehicle and Travel Expense	960	950	800	906	960
101-371.000-960.000	Education and Training	3,365	3,000	1,947	2,450	2,500
Totals for dept 371.000 - Building/Zoning/Planning		132,112	144,303	115,882	143,995	135,070
Dept 444.000 - Sidewalks						
101-444.000-801.000	Contractual Services					
101-444.000-801.478	Contractual Services - Snow Removal					
Totals for dept 444.000 - Sidewalks						
Dept 448.000 - Lighting						
101-448.000-920.000	Utilities	144,152	108,150	99,810	125,623	125,000
Totals for dept 448.000 - Lighting		144,152	108,150	99,810	125,623	125,000
Dept 523.000 - Grass, Brush & Weeds						
101-523.000-801.000	Contractual Services	840	1,500	90	113	1,000
Totals for dept 523.000 - Grass, Brush & Weeds		840	1,500	90	113	1,000
Dept 567.000 - Facilities - Cemetery						
101-567.000-702.000	Wages	578	197	153	193	214

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
101-567.000-704.100	FICA - Employer's Share	36	12	10	12	13
101-567.000-704.200	Medicare - Employer's Share	8	3	2	3	3
101-567.000-705.000	Medical Insurance - ER	140	51	(19)	(24)	45
101-567.000-705.100	Vision Benefits	1				
101-567.000-705.200	Dental Benefits	16	5	(2)	(2)	4
101-567.000-706.000	Life Insurance - ER cost	2	1			
101-567.000-707.000	Retirement Contributions-ER	42	18	14	18	16
101-567.000-707.100	Health Care Savings Plan - ER	5	3			3
101-567.000-708.000	Sick & Accident Premiums-ER	17	4	(2)	(3)	3
101-567.000-726.000	Supplies	375	25			25
101-567.000-910.100	Property Insurance	30	37	38	47	37
101-567.000-910.500	Workers Comp Insurance	5	11			12
101-567.000-930.000	Repairs and Maintenance	1,989	2,400	765	963	1,200
101-567.000-941.000	Equipment Rental	552	50	13	17	50
Totals for dept 567.000 - Facilities - Cemetery		3,796	2,817	972	1,224	1,625
Dept 694.000 - Community Development Block Grant						
101-694.000-801.000	Contractual Services		37,721			15,000
101-694.000-801.050	Contractual Services-Senior Ctr Oper	2,101	2,101			1,000
Totals for dept 694.000 - Community Development Block Grant		2,101	39,822			16,000
Dept 728.000 - Economic Development						
101-728.000-726.000	Supplies		40			40
101-728.000-801.000	Contractual Services	23,405	9,047	9,045	11,384	12,000
EXPENSE SHARED SERVICES WITH MUNDY TOWNSHIP FOR ECONOMIC DEVELOPMENT. GENERAL FUND 25% AND DDA 75%						
Totals for dept 728.000 - Economic Development		23,405	9,087	9,045	11,384	12,040
Dept 780.000 - Parks & Recreation						
101-780.000-702.000	Wages	3,224	8,609	3,431	4,249	6,647
101-780.000-704.100	FICA - Employer's Share	202	534	214	265	415
101-780.000-704.200	Medicare - Employer's Share	47	125	50	62	97
101-780.000-705.000	Medical Insurance - ER	1,219	1,106	830	1,045	1,046
101-780.000-705.100	Vision Benefits	12	4	6	8	7
101-780.000-705.200	Dental Benefits	135	50	75	94	91
101-780.000-706.000	Life Insurance - ER cost	15	9	8	10	14
101-780.000-707.000	Retirement Contributions-ER	278	260	209	256	378
101-780.000-707.100	Health Care Savings Plan - ER	78	76	38	47	109

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
101-780.000-708.000	Sick & Accident Premiums-ER	117	53	63	80	77
101-780.000-726.000	Supplies	959	1,100	1,079	1,358	800
101-780.000-801.000	Contractual Services	3,110	2,500	165	208	1,500
101-780.000-910.100	Property Insurance	433	525	472	594	525
101-780.000-910.500	Workers Comp Insurance	96	168			176
101-780.000-920.000	Utilities	1,848	1,785	1,085	1,365	2,500
101-780.000-930.000	Repairs and Maintenance	3,178	2,300	1,755	2,209	2,500
101-780.000-941.000	Equipment Rental	2,551	1,000	1,428	1,761	1,500
101-780.000-960.000	Education and Training		150			150
101-780.000-961.003	MISC - COSMOS IN THE CREEK	1	4,570	4,562	10,000	
101-780.000-976.003	EQUIPMENT- COSMOS IN THE CREEK	23,657				
Totals for dept 780.000 - Parks & Recreation		41,160	24,924	15,470	23,611	18,532
Dept 780.500 - Mundy Twp Park Services						
101-780.500-702.000	Wages	4,759	5,557	5,396	6,388	8,140
101-780.500-704.100	FICA - Employer's Share	295	345	335	396	505
101-780.500-704.200	Medicare - Employer's Share	69	81	78	93	118
101-780.500-705.000	Medical Insurance - ER	830	923	657	826	1,321
101-780.500-705.100	Vision Benefits	9	10	7	9	12
101-780.500-705.200	Dental Benefits	104	123	95	120	147
101-780.500-706.000	Life Insurance - ER cost	12	13	10	13	16
101-780.500-707.000	Retirement Contributions-ER	340	380	295	335	472
101-780.500-707.100	Health Care Savings Plan - ER	60	88	54	68	106
101-780.500-708.000	Sick & Accident Premiums-ER	90	102	79	99	109
101-780.500-726.000	Supplies	54	400			400
101-780.500-941.000	Equipment Rental	2,909	2,000	3,083	3,791	3,750
Totals for dept 780.500 - Mundy Twp Park Services		9,531	10,022	10,089	12,138	15,096
Dept 782.000 - Facilities - Abrams Park						
101-782.000-702.000	Wages	15,284	12,448	12,600	15,370	19,395
101-782.000-704.100	FICA - Employer's Share	968	772	796	970	1,209
101-782.000-704.200	Medicare - Employer's Share	226	180	186	227	283
101-782.000-705.000	Medical Insurance - ER	2,268	1,344	2,091	2,613	3,419
101-782.000-705.100	Vision Benefits	19	14	18	23	26
101-782.000-705.200	Dental Benefits	216	153	229	288	322
101-782.000-706.000	Life Insurance - ER cost	39	32	37	47	50
101-782.000-707.000	Retirement Contributions-ER	1,222	814	1,000	1,220	1,357
101-782.000-707.100	Health Care Savings Plan - ER	286	229	222	274	365

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
101-782.000-708.000	Sick & Accident Premiums-ER	223	198	239	301	284
101-782.000-726.000	Supplies	1,784	1,500	803	1,010	1,200
101-782.000-910.100	Property Insurance	414	457	634	798	700
101-782.000-910.500	Workers Comp Insurance	185	289			303
101-782.000-920.000	Utilities	2,995	2,625	2,374	2,988	2,625
101-782.000-930.000	Repairs and Maintenance	55,496	35,000	11,960	15,053	50,000
101-782.000-941.000	Equipment Rental	4,938	3,000	4,760	5,937	6,000
101-782.000-976.000	Equipment	7,172				
Totals for dept 782.000 - Facilities - Abrams Park		93,735	59,055	37,949	47,119	87,538
Dept 783.000 - Facilities - Elms Rd Park						
101-783.000-702.000	Wages	23,803	30,033	22,703	27,951	28,695
101-783.000-704.100	FICA - Employer's Share	1,503	1,862	1,429	1,758	1,792
101-783.000-704.200	Medicare - Employer's Share	351	435	334	411	419
101-783.000-705.000	Medical Insurance - ER	4,513	3,862	2,896	3,615	4,434
101-783.000-705.100	Vision Benefits	42	46	26	32	35
101-783.000-705.200	Dental Benefits	483	522	306	385	425
101-783.000-706.000	Life Insurance - ER cost	78	80	52	65	70
101-783.000-707.000	Retirement Contributions-ER	1,946	2,319	1,594	1,948	1,945
101-783.000-707.100	Health Care Savings Plan - ER	513	573	360	443	527
101-783.000-708.000	Sick & Accident Premiums-ER	478	547	332	418	381
101-783.000-726.000	Supplies	1,998	1,700	944	1,188	1,500
101-783.000-801.000	Contractual Services			220	277	
101-783.000-910.100	Property Insurance	377	373	501	631	500
101-783.000-910.500	Workers Comp Insurance	334	182			191
101-783.000-920.000	Utilities	2,983	3,413	2,236	2,815	3,000
101-783.000-930.000	Repairs and Maintenance	116,571	95,000	90,159	113,476	50,000
101-783.000-941.000	Equipment Rental	6,910	5,100	5,011	6,113	6,100
101-783.000-976.000	Equipment	3,150				
Totals for dept 783.000 - Facilities - Elms Rd Park		166,033	146,047	129,103	161,526	100,014
Dept 786.000 - Non-Motorized Trailway						
101-786.000-726.000		16	20			20
101-786.000-801.000-786.000	Contractual Services		350	340	428	350
101-786.000-801.500-786.000	MDOT Project Pmts	79,203		7,689	7,689	
101-786.000-930.000	Repairs and Maintenance	220				
Totals for dept 786.000 - Non-Motorized Trailway		79,439	370	8,029	8,117	370

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Dept 788.000 - Otterburn Disc Golf Park						
101-788.000-702.000	Wages		5,000	436	531	664
101-788.000-704.100	FICA - Employer's Share		315	27	33	41
101-788.000-704.200	Medicare - Employer's Share		75	6	8	10
101-788.000-705.000	Medical Insurance - ER		1,530	73	92	121
101-788.000-705.100	Vision Benefits		16			1
101-788.000-705.200	Dental Benefits		182	13	16	14
101-788.000-706.000	Life Insurance - ER cost		36	2	3	1
101-788.000-707.000	Retirement Contributions-ER			43	52	49
101-788.000-707.100	Health Care Savings Plan - ER			7	9	10
101-788.000-708.000	Sick & Accident Premiums-ER			11	14	10
101-788.000-726.000	Supplies	1,210	1,400	1,393	1,753	1,500
101-788.000-801.000	Contractual Services			6,325	7,961	
101-788.000-930.000	Repairs and Maintenance	2,034	5,000	2,034	2,560	630,000
DNR GRANT 290K -HUD GRANT 283K						
101-788.000-941.000	Equipment Rental		500	246	310	500
101-788.000-976.000	Equipment		7,500			7,500
Totals for dept 788.000 - Otterburn Disc Golf Park		3,244	21,554	10,616	13,342	640,421
Dept 790.000 - Facilities-Senior Center/Libr						
101-790.000-702.000	Wages	9,416	10,345	7,533	9,220	10,542
101-790.000-704.100	FICA - Employer's Share	588	641	469	574	660
101-790.000-704.200	Medicare - Employer's Share	138	150	110	134	154
101-790.000-705.000	Medical Insurance - ER	1,193	1,225	890	1,120	1,650
101-790.000-705.100	Vision Benefits	12	12	9	11	14
101-790.000-705.200	Dental Benefits	138	139	109	137	167
101-790.000-706.000	Life Insurance - ER cost	26	24	22	27	28
101-790.000-707.000	Retirement Contributions-ER	758	621	534	654	699
101-790.000-707.100	Health Care Savings Plan - ER	200	186	132	161	217
101-790.000-708.000	Sick & Accident Premiums-ER	146	146	118	149	157
101-790.000-726.000	Supplies	70	350	229	288	350
101-790.000-910.100	Property Insurance	2,172	2,445	2,457	3,092	2,500
101-790.000-910.500	Workers Comp Insurance	474	270			284
101-790.000-920.000	Utilities	8,311	9,450	7,998	10,066	10,000
101-790.000-930.000	Repairs and Maintenance	4,441	3,078	5,241	6,596	3,800
101-790.000-941.000	Equipment Rental	3,089	1,700	1,611	2,010	1,950
101-790.000-961.000	Miscellaneous			101	127	100
Totals for dept 790.000 - Facilities-Senior Center/Libr		31,172	30,782	27,563	34,366	33,272

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Dept 794.000 - Community Promotions Program						
101-794.000-702.000	Wages	32,182	38,941	24,677	30,772	34,799
101-794.000-704.100	FICA - Employer's Share	2,000	2,414	1,534	1,912	2,161
101-794.000-704.200	Medicare - Employer's Share	468	565	359	447	505
101-794.000-705.000	Medical Insurance - ER	5,327	4,739	2,778	3,489	5,675
101-794.000-705.100	Vision Benefits	71	54	40	50	57
101-794.000-705.200	Dental Benefits	835	612	470	592	714
101-794.000-706.000	Life Insurance - ER cost	91	69	48	61	81
101-794.000-707.000	Retirement Contributions-ER	2,542	2,212	1,735	2,154	2,543
101-794.000-707.100	Health Care Savings Plan - ER	523	471	316	396	551
101-794.000-708.000	Sick & Accident Premiums-ER	689	526	379	477	547
101-794.000-726.000	Supplies	16,224	10,000	5,774	7,268	6,000
101-794.000-801.000	Contractual Services	1,093	1,400	7,445	9,370	1,000
101-794.000-910.100	Property Insurance	857	866	952	1,199	950
101-794.000-920.000	Utilities	407	525	307	386	400
101-794.000-930.000	Repairs and Maintenance	6,036	4,500	7,789	9,804	7,500
101-794.000-941.000	Equipment Rental	14,867	7,300	11,469	14,399	12,500
101-794.000-961.000	Miscellaneous			200	252	200
101-794.000-976.000	Equipment	5,625	2,000			1,000
Totals for dept 794.000 - Community Promotions Program		89,837	77,194	66,272	83,028	77,183
Dept 797.000 - Facilities - City Parking Lots						
101-797.000-726.000	Supplies		100			100
101-797.000-920.000	Utilities	2,100	2,625	1,710	2,153	2,250
101-797.000-930.000	Repairs and Maintenance	162,603	6,000	34	42	3,000
Totals for dept 797.000 - Facilities - City Parking Lots		164,703	8,725	1,744	2,195	5,350
Dept 851.000 - Retired Employee Health Care						
101-851.000-705.000	Medical Insurance - ER	29,629	34,732	22,237	27,988	35,774
Totals for dept 851.000 - Retired Employee Health Care		29,629	34,732	22,237	27,988	35,774
Dept 965.000 - Transfers Out						
101-965.000-998.401	Trf Out to Capital Projects Fd	55,000	47,500	47,500	47,500	47,500
101-965.000-998.402	Transfer Out to Fire Equip Fd	226,000	155,000	155,000	155,000	155,000
Totals for dept 965.000 - Transfers Out		281,000	202,500	202,500	202,500	202,500
TOTAL APPROPRIATIONS		3,289,849	3,119,408	2,415,717	2,941,125	3,700,690



GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 101		100,893	(19,686)	117,408	108,671	(81,702)
BEGINNING FUND BALANCE		1,763,784	1,864,677	1,864,677	1,864,677	1,973,348
ENDING FUND BALANCE		1,864,677	1,844,991	1,982,085	1,973,348	1,891,646

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 202 - Major Street Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
202-000.000-569.000	Act 51 Revenues	604,068	617,297	433,583	573,583	628,915
202-000.000-664.000	Interest Income	2,896	5,600	4,729	5,951	5,100
Totals for dept 000.000 - General		606,964	622,897	438,312	579,534	634,015
Dept 441.000 - Miller Rd Park & Ride						
202-441.000-677.000	Reimbursements	3,605	5,000	2,416	3,040	3,600
Totals for dept 441.000 - Miller Rd Park & Ride		3,605	5,000	2,416	3,040	3,600
Dept 449.500 - Right of Way - General						
202-449.500-597.000	Grants from Private Entities		3,000	3,000	3,000	
Totals for dept 449.500 - Right of Way - General			3,000	3,000	3,000	
Dept 454.000 - STREETS PROJECTS						
202-454.000-510.000-454.101	Federal Street Grant	1,124,549				
Totals for dept 454.000 - STREETS PROJECTS		1,124,549				
Dept 463.000 - Routine Maint - Streets						
202-463.000-677.000	Reimbursements	11,340	10,000			
Totals for dept 463.000 - Routine Maint - Streets		11,340	10,000			
Dept 478.000 - Snow & Ice Removal						
202-478.000-677.000	Reimbursements	1,812	3,000	5,177	5,177	1,800
Totals for dept 478.000 - Snow & Ice Removal		1,812	3,000	5,177	5,177	1,800
TOTAL ESTIMATED REVENUES		1,748,270	643,897	448,905	590,751	639,415

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 228.000 - Information Technology						
202-228.000-801.000	Contractual Services	748	900	421	530	575
Totals for dept 228.000 - Information Technology		748	900	421	530	575
Dept 429.000 - Occupational Safety						
202-429.000-702.000	Wages	141				
202-429.000-704.100	FICA - Employer's Share	9				
202-429.000-704.200	Medicare - Employer's Share	2				
202-429.000-705.000	Medical Insurance - ER	48				
202-429.000-705.200	Dental Benefits	6				
202-429.000-706.000	Life Insurance - ER cost	1				
202-429.000-707.000	Retirement Contributions-ER	14	34			
202-429.000-707.100	Health Care Savings Plan - ER	3				
202-429.000-708.000	Sick & Accident Premiums-ER	5				
202-429.000-941.000	Equipment Rental	67				
Totals for dept 429.000 - Occupational Safety		296	34			
Dept 441.000 - Miller Rd Park & Ride						
202-441.000-702.000-441.000	Wages	1,666	2,063	1,220	1,535	1,575
202-441.000-704.100-441.000	FICA - Employer's Share	103	128	76	95	98
202-441.000-704.200-441.000	Medicare - Employer's Share	24	30	18	22	23
202-441.000-705.000-441.000	Medical Insurance - ER	300	134	84	106	404
202-441.000-705.100-441.000	Vision Benefits	3	1	1	1	3
202-441.000-705.200-441.000	Dental Benefits	31	13	10	13	36
202-441.000-706.000-441.000	Life Insurance - ER cost	4	2	1	1	4
202-441.000-707.000-441.000	Retirement Contributions-ER	129		76	96	100
202-441.000-707.100-441.000	Health Care Savings Plan - ER	16	12	7	8	29
202-441.000-708.000-441.000	Sick & Accident Premiums-ER	28	15	8	10	29
202-441.000-726.000			400	30	38	400
202-441.000-920.000		891	1,575	716	901	1,000
202-441.000-930.000		1,030	1,200	425	535	1,000
202-441.000-941.000		465	300	393	494	500
Totals for dept 441.000 - Miller Rd Park & Ride		4,690	5,873	3,065	3,855	5,201
Dept 449.500 - Right of Way - General						

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
202-449.500-930.000	Repairs and Maintenance	4,345	15,000	12,650	15,922	15,000
Totals for dept 449.500 - Right of Way - General		4,345	15,000	12,650	15,922	15,000
Dept 449.501 - Right of Way - Storms						
202-449.501-930.000	Repairs and Maintenance	32	15,000			100
Totals for dept 449.501 - Right of Way - Storms		32	15,000			100
Dept 452.100 - Safe Routes to School Grant						
202-452.100-801.000-452.100	Contractual Services	33				
202-452.100-801.450-452.100	Construction Engineering	67,442	650	638	804	
202-452.100-801.500-452.100	MDOT Project Pmts	194,030	5,620	5,610	5,610	
Totals for dept 452.100 - Safe Routes to School Grant		261,505	6,270	6,248	6,414	
Dept 454.000 - STREETS PROJECTS						
202-454.000-801.000	Contractual Services		259,605		105,910	325,000
	FOOTNOTE AMOUNTS:				105,910	375,272
	CAPPY LN RECONSTRUCTION					
202-454.000-801.400	DESIGN ENGINEERING	14,438	37,500	37,155	46,763	
202-454.000-801.450	Construction Engineering	1,442,144	38,940		15,000	46,000
202-454.000-801.500-454.100	MDOT Project Pmts	442				
Totals for dept 454.000 - STREETS PROJECTS		1,457,024	336,045	37,155	167,673	371,000
Dept 463.000 - Routine Maint - Streets						
202-463.000-702.000	Wages	26,015	53,781	21,209	26,028	29,142
202-463.000-704.100	FICA - Employer's Share	1,642	3,334	1,334	1,636	1,817
202-463.000-704.200	Medicare - Employer's Share	384	780	312	382	425
202-463.000-705.000	Medical Insurance - ER	5,313	8,243	3,710	4,639	5,367
202-463.000-705.100	Vision Benefits	56	72	40	50	50
202-463.000-705.200	Dental Benefits	651	900	521	655	619
202-463.000-706.000	Life Insurance - ER cost	81	107	63	79	77
202-463.000-707.000	Retirement Contributions-ER	3,307	4,379	2,714	3,347	3,430
202-463.000-707.100	Health Care Savings Plan - ER	436	750	396	493	560
202-463.000-708.000	Sick & Accident Premiums-ER	568	776	424	533	476
202-463.000-726.000	Supplies	141	150			150
202-463.000-801.000	Contractual Services	615	440	395	497	440
202-463.000-910.500	Workers Comp Insurance	2,197	1,303			1,368
202-463.000-930.000	Repairs and Maintenance	54,813	127,413	69,434	87,392	70,000
202-463.000-930.786	Repairs & Maintenance (Non Mot SRTS)	8,298				

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
202-463.000-941.000	Equipment Rental	16,538	17,000	18,495	21,964	20,000
202-463.000-960.000	Education and Training	1,900	225			225
Totals for dept 463.000 - Routine Maint - Streets		122,955	219,653	119,047	147,695	134,146
Dept 473.000 - Routine Maint - Bridges						
202-473.000-801.000	Contractual Services	18,049				
Totals for dept 473.000 - Routine Maint - Bridges		18,049				
Dept 474.000 - Traffic Services						
202-474.000-702.000	Wages	4,349	5,365	4,028	4,948	4,440
202-474.000-704.100	FICA - Employer's Share	290	339	256	313	275
202-474.000-704.200	Medicare - Employer's Share	68	80	60	73	64
202-474.000-705.000	Medical Insurance - ER	1,142	744	721	896	750
202-474.000-705.100	Vision Benefits	11	6	6	7	7
202-474.000-705.200	Dental Benefits	132	80	72	90	86
202-474.000-706.000	Life Insurance - ER cost	14	8	7	9	11
202-474.000-707.000	Retirement Contributions-ER	362	430	322	392	278
202-474.000-707.100	Health Care Savings Plan - ER	72	41	41	52	71
202-474.000-708.000	Sick & Accident Premiums-ER	109	63	60	76	76
202-474.000-726.000	Supplies	11,999	9,276	5,411	6,811	7,000
202-474.000-801.000	Contractual Services	21,369	36,185	21,250	26,745	25,000
202-474.000-920.000	Utilities	16,141	6,752	6,627	8,341	8,200
202-474.000-941.000	Equipment Rental	1,899	1,000	1,524	1,900	2,000
Totals for dept 474.000 - Traffic Services		57,957	60,369	40,385	50,653	48,258
Dept 478.000 - Snow & Ice Removal						
202-478.000-702.000	Wages	10,484	15,006	16,142	20,115	13,499
202-478.000-704.100	FICA - Employer's Share	650	930	1,007	1,253	837
202-478.000-704.200	Medicare - Employer's Share	152	218	236	293	196
202-478.000-705.000	Medical Insurance - ER	2,343	2,956	2,078	2,589	2,546
202-478.000-705.100	Vision Benefits	28	34	19	24	23
202-478.000-705.200	Dental Benefits	327	388	238	300	281
202-478.000-706.000	Life Insurance - ER cost	36	41	22	28	36
202-478.000-707.000	Retirement Contributions-ER	812	1,326	1,289	1,609	833
202-478.000-707.100	Health Care Savings Plan - ER	168	271	148	186	236
202-478.000-708.000	Sick & Accident Premiums-ER	274	323	225	284	248
202-478.000-726.000	Supplies	8,808	22,700	23,400	29,452	25,000
202-478.000-941.000	Equipment Rental	13,511	18,000	23,138	29,122	25,000

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Totals for dept 478.000 - Snow & Ice Removal		37,593	62,193	67,942	85,255	68,735
Dept 482.000 - Administrative						
202-482.000-702.000	Wages	12,118	13,356	10,359	12,442	13,360
202-482.000-704.100	FICA - Employer's Share	751	828	642	771	868
202-482.000-704.200	Medicare - Employer's Share	176	194	150	180	203
202-482.000-705.000	Medical Insurance - ER	923	963	865	1,088	1,157
202-482.000-705.100	Vision Benefits	7	7	5	7	7
202-482.000-705.200	Dental Benefits	71	73	61	77	76
202-482.000-706.000	Life Insurance - ER cost	53	55	44	56	55
202-482.000-707.000	Retirement Contributions-ER	1,212	1,336	1,036	1,244	1,399
202-482.000-707.100	Health Care Savings Plan - ER	485	534	414	498	560
202-482.000-708.000	Sick & Accident Premiums-ER	171	179	146	184	172
Totals for dept 482.000 - Administrative		15,967	17,525	13,722	16,547	17,857
Dept 538.500 - Intercommunity storm drains						
202-538.500-801.700	Storm/Wtr Shed Permit Fees	8,967	13,540	5,230	6,583	10,000
202-538.500-803.000	Drain Repairs	856	1,000	179	225	1,000
Totals for dept 538.500 - Intercommunity storm drains		9,823	14,540	5,409	6,808	11,000
Dept 965.000 - Transfers Out						
202-965.000-998.203	Trf Out to Local Street Fund					225,000
Totals for dept 965.000 - Transfers Out						225,000
TOTAL APPROPRIATIONS		1,990,984	753,402	306,044	501,352	896,872
NET OF REVENUES/APPROPRIATIONS - FUND 202		(242,714)	(109,505)	142,861	89,399	(257,457)
BEGINNING FUND BALANCE		492,963	250,255	250,255	250,255	339,654
ENDING FUND BALANCE		250,249	140,750	393,116	339,654	82,197

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 203 - Local Street Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
203-000.000-510.202	MDOT TRANS ECON DEV CATEGORY B GRANT	250,000				
203-000.000-569.000	Act 51 Revenues	188,961	196,492	134,570	169,570	200,348
203-000.000-664.000	Interest Income	488	5,400	6,636	8,352	5,000
Totals for dept 000.000 - General		439,449	201,892	141,206	177,922	205,348
Dept 449.000 - Right of Way Telecomm						
203-449.000-546.000	Right of Way Telecomm	24,343	15,000		15,000	15,000
Totals for dept 449.000 - Right of Way Telecomm		24,343	15,000		15,000	15,000
Dept 478.000 - Snow & Ice Removal						
203-478.000-677.000	Reimbursements	1,208	1,500	3,452	3,452	1,200
Totals for dept 478.000 - Snow & Ice Removal		1,208	1,500	3,452	3,452	1,200
Dept 931.000 - Transfers IN						
203-931.000-699.202	Transfer IN from Major St Fd					225,000
203-931.000-699.204	Transfer IN from Municipal Street Fund		500,000	500,000	500,000	250,000
Totals for dept 931.000 - Transfers IN			500,000	500,000	500,000	475,000
TOTAL ESTIMATED REVENUES		465,000	718,392	644,658	696,374	696,548

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 228.000 - Information Technology						
203-228.000-801.000	Contractual Services	748	700	421	530	700
Totals for dept 228.000 - Information Technology		748	700	421	530	700
Dept 449.500 - Right of Way - General						
203-449.500-930.000	Repairs and Maintenance	1,598	14,000	5,525	6,954	7,000
Totals for dept 449.500 - Right of Way - General		1,598	14,000	5,525	6,954	7,000
Dept 449.501 - Right of Way - Storms						
203-449.501-801.000	Contractual Services					
203-449.501-930.000	Repairs and Maintenance	13,046	1,000			1,000
Totals for dept 449.501 - Right of Way - Storms		13,046	1,000			1,000
Dept 451.000 - Construction						
203-451.000-801.000	Contractual Services	140,950				
Totals for dept 451.000 - Construction		140,950				
Dept 454.000 - STREETS PROJECTS						
203-454.000-801.000	Contractual Services		650,000		560,000	648,000
203-454.000-801.400	Design Engineering	10,410	38,500	40,715	51,245	
203-454.000-801.450	Construction Engineering		97,500		75,000	97,200
Totals for dept 454.000 - STREETS PROJECTS		10,410	786,000	40,715	686,245	745,200
Dept 455.000 - Local Street Projects						
203-455.000-801.400-455.101	Design Engineering	2,875				
203-455.000-801.450-455.101	Construction Engineering	(2,875)				
Totals for dept 455.000 - Local Street Projects						
Dept 463.000 - Routine Maint - Streets						
203-463.000-702.000	Wages	29,309	30,467	25,933	30,992	32,166
203-463.000-704.100	FICA - Employer's Share	1,840	1,889	1,622	1,938	2,004
203-463.000-704.200	Medicare - Employer's Share	430	442	379	453	469
203-463.000-705.000	Medical Insurance - ER	5,616	6,200	4,463	5,599	6,376
203-463.000-705.100	Vision Benefits	56	59	37	46	50
203-463.000-705.200	Dental Benefits	654	680	457	575	627



GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
203-463.000-706.000	Life Insurance - ER cost	81	84	60	75	81
203-463.000-707.000	Retirement Contributions-ER	2,861	2,877	2,498	2,977	2,752
203-463.000-707.100	Health Care Savings Plan - ER	463	601	385	478	582
203-463.000-708.000	Sick & Accident Premiums-ER	570	592	417	525	493
203-463.000-726.000	Supplies	2				
203-463.000-801.000	Contractual Services	305	15,000	225	283	10,000
203-463.000-910.500	Workers Comp Insurance	2,202	1,310			1,376
203-463.000-930.000	Repairs and Maintenance	27,636	125,000	111,521	130,000	100,000
BRISTOL ROAD REHABILITATION \$50,000						
203-463.000-941.000	Equipment Rental	27,659	18,000	22,654	25,999	25,000
203-463.000-960.000	Education and Training		183			
Totals for dept 463.000 - Routine Maint - Streets		99,684	203,384	170,651	199,940	181,976
Dept 463.503 - Local Streets Rehab						
203-463.503-801.000	Contractual Services	450	350	350	441	400
203-463.503-900.000	Printing and Publishing			50	63	
Totals for dept 463.503 - Local Streets Rehab		450	350	400	504	400
Dept 474.000 - Traffic Services						
203-474.000-702.000	Wages	4,246	4,600	3,825	4,447	3,084
203-474.000-704.100	FICA - Employer's Share	265	288	239	278	191
203-474.000-704.200	Medicare - Employer's Share	62	67	56	65	45
203-474.000-705.000	Medical Insurance - ER	680	706	566	709	523
203-474.000-705.100	Vision Benefits	7	6	4	6	6
203-474.000-705.200	Dental Benefits	81	72	57	71	69
203-474.000-706.000	Life Insurance - ER cost	8	7	9	11	7
203-474.000-707.000	Retirement Contributions-ER	363	343	315	359	232
203-474.000-707.100	Health Care Savings Plan - ER	47	35	50	63	48
203-474.000-708.000	Sick & Accident Premiums-ER	65	57	69	87	50
203-474.000-726.000	Supplies	1,483	1,000	1,617	2,036	1,000
203-474.000-801.000	Contractual Services	4,309	12,200	12,184	15,336	10,000
203-474.000-941.000	Equipment Rental	1,158	500	2,550	3,067	1,000
Totals for dept 474.000 - Traffic Services		12,774	19,881	21,541	26,535	16,255
Dept 478.000 - Snow & Ice Removal						
203-478.000-702.000	Wages	8,444	12,244	16,082	19,915	11,142
203-478.000-704.100	FICA - Employer's Share	524	759	1,004	1,241	691
203-478.000-704.200	Medicare - Employer's Share	122	178	235	290	162

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
203-478.000-705.000	Medical Insurance - ER	2,178	2,330	2,270	2,830	2,661
203-478.000-705.100	Vision Benefits	22	27	17	21	21
203-478.000-705.200	Dental Benefits	261	305	214	269	257
203-478.000-706.000	Life Insurance - ER cost	28	33	20	25	28
203-478.000-707.000	Retirement Contributions-ER	740	1,026	1,239	1,524	821
203-478.000-707.100	Health Care Savings Plan - ER	141	218	134	169	188
203-478.000-708.000	Sick & Accident Premiums-ER	213	260	211	265	192
203-478.000-726.000	Supplies	8,121	15,000	23,785	29,936	20,000
203-478.000-801.000	Contractual Services			3,272	4,119	3,000
203-478.000-941.000	Equipment Rental	8,671	11,000	17,533	21,773	15,000
Totals for dept 478.000 - Snow & Ice Removal		29,465	43,380	66,016	82,377	54,163
Dept 482.000 - Administrative						
203-482.000-702.000	Wages	9,088	10,017	7,769	9,332	10,020
203-482.000-704.100	FICA - Employer's Share	563	621	482	579	651
203-482.000-704.200	Medicare - Employer's Share	132	145	113	135	152
203-482.000-705.000	Medical Insurance - ER	692	722	649	816	867
203-482.000-705.100	Vision Benefits	5	5	4	5	5
203-482.000-705.200	Dental Benefits	53	55	46	58	57
203-482.000-706.000	Life Insurance - ER cost	40	41	33	42	41
203-482.000-707.000	Retirement Contributions-ER	909	1,002	777	933	1,049
203-482.000-707.100	Health Care Savings Plan - ER	363	401	311	373	420
203-482.000-708.000	Sick & Accident Premiums-ER	128	135	110	138	129
Totals for dept 482.000 - Administrative		11,973	13,144	10,294	12,411	13,391
Dept 538.500 - Intercommunity storm drains						
203-538.500-801.700	Storm/Wtr Shed Permit Fees	8,967	12,000	5,230	6,583	6,000
203-538.500-803.000	Drain Repairs	1,850	1,200	179	225	1,000
Totals for dept 538.500 - Intercommunity storm drains		10,817	13,200	5,409	6,808	7,000
TOTAL APPROPRIATIONS		331,915	1,095,039	320,972	1,022,304	1,027,085
NET OF REVENUES/APPROPRIATIONS - FUND 203		133,085	(376,647)	323,686	(325,930)	(330,537)
BEGINNING FUND BALANCE		538,388	671,470	671,470	671,470	345,540
ENDING FUND BALANCE		671,473	294,823	995,156	345,540	15,003

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 204 - MUNICIPAL STREET FUND						
ESTIMATED REVENUES						
Dept 000.000 - General						
204-000.000-402.204	Current Tax Revenue Local St Millage	737,146	801,388	796,112	801,388	825,430
204-000.000-412.000	Delinquent Tax Revenue	263	50	190	239	100
204-000.000-433.000	St-Charge in Lieu		1,430	1,679	2,114	1,700
204-000.000-526.000	CAPITAL IMPROVEMENT BOND	980				
204-000.000-573.000	LCSA Share Taxes PA 80	25,898	10,000	10,390	13,077	10,000
204-000.000-664.000	Interest Income	83,788	76,070	58,136	73,171	76,000
204-000.000-698.354	BOND PROCEEDS GO TAX BONDS	6,705,927				
Totals for dept 000.000 - General		7,554,002	888,938	866,507	889,989	913,230
TOTAL ESTIMATED REVENUES		7,554,002	888,938	866,507	889,989	913,230

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 455.100 - CAPITAL IMPROVEMENT BOND						
204-455.100-801.000-455.200	Contractual Services	3,900,511	2,315,284	1,202,386	1,853,348	
204-455.100-801.400-455.200	Design Engineering	244,491	94,850	154,959	165,000	
204-455.100-801.450-455.200	Construction Engineering	1,309,003	80,000	49,446	62,234	
Totals for dept 455.100 - CAPITAL IMPROVEMENT BOND		5,454,005	2,490,134	1,406,791	2,080,582	
Dept 905.000 - Debt Service						
204-905.000-991.204	CAP IMP BOND PRINCIPAL PMT		235,000	235,000	235,000	255,000
204-905.000-991.354	GO Tax Bond 2017 Principal Payment	160,031	161,700	161,700	161,700	165,550
204-905.000-995.204	CAP IMP BOND INTEREST PMT		128,000	128,000	128,000	123,300
204-905.000-995.354	GO Tax Bond 2017 Interest Expense	16,719	13,088	13,088	13,088	9,046
204-905.000-995.455	GO TAX BOND 2023 INTEREST PAYMENT	135,822	123,300	123,300	123,300	118,200
204-905.000-996.354	GO Tax Bond 2017 Agent Fees	706	385			
Totals for dept 905.000 - Debt Service		313,278	661,473	661,088	661,088	671,096
Dept 965.000 - Transfers Out						
204-965.000-998.203	Trf Out to Local Street Fund		500,000	500,000	500,000	250,000
Totals for dept 965.000 - Transfers Out			500,000	500,000	500,000	250,000
TOTAL APPROPRIATIONS		5,767,283	3,651,607	2,567,879	3,241,670	921,096
NET OF REVENUES/APPROPRIATIONS - FUND 204		1,786,719	(2,762,669)	(1,701,372)	(2,351,681)	(7,866)
BEGINNING FUND BALANCE		581,569	2,368,289	2,368,289	2,368,289	16,608
ENDING FUND BALANCE		2,368,288	(394,380)	666,917	16,608	8,742

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 226 - Garbage Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
226-000.000-402.000	Current Tax Revenue	466,675	488,326	481,974	488,326	512,742
226-000.000-412.000	Delinquent Tax Revenue	171	108	121	121	110
226-000.000-433.000	St-Charge in Lieu		880	1,076	1,354	1,000
226-000.000-445.000	Late Payment Interest Revenue	6,167	3,000	2,964	2,964	3,000
226-000.000-573.000	LCSA Share Taxes PA 80 2014/2016 Fwd	16,562	6,500	6,654	6,654	6,500
226-000.000-664.000	Interest Income	6,124	10,400	12,484	15,712	10,400
Totals for dept 000.000 - General		495,699	509,214	505,273	515,131	533,752
Dept 253.000 - Treasurer						
226-253.000-677.000	Reimbursements			120	151	
Totals for dept 253.000 - Treasurer				120	151	
TOTAL ESTIMATED REVENUES		495,699	509,214	505,393	515,282	533,752

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101.000 - Council						
226-101.000-702.000	Wages	1,995	2,187	1,716	2,160	2,187
226-101.000-704.100	FICA - Employer's Share	124	136	106	134	136
226-101.000-704.200	Medicare - Employer's Share	29	32	25	31	32
226-101.000-726.000	Supplies	4	50	49	62	50
226-101.000-910.200	General Liability Insurance	993	1,113	993	1,250	1,000
226-101.000-910.500	Workers Comp Insurance	2	3			3
226-101.000-960.000	Education and Training	661	700	452	568	500
Totals for dept 101.000 - Council		3,808	4,221	3,341	4,205	3,908
Dept 172.000 - Executive						
226-172.000-702.000	Wages	5,300	5,804	4,530	5,441	5,842
226-172.000-704.100	FICA - Employer's Share	359	360	306	366	377
226-172.000-704.200	Medicare - Employer's Share	84	84	72	86	88
226-172.000-705.000	Medical Insurance - ER	928	981	856	1,077	1,132
226-172.000-705.100	Vision Benefits	8	8	6	8	8
226-172.000-705.200	Dental Benefits	91	93	78	98	97
226-172.000-706.000	Life Insurance - ER cost	22	23	18	23	23
226-172.000-707.000	Retirement Contributions-ER	579	580	494	590	608
226-172.000-707.100	Health Care Savings Plan - ER	232	232	197	236	243
226-172.000-708.000	Sick & Accident Premiums-ER	71	75	61	77	75
226-172.000-801.000	Contractual Services	631	750	769	967	775
226-172.000-850.000	Communications	9	10	8	9	10
226-172.000-910.200	General Liability Insurance	995	973	982	1,236	1,000
226-172.000-910.500	Workers Comp Insurance	97	49			51
226-172.000-940.000	Vehicle and Travel Expense	480	480	400	453	480
226-172.000-960.000	Education and Training	26	50	(16)	(20)	50
226-172.000-961.000	Miscellaneous	17				
Totals for dept 172.000 - Executive		9,929	10,552	8,761	10,647	10,859
Dept 215.000 - Administration and Clerk						
226-215.000-702.000	Wages	785	613	559	672	721
226-215.000-704.100	FICA - Employer's Share	49	38	35	42	45
226-215.000-704.200	Medicare - Employer's Share	11	9	8	10	10
226-215.000-705.000	Medical Insurance - ER		44			

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
226-215.000-705.200	Dental Benefits		5			
226-215.000-706.000	Life Insurance - ER cost	5	6	3	4	5
226-215.000-707.000	Retirement Contributions-ER	69	61	45	54	72
226-215.000-707.100	Health Care Savings Plan - ER	31	25	22	27	29
226-215.000-708.000	Sick & Accident Premiums-ER	14	15	12	15	13
226-215.000-726.000	Supplies	18	35	64	81	65
226-215.000-745.000	Postage	764	510	624	785	650
226-215.000-801.000	Contractual Services	872	500	1,109	1,396	1,100
226-215.000-850.000	Communications			25	32	
226-215.000-900.000	Printing and Publishing	605	750	905	1,139	750
226-215.000-960.000	Education and Training	264	350	81	102	600
226-215.000-961.000	Miscellaneous	14				
226-215.000-976.000	Equipment					50
Totals for dept 215.000 - Administration and Clerk		3,501	2,961	3,492	4,359	4,110
Dept 228.000 - Information Technology						
226-228.000-801.000	Contractual Services	2,466	3,250	1,150	1,448	1,500
226-228.000-976.000	Equipment			44	55	
Totals for dept 228.000 - Information Technology		2,466	3,250	1,194	1,503	1,500
Dept 253.000 - Treasurer						
226-253.000-702.000	Wages	6,806	7,772	5,416	6,594	6,495
226-253.000-704.100	FICA - Employer's Share	439	482	351	426	403
226-253.000-704.200	Medicare - Employer's Share	103	113	82	100	94
226-253.000-705.000	Medical Insurance - ER	1,416	1,087	1,314	1,635	2,043
226-253.000-705.100	Vision Benefits	7	10	7	8	10
226-253.000-705.200	Dental Benefits	75	112	74	93	117
226-253.000-706.000	Life Insurance - ER cost	22	43	20	25	24
226-253.000-707.000	Retirement Contributions-ER	597	622	482	588	586
226-253.000-707.100	Health Care Savings Plan - ER	135	145	132	163	96
226-253.000-708.000	Sick & Accident Premiums-ER	108	169	114	144	115
226-253.000-726.000	Supplies	406	300	285	359	300
226-253.000-745.000	Postage	193	210	109	137	100
226-253.000-801.000	Contractual Services	9,124	13,300	12,203	15,359	10,160
226-253.000-803.000	Drain Repairs					50
226-253.000-805.000	Bank Fees	49	50	23	29	
226-253.000-900.000	Printing and Publishing	8	10			10
226-253.000-910.300	Insurance and Bonds	5	15			15

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
226-253.000-940.000	Vehicle and Travel Expense	120	120	74	93	120
226-253.000-960.000	Education and Training	556	250	192	242	250
226-253.000-961.000	Miscellaneous		30			
Totals for dept 253.000 - Treasurer		20,169	24,840	20,878	25,995	20,988
Dept 265.000 - Facilities - City Hall						
226-265.000-702.000	Wages	1,083	965	809	1,018	1,016
226-265.000-704.100	FICA - Employer's Share	70	62	52	65	63
226-265.000-704.200	Medicare - Employer's Share	16	15	12	15	15
226-265.000-705.000	Medical Insurance - ER	249	126	129	162	185
226-265.000-705.100	Vision Benefits	2	1	1	1	2
226-265.000-705.200	Dental Benefits	25	11	12	15	22
226-265.000-706.000	Life Insurance - ER cost	3	2	2	2	2
226-265.000-707.000	Retirement Contributions-ER	102	79	62	77	78
226-265.000-707.100	Health Care Savings Plan - ER	23	16	14	18	15
226-265.000-708.000	Sick & Accident Premiums-ER	22	10	11	13	16
226-265.000-726.000	Supplies	448	200	145	183	200
226-265.000-850.000	Communications	715	600	1,277	1,606	1,500
226-265.000-910.100	Property Insurance	250	275	284	357	300
226-265.000-910.500	Workers Comp Insurance	29	28			29
226-265.000-920.000	Utilities	1,031	1,155	817	1,029	1,000
226-265.000-930.000	Repairs and Maintenance	747	1,500	399	502	7,000
226-265.000-941.000	Equipment Rental	243	100			100
Totals for dept 265.000 - Facilities - City Hall		5,058	5,145	4,026	5,063	11,543
Dept 528.000 - Sanitation Collection						
226-528.000-702.000	Wages	4,077	4,300	3,090	3,686	5,270
226-528.000-704.100	FICA - Employer's Share	255	267	193	230	333
226-528.000-704.200	Medicare - Employer's Share	60	62	45	54	74
226-528.000-705.000	Medical Insurance - ER	345	1,176	751	945	799
226-528.000-705.100	Vision Benefits	3	12	7	9	6
226-528.000-705.200	Dental Benefits	28	120	74	93	69
226-528.000-706.000	Life Insurance - ER cost	11	20	14	18	17
226-528.000-707.000	Retirement Contributions-ER	325	404	294	350	386
226-528.000-707.100	Health Care Savings Plan - ER	103	108	83	101	143
226-528.000-708.000	Sick & Accident Premiums-ER	43	125	82	103	81
226-528.000-801.000	Contractual Services	310,295	319,300	237,432	298,837	323,650
FOOTNOTE AMOUNTS:						323,650



GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
CONTRACT EXP JUNE 30 2026-- 13.26/ STOP (2034 STOPS)						
226-528.000-910.500	Workers Comp Insurance	734	437			459
226-528.000-941.000	Equipment Rental	8,440	12,200	6,415	8,020	6,200
Totals for dept 528.000 - Sanitation Collection		324,719	338,531	248,480	312,446	337,487
Dept 530.000 - Wood Chipping						
226-530.000-702.000	Wages	24,753	24,056	22,049	25,162	31,286
226-530.000-704.100	FICA - Employer's Share	1,546	1,491	1,376	1,570	1,946
226-530.000-704.200	Medicare - Employer's Share	362	349	322	367	455
226-530.000-705.000	Medical Insurance - ER	5,384	3,123	4,010	5,028	5,466
226-530.000-705.100	Vision Benefits	56	42	33	42	44
226-530.000-705.200	Dental Benefits	640	480	461	581	542
226-530.000-706.000	Life Insurance - ER cost	80	59	62	78	74
226-530.000-707.000	Retirement Contributions-ER	5,372	5,200	4,302	5,200	5,198
226-530.000-707.100	Health Care Savings Plan - ER	371	419	316	394	520
226-530.000-708.000	Sick & Accident Premiums-ER	578	422	415	523	469
226-530.000-726.000	Supplies	154	150	315	397	150
226-530.000-801.000	Contractual Services	14	130	33	42	100
226-530.000-910.500	Workers Comp Insurance	734	437			475
226-530.000-930.000	Repairs and Maintenance	481	1,400	1,105	1,391	1,400
226-530.000-941.000	Equipment Rental	29,194	20,000	24,481	27,899	20,000
Totals for dept 530.000 - Wood Chipping		69,719	57,758	59,280	68,674	68,125
Dept 782.000 - Facilities - Abrams Park						
226-782.000-702.000	Wages	6,529	10,815	4,742	5,749	7,193
226-782.000-704.100	FICA - Employer's Share	409	671	298	361	446
226-782.000-704.200	Medicare - Employer's Share	96	157	70	84	104
226-782.000-705.000	Medical Insurance - ER	1,163	2,052	864	1,079	1,079
226-782.000-705.100	Vision Benefits	12	24	8	10	10
226-782.000-705.200	Dental Benefits	135	276	98	123	119
226-782.000-706.000	Life Insurance - ER cost	16	30	10	12	15
226-782.000-707.000	Retirement Contributions-ER	476	886	278	331	363
226-782.000-707.100	Health Care Savings Plan - ER	74	196	47	59	96
226-782.000-708.000	Sick & Accident Premiums-ER	121	228	78	99	101
226-782.000-941.000	Equipment Rental	1,966	2,500	917	1,101	1,000
Totals for dept 782.000 - Facilities - Abrams Park		10,997	17,835	7,410	9,008	10,526
Dept 783.000 - Facilities - Elms Rd Park						

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
226-783.000-702.000	Wages	8,337	12,254	6,765	8,083	9,838
226-783.000-704.100	FICA - Employer's Share	521	760	423	505	610
226-783.000-704.200	Medicare - Employer's Share	122	178	99	118	143
226-783.000-705.000	Medical Insurance - ER	1,554	2,189	1,031	1,291	1,463
226-783.000-705.100	Vision Benefits	16	26	10	13	13
226-783.000-705.200	Dental Benefits	185	297	117	147	158
226-783.000-706.000	Life Insurance - ER cost	21	32	11	14	20
226-783.000-707.000	Retirement Contributions-ER	608	941	363	417	469
226-783.000-707.100	Health Care Savings Plan - ER	101	211	57	72	129
226-783.000-708.000	Sick & Accident Premiums-ER	161	246	94	118	135
226-783.000-941.000	Equipment Rental	2,942	3,300	1,411	1,607	1,500
Totals for dept 783.000 - Facilities - Elms Rd Park		14,568	20,434	10,381	12,385	14,478
Dept 965.000 - Transfers Out						
226-965.000-998.101	Transfer Out to Gen Fd	2,387				
226-965.000-998.401	Trf Out to Capital Projects Fd		2,500	2,500	2,500	
Totals for dept 965.000 - Transfers Out		2,387	2,500	2,500	2,500	
TOTAL APPROPRIATIONS		467,321	488,027	369,743	456,785	483,524
<b>NET OF REVENUES/APPROPRIATIONS - FUND 226</b>		<b>28,378</b>	<b>21,187</b>	<b>135,650</b>	<b>58,497</b>	<b>50,228</b>
<b>BEGINNING FUND BALANCE</b>		<b>416,362</b>	<b>444,743</b>	<b>444,743</b>	<b>444,743</b>	<b>503,240</b>
<b>ENDING FUND BALANCE</b>		<b>444,740</b>	<b>465,930</b>	<b>580,393</b>	<b>503,240</b>	<b>553,468</b>

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 248 - Downtown Development Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
248-000.000-402.000	Current Tax Revenue	169,834	167,297	131,623	165,663	172,316
248-000.000-664.000	Interest Income	202	2,630	2,728	3,434	2,600
Totals for dept 000.000 - General		170,036	169,927	134,351	169,097	174,916
Dept 728.000 - Economic Development						
248-728.000-551.000	Other State Grant Revenue		10,000	10,000	10,000	
Totals for dept 728.000 - Economic Development			10,000	10,000	10,000	
TOTAL ESTIMATED REVENUES		170,036	179,927	144,351	179,097	174,916

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 000.000 - General						
248-000.000-702.000	DDA WAGES			207	149	125
248-000.000-704.100	FICA - Employer's Share			13	9	8
248-000.000-704.200	Medicare - Employer's Share			3	2	3
248-000.000-705.000	Medical Insurance - ER			69	87	73
248-000.000-705.100	Vision Benefits			1	1	1
248-000.000-705.200	Dental Benefits			7	9	8
248-000.000-706.000	Life Insurance - ER cost			1	1	1
248-000.000-707.000	Retirement Contributions-ER			21	15	13
248-000.000-707.100	Health Care Savings Plan - ER			5	6	5
248-000.000-708.000	Sick & Accident Premiums-ER			6	7	7
248-000.000-941.000	Equipment Rental			99	71	
Totals for dept 000.000 - General				432	357	244
Dept 173.000 - DDA Administration						
248-173.000-745.000	Postage	3	100			100
248-173.000-801.000	Contractual Services	685	5,000			5,000
248-173.000-825.000	Admin Services	5,000	10,000	10,000	10,000	10,000
STAFF SUPPORT						
248-173.000-961.000	Miscellaneous	1,300	2,300	4,377	4,500	4,500
Totals for dept 173.000 - DDA Administration		6,988	17,400	14,377	14,500	19,600
Dept 728.000 - Economic Development						
248-728.000-801.000	Contractual Services	7,259	30,799	3,236	30,000	35,000
MUNDY AND TIF UPDATE						
248-728.000-961.000	Miscellaneous		138,250	138,632	138,250	50,000
CHURCH SUPPORT						
248-728.000-976.000	Equipment		5,000		1,000	1,000
Totals for dept 728.000 - Economic Development		7,259	174,049	141,868	169,250	86,000
Dept 728.002 - Streetscape						
248-728.002-726.000	Supplies	7,400	35,000	29,600	32,000	175,000
HOLLAND SQUARE, WAYFINDING & CRAPO SIGN						
248-728.002-801.000	Contractual Services		20,000	20,000	20,000	
248-728.002-967.101	Contribution to General Fund	40,000				

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Totals for dept 728.002 - Streetscape		47,400	55,000	49,600	52,000	175,000
Dept 728.003 - Facade Program						
248-728.003-801.000	Contractual Services	7,258	10,000		4,000	10,000
Totals for dept 728.003 - Facade Program		7,258	10,000		4,000	10,000
Dept 728.004 - Family Movie Night						
248-728.004-726.000	Supplies	1,930	2,000	890	2,000	2,000
248-728.004-801.000	Contractual Services	3,705	2,500	2,990	4,000	4,000
248-728.004-968.000	Depreciation Expense	2,486	2,000			
Totals for dept 728.004 - Family Movie Night		8,121	6,500	3,880	6,000	6,000
TOTAL APPROPRIATIONS		77,026	262,949	210,157	246,107	296,844
NET OF REVENUES/APPROPRIATIONS - FUND 248		93,010	(83,022)	(65,806)	(67,010)	(121,928)
BEGINNING FUND BALANCE		139,606	232,617	232,617	232,617	165,607
ENDING FUND BALANCE		232,616	149,595	166,811	165,607	43,679

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 401 - Capital Project Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
401-000.000-664.000	Interest Income	1		7	8	
Totals for dept 000.000 - General		1		7	8	
Dept 931.000 - Transfers IN						
401-931.000-699.101	Transfer In from Genl Fund	55,000	47,500	47,500	47,500	47,500
401-931.000-699.226	Transfer IN from Garbage Fund		2,500	2,500	2,500	
401-931.000-699.590	Transfer IN from Water Fund	2,500	5,000	5,000	5,000	
401-931.000-699.591	Transfer IN from Sewer Fund	2,500	5,000	5,000	5,000	
Totals for dept 931.000 - Transfers IN		60,000	60,000	60,000	60,000	47,500
TOTAL ESTIMATED REVENUES		60,001	60,000	60,007	60,008	47,500

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 265.000 - Facilities - City Hall						
401-265.000-982.000	Bldg Construction					24,000
Totals for dept 265.000 - Facilities - City Hall						24,000
TOTAL APPROPRIATIONS						24,000
<b>NET OF REVENUES/APPROPRIATIONS - FUND 401</b>		<b>60,001</b>	<b>60,000</b>	<b>60,007</b>	<b>60,008</b>	<b>23,500</b>
<b>BEGINNING FUND BALANCE</b>			<b>60,001</b>	<b>60,001</b>	<b>60,001</b>	<b>120,009</b>
<b>ENDING FUND BALANCE</b>		<b>60,001</b>	<b>120,001</b>	<b>120,008</b>	<b>120,009</b>	<b>143,509</b>

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 402 - Fire Equip Replacement Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
402-000.000-574.400	CVTRS- PS - Revenue Sharing	1,138	1,195			
402-000.000-664.000	Interest Income	11	1,450	2,232	2,809	1,450
Totals for dept 000.000 - General		1,149	2,645	2,232	2,809	1,450
Dept 931.000 - Transfers IN						
402-931.000-699.101	Transfer In from Genl Fund	226,000	155,000	155,000	155,000	155,000
Totals for dept 931.000 - Transfers IN		226,000	155,000	155,000	155,000	155,000
TOTAL ESTIMATED REVENUES		227,149	157,645	157,232	157,809	156,450



GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 336.000 - Fire Department						
402-336.000-976.000	Equipment	113,870	107,020	107,012	134,688	
Totals for dept 336.000 - Fire Department		113,870	107,020	107,012	134,688	
TOTAL APPROPRIATIONS						
TOTAL APPROPRIATIONS		113,870	107,020	107,012	134,688	
<b>NET OF REVENUES/APPROPRIATIONS - FUND 402</b>		<b>113,279</b>	<b>50,625</b>	<b>50,220</b>	<b>23,121</b>	<b>156,450</b>
<b>BEGINNING FUND BALANCE</b>		<b>4,653</b>	<b>117,932</b>	<b>117,932</b>	<b>117,932</b>	<b>141,053</b>
<b>ENDING FUND BALANCE</b>		<b>117,932</b>	<b>168,557</b>	<b>168,152</b>	<b>141,053</b>	<b>297,503</b>

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 590 - Sanitary Sewer Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
590-000.000-664.000	Interest Income	37,739	79,000	68,490	86,203	70,000
590-000.000-675.000	Misc.					24,070
	YEAR 3 OF 5 PRINCIPAL PMT TO SEWER FUND	\$24070.28				
Totals for dept 000.000 - General		37,739	79,000	68,490	86,203	94,070
Dept 253.000 - Treasurer						
590-253.000-677.000	Reimbursements			300	300	
Totals for dept 253.000 - Treasurer				300	300	
Dept 536.000 - Sewer System						
590-536.000-601.000	Metered Services	521,859	540,000	384,768	519,761	520,000
	METERED SEWER SERVICE					
590-536.000-605.000	Sewer Fees	826,768	829,000	598,437	804,417	805,000
	READINESS TO SERVE FEES					
590-536.000-606.000	Sewer Inspection Fees	175	200	70	88	200
590-536.000-607.000	Tap Fees	7,600	5,000	1,600	2,014	2,500
590-536.000-658.000	Penalty - Late Fee	8,545	9,700	8,232	8,532	9,700
Totals for dept 536.000 - Sewer System		1,364,947	1,383,900	993,107	1,334,812	1,337,400
TOTAL ESTIMATED REVENUES		1,402,686	1,462,900	1,061,897	1,421,315	1,431,470

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101.000 - Council						
590-101.000-702.000	Wages	4,987	5,467	4,291	5,401	5,467
590-101.000-704.100	FICA - Employer's Share	309	339	266	335	339
590-101.000-704.200	Medicare - Employer's Share	72	79	62	78	79
590-101.000-726.000	Supplies	10	150	123	155	150
590-101.000-910.200	General Liability Insurance	2,482	2,730	2,489	3,133	2,730
590-101.000-910.500	Workers Comp Insurance	6	7			7
590-101.000-960.000	Education and Training	1,653	1,600	1,129	1,421	1,600
Totals for dept 101.000 - Council		9,519	10,372	8,360	10,523	10,372
Dept 172.000 - Executive						
590-172.000-702.000	Wages	21,198	23,217	18,120	21,765	23,569
590-172.000-704.100	FICA - Employer's Share	1,442	1,439	1,230	1,470	1,508
590-172.000-704.200	Medicare - Employer's Share	337	337	288	344	353
590-172.000-705.000	Medical Insurance - ER	3,712	3,924	3,423	4,308	4,529
590-172.000-705.100	Vision Benefits	30	32	25	32	31
590-172.000-705.200	Dental Benefits	363	372	312	392	386
590-172.000-706.000	Life Insurance - ER cost	89	91	74	93	91
590-172.000-707.000	Retirement Contributions-ER	2,326	2,322	1,984	2,371	2,433
590-172.000-707.100	Health Care Savings Plan - ER	930	929	794	949	973
590-172.000-708.000	Sick & Accident Premiums-ER	285	299	244	306	299
590-172.000-801.000	Contractual Services	5,168	3,872	3,871	4,872	4,000
590-172.000-910.200	General Liability Insurance	2,487	3,255	2,456	3,092	2,700
590-172.000-910.500	Workers Comp Insurance	220	120			160
590-172.000-940.000	Vehicle and Travel Expense	2,064	2,064	1,720	1,948	2,064
590-172.000-960.000	Education and Training	66	100	(40)	(50)	150
590-172.000-961.000	Miscellaneous	131		60	76	
Totals for dept 172.000 - Executive		40,848	42,373	34,561	41,968	43,246
Dept 215.000 - Administration and Clerk						
590-215.000-702.000	Wages	7,848	6,128	5,593	6,718	9,012
590-215.000-704.100	FICA - Employer's Share	487	380	347	417	559
590-215.000-704.200	Medicare - Employer's Share	114	89	81	97	131
590-215.000-705.000	Medical Insurance - ER		443			
590-215.000-705.100	Vision Benefits		5			

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
590-215.000-705.200	Dental Benefits		50			
590-215.000-706.000	Life Insurance - ER cost	52	60	33	42	45
590-215.000-707.000	Retirement Contributions-ER	692	613	447	537	721
590-215.000-707.100	Health Care Savings Plan - ER	314	245	224	269	289
590-215.000-708.000	Sick & Accident Premiums-ER	138	150	122	153	128
590-215.000-726.000	Supplies	44	88	160	201	175
590-215.000-745.000	Postage	1,909	1,275	1,559	1,963	1,600
590-215.000-801.000	Contractual Services	2,179	3,250	2,706	3,406	3,000
590-215.000-850.000	Communications			64	80	
590-215.000-900.000	Printing and Publishing	1,513	1,875	2,262	2,847	1,875
590-215.000-960.000	Education and Training	661	875	203	255	1,500
590-215.000-961.000	Miscellaneous	34				
590-215.000-976.000	Equipment					125
Totals for dept 215.000 - Administration and Clerk		15,985	15,526	13,801	16,985	19,160
Dept 228.000 - Information Technology						
590-228.000-726.000	Supplies		50			50
590-228.000-801.000	Contractual Services	7,235	9,390	4,164	5,241	6,000
590-228.000-976.000	Equipment			110	138	
Totals for dept 228.000 - Information Technology		7,235	9,440	4,274	5,379	6,050
Dept 253.000 - Treasurer						
590-253.000-702.000	Wages	54,344	48,630	36,899	44,568	34,040
590-253.000-704.100	FICA - Employer's Share	3,154	3,089	2,341	2,826	2,111
590-253.000-704.200	Medicare - Employer's Share	738	721	547	661	494
590-253.000-705.000	Medical Insurance - ER	10,027	10,762	9,127	11,420	9,053
590-253.000-705.100	Vision Benefits	55	61	51	65	44
590-253.000-705.200	Dental Benefits	562	667	564	710	490
590-253.000-706.000	Life Insurance - ER cost	198	256	170	214	140
590-253.000-707.000	Retirement Contributions-ER	4,211	4,097	3,077	3,727	2,716
590-253.000-707.100	Health Care Savings Plan - ER	968	1,303	1,032	1,260	322
590-253.000-708.000	Sick & Accident Premiums-ER	750	988	800	1,006	550
590-253.000-726.000	Supplies	816	1,000	601	756	750
590-253.000-745.000	Postage	483	400	272	342	300
590-253.000-801.000	Contractual Services	22,809	28,800	26,176	32,945	25,400
590-253.000-805.000	Bank Fees	122	125	57	72	125
590-253.000-900.000	Printing and Publishing	19	20			20
590-253.000-910.300	Insurance and Bonds	13	39			39

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
590-253.000-940.000	Vehicle and Travel Expense	311	400	184	231	300
590-253.000-960.000	Education and Training	1,401	1,500	491	618	1,000
Totals for dept 253.000 - Treasurer		100,981	102,858	82,389	101,421	77,894
Dept 265.000 - Facilities - City Hall						
590-265.000-702.000	Wages	2,678	1,204	2,030	2,555	2,557
590-265.000-704.100	FICA - Employer's Share	170	75	128	161	159
590-265.000-704.200	Medicare - Employer's Share	40	17	30	38	37
590-265.000-705.000	Medical Insurance - ER	567	220	298	375	467
590-265.000-705.100	Vision Benefits	5	2	3	3	4
590-265.000-705.200	Dental Benefits	63	27	30	37	55
590-265.000-706.000	Life Insurance - ER cost	8	3	4	5	6
590-265.000-707.000	Retirement Contributions-ER	248	85	151	190	197
590-265.000-707.100	Health Care Savings Plan - ER	56	20	36	45	38
590-265.000-708.000	Sick & Accident Premiums-ER	54	24	26	33	40
590-265.000-726.000	Supplies	1,030	750	363	457	500
590-265.000-850.000	Communications	2,556	2,000	2,412	3,035	2,750
590-265.000-910.100	Property Insurance	626	683	705	887	725
590-265.000-910.500	Workers Comp Insurance	119	69			72
590-265.000-920.000	Utilities	2,577	2,468	2,043	2,571	2,468
590-265.000-930.000	Repairs and Maintenance	1,649	2,693	1,027	1,293	17,000
INCLUDES 15000 FOR CITY HALL ROOF & HVAC						
590-265.000-941.000	Equipment Rental	609	350			350
Totals for dept 265.000 - Facilities - City Hall		13,055	10,690	9,286	11,685	27,425
Dept 536.000 - Sewer System						
590-536.000-702.000	Wages	39,662	36,093	33,946	41,249	46,723
590-536.000-704.100	FICA - Employer's Share	2,476	2,238	2,121	2,576	2,969
590-536.000-704.200	Medicare - Employer's Share	579	523	496	603	694
590-536.000-705.000	Medical Insurance - ER	4,741	3,774	5,146	6,451	6,480
590-536.000-705.100	Vision Benefits	50	35	49	62	56
590-536.000-705.200	Dental Benefits	582	393	628	791	691
590-536.000-706.000	Life Insurance - ER cost	148	128	137	173	157
590-536.000-707.000	Retirement Contributions-ER	3,852	3,341	3,311	4,017	4,495
590-536.000-707.100	Health Care Savings Plan - ER	1,195	1,165	1,121	1,365	1,405
590-536.000-708.000	Sick & Accident Premiums-ER	686	552	687	865	714
590-536.000-726.000	Supplies	1,724	3,000	585	736	1,000
590-536.000-726.200	Uniforms	1,688		1,966	2,474	2,000

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
590-536.000-801.000	Contractual Services	1,351	30,000	60,891	76,639	78,000
590-536.000-850.000	Communications	2,362	2,000	2,210	2,771	3,000
590-536.000-900.000	Printing and Publishing		50			50
590-536.000-910.100	Property Insurance	168	488	194	244	225
590-536.000-910.500	Workers Comp Insurance	627	391			411
590-536.000-924.000	Bulk Treatment Fees/Bulk Water	726,819	760,000	551,116	693,645	760,000
BULK TREATMENT FEES FOR SEWER FROM GENESEE COUNTY DRAIN COMMISSIONER WITH NO ANTICIPATED INCREASE FROM CURRENT FISCAL YEAR.						
590-536.000-930.000	Repairs and Maintenance	23,372	42,000	8,195	10,314	21,000
590-536.000-941.000	Equipment Rental	5,792	4,000	5,121	6,321	5,200
590-536.000-960.000	Education and Training	25				
590-536.000-965.000	Claims					
590-536.000-968.000	Depreciation Expense	300,672	320,000		320,000	320,000
Totals for dept 536.000 - Sewer System		1,118,571	1,210,171	677,920	1,171,296	1,255,270
Dept 537.000 - Sewer Lift Stations						
590-537.000-702.000	Wages	2,817	2,487	2,062	2,496	3,389
590-537.000-704.100	FICA - Employer's Share	179	154	132	159	217
590-537.000-704.200	Medicare - Employer's Share	42	36	31	37	51
590-537.000-705.000	Medical Insurance - ER	432	196	175	213	436
590-537.000-705.100	Vision Benefits	3	2	1	1	3
590-537.000-705.200	Dental Benefits	34	18	8	10	37
590-537.000-706.000	Life Insurance - ER cost	11	10	7	9	12
590-537.000-707.000	Retirement Contributions-ER	284	240	205	248	317
590-537.000-707.100	Health Care Savings Plan - ER	91	94	69	83	112
590-537.000-708.000	Sick & Accident Premiums-ER	48	36	21	27	49
590-537.000-726.000	Supplies	426	450			450
590-537.000-920.000	Utilities	3,266	4,673	2,814	3,542	3,500
590-537.000-930.000	Repairs and Maintenance	831	3,500	1,632	2,054	2,000
590-537.000-941.000	Equipment Rental	228	200	81	102	200
Totals for dept 537.000 - Sewer Lift Stations		8,692	12,096	7,238	8,981	10,773
Dept 542.000 - Read and Bill						
590-542.000-702.000	Wages	26,129	31,496	23,333	28,278	26,504
590-542.000-704.100	FICA - Employer's Share	1,641	1,953	1,485	1,798	1,643
590-542.000-704.200	Medicare - Employer's Share	384	457	649	801	384
590-542.000-705.000	Medical Insurance - ER	8,357	8,582	8,471	10,609	8,310

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
590-542.000-705.100	Vision Benefits	61	62	57	72	51
590-542.000-705.200	Dental Benefits	679	672	661	831	590
590-542.000-706.000	Life Insurance - ER cost	92	91	85	107	81
590-542.000-707.000	Retirement Contributions-ER	20,166	20,483	14,183	17,743	20,228
590-542.000-707.100	Health Care Savings Plan - ER	550	601	511	643	533
590-542.000-708.000	Sick & Accident Premiums-ER	617	667	636	801	493
590-542.000-726.000	Supplies	353	500	80	101	250
590-542.000-745.000	Postage	2,708	2,600	2,307	2,904	2,600
590-542.000-801.000	Contractual Services	722	1,000	374	471	1,000
590-542.000-941.000	Equipment Rental	1,614	2,000			1,000
Totals for dept 542.000 - Read and Bill		64,073	71,164	52,832	65,159	63,667
Dept 543.400 - Reline Existing Sewers						
590-543.400-930.000-543.410	Repairs and Maintenance					
Totals for dept 543.400 - Reline Existing Sewers						
Dept 543.401 - Flush & TV Sewers						
590-543.401-930.000-543.401	Repairs and Maintenance		200,000			250,000
Totals for dept 543.401 - Flush & TV Sewers			200,000			250,000
Dept 850.000 - Other Functions						
590-850.000-955.000	OPEB Expense		8,000		8,000	8,000
Totals for dept 850.000 - Other Functions			8,000		8,000	8,000
Dept 965.000 - Transfers Out						
590-965.000-998.101	Transfer Out to Gen Fd	4,773				
590-965.000-998.401	Trf Out to Capital Projects Fd	2,500		5,000	6,293	
Totals for dept 965.000 - Transfers Out		7,273		5,000	6,293	
TOTAL APPROPRIATIONS		1,386,232	1,692,690	895,661	1,447,690	1,771,857
<b>NET OF REVENUES/APPROPRIATIONS - FUND 590</b>		<b>16,454</b>	<b>(229,790)</b>	<b>166,236</b>	<b>(26,375)</b>	<b>(340,387)</b>
<b>BEGINNING FUND BALANCE</b>		<b>7,615,746</b>	<b>7,632,205</b>	<b>7,632,205</b>	<b>7,632,205</b>	<b>7,605,830</b>
<b>ENDING FUND BALANCE</b>		<b>7,632,200</b>	<b>7,402,415</b>	<b>7,798,441</b>	<b>7,605,830</b>	<b>7,265,443</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 590 w/o OPEB &amp; Depreciation (Operating Cash Flow)</b>					<b>301,625</b>	<b>(12,387)</b>
<b>BEGINNING CASH FUND BALANCE</b>					<b>1,644,634</b>	<b>1,946,259</b>



GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
<b>ENDING CASH FUND BALANCE</b>		<b>1,644,634</b>			<b>1,946,259</b>	<b>1,933,872</b>

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 591 - Water Supply Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
591-000.000-664.000	Interest Income	39,461	48,500	51,391	64,681	48,000
Totals for dept 000.000 - General		39,461	48,500	51,391	64,681	48,000
Dept 253.000 - Treasurer						
591-253.000-677.000	Reimbursements			300	378	
Totals for dept 253.000 - Treasurer				300	378	
Dept 540.000 - Water System						
591-540.000-600.000	Water Fees	657,608	717,735	487,956	614,123	700,000
	READINESS TO SERVE FEES					
591-540.000-601.000	Metered Services	1,613,863	1,801,823	1,226,771	1,544,012	1,651,230
	METERED WATER SERVICES					
591-540.000-602.000	Hydrant Rental	950	950	950	1,196	950
591-540.000-603.000	Service Fees	13,075	7,800	9,899	12,459	10,000
591-540.000-607.000	Tap Fees	14,250	12,000	11,250	14,159	10,000
591-540.000-627.000	Charges for Services	3,494		2,667	3,356	2,000
591-540.000-658.000	Penalty - Late Fee	14,389	15,000	14,497	14,790	15,000
Totals for dept 540.000 - Water System		2,317,629	2,555,308	1,753,990	2,204,095	2,389,180
TOTAL ESTIMATED REVENUES		2,357,090	2,603,808	1,805,681	2,269,154	2,437,180

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
APPROPRIATIONS						
Dept 101.000 - Council						
591-101.000-702.000	Wages	4,987	5,467	4,292	5,402	5,467
591-101.000-704.100	FICA - Employer's Share	309	339	266	335	339
591-101.000-704.200	Medicare - Employer's Share	72	79	62	78	79
591-101.000-726.000	Supplies	10	125	123	155	125
591-101.000-910.200	General Liability Insurance	2,482	2,460	2,489	3,133	2,500
591-101.000-910.500	Workers Comp Insurance	6	7			7
591-101.000-960.000	Education and Training	1,653	1,600	1,129	1,421	1,500
Totals for dept 101.000 - Council		9,519	10,077	8,361	10,524	10,017
Dept 172.000 - Executive						
591-172.000-702.000	Wages	21,198	23,217	18,121	21,766	23,369
591-172.000-704.100	FICA - Employer's Share	1,448	1,439	1,235	1,476	1,508
591-172.000-704.200	Medicare - Employer's Share	339	337	289	345	353
591-172.000-705.000	Medical Insurance - ER	3,712	3,924	3,423	4,308	4,529
591-172.000-705.100	Vision Benefits	30	32	25	32	31
591-172.000-705.200	Dental Benefits	363	372	312	392	386
591-172.000-706.000	Life Insurance - ER cost	89	91	74	93	91
591-172.000-707.000	Retirement Contributions-ER	2,336	2,322	1,992	2,380	2,433
591-172.000-707.100	Health Care Savings Plan - ER	934	929	797	952	973
591-172.000-708.000	Sick & Accident Premiums-ER	285	299	244	306	299
591-172.000-801.000	Contractual Services	5,768	4,263	4,196	5,281	5,000
591-172.000-910.200	General Liability Insurance	2,487	3,171	2,456	3,092	2,700
591-172.000-910.500	Workers Comp Insurance	220	140			147
591-172.000-940.000	Vehicle and Travel Expense	2,160	2,160	1,800	2,039	2,160
591-172.000-960.000	Education and Training	66	100	(40)	(50)	100
591-172.000-961.000	Miscellaneous	131		60	76	
Totals for dept 172.000 - Executive		41,566	42,796	34,984	42,488	44,079
Dept 215.000 - Administration and Clerk						
591-215.000-702.000	Wages	7,848	6,128	5,593	6,718	9,012
591-215.000-704.100	FICA - Employer's Share	487	380	347	417	559
591-215.000-704.200	Medicare - Employer's Share	114	89	81	97	131
591-215.000-705.000	Medical Insurance - ER		491			
591-215.000-705.100	Vision Benefits		5			

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
591-215.000-705.200	Dental Benefits		50			
591-215.000-706.000	Life Insurance - ER cost	52	60	33	42	45
591-215.000-707.000	Retirement Contributions-ER	693	613	447	537	721
591-215.000-707.100	Health Care Savings Plan - ER	314	245	224	269	289
591-215.000-708.000	Sick & Accident Premiums-ER	138	150	122	153	128
591-215.000-726.000	Supplies	44	88	159	200	175
591-215.000-745.000	Postage	1,909	1,525	1,559	1,963	1,600
591-215.000-801.000	Contractual Services	2,179	2,750	2,706	3,406	3,500
591-215.000-850.000	Communications			64	80	
591-215.000-900.000	Printing and Publishing	1,513	1,875	2,262	2,847	1,875
591-215.000-960.000	Education and Training	661	875	203	255	1,500
591-215.000-961.000	Miscellaneous	34				
591-215.000-976.000	Equipment					125
Totals for dept 215.000 - Administration and Clerk		15,986	15,324	13,800	16,984	19,660
Dept 228.000 - Information Technology						
591-228.000-726.000	Supplies		50			50
591-228.000-801.000	Contractual Services	7,235	9,390	4,164	5,241	6,000
591-228.000-976.000	Equipment		110	110	138	
Totals for dept 228.000 - Information Technology		7,235	9,550	4,274	5,379	6,050
Dept 253.000 - Treasurer						
591-253.000-702.000	Wages	41,375	50,331	33,570	40,655	42,843
591-253.000-704.100	FICA - Employer's Share	2,747	3,121	2,147	2,598	2,656
591-253.000-704.200	Medicare - Employer's Share	642	730	502	608	621
591-253.000-705.000	Medical Insurance - ER	8,000	6,748	7,556	9,427	12,175
591-253.000-705.100	Vision Benefits	42	57	43	54	59
591-253.000-705.200	Dental Benefits	441	595	470	592	654
591-253.000-706.000	Life Insurance - ER cost	155	284	134	169	193
591-253.000-707.000	Retirement Contributions-ER	3,533	3,633	2,752	3,344	3,597
591-253.000-707.100	Health Care Savings Plan - ER	826	1,043	874	1,072	370
591-253.000-708.000	Sick & Accident Premiums-ER	613	1,078	702	883	737
591-253.000-726.000	Supplies	816	1,000	601	756	750
591-253.000-745.000	Postage	483	340	272	342	340
591-253.000-801.000	Contractual Services	22,809	30,000	27,413	34,503	25,400
591-253.000-805.000	Bank Fees	122	125	57	72	125
591-253.000-900.000	Printing and Publishing	19	20			20
591-253.000-910.300	Insurance and Bonds	13	38			38

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
591-253.000-940.000	Vehicle and Travel Expense	311	400	184	231	300
591-253.000-960.000	Education and Training	1,401	1,500	491	618	750
591-253.000-961.000	Miscellaneous					
Totals for dept 253.000 - Treasurer		84,348	101,043	77,768	95,924	91,628
Dept 265.000 - Facilities - City Hall						
591-265.000-702.000	Wages	2,678	2,424	2,030	2,555	2,453
591-265.000-704.100	FICA - Employer's Share	172	154	129	162	152
591-265.000-704.200	Medicare - Employer's Share	40	36	30	38	36
591-265.000-705.000	Medical Insurance - ER	604	300	313	394	462
591-265.000-705.100	Vision Benefits	5	4	3	3	4
591-265.000-705.200	Dental Benefits	63	27	30	37	54
591-265.000-706.000	Life Insurance - ER cost	8	6	4	5	6
591-265.000-707.000	Retirement Contributions-ER	251	195	153	192	196
591-265.000-707.100	Health Care Savings Plan - ER	56	40	36	45	37
591-265.000-708.000	Sick & Accident Premiums-ER	54	26	26	33	40
591-265.000-726.000	Supplies	991	500	363	457	500
591-265.000-850.000	Communications	2,592	2,575	2,412	3,035	2,700
591-265.000-910.100	Property Insurance	626	700	705	887	750
591-265.000-910.500	Workers Comp Insurance	119	69			72
591-265.000-920.000	Utilities	2,577	2,730	2,043	2,571	2,730
591-265.000-930.000	Repairs and Maintenance	1,681	2,693	1,027	1,293	17,000
INCLUDES 15000 FOR CITY HALL ROOF & HVAC						
591-265.000-941.000	Equipment Rental	609	350			350
591-265.000-961.000	Miscellaneous					
Totals for dept 265.000 - Facilities - City Hall		13,126	12,829	9,304	11,707	27,542
Dept 540.000 - Water System						
591-540.000-702.000	Wages	103,940	113,605	96,246	113,824	130,115
591-540.000-704.100	FICA - Employer's Share	6,482	7,044	5,999	7,093	8,149
591-540.000-704.200	Medicare - Employer's Share	1,516	1,647	1,403	1,659	1,906
591-540.000-705.000	Medical Insurance - ER	15,653	15,528	19,357	24,310	24,699
591-540.000-705.100	Vision Benefits	193	179	188	237	223
591-540.000-705.200	Dental Benefits	2,266	2,069	2,182	2,746	2,767
591-540.000-706.000	Life Insurance - ER cost	332	310	283	357	384
591-540.000-707.000	Retirement Contributions-ER	27,520	27,291	22,237	27,250	29,488
591-540.000-707.100	Health Care Savings Plan - ER	2,373	2,409	2,027	2,501	2,949
591-540.000-708.000	Sick & Accident Premiums-ER	2,078	1,922	1,931	2,430	2,202

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
591-540.000-726.000	Supplies	(23,023)	5,000	3,290	4,141	5,000
591-540.000-726.200	Uniforms	1,229	4,200	1,966	2,474	2,500
591-540.000-801.000	Contractual Services	62,560	366,500	90,367	350,000	540,000
	FOOTNOTE AMOUNTS: CAPPY LN WATERMAIN					
591-540.000-850.000	Communications	2,377	2,000	2,222	2,785	2,500
591-540.000-900.000	Printing and Publishing	3,216	1,600			500
591-540.000-910.100	Property Insurance	306	1,806	336	422	400
591-540.000-910.500	Workers Comp Insurance	2,264	1,323			1,389
591-540.000-920.000	Utilities	397	420	289	364	420
591-540.000-924.000	Bulk Treatment Fees/Bulk Water	1,449,244	1,520,000	1,105,739	1,391,705	1,420,000
	BULK TREATMENT FEES/BULK WATER					
591-540.000-930.000	Repairs and Maintenance	59,022	75,000	15,972	20,102	50,000
591-540.000-941.000	Equipment Rental	28,197	20,000	30,403	35,513	30,000
591-540.000-960.000	Education and Training	3,817	4,000	2,046	2,576	3,000
591-540.000-965.000	Claims	697	500			500
591-540.000-968.000	Depreciation Expense	346,615	400,000		400,000	400,000
Totals for dept 540.000 - Water System		2,099,271	2,574,353	1,404,483	2,392,489	2,659,091
Dept 542.000 - Read and Bill						
591-542.000-702.000	Wages	25,538	31,483	23,072	27,875	26,489
591-542.000-704.100	FICA - Employer's Share	1,605	1,883	1,436	1,732	1,642
591-542.000-704.200	Medicare - Employer's Share	375	440	33	24	384
591-542.000-705.000	Medical Insurance - ER	8,429	8,581	6,669	8,341	8,309
591-542.000-705.100	Vision Benefits	62	62	42	53	51
591-542.000-705.200	Dental Benefits	693	672	461	581	589
591-542.000-706.000	Life Insurance - ER cost	93	91	61	77	81
591-542.000-707.000	Retirement Contributions-ER	2,425	2,789	3,460	4,240	2,533
591-542.000-707.100	Health Care Savings Plan - ER	605	601	399	502	532
591-542.000-708.000	Sick & Accident Premiums-ER	628	667	480	604	492
591-542.000-726.000	Supplies	828	3,775	10,431	13,128	10,000
591-542.000-745.000	Postage	2,708	2,350	2,307	2,904	2,750
591-542.000-801.000	Contractual Services	722	850	374	471	500
591-542.000-941.000	Equipment Rental	2,958	2,000	2,816	3,526	3,600
Totals for dept 542.000 - Read and Bill		47,669	56,244	52,041	64,058	57,952
Dept 543.230 - Water Main Repair USDA Grant						
591-543.230-745.000	POSTAGE	76				

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
591-543.230-801.450-543.330	Construction Engineering		621,000	234,113	294,659	
Totals for dept 543.230 - Water Main Repair USDA Grant		76	621,000	234,113	294,659	
Dept 850.000 - Other Functions						
591-850.000-955.000	OPEB Expense		8,000		8,000	8,000
Totals for dept 850.000 - Other Functions			8,000		8,000	8,000
Dept 905.000 - Debt Service						
591-905.000-991.354	GO Tax Bond 2017 Principal Payment				48,300	49,450
	REMAINDER OF EXPENSE IN 204					
591-905.000-991.543	USDA II PRINCIPAL PAYMENTS				60,000	61,000
591-905.000-992.200	LTGO USDA Interest Payments	60,972	157,666	143,942	143,942	166,250
	INCLUDES INTEREST PMTS FOR USDA 1 AND 2					
591-905.000-995.354	GO Tax Bond 2017 Interest Expense	4,994	3,910	3,909	3,909	2,702
	REMAINDER OF EXPENSE IN 204					
591-905.000-995.800	Debt Service Bond Interest	9,195				
591-905.000-996.354	GO Tax Bond 2017 Agent Fees	115				
591-905.000-997.USD	USDA Trf to Escrow for Bond Reserve	22,500	26,900		26,900	26,900
Totals for dept 905.000 - Debt Service		97,776	188,476	147,851	283,051	306,302
Dept 965.000 - Transfers Out						
591-965.000-998.101	Transfer Out to Gen Fd	4,773				
591-965.000-998.401	Trf Out to Capital Projects Fd	2,500	5,000	5,000	5,000	
Totals for dept 965.000 - Transfers Out		7,273	5,000	5,000	5,000	
TOTAL APPROPRIATIONS		2,423,845	3,644,692	1,991,979	3,230,263	3,230,321
NET OF REVENUES/APPROPRIATIONS - FUND 591		(66,755)	(1,040,884)	(186,298)	(961,109)	(793,141)
BEGINNING FUND BALANCE		8,465,826	8,399,072	8,399,072	8,399,072	7,437,963
ENDING FUND BALANCE		8,399,071	7,358,188	8,212,774	7,437,963	6,644,822
NET OF REVENUES/APPROPRIATIONS - FUND 591 w/o OPEB & Depreciation (Operating Cash Flow)					(553,109)	(385,141)
BEGINNING CASH FUND BALANCE					1,625,521	1,072,412
ENDING CASH FUND BALANCE					1,072,412	687,271



GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Fund 661 - Motor Pool Fund						
ESTIMATED REVENUES						
Dept 000.000 - General						
661-000.000-664.000	Interest Income	1,475	4,100	3,498	4,403	4,000
661-000.000-667.000	Equipment Rental Income	191,744	154,750	187,583	225,141	193,200
ESTIMATED REVENUES INCLUDE INCOME FROM THE USE OF EQUIPMENT FROM DEPARTMENTS						
661-000.000-673.000	Sale of Assets	48,445	14,500	14,538	14,538	
661-000.000-675.000	Misc.	210		263	263	
Totals for dept 000.000 - General		241,874	173,350	205,882	244,345	197,200
TOTAL ESTIMATED REVENUES		241,874	173,350	205,882	244,345	197,200
APPROPRIATIONS						
Dept 172.000 - Executive						
661-172.000-910.100	Property Insurance	11,439	11,802	10,023	12,615	11,000
Totals for dept 172.000 - Executive		11,439	11,802	10,023	12,615	11,000
Dept 228.000 - Information Technology						
661-228.000-801.000	Contractual Services	789	815	535	673	815
Totals for dept 228.000 - Information Technology		789	815	535	673	815

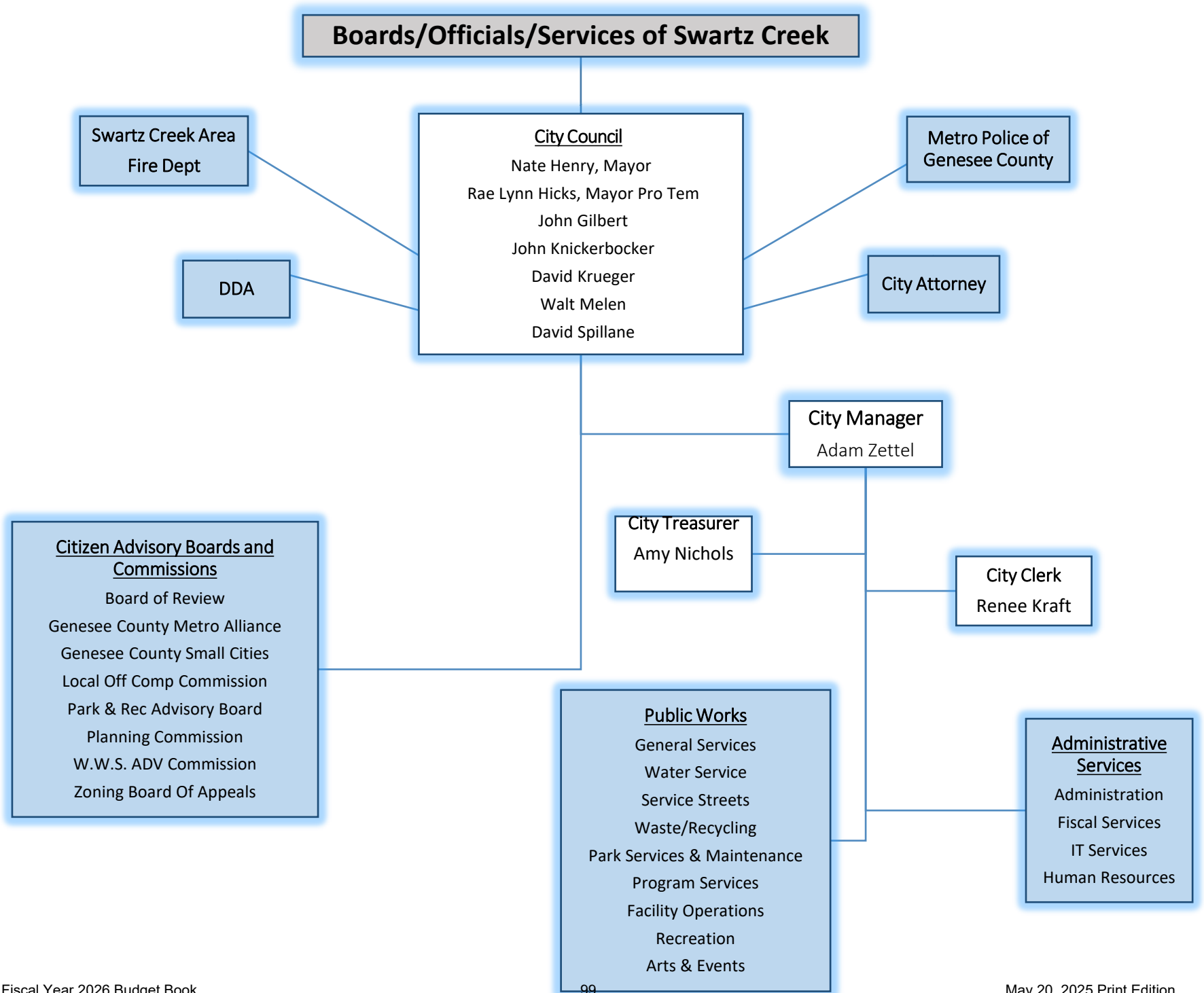
GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
Dept 253.000 - Treasurer						
661-253.000-702.000	Wages	(185)	1,802	1,195	1,475	639
661-253.000-704.100	FICA - Employer's Share	124	120	80	98	40
661-253.000-704.200	Medicare - Employer's Share	29	28	19	23	9
661-253.000-705.000	Medical Insurance - ER	357	338	272	335	236
661-253.000-705.100	Vision Benefits	1	2	1	1	1
661-253.000-705.200	Dental Benefits	13	11	9	12	12
661-253.000-706.000	Life Insurance - ER cost	7	9	6	8	5
661-253.000-707.000	Retirement Contributions-ER	191	186	123	152	64
661-253.000-707.100	Health Care Savings Plan - ER	38	50	35	43	
661-253.000-708.000	Sick & Accident Premiums-ER	32	34	24	30	14
Totals for dept 253.000 - Treasurer		607	2,580	1,764	2,177	1,020
Dept 265.100 - Facilities - City Garage						
661-265.100-702.000	Wages	164	100			5,955
661-265.100-704.100	FICA - Employer's Share	11	10		1	376
661-265.100-704.200	Medicare - Employer's Share	3	10			88
661-265.100-705.000	Medical Insurance - ER	39	200			586
661-265.100-705.100	Vision Benefits	1	41			3
661-265.100-705.200	Dental Benefits	7	541			36
661-265.100-706.000	Life Insurance - ER cost	1	71			13
661-265.100-707.000	Retirement Contributions-ER	1,078	1,500	809	1,018	1,431
661-265.100-707.100	Health Care Savings Plan - ER		739			117
661-265.100-708.000	Sick & Accident Premiums-ER	8	790			50
661-265.100-726.000	Supplies	2,363	5,000	1,465	1,843	2,500
661-265.100-801.000	Contractual Services	451	600			500
661-265.100-850.000	Communications	1,306	960	478	601	750
661-265.100-910.100	Property Insurance	1,749	1,470	2,022	2,545	2,500
661-265.100-910.500	Workers Comp Insurance	360	206			216
661-265.100-920.000	Utilities	6,074	8,243	6,122	7,705	8,000

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
661-265.100-920.500	Utilities - Fuel	13,729	20,000	12,351	15,545	20,000
661-265.100-930.000	Repairs and Maintenance	18,325	25,000	14,730	18,539	20,000
661-265.100-940.000	Vehicle and Travel Expense	44	100			100
661-265.100-941.000	Equipment Rental	22				
661-265.100-961.590	Other Expenses - Interest Advance Sewer	3,578	3,378	2,903	2,903	3,000
	YEAR 3 OF 5 INTEREST PMT TO SEWER FUND 2208.99					
661-265.100-968.000	Depreciation Expense	77,216	75,000		75,000	75,000
661-265.100-976.000	Equipment		150,000	116,704	146,886	150,000
	FOOTNOTE AMOUNTS:					
	2 NEW TRUCKS					
Totals for dept 265.100 - Facilities - City Garage		126,529	293,959	157,562	272,586	291,221
Dept 850.000 - Other Functions						
661-850.000-955.000	OPEB Expense		3,000		3,000	3,000
Totals for dept 850.000 - Other Functions			3,000		3,000	3,000
Dept 905.000 - Debt Service						
661-905.000-991.590	MOTOR POOL LOAN TO SEWER					24,070
	YEAR 3 OF 5 PRINCIPAL PMT TO SEWER FUND \$24070.28					
Totals for dept 905.000 - Debt Service						24,070
TOTAL APPROPRIATIONS		139,364	312,156	169,884	315,122	331,126
<b>NET OF REVENUES/APPROPRIATIONS - FUND 661</b>						
		102,510	(138,806)	35,998	(70,777)	(133,926)
<b>BEGINNING FUND BALANCE</b>		546,707	649,217	649,217	649,217	578,440
<b>ENDING FUND BALANCE</b>		649,217	510,411	685,215	578,440	444,514
<b>NET OF REVENUES/APPROPRIATIONS - FUND 661 w/o OPEB &amp; Depreciation (Operating Cash Flow)</b>						
					7,223	(55,926)
<b>BEGINNING CASH FUND BALANCE</b>					111,711	118,934
<b>ENDING CASH FUND BALANCE</b>		111,711			118,934	63,008
<b>ESTIMATED REVENUES - ALL FUNDS</b>						
		18,112,549	10,497,793	8,436,160	10,073,920	10,846,649
<b>APPROPRIATIONS - ALL FUNDS</b>						
		15,987,689	15,126,990	9,355,048	13,537,106	12,683,415
<b>NET OF REVENUES/APPROPRIATIONS - ALL FUNDS</b>						
		2,124,860	(4,629,197)	(918,888)	(3,463,186)	(1,836,766)

GL NUMBER	DESCRIPTION	2023-24 ACTIVITY	2024-25 AMENDED BUDGET	2024-25 ACTIVITY THRU 06/30/25	2024-25 PROJECTED ACTIVITY	2025-26 REQUESTED BUDGET
BEGINNING FUND BALANCE - ALL FUNDS		20,565,604	22,690,478	22,690,478	22,690,478	19,227,292
ENDING FUND BALANCE - ALL FUNDS		22,690,464	18,061,281	21,771,590	19,227,292	17,390,526

# Appendix

<b>Boards/Officials/Services of Swartz Creek (Flow Chart) .....</b>	<b>pg. 99</b>
<b>Swartz Creek City Millages (Figure 1 Chart) .....</b>	<b>pg. 100</b>
<b>Homestead &amp; Non-Homestead (Figures 2 &amp; 3 Charts) .....</b>	<b>pg. 101</b>
<b>Genesee County City Levies (Figure 4 Chart) .....</b>	<b>pg. 102</b>
<b>Public Safety Revenues and Expenses (Figure 5 Chart) .....</b>	<b>pg. 103</b>
<b>City of Swartz Creek General Fund Expenditures (Figure 6 Chart) .....</b>	<b>pg. 104</b>
<b>Median Household Income (Figure 7 Chart) .....</b>	<b>pg. 105</b>
<b>City of Swartz Creek Budgetary Funds (Flow Chart) .....</b>	<b>pg. 106</b>
<b>Basis of Budgeting, Levy Descriptions &amp; Chart of Accounts.....</b>	<b>pg. 107</b>
<b>Fund Balance Policy.....</b>	<b>pg. 113</b>
<b>Cash Flow Statements (Fund Balance Supplement).....</b>	<b>pg. 117</b>
<b>Consolidated Capital Improvement Program.....</b>	<b>pg. 118</b>
<b>Master Plan Task List .....</b>	<b>pg. 122</b>
<b>DDA Investment Plan .....</b>	<b>pg. 133</b>
<b>Park Investment Plan .....</b>	<b>pg. 134</b>
<b>Sewer 20 Year Investment Plan .....</b>	<b>pg. 139</b>
<b>Water 5 &amp; 20 Year Investment Plan With Map.....</b>	<b>pg. 140</b>
<b>Street 20 Year Investment Plan &amp; Map .....</b>	<b>pg. 143</b>



**Figure 1: City Property Tax Apportionment in 2024**

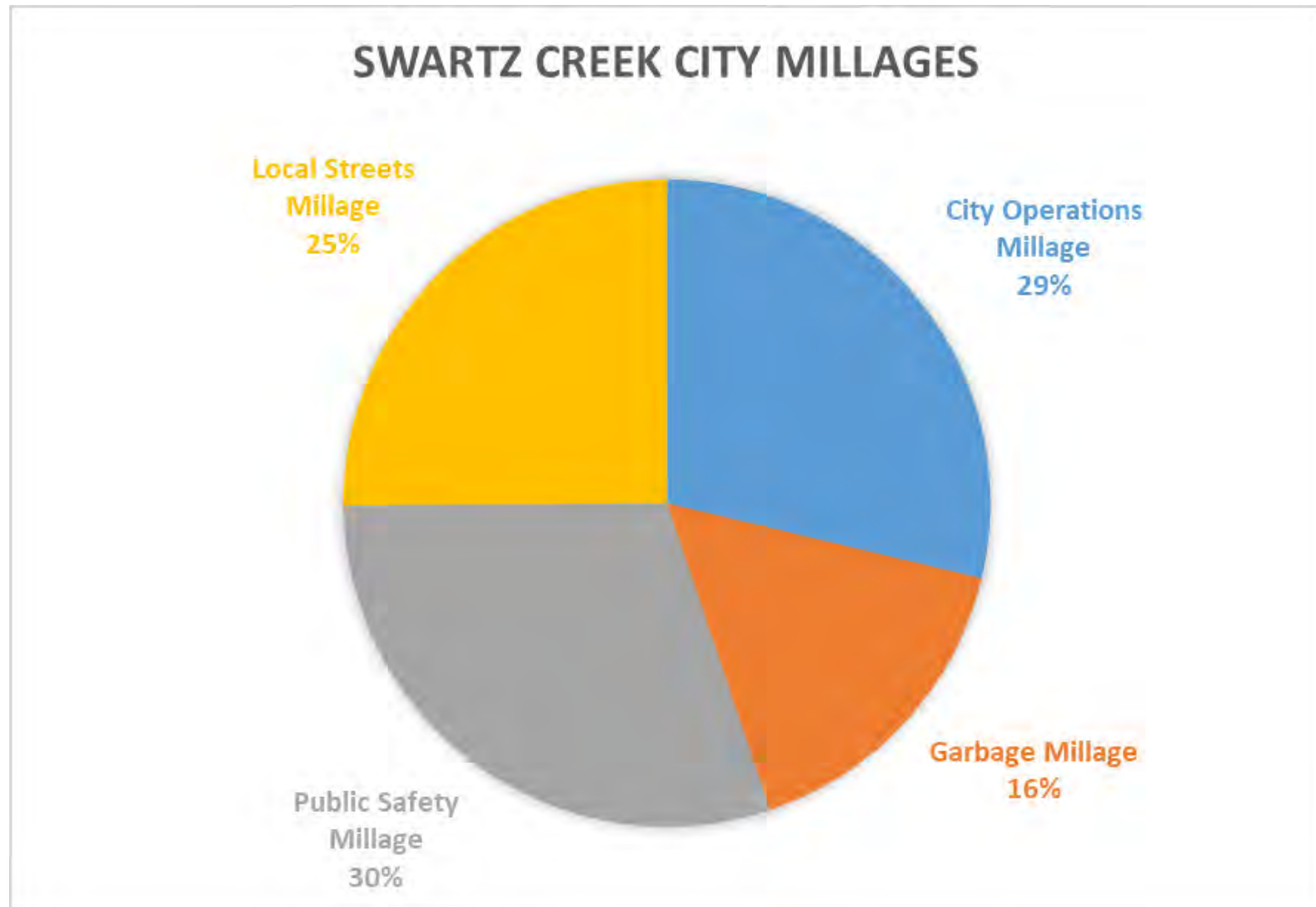




Figure 2: Homestead Apportionment in 2024

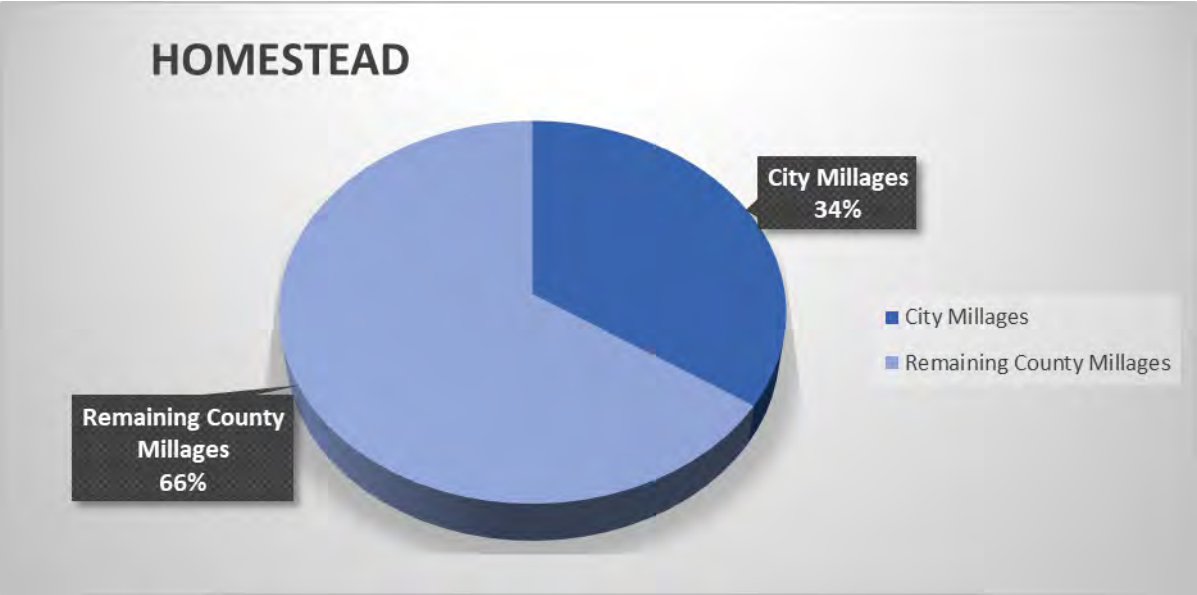


Figure 3: Non-Homestead Tax Apportionment in 2024

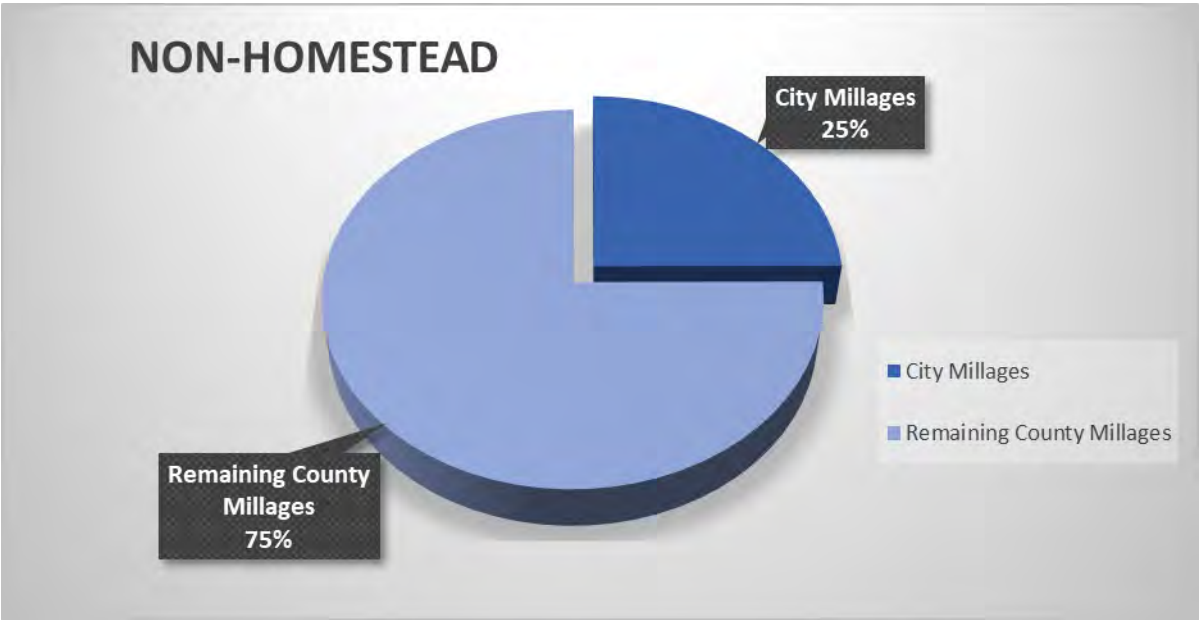
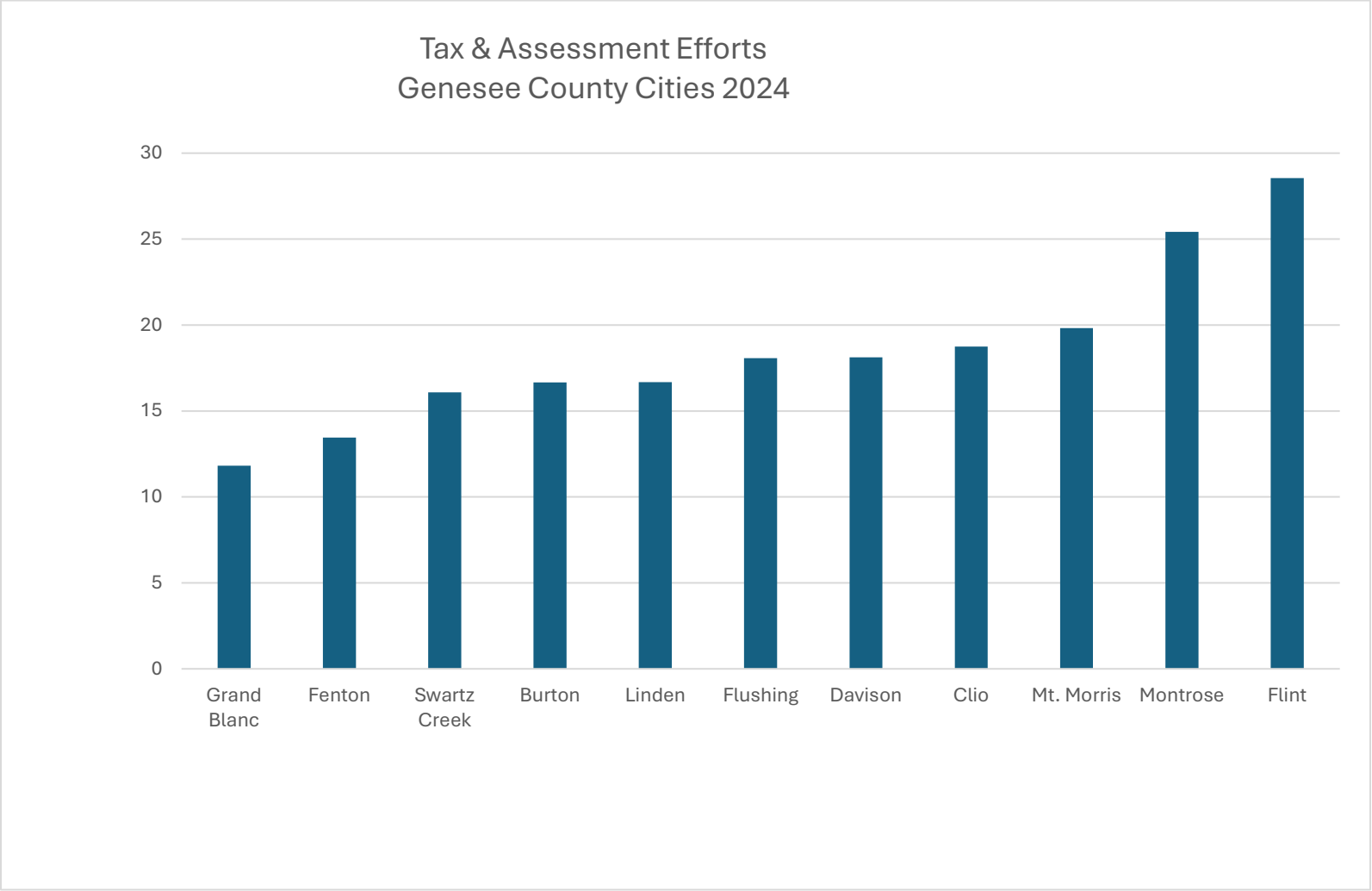


Figure 4: Tax and Assessment Equivalents for Genesee County Cities in 2024

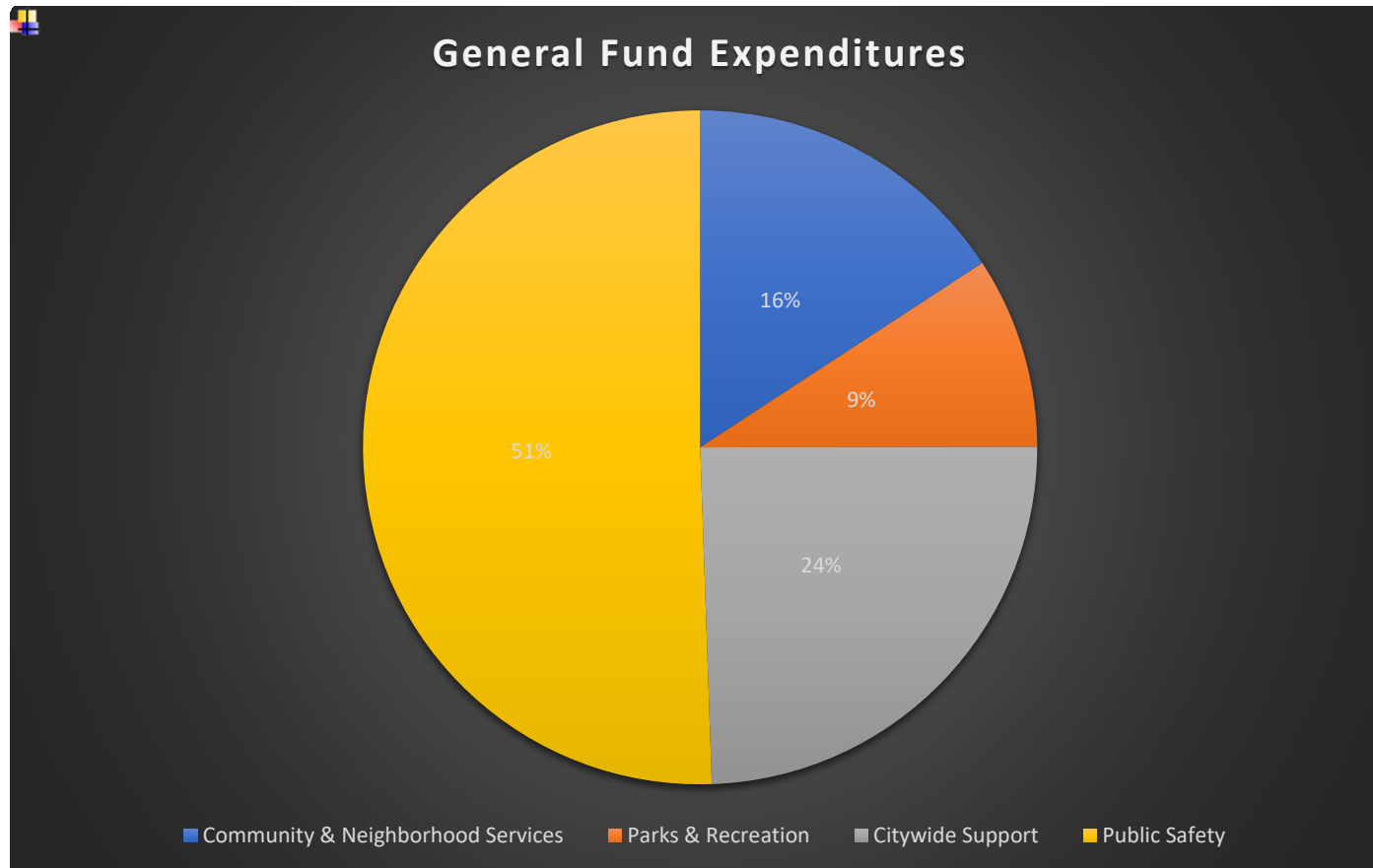


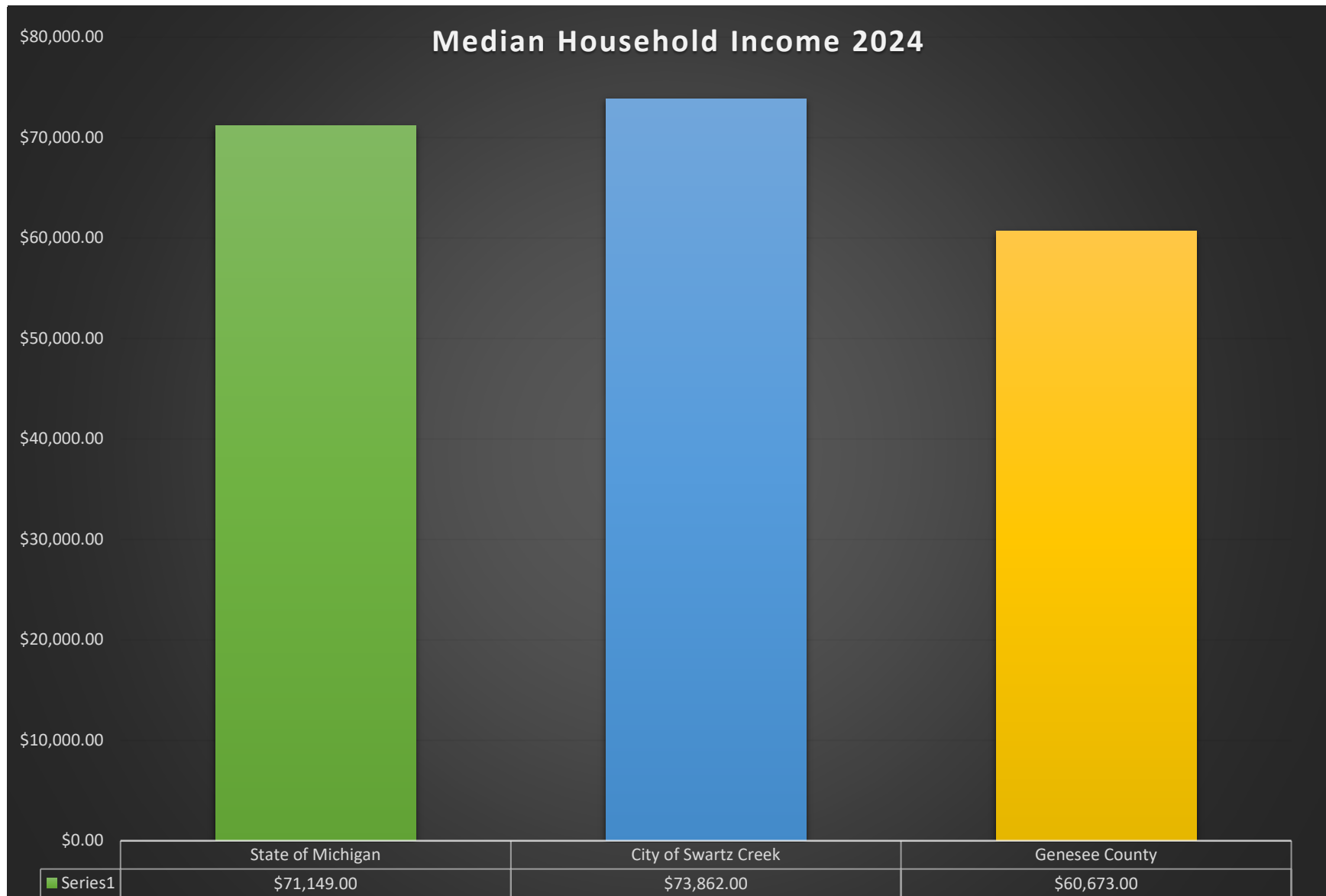
**Figure 5: Public Safety Revenue & Expenses 2023-2026**

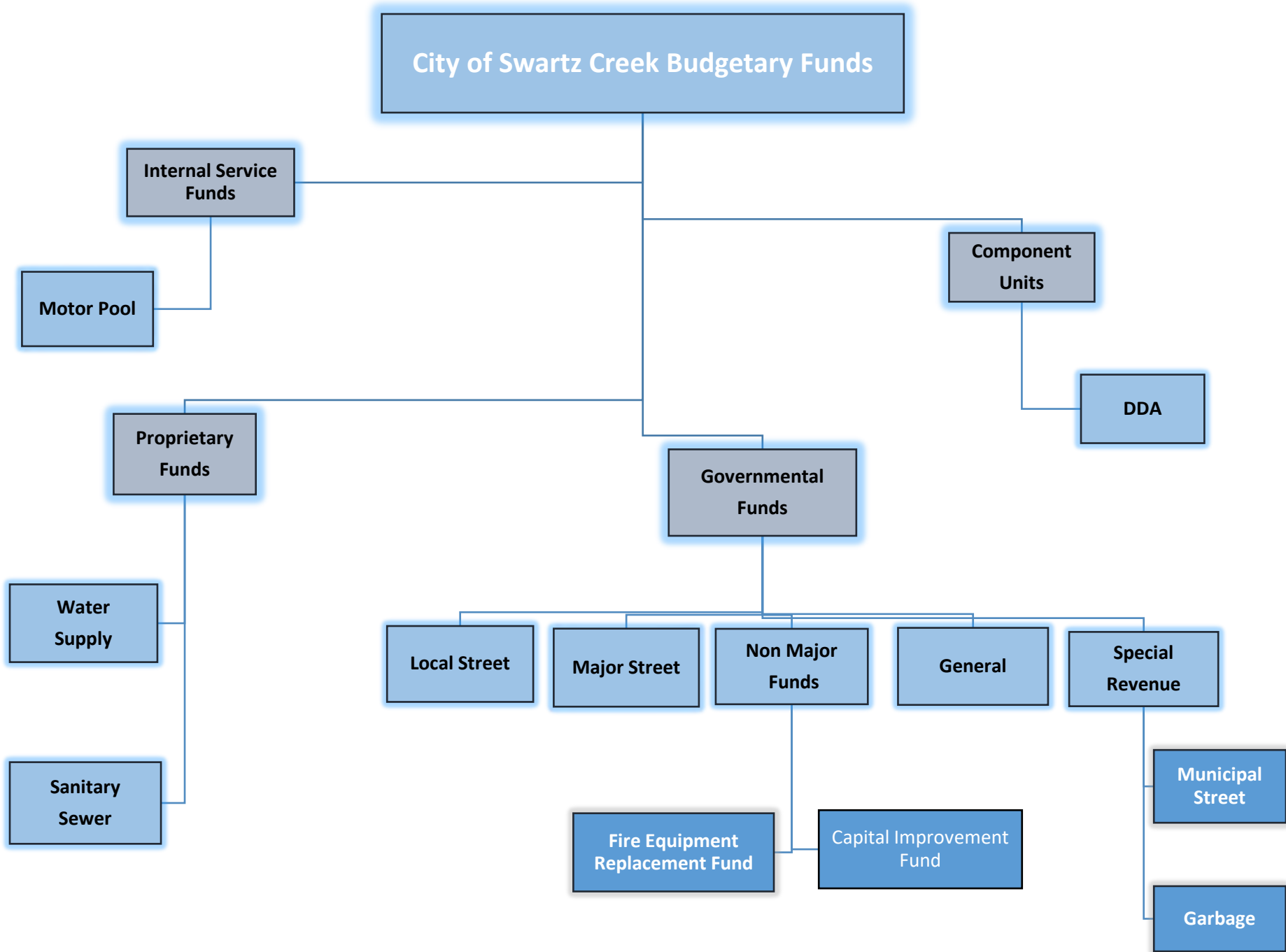


## Figure 6: General Fund Expenditures

The City's General Fund Budget is a plan for providing essential services to the public.  
Total General Fund budgeted expenditures are allocated as follows:







## **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, non-major capital project funds, and permanent funds. The City reports the following funds as “major” governmental funds:

- The General Fund (101) 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 (202) 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 (203) is a special revenue fund that 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 Municipal Streets Fund (204) is a special revenue fund that accounts for the portion of the City’s local raised tax revenue. The ballot proposal requires that these taxes be used for street maintenance and construction. These funds are often transferred to 202 or 203 to accomplish this purpose. Much of this fund is dedicated to supporting debt for completed street work.
- The Garbage Collection Fund (226) accounts for a special property tax millage allowed to provide garbage and compost collection services.
- The Capital Improvement Fund (401) is a non-major fund that was set up to dedicate an annualized amount of general fund monies that were determined to be required to account for emergency repairs and unscheduled maintenance of city grounds and facilities, such as trails, buildings, and grounds.
- The Fire Equipment Fund (402) is a non-major fund that was set up to dedicate an annualized amount of general fund monies that were determined to be required to procure large apparatus for the Swartz Creek Area Fire Department.

## **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 Sewer Fund (590) accounts for the operations of the sewage pumping collection system.
- The Water Fund (591) accounts for the operations of the water distribution system.

## **INTERNAL SERVICE FUNDS**

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 (661) 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.

## **COMPONENT UNIT FUNDS**

The city operates a single component unit, the Downtown Development Authority Fund (248). This fund supports the Tax Increment Financing revenue collections within the DDA district, as well as the DDA approved activities authorized by the DDA Development Plan.



**101-GENERAL FUND****Departments:**

000.000-General Fund Revenue  
101.000-Council  
172.000-Executive  
215.000-Administration/Clerk  
228.000-Information Technology  
247.000-Board of Review  
253.000-Treasurer  
257.000-Assessor  
262.000-Elections  
265.000-Facilities City Hall  
266.000-Legal Council  
301.000-Police Dept  
334.000-Metro Police Authority  
336.000-Fire Department  
345.000-Public Safety Building  
371.000-Building/Zoning/Planning  
444.000-Sidewalks  
448.000-Lighting  
523.000-Grass/Brush/Weeds  
538.500 Intercommunity Storm Drains  
567.000-Facilities Cemetery  
694.000-Community Development Block Grant  
728.000-Economic Development  
728.005-Holland Square Streetscape  
780.000-Parks & Recreation  
780.500-Mundy Twp Park Services  
782.000-Facilities Abrams Park  
783.000-Facilities Elms Road Park

786.000-Non-Motorized Trailway  
788.000-Otterburn Disc Golf Park  
790.000-Facilities Senior Center/Library  
794.000-Community Promotions Program  
797.000-Facilities City Parking Lots  
851.000-Retired Employee Health Care  
931.000-Transfers IN  
965.000-Transfers OUT

**202-MAJOR STREET FUND****Departments:**

000.000-General  
228.000-Information Technology  
429.000-Occupational Safety  
441.000-Miller Rd Park & Ride  
448.000-Lighting  
449.500-Right of Way General  
449.501-Right of Way Storms  
452.100-Safe Routes to School Grant  
453.105-Fairchild-Cappy to Miller TIP  
454.000-Major Streets Projects  
463.000-Routine Maintenance Streets  
463-307-Oakview-Seymour to Chelmsford  
473.000-Routine Maintenance Bridges  
474.000-Traffic Services  
478.000-Snow/Ice Removal  
482.000-Administrative  
538.500-Intercommunity Storm Drains  
931.000-Transfers IN  
965.000-Transfers OUT

**203-LOCAL STREET FUND****Departments:**

000.000-General  
228.000-Information Technology  
429.000-Occupational Safety  
448.000-Lighting  
449.000-Right of Way Telecomm  
449.500-Right of Way General  
449.501-Right of Way Storms  
455.000-Local Street Projects  
463.000-Routine Maintenance Streets  
463.107-Chelmsford-Seymour to Oakview  
474.000-Traffic Services  
478.000-Snow/Ice Removal  
482.000-Administrative  
538.500-Intercommunity Storm Drains  
931.000-Transfers IN

**204-MUNICIPAL STREET FUND****Departments:**

000.000-General  
905.000-Debt Services  
965.000-Transfers OUT

**226-GARBAGE FUND****Departments:**

000.000-General  
101.000-Council  
172.000-Executive  
215.000-Administration/Clerk  
228.000-Information Technology  
253.000-Treasurer  
257.000-Assessor  
265.000-Facilities City Hall  
528.000-Sanitation Collection  
530.000-Wood Chipping  
782.000-Facilities Abrams Park  
783.000-Facilities Elms Rd Park  
931.000-Transfers IN

**248-DOWNTOWN DEVELOPMENT FUND****Departments:**

000.000-General  
173.000-DDA Administration  
728.000-Economic Development  
728.002-Streetscape  
728.003-Façade Program  
728.004-Family Movie Night

**401-CAPITAL IMPROVEMENT FUND****Departments:**

931.000 Transfers IN

**402-FIRE EQUIPMENT REPLACEMENT FUND****Departments:**

000.000-General  
336.000-Fire Department  
931.000-Transfers IN

**590-SANITARY SEWER FUND****Departments:**

000.000-General  
101.000-Council  
172.000-Executive  
215.000-Administration/Clerk  
228.000-Information Technology  
253.000-Treasurer  
265.000-Facilities City Hall  
536.000-Sewer System  
537.000-Sewer Lift Stations  
542.000-Read/Bill  
543.310-Sewer District Rehabilitation  
543.400-Reline Existing Sewers  
543.401-Flush/TV Sewers  
850.000-Other Functions  
931-Transfers IN

**591-WATER SUPPLY FUND****Departments:**

000.000-General  
101.000-Council  
172.000-Executive  
215.000-Administration/Clerk  
228.000-Information Technology  
253.000-Treasurer  
265.000-Facilities City Hall  
540.000-Water System  
542.000-Read/Bill  
543.230-Water Main Repair USDA Grant  
850.000-Other Functions  
905.000-Debt Service  
931.000-Transfers IN

**661-MOTOR POOL FUND****Departments:**

000.000-General  
172.000-Executive  
228.000-Information Technology  
253.000-Treasurer  
265.100-Facilities City Garage  
850.000-Other Functions  
931.000-Tansfers IN

**City of Swartz Creek**  
**Fund Balance & Reserve Policy**  
**November 28, 2022**

**I. Scope**

The Governmental Accounting Standard Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, establishes classifications to provide consistency in fund balance reporting and greater transparency in the governmental sector. This fund balance/reserve policy defines those classifications, establishes appropriate levels of fund balance/reserves by various fund types, and the spending hierarchy associated with use and replenishment of reserves.

**II. General Objectives**

This policy serves as a measure of financial resources available in governmental and proprietary funds to mitigate current and future risks. Establishing a fund balance/reserve policy is the most responsible way to ensure against unanticipated events which would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services.

A fund balance/reserve policy will ensure the City maintains adequate reserves in various operating funds and provides the capacity to: (1) meet daily cash flow financial needs, (2) secure and maintain investment grade bond ratings, (3) offset significant economic downturns or revenue shortfalls, and (4) provide funds for unforeseen expenditures related to emergencies. The information derived from consistent reporting will identify available resources to repay long-term debt, reduce property taxes, add new governmental programs, expand existing programs, or enhance financial position.

**III. Governmental Fund Classifications**

The procedures for reporting certain categories of fund balance within the annual financial statements for the City's governmental funds are classified in one of the following categories:

***Nonspendable*** – amounts that cannot be spent because they are either (a) not in spendable form, such as prepaid items, inventories, or long-term notes receivable; or (b) legally or contractually required to be maintained intact, such as the principal portion of an endowment.

***Restricted*** – amounts that can be spent only for specific purposes stipulated by (a) external resource providers, such as creditors, grantors, contributors, or laws or regulations of other governmental entities; or (b) imposed by law through constitutional provisions or enabling legislation that creates the revenue source and restricts its use.

***Committed*** – amounts that can be used only for the specific purposes determined by formal action (resolution) of the City Council, the City’s highest level of decision-making authority. Commitments are binding unless removed by the City Council’s formal action. Any formal action should occur prior to the end of the fiscal year.

***Assigned*** – amounts approved by the City Manager intended to be used for specific purposes that are not restricted or committed.

***Unassigned*** – the remaining portion of fund balance that does not fall into another category; applies to the General Fund only.

#### **IV. Description of Funds**

##### **Governmental Funds**

General Fund – This fund has various classifications and is the only governmental fund that has unassigned fund balance. The target unassigned reserve is in addition to all other reserves or designation of fund balance which have expenditure authority limited to a specific purpose.

Special Revenue Funds – These funds are created with an underlying legal authority as an individual fund to account for proceeds from a specific revenue source that is legally restricted to expenditures for a specified purpose. Therefore, the residual balance at year-end are reported as restricted.

Debt Service Fund – These funds are subject to certain restrictions associated with the issuance of bonds. This policy does not create any specific reservation within the debt service fund, but rather reports the year-end balances as restricted.

##### **Enterprise Funds**

The City has two enterprise funds to account for the following utility services: water supply and sanitary sewer. These utility funds should maintain a fund balance level that provides adequate cash reserves to ensure a good financial management plan. The water/sewer rate study recommends four months of expenditures.

##### **Internal Service Funds**

Motor Pool Fund – This fund is designated to cover the cost to purchase future vehicle and equipment replacement. With a funded vehicle replacement policy in place the City is able to provide a financially cost-effective and efficient Motor Pool Fund.

#### **V. Target Level**

The fund balance/reserve levels established by this policy shall be in addition to all other reservations, including but not limited to amounts reserved for debt service or renewal and replacement of long-lived assets.

The City will establish a fund balance target level to maintain adequate cash flow and reduce the demand for short-term borrowing. The unassigned fund balance is the residual amount available that has not been restricted, committed, or assigned to a specific purpose.

General Fund - This fund shall strive to maintain at least 35% of operating revenues, which excludes resources that have been committed or assigned to a special purpose (e.g. recreation grants).

Special Revenue Funds (Streets) – These funds will have no minimum reserve required. These funds can be spent to zero. The City strives to maintain a minimum fund balance of 25% of the MDOT apportioned Act 51 annual revenues for the Major and Local Street Funds.

Debt Service Funds – These funds shall maintain a minimum balance as outlined in bond covenants. If there are no specific requirements, the fund shall maintain a balance at year end equal to 50% of the debt service payments for the next fiscal year.

Enterprise Funds - The enterprise operating funds shall strive to maintain at least 35% of operating revenues.

Motor Pool Fund – The City strives to maintain a minimum fund balance of at least 50% of operating revenues, which excludes resources that have been committed or assigned to some other purpose.

Garbage Fund – The City strives to maintain a minimum fund balance of at least 50% of operating revenues, which excludes resources that have been committed or assigned to some other purpose.

Fire Equipment Fund – These funds will have no minimum reserve required. These funds can be spent to zero.

DDA Fund – The City strives to maintain a minimum fund balance of at least 25% of operating revenues or 50% of the annual debt service, whichever is more. This excludes resources that have been committed or assigned to some other purpose.

The City shall maintain at least \$500,000 in each of the following three funds: general fund, water supply fund and sanitary sewer fund to be committed to emergency expenses related to disaster recovery. These funds will be used to cover the costs associated with mitigating and recovering from a disaster. If funds are used, they should be replenished over a three-year period.

All other governmental funds have different objectives, cash flow patterns; therefore, the appropriate level of fund balance is determined on a case-by-case basis.

## **VI. Spending Hierarchy**

The City shall spend restricted amounts first unless there are legal documents that prohibit this practice. Prior to the use of unassigned/unrestricted fund balance amounts, the City shall use committed funds first, followed by assigned amounts, provided those classifications could be used. In the event the unassigned fund balance exceeds the target level, the excess may be utilized for any lawful purpose within the fund, preferably one-time expenditures which are not recurring operating costs. Appropriation from unassigned fund balance shall require City Council approval.

In the event the unassigned fund balance falls below the target level prescribed, the City Manager shall present a solid plan to replenish the fund balance/reserve within three years.

## **VII. Annual Review**

During the annual budget adoption process, the Treasurer shall review the unassigned fund balance from the most recent annual audit for compliance with the provisions of this policy. An estimated fund balance calculation of the current adopted budget is used to determine the amount of fund balance available at the beginning of the period for which the budget is being prepared.



DESCRIPTION	Year	Vin	EST LIFE	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029	FYE 2030	FYE 2031	FYE 2032
Projected Fleet Budget				\$150,000.00	\$ 160,000.00	\$ 120,000.00	\$120,000.00	\$130,000.00	\$130,000.00	\$140,000.00	\$140,000.00	
Fleet Budget and Cash Fund Balance				\$261,711.00	\$ 266,711.00	\$ 231,711.00	\$281,711.00	\$341,711.00	\$ 51,711.00	\$111,711.00	\$101,711.00	
Backhow-CASE	2021	JJGN580NKM771252	20									
Loader-JCB	2001		20									
Freightliner 108sd Dump	2022	3ALAG5FE1NDNL8127	10									\$ 300,000.00
Freightliner 108sd Dump	2024	1FVAG5FE4RHVB6764	10	\$ 225,000.00								
Chevy Silverado 2500HD 4x4/Plow	2024	1GC3YLE79RF435896	5		\$ 60,000.00						\$ 75,000.00	
Chevy Silverado 2500HD 4x4/Plow	2024	1GC3YLE70RF453350	5		\$ 60,000.00						\$ 75,000.00	
Hot Patcher/Hopper	2022	4S9PH131ONM097319	10									
Ford F-250 4X4 Truck/Plow	2016	1FT7X2B69GEA39092	5		\$ 65,000.00							
Chevrolet Silverado 2x4	2013	1GCNPEX0DZ310436	5		\$ 60,000.00							
Utility Vehcile KUBOTA RTV-500	2018		8		\$ 30,000.00							
Ford Diesel F-250 4x4 Super-Chipper Truck	2019	1FTBF2BT5KEC90168	5			\$ 70,000.00						
Ford Diesel F-350 4X4/Plow	2020	1FDRF3HT6LEC31980	5				\$ 70,000.00					
GMC Sierra 2500HD 4x4/Plow	2022	1GT39LE78NF334257	5					\$ 70,000.00				
Trailer-Enclosed	2018	7H5UB0812JE001185	15									
Woodchipper			15							\$80,000.00		
John Deere Tractor/loader	1967		25	\$ -35,000.00								
Sweeper	2007	49HAADB67DX61697	15					\$350,000				
Total Expenditure				\$155,000.00	\$ 155,000.00	\$ 70,000.00	\$ 70,000.00	\$ 420,000.00	\$ 80,000.00	\$ 150,000.00	\$ 300,000.00	
Fleet Fund Balance				\$106,711.00	\$111,711.00	\$161,711.00	\$211,711.00	-\$78,289.00	-\$28,289.00	-\$38,289.00	-\$198,289.00	
Amount from general fund required												

Assumptions: Schedule C rates are expected to increase annually. This does not take into account any revenue generated from existing equipment sales. Bucket truck replacement and tractor/frt loader replacement are guesses regarding their cost.

Equipment Already Purchased

This tractor has failed. We are looking to substitute kubota dollars for the tractor this fiscal year or finance it through sewer. DPS is looking at a new replacement tractor for \$30,500.

The Street Sweeper requires heavy maintenance and is losing reliability. Service by a third party may be an option in lieu of replacement. Supplemental funds would be required.

Replace with used loader to served as a backup for salt use as needed.

# City of Swartz Creek

## Five Year Consolidated Capital Improvement Plan\*

Year 1: Projects expected to commence in spring of 2025

Note: Many projects will likely extend into 2025-2026 fiscal year

**FY Year: 2025**

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Don Shenk Drive	Reconstruct Don Shenk Drive	\$1,370,000	Funded	Awarded	20 Year Paving Program (2016)
Cappy Lane	Reconstruct and rehabilitate Cappy Lane	\$510,000	Funded	Awarded	20 Year Paving Program (2016)
Cappy Lane Water	Replace Cappy Lane watermain	\$710,000	Funded	Awarded	2017 Water Asset Management Plan
Abrams Park	Forestry, bike racks, new sign, and historical signs	\$50,000	Funded	Pre-bidding	2023 Park Plan
Elms Park	Bike racks & pickleball nets	\$10,000	Funded	Planning	2023 Park Plan
Tractor Purchase	Replace ancient utility tractor with used equipment	\$35,000	Funded	Planning	Fleet Replacement Plan
DDA Wayfinding	Plan direction and attraction signs throughout downtown	\$20,000	Funded	Planning	2022 DDA Plan
Sewer Inspections	Inspect Sewers (years 2 of 8): Bristol Road and Heritage	\$100,000	Funded	Awarded	2017 Sanitary Sewer Rehabilitation Plan (Modified)
Bristol Road	Coordinate with GCRC to rehabilitate Bristol from Morrish to the city limits	\$50,000	Funded	Pre-bidding	20 Year Paving Program (2016)
<b>Total Investment</b>		<b>\$2,855,000</b>			

**FY Year: 2026**

Year 2: Projects to commence in spring 2026

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Otterburn	Pavilion, paths, bathrooms	\$650,000	Funded	Planning	2023 Park Plan
Truck Purchase	Replace two regular duty pickups; 2013 Silverado 2x4 and 2016 Ford F-250 4x4	\$130,000	Funded	Planning	Fleet Replacement Plan
Utility Vehicle Purchase	Replace aging Kobota utility vehicle	\$30,000	Funded	Planning	Fleet Replacement Plan
Holland Square	Construct a pergola in Holland Square	\$350,000	Funded	Planning	2022 DDA Plan
City Hall Roof	Reshingle city hall roof	\$50,000	Funded	Bid preparation	As Needed Maintenance
Wayfinding Signs	Install a phase of downtown and community entrance and directional signs	\$50,000	Tentative budget	Planning	2022 DDA Plan
Sewer Inspections	Inspect Sewers (years 3 of 8): Otterburn, Parkridge, Springbrook East	\$100,000	Funded	Awarded	2017 Sanitary Sewer Rehabilitation Plan (Modified)
Sewer Lining	Refurbish lines (As Needed)	\$200,000	Funded	Concept	2017 Sanitary Sewer Rehabilitation Plan (Modified)
<b>Total Investment</b>		<b>\$1,560,000</b>			

**FY Year: 2027**

Year 3: Projects to commence in spring 2027

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Elms Park drainage	Engineer and install water removal options for central areas	\$30,000	Tentative budget	Pre-planning	2023 Park Plan
Abrams Park	Forestry	\$25,000	Tentative Budget	Pre-planning	2023 Park Plan
Sewer Inspections	Inspect Sewers (years 4 of 8) TBD	\$100,000	In Budget	Pre-Planning	2017 Sanitary Sewer Rehabilitation Plan (Modified)
Sewer Lining	Refurbish lines (as Needed)	\$200,000	Tentative Budget	Concept	2017 Sanitary Sewer Rehabilitation Plan (Modified)
Truck Purchase	Replace 2019 Ford F-250/Chipper Truck	\$70,000	Tentative Budget	Pre-Planning	Fleet Replacement Plan
Wayfinding Signs	Install a phase of downtown and community entrance and directional signs	\$20,000	Tentative budget	Planning	2022 DDA Plan
Spring Brook Connection	Install a water line to connect Springbrook and Springbrook East	\$100,000	In Budget	Concept	2017 Water Asset Management Plan
Downtown Street Rehabilitation	Rehabilitate Church & Frederick	\$300,000	Tentative	Pre-planning	20 Year Paving Program (2016)
<b>Total Investment</b>		<b>\$845,000</b>			

**FY Year: 2028**

Year 4: Projects to commence in spring 2028

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Miller Road	Rehabilitate Miller, Morrish to Dye Asphalt	\$3,000,000	TIP Funded	Pre-planning	20 Year Paving Program (2016)
Wayfinding Signs	Install a phase of downtown and community entrance and directional signs	\$20,000	Tentative budget	Planning	2022 DDA Plan
Truck Purchase	Replace 2020 Ford F-350	\$70,000	Tentative Budget	Pre-Planning	Fleet Replacement Plan
Sewer Inspections	Inspect Sewers (years 5 of 8) TBD	\$100,000	In Budget	Pre-Planning	2017 Sanitary Sewer Rehabilitation Plan (Modified)
Sewer Lining	Refurbish lines (as Needed)	\$250,000	Tentative budget	Concept	2017 Sanitary Sewer Rehabilitation Plan (Modified)
<b>Total Investment</b>		<b>\$3,440,000</b>			

**FY Year: 2029**

Year 5: Projects to commence in spring 2029

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Elms Road & Miller Road	Rehabilitate Miller Elms to Tallmadge and Elms from ~Miller to N. City Limit	\$1,500,000	TIP Funded	Pre-planning	20 Year Paving Program (2016)
Wayfinding Signs	Install a phase of downtown and community entrance and directional signs	\$20,000	Tentative budget	Planning	2022 DDA Plan
Truck Purchase	Replace 2022 GMC 4x4	\$70,000	Funded	Pre-planning	Fleet Replacement Plan
Sweeper Purchase	Replace 2007 sweeper	\$350,000	Not in Budget	Concept	Fleet Replacement Plan
Sewer Inspections	Inspect Sewers (years 6 of 8) TBD	\$125,000	In Budget	Pre-Planning	2017 Sanitary Sewer Rehabilitation Plan (Modified)
Sewer Lining	Refurbish lines (as Needed)	\$250,000	In budget	Concept	2017 Sanitary Sewer Rehabilitation Plan (Modified)
<b>Total Investment</b>		<b>\$2,315,000</b>			

FY Year: 2030

Year 6: Projects to commence in spring 2030

<u>Project Name</u>	<u>Description</u>	<u>Estimated Cost</u>	<u>Funding Status</u>	<u>Implementation Status</u>	<u>Reference Document</u>
Wayfinding Signs	Install a phase of downtown and community entrance and directional signs	\$20,000	Tentative budget	Planning	2022 DDA Plan
Library Bathrooms	Update bathrooms at the library/senior center common area	\$100,000	Unfunded	Concept	NA
Replace Woodchipper	Replace woodchipper	\$80,000	Tentative Budget	Pre-Planning	Fleet Replacement Plan
Sewer Lining	Refurbish lines (as Needed)	\$250,000	Tentative budget	Pre-Planning	2017 Sanitary Sewer Rehabilitation Plan (Modified)
Sewer Inspections	Inspect Sewers (years 7 of 8) TBD	\$125,000	Funded	Planning	2017 Sanitary Sewer Rehabilitation Plan (Modified)
Brady, Talmadge, Raubinger	Rehabilitate S. Brady, Tallmadge, and segments of Raubinger	\$300,000	Tentative Budget	Design Underway	20 Year Paving Program (2016)
<b>Total Investment</b>		<b>\$875,000</b>			

\*Projects are listed by fiscal year; projects may span multiple construction seasons

## 8.2 ACTION PLAN

The implementation tools outlined prior are available and should be used to achieve the goals and objectives of the Master Plan. Comprehensive implementation actions have been developed to organize and apply these tools. Under each topic, specific actions, tools, and a time frame for implementation are identified. The details of the strategies to implement the Master Plan are specified in the table below.

### TIME FRAME

- Ongoing: annually
- Immediate: 1-3 years
- Short: 4-5 years
- Long: 5-15 years

### RESPONSIBLE PARTY

- CC: Council
- County: Genesee County
- PC: Planning Commission
- DDA: Downtown Development Authority
- P&R: Parks & Recreation Advisory Board
- MPA: Metro Police Authority
- Staff: City of Swartz Creek Staff

### TOOL

- Reg: Regulatory
- Policy: Policy/Program
- CIP: Capital Improvement
- Partner: Partnership

# TRANSPORTATION

ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
1. Require traffic impact studies as part of the development review process to mitigate the impact of development on traffic.	Ongoing	CC	Reg
2. Require non-motorized paths or sidewalks to be installed within all new residential developments in order to enhance connectivity within the City's non-motorized system. Exceptions to be allowed sparingly on a case-by-case basis.	Ongoing	CC	Reg
3. Utilize tools like road and pedestrian connections between subdivisions, coordinated signals and access management to regulate traffic and minimize the need to widen roads.	Ongoing	Staff	CIP
4. Implement and renew the 20 year street program.	Ongoing	CC, Staff	Policy
5. Apply access management standards, including driveway and intersection spacing, minimum sight distances, and shared access systems to help preserve road capacity and improve safety along main corridors.	Ongoing	Staff	Reg
6. Implement Complete Streets Design Guidelines that require streetscape, pedestrian amenities, and traffic calming measures along all new corridors and in front of new development.	Immediate	CC	Reg
7. Prioritize sidewalk improvements to fill gaps in the network.	Immediate	Staff	Reg
8. Coordinate long-range traffic projections and programming of needs with MDOT, Genesee County Metropolitan Planning Commission, and adjacent communities.	Immediate	Staff	Partner
9. Consider encouraging alternative modes of transportation such as bicycle and ride sharing, utilizing design that promotes micro-mobility use.	Short	Staff	Policy
10. Consider design guidelines that recommend parking lot buffers, landscaping and pedestrian connections within surface parking lots.	Short	PC	Policy
11. Continue installation of pedestrian refuge islands where appropriate along Miller Road	Short	Staff	CIP

# ECONOMIC DEVELOPMENT

ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
1. Ensure that commercial uses are of a size, scale, and character consistent with other development in the area.	Ongoing	PC	Policy
2. Update codes and penalties to strengthen blight enforcement efforts.	Ongoing	CC, PC	Policy
3. Identify additional resources, incentives and grants to assist with façade improvements, environmental cleanup and restoration, redevelopment of core downtown sites.	Ongoing	PC, CC	Policy
4. Utilize Redevelopment Ready Communities to develop promotional materials for key sites.	Ongoing	CC, Staff	Partner
5. Focus efforts and resources when available on priority redevelopment sites.	Ongoing	Staff	Reg
6. Work with the DDA and the Chamber to develop a promotional platform to highlight local businesses and events to residents and potential outside markets to attract visitors.	Ongoing	DDA, Chamber of Commerce	Partner
7. Work with the Visitors and Convention Bureau of Genesee County to highlight local events and drive visitors to Swartz Creek.	Ongoing	DDA, County	Partner
8. Encourage commercial uses such as small-scale retail; professional offices for physicians, optometrists, chiropractors, dentists, psychologists, and similar professions.	Ongoing	PC	Policy
9. Ensure businesses have frontage on Morrish Road and build to the right-of-way or agreed-upon short distance setback.	Ongoing	PC	Reg
10. Work with the Flint & Genesee Chamber Economic Development team to ensure available properties in the City are listed on Zoom Prospector and host local small business educational events.	Ongoing	Staff	Partner
11. Prepare a city-wide fact sheet identifying target industrial markets, properties available, proximity to major markets and any other asset to attract new industry.	Immediate	Staff	Policy
12. Promote Bishop Airport in city branding.	Immediate	Staff	Reg
13. Prioritize sites available for manufacturing growth and promote them.	Immediate	Staff	Policy



ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
14. Increase capacity of the chamber to become the City's primary promotional entity.	Short	Staff, Chamber of Commerce	Partner
15. Utilize TIF Funds to assist with downtown feasibility analyses as needed.	Short	Staff, DDA	Reg
16. Review and update DDA Development Plan to ensure a current project list and access to all tools available to the DDA.	Short	Staff, DDA	Reg
17. Develop a gateway strategy to welcome shoppers and visitors to Swartz Creek.	Short	DDA, PC	Reg
18. Enhance the entryway to Sports Creek as a prime destination site for the City should it be re-purposed.	Long	Staff, DDA, PC	Policy

# NATURAL FEATURES AND PARKS

ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
1. Discourage land uses that have a risk of pollution from locating adjacent to significant natural features.	Ongoing	PC	Policy
2. Require detailed natural resource inventories and documentation of key features that will be protected and managed with large development proposals.	Ongoing	PC, P&R	Policy
3. Consider a conservancy or land trust organization if greenspace intended for long-term preservation is not feasible for management by the city.	Ongoing	P&R	Reg
4. Work with developers to identify natural features and incorporate them into proposals that retain their ability to function as part of the natural system, minimize development impact, and promote human interaction.	Ongoing	PC	Reg
5. Promote the planting of additional vegetation that complements existing natural areas that are to be retained.	Ongoing	P&R	Policy
6. Encourage local botanical societies, garden clubs, and individuals to sponsor and maintain specific areas within the overall landscape development plan for such areas.	Ongoing	P&R	Partner
7. Restrict development of important natural areas and/or features through zoning, private open space, conservation easements, purchase by conservancies, or public acquisition.	Ongoing	PC, P&R	Policy
8. Encourage protection of floodplains, wetlands, and other environmental features when reviewing development proposals	Ongoing	PC, P&R	Reg
9. Prohibit or significantly limit development that would disturb or impact floodplains or wetlands.	Ongoing	PC, P&R	Policy
10. Pursue regional watershed planning with neighboring communities, state, and county agencies.	Ongoing	P&R	Partner
11. Maintain and upgrade existing parks to meet the needs of the community in accordance with the parks and recreation plan.	Ongoing	P&R, Staff	Reg
12. Update the Parks and Recreation Master Plan every five years.	Ongoing	P&R	Reg
13. Conduct regular evaluations of current facilities in comparison to the needs and level of residential and employment population.	Ongoing	P&R	Reg

ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
14. Ensure private open space will be maintained through specific agreements or subdivision condominium documents.	Ongoing	PC	Policy
15. Preserve and/or restore areas with unique natural features, such as trees, forests, natural drainage areas, and nature trails as a way of providing passive recreation opportunities.	Ongoing	P&R	Policy
16. Work with non-profits to perform maintenance and/or upgrade recreational facilities.	Ongoing	P&R	Partner
17. Use Mundy partnership to expand staff and equipment capacity through economies of scale.	Ongoing	CC, P&R	Partner
18. Promote sustainable building practices to promote lower water and energy consumption.	Immediate	PC, Staff	Policy
19. Explore opportunities to provide for the passive and active recreational needs of all residents.	Short	P&R	Policy
20. Evaluate options for acquiring future recreational sites based on the expectations of city residents in the future as they become available or additional studies are completed and funding becomes available.	Short	P&R	Reg
21. Promote the development of recreation facilities by private sources, non-profit organizations, clubs, and schools.	Short	P&R	Partner
22. Explore opportunities for joint recreational services with other groups including schools, churches, surrounding communities, and organizations.	Short	P&R	Partner
23. Encourage development of usable open space within new residential subdivisions.	Short	PC	Policy
24. Plan and develop recreational facilities as multi-use facilities, where feasible.	Short	P&R	CIP
25. Consider pocket-parks or community gardens in new or existing neighborhoods and downtown.	Short	PC, P&R	Reg
26. Set higher development standards or flexible/creative zoning for areas with significant natural features so development is more sensitive to the surrounding environment.	Short	PC	Policy
27. Make public access available to land adjacent to the Swartz Creek.	Short	P&R	Reg

ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
28. Evaluate the potential to create user interaction points with the Swartz Creek for the purpose of recreation or education.	Long	P&R	Reg
29. Aspire to have an high level of maintenance and cleanliness of all parks and public spaces.	Long	Staff, P&R	Reg
30. Seek construction of a regional county park in west-central Genesee County.	Long	CC, P&R, County	Partner
31. Develop and promote the creek for recreation.	Long	P&R, PC	Reg
32. Integrate walking paths, community gardens, and other desirable amenities with natural areas.	Long	P&R, Staff, PC	Reg

# NEIGHBORHOODS

ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
1. Consider incentives such as Planned Unit Development Districts and flexible zoning to offer developers opportunities to provide an affordable mix of housing, through a mixture of densities, housing unit types, and size of housing units.	Ongoing	DDA, Staff, PC	Policy
2. Include neighborhood businesses where appropriate in large projects.	Ongoing	PC	Reg
3. Maintain and reconstruct local streets.	Ongoing	Staff	Reg
4. Identify areas in the City core to encourage new housing development, especially missing middle housing (see "Missing Middle Housing" on page 45) which can attract workforce and families to the City.	Ongoing	DDA, PC, Staff	Reg
5. Require high standards in housing developments so that attractive neighborhoods, good housing design, durable materials (such as brick) and construction, privacy, and access to usable and convenient open space are achieved.	Immediate	PC, CC	Policy
6. Provide zoning incentives such as a planned development district and/or density bonus for the creation of additional senior housing to meet growing future demand.	Immediate	Staff, CC	Policy
7. Promote infill and dense housing in and near downtown to help revitalize the downtown business area	Short	CC, DDA, PC	Policy
8. Stabilize residential areas by monitoring and evaluating the encroachment of incompatible land uses into residential neighborhoods and eliminating non-conforming uses.	Long	PC, CC	Policy
9. Monitor and evaluate the impacts of short-term rentals.	Long	PC, CC	Reg
10. Integrate large projects directly with the existing urban fabric and major street network.	Long	Staff, PC, DDA	Reg

# DOWNTOWN

ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
1. Continue adding street trees, flower plantings (annual and perennial) and pedestrian amenities such as art and wayfinding signs	Ongoing	Staff, DDA	Reg
2. Collaborate with private property owners on Miller to close redundant/disused driveways	Ongoing	Staff, CC	Policy, Partner
3. Pursue federal and state funding for roadway landscaping projects	Ongoing	Staff, DDA	Partner
4. Use low-cost, temporary measures, such as portable street furniture, to test concepts for the arrangement and design of civic spaces before committing to more costly, permanent arrangements	Ongoing	Staff, DDA	Reg
5. Promote the use of the Civic Center and downtown areas for community events and activities.	Ongoing	DDA	Policy
6. Use vacant spaces or underutilized sites in downtown to host popup events to increase programming in the City and to drive visitors to the core of the downtown	Ongoing	DDA	Partner
7. Utilize the Design Guidelines to ensure that new development and/or redevelopment projects are an asset to the community and, where appropriate, are compatible with and result in an upgrade to existing development	Ongoing	DDA, PC, CC	Reg
8. Establish a consistent and attractive signage and landscaping theme at major gateways into the City to inform and welcome visitors.	Immediate	Staff, DDA	Policy
9. Encourage public art and murals.	Immediate	DDA, P&R	Partner
10. Promote historic preservation and the adaptive reuse of former institutional uses, such as the former Methodist church.	Short	DDA	Policy
11. Explore partnerships for operations and management of potential farmers markets at Holland Square or the Civic Center.	Short	DDA	Partner
12. Install rain gardens and landscaping to promote water quality and reduce the visual scale of the street	Short	Staff, DDA	Policy
13. Consider the establishment of a downtown Social District with common areas for alcohol consumption as permitted by LARA	Short	CC, DDA	Reg
14. Reduce the appearance of overhead wires in the downtown area by screening them with vegetation, reducing the number o outdated/redundant wires, or relocation (if practical)	Long	CC, DDA	Reg
15. Consider future designation as a Michigan Main Street community	Long	CC, DDA	Policy

# LAND USE

ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
1. Promote the mixture of uses and higher densities within new sites.	Ongoing	PC	Policy
2. Ensure that transition areas that are evolving from residential to commercial use develop uniformly and on a scale to avoid ‘spot zones’	Ongoing	PC	Reg
3. Encourage nonconforming sites to gradually upgrade and be brought into greater conformance with the Zoning Ordinance.	Ongoing	PC	Reg
4. Encourage and regulate infill development to ensure compatability.	Ongoing	PC	Reg
5. Ensure that entryways into the City create a positive impression of Swartz Creek and match the historic character of the community.	Ongoing	PC, DDA	Policy
6. Refer to the Master Plan when considering rezonings	Ongoing	PC, CC	Reg
7. Protect significant environmental features during site development, including water, trees and other vegetation. Replace these features when saving/preserving isn’t practical.	Ongoing	PC, P&R	Policy
8. Provide landowners with a reasonable and practical use of their land in consideration of the above factors, though not necessarily the most profitable use.	Ongoing	PC	Reg
9. Designate low intensity land uses for environmentally sensitive areas such as in the vicinity of flood-prone areas.	Immediate	PC	Policy
10. Ensure compatibility of existing land uses and protection of property values by directing land uses to appropriate locations that have or are intended to have similar types of uses.	Immediate	PC	Policy
11. Require sidewalks and connectivity to non-motorized trails where appropriate.	Immediate	PC	Policy
12. Continue to require all new development to be adequately served by municipal water and sewer.	Short	Staff	Policy
13. Diversify the tax base to help support the public services and facilities desired by city residents.	Long	PC	Reg

# COMMUNITY SERVICES

ACTION	TIME FRAME	RESPONSIBLE PARTY	TOOL
1. Maintain a high level of public safety services to ensure property and personal safety.	Ongoing	Public Safety	Reg
2. Strengthen code compliance.	Ongoing	Staff, MPA	Reg
3. Provide public and encourage private community facilities in size, character, function and location suitable to their users	Ongoing	Staff	Policy
4. Assist and guide community organizations and citizen groups in their efforts to provide needed community facilities and services that benefit the community.	Ongoing	Staff	Partner
5. Promote shared and underground stormwater systems amongst developments to reduce environmental impacts, land consumption, and maintenance issues.	Ongoing	Staff	Reg
6. Provide assistance or information to residents and neighborhood organizations on practices to protect water quality and wetlands, maintenance of open space, and storm-water facilities, etc.	Ongoing	Staff	Reg
7. Continue efforts to provide quality refuse and yard waste pickup, as well as brush chipping and recycling.	Ongoing	Staff	Reg
8. Provide enhanced, efficient, and effective general services.	Ongoing	Staff	Reg
9. Encourage maintenance of existing buildings	Ongoing	Staff	Reg
10. Seek to increase office staff availability to the public by arranging flex office schedules, staggering lunches, and adjusting work weeks.	Ongoing	Staff	Policy
11. Communicate information of interest to residents through the City's web page and newsletters.	Ongoing	Staff	Policy
12. Hold an annual meeting between City Council and Planning Commission to discuss priorities and master plan progress	Ongoing	PC/CC	Policy
13. Embrace and promote SeeClickFix and/or other 211 style services.	Immediate	Staff, MPA	Policy
14. Conduct vulnerability assessment per Genesee County Hazard Mitigation Plan or RRC Resilience-Readiness evaluation to identify areas for ongoing improvement to prepare for natural or human-made shocks and stresses	Short	Staff, CC	Policy
15. Develop and train the existing City work force to plan for reliable succession.	Long	Staff, MPA	Policy



## Table 4: City of Swartz Creek DDA Projects

	DDA Allocated Costs
<b>Enhancement Improvements</b>	
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
<b>Transportation Improvements</b>	
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
<b>Public Facility Improvements</b>	
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
<b>Administration and Planning</b>	
Marketing Plan	\$20,000
Webpage Development	\$10,000
DDA Promotion	\$250,000
Events and Festivals	\$350,000
General Administration	\$450,000
<b>Total Project Costs</b>	\$12.3 million

***Goal 4: Regularly review maintenance practices and policies for park facilities and update when necessary***

- Park and Recreation Advisory Board to review procedures on an annual basis (upon meeting of new members in February) and provide recommendations to city staff and/or council.
- Be proactive with volunteer groups to complete maintenance efforts in coordinated effort with each other and city staff; better communication between Department of Public Works (DPW), city services, and volunteer groups.
- Review Park properties to determine current usage.
- Establish a maintenance schedule and budget for recreation items such as phases of re-staining of the wood playground in Elms Park to complete a comprehensive process for upkeep of this facility.
- Coordinate with the school district to improve the properties that provide increased access to natural features and education on forestry, water, and land stewardship.

***Action Plan***

The following is a description of the projects the Parks and Recreation Advisory Board has determined are recreational priorities for the city. Justification is provided for each project. A list of potential funding sources is also included.

***Short-Term Projects***

- Replace backstop in Elms Park. Work on maintenance around the park as well with the playground equipment.
- Develop checklist for routine asset maintenance.
- Remove and replace the cottonwood trees in Abrams Park with something new (i.e. swamp oak, elm trees).
- Annual maintenance to play equipment, including staining of sections of Elms Park play structure in a more organized, thorough manner rather than tackling the entire structure at one time.
- Depending on grants and other match funding, development of the non-motorized trail may be timely with improved bid pricing due to local road projects by the city.
- Additional security measures to protect parks from vandals.
- Add parking on the east side of Elms Park while maintain green space and the separation between the parking area and park amenities.
- Bike racks downtown at Holland Square

***Elms Park Internal Trail***

- City proposes that an aggregate non-motorized trail system be developed throughout the park which would establish a pedestrian trail of high priority for the city.
- Trail users will be able to enter the park from the sidewalk along Elms Road without having to share the entry drive with vehicles. Trail would be of barrier-free design, 8 to 10 feet in width and would allow for a wide range of walkers, runners, people in wheelchairs/walkers or bikers to use the trail safely and efficiently.

- Trailhead location would also be developed to have seating, water fountains and bike racks. Signage and wayfinding would also be installed along trail to provide direction and places of interest in the park.

#### Extend Non-Motorized Trail to Elms Road Elementary School

There is an existing easement (owned by Consumers Energy) that connects Elms Road Elementary to the park. The trail connection would provide the school with an opportunity to utilize the facility for recreational activities such as gym classes and cross-country running events. Trail will also provide a pedestrian connection from the school to the residential neighborhoods to the south.

### **Mid-Term Projects**

- Remove exercise stations in Abrams Park and continue to improve restrooms.
- Repurpose tennis courts at Abrams Park
- Continue to make improvements at all park properties to ensure accessibility to all park amenities (i.e. playground equipment, field access, parking accommodations).
- Work with the school district to develop the southwest corner of Cappy and Fairchild to include forestry education, community garden, play equipment, and creek observation deck.
- Work with Swartz Creek Community Schools to plan the reuse of the Mary Crapo site. This site could provide additional property for future sports fields for the school district. A cooperative effort with the school might be sought as both the city and schools have limited budgets.
- Converting softball fields to baseball fields is still a viable option. Most of the softball fields could be converted since most of the groups that would use the field would be little league teams.
- Development of a non-motorized trail along Swartz Creek through Abrams Park would be an attractive location for a trail system.

Paved or aggregate trail system that would provide public access to the waterway and act as a pedestrian link between park facilities. Trail users would be able to enter the park from the sidewalk along Winshall Drive. Barrier-free design, constructed on paved or aggregate surface, striped and 8 to 10 feet in width; proposed length to be 1,300 feet (or ¼ mile).

Maintain open space and providing light in those spaces to prevent vandalism and promote usage of space for recreational activities.

### **Long-Term Projects**

- Complete work at Otterburn Park.
- Construction of pavilion, bike station, 8-foot accessible paths through the site, parking, signage, restrooms, forestry, and sledding hill.
- Extend Non-Motorized Trail to Swartz Creek Middle School
- Develop trail connection to Swartz Creek Middle School by extending the existing trail from the park to the school along the Genesee County drain easement.

Develop Non-Motorized Trail Regional Connections

Work with the Genesee County Metropolitan Planning Commission (where necessary) to complete trail sections around Swartz Creek

Continued improvements on Michael R. Shumaker Bicentennial Park and potential partnership with the Swartz Creek DDA (i.e., Hometown Days Committee).

Develop partnerships with groups like Swartz Creek Schools, Mundy Township, Genesee County Parks and youth athletic groups in the area for recreational programming and volunteerism.

DRAFT

## Capital Improvement Plan

The following schedule is a summary of the action plan that includes key maintenance and development projects in an approximated timeline for completion pending available funding:

### Funding Key:

MNRTF – MDNR Trust Fund

Passport – MDNR Recreation Passport

SPARK – MDNR Spark Grant

TAP – MDOT Transportation Alternative Program

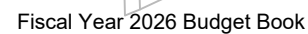
GF – General Fund

Private – Private Donation/Foundations

Capital Improvement Plan			
Year	Project	Cost	Funding
Years 0-5	Abrams Park		
	• Tree replacement (on-going)	\$15,000	CE, Private GF, Passport
	• Annual maintenance (\$40,000 per year x 5)	\$200,000	
	• Renovate restroom facilities, remove exercise stations – Minor renovations have already occurred (doors and fixtures)	\$25,000	
	• Additional Seating (Benches)	\$5,000	
	• Refurbish basketball courts (2023)	\$200,000	
	• Interpretive Signage	\$5,000	
	• Bike Racks	\$1,500	
	Total	\$451,500	
	Elms Park		
	• Replace backstops (2023)	\$5,000	GF, Passport, Private
	• Drainage improvements, extend internal path (2023)	\$20,000	
	• Additional Seating (Benches)	\$5,000	
	• Interpretive Signage	\$5,000	
	• Annual maintenance (\$50,000 per year x 5)	\$250,000	
	• Parking Issues	T.B.D.	
	• Bike Racks	\$1,500	
	Total	\$286,500	
	Otterburn Park		
	• Pavilions	\$200,000	GF, Passport, MNRTF, SPARK, Private
	• Gravel parking and ADA accessible parking spaces	\$80,700	
	• 8’ aggregate path	\$35,000	
	• Site preparation/grading	\$215,700	
	• Site amenities (i.e. trash receptacles, benches)	\$2,500	
	• Pedestrian bridge	\$104,000	

## City of Swartz Creek Five-Year Parks and Recreation Plan

	<ul style="list-style-type: none"><li>• Bike pavilion station (including bike racks)</li><li>• Interpretive Signage</li></ul>	\$20,000 \$5,000		
	Total	\$662,900		
	Non-Motorized			
	<ul style="list-style-type: none"><li>• Construct Phase 1 of regional trail system – currently out for bids</li></ul>	\$150,000	TAP, MNRTF, GF, Private	
	Total	\$150,000		
	Total for 0-5 Years	\$1,550,900		
Years 5-10	Abrams Park			
	<ul style="list-style-type: none"><li>• Annual maintenance (\$50,000 per year x 5)</li></ul>	\$250,000	Private, GF, Passport	
	<ul style="list-style-type: none"><li>• Refurbish or repurpose tennis courts</li></ul>	\$225,000		
	<ul style="list-style-type: none"><li>• Internal Trails</li></ul>	\$50,000		
	Total	\$524,000		
	Elms Park			
	<ul style="list-style-type: none"><li>• Annual maintenance (\$60,000 per year x 5)</li></ul>	\$300,000	GF, Passport, Private	
	Total	\$300,000		
	Otterburn Park			
	<ul style="list-style-type: none"><li>• Annual maintenance (\$60,000 per year x 5)</li></ul>	\$300,000		
	Total	\$300,000		
	Michael R. Shumaker Bicentennial Park			
	<ul style="list-style-type: none"><li>• Remove or enhance pavilion with new features</li></ul>	\$150,000	MNRTF, GF, Private, DDA	
	<ul style="list-style-type: none"><li>• New benches</li></ul>	\$3,000		
	Total	\$153,000		
		Non-Motorized		
		<ul style="list-style-type: none"><li>• Construct Phases 2 and 3 of regional trail system</li></ul>	\$350,000	TAP, MNRTF, GF, Private
	Total	\$350,000		
	Total for 5-10 Years	\$1,627,000		



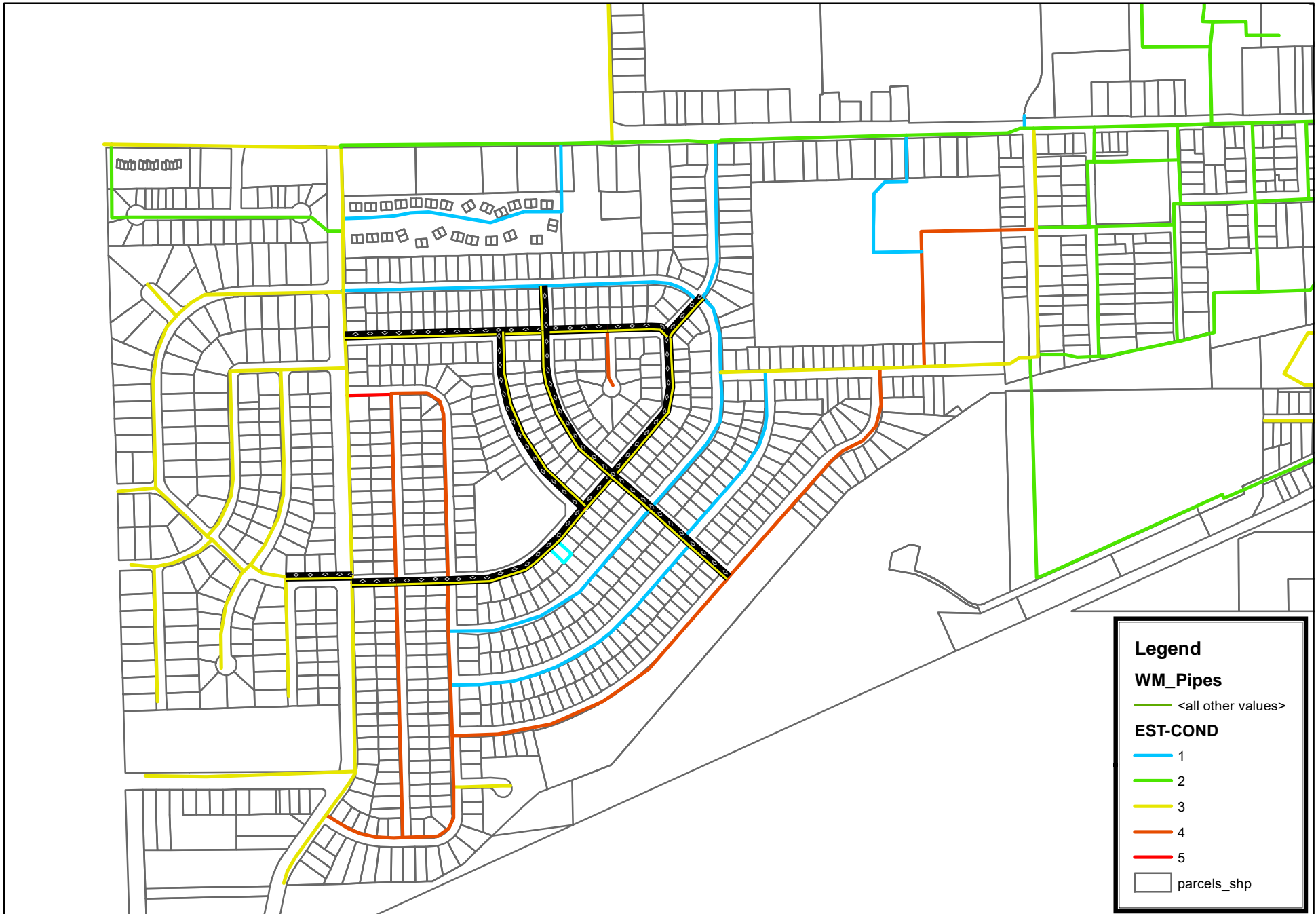
# Five and Twenty Year Capital Improvement Plan

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



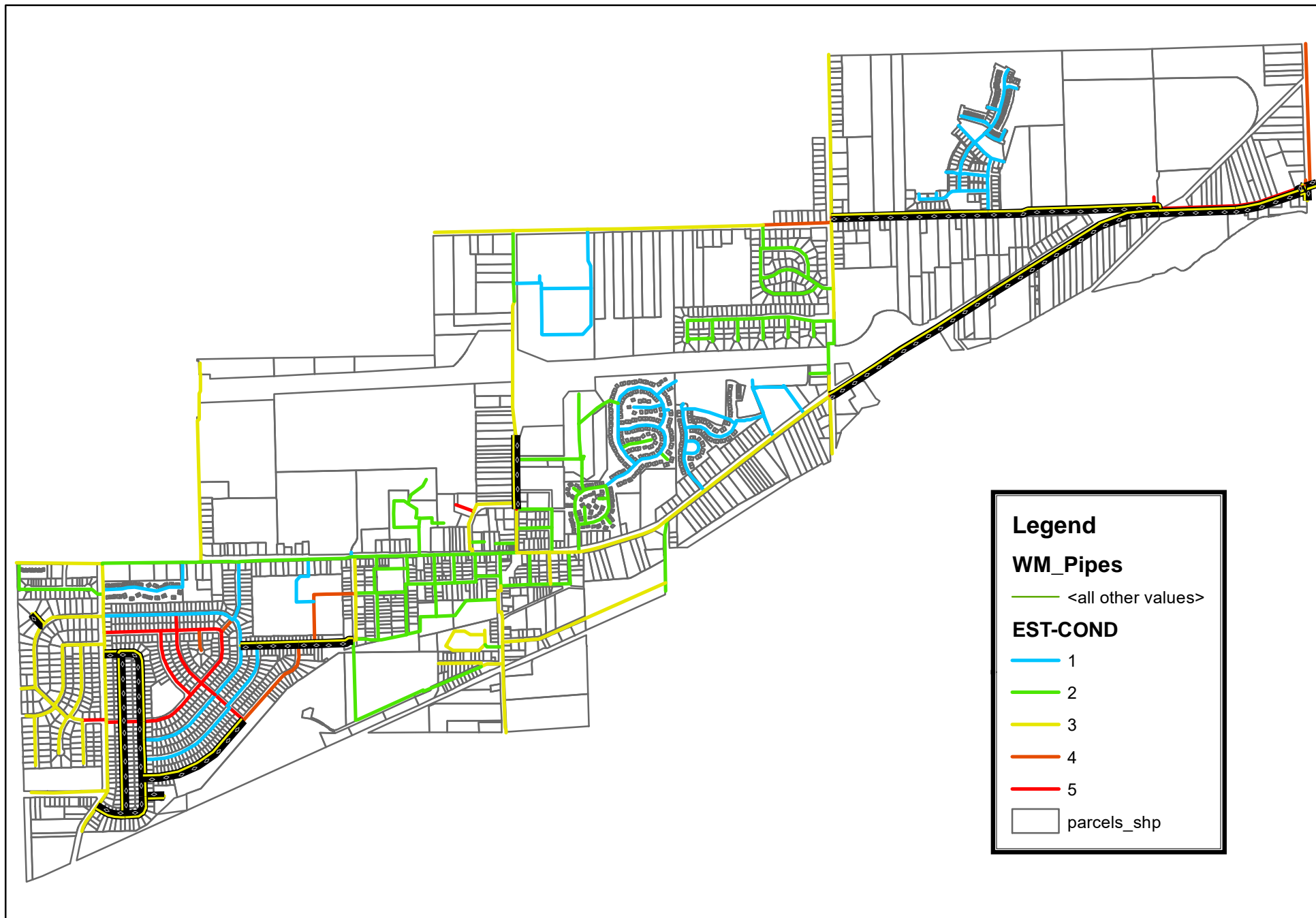


City of Swartz Creek  
Five Year CIP Replacements  
Fiscal Year 2026 Budget Book  
Selected in Yellow/Black

0 0.05 0.1 0.2 0.3 0.4  
Miles  
141



May 20, 2025 Print Edition



City of Swartz Creek  
 Five to Twenty Year CIP Replacements  
 Fiscal Year 2026 Budget Book  
 Selected in Yellow/Black

0 0.15 0.3 0.6 0.9 1.2 Miles  
 142

May 20, 2025 Print Edition

## City of Swartz Creek 20 Year Paving Program

Update: April 2025

Streets	Project Type	PASER Rating (10=new; 1=failed)	Cost
<b>Phase I: 2016-2020</b>			
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
<b>2016-2020 Total</b>			<b>\$4,083,000</b>
<b>Phase II: 2021-2025</b>			
School ← Partial completion	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 ← Under contract	Preservation	3	\$352,000
Durwood	Reconstruct	2	\$990,000

## City of Swartz Creek 20 Year Paving Program

Streets	Project Type	PASER Rating (10=new; 1=failed)	Cost
Norbury	Reconstruct	2	\$330,000
Bristol Road	Preventative Maint.	6	\$48,000
<b>2021-2025 Total</b>			<b>\$4,096,500</b>
<b>Phase III: 2026-2030</b>			
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
<b>2026-2030 Total</b>			<b>\$3,971,000</b>
<b>Phase IV: 2031-2035</b>			
Fortino	Reconstruct	3	\$720,000
Civic	Reconstruct	2	\$240,000
Grove	Reconstruct	2	\$600,000
Maple	Reconstruct	3	\$192,000

← Under contract

## City of Swartz Creek 20 Year Paving Program

Streets	Project Type	PASER Rating (10=new; 1=failed)	Cost
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
<b>2031-2035 Total</b>			<b>\$4,025,000.00</b>