



CITY OF ALBION CITY COUNCIL MEETING AGENDA

Meetings: First and Third Mondays – 7:00 p.m.

City Council Chambers ♦ Second Floor ♦ 112 West Cass Street ♦ Albion, MI 49224

COUNCIL-MANAGER
GOVERNMENT

Council members and
other officials normally in
attendance.

AGENDA

COUNCIL MEETING
Monday, December 2, 2019
7:00 P.M.

David Atchison
Mayor

Vicky Clark
Council Member
1st Precinct

Lenn Reid
Council Member
2nd Precinct

Al Smith
Council Member
3rd Precinct

Marcola Lawler
Council Member
4th Precinct

Jeanette Spicer
Council Member
5th Precinct

Shane Williamson
Council Member
6th Precinct

Darwin McClary
City Manager

The Harkness Law Firm
Atty Cullen Harkness

Jill Domingo
City Clerk

NOTICE FOR PERSONS WITH
HEARING IMPAIR-MENTS
WHO REQUIRE THE USE OF A
PORTABLE LISTENING DEVICE

Please contact the City
Clerk's office at
517.629.5535 and a listening
device will be provided
upon notification. If you
require a signer, please
notify City Hall at least five
(5) days prior to the posted
meeting time.

PLEASE TURN OFF CELL PHONES DURING MEETING

- I. CALL TO ORDER
- II. MOMENT OF SILENCE TO BE OBSERVED
- III. PLEDGE OF ALLEGIANCE
- IV. ROLL CALL
- V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)
- VI. PRESENTATIONS AND RECOGNITIONS
 - A. Open House at The Courtyard Marriott
 - B. Shop Local Shop Albion
- VII. PUBLIC HEARING-FY 2020 Budget
- VIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to **agenda items only** and to no more than three (3) minutes. Proper decorum is required.)
- IX. CLOSED SESSION –None
- X. CONSENT CALENDAR (VV) (Items on Consent Calendar are voted on as one unit)
 - A. Approval Study Session Minutes, November 16, 2019
 - B. Approval Regular Session Minutes, November 18, 2019
- XI. ITEMS FOR INDIVIDUAL DISCUSSION
 - A. Elect Mayor Pro-Tempore
 - B. Request Approval Resolution # 2019-37, To Exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2020 through December 31, 2020
 - C. Discussion/Approval Goals & Objectives for City Manager



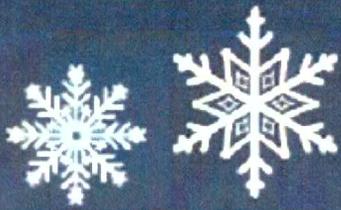
CITY OF ALBION

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- D. Request Approval Resolution # 2019-38, To Approve the Purchase of One Police Vehicle
- E. Request Approval of Medical Marihuana Grower Renewal License for Greenwell BioMedicinals
- F. Set Study Session Date to Discuss Sidewalk Fund
- G. Request Approvals Boards & Commission Appointments:
 - Christina Wixson, Initial Appointment, DDA, Term to Expire 12/31/2022
 - Rick Lange, Reappointment, Albion Trust, Term to Expire 11-7-2022
 - Joseph Verbeke, Initial Appointment, Planning Commission, Term to Expire 12-31-2022
 - Richard Lewin, Initial Appointment, Board of Review (Alternate), Term to Expire 12-31-2021
 - Vivian Davis, Initial Appointment, Board of Review, Term to Expire 12-31-2021
- H. Request Approval for Holland Park Sidewalk Improvement Project
- I. Request Approval for Reconsideration of Motion Previously Adopted on October 8, 2019, Regarding Approval of Third-Party Law Firm to Investigate Alleged Conduct by Council Member Brown and Who Leaked Complaint to City Watch News Group
- J. Request Approval to Apply for AFG Grant for ADPS Air Packs
- K. Request Approval to Apply for AFG Grant for a New Fire Engine and Radios
- XII. FUTURE AGENDA ITEMS
- XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).
- XIV. CITY MANAGER REPORT
- XV. MAYOR AND COUNCIL MEMBER COMMENTS
- XVI. MOTION TO EXCUSE ABSENT COUNCIL MEMBER (S)
- XVII. ROLL CALL
- XVIII. ADJOURN



PLEASE JOIN US FOR AN

OPEN HOUSE

AT THE COURTYARD

BY MARRIOTT



ENJOY THE ALBION
AGLOW PARADE
FROM OUR PATIO!

TOURS OF OUR HOTEL

HOT COCOA BAR

APPETIZERS

DRINK SPECIALS

RAFFLE PRIZES

6th
DEC

JOIN US 4-6 PM

WARM UP WITH US!



shop Local

shop Albion

Collective Goods, Albion's 2nd annual holiday pop-up market will open Saturday, November 30! Stop in on Tuesdays, Fridays or Saturdays to shop 15+ retailers to find the perfect holiday gift.

Location: 111 S. Superior Street, Albion
Hours: Tuesday - 3pm to 7pm,
Friday - 12pm - 7pm and Saturday - 10am to 7pm

Collective Goods is made possible in partnership with



**NOTICE OF PUBLIC HEARING
CITY OF ALBION, MI
DECEMBER 2, 2019**

The City Council of the City of Albion will hold a Public Hearing on the proposed FY 2020 Annual Municipal Operating Budget for all funds of the City as recommended by the City Manager at the City Council meeting on Monday, December 2, 2019 at 7:00 p.m. in the Council Chamber in the William L. Rieger Building (City Hall, 112 West Cass Street, Albion, Michigan). **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

The proposed FY 2020 budget includes the levy of a general operating millage of 11.8897 mills for General Fund Operations; and the second-year levy of a voter approved 3-year renewal in the property tax rate of 1.9860 mills for Recreation; and the fifth-year levy of a voter approved 5-year renewal in the property tax rate of 2.9790 mills for Street Improvements. Also, to be levied is 2.9790 mills for Solid Waste. The proposed 2020 budget includes the levy of the following Mills and the corresponding revenue assuming no delinquencies and before Tax Captures, based on an anticipated Taxable Value of 91,945,297:

General Operating Millage of 11.8897 Mills for General Fund Operations – Projected pre-capture revenue of \$1,093,202.

Second year of a voter approved 3-year 1.9860 Mill levy for Recreation – Projected pre-capture revenue of \$182,603.

Fifth year of a voter approved 5-year 2.9790 Mill Levy for Street Improvements – Projected pre-capture revenue of \$273,905.

A 2.9790 Mill levy levied under PA 298 of 1917 for Solid Waste operations – Projected pre-capture revenue of \$273,905.

Copies of the proposed budget are available for inspection by the public during regular business hours in the City Clerk's office, 112 West Cass Street, Albion, Michigan and at the Albion District Library, 501 South Superior Street, Albion, Michigan.

Jill Domingo
City Clerk

[Publication note: The sentence at the end of the first paragraph must be published in 11-point boldface type, per MCL 141.412)

CITY OF ALBION

2020 BUDGET ASSUMPTIONS

GENERAL FUND

REVENUES:

Property Taxes: Assumed Taxable Value increase on Real property of 4% over the prior year. However, additional factors are considered such as the Headlee Rollback, TIF captures, uncollectable Personal Property, and the impact from Personal Property Tax Reform. The end result is an anticipated property tax revenue increase of 1.985% over the prior year, or the equivalent of a Taxable Value increase from 90,154,924 for the current year, to a Taxable Value of 91,945,297 for 2020.

Millage Rates:

City Operating –	11.8897
Street Millage -	2.9790
Solid Waste -	2.9790
Recreation -	1.9860

Income Tax: Assumed increase of 1.7% to \$1,047,500 from new businesses and continued increase in collection efforts.

Sales & Use Tax: 1.4% to \$1,146,203 as reported by the State.

APPROPRIATIONS:

Salaries and Wages: All four Bargaining Contracts expire on 9-30-2020. These were all 3 year contracts. The required wage increases, as stated within these contracts is reflected in the 2020 budget. Overall, the increase averages about 2% citywide.

Employee Health: The healthcare coverage for the City's employees increased 5.1% on average for all plans. These costs are reflected in the 2020 budget.

ADDITIONAL:

Other Revenue and Appropriation items were adjusted as deemed appropriate based on numerous factors as they become known to the City. Additional factors that may affect the budget include but are not limited to: The economy at all levels. Local development including both restoration and new construction. Price changes in materials, supplies, and gasoline. Utility rate changes. Premium changes for other required insurance beyond health care. Anticipated staffing changes, including retirements. Changes in laws and regulations which may result in additional resources being required for compliance. Changes in any other areas that could impact the City as they become known.

BUDEGT SUMMARY:

Total Budgeted General Fund Revenues -	\$4,610,453
Total Budgeted General Fund Appropriations -	<u>\$4,719,827</u>
Budgeted Revenues over Appropriations -	\$ (109,374)
<small>(This \$109,374 use of Fund Balance represents the Council's decision to spend \$100,000 for the demo of the Union Steel building, and Council's decision to spend approximately \$4,500 on an irrigation system for Holland Park, along with a \$5,000 increase to the City Attorney contract).</small>	
Projected / Budgeted Ending Fund Balance -	\$1,231,362
Projected / Budgeted Fund Balance Percentage	26.1%

CITY OF ALBION

2019 PROJECTED\AMENDED BUDGET

GENERAL FUND

101 GENERAL FUND REVENUES

Property Tax	\$965,000
Income Tax	\$1,030,000
Sales & Use Tax	\$1,130,000
Charges For Services	\$541,672
All Other	<u>\$747,874</u>

Total Gen Fund Rev

\$4,414,546

GENERAL FUND EXPENSES

101-101	City Council	\$44,360
101-172	City Manager	\$153,353
101-209	Assessing	\$47,650
101-210	Attorney	\$141,250
101-215	Clerk	\$122,375
101-226	Human Resources	\$18,587
101-260	Finance/Treasurer	\$505,065
101-265	Municipal Building	\$75,040
101-276	Cemetery	\$173,535
101-235	Public Safety	\$2,131,847
101-422	Code Enforcement	\$270,070
101-442	City Maintenance	\$136,750
101-444	Tree Trimming	\$32,555
101-447	Engineering	\$22,060
101-448	Street Lighting	\$241,127
101-526	EPA Landfill	\$21,750
101-758	Albion River Trail	\$22,700
101-775	Parks	\$253,415
101-778	Holland Park Transfor	\$4,460
101-895	General Appropriations	\$160,475

Total Gen Fund Exp

\$4,578,424

General Fund Revenue Over Expenses

(\$163,878)

CITY OF ALBION
2019 PROJECTED\AMENDED BUDGET

CITY OF ALBION

2019 PROJECTED\AMENDED BUDGET

SPECIAL REVENUE FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
202	Major Streets	\$888,449	\$792,678	\$95,771
203	Local Streets	\$478,395	\$472,336	\$6,059
208	Recreation Fund	\$187,861	\$177,669	\$10,192
226	Solid Waste Fund	\$280,565	\$208,611	\$71,954
250	CDBG Fund	\$185	\$0	\$185
265	Drug Enforcement Fund	\$72,843	\$76,702	(\$3,859)
275	ABA Fund	\$35,300	\$42,227	(\$6,927)
277	Maple Grove Fund	\$438,279	\$911,253	(\$472,974)
367	Sidewalk Program Fund	\$7,750	\$41,000	(\$33,250)
450	Street improvement	\$285,170	\$745,150	(\$459,980)
452	MDOT Street Improve.	\$2,333,000	\$2,317,571	\$15,429
Total Special Revenue Fund		\$5,007,797	\$5,785,197	(\$777,400)

DEBT SERVICE FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
363	Energy\425\ Genrator	\$180,600	\$180,400	\$200
364	GO Bonds	\$1,083	\$0	\$1,083
369	ABA\Maple Grove Bonds	\$130,249	\$126,053	\$4,196
374	DPW Building Bonds	\$15,000	\$15,000	\$0
Total Debt Service Funds		\$326,932	\$321,453	\$5,479

ENTERPRISE FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
590	Sewer Fund	\$1,464,512	\$1,586,375	(\$121,863)
591	Water Fund	\$960,455	\$1,460,051	(\$499,596)
Total Enterprise Funds		\$2,424,967	\$3,046,426	(\$621,459)

CITY OF ALBION

2019 PROJECTED\AMENDED BUDGET

INTERNAL SERVICE FUND

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
661	Equipment Pool Fund	\$303,087	\$363,609	(\$60,522)

OTHER FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
243	Brownfield Redevelopment	\$220,945	\$222,285	(\$1,340)
244	EDC Fund	\$170,290	\$150,345	\$19,945
246	Bus. Incubator\Food Hub	\$65,020	\$64,996	\$24
247	TIFA Fund	\$226,200	\$223,269	\$2,931
248	DDA Fund	\$118,050	\$114,590	\$3,460
296	Revolving Loan Fund	\$5,800	\$7,107	(\$1,307)
	Total Other Funds	\$806,305	\$782,592	\$23,713

TRUST FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
711	Cemetery Trust	\$5,900	\$0	\$5,900
732	Public Safety Pension Trust	\$1,653,094	\$1,655,750	(\$2,656)
735	Albion Trust	\$16,000	\$0	\$16,000
737	Retiree Health Care Trust	\$675	\$2,500	(\$1,825)
	Total Trust Funds	\$1,675,669	\$1,658,250	\$17,419

CITY OF ALBION

2020 BUDGET

GENERAL FUND

101 GENERAL FUND REVENUES

Property Tax	\$987,500
Income Tax	\$1,047,500
Sales & Use Tax	\$1,146,203
Charges For Services	\$572,500
All Other	<u>\$856,750</u>

Total Gen Fund Rev

\$4,610,453

GENERAL FUND EXPENSES

101-101	City Council	\$44,854
101-172	City Manager	\$259,065
101-209	Assessing	\$46,800
101-210	Attorney	\$111,200
101-215	Clerk	\$167,960
101-226	Human Resources	\$17,241
101-260	Finance/Treasurer	\$520,365
101-265	Municipal Building	\$69,623
101-276	Cemetery	\$171,946
101-235	Public Safety	\$2,140,036
101-422	Code Enforcement	\$276,040
101-442	City Maintenance	\$57,095
101-444	Tree Trimming	\$19,425
101-447	Engineering	\$15,187
101-448	Street Lighting	\$135,000
101-526	EPA Landfill	\$10,000
101-758	Albion River Trail	\$42,300
101-775	Parks	\$235,240
101-778	Holland Park Transfor	\$75,000
101-895	General Appropriations	\$305,450

Total Gen Fund Exp

\$4,719,827

General Fund Revenue Over Expenses

(\$109,374)

**CITY OF ALBION
2020 BUDGET**

CITY OF ALBION

2020 BUDGET

SPECIAL REVENUE FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
202	Major Streets	\$970,025	\$738,903	\$231,122
203	Local Streets	\$483,850	\$479,938	\$3,912
208	Recreation Fund	\$194,600	\$191,932	\$2,668
226	Solid Waste Fund	\$278,850	\$266,003	\$12,847
250	CDBG Fund	\$145	\$0	\$145
265	Drug Enforcement Fund	\$485,000	\$120,800	\$364,200
275	ABA Fund	\$38,046	\$35,611	\$2,435
277	Maple Grove Fund	\$376,250	\$345,950	\$30,300
367	Sidewalk Program Fund	\$6,500	\$111,000	(\$104,500)
450	Street improvement	\$270,431	\$12,500	\$257,931
452	MDOT Street Improve.	\$1,111,500	\$1,111,500	\$0
Total Special Revenue Fund		\$4,215,197	\$3,414,137	\$801,060

DEBT SERVICE FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
363	Energy\425\ Genrator	\$175,000	\$175,000	\$0
364	GO Bonds	\$500	\$0	\$500
369	ABA\Maple Grove Bonds	\$71,266	\$67,503	\$3,763
374	DPW Building Bonds	\$15,000	\$15,000	\$0
Total Debt Service Funds		\$261,766	\$257,503	\$4,263

ENTERPRISE FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
590	Sewer Fund	\$1,277,500	\$1,502,984	(\$225,484)
591	Water Fund	\$963,650	\$1,182,730	(\$219,080)
Total Enterprise Funds		\$2,241,150	\$2,685,714	(\$444,564)

CITY OF ALBION 2020 BUDGET

INTERNAL SERVICE FUND

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
661	Equipment Pool Fund	\$327,525	\$343,445	(\$15,920)

OTHER FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
243	Brownfield Redevelopment	\$222,000	\$222,000	\$0
244	EDC Fund	\$144,500	\$144,471	\$29
246	Bus. Incubator\Food Hub	\$73,000	\$72,986	\$14
247	TIFA Fund	\$226,200	\$226,050	\$150
248	DDA Fund	\$125,600	\$121,200	\$4,400
296	Revolving Loan Fund	\$7,200	\$9,009	(\$1,809)
	Total Other Funds	\$798,500	\$795,716	\$2,784

TRUST FUNDS

		<u>Revenue</u>	<u>Expense</u>	<u>Net</u>
711	Cemetery Trust	\$6,400	\$0	\$6,400
732	Public Safety Pension Trust	\$1,458,500	\$1,452,750	\$5,750
735	Albion Trust	\$11,000	\$0	\$11,000
737	Retiree Health Care Trust	\$650	\$2,400	(\$1,750)
	Total Trust Funds	\$1,476,550	\$1,455,150	\$21,400

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL ESTIMATED REVENUES							
101-000-402.00	CURRENT PROPERTY TAXES	955,596	935,000	893,034	965,000	987,500	987,500
101-000-402.01	PROPERTY TAX CHARGEBACKS	(14,880)	(9,500)	(2,316)	(5,000)	(3,500)	(3,500)
101-000-410.00	DELINQUENT PERSONAL PROPERTY T	2,614	4,500	0	0	4,500	4,500
101-000-424.00	PAYMENTS IN LIEU OF TAXES	21,627	23,500	22,983	22,983	23,500	23,500
101-000-438.00	INCOME TAXES	967,992	1,040,000	921,893	1,030,000	1,047,500	1,047,500
101-000-445.00	PENALTY & INTEREST ON TAXES	30,449	30,000	8,714	28,000	30,500	30,500
101-000-445.01	PROP TAX INTEREST CHARGEBACKS	(1,324)	(1,000)	(461)	(1,000)	(1,000)	(1,000)
101-000-447.00	PROPERTY TAX ADMINISTRATION FE	50,101	51,000	30,931	51,000	53,400	53,400
101-000-447.01	ADMIN FEE CHARGEBACKS	(779)	(1,250)	(334)	(1,000)	(1,000)	(1,000)
101-000-451.00	BUSINESS LICENSES AND PERMITS	1,575	1,750	1,980	1,930	2,000	2,000
101-000-452.00	FRANCHISE FEES - 5%	34,109	35,000	25,222	35,000	35,000	35,000
101-000-452.01	FRANCHISE FEES - 2%	13,643	14,000	10,089	13,000	13,000	13,000
101-000-476.00	NON-BUSINESS LICENSES & PERMIT	900	1,100	710	710	1,000	1,000
101-000-488.00	MED. MARIJUANA LICENSE - GROWER, I	70,000	70,000	90,000	100,000	100,000	100,000
101-000-540.00	STATE GRANTS	2,000	0	0	0	0	0
101-000-573.00	LOCAL COMMUNITY STABILIZATION STA	73,831	122,500	132,635	132,635	88,500	88,500
<p>THIS IS THE REIMBURSEMENT FROM THE STATE TO OFFSET SOME OF THE REVENUE LOST FROM THE PERSONAL PROPERTY TAX REFORM LAW. THE REIMBURSEMENT CALCULATION IS VERY COMPLEX - EVEN THE "EXPERTS" CAN'T SEEM TO FOLLOWOR EXPLAIN IT. ACCORDINGLY, THE STATE ERRORED DISBURSING THE 2018 AMT. THE \$73,381 WAS SHORT SO THEY CORRECTED IT BY SENDING AN ADDITIONAL \$43,041 IN MAY OF 2019 AFTER THE 2018 BOOKS WERE ALREADY CLOSED. SO THE 2019 AMT OF \$132,635 IS OVERSTATED AS IT INCLUDES THE \$43,041 THAT SHOULD HAVE BEEN POSTED IN 2018. THE AMT FOR 2019 IS \$89,594. IT IS UNKNOWN IF ANY ADDITIONAL ADJUSTMENT AMTS WILL BE DISBURSED TO THE CITY AT A LATER DATE FOR 2019.</p>							
101-000-578.00	STATE SHARED: SALES & USE TAX	1,106,229	1,112,500	735,648	1,130,000	1,146,203	1,146,203
101-000-590.00	LOCAL GRANTS	4,000	6,000	3,000	3,000	3,000	3,000
TO COVER PART OF ALBION-MARSHALL CONNECTOR. FROM CRONIN FOUNDATION.							
101-000-607.00	CHARGES FOR SERVICES-FEES	0	0	1	0	0	0
101-000-609.00	RIGHT OF WAY FEES	240	120	0	0	0	0
101-000-626.00	CHARGES FOR SERVICES RENDERED	10,957	14,500	28,708	28,500	30,000	30,000
101-000-626.10	CHARGES FOR SERVICES - ADMIN FEES	205,316	467,672	410,728	467,672	487,500	487,500
<p>2019 - UNDER THE DIRECTION OF THE NEW CITY MANAGER AT THE TIME, THE CITY IMPLEMENTED A NEW METHOD OF SPREADING ADMINISTRATIVE COSTS TO ALL DEPARTMENTS. INSTEAD OF ALLOCATING WAGES ACROSS MULTIPLE DEPARTMENTS, THE CITY NOW CHARGES ADMINISTRATIVE WAGES TO THE "HOME" DEPARTMENT AND THEN SPREADS THESE COSTS BY CHARGING HIGHER ADMINISTRATIVE FEES TO THE VARIOUS DEPARTMENTS. THIS PRACTICE WILL BE CONTINUED FOR 2020.</p>							
101-000-658.00	ORDINANCE FINES	2,230	2,500	0	0	1,000	1,000
101-000-664.03	UNREALIZED GAIN ON INVESTMENT	(16)	100	622	671	250	250
101-000-665.00	INTEREST	9,737	7,000	12,581	11,500	13,500	13,500
101-000-667.00	RENTS	3,600	3,600	3,300	3,600	3,600	3,600
101-000-671.00	OTHER REVENUES	5,669	6,500	675	5,000	6,500	6,500
101-000-673.00	SALE OF FIXED ASSETS	116,453	0	1	1	0	0
101-000-675.00	CONTRIBUTIONS-PRIVATE INDIVIDU	200	0	20	20	0	0
101-000-676.00	REIMBURSEMENTS & RESTITUTIONS	4,669	11,500	22,116	22,116	125,000	125,000
101-000-676.01	RETIREE HEALTH CARE	7,425	0	0	0	0	0
<p>AFTER 2018, THE CITY NO LONGER USED THIS ACCOUNT FOR THE RETIREE HEALTHCARE ACTIVITY.</p>							
101-000-694.00	CASH OVER & SHORT	26	0	(117,675)	(117,675)	0	0
TOTAL ESTIMATED REVENUES		3,684,189	3,948,592	3,234,805	3,927,663	4,197,453	4,197,453

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		3,684,189	3,948,592	3,234,805	3,927,663	4,197,453	4,197,453

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 101 - CITY COUNCIL							
APPROPRIATIONS							
101-101-702.00	SALARIES AND WAGES	21,540	26,340	15,110	26,340	26,340	26,340
101-101-703.00	PART TIME WAGES	0	1,200	0	0	1,200	1,200
101-101-714.00	MEDICARE	312	400	219	385	400	400
101-101-715.00	FICA	1,335	1,710	937	1,635	1,710	1,710
101-101-717.00	LIFE INSURANCE	1,536	1,554	1,221	1,520	1,554	1,554
101-101-720.00	WORKERS COMPENSATION	39	150	53	100	150	150
101-101-721.00	UNEMPLOYMENT INSURANCE	0	2	0	0	0	0
101-101-726.00	OFFICE SUPPLY	92	500	89	250	250	250
101-101-728.00	DUES, BOOKS, PERIODICAL	7,762	6,800	5,290	5,800	6,000	6,000
101-101-801.00	PROFESSIONAL SERVICES	5,480	7,500	0	2,500	2,500	2,500
101-101-802.00	CONTRACTUAL SERVICES	0	400	0	500	400	400
101-101-804.00	PRINTING AND COPYING	1,657	500	0	1,500	1,500	1,500
101-101-819.00	CONFERENCE COSTS	955	3,500	1,236	3,500	2,500	2,500
101-101-851.00	TELEPHONE	35	0	271	330	350	350
101-101-955.00	MISCELLANEOUS	99	50	0	0	0	0
	TOTAL APPROPRIATIONS	40,842	50,606	24,426	44,360	44,854	44,854
NET OF REVENUES/APPROPRIATIONS - 101 - CITY COUNCIL		(40,842)	(50,606)	(24,426)	(44,360)	(44,854)	(44,854)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 172 - CITY MANAGER							
APPROPRIATIONS							
101-172-702.00	SALARIES AND WAGES	37,378	145,560	73,315	89,050	182,500	182,500
2018 - REPRESENTAS REDUCED AMOUNT DUE TO VACANCY MOST OF THE YEAR IN THE CITY MANAGER AND ASSISTANT CITY MANAGER POSITION.							
101-172-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	7,642	0	7,704	7,704	12,850	12,850
101-172-714.00	MEDICARE	652	2,110	1,169	1,420	2,915	2,915
101-172-715.00	FICA	2,316	9,025	3,229	6,100	12,450	12,450
101-172-716.00	HOSPITALIZATION INSURANCE	5,883	29,180	10,195	11,450	18,340	18,340
101-172-717.00	LIFE INSURANCE	123	445	165	550	1,160	1,160
101-172-718.00	DISABLIITY INSURANCE	207	2,500	193	194	0	0
101-172-719.00	PENSION CONTRIBUTION	2,072	10,190	2,082	2,275	4,645	4,645
101-172-719.03	EMPLOYER CONTRIBUTION - ICMA 457	0	0	989	1,910	8,995	8,995
101-172-720.00	WORKERS COMPENSATION	436	860	1,658	1,975	1,390	1,390
101-172-721.00	UNEMPLOYMENT INSURANCE	8	75	8	20	20	20
101-172-723.00	RETIREE HEALTH SAVINGS CONTRIB	753	2,000	1,012	1,355	2,000	2,000
101-172-724.00	VEHICLE ALLOWANCE	420	0	900	1,800	5,500	5,500
101-172-726.00	OFFICE SUPPLY	2,337	1,150	792	1,200	1,150	1,150
101-172-728.00	DUES, BOOKS, PERIODICAL	1,278	300	899	1,000	1,000	1,000
101-172-741.00	UNIFORMS	66	0	0	0	0	0
101-172-744.00	POSTAGE	25	50	0	0	0	0
101-172-802.00	CONTRACTUAL SERVICES	12,120	500	19,321	19,500	500	500
101-172-804.00	PRINTING AND COPYING	0	500	0	500	500	500
101-172-804.05	PRINTING & COPYING - BOARDS & COMM	0	150	0	150	150	150
101-172-819.00	CONFERENCE COSTS	450	0	0	0	0	0
101-172-851.00	TELEPHONE	2,938	1,850	673	1,000	950	950
101-172-857.00	TRAVEL	444	0	1,149	2,000	450	450
101-172-885.00	TRAINING	285	1,250	938	1,250	1,000	1,000
101-172-955.00	MISCELLANEOUS	3,523	150	443	500	250	250
101-172-959.00	CIVIC AND COMM. EVENT REIMBURSEMENT	34	450	0	450	350	350
TOTAL APPROPRIATIONS		81,390	208,295	126,834	153,353	259,065	259,065
NET OF REVENUES/APPROPRIATIONS - 172 - CITY MANAGER		(81,390)	(208,295)	(126,834)	(153,353)	(259,065)	(259,065)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 209 - ASSESSING							
ESTIMATED REVENUES							
101-209-607.00	CHARGES FOR SERVICES-FEES	76	0	30	10	0	0
TOTAL ESTIMATED REVENUES		76	0	30	10	0	0
APPROPRIATIONS							
101-209-726.00	OFFICE SUPPLY	507	600	(20)	600	600	600
101-209-727.00	OFFICE EQUIPMENT	736	750	0	750	500	500
101-209-744.00	POSTAGE	0	0	243	500	400	400
101-209-802.00	CONTRACTUAL SERVICES	43,825	42,000	41,900	42,000	42,000	42,000
101-209-804.00	PRINTING AND COPYING	0	150	1,801	2,500	2,000	2,000
101-209-806.00	BOARD OF REVIEW	600	950	400	950	950	950
101-209-851.00	TELEPHONE	212	360	272	350	350	350
TOTAL APPROPRIATIONS		45,880	44,810	44,596	47,650	46,800	46,800
NET OF REVENUES/APPROPRIATIONS - 209 - ASSESSING		(45,804)	(44,810)	(44,566)	(47,640)	(46,800)	(46,800)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 210 - ATTORNEY							
APPROPRIATIONS							
101-210-744.00	POSTAGE	0	50	0	0	0	0
101-210-801.00	PROFESSIONAL SERVICES	25,664	7,500	38,422	50,000	15,000	15,000
101-210-801.01	PROFESSIONAL SERVICES - HARKNESS	87,708	90,000	82,410	90,000	95,000	95,000
101-210-816.01	WITNESS FEES - HARKNESS	0	350	0	0	200	200
101-210-900.00		453	1,250	681	1,250	1,000	1,000
TOTAL APPROPRIATIONS		113,825	99,150	121,513	141,250	111,200	111,200
NET OF REVENUES/APPROPRIATIONS - 210 - ATTORNEY		(113,825)	(99,150)	(121,513)	(141,250)	(111,200)	(111,200)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 215 - CLERK							
ESTIMATED REVENUES							
101-215-607.00	CHARGES FOR SERVICES-FEES	69	0	315	315	100	100
101-215-676.00	REIMBURSEMENTS & RESTITUTIONS	(7)	0	0	0	0	0
TOTAL ESTIMATED REVENUES		62	0	315	315	100	100
APPROPRIATIONS							
101-215-702.00	SALARIES AND WAGES	64,438	75,450	64,638	74,860	76,500	76,500
101-215-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	750	0	0	0	0	0
101-215-703.00	PART TIME WAGES	1,124	600	1,094	1,095	21,200	21,200
101-215-714.00	MEDICARE	929	1,095	924	1,080	1,110	1,110
101-215-715.00	FICA	3,972	4,675	3,950	4,640	4,750	4,750
101-215-716.00	HOSPITALIZATION INSURANCE	10,517	11,555	9,779	12,080	17,170	17,170
101-215-717.00	LIFE INSURANCE	271	335	278	315	335	335
101-215-719.00	PENSION CONTRIBUTION	4,437	5,285	4,537	5,240	5,355	5,355
101-215-720.00	WORKERS COMPENSATION	318	445	427	525	530	530
101-215-721.00	UNEMPLOYMENT INSURANCE	9	40	7	15	15	15
101-215-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,265	1,460	1,259	1,450	1,460	1,460
101-215-726.00	OFFICE SUPPLY	783	600	704	850	800	800
101-215-727.00	OFFICE EQUIPMENT	802	500	0	0	500	500
101-215-728.00	DUES, BOOKS, PERIODICAL	442	500	495	500	500	500
101-215-741.00	UNIFORMS	44	0	0	0	0	0
101-215-744.00	POSTAGE	0	0	19	0	0	0
101-215-802.00	CONTRACTUAL SERVICES	2,662	2,500	0	500	2,500	2,500
101-215-804.00	PRINTING AND COPYING	0	2,500	0	1,500	0	0
101-215-805.00	ELECTIONS	19,634	4,000	584	3,600	14,000	14,000
101-215-819.00	CONFERENCE COSTS	0	2,000	705	1,500	2,000	2,000
101-215-851.00	TELEPHONE	53	360	407	450	360	360
101-215-857.00	TRAVEL	81	500	261	350	500	500
101-215-885.00	TRAINING	1,345	3,000	900	1,500	3,000	3,000
101-215-900.00	PUBLISHING	15,041	10,000	2,908	10,000	15,000	15,000
101-215-950.00	INSURANCE AND BONDS	241	250	228	250	300	300
101-215-955.00	MISCELLANEOUS	10	75	0	75	75	75
TOTAL APPROPRIATIONS		129,168	127,725	94,104	122,375	167,960	167,960
NET OF REVENUES/APPROPRIATIONS - 215 - CLERK		(129,106)	(127,725)	(93,789)	(122,060)	(167,860)	(167,860)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 226 - HUMAN RESOURCES							
APPROPRIATIONS							
101-226-702.00	SALARIES AND WAGES	12,300	7,240	6,391	7,300	7,475	7,475
101-226-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	804	0	0	0	0	0
101-226-704.00	OVERTIME	157	200	261	300	400	400
101-226-714.00	MEDICARE	191	105	94	110	115	115
101-226-715.00	FICA	698	460	403	470	490	490
101-226-716.00	HOSPITALIZATION INSURANCE	2,264	1,550	1,357	1,620	1,650	1,650
101-226-717.00	LIFE INSURANCE	57	45	42	47	46	46
101-226-718.00	DISABLIITY INSURANCE	35	0	0	0	0	0
101-226-719.00	PENSION CONTRIBUTION	736	525	466	540	555	555
101-226-720.00	WORKERS COMPENSATION	119	45	43	60	65	65
101-226-721.00	UNEMPLOYMENT INSURANCE	2	5	1	5	5	5
101-226-723.00	RETIREE HEALTH SAVINGS CONTRIB	228	150	133	155	160	160
101-226-724.00	VEHICLE ALLOWANCE	105	0	0	0	0	0
101-226-726.00	OFFICE SUPPLY	0	200	325	500	300	300
101-226-728.00	DUES, BOOKS, PERIODICAL	200	100	0	200	200	200
101-226-744.00	POSTAGE	0	25	0	0	0	0
101-226-802.00	CONTRACTUAL SERVICES	5,540	2,000	3,137	4,500	3,250	3,250
101-226-837.00	MEDICAL	1,558	1,500	921	1,500	1,250	1,250
101-226-851.00	TELEPHONE	35	0	271	330	330	330
101-226-857.00	TRAVEL	0	50	0	0	0	0
101-226-885.00	TRAINING	601	500	498	750	750	750
101-226-900.00	PUBLISHING	13	200	0	200	200	200
TOTAL APPROPRIATIONS		25,643	14,900	14,343	18,587	17,241	17,241
NET OF REVENUES/APPROPRIATIONS - 226 - HUMAN RESOURCE		(25,643)	(14,900)	(14,343)	(18,587)	(17,241)	(17,241)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 260 - FINANCE DEPT AND/OR ABA GENERAL							
ESTIMATED REVENUES							
101-260-607.00	CHARGES FOR SERVICES-FEES	817	600	1,573	1,600	1,500	1,500
101-260-676.00	REIMBURSEMENTS & RESTITUTIONS	0	0	80	80	100	100
TOTAL ESTIMATED REVENUES		817	600	1,653	1,680	1,600	1,600
APPROPRIATIONS							
101-260-702.00	SALARIES AND WAGES	169,719	262,470	227,236	262,900	262,740	262,740
101-260-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	750	0	0	8,000	0	0
101-260-704.00	OVERTIME	3,504	1,850	5,101	6,500	4,000	4,000
101-260-714.00	MEDICARE	2,459	3,780	3,262	4,005	3,800	3,800
101-260-715.00	FICA	10,513	16,185	13,947	17,125	16,290	16,290
101-260-716.00	HOSPITALIZATION INSURANCE	41,836	79,835	69,673	82,000	98,600	98,600
101-260-717.00	LIFE INSURANCE	503	780	677	780	780	780
101-260-719.00	PENSION CONTRIBUTION	11,834	15,900	14,065	16,350	16,015	16,015
101-260-719.01	MERS DB CONTRIBUTION	81	0	0	0	0	0
101-260-720.00	WORKERS COMPENSATION	862	1,560	1,501	1,900	1,855	1,855
101-260-721.00	UNEMPLOYMENT INSURANCE	21	100	23	55	55	55
101-260-723.00	RETIREE HEALTH SAVINGS CONTRIB	2,990	4,075	3,601	4,100	4,080	4,080
101-260-726.00	OFFICE SUPPLY	3,193	2,900	2,430	3,100	3,100	3,100
101-260-727.00	OFFICE EQUIPMENT	2,851	1,750	225	1,700	1,750	1,750
101-260-728.00	DUES, BOOKS, PERIODICAL	885	950	710	950	950	950
101-260-741.00	UNIFORMS	308	0	0	0	0	0
101-260-744.00	POSTAGE	3,198	3,500	2,076	3,500	3,500	3,500
101-260-801.00	PROFESSIONAL SERVICES	29,500	34,500	33,400	34,000	35,000	35,000
101-260-802.00	CONTRACTUAL SERVICES	26,643	45,000	32,236	49,000	59,100	59,100
PRIMARILY REPRESENTS CONTRACTUAL COSTS TO INNOVATIVE SOFTWARE WHO ASSISTS WITH THE COLLECTION OF DELINQUENT CITY INCOME TAX PAYMENTS AND WITH THE PROCESSING OF SOME OF THE INCOME TAX RELATED FORMS.							
101-260-804.00	PRINTING AND COPYING	1,221	1,650	670	1,600	1,500	1,500
101-260-851.00	TELEPHONE	2,680	3,500	2,359	3,200	3,150	3,150
101-260-857.00	TRAVEL	905	450	263	450	450	450
101-260-885.00	TRAINING	3,008	3,200	1,449	3,200	3,000	3,000
101-260-950.00	INSURANCE AND BONDS	626	650	593	550	550	550
101-260-955.00	MISCELLANEOUS	23	150	0	100	100	100
TOTAL APPROPRIATIONS		320,113	484,735	415,497	505,065	520,365	520,365
NET OF REVENUES/APPROPRIATIONS - 260 - FINANCE DEPT		(319,296)	(484,135)	(413,844)	(503,385)	(518,765)	(518,765)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST							
APPROPRIATIONS							
101-265-702.00	SALARIES AND WAGES	8,607	9,210	7,168	9,210	9,515	9,515
101-265-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	1,759	0	0	0	0	0
101-265-703.00	PART TIME WAGES	0	0	286	350	300	300
101-265-704.00	OVERTIME	0	325	152	325	100	100
101-265-714.00	MEDICARE	146	140	106	140	150	150
101-265-715.00	FICA	625	615	453	610	643	643
101-265-716.00	HOSPITALIZATION INSURANCE	2,780	3,500	2,718	3,500	3,850	3,850
101-265-717.00	LIFE INSURANCE	19	30	18	25	30	30
101-265-719.00	PENSION CONTRIBUTION	111	620	247	300	450	450
101-265-719.01	MERS DB CONTRIBUTION	406	0	0	0	0	0
101-265-720.00	WORKERS COMPENSATION	349	365	455	560	900	900
101-265-721.00	UNEMPLOYMENT INSURANCE	1	5	2	5	5	5
101-265-723.00	RETIREE HEALTH SAVINGS CONTRIB	152	165	129	165	180	180
101-265-741.00	UNIFORMS	0	100	0	100	50	50
101-265-750.00	SAFETY MATERIALS (OSHA)	0	300	0	100	100	100
101-265-776.00	MATERIALS AND SUPPLIES	1,150	500	558	850	500	500
101-265-785.00	BUILDING & GROUNDS REPAIR & MA	67,924	10,000	3,738	8,500	7,500	7,500
2018 - THE SIGNIFICANT INCREASE REFLECTS THE COST TO INSTALL A NEW BOILER IN CITY HALL.							
101-265-802.00	CONTRACTUAL SERVICES	23,604	18,000	14,723	18,000	15,000	15,000
THIS IS PRIMARILY MADE UP OF ELEVATOR INSPECTION COSTS (OTIS ELEVATOR), CLEANING COSTS (D & D SERVICES) AND PEST CONTROL (ROSE PEST CONTROL).							
101-265-851.00	TELEPHONE	1,380	1,300	903	1,200	1,250	1,250
101-265-900.00	PUBLISHING	0	100	0	100	100	100
101-265-921.00	GAS	6,669	8,000	4,995	7,600	7,000	7,000
101-265-922.00	ELECTRICITY	17,256	15,000	15,795	17,500	17,000	17,000
101-265-943.00	EQUIPMENT RENTAL	632	500	1,960	2,500	1,500	1,500
101-265-950.00	INSURANCE AND BONDS	3,275	3,400	3,101	3,400	3,500	3,500
TOTAL APPROPRIATIONS		136,845	72,175	57,507	75,040	69,623	69,623
NET OF REVENUES/APPROPRIATIONS - 265 - MUNICIPAL BLDG		(136,845)	(72,175)	(57,507)	(75,040)	(69,623)	(69,623)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 276 - CEMETERY							
ESTIMATED REVENUES							
101-276-627.00	CHARGES FOR CEMETERY SERVICES	59,747	55,000	46,612	45,500	55,000	55,000
101-276-676.00	REIMBURSEMENTS & RESTITUTIONS	0	3,000	3,000	3,000	3,000	3,000
REIMBURSEMENT OF \$3,000/YR FROM ST. JOHNS CHURCH FOR TAKING CARE OF THEIR PORTION OF THE CEMETERY.							
101-276-699.00	TRANSFER IN	30,000	0	0	0	0	0
FROM CEMETERY TRUST, REIMBURSEMENT FOR CEMETERY CARE - BEGINNING WITH THE 2019 BUDGET, NO MONEY WILL BE TRANSFERRED IN AS ONLY INVESTMENT INCOME FROM THE TRUST SHOULD BE USED FOR PERPETUAL CARE.							
TOTAL ESTIMATED REVENUES		89,747	58,000	49,612	48,500	58,000	58,000
APPROPRIATIONS							
101-276-702.00	SALARIES AND WAGES	59,369	61,205	46,953	59,000	59,025	59,025
101-276-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	3,628	2,510	2,945	3,450	3,450	3,450
101-276-703.00	PART TIME WAGES	940	1,100	4,947	5,400	5,500	5,500
101-276-704.00	OVERTIME	2,587	3,300	4,304	5,930	3,500	3,500
101-276-707.00	ON CALL PAY	700	1,575	1,225	1,225	1,575	1,575
101-276-714.00	MEDICARE	942	990	843	1,050	1,055	1,055
101-276-715.00	FICA	4,027	3,875	3,605	4,510	4,525	4,525
101-276-716.00	HOSPITALIZATION INSURANCE	20,603	26,465	20,633	26,000	26,256	26,256
101-276-717.00	LIFE INSURANCE	171	170	122	150	160	160
101-276-719.00	PENSION CONTRIBUTION	2,519	1,235	634	1,000	1,070	1,070
101-276-719.01	MERS DB CONTRIBUTION	2,952	6,155	4,956	5,985	7,560	7,560
101-276-720.00	WORKERS COMPENSATION	3,198	3,790	3,555	4,150	3,985	3,985
101-276-721.00	UNEMPLOYMENT INSURANCE	8	40	7	20	20	20
101-276-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,256	1,370	1,097	1,360	1,440	1,440
101-276-726.00	OFFICE SUPPLY	575	500	100	350	350	350
101-276-728.00	DUES, BOOKS, PERIODICAL	70	70	35	70	70	70
101-276-741.00	UNIFORMS	484	960	586	960	1,000	1,000
101-276-746.00	TOOLS AND EQUIPMENT	225	200	534	800	300	300
101-276-750.00	SAFETY MATERIALS (OSHA)	154	100	65	125	125	125
101-276-776.00	MATERIALS AND SUPPLIES	6,906	6,500	4,706	6,750	6,500	6,500
101-276-778.00	GASOLINE	2,680	2,600	2,356	2,900	2,500	2,500
101-276-780.00	VEHICLE & EQUIP MAINT SUPPLIES	2,930	3,000	1,927	3,000	3,000	3,000
101-276-785.00	BUILDING & GROUNDS REPAIR & MA	0	800	2,158	1,500	1,200	1,200
101-276-802.00	CONTRACTUAL SERVICES	4,392	4,000	1,777	3,500	4,000	4,000
101-276-851.00	TELEPHONE	2,159	1,600	2,544	2,750	2,750	2,750
101-276-885.00	TRAINING	464	300	541	600	500	500
101-276-900.00	PUBLISHING	0	100	0	0	0	0
101-276-921.00	GAS	1,858	2,300	1,759	2,300	2,300	2,300
101-276-922.00	ELECTRICITY	1,869	2,900	1,565	2,500	2,000	2,000
101-276-941.00	BUILDING RENTAL	4,000	4,000	3,667	4,000	4,000	4,000
EQUIPMENT POOL/STREET GARAGE BLDG RENT							
101-276-943.00	EQUIPMENT RENTAL	17,500	17,000	15,631	17,500	17,500	17,500
101-276-950.00	INSURANCE AND BONDS	2,793	2,900	2,645	2,900	3,100	3,100
101-276-955.00	MISCELLANEOUS	293	300	305	500	350	350
101-276-999.00	TRANSFER OUT	1,300	1,300	1,300	1,300	1,280	1,280
2018 - \$550 TO ENERGY BOND DEBT SERVICE FUND, \$750 TO DPW BLDG DEBT SERVICE FUND.							
2019 - \$550 TO ENERGY BOND DEBT SERVICE FUND, \$750 TO DPW BLDG DEBT							
2020 - \$530 TO ENERGY BOND DEBT SERVICE FUND, \$750 TO DPW BLDG DEBT							
TOTAL APPROPRIATIONS		153,552	165,210	140,027	173,535	171,946	171,946
NET OF REVENUES/APPROPRIATIONS - 276 - CEMETERY		(63,805)	(107,210)	(90,415)	(125,035)	(113,946)	(113,946)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 345 - PUBLIC SAFETY							
ESTIMATED REVENUES							
101-345-477.00	LIQUOR LICENSES	4,793	5,500	4,849	4,849	5,000	5,000
101-345-507.00	FEDERAL GRANTS-PUBLIC SAFETY	1,818	0	1,838	55,149	68,000	68,000
2019 - ADPS HAS \$55,149 COMING FROM THE DEPT. OF JUSTICE.							
101-345-543.00	STATE GRANTS: PUBLIC SAFETY	3,172	1,500	1,346	1,346	0	0
101-345-590.00	LOCAL GRANTS	3,500	1,500	(2,500)	(2,500)	0	0
101-345-607.00	CHARGES FOR SERVICES-FEES	1,439	1,500	1,641	1,476	1,750	1,750
101-345-657.00	PARKING FINES	9,760	15,000	13,731	11,500	15,000	15,000
101-345-671.00	OTHER REVENUES	520	500	611	611	500	500
101-345-675.00	CONTRIBUTIONS-PRIVATE INDIVIDU	0	0	500	0	0	0
101-345-676.00	REIMBURSEMENTS & RESTITUTIONS	8,693	10,500	12,104	12,000	11,000	11,000
101-345-678.00	K-9	2,019	0	1,300	1,300	1,500	1,500
101-345-680.00	OUIL COST RECOVERY	450	500	150	200	500	500
TOTAL ESTIMATED REVENUES		36,164	36,500	35,570	85,931	103,250	103,250
APPROPRIATIONS							
101-345-702.00	SALARIES AND WAGES	997,002	1,068,050	824,844	951,000	1,045,935	1,045,935
101-345-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	3,011	20,070	46,676	46,676	0	0
101-345-704.00	OVERTIME	167,192	100,000	130,487	162,000	128,000	128,000
101-345-705.00	SICK TIME INCENTIVE PAY	3,468	8,425	3,950	3,951	5,900	5,900
101-345-714.00	MEDICARE	16,540	17,495	14,258	16,790	17,270	17,270
101-345-715.00	FICA	1,756	1,725	1,612	1,850	1,930	1,930
101-345-716.00	HOSPITALIZATION INSURANCE	339,755	355,700	283,021	326,500	365,575	365,575
101-345-717.00	LIFE INSURANCE	2,322	2,400	1,882	2,175	2,400	2,400
101-345-718.00	DISABILITY INSURANCE	1,274	3,090	2,084	2,600	3,090	3,090
101-345-719.00	PENSION CONTRIBUTION	2,004	2,090	1,863	2,150	2,180	2,180
101-345-719.01	MERS DB CONTRIBUTION	8,413	11,700	9,750	11,700	13,490	13,490
PAID TO MERS FOR DISPATCHER DIVISION OF OLD DB PENSION PLAN							
101-345-719.02	EMPLOYER CONT. - ADPS PENSION	0	1,675	0	1,900	3,420	3,420
101-345-720.00	WORKERS COMPENSATION	37,927	45,865	42,852	50,000	52,365	52,365
101-345-721.00	UNEMPLOYMENT INSURANCE	106	250	80	125	200	200
101-345-723.00	RETIREE HEALTH SAVINGS CONTRIB	581	595	532	625	630	630
101-345-725.00	CLOTHING ALLOWANCE	9,400	9,900	8,950	8,950	9,900	9,900
101-345-726.00	OFFICE SUPPLY	1,503	1,500	1,863	1,750	1,000	1,000
101-345-727.00	OFFICE EQUIPMENT	850	1,000	1,446	1,750	1,500	1,500
101-345-728.00	DUES, BOOKS, PERIODICAL	669	500	505	550	600	600
101-345-741.00	UNIFORMS	9,931	12,000	21,982	68,000	12,000	12,000
2019 - INCLUDES THE \$56,000 COUNCIL APPROVED SPENDING FOR FIRE FIGHTER UNIFORMS.							
101-345-744.00	POSTAGE	52	500	169	200	300	300
101-345-746.00	TOOLS AND EQUIPMENT	10,876	4,000	6,298	7,500	5,000	5,000
101-345-776.00	MATERIALS AND SUPPLIES	2,665	1,500	467	1,500	1,500	1,500
101-345-778.00	GASOLINE	25,517	25,000	20,667	23,500	25,000	25,000
101-345-780.00	VEHICLE & EQUIP MAINT SUPPLIES	1,401	1,500	360	1,000	1,500	1,500
101-345-780.10	VEHICLE MAINT. - CARS & LT DUTY TR	26,301	25,000	15,046	20,000	25,000	25,000
101-345-780.20	COMM'L TRUCK MAINT. - FIRE, PLOW,	17,867	15,000	8,259	12,000	15,000	15,000
101-345-780.30	EQUIP MAINT-SMALL, HAND TOOLS, SHC	2	0	550	550	0	0
101-345-785.00	BUILDING & GROUNDS REPAIR & MA	1,539	4,000	6,806	7,500	5,000	5,000
101-345-790.00	K-9	4,983	0	3,875	5,000	5,000	5,000
101-345-791.00	INVESTIGATIVE EXPENSES	2,060	1,500	1,587	1,500	1,500	1,500
101-345-801.00	PROFESSIONAL SERVICES	0	0	700	700	0	0
101-345-802.00	CONTRACTUAL SERVICES	50,140	50,000	39,147	55,000	50,000	50,000
101-345-802.04	COUNTY DISPATCH	112,605	125,000	93,713	125,000	122,500	122,500
101-345-802.08	ANIMAL CONTROL	6,088	8,000	8,700	8,700	8,700	8,700
101-345-851.00	TELEPHONE	4,242	5,500	8,094	10,000	10,000	10,000
101-345-857.00	TRAVEL	117	0	0	0	0	0
101-345-885.00	TRAINING	13,708	12,000	13,569	12,500	29,000	29,000
101-345-885.01	TRAINING - TUITION REIMBURSEMENT	0	0	5,498	7,500	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 345 - PUBLIC SAFETY							
APPROPRIATIONS							
101-345-941.00	BUILDING RENTAL	21,600	21,600	21,600	21,600	21,600	21,600
TO ABA FOR RENTAL OF THE FIRE STATION.							
101-345-943.00	EQUIPMENT RENTAL	24	0	0	0	0	0
101-345-950.00	INSURANCE AND BONDS	40,079	42,500	38,656	42,500	45,000	45,000
101-345-955.00	MISCELLANEOUS	671	0	188	188	200	200
101-345-977.00	EQUIPMENT	9,009	10,000	10,237	12,500	10,000	10,000
101-345-980.00	OFFICE EQUIPMENT & FURNITURE	220	500	0	500	500	500
101-345-981.00	VEHICLES	39,799	46,580	51,762	52,000	50,000	50,000
2016 - \$20,079 ANNUAL PMT ON NEW FORDS PURCHASED IN 2015. LAST PMT = 2017 PLUS \$25,122 FOR DOWN PMT & IN-CAR COMPUTER FOR PROPOSED NEW CAR PURCHASE IN 2016. LAST PMT FOR THIS CAR = 2018.							
2017 - \$20,079 ANNUAL PMT ON NEW FORDS PURCHASED IN 2015. LAST PMT = 2017 PLUS \$12,818 ANNUAL PMT ON CAR PURCHASED IN 2016. LAST PMT = 2018							
2018 - \$26,667 (FOR 1/3 OF THE COST OF 2 PATROL CARS TOTTALLING \$80,000) PLUS THE LAST PMT ON VEHICLE PURCHASED IN 2016 OF \$12,818.							
2019 - ANNUAL INSTALLMENT FOR 2 VEHICLES PURCHASED IN 2018 - \$26,667 DOWN PMT ON THE PURCHASE ON NEW VEHICLES IN 2019 - 19,980.							
101-345-999.00	TRANSFER OUT	43,022	41,867	41,867	41,867	40,351	40,351
TO ABA DEBT SERVICE FUND FOR FIREBARN BOND PAYMENT							
TOTAL APPROPRIATIONS		2,038,291	2,105,577	1,796,452	2,131,847	2,140,036	2,140,036
NET OF REVENUES/APPROPRIATIONS - 345 - PUBLIC SAFETY		(2,002,127)	(2,069,077)	(1,760,882)	(2,045,916)	(2,036,786)	(2,036,786)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 422 - CODE ENFORCEMENT							
ESTIMATED REVENUES							
101-422-479.00	CORNERSTONE PERMITS	69,896	70,000	69,872	70,000	70,000	70,000
THIS IS FORWARDED ON TO CORNERSTONE INSPECTION SERVICES SO IT'S OFFSET BY ACCOUNT 101-422-802.10 BELOW.							
101-422-483.00	ZONING PERMITS	2,725	2,500	5,950	6,000	6,000	6,000
101-422-607.00	CHARGES FOR SERVICES-FEES	6,827	12,500	7,700	10,000	12,000	12,000
101-422-607.01	ABATEMENT CHARGEBACKS	(3,345)	(4,500)	(444)	(500)	(500)	(500)
101-422-607.03	10% INSPECTION ADMIN FEE	6,935	7,000	6,834	7,000	7,000	7,000
101-422-671.00	OTHER REVENUES	0	0	32	0	0	0
101-422-699.00	TRANSFER IN	14,000	14,000	14,000	25,000	25,000	25,000
2018, 2019 & 2020 - TRANSFER IN FROM SOLID WASTE TO COVER APPROXIMATELY HALF OF THE CONTRACTUAL COSTS INCURRED TO HAVE TRASH, BRUSH, LAWN CLIPPINGS AND OTHER RUBBISH REMOVED FROM CODE VIOLATION PROPERTIES.							
TOTAL ESTIMATED REVENUES		97,038	101,500	103,944	117,500	119,500	119,500
APPROPRIATIONS							
101-422-702.00	SALARIES AND WAGES	53,506	83,360	71,689	83,025	85,655	85,655
101-422-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	1,647	0	1,000	1,000	0	0
101-422-704.00	OVERTIME	0	5,000	644	1,050	5,000	5,000
101-422-714.00	MEDICARE	774	1,280	1,016	1,230	1,315	1,315
101-422-715.00	FICA	3,093	5,475	4,344	5,270	5,620	5,620
101-422-716.00	HOSPITALIZATION INSURANCE	19,632	35,250	30,129	36,050	36,690	36,690
101-422-717.00	LIFE INSURANCE	203	445	295	345	335	335
101-422-718.00	DISABILITY INSURANCE	65	0	0	0	0	0
101-422-719.00	PENSION CONTRIBUTION	964	2,515	1,894	2,195	2,610	2,610
101-422-720.00	WORKERS COMPENSATION	595	1,090	933	1,100	1,170	1,170
101-422-721.00	UNEMPLOYMENT INSURANCE	8	50	9	20	20	20
101-422-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,009	1,720	1,467	1,660	1,750	1,750
101-422-724.00	VEHICLE ALLOWANCE	194	0	0	0	0	0
101-422-726.00	OFFICE SUPPLY	859	1,500	707	1,500	1,500	1,500
101-422-727.00	OFFICE EQUIPMENT	2,052	2,500	0	1,500	2,500	2,500
101-422-728.00	DUES, BOOKS, PERIODICAL	377	600	666	700	800	800
101-422-741.00	UNIFORMS	110	0	0	0	0	0
101-422-744.00	POSTAGE	47	100	33	60	100	100
101-422-750.00	SAFETY MATERIALS (OSHA)	0	200	0	200	200	200
101-422-776.00	MATERIALS AND SUPPLIES	109	500	0	250	500	500
101-422-778.00	GASOLINE	283	400	478	425	425	425
101-422-802.00	CONTRACTUAL SERVICES	25,366	32,500	45,553	52,500	50,000	50,000
A PORTION OF THIS WILL BE REIMBURSED BY SOLID WASTE FUND FOR THE REMOVAL OF TRASH, BRUSH, LAWN CLIPPINGS AND OTHER RUBBISH FROM CODE VIOLATION PROPERTIES.							
101-422-802.10	CONTRACTUAL SERV - CORNERSTONE PEI	60,777	70,000	70,840	70,000	70,000	70,000
THIS REFLECTS WHAT IS PAID TO CORNERSTONE INSPECTION SERVICES. IT'S COLLECTED FROM PROPERTY OWNERS AND CONTRACTORS AND RECEIPTED IN ACCT 101-422-479.00 ABOVE.							
101-422-851.00	TELEPHONE	895	1,950	1,467	1,750	1,650	1,650
101-422-857.00	TRAVEL	59	125	600	600	500	500
101-422-885.00	TRAINING	922	1,000	1,990	1,990	2,000	2,000
101-422-943.00	EQUIPMENT RENTAL	2,500	5,000	4,062	5,000	5,000	5,000
101-422-950.00	INSURANCE AND BONDS	540	650	518	650	700	700
101-422-955.00	MISCELLANEOUS	42	75	0	0	0	0
TOTAL APPROPRIATIONS		176,628	253,285	240,334	270,070	276,040	276,040

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 422 - CODE ENFORCEMENT							
NET OF REVENUES/APPROPRIATIONS - 422 - CODE ENFORCEME		(79,590)	(151,785)	(136,390)	(152,570)	(156,540)	(156,540)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 442 - CITY MAINTENANCE							
ESTIMATED REVENUES							
101-442-502.00	FEDERAL GRANTS	0	0	0	74,200	0	0
2019 - GRANT FROM USDA FOR THE W. ASH ST. PARKING LOT RECONSTRUCTION.							
TOTAL ESTIMATED REVENUES		0	0	0	74,200	0	0
APPROPRIATIONS							
101-442-702.00	SALARIES AND WAGES	8,105	13,710	5,563	9,500	10,300	10,300
101-442-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	1,077	0	0	0	0	0
101-442-703.00	PART TIME WAGES	0	0	4,004	4,200	4,800	4,800
101-442-704.00	OVERTIME	1,644	3,300	2,726	3,300	2,000	2,000
101-442-714.00	MEDICARE	151	215	173	240	250	250
101-442-715.00	FICA	645	905	741	1,050	1,060	1,060
101-442-716.00	HOSPITALIZATION INSURANCE	3,831	4,075	3,065	3,400	4,875	4,875
101-442-717.00	LIFE INSURANCE	27	25	23	30	35	35
101-442-719.00	PENSION CONTRIBUTION	241	595	325	550	575	575
101-442-719.01	MERS DB CONTRIBUTION	558	0	0	0	0	0
101-442-720.00	WORKERS COMPENSATION	587	995	1,128	1,400	1,300	1,300
101-442-721.00	UNEMPLOYMENT INSURANCE	2	10	3	10	10	10
101-442-723.00	RETIREE HEALTH SAVINGS CONTRIB	188	295	145	270	290	290
101-442-726.00	OFFICE SUPPLY	0	50	0	0	0	0
101-442-776.00	MATERIALS AND SUPPLIES	1,601	2,400	3,807	4,500	3,250	3,250
101-442-785.00	BUILDING & GROUNDS REPAIR & MA	168	1,000	75,439	77,750	1,000	1,000
2019 - MOST OF THIS (\$74,200) IS RELATED TO THE W. ASH ST. PARKING LOT RECONSTRUCTION. THE CITY WILL RECEIVE A REIMBURSEMENT FROM USDA TO COVER THIS COST.							
101-442-802.00	CONTRACTUAL SERVICES	4,993	2,500	3,102	4,500	2,500	2,500
101-442-851.00	TELEPHONE	1,557	2,000	480	1,000	750	750
101-442-922.00	ELECTRICITY	4,728	4,500	2,994	4,000	3,750	3,750
STARTING IN 2018, THE ELECTRICITY COST FOR OUR STREET LIGHTS WILL BE ACCOUNTED FOR SEPARATELY IN ACCT #101-428-922.00 BELOW. THIS EXPLAINS THE SIGNIFICANT DECREASE IN 2018.							
101-442-941.00	BUILDING RENTAL	4,000	4,000	3,667	4,000	4,000	4,000
101-442-943.00	EQUIPMENT RENTAL	5,613	7,000	7,710	8,500	8,000	8,000
101-442-950.00	INSURANCE AND BONDS	212	200	192	200	250	250
101-442-999.00	TRANSFER OUT	8,350	8,350	8,350	8,350	8,100	8,100
TO ENERGY BOND DEBT SERVICE FUND							
TOTAL APPROPRIATIONS		48,278	56,125	123,637	136,750	57,095	57,095
NET OF REVENUES/APPROPRIATIONS - 442 - CITY MAINTENAN		(48,278)	(56,125)	(123,637)	(62,550)	(57,095)	(57,095)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 444 - TREE TRIMMING							
ESTIMATED REVENUES							
101-444-671.00	OTHER REVENUES	0	0	18,226	18,226	0	0
2019 - REPRESENTS MONEY RECEIVED FOR TREES SOLD TO LUMBAR COMPANIES.							
TOTAL ESTIMATED REVENUES		0	0	18,226	18,226	0	0
APPROPRIATIONS							
101-444-702.00	SALARIES AND WAGES	89	1,350	1,068	1,500	1,350	1,350
101-444-703.00	PART TIME WAGES	0	0	221	250	0	0
101-444-704.00	OVERTIME	0	250	0	250	250	250
101-444-714.00	MEDICARE	1	25	18	30	25	25
101-444-715.00	FICA	5	100	76	125	100	100
101-444-716.00	HOSPITALIZATION INSURANCE	46	670	539	800	670	670
101-444-717.00	LIFE INSURANCE	1	10	3	10	10	10
101-444-719.00	PENSION CONTRIBUTION	6	90	52	90	90	90
101-444-720.00	WORKERS COMPENSATION	5	140	133	200	140	140
101-444-721.00	UNEMPLOYMENT INSURANCE	0	5	0	5	5	5
101-444-723.00	RETIREE HEALTH SAVINGS CONTRIB	2	35	21	45	35	35
101-444-776.00	MATERIALS AND SUPPLIES	0	0	344	750	750	750
101-444-802.00	CONTRACTUAL SERVICES	14,943	15,000	12,090	25,000	15,000	15,000
2019 - INCREASED FROM \$10,000 TO \$15,000 PER COUNCIL'S DESIRE TO GET MANY OF THE DEAD TREES AROUND THE CITY REMOVED.							
101-444-943.00	EQUIPMENT RENTAL	302	0	1,653	3,500	1,000	1,000
TOTAL APPROPRIATIONS		15,400	17,675	16,218	32,555	19,425	19,425
NET OF REVENUES/APPROPRIATIONS - 444 - TREE TRIMMING		(15,400)	(17,675)	2,008	(14,329)	(19,425)	(19,425)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 447 - ENGINEERING							
APPROPRIATIONS							
101-447-702.00	SALARIES AND WAGES	2,771	3,445	2,332	2,775	3,285	3,285
101-447-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	1,077	0	0	0	0	0
101-447-714.00	MEDICARE	55	50	33	45	50	50
101-447-715.00	FICA	235	220	139	175	205	205
101-447-716.00	HOSPITALIZATION INSURANCE	524	1,085	778	1,085	1,140	1,140
101-447-717.00	LIFE INSURANCE	10	15	7	15	15	15
101-447-719.00	PENSION CONTRIBUTION	0	250	84	105	120	120
101-447-719.01	MERS DB CONTRIBUTION	174	0	0	0	0	0
101-447-720.00	WORKERS COMPENSATION	98	45	164	205	215	215
101-447-721.00	UNEMPLOYMENT INSURANCE	0	5	0	5	2	2
101-447-723.00	RETIREE HEALTH SAVINGS CONTRIB	49	55	39	50	55	55
101-447-801.00	PROFESSIONAL SERVICES	17,051	10,000	12,121	17,500	10,000	10,000
101-447-851.00	TELEPHONE	96	100	80	100	100	100
TOTAL APPROPRIATIONS		22,140	15,270	15,777	22,060	15,187	15,187
NET OF REVENUES/APPROPRIATIONS - 447 - ENGINEERING		(22,140)	(15,270)	(15,777)	(22,060)	(15,187)	(15,187)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 448 - STREET LIGHTING							
ESTIMATED REVENUES							
101-448-676.00	REIMBURSEMENTS & RESTITUTIONS	0	0	96,127	96,127	0	0
2019 - REPRESENTS THE DONATION RECEIVED FOR THE REPLACEMENT OF OLD STREET LIGHTS WITH NEW MORE EFFICIENT LIGHTS.							
TOTAL ESTIMATED REVENUES		0	0	96,127	96,127	0	0
APPROPRIATIONS							
101-448-785.00	BUILDING & GROUNDS REPAIR & MA	0	0	96,127	96,127	0	0
2019 - REPRESENTS THE COST TO REPLACE OLD STREET LIGHTS WITH NEW ENERGY EFFICIENT LIGHTS (NOT ALL STREET LIGHTS WERE REPLACED).							
101-448-922.00	ELECTRICITY	161,667	150,000	125,107	145,000	135,000	135,000
HISTORICALLY THE ELECTRICITY COST FOR STREET LIGHTS WAS REFLECTED UNDER CITY MAINTENANCE (ACCT #101-442-922.00 ABOVE), BUT THE STATE SUGGESTS TRACKING IT SEPARATELY, AND SINCE IT'S SO SIGNIFICANT IN COST, IT WILL NOW BE REFLECTED HERE IN IT'S OWN DEPARTMENT. 2020 - WE ANTICIPATE A DECLINE IN STREET LIGHT EXPENSE DUE TO THE NEW MORE ENERGY EFFICIENT BULBS INSTALLED IN 2019.							
TOTAL APPROPRIATIONS		161,667	150,000	221,234	241,127	135,000	135,000
NET OF REVENUES/APPROPRIATIONS - 448 - STREET LIGHTIN		(161,667)	(150,000)	(125,107)	(145,000)	(135,000)	(135,000)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 526 - EPA LANDFILL							
APPROPRIATIONS							
101-526-801.00	PROFESSIONAL SERVICES	0	0	615	750	0	0
101-526-802.00	CONTRACTUAL SERVICES	9,803	21,000	14,420	21,000	10,000	10,000
<p>THE COST JUMPS SHARPLY EVERY SO MANY YEARS BECAUSE IN ADDITION TO MONITORING, THE CONTRACTOR HAS TO REPLACE THE MONITORING WELLS. 2019 IS A YEAR THAT WILL REQUIRE REPLACEMENT SO WE WILL BE BILLED A LARGER AMOUNT THROUGHOUT THE YEAR. THIS IS PER CONTRACT.</p>							
TOTAL APPROPRIATIONS		9,803	21,000	15,035	21,750	10,000	10,000
NET OF REVENUES/APPROPRIATIONS - 526 - EPA LANDFILL		(9,803)	(21,000)	(15,035)	(21,750)	(10,000)	(10,000)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 758 - ALBION RIVER/BIKE TRAIL							
ESTIMATED REVENUES							
101-758-540.00	STATE GRANTS	75,117	0	0	7,700	42,300	42,300
THE CITY WILL RECEIVE A \$50,000 GRANT FOR THE RIVERTRAIL. \$7,700 OF IT WILL BE USED IN 2019 TO COVER AN INVOICE FOR SURVEYING FROM PEA. THE BALANCE OF \$42,300 WILL BE USED ON THE TRAIL CONSTRUCTION IN 2020.							
101-758-590.00	LOCAL GRANTS	902	0	25,000	15,000	0	0
THE CITY RECEIVED LOCAL GRANTS OF \$15,000 IN 2019 FOR THE BIKE TRAIL. IT WILL BE USED TO REIMBURSE THE CALHOUN COUNTY LANDBANK FOR THE ENVIRONMENTAL STUDY CONDUCTED FOR THE CONSTRUCTION OF THE NEW TRAIL.							
101-758-675.00	CONTRIBUTIONS-PRIVATE INDIVIDU	300	0	0	0	0	0
TOTAL ESTIMATED REVENUES		76,319	0	25,000	22,700	42,300	42,300
APPROPRIATIONS							
101-758-802.00	CONTRACTUAL SERVICES	75,117	0	0	22,700	42,300	42,300
FOR 2019, THE CITY WILL SPEND \$7,700 FOR THE SURVEY AND \$15,00 FOR THE ENVIRONMENTAL STUDY FOR THE NEW BIKE TRAIL. FOR 2020, THE CITY WILL SPEND \$42,300 (THE BALANCE LEFT OVER FROM THE (\$55,000 GRANT ABOVE) ON THE CONSTRUCTION OF THE TRAIL.							
101-758-999.00	TRANSFER OUT	1,202	0	0	0	0	0
TOTAL APPROPRIATIONS		76,319	0	0	22,700	42,300	42,300
NET OF REVENUES/APPROPRIATIONS - 758 - ALBION RIVER/E		0	0	25,000	0	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 775 - PARKS							
ESTIMATED REVENUES							
101-775-590.00	LOCAL GRANTS	0	0	500	500	0	0
2019 - \$500 FROM ALBION COMMUNITY FOUNDATION FOR NEW DECK OVER RIVER.							
101-775-590.05	LOCAL GRANTS-VICTORY PARK KIDS ENI	0	0	7,899	7,899	0	0
2019 - \$7,899 FROM ALBION COMMUNITY FOUNDATION KID'S ENDOWMENT FUND FOR REIMBURSEMENT FOR VICTORY PARK PLAY AREA IMPROVEMENTS.							
101-775-607.00	CHARGES FOR SERVICES-FEES	2,390	2,500	3,295	3,295	3,250	3,250
TOTAL ESTIMATED REVENUES		2,390	2,500	11,694	11,694	3,250	3,250
APPROPRIATIONS							
101-775-702.00	SALARIES AND WAGES	80,205	82,090	70,289	83,100	83,600	83,600
101-775-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	1,906	1,295	1,594	2,000	1,200	1,200
101-775-703.00	PART TIME WAGES	752	0	14,833	15,500	16,000	16,000
101-775-704.00	OVERTIME	7,949	5,000	5,449	6,400	4,100	4,100
101-775-707.00	ON CALL PAY	1,400	1,575	1,225	1,225	0	0
101-775-714.00	MEDICARE	1,280	1,275	1,297	1,565	1,350	1,350
101-775-715.00	FICA	5,471	5,465	5,546	6,705	5,755	5,755
101-775-716.00	HOSPITALIZATION INSURANCE	37,483	37,110	39,879	48,000	43,660	43,660
101-775-717.00	LIFE INSURANCE	236	235	231	275	260	260
101-775-719.00	PENSION CONTRIBUTION	3,027	3,190	3,375	4,685	5,980	5,980
101-775-719.01	MERS DB CONTRIBUTION	5,796	6,205	4,980	6,015	6,795	6,795
101-775-720.00	WORKERS COMPENSATION	3,253	3,655	4,768	5,790	4,995	4,995
101-775-721.00	UNEMPLOYMENT INSURANCE	12	55	21	35	25	25
101-775-723.00	RETIREE HEALTH SAVINGS CONTRIB	1,786	1,810	1,551	1,990	1,840	1,840
101-775-728.00	DUES, BOOKS, PERIODICAL	15	0	0	0	0	0
101-775-741.00	UNIFORMS	1,098	1,800	830	1,200	1,200	1,200
101-775-746.00	TOOLS AND EQUIPMENT	736	300	146	300	300	300
101-775-750.00	SAFETY MATERIALS (OSHA)	706	100	150	150	150	150
101-775-776.00	MATERIALS AND SUPPLIES	5,558	5,000	15,272	16,500	7,500	7,500
2019 - MUCH OF THE INCREASE REFLECTED IN 2019 IS BEING REIMBURSED BY THE GRANT MONEY FROM ALBION COMMUNITY FOUNDATION SHOWN IN THE REVENUE SECTION ABOVE.							
101-775-778.00	GASOLINE	6,006	5,000	4,110	5,000	4,500	4,500
101-775-780.00	VEHICLE & EQUIP MAINT SUPPLIES	3,727	6,500	646	3,500	2,500	2,500
101-775-785.00	BUILDING & GROUNDS REPAIR & MA	212	0	1,521	3,500	5,000	5,000
2019 - INCREASE MAINLY TO COVER NEW ROOF ON EQUIPMENT BUILDING AT VICTORY PARK.							
2020 - INCREASE TO COVER PURCHASE OF IRRIGATION SYSTEM AT HOLLAND PARK.							
101-775-802.00	CONTRACTUAL SERVICES	3,324	2,000	1,003	2,000	2,400	2,400
STARTING IN 2020, INCLUDES \$400/YR FOR IRRIGATION SYSTEM COMPANY TO COME TO HOLLAND PARK FOR ANNUAL SERVICING (SPRING AND FALL).							
101-775-851.00	TELEPHONE	698	680	576	680	680	680
101-775-885.00	TRAINING	211	200	0	200	100	100
101-775-921.00	GAS	549	1,000	423	850	750	750
101-775-922.00	ELECTRICITY	7,064	6,750	5,461	6,800	6,500	6,500
101-775-923.00	WATER	0	0	0	0	500	500
STARTING IN 2020, INCLUDES \$500 FOR THE WATER USED AT HOLLAND PARK FOR IRRIGATION OF FLOWERS.							
101-775-941.00	BUILDING RENTAL	4,000	4,000	3,667	4,000	4,000	4,000

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 775 - PARKS							
APPROPRIATIONS							
FOR EQUIPMENT POOL/STREET GARAGE BLDG/GARAGE RENTAL							
101-775-943.00	EQUIPMENT RENTAL	20,340	20,000	18,333	20,500	18,500	18,500
101-775-950.00	INSURANCE AND BONDS	3,997	4,150	3,785	4,150	4,300	4,300
101-775-955.00	MISCELLANEOUS	0	10	0	50	50	50
101-775-977.00	EQUIPMENT	0	500	0	0	0	0
101-775-999.00	TRANSFER OUT	750	750	750	750	750	750
2018 - \$750 TO DPW BLDG DEBT SERVICE FUND							
2019 - \$750 TO DPW BLDG DEBT SERVICE FUND							
2020 - \$750 TO DPW BLDG DEBT SERVICE FUND							
TOTAL APPROPRIATIONS		209,547	207,700	211,711	253,415	235,240	235,240
NET OF REVENUES/APPROPRIATIONS - 775 - PARKS		(207,157)	(205,200)	(200,017)	(241,721)	(231,990)	(231,990)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 778 - HOLLAND PARK TRANSFORMATION PROJECT							
ESTIMATED REVENUES							
101-778-580.00	CONTRIBUTION FROM LOCAL UNITS	0	0	10,000	0	25,000	25,000
101-778-590.00	LOCAL GRANTS	4,454	10,000	25,000	0	50,000	50,000
2019 - SINCE THE NEW PAVILLION PROJECT WILL NOT BE STARTED UNTIL 2020 THE GRANT REVENUE WILL BE DEFERRED UNTIL THEN.							
2020 - REFLECTS GRANT MONEY RECEIVED FOR THE NEW PAVILLION.							
101-778-675.00	CONTRIBUTIONS-PRIVATE INDIVIDU	250	0	0	0	0	0
TOTAL ESTIMATED REVENUES		4,704	10,000	35,000	0	75,000	75,000
APPROPRIATIONS							
101-778-776.00	MATERIALS AND SUPPLIES	48	0	187	4,460	75,000	75,000
2019 - UP TO \$4,465 COULD BE SPENT AS IT IS SITTING IN FUND BALANCE LEFT LEFT OVER FROM LAST YEAR (UNASSIGNED FUND BALANCE).							
2020 - ASSUMES ALL GRANT MONEY FOR THE NEW PAVILLION IS CARRIED FORWARD TO COVER THE COST ON THE PROJECT IN 2020.							
101-778-802.00	CONTRACTUAL SERVICES	0	10,000	0	0	0	0
TOTAL APPROPRIATIONS		48	10,000	187	4,460	75,000	75,000
NET OF REVENUES/APPROPRIATIONS - 778 - HOLLAND PARK 1		4,656	0	34,813	(4,460)	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 895 - MAINTENANCE							
APPROPRIATIONS							
101-895-719.01	MERS DB CONTRIBUTION	17,293	31,824	26,520	31,825	66,000	66,000
PAID TO MERS FOR THE OLD HOSPITAL NURSES DB PENSION PLAN. A SIGNIFICANT JUMP IN 2019 AND AGAIN IN 2020 REFLECTS THE NEW INVOICED AMOUNTSBASED ON THE ACTUARIAL COMPLETED BY MERS. THE 2020 AMOUNT WILL BE \$4,944/MO.FOR NURSES, PLUS A NEW CHARGE OF \$960/MO. FOR NON-UNION RETIREES.							
101-895-726.00	OFFICE SUPPLY	3,247	4,250	1,500	4,000	3,500	3,500
101-895-728.00	DUES, BOOKS, PERIODICAL	300	300	0	0	0	0
101-895-744.00	POSTAGE	12,242	13,500	14,211	15,500	14,500	14,500
101-895-801.00	PROFESSIONAL SERVICES	1,800	4,000	0	0	0	0
101-895-802.00	CONTRACTUAL SERVICES	48,835	49,500	54,838	59,500	174,000	174,000
2019 - I.T. RIGHT -ANNUAL COMPUTER SUPPORT - \$13,600 INNOVATIVE SOFTWARE SUPPORT (INCOME TAX) - \$4,510 BS&A SOFTWARE SUPPORT - \$11,500 PITNEY BOWES - POSTAGE METER \$660 TOSHIBA COPIER LEASE \$1,960 APEX SOFTWARE SUPPORT - \$235 I.T. RIGHT BARRACUDA & OFFSITE BACKUP - \$1,410 REVIZE WEBSITE HOSTING \$2,400 DOMAIN AND/OR WEBSITE LISTING - \$305 WOW CABLE - CITY HALL INTERNET \$468 CONSTANT CONTACT - NEWLETTER SOFTWARE - \$240 MUNETRIX WEBSITE TRANSPARENCY SUPPORT - \$2,500 STOW AWAY STORAGE UNIT ANNUAL RENT - \$840 MUNICIPAL CODE CORP. ANNUAL FEE - \$275 ALBION/MARSHALL CONNECTOR CONTRIBUTION - \$3,000 BASIC/PCORI FEE - AFFORDABLE CARE - \$600 BMI - \$315 CONSTANT CONTACT - \$540.							
2020 - I.T. RIGHT -ANNUAL COMPUTER SUPPORT - \$14,500 INNOVATIVE SOFTWARE SUPPORT (INCOME TAX) - \$2,510 BS&A SOFTWARE SUPPORT - \$11,800 TOSHIBA COPIER LEASE \$2,000 APEX SOFTWARE SUPPORT - \$235 REVIZE WEBSITE HOSTING \$2,400 DOMAIN AND/OR WEBSITE LISTING - \$350 WOW CABLE - CITY HALL INTERNET \$925 MUNETRIX WEBSITE TRANSPARENCY SUPPORT - \$3,000 STOW AWAY STORAGE UNIT ANNUAL RENT - \$840 MUNICIPAL CODE CORP. ANNUAL FEE & CODIFY- \$2,500 ALBION/MARSHALL CONNECTOR CONTRIBUTION - \$6,500 BASIC/PCORI FEE - AFFORDABLE CARE - \$600 BMI - \$325 CONSTANT CONTACT - \$540. BLUE CROSS/BLUE SHIELD ADMIN FEES - \$530 MUSIC LICENSE (DOWNTOWN MUSIC) - \$360 CITY SHARE OF COUNTY GIS UPGRADE - \$1,994 LEGISLATIVE SOFTWARE & MAINTENANCE FEES - \$10,000 BS&A PURCHASING MODULE & MAINTENANCE FEE - \$7,400. MICROSOFT 365 - \$4,500 MISC. - \$191 AGREEMENT WITH COUNTY TO DEMO UNION STEEL BLDG - \$100,000.							
101-895-804.00	PRINTING AND COPYING	0	300	0	300	300	300
101-895-851.00	TELEPHONE	132	0	1,018	1,350	1,150	1,150
101-895-950.00	INSURANCE AND BONDS	42,128	43,500	39,882	45,500	45,500	45,500
101-895-955.00	MISCELLANEOUS	2,321	2,500	558	2,500	500	500

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 895 - GENERAL APPROPRIATION APPROPRIATIONS							
MOST OF THIS WAS FOR THE \$50 SIDEWALK ASSESSMENT ON CITY OWNED PROPERTIES. 2017 IS THE LAST YEAR OF THE PROGRAM SO NO THESE COSTS GO AWAY IN 2018 WHICH EXPLAINS THE DECLINE.							
TOTAL APPROPRIATIONS		128,298	149,674	138,527	160,475	305,450	305,450
NET OF REVENUES/APPROPRIATIONS - 895 - GENERAL APPROE		(128,298)	(149,674)	(138,527)	(160,475)	(305,450)	(305,450)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 930 - TRANSFER IN							
ESTIMATED REVENUES							
101-930-699.00	TRANSFER IN	10,000	10,000	10,000	10,000	10,000	10,000
2017 - 2020 - \$10,000 FROM SOLID WASTE - GARBAGE/TRASH DISPOSAL.							
TOTAL ESTIMATED REVENUES		10,000	10,000	10,000	10,000	10,000	10,000
NET OF REVENUES/APPROPRIATIONS - 930 - TRANSFER IN		10,000	10,000	10,000	10,000	10,000	10,000
ESTIMATED REVENUES - FUND 101		4,001,506	4,167,692	3,621,976	4,414,546	4,610,453	4,610,453
APPROPRIATIONS - FUND 101		3,933,677	4,253,912	3,817,959	4,578,424	4,719,827	4,719,827
NET OF REVENUES/APPROPRIATIONS - FUND 101		67,829	(86,220)	(195,983)	(163,878)	(109,374)	(109,374)
BEGINNING FUND BALANCE		1,436,785	1,504,614	1,504,614	1,504,614	1,340,736	1,340,736
ENDING FUND BALANCE		1,504,614	1,418,394	1,308,631	1,340,736	1,231,362	1,231,362

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
202-000-540.00	STATE GRANTS	15,172	15,170	10,122	15,170	15,170	15,170
202-000-569.00	STATE GRANTS - OTHERS	28,262	28,262	28,262	28,262	0	0
202-000-576.00	METRO RIGHT-OF-WAYS - PUB ACT	32,110	32,200	32,180	32,180	32,200	32,200
202-000-579.00	STATE SHARED: GAS & WEIGHT TAX	656,920	695,000	514,797	750,000	822,500	822,500
202-000-665.00	INTEREST	5,031	3,750	6,538	6,750	6,500	6,500
202-000-676.00	REIMBURSEMENTS & RESTITUTIONS	1,083	1,500	1,087	1,087	1,050	1,050
202-000-699.00	TRANSFER IN	1,202	0	0	0	0	0
2018 - REIMBURSE MAJOR STREET FOR BIKE RACKS.							
TOTAL ESTIMATED REVENUES		739,780	775,882	592,986	833,449	877,420	877,420
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		739,780	775,882	592,986	833,449	877,420	877,420

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 454 - ACT 51 NON-MOTORIZED APPROPRIATIONS							
202-454-802.00	CONTRACTUAL SERVICES	0	95,000	2,319	105,000	20,000	20,000
2017 - PAID FOR SIDEWALK RAMPS AND APPROACH AT CASS, FORD RD & TERPENNING.							
2018 - DID NOT USE MONEY FROM MAJOR STREETS FOR ANY SIDEWALK REPAIRS AS INTENDED.							
2019 - NEED TO USE APPROX \$100,000 IN 10 YR PERIOD FOR NON-MOTORIZED TRAILS TO STAY COMPLIANT.							
2020 - NEED TO USE APPROX \$100,000 IN 10 YR PERIOD FOR NON-MOTORIZED TRAILS TO STAY COMPLIANT.							
TOTAL APPROPRIATIONS		0	95,000	2,319	105,000	20,000	20,000
NET OF REVENUES/APPROPRIATIONS - 454 - ACT 51 NON-MOI		0	(95,000)	(2,319)	(105,000)	(20,000)	(20,000)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 461 - MAINTENANCE							
APPROPRIATIONS							
202-461-702.00	SALARIES AND WAGES	115,879	121,715	60,533	72,650	99,365	99,365
202-461-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	29,670	10,500	9,002	12,500	12,500	12,500
202-461-702.02	WORKERS COMP SICK LEAVE	411	0	0	0	0	0
202-461-703.00	PART TIME WAGES	0	4,370	2,535	3,000	3,000	3,000
202-461-704.00	OVERTIME	2,554	3,665	1,255	2,500	2,500	2,500
202-461-706.00	LICENSING INCENTIVE	150	300	0	300	300	300
202-461-707.00	ON CALL PAY	2,475	1,575	1,050	1,575	1,575	1,575
202-461-714.00	MEDICARE	2,137	2,000	1,038	1,340	1,725	1,725
202-461-715.00	FICA	8,923	8,555	4,437	5,735	7,390	7,390
202-461-716.00	HOSPITALIZATION INSURANCE	48,821	54,630	26,736	32,500	44,320	44,320
202-461-717.00	LIFE INSURANCE	395	380	161	250	320	320
202-461-718.00	DISABLIITY INSURANCE	64	0	0	0	0	0
202-461-719.00	PENSION CONTRIBUTION	3,563	8,070	3,472	4,000	6,120	6,120
202-461-719.01	MERS DB CONTRIBUTION	9,868	6,155	4,927	5,955	3,920	3,920
202-461-720.00	WORKERS COMPENSATION	8,598	9,185	7,132	10,650	14,455	14,455
202-461-721.00	UNEMPLOYMENT INSURANCE	18	75	10	25	35	35
202-461-723.00	RETIREE HEALTH SAVINGS CONTRIB	2,540	2,470	1,360	1,750	2,070	2,070
202-461-724.00	VEHICLE ALLOWANCE	188	0	0	0	0	0
202-461-741.00	UNIFORMS	2,632	3,000	3,379	3,650	4,000	4,000
202-461-750.00	SAFETY MATERIALS (OSHA)	356	500	457	500	500	500
202-461-776.00	MATERIALS AND SUPPLIES	39,251	45,000	20,470	40,000	40,500	40,500
202-461-801.00	PROFESSIONAL SERVICES	0	0	9,625	9,625	0	0
202-461-802.00	CONTRACTUAL SERVICES	11,800	10,000	14,309	20,000	20,000	20,000
202-461-840.00	ADMINISTRATION FEES	19,983	61,043	55,955	61,043	62,260	62,260
202-461-885.00	TRAINING	80	500	0	500	500	500
202-461-922.00	ELECTRICITY	5,681	8,500	2,858	7,000	7,000	7,000
202-461-941.00	BUILDING RENTAL	14,000	14,000	12,833	14,000	14,000	14,000
202-461-943.00	EQUIPMENT RENTAL	23,712	32,500	10,130	27,500	27,500	27,500
202-461-950.00	INSURANCE AND BONDS	10,546	11,500	10,216	11,500	14,250	14,250
TOTAL APPROPRIATIONS		364,295	420,188	263,880	350,048	390,105	390,105
NET OF REVENUES/APPROPRIATIONS - 461 - MAINTENANCE		(364,295)	(420,188)	(263,880)	(350,048)	(390,105)	(390,105)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 465 - TRAFFIC SERVICES							
APPROPRIATIONS							
202-465-702.00	SALARIES AND WAGES	235	1,300	60	1,300	1,300	1,300
202-465-704.00	OVERTIME	46	135	56	135	135	135
202-465-714.00	MEDICARE	4	22	2	22	22	22
202-465-715.00	FICA	17	91	7	91	91	91
202-465-716.00	HOSPITALIZATION INSURANCE	46	700	43	700	735	735
202-465-717.00	LIFE INSURANCE	0	10	0	5	5	5
202-465-719.00	PENSION CONTRIBUTION	11	65	0	65	90	90
202-465-719.01	MERS DB CONTRIBUTION	14	0	0	0	0	0
202-465-720.00	WORKERS COMPENSATION	22	115	12	115	160	160
202-465-721.00	UNEMPLOYMENT INSURANCE	0	10	0	5	5	5
202-465-723.00	RETIREE HEALTH SAVINGS CONTRIB	6	35	2	35	35	35
202-465-943.00	EQUIPMENT RENTAL	284	600	0	600	600	600
TOTAL APPROPRIATIONS		685	3,083	182	3,073	3,178	3,178
NET OF REVENUES/APPROPRIATIONS - 465 - TRAFFIC SERVIC		(685)	(3,083)	(182)	(3,073)	(3,178)	(3,178)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 467 - WINTER MAINTENANCE							
APPROPRIATIONS							
202-467-702.00	SALARIES AND WAGES	3,976	6,900	5,442	9,085	6,900	6,900
202-467-703.00	PART TIME WAGES	0	0	306	0	0	0
202-467-704.00	OVERTIME	1,962	4,750	1,857	4,750	4,750	4,750
202-467-714.00	MEDICARE	81	170	105	200	170	170
202-467-715.00	FICA	347	725	450	870	725	725
202-467-716.00	HOSPITALIZATION INSURANCE	3,230	4,000	3,174	4,990	4,000	4,000
202-467-717.00	LIFE INSURANCE	19	25	19	25	25	25
202-467-719.00	PENSION CONTRIBUTION	286	525	327	525	525	525
202-467-719.01	MERS DB CONTRIBUTION	201	0	0	0	0	0
202-467-720.00	WORKERS COMPENSATION	428	675	696	1,060	675	675
202-467-721.00	UNEMPLOYMENT INSURANCE	2	10	3	10	10	10
202-467-723.00	RETIREE HEALTH SAVINGS CONTRIB	119	235	146	235	235	235
202-467-776.00	MATERIALS AND SUPPLIES	0	0	1,704	0	0	0
202-467-943.00	EQUIPMENT RENTAL	20,491	32,500	11,579	27,500	25,000	25,000
TOTAL APPROPRIATIONS		31,142	50,515	25,808	49,250	43,015	43,015
NET OF REVENUES/APPROPRIATIONS - 467 - WINTER MAINTEN		(31,142)	(50,515)	(25,808)	(49,250)	(43,015)	(43,015)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 486 - I-94 TRUNKLINE							
ESTIMATED REVENUES							
202-486-577.00	ROUTINE MAINTENANCE	0	0	0	0	36,345	36,345
	TOTAL ESTIMATED REVENUES	0	0	0	0	36,345	36,345
APPROPRIATIONS							
202-486-702.00	SALARIES AND WAGES	1,909	2,675	3,334	3,625	3,700	3,700
202-486-703.00	PART TIME WAGES	0	0	104	200	200	200
202-486-704.00	OVERTIME	1,025	2,350	1,446	2,350	2,350	2,350
202-486-714.00	MEDICARE	40	75	68	90	95	95
202-486-715.00	FICA	172	315	289	385	390	390
202-486-716.00	HOSPITALIZATION INSURANCE	1,428	1,380	2,033	2,150	2,165	2,165
202-486-717.00	LIFE INSURANCE	12	10	12	10	10	10
202-486-719.00	PENSION CONTRIBUTION	89	175	280	290	295	295
202-486-719.01	MERS DB CONTRIBUTION	181	0	0	0	0	0
202-486-720.00	WORKERS COMPENSATION	219	270	468	495	525	525
202-486-721.00	UNEMPLOYMENT INSURANCE	1	10	1	10	10	10
202-486-723.00	RETIREE HEALTH SAVINGS CONTRIB	59	100	96	100	105	105
202-486-776.00	MATERIALS AND SUPPLIES	6,877	10,500	7,828	11,500	11,500	11,500
202-486-840.00	ADMINISTRATION FEES	1,817	0	0	0	0	0
202-486-943.00	EQUIPMENT RENTAL	11,760	15,500	7,583	15,500	15,000	15,000
	TOTAL APPROPRIATIONS	25,589	33,360	23,542	36,705	36,345	36,345
NET OF REVENUES/APPROPRIATIONS - 486 - I-94 TRUNKLINE		(25,589)	(33,360)	(23,542)	(36,705)	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 487 - M-99 TRUNKLINE							
ESTIMATED REVENUES							
202-487-577.00	ROUTINE MAINTENANCE	62,919	55,000	50,153	55,000	37,035	37,035
	TOTAL ESTIMATED REVENUES	62,919	55,000	50,153	55,000	37,035	37,035
APPROPRIATIONS							
202-487-702.00	SALARIES AND WAGES	2,233	3,000	2,995	5,500	5,610	5,610
202-487-703.00	PART TIME WAGES	0	0	78	100	100	100
202-487-704.00	OVERTIME	817	2,000	1,623	2,490	2,000	2,000
202-487-714.00	MEDICARE	42	75	65	115	110	110
202-487-715.00	FICA	179	315	279	505	480	480
202-487-716.00	HOSPITALIZATION INSURANCE	1,449	2,500	1,818	3,500	3,300	3,300
202-487-717.00	LIFE INSURANCE	9	15	11	17	20	20
202-487-719.00	PENSION CONTRIBUTION	111	175	221	400	390	390
202-487-719.01	MERS DB CONTRIBUTION	159	0	0	0	0	0
202-487-720.00	WORKERS COMPENSATION	216	350	412	750	860	860
202-487-721.00	UNEMPLOYMENT INSURANCE	1	10	2	10	10	10
202-487-723.00	RETIREE HEALTH SAVINGS CONTRIB	61	100	92	165	155	155
202-487-776.00	MATERIALS AND SUPPLIES	4,501	6,500	5,877	7,500	8,500	8,500
202-487-840.00	ADMINISTRATION FEES	1,817	0	0	0	0	0
202-487-943.00	EQUIPMENT RENTAL	11,127	15,500	9,446	15,500	15,500	15,500
	TOTAL APPROPRIATIONS	22,722	30,540	22,919	36,552	37,035	37,035
NET OF REVENUES/APPROPRIATIONS - 487 - M-99 TRUNKLINE		40,197	24,460	27,234	18,448	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 488 - M-199 TRUNKLINE							
ESTIMATED REVENUES							
202-488-577.00	ROUTINE MAINTENANCE	0	0	0	0	19,225	19,225
TOTAL ESTIMATED REVENUES		0	0	0	0	19,225	19,225
APPROPRIATIONS							
202-488-702.00	SALARIES AND WAGES	844	1,500	1,131	2,300	2,350	2,350
202-488-704.00	OVERTIME	394	1,250	1,347	1,825	1,250	1,250
202-488-714.00	MEDICARE	17	40	34	60	55	55
202-488-715.00	FICA	72	170	147	255	225	225
202-488-716.00	HOSPITALIZATION INSURANCE	622	1,000	1,024	1,760	1,500	1,500
202-488-717.00	LIFE INSURANCE	5	10	7	10	10	10
202-488-719.00	PENSION CONTRIBUTION	40	100	167	320	250	250
202-488-719.01	MERS DB CONTRIBUTION	73	0	0	0	0	0
202-488-720.00	WORKERS COMPENSATION	92	170	217	425	500	500
202-488-721.00	UNEMPLOYMENT INSURANCE	1	10	1	10	10	10
202-488-723.00	RETIREE HEALTH SAVINGS CONTRIB	25	55	50	85	75	75
202-488-776.00	MATERIALS AND SUPPLIES	2,437	4,500	4,194	5,500	6,500	6,500
202-488-840.00	ADMINISTRATION FEES	1,817	0	0	0	0	0
202-488-943.00	EQUIPMENT RENTAL	6,288	6,500	1,106	6,500	6,500	6,500
TOTAL APPROPRIATIONS		12,727	15,305	9,425	19,050	19,225	19,225
NET OF REVENUES/APPROPRIATIONS - 488 - M-199 TRUNKLIN		(12,727)	(15,305)	(9,425)	(19,050)	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 965 - TRANSFER OUT							
APPROPRIATIONS							
202-965-999.00	TRANSFER OUT	193,000	128,000	193,000	193,000	190,000	190,000
TRANSFER TO LOCAL STREETS:							
2017 = \$200,000							
2018 = \$190,000							
2019 = \$190,000							
2020 = \$190,000							
TRANSFER TO DPW BLDG DEBT SERVICE FUND: \$3,000 PER YEAR							
TOTAL APPROPRIATIONS		193,000	128,000	193,000	193,000	190,000	190,000
NET OF REVENUES/APPROPRIATIONS - 965 - TRANSFER OUT		(193,000)	(128,000)	(193,000)	(193,000)	(190,000)	(190,000)
ESTIMATED REVENUES - FUND 202		802,699	830,882	643,139	888,449	970,025	970,025
APPROPRIATIONS - FUND 202		650,160	775,991	541,075	792,678	738,903	738,903
NET OF REVENUES/APPROPRIATIONS - FUND 202		152,539	54,891	102,064	95,771	231,122	231,122
BEGINNING FUND BALANCE		555,663	708,199	708,199	708,199	803,970	803,970
ENDING FUND BALANCE		708,202	763,090	810,263	803,970	1,035,092	1,035,092

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
203-000-540.00	STATE GRANTS	5,249	5,250	3,499	5,250	5,250	5,250
203-000-569.00	STATE GRANTS - OTHERS	94,206	28,262	28,262	28,262	0	0
203-000-579.00	STATE SHARED: GAS & WEIGHT TAX	227,288	240,000	177,973	250,000	285,000	285,000
203-000-626.00	CHARGES FOR SERVICES RENDERED	300	500	0	0	0	0
203-000-665.00	INTEREST	1,505	1,150	1,998	2,250	1,500	1,500
203-000-671.00	OTHER REVENUES	30	0	160	160	100	100
203-000-676.00	REIMBURSEMENTS & RESTITUTIONS	1,083	1,100	2,473	2,473	2,000	2,000
TOTAL ESTIMATED REVENUES		329,661	276,262	214,365	288,395	293,850	293,850
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		329,661	276,262	214,365	288,395	293,850	293,850

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 461 - MAINTENANCE							
APPROPRIATIONS							
203-461-702.00	SALARIES AND WAGES	115,973	114,565	95,311	120,600	138,200	138,200
203-461-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	12,874	0	0	0	0	0
203-461-703.00	PART TIME WAGES	0	4,370	12,545	13,500	10,375	10,375
203-461-704.00	OVERTIME	5,098	5,500	7,602	8,800	2,500	2,500
203-461-714.00	MEDICARE	1,870	1,885	1,606	2,070	2,375	2,375
203-461-715.00	FICA	7,785	8,055	6,867	8,860	10,160	10,160
203-461-716.00	HOSPITALIZATION INSURANCE	47,909	51,026	42,820	54,500	65,500	65,500
203-461-717.00	LIFE INSURANCE	341	360	262	340	435	435
203-461-718.00	DISABILITY INSURANCE	64	0	0	0	0	0
203-461-719.00	PENSION CONTRIBUTION	4,038	7,615	5,902	7,895	8,230	8,230
203-461-719.01	MERS DB CONTRIBUTION	4,733	0	0	0	3,920	3,920
203-461-720.00	WORKERS COMPENSATION	7,188	8,445	11,335	16,100	18,635	18,635
203-461-721.00	UNEMPLOYMENT INSURANCE	14	75	17	30	45	45
203-461-723.00	RETIREE HEALTH SAVINGS CONTRIB	2,179	2,310	1,971	2,550	3,080	3,080
203-461-724.00	VEHICLE ALLOWANCE	188	0	0	0	0	0
203-461-776.00	MATERIALS AND SUPPLIES	23,429	33,500	31,234	38,500	35,000	35,000
203-461-802.00	CONTRACTUAL SERVICES	2,989	4,000	1,258	4,000	4,000	4,000
203-461-840.00	ADMINISTRATION FEES	14,533	22,076	20,236	22,076	22,518	22,518
203-461-941.00	BUILDING RENTAL	14,000	14,000	12,833	14,000	14,000	14,000
203-461-943.00	EQUIPMENT RENTAL	65,680	52,500	88,502	102,000	80,000	80,000
203-461-950.00	INSURANCE AND BONDS	10,112	11,500	9,993	11,500	13,750	13,750
203-461-955.00	MISCELLANEOUS	0	300	0	300	250	250
TOTAL APPROPRIATIONS		340,997	342,082	350,294	427,621	432,973	432,973
NET OF REVENUES/APPROPRIATIONS - 461 - MAINTENANCE		(340,997)	(342,082)	(350,294)	(427,621)	(432,973)	(432,973)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 465 - TRAFFIC SERVICES							
APPROPRIATIONS							
203-465-702.00	SALARIES AND WAGES	644	2,620	0	2,620	2,620	2,620
203-465-704.00	OVERTIME	0	60	0	60	60	60
203-465-714.00	MEDICARE	9	40	0	40	40	40
203-465-715.00	FICA	38	175	0	175	175	175
203-465-716.00	HOSPITALIZATION INSURANCE	278	1,400	0	1,400	1,400	1,400
203-465-717.00	LIFE INSURANCE	2	10	0	10	10	10
203-465-719.00	PENSION CONTRIBUTION	25	110	0	110	110	110
203-465-719.01	MERS DB CONTRIBUTION	32	0	0	0	0	0
203-465-720.00	WORKERS COMPENSATION	48	225	0	225	225	225
203-465-721.00	UNEMPLOYMENT INSURANCE	0	10	0	10	10	10
203-465-723.00	RETIREE HEALTH SAVINGS CONTRIB	13	65	0	65	65	65
203-465-776.00	MATERIALS AND SUPPLIES	0	1,000	150	1,000	1,000	1,000
203-465-943.00	EQUIPMENT RENTAL	326	1,250	258	1,250	1,250	1,250
TOTAL APPROPRIATIONS		1,415	6,965	408	6,965	6,965	6,965
NET OF REVENUES/APPROPRIATIONS - 465 - TRAFFIC SERVIC		(1,415)	(6,965)	(408)	(6,965)	(6,965)	(6,965)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 467 - WINTER MAINTENANCE							
APPROPRIATIONS							
203-467-702.00	SALARIES AND WAGES	5,355	6,500	3,357	6,750	6,750	6,750
203-467-704.00	OVERTIME	937	3,250	1,193	3,250	3,250	3,250
203-467-714.00	MEDICARE	86	145	63	145	145	145
203-467-715.00	FICA	367	605	267	620	620	620
203-467-716.00	HOSPITALIZATION INSURANCE	3,280	3,660	2,123	4,445	4,445	4,445
203-467-717.00	LIFE INSURANCE	21	25	13	25	25	25
203-467-719.00	PENSION CONTRIBUTION	253	475	232	550	550	550
203-467-719.01	MERS DB CONTRIBUTION	292	0	0	0	0	0
203-467-720.00	WORKERS COMPENSATION	476	730	377	755	755	755
203-467-721.00	UNEMPLOYMENT INSURANCE	2	10	3	10	10	10
203-467-723.00	RETIREE HEALTH SAVINGS CONTRIB	126	200	91	200	200	200
203-467-776.00	MATERIALS AND SUPPLIES	60	1,000	1,704	3,000	2,750	2,750
203-467-943.00	EQUIPMENT RENTAL	22,207	25,000	10,270	15,000	17,500	17,500
TOTAL APPROPRIATIONS		33,462	41,600	19,693	34,750	37,000	37,000
NET OF REVENUES/APPROPRIATIONS - 467 - WINTER MAINTEN		(33,462)	(41,600)	(19,693)	(34,750)	(37,000)	(37,000)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 930 - TRANSFER IN							
ESTIMATED REVENUES							
203-930-699.00	TRANSFER IN	190,000	125,000	190,000	190,000	190,000	190,000
TRANSFER IN FROM MAJOR STREETS FUND:							
2017 = \$200,000							
2018 = \$190,000							
2019 = \$190,000							
2020 = \$190,000							
TOTAL ESTIMATED REVENUES		190,000	125,000	190,000	190,000	190,000	190,000
NET OF REVENUES/APPROPRIATIONS - 930 - TRANSFER IN		190,000	125,000	190,000	190,000	190,000	190,000

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 965 - TRANSFER OUT							
APPROPRIATIONS							
203-965-999.00	TRANSFER OUT	3,000	3,000	3,000	3,000	3,000	3,000
TRANSFER TO DPW DEBT SERVICE FUND FOR STREET GARAGE = \$3,000 PER YEAR							
TOTAL APPROPRIATIONS		3,000	3,000	3,000	3,000	3,000	3,000
NET OF REVENUES/APPROPRIATIONS - 965 - TRANSFER OUT		(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)
ESTIMATED REVENUES - FUND 203		519,661	401,262	404,365	478,395	483,850	483,850
APPROPRIATIONS - FUND 203		378,874	393,647	373,395	472,336	479,938	479,938
NET OF REVENUES/APPROPRIATIONS - FUND 203		140,787	7,615	30,970	6,059	3,912	3,912
BEGINNING FUND BALANCE		206,248	347,035	347,035	347,035	353,094	353,094
ENDING FUND BALANCE		347,035	354,650	378,005	353,094	357,006	357,006

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 780 - RECREATION							
ESTIMATED REVENUES							
208-780-402.00	CURRENT PROPERTY TAXES	119,705	149,500	145,245	146,500	164,450	164,450
208-780-402.01	PROPERTY TAX CHARGEBACKS	(1,263)	(950)	(293)	(750)	(750)	(750)
208-780-410.00	DELINQUENT PERSONAL PROP TAXES	352	250	0	250	250	250
208-780-424.00	PAYMENTS IN LIEU OF TAXES	2,709	2,250	2,879	2,879	2,850	2,850
208-780-445.00	PENALTY & INTEREST ON TAXES	867	940	705	940	950	950
208-780-573.00	LOCAL COMMUNITY STABILIZATION STA	9,249	10,000	20,357	20,357	9,500	9,500
208-780-590.00	LOCAL GRANTS	(2,700)	0	0	0	0	0
INITIALLY IN 2018 WE BUDGETED \$20,000 FOR THE CRONIN FOUNDATION GRANT BUT SINCE THE NEW REC MILLAGE PASSED, WE WILL NOT BE RECEIVING THE GRANT. ADDITIONALLY, WE HAD TO RETURN \$3,700 TO THE COMMUNITY FOUNDATION SINCE A PARTICULAR PROGRAM DIDN'T GET INITIATED IN THE PROPER TIMEFRAME.. HOWEVER, WE ARE RE-APPLYING FOR THAT GRANT AGAIN.							
208-780-608.00	RECREATION FEES	13,770	13,500	16,069	15,750	15,500	15,500
208-780-665.00	INTEREST	681	575	504	575	550	550
208-780-674.00	CONTRIBUTIONS-PUBLIC ENTERPRIS	197	200	0	0	0	0
208-780-675.00	CONTRIBUTIONS-PRIVATE INDIVIDU	670	600	360	360	300	300
208-780-675.01	CONTRIB - INDIVID - VAN	928	0	0	0	0	0
208-780-676.00	REIMBURSEMENTS & RESTITUTIONS	6,560	1,200	995	1,000	1,000	1,000
TOTAL ESTIMATED REVENUES		151,725	178,065	186,821	187,861	194,600	194,600
APPROPRIATIONS							
208-780-702.00	SALARIES AND WAGES	26,446	27,600	23,810	27,082	37,375	37,375
208-780-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	613	1,000	1,040	1,140	1,200	1,200
208-780-703.00	PART TIME WAGES	59,683	62,500	55,449	62,500	63,750	63,750
208-780-704.00	OVERTIME	83	200	230	200	200	200
208-780-714.00	MEDICARE	1,259	1,390	1,168	1,325	1,490	1,490
208-780-715.00	FICA	5,383	5,930	4,993	5,640	6,360	6,360
208-780-716.00	HOSPITALIZATION INSURANCE	34	0	0	0	0	0
208-780-717.00	LIFE INSURANCE	224	222	202	225	225	225
208-780-719.00	PENSION CONTRIBUTION	1,725	1,935	1,542	1,800	2,495	2,495
208-780-720.00	WORKERS COMPENSATION	2,790	3,790	3,610	4,250	4,750	4,750
208-780-721.00	UNEMPLOYMENT INSURANCE	36	100	33	50	50	50
208-780-723.00	RETIREE HEALTH SAVINGS CONTRIB	541	555	497	565	775	775
208-780-726.00	OFFICE SUPPLY	54	250	0	250	250	250
208-780-728.00	DUES, BOOKS, PERIODICAL	52	12	0	12	12	12
208-780-741.00	UNIFORMS	242	0	0	0	0	0
208-780-776.00	MATERIALS AND SUPPLIES	131	250	0	250	250	250
208-780-778.00	GASOLINE	570	1,000	336	1,000	1,000	1,000
208-780-780.00	VEHICLE & EQUIP MAINT SUPPLIES	0	1,500	2,245	1,000	1,000	1,000
208-780-802.00	CONTRACTUAL SERVICES	2,855	3,000	(22,150)	4,000	4,000	4,000
208-780-840.00	ADMINISTRATION FEES	7,784	7,940	7,278	7,940	8,100	8,100
208-780-851.00	TELEPHONE	1,739	1,600	1,341	1,600	1,600	1,600
208-780-857.00	TRAVEL	0	100	0	100	100	100
208-780-882.00	PROGRAM EXPENSES	4,337	6,500	4,136	6,500	6,500	6,500
IN 2018 WE INITIALLY BUDGETED FOR THE SCHOOL BUILDING RENT TO COME OUT OF HERE (THE \$20,000 FROM THE CRONIN FOUNDATION ABOVE). HOWEVER WE WILL NOT HAVE TO PAY THIS UNTIL 2019 AND IT IS NOW REFLECTED IN THE NEW BUILDING RENTAL ACCOUNT BELOW.							
208-780-882.01	SENIOR CENTER	8,700	10,875	8,156	10,875	10,875	10,875
208-780-906.00	ENTRANCE FEES	0	500	0	500	500	500
208-780-922.00	ELECTRICITY	2,407	2,550	2,136	2,565	2,575	2,575
208-780-941.00	BUILDING RENTAL	0	25,000	50,000	25,000	25,000	25,000
2019 - REPRESENTS THE RENTAL OF THE SCHOOL FROM MARSHALL PUBLIC SCHOOLS AT THE RATE OF \$25,000 PER YEAR.							
208-780-943.00	EQUIPMENT RENTAL	9,603	9,500	8,708	9,500	9,500	9,500
208-780-950.00	INSURANCE AND BONDS	1,537	1,650	1,406	1,650	1,850	1,850
208-780-955.00	MISCELLANEOUS	107	150	132	150	150	150

BUDGET REPORT FOR CITY OF ALBION
 Fund: 208 RECREATION FUND

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 780 - RECREATION							
APPROPRIATIONS							
	TOTAL APPROPRIATIONS	138,935	177,599	156,298	177,669	191,932	191,932
	NET OF REVENUES/APPROPRIATIONS - 780 - RECREATION	12,790	466	30,523	10,192	2,668	2,668
	ESTIMATED REVENUES - FUND 208	151,725	178,065	186,821	187,861	194,600	194,600
	APPROPRIATIONS - FUND 208	138,935	177,599	156,298	177,669	191,932	191,932
	NET OF REVENUES/APPROPRIATIONS - FUND 208	12,790	466	30,523	10,192	2,668	2,668
	BEGINNING FUND BALANCE	105,933	118,723	118,723	118,723	128,915	128,915
	ENDING FUND BALANCE	118,723	119,189	149,246	128,915	131,583	131,583

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
226-000-402.00	CURRENT PROPERTY TAXES	239,420	229,500	223,743	237,500	246,500	246,500
226-000-402.01	PROPERTY TAX CHARGEBACKS	(2,110)	(1,250)	(585)	(1,000)	(1,000)	(1,000)
226-000-410.00	DELINQUENT PERSONAL PROPERTY T	548	350	0	0	0	0
226-000-424.00	PAYMENTS IN LIEU OF TAXES	5,419	3,500	5,758	5,758	5,600	5,600
226-000-445.00	PENALTY & INTEREST ON TAXES	1,780	1,325	1,402	1,650	1,750	1,750
226-000-573.00	LOCAL COMMUNITY STABILIZATION STA	18,498	17,000	33,232	33,232	22,500	22,500
226-000-665.00	INTEREST	2,714	2,300	3,389	3,425	3,500	3,500
TOTAL ESTIMATED REVENUES		<u>266,269</u>	<u>252,725</u>	<u>266,939</u>	<u>280,565</u>	<u>278,850</u>	<u>278,850</u>
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		<u>266,269</u>	<u>252,725</u>	<u>266,939</u>	<u>280,565</u>	<u>278,850</u>	<u>278,850</u>

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 523 - LEAF PICKUP							
APPROPRIATIONS							
226-523-702.00	SALARIES AND WAGES	0	2,750	0	2,750	2,750	2,750
226-523-704.00	OVERTIME	0	400	127	400	400	400
226-523-714.00	MEDICARE	0	8	2	8	8	8
226-523-715.00	FICA	0	195	8	195	195	195
226-523-716.00	HOSPITALIZATION INSURANCE	0	1,175	52	1,175	1,175	1,175
226-523-717.00	LIFE INSURANCE	0	5	0	5	5	5
226-523-719.00	PENSION CONTRIBUTION	0	200	0	200	200	200
226-523-720.00	WORKERS COMPENSATION	0	220	12	220	220	220
226-523-721.00	UNEMPLOYMENT INSURANCE	0	5	0	5	5	5
226-523-723.00	RETIREE HEALTH SAVINGS CONTRIB	0	65	3	65	65	65
226-523-943.00	EQUIPMENT RENTAL	0	2,500	0	5,000	6,500	6,500
<p>FOR 2017 - 2020 A DECISION WAS MADE TO LEAVE SOME MONEY BUDGETED IN LEAF PICKUP SINCE WE ARE UNCERTAIN AT THIS TIME WHAT COSTS MAY BE INCURRED BY THE CITY AS WE TRANSITION TO THE NEW LEAF REMOVAL PRACTICE. ASLO FOR 2019 & 2020, BUMPED IT UP SOME IN CASE THE CITY OFFERS A LEAF DROP OFF POINT.</p>							
TOTAL APPROPRIATIONS		0	7,523	204	10,023	11,523	11,523
NET OF REVENUES/APPROPRIATIONS - 523 - LEAF PICKUP		0	(7,523)	(204)	(10,023)	(11,523)	(11,523)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 524 - TREE DUMP							
APPROPRIATIONS							
226-524-702.00	SALARIES AND WAGES	561	1,600	817	1,600	1,600	1,600
226-524-703.00	PART TIME WAGES	0	0	26	50	0	0
226-524-704.00	OVERTIME	1,326	2,200	941	2,200	2,200	2,200
226-524-714.00	MEDICARE	26	55	25	55	55	55
226-524-715.00	FICA	112	235	105	235	235	235
226-524-716.00	HOSPITALIZATION INSURANCE	780	1,200	830	1,200	1,200	1,200
226-524-717.00	LIFE INSURANCE	4	10	6	10	10	10
226-524-719.00	PENSION CONTRIBUTION	54	120	50	120	120	120
226-524-719.01	MERS DB CONTRIBUTION	121	0	0	0	0	0
226-524-720.00	WORKERS COMPENSATION	148	150	164	170	170	170
226-524-721.00	UNEMPLOYMENT INSURANCE	0	10	0	10	10	10
226-524-723.00	RETIREE HEALTH SAVINGS CONTRIB	38	80	35	80	80	80
226-524-943.00	EQUIPMENT RENTAL	2,144	4,500	3,498	5,000	45,000	45,000
<p>2020 - A LARGE INCREASE HAS BEEN ADDED HERE TO ALLOW THE CITY TO START HAULING AWAY THE COMPOST AT THE TREE DUMP SO THAT IT CAN BE DISPOSED OF PROPERLY TO COMPLY WITH THE NEW COMPOSTING REGULATIONS.</p>							
TOTAL APPROPRIATIONS		5,314	10,160	6,497	10,730	50,680	50,680
NET OF REVENUES/APPROPRIATIONS - 524 - TREE DUMP		(5,314)	(10,160)	(6,497)	(10,730)	(50,680)	(50,680)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 528 - SOLID WASTE							
APPROPRIATIONS							
226-528-702.00	SALARIES AND WAGES	25,038	6,740	6,366	9,775	21,705	21,705
226-528-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	100	0	0	0	0	0
226-528-703.00	PART TIME WAGES	0	1,100	520	1,100	1,100	1,100
226-528-704.00	OVERTIME	2,574	4,200	2,605	3,000	3,000	3,000
226-528-714.00	MEDICARE	382	125	132	200	370	370
226-528-715.00	FICA	1,635	540	565	860	1,595	1,595
226-528-716.00	HOSPITALIZATION INSURANCE	13,771	3,290	3,474	5,200	8,670	8,670
226-528-717.00	LIFE INSURANCE	93	20	25	35	75	75
226-528-719.00	PENSION CONTRIBUTION	881	365	372	575	1,515	1,515
226-528-719.01	MERS DB CONTRIBUTION	512	0	0	0	0	0
226-528-720.00	WORKERS COMPENSATION	702	555	842	1,100	1,295	1,295
226-528-721.00	UNEMPLOYMENT INSURANCE	6	10	1	10	10	10
226-528-723.00	RETIREE HEALTH SAVINGS CONTRIB	547	155	173	235	415	415
226-528-744.00	POSTAGE	0	400	0	400	200	200
226-528-776.00	MATERIALS AND SUPPLIES	0	250	0	250	250	250
226-528-802.00	CONTRACTUAL SERVICES	53,601	55,000	23,227	30,000	50,000	50,000
INCLUDES:							
- \$7,000 TO COUNTY FOR ANNUAL RECYCLING CENTER COST;							
- \$15,000 TO MATCH THE GENERAL FUND FOR TREE TRIMMING (CLEAN UP).							
- \$10,500 FOR THE ANNUAL SUMMER CLEAN UP/RECYCLING DAY							
- \$7,500 FOR EMERGENCY REMOVAL OF FIRE DAMAGED STRUCTURES AND/OR OTHER SOLID WASTE HEALTH AND SAFETY CONCERNS.							
2018 HAD AN ADDITIONAL \$28,000 FOR THE COST TO DEMO PROPERTY ON AUSTIN AVE.							
226-528-840.00	ADMINISTRATION FEES	8,034	56,293	51,602	56,293	54,750	54,750
226-528-900.00	PUBLISHING	0	150	0	0	0	0
226-528-922.00	ELECTRICITY	495	500	415	650	675	675
226-528-941.00	BUILDING RENTAL	6,675	6,675	6,119	6,675	6,675	6,675
226-528-943.00	EQUIPMENT RENTAL	7,733	8,000	23,206	35,000	15,000	15,000
TOTAL APPROPRIATIONS		122,779	144,368	119,644	151,358	167,300	167,300
NET OF REVENUES/APPROPRIATIONS - 528 - SOLID WASTE		(122,779)	(144,368)	(119,644)	(151,358)	(167,300)	(167,300)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 965 - TRANSFER OUT							
APPROPRIATIONS							
226-965-999.00	TRANSFER OUT	25,500	25,500	25,500	36,500	36,500	36,500
2018:	\$14,000 TO GEN FUND FOR DISPOSAL OF BRUSH, GRASS, LIMBS, ETC. \$10,000 TO GENERAL FUND FOR TRASH/DUMPSTERS. \$1,500 FOR DPW BLDG PMT						
2019:	\$25,000 TO GEN FUND FOR DISPOSAL OF BRUSH, GRASS, LIMBS, ETC. \$10,000 TO GENERAL FUND FOR TRASH/DUMPSTERS. \$1,500 FOR DPW BLDG PMT						
2020:	\$25,000 TO GEN FUND FOR DISPOSAL OF BRUSH, GRASS, LIMBS, ETC. \$10,000 TO GENERAL FUND FOR TRASH/DUMPSTERS. \$1,500 FOR DPW BLDG PMT						
TOTAL APPROPRIATIONS		25,500	25,500	25,500	36,500	36,500	36,500
NET OF REVENUES/APPROPRIATIONS - 965 - TRANSFER OUT		(25,500)	(25,500)	(25,500)	(36,500)	(36,500)	(36,500)
ESTIMATED REVENUES - FUND 226		266,269	252,725	266,939	280,565	278,850	278,850
APPROPRIATIONS - FUND 226		153,593	187,551	151,845	208,611	266,003	266,003
NET OF REVENUES/APPROPRIATIONS - FUND 226		112,676	65,174	115,094	71,954	12,847	12,847
BEGINNING FUND BALANCE		255,986	368,662	368,662	368,662	440,616	440,616
ENDING FUND BALANCE		368,662	433,836	483,756	440,616	453,463	453,463

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
243-000-402.00	CURRENT PROPERTY TAXES	87,962	90,000	0	109,464	112,000	112,000
243-000-671.00	OTHER REVENUES	0	0	2,500	2,500	0	0
243-000-699.00	TRANSFER IN	75,760	80,000	0	108,981	110,000	110,000
TRANSFER IN FROM DDA - REPRESENTS AMOUNT CAPTURED BY DDA BUT OWED TO BROWNFIELD PER AGREEMENT.							
TOTAL ESTIMATED REVENUES		163,722	170,000	2,500	220,945	222,000	222,000
NET OF REVENUES/APPROPRIATIONS - 000 - BROWNFIELD REI		163,722	170,000	2,500	220,945	222,000	222,000
Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY							
APPROPRIATIONS							
243-723-802.00	CONTRACTUAL SERVICES	158,722	147,500	11,684	217,285	217,000	217,000
OWED TO STRATEGIC LOAN FUND PER BROWNFIELD CONTRACT.							
243-723-840.00	ADMINISTRATION FEES	0	22,500	0	5,000	5,000	5,000
AMOUNT OWED TO STRATEGIC LOAN FUND ADMINISTRATOR PER DEVELOPMENT AGREEMENT.							
TOTAL APPROPRIATIONS		158,722	170,000	11,684	222,285	222,000	222,000
NET OF REVENUES/APPROPRIATIONS - 723 - BROWNFIELD REI		(158,722)	(170,000)	(11,684)	(222,285)	(222,000)	(222,000)
ESTIMATED REVENUES - FUND 243		163,722	170,000	2,500	220,945	222,000	222,000
APPROPRIATIONS - FUND 243		158,722	170,000	11,684	222,285	222,000	222,000
NET OF REVENUES/APPROPRIATIONS - FUND 243		5,000	0	(9,184)	(1,340)	0	0
BEGINNING FUND BALANCE		0	5,000	5,000	5,000	3,660	3,660
ENDING FUND BALANCE		5,000	5,000	(4,184)	3,660	3,660	3,660

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
244-000-590.00	LOCAL GRANTS	23,452	0	0	0	0	0
244-000-665.00	INTEREST	614	0	784	600	0	0
244-000-667.00	RENTS	85,000	84,500	77,917	75,000	84,500	84,500
244-000-671.00	OTHER REVENUES	0	0	61,690	61,690	0	0
244-000-676.00	REIMBURSEMENTS & RESTITUTIONS	65,098	60,000	0	0	60,000	60,000
TOTAL ESTIMATED REVENUES		174,164	144,500	140,391	137,290	144,500	144,500
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		174,164	144,500	140,391	137,290	144,500	144,500
Dept 728 - EDC							
APPROPRIATIONS							
244-728-702.00	SALARIES AND WAGES	55,622	93,555	41,978	52,105	68,340	68,340
244-728-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	3,377	0	261	261	0	0
244-728-703.00	PART TIME WAGES	15,201	0	7,027	7,027	0	0
244-728-704.00	OVERTIME	0	0	0	500	0	0
244-728-714.00	MEDICARE	1,087	1,368	721	890	1,025	1,025
244-728-715.00	FICA	4,649	5,850	3,084	3,810	4,384	4,384
244-728-716.00	HOSPITALIZATION INSURANCE	7,397	9,693	8,288	12,150	12,585	12,585
244-728-717.00	LIFE INSURANCE	204	344	116	175	211	211
244-728-719.00	PENSION CONTRIBUTION	3,455	5,915	2,913	3,700	4,820	4,820
244-728-720.00	WORKERS COMPENSATION	417	832	375	475	548	548
244-728-721.00	UNEMPLOYMENT INSURANCE	15	39	12	25	15	15
244-728-723.00	RETIREE HEALTH SAVINGS CONTRIB	926	1,286	606	790	1,073	1,073
244-728-724.00	CAR ALLOWANCE	1,513	2,700	1,363	1,550	1,500	1,500
244-728-726.00	OFFICE SUPPLY	903	1,200	760	1,000	1,200	1,200
244-728-727.00	OFFICE EQUIPMENT	2,478	3,000	1,933	3,000	3,000	3,000
244-728-728.00	DUES, BOOKS, PERIODICAL	1,327	1,625	972	700	1,600	1,600
244-728-744.00	POSTAGE	44	100	25	55	100	100
244-728-785.00	BUILDING & GROUNDS REPAIR & MA	5,709	4,000	2,681	3,000	3,000	3,000
244-728-801.00	PROFESSIONAL SERVICES	4,028	7,500	2,247	3,300	4,500	4,500
244-728-802.00	CONTRACTUAL SERVICES	4,472	6,500	6,813	7,200	5,500	5,500
244-728-819.00	CONFERENCE COSTS	0	0	1,160	1,300	0	0
244-728-840.00	ADMINISTRATION FEES	2,600	2,652	9,397	10,251	10,000	10,000
244-728-851.00	TELEPHONE	3,364	3,000	2,623	2,900	3,000	3,000
244-728-857.00	TRAVEL	19	500	1,131	1,600	1,600	1,600
244-728-885.00	TRAINING	1,284	6,000	625	800	3,000	3,000
244-728-941.00	BUILDING RENTAL	2,317	2,500	1,650	1,800	1,800	1,800
244-728-950.00	INSURANCE AND BONDS	3,852	4,000	2,503	4,000	4,000	4,000
244-728-967.00	ECONOMIC DEVELOPMENT	118	7,500	3,382	3,500	2,100	2,100
244-728-991.00	PRINCIPAL	4,488	4,500	4,712	4,712	4,800	4,800
244-728-995.00	INTEREST	993	769	769	769	770	770
PMTS TO ABA. LOAN PURPOSE WAS TO ASSUME LAND CONTRACT. MATAURES 1/10/2021							
244-728-999.00	TRANSFER OUT	0	0	0	17,000	0	0
TOTAL APPROPRIATIONS		131,859	176,928	110,127	150,345	144,471	144,471
NET OF REVENUES/APPROPRIATIONS - 728 - EDC		(131,859)	(176,928)	(110,127)	(150,345)	(144,471)	(144,471)
Dept 930 - TRANSFER IN							
ESTIMATED REVENUES							
244-930-699.00	TRANSFER IN	0	33,000	33,000	33,000	0	0
TRANSFER IN FROM TIFA: 2016 - \$43,135 2019 - \$33,000							
TOTAL ESTIMATED REVENUES		0	33,000	33,000	33,000	0	0
NET OF REVENUES/APPROPRIATIONS - 930 - TRANSFER IN		0	33,000	33,000	33,000	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018	2019	2019	2019	2020	2020
		ACTIVITY	ORIGINAL BUDGET	THRU 11/30/19	PROJECTED ACTIVITY	REQUESTED BUDGET	MGR RECOM'D BUDGET
ESTIMATED REVENUES - FUND 244		174,164	177,500	173,391	170,290	144,500	144,500
APPROPRIATIONS - FUND 244		131,859	176,928	110,127	150,345	144,471	144,471
NET OF REVENUES/APPROPRIATIONS - FUND 244		42,305	572	63,264	19,945	29	29
BEGINNING FUND BALANCE		73,693	115,999	115,999	115,999	135,944	135,944
ENDING FUND BALANCE		115,998	116,571	179,263	135,944	135,973	135,973

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
246-000-665.00	INTEREST	209	170	182	148	0	0
	TOTAL ESTIMATED REVENUES	209	170	182	148	0	0
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		209	170	182	148	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 729 - BUSINESS INCUBATOR REVENUES							
ESTIMATED REVENUES							
246-729-667.00	RENTS	31,427	0	0	0	0	0
246-729-671.00	OTHER REVENUES	18,547	0	0	0	0	0
246-729-676.00	REIMBURSEMENTS & RESTITUTIONS	13,090	0	5,430	5,430	0	0
TOTAL ESTIMATED REVENUES		63,064	0	5,430	5,430	0	0
APPROPRIATIONS							
246-729-702.00	SALARIES AND WAGES	2,740	0	0	0	0	0
246-729-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	648	0	0	0	0	0
246-729-703.00	PART TIME WAGES	4,789	0	0	0	0	0
246-729-714.00	MEDICARE	118	0	0	0	0	0
246-729-715.00	FICA	505	0	0	0	0	0
246-729-716.00	HOSPITALIZATION INSURANCE	660	0	0	0	0	0
246-729-717.00	LIFE INSURANCE	14	0	0	0	0	0
246-729-719.00	PENSION CONTRIBUTION	192	0	0	0	0	0
246-729-720.00	WORKERS COMPENSATION	40	0	0	0	0	0
246-729-721.00	UNEMPLOYMENT INSURANCE	1	0	0	0	0	0
246-729-723.00	RETIREE HEALTH SAVINGS CONTRIB	68	0	0	0	0	0
246-729-776.00	MATERIALS AND SUPPLIES	13	0	10	10	0	0
246-729-785.00	BUILDING & GROUNDS REPAIR & MA	5,363	0	0	0	0	0
246-729-801.00	PROFESSIONAL SERVICES	250	0	0	0	0	0
246-729-921.00	GAS	1,358	0	0	0	0	0
246-729-922.00	ELECTRICITY	16,486	0	0	0	0	0
246-729-923.00	WATER	228	0	0	0	0	0
246-729-941.00	BUILDING RENTAL	583	0	0	0	0	0
246-729-950.00	INSURANCE AND BONDS	3,363	0	0	0	0	0
TOTAL APPROPRIATIONS		37,419	0	10	10	0	0
NET OF REVENUES/APPROPRIATIONS - 729 - BUSINESS INCUE		25,645	0	5,420	5,420	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 730 - ROOF REPAIRS - 2011							
APPROPRIATIONS							
246-730-995.00	INTEREST	1,814	0	0	0	0	0
PMTS TO THE CEMETERY TRUST FUND. LOAN PURPOSE WAS TO MAKE ROOF REPAIRS. (PRINCIPAL PORTION REFLECTED ON THE BALANCE SHEET). INCUBATOR BUILDING WAS SOLD IN OCT, 2018 SO LOAN HAS NOW BEEN PAID IN FULL. ACCORDINLY, NO INTEREST EXPENSE SHOWN FOR 2019.							
TOTAL APPROPRIATIONS		1,814	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 730 - ROOF REPAIRS -		(1,814)	0	0	0	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 731 - FOOD HUB							
ESTIMATED REVENUES							
246-731-502.00	FEDERAL GRANTS	22,269	0	0	0	0	0
246-731-540.00	STATE GRANTS	700	0	5,712	4,217	0	0
246-731-590.00	LOCAL GRANTS	4,250	0	10,225	10,225	0	0
246-731-631.02	FARMERS MARKET STALL FEES	926	1,500	268	0	0	0
246-731-631.04	SR PROJECT FRESH & MRKT FRESH	1,118	0	0	0	0	0
246-731-667.00	RENTS	11,293	12,000	15,309	16,000	12,000	12,000
246-731-671.00	OTHER REVENUES	239	55,300	0	0	61,000	61,000
246-731-676.00	REIMBURSEMENTS & RESTITUTIONS	600	0	0	0	0	0
TOTAL ESTIMATED REVENUES		41,395	68,800	31,514	30,442	73,000	73,000
APPROPRIATIONS							
246-731-702.00	SALARIES AND WAGES	20,751	36,800	26,694	30,385	31,633	31,633
246-731-703.00	PART TIME WAGES	10,990	7,200	0	0	0	0
246-731-714.00	MEDICARE	460	638	387	445	460	460
246-731-715.00	FICA	1,968	2,278	1,655	1,885	1,967	1,967
246-731-717.00	LIFE INSURANCE	75	222	161	185	178	178
246-731-719.00	PENSION CONTRIBUTION	1,404	2,450	1,768	2,030	2,120	2,120
246-731-720.00	WORKERS COMPENSATION	247	541	341	400	410	410
246-731-721.00	UNEMPLOYMENT INSURANCE	11	50	4	10	8	8
246-731-723.00	RETIREE HEALTH SAVINGS CONTRIB	415	736	534	615	634	634
246-731-726.00	OFFICE SUPPLY	281	300	79	120	300	300
246-731-727.00	OFFICE EQUIPMENT	162	250	0	100	1,500	1,500
246-731-728.00	DUES, BOOKS, PERIODICAL	0	250	0	50	250	250
246-731-744.00	POSTAGE	0	50	0	0	50	50
246-731-776.00	MATERIALS AND SUPPLIES	888	1,500	790	1,150	1,500	1,500
246-731-785.00	BUILDING & GROUNDS REPAIR & MA	2,979	3,400	4,089	4,975	3,900	3,900
246-731-801.00	PROFESSIONAL SERVICES	0	500	0	0	500	500
246-731-802.00	CONTRACTUAL SERVICES	2,584	2,600	1,840	2,030	2,900	2,900
246-731-802.03	CONTRACTUAL SERVICES - FARMERS MRF	1,289	0	0	0	0	0
246-731-819.00	CONFERENCE COSTS	362	500	0	300	3,500	3,500
246-731-840.00	ADMINISTRATION FEES	2,995	3,055	2,800	3,055	3,200	3,200
246-731-851.00	TELEPHONE	2,064	2,500	2,298	2,750	2,750	2,750
246-731-857.00	TRAVEL	0	350	263	300	300	300
246-731-921.00	GAS	2,005	2,000	2,450	2,850	2,850	2,850
246-731-922.00	ELECTRICITY	4,713	6,000	5,364	6,000	6,000	6,000
246-731-923.00	WATER	1,134	1,300	951	1,300	1,800	1,800
246-731-941.00	BUILDING RENTAL	1	1	1	1	1	1
246-731-950.00	INSURANCE AND BONDS	3,852	4,050	2,503	4,050	4,050	4,050
246-731-967.00	ECONOMIC DEVELOPMENT	15,006	500	0	0	225	225
TOTAL APPROPRIATIONS		76,636	80,021	54,972	64,986	72,986	72,986
NET OF REVENUES/APPROPRIATIONS - 731 - FOOD HUB		(35,241)	(11,221)	(23,458)	(34,544)	14	14

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 930 - TRANSFER IN							
ESTIMATED REVENUES							
246-930-699.00	TRANSFER IN	13,100	12,000	12,000	29,000	0	0
TRANSFER IN FROM TIFA:							
	2016 - \$15,665						
	2017 - \$35,000						
	(\$19,000 OF WHICH MAY BE IN THE FORM OF A LOAN).						
	2018 - \$13,100						
	2019 - \$12,000						
TOTAL ESTIMATED REVENUES		13,100	12,000	12,000	29,000	0	0
NET OF REVENUES/APPROPRIATIONS - 930 - TRANSFER IN		13,100	12,000	12,000	29,000	0	0
ESTIMATED REVENUES - FUND 246		117,768	80,970	49,126	65,020	73,000	73,000
APPROPRIATIONS - FUND 246		115,869	80,021	54,982	64,996	72,986	72,986
NET OF REVENUES/APPROPRIATIONS - FUND 246		1,899	949	(5,856)	24	14	14
BEGINNING FUND BALANCE		30,450	32,348	32,348	32,348	32,372	32,372
ENDING FUND BALANCE		32,349	33,297	26,492	32,372	32,386	32,386

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
247-000-402.00	CURRENT PROPERTY TAXES	119,173	125,000	172,290	120,000	120,000	120,000
247-000-573.00	LOCAL COMMUNITY STABILIZATION STA	115,397	75,000	0	105,000	105,000	105,000
247-000-665.00	INTEREST	1,107	400	1,390	1,200	1,200	1,200
247-000-671.00	OTHER REVENUES	57,047	0	0	0	0	0
	TOTAL ESTIMATED REVENUES	292,724	200,400	173,680	226,200	226,200	226,200
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL							
		292,724	200,400	173,680	226,200	226,200	226,200
Dept 730 - TIFA							
APPROPRIATIONS							
247-730-702.00	SALARIES AND WAGES	76,613	61,503	73,390	86,725	117,785	117,785
247-730-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	979	0	783	783	0	0
247-730-703.00	PART TIME WAGES	17,849	32,500	22,328	25,000	19,440	19,440
247-730-704.00	OVERTIME	0	0	0	500	0	0
247-730-714.00	MEDICARE	1,432	1,561	1,434	1,705	2,085	2,085
247-730-715.00	FICA	6,087	6,673	6,130	7,290	8,915	8,915
247-730-716.00	HOSPITALIZATION INSURANCE	13,938	8,966	15,700	20,625	31,163	31,163
247-730-717.00	LIFE INSURANCE	183	115	156	185	155	155
247-730-718.00	DISABILITY INSURANCE	15	50	0	0	0	0
247-730-719.00	PENSION CONTRIBUTION	5,324	3,982	5,137	6,115	8,389	8,389
247-730-720.00	WORKERS COMPENSATION	506	641	657	805	1,017	1,017
247-730-721.00	UNEMPLOYMENT INSURANCE	11	63	15	35	27	27
247-730-723.00	RETIREE HEALTH SAVINGS CONTRIB	849	520	816	970	1,524	1,524
247-730-724.00	VEHICLE ALLOWANCE	4,567	4,500	4,087	4,590	4,500	4,500
247-730-785.00	BUILDING & GROUNDS REPAIR & MA	6,270	5,000	325	3,300	4,000	4,000
247-730-801.00	PROFESSIONAL SERVICES	4,931	5,000	0	0	3,000	3,000
247-730-802.00	CONTRACTUAL SERVICES	957	500	275	275	500	500
247-730-840.00	ADMINISTRATION FEES	6,236	6,361	8,072	8,806	8,900	8,900
247-730-922.00	ELECTRICITY	165	360	314	360	450	450
247-730-941.00	BUILDING RENTAL	10,913	10,200	9,350	10,200	10,200	10,200
247-730-967.00	ECONOMIC DEVELOPMENT	0	5,000	0	0	4,000	4,000
247-730-999.00	TRANSFER OUT	13,100	45,000	45,000	45,000	0	0
2016:	TRANSFER TO EDC - \$43,135						
	TRANSFER TO INCUBATOR - \$15,665						
2017:	TRANSFER TO INCUBATOR FUND - \$35,000						
	(\$19,000 OF WHICH MAY BE IN THE FORM OF A LOAN)						
2018:	TRANSFER TO INCUBATOR FUND - \$13,100						
2019:	TRANSFER TO EDC - \$33,000						
	TRANSFER TO INCUBATOR - \$12,000						
	TOTAL APPROPRIATIONS	170,925	198,495	193,969	223,269	226,050	226,050
NET OF REVENUES/APPROPRIATIONS - 730 - TIFA							
		(170,925)	(198,495)	(193,969)	(223,269)	(226,050)	(226,050)
ESTIMATED REVENUES - FUND 247							
		292,724	200,400	173,680	226,200	226,200	226,200
APPROPRIATIONS - FUND 247							
		170,925	198,495	193,969	223,269	226,050	226,050
NET OF REVENUES/APPROPRIATIONS - FUND 247							
		121,799	1,905	(20,289)	2,931	150	150
	BEGINNING FUND BALANCE	160,206	282,004	282,004	282,004	284,935	284,935
	ENDING FUND BALANCE	282,005	283,909	261,715	284,935	285,085	285,085

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
248-000-402.00	CURRENT PROPERTY TAXES	72,899	77,500	102,186	117,500	125,000	125,000
FOR 2018, 2019 AND 2020, A SIZABLE CAPTURE WILL OCCUR, HOWEVER, MOST OF THIS CAPTURE MUST BE PAID TO THE HOTEL BROWNFIELD AS REQUIRED BY THE INTER-GOVERNMENTAL AGREEMENT BETWEEN THE DDA AND THE BROWNFIELD.							
248-000-573.00	LOCAL COMMUNITY STABILIZATION STA	13,941	15,500	0	0	0	0
BECAUSE OF THE INCREASE IN TAXABLE VALUE FROM THE HOTEL AND OTHER NEW PROPERTIES DOWNTOWN, THE DDA DOES NOT QUALIFY FOR ANY REIMBURSEMENT FROM LOST PERSONAL PROPERTY TAXES IN 2019.							
248-000-665.00	INTEREST	594	400	524	550	600	600
TOTAL ESTIMATED REVENUES		87,434	93,400	102,710	118,050	125,600	125,600
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		87,434	93,400	102,710	118,050	125,600	125,600

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 693 - PEABODY BUILDING PROJECT							
ESTIMATED REVENUES							
248-693-502.00	FEDERAL GRANTS	828,800	0	0	0	0	0
248-693-675.00	CONTRIBUTIONS-PRIVATE INDIVIDU	657,696	0	0	0	0	0
TOTAL ESTIMATED REVENUES		1,486,496	0	0	0	0	0
APPROPRIATIONS							
248-693-802.00	CONTRACTUAL SERVICES	1,457,696	0	0	0	0	0
248-693-840.10	ADMINISTRATIVE FEES - REVITALIZE	28,800	0	0	0	0	0
TOTAL APPROPRIATIONS		1,486,496	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 693 - PEABODY BUILDI		0	0	0	0	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 723 - BROWNFIELD REDEVELOPMENT AUTHORITY							
APPROPRIATIONS							
248-723-999.00	TRANSFER OUT	75,760	0	0	109,465	115,500	115,500
THE TRANSFER OUT REPRESENTS THE AMOUNT OF TAX CAPTURE ON THE BROWNFIELD PROPERTIES (THE HOTEL) THAT MUST BE PAID TO THE BROWNFIELD PER THE INTER-GOVERNMENTAL AGREEMENT. IN THE 2019 ORIGINAL BUDGET IT WAS REPORTED UNDER ACCOUNT NUMBER 248-735-999.00 BELOW. GOING FORWARD, THIS ACCOUNT WILL BE USED.							
TOTAL APPROPRIATIONS		75,760	0	0	109,465	115,500	115,500
NET OF REVENUES/APPROPRIATIONS - 723 - BROWNFIELD REL		(75,760)	0	0	(109,465)	(115,500)	(115,500)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 735 - DDA APPROPRIATIONS							
248-735-744.00	POSTAGE	0	100	0	75	100	100
248-735-776.00	MATERIALS AND SUPPLIES	93	200	66	200	200	200
248-735-802.00	CONTRACTUAL SERVICES	0	250	0	250	250	250
248-735-840.00	ADMINISTRATION FEES	2,361	2,500	2,292	2,500	2,500	2,500
2018 - REPRESENTS A 4% INCREASE OVER PRECEEDING YEAR. 2019 - NO INCREASE WILL BE ASSESSED FOR 2019. 2020 - NO INCREASE WILL BE ASSESSED FOR 2020.							
248-735-880.00	COMMUNITY PROMOTIONS	580	2,500	424	500	1,000	1,000
COVERS THE ANNUAL SUMMER CAR SHOW.							
248-735-950.00	INSURANCE AND BONDS	1,300	1,550	1,315	1,550	1,600	1,600
248-735-955.00	MISCELLANEOUS	0	50	0	50	50	50
248-735-999.00	TRANSFER OUT	0	76,000	0	0	0	0
THE TRANSFER OUT IN THE 2019 ORIGINAL BUDGET REPRESENTS THE DDA TAX CAPTURE ON THE BROWNFIELD PROPERTIES (THE HOTEL) THAT MUST BE PAID/TRANSFERRED TO THE BROWNFIELD PER THE INTER-GOVERNMENTAL AGREEMENT. GOING FORWARD, THIS WILL BE REPORTED UNDER ACCOUNT 248-723-999.00 ABOVE.							
TOTAL APPROPRIATIONS		4,334	83,150	4,097	5,125	5,700	5,700
NET OF REVENUES/APPROPRIATIONS - 735 - DDA		(4,334)	(83,150)	(4,097)	(5,125)	(5,700)	(5,700)
ESTIMATED REVENUES - FUND 248		1,573,930	93,400	102,710	118,050	125,600	125,600
APPROPRIATIONS - FUND 248		1,566,590	83,150	4,097	114,590	121,200	121,200
NET OF REVENUES/APPROPRIATIONS - FUND 248		7,340	10,250	98,613	3,460	4,400	4,400
BEGINNING FUND BALANCE		54,525	61,865	61,865	61,865	65,325	65,325
ENDING FUND BALANCE		61,865	72,115	160,478	65,325	69,725	69,725

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
250-000-665.00	INTEREST	184	170	168	185	145	145
TOTAL ESTIMATED REVENUES		184	170	168	185	145	145
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL							
		184	170	168	185	145	145
ESTIMATED REVENUES - FUND 250							
		184	170	168	185	145	145
APPROPRIATIONS - FUND 250							
		0	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - FUND 250							
		184	170	168	185	145	145
BEGINNING FUND BALANCE		33,225	33,410	33,410	33,410	33,595	33,595
ENDING FUND BALANCE		33,409	33,580	33,578	33,595	33,740	33,740

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
265-000-661.00	FORFEITURES - STATE	0	3,000	0	0	0	0
265-000-661.01	FORFEITURES - FEDERAL	0	41,000	0	0	452,000	452,000
265-000-665.00	INTEREST	31	0	7	7	0	0
265-000-671.00	OTHER REVENUES	790	0	0	0	0	0
265-000-673.00	SALE OF FIXED ASSETS	6,000	0	0	0	0	0
265-000-676.00	REIMBURSEMENTS & RESTITUTIONS	0	0	3,329	3,329	3,000	3,000
265-000-678.00	K-9	0	0	2,563	2,563	0	0
TOTAL ESTIMATED REVENUES		6,821	44,000	5,899	5,899	455,000	455,000
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		6,821	44,000	5,899	5,899	455,000	455,000
Dept 333 - DRUG LAW ENFORCEMENT							
APPROPRIATIONS							
265-333-741.00	UNIFORMS	0	2,500	12,618	12,618	10,000	10,000
265-333-746.00	TOOLS AND EQUIPMENT	98	0	0	0	0	0
265-333-778.00	GASOLINE	10,384	9,000	1,426	2,500	9,000	9,000
265-333-790.00	K-9	0	20,000	3,296	3,183	15,000	15,000
265-333-802.00	CONTRACTUAL SERVICES	1,743	5,000	0	0	0	0
265-333-827.00	CONTROLLED SUBSTANCE PURCHASE	1,700	1,500	1,000	1,500	1,500	1,500
265-333-851.00	TELEPHONE	11,262	10,000	1,509	2,500	10,000	10,000
265-333-885.00	TRAINING	80	2,500	0	0	2,500	2,500
265-333-888.00	FORFEITURE EXPENSE	250	0	0	0	0	0
265-333-921.00	GAS	1,518	1,400	1,165	1,500	2,000	2,000
265-333-922.00	ELECTRICITY	468	400	346	400	500	500
265-333-923.00	WATER	192	200	144	200	300	300
265-333-977.00	EQUIPMENT	0	20,000	8,530	9,500	30,000	30,000
TOTAL APPROPRIATIONS		27,695	72,500	30,034	33,901	80,800	80,800
NET OF REVENUES/APPROPRIATIONS - 333 - DRUG LAW ENFOF		(27,695)	(72,500)	(30,034)	(33,901)	(80,800)	(80,800)
Dept 400 - FED DRUG LAW ENFOR - REIMBUR							
ESTIMATED REVENUES							
265-400-671.00	OTHER REVENUES	28,884	30,000	50,257	52,000	30,000	30,000
265-400-676.00	REIMBURSEMENTS & RESTITUTIONS	0	0	551	551	0	0
TOTAL ESTIMATED REVENUES		28,884	30,000	50,808	52,551	30,000	30,000
APPROPRIATIONS							
265-400-778.00	GASOLINE	0	0	291	500	0	0
265-400-780.00	VEHICLE & EQUIP MAINT SUPPLIES	35	1,500	3,457	4,500	3,000	3,000
265-400-802.00	CONTRACTUAL SERVICES	418	0	4,205	5,000	5,000	5,000
265-400-851.00	TELEPHONE	0	0	1,169	1,250	1,000	1,000
265-400-885.00	TRAINING	1,263	0	551	551	1,000	1,000
265-400-977.00	EQUIPMENT	0	0	20,054	21,000	20,000	20,000
265-400-981.00	VEHICLES	9,661	0	8,232	10,000	10,000	10,000
TOTAL APPROPRIATIONS		11,377	1,500	37,959	42,801	40,000	40,000
NET OF REVENUES/APPROPRIATIONS - 400 - FED DRUG LAW E		17,507	28,500	12,849	9,750	(10,000)	(10,000)
Dept 930 - TRANSFERS IN							
ESTIMATED REVENUES							
265-930-699.00	TRANSFER IN	0	0	14,393	14,393	0	0
2019 - \$715 FROM WASTEWATER FUND AND \$13,678 FROM EQUIPMENT POOL FUND TO REIMBURSE FOR EQUIPMENT PURCHASED THROUGH THE LESO MILITARY PROGRAM.							
TOTAL ESTIMATED REVENUES		0	0	14,393	14,393	0	0
NET OF REVENUES/APPROPRIATIONS - 930 - TRANSFERS IN		0	0	14,393	14,393	0	0
ESTIMATED REVENUES - FUND 265		35,705	74,000	71,100	72,843	485,000	485,000
APPROPRIATIONS - FUND 265		39,072	74,000	67,993	76,702	120,800	120,800

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
NET OF REVENUES/APPROPRIATIONS - FUND 265		(3,367)	0	3,107	(3,859)	364,200	364,200
BEGINNING FUND BALANCE		9,197	5,828	5,828	5,828	1,969	1,969
ENDING FUND BALANCE		5,830	5,828	8,935	1,969	366,169	366,169

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
275-000-591.00	INTEREST REV - EDC LOAN	993	769	769	769	533	533
FOR LOAN FROM ABA TO EDC TO PURCHASE PROPERTY. LOAN MATURES 1-10-2021							
275-000-665.00	INTEREST	1,064	1,000	1,046	1,250	1,200	1,200
275-000-671.00	OTHER REVENUES	2,800	2,800	2,800	2,800	2,800	2,800
FROM ADAMS SIGN FOR BILLBOARD RENTAL AT TRAIN STATION - \$2,800/YR							
TOTAL ESTIMATED REVENUES		4,857	4,569	4,615	4,819	4,533	4,533
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		4,857	4,569	4,615	4,819	4,533	4,533

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 260 - FINANCE DEPT AND/OR ABA GENERAL APPROPRIATIONS							
275-260-801.00	PROFESSIONAL SERVICES	90	150	0	100	100	100
275-260-802.00	CONTRACTUAL SERVICES	0	1,000	0	1,000	500	500
275-260-840.00	ADMINISTRATION FEES	5,840	5,957	4,468	5,957	6,076	6,076
2018 - REFLECTS A 4% INCREASE OVER PRECEEDING YEAR. 2019 - REFLECTS A 2% INCREASE OVER PRECEEDING YEAR. 2020 - REFLECTS A 2% INCREASE OVER PRECEEDING YEAR.							
275-260-955.00	MISCELLANEOUS	0	0	277	277	100	100
HISTORICALLY THIS IS WHERE THE \$50 SIDEWALK ASSESSMENT WAS PAID FOR ALL OF THE ABA PROPERTIES BUT THAT ENDED IN 2017. FOR 2019, THE \$277 REPRESENTS A CORRECTING ENTRY TO ADJUST THE BALANCE SHEET.							
TOTAL APPROPRIATIONS		5,930	7,107	4,745	7,334	6,776	6,776
NET OF REVENUES/APPROPRIATIONS - 260 - FINANCE DEPT		(5,930)	(7,107)	(4,745)	(7,334)	(6,776)	(6,776)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 264 - EDC BUILDING							
ESTIMATED REVENUES							
275-264-667.00	RENTS	2,314	0	0	0	0	0
2017 - \$906.67/MO FROM EDC, \$500/MO FROM ALBION COMMUNITY FOUNDATION. 2018 - BUILDING SOLD AROUND APRIL, 2018. NO RENTAL INCOME AFTER THAT.							
275-264-673.00	SALE OF FIXED ASSETS	135,125	0	0	0	0	0
2018 - THIS AMOUNT REPRESENTS THE PROCEEDS FROM THE SALE OF THE BUILDING.							
TOTAL ESTIMATED REVENUES		137,439	0	0	0	0	0
APPROPRIATIONS							
275-264-785.00	BUILDING & GROUNDS REPAIR & MA	320	0	0	0	0	0
275-264-802.00	CONTRACTUAL SERVICES	13,300	0	0	0	0	0
2018 - SELLING COSTS RELATED TO THE SALE OF THE BUILDING.							
275-264-921.00	GAS	1,359	0	0	0	0	0
275-264-922.00	ELECTRICITY	1,066	0	0	0	0	0
275-264-923.00	WATER	238	0	0	0	0	0
275-264-950.00	INSURANCE AND BONDS	683	0	297	297	0	0
EVEN THOUGH THE BUILDING SOLD, THE INSURANCE ON THE BUILDING WAS NOT CANCELED SO THE \$297 IN 2019 REPRESENTS A PARTIAL YEAR OF INSURANCE PREMIUMS (INSURANCE IS BILLED ANNUALLY SO THIS WAS NOT DISCOVERED UNTIL THE NEXT BILLING CYCLE).							
TOTAL APPROPRIATIONS		16,966	0	297	297	0	0
NET OF REVENUES/APPROPRIATIONS - 264 - EDC BUILDING		120,473	0	(297)	(297)	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 265 - MUNICIPAL BLDG AND/OR 201 N CLINTON ST							
ESTIMATED REVENUES							
275-265-667.00	RENTS	12	12	10	12	12	12
2018, 2019 & 2020 - \$1 PER MONTH RENT REVENUE FROM A .G. EDWARDS.							
275-265-671.00	OTHER REVENUES	1,500	1,500	1,250	1,500	1,500	1,500
2018, 2019 & 2020 - A.G. EDWARDS PAYS \$125/MO IN LIEU OF PROPERTY TAXES.							
TOTAL ESTIMATED REVENUES		1,512	1,512	1,260	1,512	1,512	1,512
APPROPRIATIONS							
275-265-950.00	INSURANCE AND BONDS	183	215	184	215	235	235
REPRESENTS PROPERTY OWNER INSURANCE ON BUILDING.							
275-265-955.00	MISCELLANEOUS	1,748	1,790	889	1,790	1,850	1,850
FOR SUMMER AND WINTER PROPERTY TAXES							
TOTAL APPROPRIATIONS		1,931	2,005	1,073	2,005	2,085	2,085
NET OF REVENUES/APPROPRIATIONS - 265 - MUNICIPAL BLDG		(419)	(493)	187	(493)	(573)	(573)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 267 - 201 MARKET PLACE							
APPROPRIATIONS							
275-267-785.00	BUILDING & GROUNDS REPAIR & MA	0	0	0	140	0	0
REPRESENTS REPAIRS/IMPROVEMENTS MADE IN STOFFER PLAZA IN 2019.							
TOTAL APPROPRIATIONS		0	0	0	140	0	0
NET OF REVENUES/APPROPRIATIONS - 267 - 201 MARKET PL		0	0	0	(140)	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 270 - 101 N GALE ST							
APPROPRIATIONS							
275-270-785.00	BUILDING & GROUNDS REPAIR & MA	26,700	0	0	0	0	0
2018 - FOR RE-ROOFING THE GALE ST. BUILDING.							
TOTAL APPROPRIATIONS		26,700	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 270 - 101 N GALE ST		(26,700)	0	0	0	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 271 - FIRE/AMBULANCE BUILDING							
ESTIMATED REVENUES							
275-271-667.00	RENTS	36,000	36,000	34,800	36,000	36,000	36,000
\$21,600 FROM ADPS \$14,400 FROM HURON VALLEY AMBULANCE							
275-271-667.01	RENT ADJUSTMENTS	0	(4,000)	(7,032)	(7,032)	(4,000)	(4,000)
HURON VALLEY AMBULANCE RENT REFUND PER AGREEMENT - 40% OF THE EXCESS OF REVENUE OVER EXPENSES FROM THE PREVIOUS YEAR IS SUPPOSED TO BE SENT BACK TO HURON VALLEY AMBULANCE. (2019 IS TWO YEARS OF REFUNDS ROLLED INTO ONE).							
TOTAL ESTIMATED REVENUES		36,000	32,000	27,768	28,968	32,000	32,000
APPROPRIATIONS							
275-271-776.00	MATERIALS AND SUPPLIES	1,103	2,250	405	2,250	2,250	2,250
275-271-785.00	BUILDING & GROUNDS REPAIR & MA	7,233	6,250	1,435	6,250	5,000	5,000
275-271-802.00	CONTRACTUAL SERVICES	89	1,500	1,478	1,500	1,000	1,000
275-271-851.00	TELEPHONE	282	0	0	0	0	0
275-271-921.00	GAS	3,879	5,500	2,910	5,500	5,000	5,000
275-271-922.00	ELECTRICITY	7,039	7,900	6,498	7,950	7,950	7,950
275-271-923.00	WATER	1,978	2,250	1,409	1,950	2,250	2,250
275-271-950.00	INSURANCE AND BONDS	1,015	1,200	1,045	1,200	1,350	1,350
TOTAL APPROPRIATIONS		22,618	26,850	15,180	26,600	24,800	24,800
NET OF REVENUES/APPROPRIATIONS - 271 - FIRE/AMBULANCE		13,382	5,150	12,588	2,368	7,200	7,200

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 273							
ESTIMATED REVENUES							
275-273-667.00	RENTS	1	1	1	1	1	1
RENT IS \$1 PER YEAR PER RENTAL AGREEMENT.							
TOTAL ESTIMATED REVENUES		1	1	1	1	1	1
APPROPRIATIONS							
275-273-785.00	BUILDING & GROUNDS REPAIR & MA	9,150	0	0	0	0	0
2018 - TO FIX THE BEAM UNDER THE FLOOR (FAILING STRUCTURE SUPPORT).							
275-273-840.10	ADMINISTRATIVE FEES - REVITALIZE	0	0	4,000	4,000	0	0
THIS MAY BE REFUNDED IF THE UPSTAIRS RENOVATION TO THE FOOD HUB BLDG DOES NOT MATERIALIZE. THE \$4,000 WAS PAID TO REVITALIZE.							
275-273-922.00	ELECTRICITY	676	1,000	609	900	900	900
FOOD HUB PAYS FOR MOST OF THE ELECTRIC BILLS - ABA ONLY PAYS THE UPSTAIRS APTS BILLS WHICH ARE PRIMARILY JUST METER CHARGES,							
275-273-950.00	INSURANCE AND BONDS	775	951	842	951	1,050	1,050
TOTAL APPROPRIATIONS		10,601	1,951	5,451	5,851	1,950	1,950
NET OF REVENUES/APPROPRIATIONS - 273 - 112 E ERIE ST		(10,600)	(1,950)	(5,450)	(5,850)	(1,949)	(1,949)
ESTIMATED REVENUES - FUND 275		179,809	38,082	33,644	35,300	38,046	38,046
APPROPRIATIONS - FUND 275		84,746	37,913	26,746	42,227	35,611	35,611
NET OF REVENUES/APPROPRIATIONS - FUND 275		95,063	169	6,898	(6,927)	2,435	2,435
BEGINNING FUND BALANCE		121,069	216,135	216,135	216,135	209,208	209,208
ENDING FUND BALANCE		216,132	216,304	223,033	209,208	211,643	211,643

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
277-000-502.00	FEDERAL GRANTS	235,771	230,000	188,541	210,000	180,000	180,000
277-000-665.00	INTEREST	1,442	1,150	3,741	4,250	3,000	3,000
277-000-667.00	RENTS	227,322	217,500	181,679	217,500	186,500	186,500
277-000-671.00	OTHER REVENUES	6,272	6,250	5,998	6,250	6,250	6,250
277-000-676.00	REIMBURSEMENTS & RESTITUTIONS	556	500	5,299	279	500	500
TOTAL ESTIMATED REVENUES		471,363	455,400	385,258	438,279	376,250	376,250
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		471,363	455,400	385,258	438,279	376,250	376,250
Dept 701 - ABA SEC 8 MAPLE GROVE							
APPROPRIATIONS							
277-701-726.00	OFFICE SUPPLY	3,839	5,500	852	2,500	4,000	4,000
277-701-727.00	OFFICE EQUIPMENT	4,441	6,500	125	4,000	2,500	2,500
277-701-728.00	DUES, BOOKS, PERIODICAL	0	0	95	100	500	500
277-701-744.00	POSTAGE	88	150	32	150	150	150
277-701-776.00	MATERIALS AND SUPPLIES	5,152	12,500	1,473	6,500	12,500	12,500
277-701-780.00	VEHICLE & EQUIP MAINT SUPPLIES	10	100	176	250	200	200
277-701-785.00	BUILDING & GROUNDS REPAIR & MA	51,966	50,000	69,535	57,500	50,000	50,000
277-701-801.00	PROFESSIONAL SERVICES	171	500	210	500	500	500
277-701-802.00	CONTRACTUAL SERVICES	138,819	165,000	93,999	135,000	145,000	145,000
277-701-840.00	ADMINISTRATION FEES	58,842	60,653	37,676	60,653	63,500	63,500
277-701-851.00	TELEPHONE	3,644	3,750	4,869	5,600	5,600	5,600
277-701-885.00	TRAINING	1,158	2,500	856	2,500	2,500	2,500
277-701-900.00	PUBLISHING	1,152	2,500	380	2,500	2,500	2,500
277-701-921.00	GAS	12,624	18,500	11,237	16,500	18,500	18,500
277-701-922.00	ELECTRICITY	17,300	19,500	17,105	17,500	19,500	19,500
277-701-923.00	WATER	8,443	10,000	6,288	9,250	10,000	10,000
277-701-950.00	INSURANCE AND BONDS	5,792	6,500	7,139	6,500	6,500	6,500
277-701-955.00	MISCELLANEOUS	220	500	21	500	500	500
277-701-976.00	BUILDINGS, ADDITIONS & IMPROVE	0	0	238,801	520,000	0	0
<p>2019 - MAPLE GROVE IS REPLACING THE BOILER, HEATING FINS IN NEARLY ALL ROOMS, AND MANY OF THE HEATING LINES (\$480,000). IN ADDITION THEY ARE REPLACING THE LIGHTS IN THE PARKING LOTS (\$32,500).</p>							
277-701-977.00	EQUIPMENT	0	1,500	0	1,500	1,500	1,500
TOTAL APPROPRIATIONS		313,661	366,153	490,869	849,503	345,950	345,950
NET OF REVENUES/APPROPRIATIONS - 701 - ABA SEC 8 MAPLE GROVE		(313,661)	(366,153)	(490,869)	(849,503)	(345,950)	(345,950)
Dept 905 - DEBT SERVICE - BONDS							
APPROPRIATIONS							
277-905-999.00	TRANSFER OUT	64,750	61,750	61,500	61,750	0	0
<p>TO DEBT SERVICE FUND 369 - ALBION BLDG AUTHORITY BONDS TO COVER DEBT SERVICE FOR THE FIRE/REMODELING BOND ISSUE. BONDS MATURE 4/1/2019.</p>							
TOTAL APPROPRIATIONS		64,750	61,750	61,500	61,750	0	0
NET OF REVENUES/APPROPRIATIONS - 905 - DEBT SERVICE -		(64,750)	(61,750)	(61,500)	(61,750)	0	0
ESTIMATED REVENUES - FUND 277		471,363	455,400	385,258	438,279	376,250	376,250
APPROPRIATIONS - FUND 277		378,411	427,903	552,369	911,253	345,950	345,950
NET OF REVENUES/APPROPRIATIONS - FUND 277		92,952	27,497	(167,111)	(472,974)	30,300	30,300
BEGINNING FUND BALANCE		566,754	659,707	659,707	659,707	186,733	186,733
ENDING FUND BALANCE		659,706	687,204	492,596	186,733	217,033	217,033

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
296-000-665.00	INTEREST	7,723	7,200	5,281	5,800	7,200	7,200
TOTAL ESTIMATED REVENUES		7,723	7,200	5,281	5,800	7,200	7,200
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL							
		7,723	7,200	5,281	5,800	7,200	7,200
Dept 740 - REVOLVING LOAN							
APPROPRIATIONS							
296-740-702.00	SALARIES AND WAGES	3,755	5,500	4,624	5,300	5,618	5,618
296-740-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	65	0	0	0	0	0
296-740-714.00	MEDICARE	54	80	66	80	81	81
296-740-715.00	FICA	232	341	282	330	348	348
296-740-716.00	HOSPITALIZATION INSURANCE	669	881	732	881	737	737
296-740-717.00	LIFE INSURANCE	8	11	9	11	11	11
296-740-719.00	PENSION CONTRIBUTION	263	385	324	375	393	393
296-740-720.00	WORKERS COMPENSATION	19	33	31	40	40	40
296-740-721.00	UNEMPLOYMENT INSURANCE	0	1	0	5	1	1
296-740-723.00	RETIREE HEALTH SAVINGS CONTRIB	24	50	43	50	180	180
296-740-801.00	PROFESSIONAL SERVICES	0	0	0	0	1,500	1,500
296-740-802.00	CONTRACTUAL SERVICES	35	35	35	35	100	100
296-740-885.00	TRAINING	0	1,500	0	0	0	0
TOTAL APPROPRIATIONS		5,124	8,817	6,146	7,107	9,009	9,009
NET OF REVENUES/APPROPRIATIONS - 740 - REVOLVING LOAN							
		(5,124)	(8,817)	(6,146)	(7,107)	(9,009)	(9,009)
ESTIMATED REVENUES - FUND 296							
		7,723	7,200	5,281	5,800	7,200	7,200
APPROPRIATIONS - FUND 296							
		5,124	8,817	6,146	7,107	9,009	9,009
NET OF REVENUES/APPROPRIATIONS - FUND 296							
		2,599	(1,617)	(865)	(1,307)	(1,809)	(1,809)
BEGINNING FUND BALANCE							
		688,636	691,235	691,235	691,235	689,928	689,928
ENDING FUND BALANCE							
		691,235	689,618	690,370	689,928	688,119	688,119

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 905 - ENERGY/425/GENERATOR BONDS							
APPROPRIATIONS							
363-905-991.00	PRINCIPAL	130,000	135,000	135,000	135,000	135,000	135,000
363-905-995.00	INTEREST	49,850	44,650	44,650	44,650	39,250	39,250
363-905-996.00	PAYING AGENT FEES	750	750	750	750	750	750
<p>BOND PMTS TO BANK OF NEW YORK MELLON. BOND WAS ORIGINALLY FOR AN ENERGY STUDY AND SUBSEQUENT ENERGY IMPROVEMENTS AROUND THE CITY, AND ALSO A GENERATOR, ETC. MATURES 10/01/2024.</p>							
TOTAL APPROPRIATIONS		180,600	180,400	180,400	180,400	175,000	175,000
NET OF REVENUES/APPROPRIATIONS - 905 - ENERGY/425/GEN		(180,600)	(180,400)	(180,400)	(180,400)	(175,000)	(175,000)
Dept 930 - TRANSFER IN							
ESTIMATED REVENUES							
363-930-699.00	TRANSFER IN	180,600	180,400	180,600	180,600	175,000	175,000
<p>2019 - TRANSFER IN FROM CEMETERY TRUST = \$550 TRANSFER IN FROM CITY MAINTENANCE = \$8,350 TRANSFER IN FROM SEWER = \$146,900 TRANSFER IN FROM WATER = \$9,950 TRANSFER IN FROM EQUIPMENT POOL = \$14,850 TOTAL = \$180,600 (MATURES ON 10/01/2024)</p>							
<p>2020 - TRANSFER IN FROM CEMETERY TRUST = \$530 TRANSFER IN FROM CITY MAINTENANCE = \$8,100 TRANSFER IN FROM SEWER = \$142,320 TRANSFER IN FROM WATER = \$9,650 TRANSFER IN FROM EQUIPMENT POOL = \$14,400 TOTAL = \$175,000 (MATURES ON 10/01/2024)</p>							
TOTAL ESTIMATED REVENUES		180,600	180,400	180,600	180,600	175,000	175,000
NET OF REVENUES/APPROPRIATIONS - 930 - TRANSFER IN		180,600	180,400	180,600	180,600	175,000	175,000
ESTIMATED REVENUES - FUND 363		180,600	180,400	180,600	180,600	175,000	175,000
APPROPRIATIONS - FUND 363		180,600	180,400	180,400	180,400	175,000	175,000
NET OF REVENUES/APPROPRIATIONS - FUND 363		0	0	200	200	0	0
BEGINNING FUND BALANCE		35,410	35,410	35,410	35,410	35,610	35,610
ENDING FUND BALANCE		35,410	35,410	35,610	35,610	35,610	35,610

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
364-000-402.00	CURRENT PROPERTY TAXES	7,634	0	0	0	0	0
364-000-402.01	PROPERTY TAX CHARGEBACKS	(1,143)	0	0	0	0	0
364-000-410.00	DELINQUENT PERSONAL PROPERTY T	296	0	0	0	0	0
364-000-424.00	PAYMENTS IN LIEU OF TAXES	2,398	0	1,111	1,111	500	500
EVEN THOUGH THIS BOND MATURED IN 2017, AND NO MILLAGE IS LEVIED NOW SINCE THERE ARE NO BOND PAYMENTS TO MAKE, THERE ARE STILL PERIODIC PAYMENTS COMING IN FROM TAXES THAT WERE LEVIED IN YEARS PAST BUT WERE DELINQUENT, AND ARE JUST NOW BEING COLLECTED THROUGH THE COUNTY FORECLOSURE PROCESS AND/OR THE COLLECTION OF DELINQUENT PERSONAL PROPERTY TAXES. EVENTUALLY THIS FUND WILL BE CLOSED OUT.							
364-000-445.00	PENALTY & INTEREST ON TAXES	321	0	0	0	0	0
364-000-607.00	CHARGES FOR SERVICES-FEES	12,302	0	(28)	(28)	0	0
TOTAL ESTIMATED REVENUES		21,808	0	1,083	1,083	500	500
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		21,808	0	1,083	1,083	500	500
ESTIMATED REVENUES - FUND 364		21,808	0	1,083	1,083	500	500
APPROPRIATIONS - FUND 364		0	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - FUND 364		21,808	0	1,083	1,083	500	500
BEGINNING FUND BALANCE		25,645	47,453	47,453	47,453	48,536	48,536
ENDING FUND BALANCE		47,453	47,453	48,536	48,536	49,036	49,036

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
367-000-408.00	SIDEWALK ASSESSMENTS	24,436	0	0	2,000	1,000	1,000
2017 WAS THE LAST YEAR FOR THE SIDEWALK PROGRAM, HOWEVER, WE RECEIVED MONEY FROM THE COUNTY IN 2018 FROM THE SETTLEMENT OF THE 2017 TAXES AND WE COULD POSSIBLY HAVE MORE TRICKLE IN FROM THE COLLECTION OF DELINQUENT TAXES LEVIED IN PREVIOUS YEARS.							
367-000-408.01	PROPERTY TAX CHARGEBACKS	(5,095)	(3,500)	0	0	0	0
367-000-445.00	PENALTY & INTEREST ON TAXES	1,220	0	0	0	0	0
367-000-665.00	INTEREST	5,129	2,500	4,893	5,750	5,500	5,500
TOTAL ESTIMATED REVENUES		25,690	(1,000)	4,893	7,750	6,500	6,500
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		25,690	(1,000)	4,893	7,750	6,500	6,500
Dept 443 - SIDEWALK PROGRAM							
APPROPRIATIONS							
367-443-776.00	MATERIALS AND SUPPLIES	0	0	275	1,000	1,000	1,000
367-443-801.00	PROFESSIONAL SERVICES	0	30,000	0	10,000	10,000	10,000
367-443-802.00	CONTRACTUAL SERVICES	0	270,000	0	30,000	100,000	100,000
NO MAJOR SIDEWALK PROJECTS WERE COMPLETED IN 2018. SOME EXPENSE IS INCURRED AS PART OF THE STREET REPAIR PROJECTS. THERE ARE NO CURRENT PLANS FOR ANY MAJOR SIDEWALK PROJECTS AS OF THIS WRITING.							
TOTAL APPROPRIATIONS		0	300,000	275	41,000	111,000	111,000
NET OF REVENUES/APPROPRIATIONS - 443 - SIDEWALK PROGF		0	(300,000)	(275)	(41,000)	(111,000)	(111,000)
ESTIMATED REVENUES - FUND 367		25,690	(1,000)	4,893	7,750	6,500	6,500
APPROPRIATIONS - FUND 367		0	300,000	275	41,000	111,000	111,000
NET OF REVENUES/APPROPRIATIONS - FUND 367		25,690	(301,000)	4,618	(33,250)	(104,500)	(104,500)
BEGINNING FUND BALANCE		440,136	465,826	465,826	465,826	432,576	432,576
ENDING FUND BALANCE		465,826	164,826	470,444	432,576	328,076	328,076

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
369-000-671.00	OTHER REVENUES	26,226	26,882	26,882	26,882	27,554	27,554
FROM HURON VALLEY AMBULANCE TO COVER THEIR SHARE OF DEBT SERVICE PMT.							
TOTAL ESTIMATED REVENUES		26,226	26,882	26,882	26,882	27,554	27,554
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		26,226	26,882	26,882	26,882	27,554	27,554
Dept 900 - DEBT SERV - MAPLE GROVE BONDS							
APPROPRIATIONS							
369-900-991.00	PRINCIPAL	60,000	60,000	60,000	60,000	0	0
369-900-995.00	INTEREST	4,500	1,500	1,500	1,500	0	0
369-900-996.00	PAYING AGENT FEES	375	125	125	125	0	0
BOND PMTS TO HUNTINGTON BANK. BOND WAS FOR RENOVATION AND EXPANSION AT MAPLE GROVE APARTMENTS. MATURED ON 4/01/2019.							
TOTAL APPROPRIATIONS		64,875	61,625	61,625	61,625	0	0
NET OF REVENUES/APPROPRIATIONS - 900 - DEBT SERV - M		(64,875)	(61,625)	(61,625)	(61,625)	0	0
Dept 903 - DEBT SERVICE - FIRE BARN BONDS							
APPROPRIATIONS							
369-903-991.00	PRINCIPAL	35,000	35,000	35,000	35,000	40,000	40,000
369-903-995.00	INTEREST	31,103	29,178	29,178	29,178	27,253	27,253
369-903-996.00	PAYING AGENT FEES	125	250	250	250	250	250
BOND PMTS TO HUNTINGTON BANK. BONDS WERE FOR THE CONSTRUCTION OF THE AMBULANCE/FIRE STATION. MATURES ON 10/01/2028.							
TOTAL APPROPRIATIONS		66,228	64,428	64,428	64,428	67,503	67,503
NET OF REVENUES/APPROPRIATIONS - 903 - DEBT SERVICE -		(66,228)	(64,428)	(64,428)	(64,428)	(67,503)	(67,503)
Dept 930 - TRANSFER IN							
ESTIMATED REVENUES							
369-930-699.00	TRANSFER IN	107,772	103,617	103,367	103,367	43,712	43,712
2018 - TRANSFER FROM MAPLE GROVE FOR BOND PYMTS = \$64,750							
TRANSFER FROM PUBLIC SAFETY FOR BOND PYMTS = \$43,022							
2019 - TRANSFER FROM MAPLE GROVE FOR BOND PYMTS = \$61,750							
TRANSFER FROM PUBLIC SAFETY FOR BOND PYMTS = \$41,867							
2020 - TRANSFER FROM PUBLIC SAFETY FOR BOND PYMTS = \$43,712							
(THE MAPLE GROVE BOND MATURED SO NO TRANSFER FROM MAPLE GROVE IS NECESSARY FOR 2020).							
TOTAL ESTIMATED REVENUES		107,772	103,617	103,367	103,367	43,712	43,712
NET OF REVENUES/APPROPRIATIONS - 930 - TRANSFER IN		107,772	103,617	103,367	103,367	43,712	43,712
ESTIMATED REVENUES - FUND 369		133,998	130,499	130,249	130,249	71,266	71,266
APPROPRIATIONS - FUND 369		131,103	126,053	126,053	126,053	67,503	67,503
NET OF REVENUES/APPROPRIATIONS - FUND 369		2,895	4,446	4,196	4,196	3,763	3,763
BEGINNING FUND BALANCE		25,619	28,514	28,514	28,514	32,710	32,710
ENDING FUND BALANCE		28,514	32,960	32,710	32,710	36,473	36,473

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 905 - DPW BUILDING DEBT							
APPROPRIATIONS							
374-905-991.00	PRINCIPAL	12,790	13,174	13,174	13,174	13,569	13,569
374-905-995.00	INTEREST	2,210	1,826	1,826	1,826	1,431	1,431
PMTS TO CALHOUN COUNTY. LOAN WAS FOR THE PURCHASE OF THE STREET DEPT/EQUIPMENT POOL GARAGE. MATURES ON 7/01/2023.							
TOTAL APPROPRIATIONS		15,000	15,000	15,000	15,000	15,000	15,000
NET OF REVENUES/APPROPRIATIONS - 905 - DPW BUILDING DE		(15,000)	(15,000)	(15,000)	(15,000)	(15,000)	(15,000)
Dept 930 - DPW BUILDING DEBT							
ESTIMATED REVENUES							
374-930-699.00	TRANSFER IN	15,000	15,000	15,000	15,000	15,000	15,000
TRANSFER IN FROM GEN FUND CEMETERY = \$750 TRANSFER IN FROM GEN FUND PARKS = \$750 TRANSFER IN FROM MAJOR STREETS = \$3,000 TRANSFER IN FROM SOLID WASTE = \$1,500 TRANSFER IN FROM SEWER = \$1,500 TRANSFER IN FROM WATER = \$1,500 TRANSFER IN FROM EQUIPMENT POOL = \$3,000 TRANSFER IN FROM LOCAL STREETS = \$3,000 TOTAL = \$15,000							
MATURES ON 7/01/2023							
TOTAL ESTIMATED REVENUES		15,000	15,000	15,000	15,000	15,000	15,000
NET OF REVENUES/APPROPRIATIONS - 930 - DPW BUILDING I		15,000	15,000	15,000	15,000	15,000	15,000
ESTIMATED REVENUES - FUND 374		15,000	15,000	15,000	15,000	15,000	15,000
APPROPRIATIONS - FUND 374		15,000	15,000	15,000	15,000	15,000	15,000
NET OF REVENUES/APPROPRIATIONS - FUND 374		0	0	0	0	0	0
BEGINNING FUND BALANCE		295	295	295	295	295	295
ENDING FUND BALANCE		295	295	295	295	295	295

BUDGET REPORT FOR CITY OF ALBION
Fund: 450 STREET IMPROVEMENTS FUND

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
450-000-402.00	CURRENT PROPERTY TAXES	239,420	230,000	223,743	237,500	246,681	246,681
450-000-402.01	PROPERTY TAX CHARGEBACKS	(2,526)	(2,750)	(585)	(1,250)	(1,750)	(1,750)
450-000-410.00	DELINQUENT PERSONAL PROPERTY T	703	500	0	500	500	500
450-000-424.00	PAYMENTS IN LIEU OF TAXES	5,419	5,000	5,758	5,758	4,500	4,500
450-000-445.00	PENALTY & INTEREST ON TAXES	1,734	1,750	1,402	1,750	1,750	1,750
450-000-573.00	LOCAL COMMUNITY STABILIZATION STA	18,498	18,000	33,232	33,232	15,500	15,500
450-000-665.00	INTEREST	5,982	3,000	6,223	6,300	3,250	3,250
450-000-676.00	REIMBURSEMENTS & RESTITUTIONS	0	0	1,380	1,380	0	0
TOTAL ESTIMATED REVENUES		269,230	255,500	271,153	285,170	270,431	270,431
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		269,230	255,500	271,153	285,170	270,431	270,431

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 500 - STREET IMPROVEMENTS MISC EXP							
APPROPRIATIONS							
450-500-801.00	PROFESSIONAL SERVICES	0	15,000	1,380	7,500	12,500	12,500
2019 - BUDGETED MISC ENGINEERING IN CASE COSTS ARE INCURRED GETTING READY FOR FUTURE STREET REPAIR PROJECTS.							
450-500-802.00	CONTRACTUAL SERVICES	1,139	0	0	0	0	0
2018 - PROPOSED ST REPAIR BUDGETED IN 2017 WHEN THE 2018 BUDGET WAS BEING PREPARED. ENDED UP NOT DOING ANY STREET REPAIR DURING 2018 AS FUNDS WERE SAVED FOR THE 2019 IRWIN AND NORTH STREET PROJECTS.							
TOTAL APPROPRIATIONS		1,139	15,000	1,380	7,500	12,500	12,500
NET OF REVENUES/APPROPRIATIONS - 500 - STREET IMPROVE		(1,139)	(15,000)	(1,380)	(7,500)	(12,500)	(12,500)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 965 - TRANSFER OUT							
APPROPRIATIONS							
450-965-999.00	TRANSFER OUT	0	687,650	687,650	737,650	0	0
2017 - TRANSFER TO MDOT ST IMPROVEMENT = \$30,500 FOR SUPERIOR ST.							
2019 - TRANSFER TO MDOT ST IMPROVEMENT FUND - \$565,000 FOR CITY'S							
MATCH FOR NORTH STREET AND \$172,650 FOR CITY'S MATCH FOR IRWIN							
AVE STREET RECONSTRUCTION PROJECTS.							
2020 - NO PROJECTS ANTICIPATED UNTIL THE FUND BALANCE BUILDS BACK UP.							
TOTAL APPROPRIATIONS		0	687,650	687,650	737,650	0	0
NET OF REVENUES/APPROPRIATIONS - 965 - TRANSFER OUT		0	(687,650)	(687,650)	(737,650)	0	0
ESTIMATED REVENUES - FUND 450		269,230	255,500	271,153	285,170	270,431	270,431
APPROPRIATIONS - FUND 450		1,139	702,650	689,030	745,150	12,500	12,500
NET OF REVENUES/APPROPRIATIONS - FUND 450		268,091	(447,150)	(417,877)	(459,980)	257,931	257,931
BEGINNING FUND BALANCE		279,537	547,629	547,629	547,629	87,649	87,649
ENDING FUND BALANCE		547,628	100,479	129,752	87,649	345,580	345,580

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 505 - NORTH ST RESURFACING							
ESTIMATED REVENUES							
452-505-502.00	FEDERAL GRANTS	0	375,000	0	375,000	0	0
REPRESENTS THE STP FEDERAL GRANT REVENUE AWARDED FOR THE RECONSTRUCTION OF NORTH STREET. THE GRANT WILL ADMINISTERED BY MDOT DESPITE IT BEING FEDERAL GRANT DOLLARS.							
452-505-699.00	TRANSFER IN	0	685,000	685,000	685,000	0	0
REPRESENTS THE CITY'S REQUIRED MATCH FOR THE NORTH STREET RECONSTRUCTION. \$120,000 WILL COME FROM THE WATER FUND (\$20,000 FOR ENGINEERING AND \$100,000 FOR REPLACEMENT OF WATER MAINS AT 3 LOCATIONS) AND THE BALANCE OF \$565,000 WILL COME FROM THE STREET IMPROVEMENT FUND 450.							
TOTAL ESTIMATED REVENUES		0	1,060,000	685,000	1,060,000	0	0
APPROPRIATIONS							
452-505-801.00	PROFESSIONAL SERVICES	61,900	150,400	143,565	150,400	0	0
2019 - REPRESENTS ENGINEERING COSTS FOR NORTH STREET RECONSTRUCTION. OF THIS, APPROX. \$20,000 IS ESTIMATED TO BE RELATED TO THE WATER MAIN REPLACEMENT. THE BALANCE OF \$130,400 IS RELATED TO THE STREET RECONSTRUCTION.							
452-505-802.00	CONTRACTUAL SERVICES	0	909,600	447,814	909,600	0	0
REPRESENTS THE PROJECTED COST OF THE NORTH STREET RECONSTRUCTION PROJECT (LESS ENGINEERING COSTS).							
TOTAL APPROPRIATIONS		61,900	1,060,000	591,379	1,060,000	0	0
NET OF REVENUES/APPROPRIATIONS - 505 - NORTH ST RESUF		(61,900)	0	93,621	0	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 514 - IRWIN AVE - 2019 RECONSTRUCTION							
ESTIMATED REVENUES							
452-514-502.00	FEDERAL GRANTS	0	2,000,000	3,460	1,000,000	1,000,000	1,000,000
FEDERAL HUD GRANT TO COVER IRWIN AVE STREET RECONSTRUCTION, INCLUDING REPLACEMENT OF THE WATER LINES BENEATH THE STREET. (ROUGHLY HALF TO BE COMPLETED IN 2019 AND ROUGHLY HALF TO BE COMPLETED IN 2020).							
452-514-699.00	TRANSFER IN	0	223,000	223,000	223,000	111,500	111,500
THE \$223,000 REPRESENTS THE CITY'S MATCH FOR THE IRWIN AVE STREET RECONSTRUCTION. AN ESTIMATED 45% (\$100,350) TO COME FROM THE WATER FUND, AND 55% (\$122,650) TO COME FROM STREET IMPROVEMENT FUND 450. (ROUGHLY HALF TO BE COMPLETED IN 2019 AND ROUGHLY HALF TO BE COMPLETED IN 2020).							
TOTAL ESTIMATED REVENUES		0	2,223,000	226,460	1,223,000	1,111,500	1,111,500
APPROPRIATIONS							
452-514-783.00	DISTRIBUTION MAINTENANCE SUPPL	0	0	6,525	6,550	0	0
452-514-801.00	PROFESSIONAL SERVICES	49,464	223,000	110,651	223,000	111,500	111,500
REPRESENTS ENGINEERING COSTS FOR IRWIN ST RECONSTRUCTION. (ROUGHLY HALF TO BE COMPLETED IN 2019 AND ROUGHLY HALF TO BE COMPLETED IN 2020).							
452-514-802.00	CONTRACTUAL SERVICES	0	2,000,000	847,174	1,000,000	990,000	990,000
REPRESENTS ESTIMATED CONTRACTUAL COST FOR IRWIN STREET RECONSTRUCTION AND WATER LINE REPLACEMENT LESS THE ENGINEERING COST. (ROUGHLY HALF TO BE COMPLETED IN 2019 AND ROUGHLY HALF TO BE COMPLETED IN 2020).							
452-514-840.10	ADMINISTRATIVE FEES - REVITALIZE	0	0	5,480	20,000	10,000	10,000
REVITALIZE IS A COMPANY HIRED TO ADMINISTER THE GRANT. THE USE OF A 3RD PARTY GRANT ADMINISTRATOR IS NOW REQUIRED BY THE STATE. (ROUGHLY HALF TO BE COMPLETED IN 2019 AND ROUGHLY HALF TO BE COMPLETED IN 2020).							
TOTAL APPROPRIATIONS		49,464	2,223,000	969,830	1,249,550	1,111,500	1,111,500
NET OF REVENUES/APPROPRIATIONS - 514 - IRWIN AVE - 20		(49,464)	0	(743,370)	(26,550)	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 516 - SUPERIOR STREET CONSTRUCTION							
APPROPRIATIONS							
452-516-802.00	CONTRACTUAL SERVICES	5,579	0	8,021	8,021	0	0
2018 & 2019: SINCE THE PROJECT WAS NOT COMPLETED IN 2017 AS SCHEDULED, THE CITY WAS BILLED FOR A PORTION OF IT'S REQUIRED MATCH IN 2018 AND FOR A FINAL AMOUNT IN 2019 FOR THE NORTH END OF SUPERIOR ST THAT WAS NOT COMPLETED IN 2017.							
TOTAL APPROPRIATIONS		5,579	0	8,021	8,021	0	0
NET OF REVENUES/APPROPRIATIONS - 516 - SUPERIOR STREE		(5,579)	0	(8,021)	(8,021)	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 930 - TRANSFER IN							
ESTIMATED REVENUES							
452-930-699.00	TRANSFER IN	0	0	0	50,000	0	0
2017 - \$100,000 FROM WATER FUND FOR NEW LINES UNDER SUPERIOR ST. \$26,000 FROM FUND 450 - STREET IMPROVEMENT FOR PARKING LANES \$ 4,500 FROM FUND 450 - STREET IMPROVEMENT FOR EXTRAS ON CASS ST. BETWEEN MDOT PROJECT AND BRIDGE. 2019 - FROM STREET IMPROVEMENT FUND - 450, TO HELP COVER IRWIN AND NORTH ST PROJECTS.							
TOTAL ESTIMATED REVENUES		0	0	0	50,000	0	0
NET OF REVENUES/APPROPRIATIONS - 930 - TRANSFER IN		0	0	0	50,000	0	0
ESTIMATED REVENUES - FUND 452							
APPROPRIATIONS - FUND 452		116,943	3,283,000	1,569,230	2,317,571	1,111,500	1,111,500
NET OF REVENUES/APPROPRIATIONS - FUND 452		(116,943)	0	(657,770)	15,429	0	0
BEGINNING FUND BALANCE		141,105	24,161	24,161	24,161	39,590	39,590
ENDING FUND BALANCE		24,162	24,161	(633,609)	39,590	39,590	39,590

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
590-000-633.00	UB CHRGS FOR SRVC - CITY	1,188,336	1,180,000	1,061,776	1,180,000	1,240,000	1,240,000
FOR 2020 WE ANTICIPATE AN APPROX. 5% INCREASE IN REVENUE AS THE NEW SEWER RATES PASSED BY COUNCILL WILL BE IMPLEMENTED.							
590-000-660.00	LATE FEES/ON-OFF CHARGES	34,686	32,500	20,110	22,500	27,500	27,500
590-000-665.00	INTEREST	7,504	5,300	6,856	7,550	6,500	6,500
590-000-671.00	OTHER REVENUES	(2,782)	0	200	200	0	0
590-000-676.00	REIMBURSEMENTS & RESTITUTIONS	800	3,500	4,262	4,262	3,500	3,500
590-000-693.00	GAIN ON SALE OF ASSETS	10,000	0	0	0	0	0
TOTAL ESTIMATED REVENUES		1,238,544	1,221,300	1,093,204	1,214,512	1,277,500	1,277,500
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		1,238,544	1,221,300	1,093,204	1,214,512	1,277,500	1,277,500

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 536 - WATER UTILITY OPERATIONS							
ESTIMATED REVENUES							
590-536-676.00	REIMBURSEMENTS & RESTITUTIONS	2,250	0	0	0	0	0
	TOTAL ESTIMATED REVENUES	2,250	0	0	0	0	0
APPROPRIATIONS							
590-536-702.00	SALARIES AND WAGES	334,735	345,320	249,525	294,500	362,525	362,525
590-536-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	20,384	4,400	2,522	5,400	3,650	3,650
590-536-703.00	PART TIME WAGES	0	4,370	12,357	16,200	0	0
590-536-704.00	OVERTIME	27,820	12,300	30,442	34,800	22,250	22,250
590-536-706.00	LICENSING INCENTIVE	5,500	7,500	0	4,000	7,500	7,500
590-536-707.00	ON CALL PAY	3,025	3,150	3,100	3,700	3,150	3,150
590-536-714.00	MEDICARE	5,680	5,395	4,158	5,200	5,735	5,735
590-536-715.00	FICA	24,071	23,085	17,778	22,200	24,500	24,500
590-536-716.00	HOSPITALIZATION INSURANCE	148,171	124,750	102,904	123,500	128,400	128,400
590-536-717.00	LIFE INSURANCE	1,173	1,060	843	975	1,095	1,095
590-536-718.00	DISABLIITY INSURANCE	76	0	0	0	0	0
590-536-719.00	PENSION CONTRIBUTION	9,732	12,465	9,761	11,650	16,125	16,125
590-536-719.01	MERS DB CONTRIBUTION	28,053	26,080	20,938	26,080	35,015	35,015
590-536-720.00	WORKERS COMPENSATION	8,568	9,910	8,680	10,850	11,580	11,580
590-536-721.00	UNEMPLOYMENT INSURANCE	58	215	42	75	85	85
590-536-723.00	RETIREE HEALTH SAVINGS CONTRIB	7,496	7,220	5,472	6,500	7,715	7,715
590-536-724.00	VEHICLE ALLOWANCE	188	0	0	0	0	0
590-536-726.00	OFFICE SUPPLY	1,860	1,500	849	1,250	1,000	1,000
590-536-727.00	OFFICE EQUIPMENT	986	1,500	0	1,000	1,000	1,000
590-536-728.00	DUES, BOOKS, PERIODICAL	634	200	95	200	200	200
590-536-741.00	UNIFORMS	3,879	3,750	4,623	4,900	5,000	5,000
590-536-744.00	POSTAGE	5,002	4,200	4,648	5,600	5,250	5,250
590-536-746.00	TOOLS AND EQUIPMENT	3,676	4,500	4,957	6,750	6,500	6,500
590-536-750.00	SAFETY MATERIALS (OSHA)	806	500	0	0	0	0
590-536-776.00	MATERIALS AND SUPPLIES	26,911	23,500	21,720	27,500	26,500	26,500
590-536-777.00	CHEMICALS	24,866	26,000	30,805	36,980	35,500	35,500
590-536-778.00	GASOLINE	7,526	7,000	11,758	13,500	12,500	12,500
590-536-780.00	VEHICLE & EQUIP MAINT SUPPLIES	21,954	23,000	7,473	12,500	13,500	13,500
590-536-781.00	MAINTENANCE OF PUMP EQUIPMENT	21,626	41,000	22,246	41,000	35,000	35,000
590-536-785.00	BUILDING & GROUNDS REPAIR & MA	1,762	6,000	6,484	7,950	10,000	10,000
2020 - EXTRA BUDGETED FOR THE INSTALLATION OF SOME SAFETY HANDRAILS, ETC.							
590-536-801.00	PROFESSIONAL SERVICES	4,393	3,500	20,655	24,500	16,000	16,000
590-536-802.00	CONTRACTUAL SERVICES	50,736	47,500	74,667	79,500	75,000	75,000
590-536-804.00	PRINTING AND COPYING	0	400	0	400	400	400
590-536-807.00	INDUSTRIAL PRE-TREATMENT	0	1,000	0	1,000	1,000	1,000
590-536-808.00	SLUDGE TREATMENT	39,193	43,000	29,412	40,000	41,500	41,500
590-536-819.00	CONFERENCE COSTS	179	400	167	400	0	0
590-536-840.00	ADMINISTRATION FEES	41,600	112,663	103,274	112,663	114,915	114,915
590-536-851.00	TELEPHONE	3,582	4,200	4,189	4,750	4,750	4,750
590-536-885.00	TRAINING	1,124	2,000	3,284	4,500	4,500	4,500
590-536-921.00	GAS	17,193	22,000	17,083	22,000	22,000	22,000
590-536-922.00	ELECTRICITY	113,843	110,000	98,975	111,000	112,000	112,000
590-536-941.00	BUILDING RENTAL	6,675	6,675	6,119	6,675	6,675	6,675
590-536-943.00	EQUIPMENT RENTAL	1,834	800	1,303	2,000	2,000	2,000
590-536-950.00	INSURANCE AND BONDS	25,137	27,500	24,387	27,500	29,000	29,000
590-536-955.00	MISCELLANEOUS	1,305	3,700	42	3,000	2,000	2,000
590-536-968.00	DEPRECIATION	273,787	252,000	247,512	260,000	280,000	280,000
	TOTAL APPROPRIATIONS	1,326,799	1,367,208	1,215,249	1,424,648	1,493,015	1,493,015
NET OF REVENUES/APPROPRIATIONS - 536 - SEWER UTILITY		(1,324,549)	(1,367,208)	(1,215,249)	(1,424,648)	(1,493,015)	(1,493,015)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 542 - WWTP ENERGY IMPROVEMENTS							
APPROPRIATIONS							
590-542-802.00	CONTRACTUAL SERVICES	8,143	7,800	6,901	8,265	8,265	8,265
PAYMENT TO HONEYWELL FOR THE ON-GOING ENERGY MONITORING SERVICES.							
TOTAL APPROPRIATIONS		8,143	7,800	6,901	8,265	8,265	8,265
NET OF REVENUES/APPROPRIATIONS - 542 - WWTP ENERGY IMPROVEMENTS		(8,143)	(7,800)	(6,901)	(8,265)	(8,265)	(8,265)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 546 - MEDC GRANT - DIGESTER, PUMP, ETC.							
ESTIMATED REVENUES							
590-546-540.00	STATE GRANTS	97,103	0	250,000	250,000	0	0
MEDC \$950,000 GRANT FOR DIGESTER, PUMPS, ETC. WHEN THE 2018 BUDGET WAS COMPLETED IN FALL OF 2017, WE EXPECTED THE PROJECT TO BE COMPLETED BY 2017 YEAR END. BUT BAD WEATHER AND EXCESSIVE WATER CAUSED IT TO BE PUSHED INTO SPRING OF 2018.							
2019 - ADDITIONAL GRANT MONEY AWARDED TO COVER COST OVERRUNS.							
TOTAL ESTIMATED REVENUES		97,103	0	250,000	250,000	0	0
APPROPRIATIONS							
590-546-801.00	PROFESSIONAL SERVICES	0	0	2,291	2,300	0	0
TOTAL APPROPRIATIONS		0	0	2,291	2,300	0	0
NET OF REVENUES/APPROPRIATIONS - 546 - MEDC GRANT - I		97,103	0	247,709	247,700	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 906 - DEBT SERVICE - LOANS							
APPROPRIATIONS							
590-906-995.01	INTEREST - VACTOR LOAN	0	0	2,047	2,047	1,704	1,704
	TOTAL APPROPRIATIONS	0	0	2,047	2,047	1,704	1,704
NET OF REVENUES/APPROPRIATIONS - 906 - DEBT SERVICE -		0	0	(2,047)	(2,047)	(1,704)	(1,704)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 965 - TRANSFER OUT							
APPROPRIATIONS							
590-965-999.00	TRANSFER OUT	148,400	148,400	149,115	149,115	0	0
TRANSFER TO HONEYWELL ENERGY BOND DEBT SERV FUND: \$146,900 TRANSFER TO DPW BLDG DEBT SERVICE FUND: \$1,500. HONEYWELL ENERGY BOND MATURES 10-1-2024. DPW BLDG LOAN MATURES 7-1-2023.							
2019 - TRANSFER OF ADDITIONAL \$715 TO DRUG ENFORCEMENT FOR EQUIPMENT.							
TOTAL APPROPRIATIONS		148,400	148,400	149,115	149,115	0	0
NET OF REVENUES/APPROPRIATIONS - 965 - TRANSFER OUT		(148,400)	(148,400)	(149,115)	(149,115)	0	0
ESTIMATED REVENUES - FUND 590		1,337,897	1,221,300	1,343,204	1,464,512	1,277,500	1,277,500
APPROPRIATIONS - FUND 590		1,483,342	1,523,408	1,375,603	1,586,375	1,502,984	1,502,984
NET OF REVENUES/APPROPRIATIONS - FUND 590		(145,445)	(302,108)	(32,399)	(121,863)	(225,484)	(225,484)
BEGINNING FUND BALANCE		5,057,155	5,105,613	5,105,613	5,105,613	4,983,750	4,983,750
FUND BALANCE ADJUSTMENTS		193,903	0	0	0	0	0
ENDING FUND BALANCE		5,105,613	4,803,505	5,073,214	4,983,750	4,758,266	4,758,266

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018	2019	2019	2019	2020	2020
		ACTIVITY	ORIGINAL BUDGET	THRU 11/30/19	ACTIVITY PROJECTED	REQUESTED BUDGET	MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
591-000-607.00	CHARGES FOR SERVICES-FEES	0	1,500	1,580	1,580	1,550	1,550
591-000-626.00	CHARGES FOR SERVICES RENDERED	763	1,500	3,972	3,975	3,000	3,000
591-000-633.00	UB CHRGS FOR SRVC - CITY	897,472	900,000	821,744	885,000	900,000	900,000
591-000-660.00	LATE FEES/ON-OFF CHARGES	21,897	20,500	19,534	20,500	21,000	21,000
591-000-664.03	UNREALIZED GAIN ON INVESTMENT	(14)	0	680	850	850	850
591-000-665.00	INTEREST	15,652	13,250	15,424	15,500	15,000	15,000
591-000-671.00	OTHER REVENUES	15,799	15,000	22,200	21,250	20,500	20,500
591-000-676.00	REIMBURSEMENTS & RESTITUTIONS	1,083	1,100	11,807	11,800	1,750	1,750
TOTAL ESTIMATED REVENUES		952,652	952,850	896,941	960,455	963,650	963,650
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		952,652	952,850	896,941	960,455	963,650	963,650

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 536 - WATER UTILITY OPERATIONS							
APPROPRIATIONS							
591-536-702.00	SALARIES AND WAGES	207,030	179,840	140,917	167,500	193,200	193,200
591-536-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	7,145	500	731	1,000	1,000	1,000
591-536-703.00	PART TIME WAGES	0	4,370	8,184	12,500	0	0
591-536-704.00	OVERTIME	20,706	16,850	18,755	25,115	16,580	16,580
591-536-706.00	LICENSING INCENTIVE	3,250	5,000	1,000	6,000	5,000	5,000
591-536-707.00	ON CALL PAY	1,575	1,925	1,400	1,750	1,925	1,925
591-536-714.00	MEDICARE	3,470	2,970	2,350	3,075	3,160	3,160
591-536-715.00	FICA	14,627	12,720	10,048	13,175	13,500	13,500
591-536-716.00	HOSPITALIZATION INSURANCE	99,999	83,270	72,090	85,200	98,120	98,120
591-536-717.00	LIFE INSURANCE	628	525	461	525	615	615
591-536-718.00	DISABILITY INSURANCE	64	200	0	0	0	0
591-536-719.00	PENSION CONTRIBUTION	5,093	4,590	2,819	4,100	6,750	6,750
591-536-719.01	MERS DB CONTRIBUTION	17,676	17,210	13,771	16,640	18,970	18,970
591-536-720.00	WORKERS COMPENSATION	8,355	9,175	8,901	11,200	11,985	11,985
591-536-721.00	UNEMPLOYMENT INSURANCE	31	115	20	60	60	60
591-536-723.00	RETIREE HEALTH SAVINGS CONTRIB	4,533	3,875	3,153	3,950	4,190	4,190
591-536-724.00	VEHICLE ALLOWANCE	188	0	0	0	0	0
591-536-726.00	OFFICE SUPPLY	1,510	1,000	1,966	2,250	1,500	1,500
591-536-727.00	OFFICE EQUIPMENT	100	100	230	500	500	500
591-536-728.00	DUES, BOOKS, PERIODICAL	147	150	0	150	150	150
591-536-741.00	UNIFORMS	2,095	2,200	2,166	2,200	2,200	2,200
591-536-744.00	POSTAGE	3,835	3,900	4,589	5,500	5,500	5,500
591-536-746.00	TOOLS AND EQUIPMENT	1,711	2,500	624	2,500	2,500	2,500
591-536-750.00	SAFETY MATERIALS (OSHA)	239	400	37	400	400	400
591-536-776.00	MATERIALS AND SUPPLIES	12,125	13,500	4,363	12,500	10,000	10,000
591-536-777.00	CHEMICALS	36,148	45,000	56,347	60,000	58,500	58,500
591-536-778.00	GASOLINE	15,559	15,500	7,463	10,000	11,000	11,000
591-536-780.00	VEHICLE & EQUIP MAINT SUPPLIES	3,091	6,500	3,033	6,500	5,500	5,500
591-536-781.00	MAINTENANCE OF PUMP EQUIPMENT	1,575	14,000	7,020	14,000	14,000	14,000
591-536-783.00	DISTRIBUTION MAINTENANCE SUPPL	32,287	52,500	69,800	75,000	75,000	75,000
591-536-785.00	BUILDING & GROUNDS REPAIR & MA	1,805	3,000	1,754	2,500	3,000	3,000
591-536-801.00	PROFESSIONAL SERVICES	4,078	15,000	30,240	36,000	17,500	17,500
591-536-802.00	CONTRACTUAL SERVICES	59,028	50,100	100,576	110,000	55,000	55,000
591-536-804.00	PRINTING AND COPYING	0	500	0	0	0	0
591-536-819.00	CONFERENCE COSTS	338	500	1,465	1,500	1,500	1,500
591-536-840.00	ADMINISTRATION FEES	44,228	112,663	103,274	112,663	118,000	118,000
591-536-851.00	TELEPHONE	6,323	6,000	5,857	7,000	6,750	6,750
591-536-885.00	TRAINING	1,024	1,000	2,586	3,000	3,000	3,000
591-536-900.00	PUBLISHING	0	150	0	0	0	0
591-536-921.00	GAS	6,136	8,500	6,209	8,750	8,500	8,500
591-536-922.00	ELECTRICITY	108,408	107,500	88,990	98,500	102,500	102,500
591-536-941.00	BUILDING RENTAL	6,675	6,675	6,119	6,675	6,675	6,675
STREET DEPT GARAGE RENT - \$6,675/YR.							
591-536-943.00	EQUIPMENT RENTAL	27,819	25,000	13,125	20,500	22,500	22,500
591-536-950.00	INSURANCE AND BONDS	10,209	11,250	9,938	11,250	14,500	14,500
591-536-955.00	MISCELLANEOUS	958	1,200	42	1,000	1,000	1,000
591-536-968.00	DEPRECIATION	266,154	215,000	238,823	260,000	260,000	260,000
TOTAL APPROPRIATIONS		1,047,975	1,064,423	1,051,236	1,222,628	1,182,230	1,182,230
NET OF REVENUES/APPROPRIATIONS - 536 - WATER UTILITY		(1,047,975)	(1,064,423)	(1,051,236)	(1,222,628)	(1,182,230)	(1,182,230)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 540 - WELLHEAD PROTECTION							
APPROPRIATIONS							
591-540-776.00	MATERIALS AND SUPPLIES	0	500	0	500	500	500
	TOTAL APPROPRIATIONS	0	500	0	500	500	500
NET OF REVENUES/APPROPRIATIONS - 540 - WELLHEAD PROTE		0	(500)	0	(500)	(500)	(500)

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 548 - WATERTOWER PAINTING PROJECT							
ESTIMATED REVENUES							
591-548-540.00	STATE GRANTS	500,000	0	0	0	0	0
	TOTAL ESTIMATED REVENUES	500,000	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 548 - WATERTOWER PAI							
		500,000	0	0	0	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 906 - DEBT SERVICE - LOANS							
APPROPRIATIONS							
591-906-995.01	INTEREST - VACTOR LOAN	0	0	5,123	5,123	0	0
	TOTAL APPROPRIATIONS	0	0	5,123	5,123	0	0
NET OF REVENUES/APPROPRIATIONS - 906 - DEBT SERVICE -		0	0	(5,123)	(5,123)	0	0

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 965 - TRANSFER OUT							
APPROPRIATIONS							
591-965-999.00	TRANSFER OUT	11,450	231,800	231,800	231,800	0	0
2017 - TRANSFER TO HONEYWELL ENERGY BOND DEBT SERV FUND: \$9,950							
- TRANSFER TO DPW BLDG DEBT SERVICE FUND: \$1,500							
2018 - TRANSFER TO HONEYWELL ENERGY BOND DEBT SERV FUND: \$9,950							
TRANSFER TO DPW BLDG DEBT SERVICE FUND: \$1,500							
2019 - TRANSFER TO HONEYWELL ENERGY BOND DEBT SERV FUND: \$9,950							
TRANSFER TO DPW BLDG DEBT SERVICE FUND: \$1,500							
TRANSFER TO MDOT ST IMPROVEMENT FUND 452 FOR NORTH ST WATER							
LINE REPLACEMENT - \$120,000.							
TRANSFER TO MDOT ST IMPROVEMENT FUND 452 FOR IRWIN AVE WATER							
LINE REPLACEMENT - \$100,350.							
TOTAL APPROPRIATIONS		11,450	231,800	231,800	231,800	0	0
NET OF REVENUES/APPROPRIATIONS - 965 - TRANSFER OUT		(11,450)	(231,800)	(231,800)	(231,800)	0	0
ESTIMATED REVENUES - FUND 591		1,452,652	952,850	896,941	960,455	963,650	963,650
APPROPRIATIONS - FUND 591		1,059,425	1,296,723	1,288,159	1,460,051	1,182,730	1,182,730
NET OF REVENUES/APPROPRIATIONS - FUND 591		393,227	(343,873)	(391,218)	(499,596)	(219,080)	(219,080)
BEGINNING FUND BALANCE		5,477,506	5,870,737	5,870,737	5,870,737	5,371,141	5,371,141
ENDING FUND BALANCE		5,870,733	5,526,864	5,479,519	5,371,141	5,152,061	5,152,061

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
661-000-665.00	INTEREST	1,476	1,650	1,008	1,250	1,000	1,000
661-000-667.00	RENTS	60,025	60,025	55,025	60,025	60,025	60,025
661-000-669.00	EQUIPMENT RENT	256,990	220,000	233,667	240,000	265,000	265,000
661-000-676.00	REIMBURSEMENTS & RESTITUTIONS	4,777	3,500	1,812	1,812	1,500	1,500
	TOTAL ESTIMATED REVENUES	323,268	285,175	291,512	303,087	327,525	327,525
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL							
		323,268	285,175	291,512	303,087	327,525	327,525
Dept 770 - EQUIPMENT POOL							
APPROPRIATIONS							
661-770-702.00	SALARIES AND WAGES	39,576	40,640	30,808	38,500	51,300	51,300
661-770-702.01	LEAVE BANK PAYOUTS AND/OR BONUSES	6,615	4,500	6,670	7,890	7,025	7,025
661-770-702.02	WORKERS COMP SICK LEAVE	275	0	0	0	0	0
661-770-703.00	PART TIME WAGES	0	2,185	26	26	200	200
661-770-704.00	OVERTIME	865	400	822	950	950	950
661-770-714.00	MEDICARE	658	675	529	685	865	865
661-770-715.00	FICA	2,811	2,885	2,263	2,935	3,710	3,710
661-770-716.00	HOSPITALIZATION INSURANCE	22,712	21,535	16,431	20,780	25,440	25,440
661-770-717.00	LIFE INSURANCE	129	125	100	125	160	160
661-770-719.00	PENSION CONTRIBUTION	2,614	3,060	2,575	3,195	3,990	3,990
661-770-719.01	MERS DB CONTRIBUTION	601	0	0	0	0	0
661-770-720.00	WORKERS COMPENSATION	1,819	1,810	2,123	2,585	2,815	2,815
661-770-721.00	UNEMPLOYMENT INSURANCE	6	30	4	15	15	15
661-770-723.00	RETIRE HEALTH SAVINGS CONTRIB	869	850	755	990	1,125	1,125
661-770-726.00	OFFICE SUPPLY	687	1,000	53	550	300	300
661-770-741.00	UNIFORMS	1,121	1,400	1,080	1,400	1,400	1,400
661-770-750.00	SAFETY MATERIALS (OSHA)	434	300	2,514	3,500	2,500	2,500
661-770-776.00	MATERIALS AND SUPPLIES	15,505	10,500	19,615	25,500	21,000	21,000
661-770-778.00	GASOLINE	28,008	29,000	23,288	29,000	29,000	29,000
661-770-780.00	VEHICLE & EQUIP MAINT SUPPLIES	57,203	55,000	37,075	55,000	55,000	55,000
661-770-785.00	BUILDING & GROUNDS REPAIR & MA	3,342	3,500	6,107	8,500	5,000	5,000
661-770-801.00	PROFESSIONAL SERVICES	0	0	9,625	9,625	0	0
661-770-802.00	CONTRACTUAL SERVICES	14,374	9,000	4,442	9,000	7,500	7,500
661-770-804.00	PRINTING AND COPYING	0	75	0	75	0	0
661-770-840.00	ADMINISTRATION FEES	11,679	16,555	15,175	16,555	16,900	16,900
661-770-851.00	TELEPHONE	3,394	3,500	2,311	3,500	3,150	3,150
661-770-885.00	TRAINING	2,000	100	0	100	500	500
661-770-921.00	GAS	9,127	10,000	7,039	10,000	9,500	9,500
661-770-922.00	ELECTRICITY	6,242	7,500	5,503	7,500	7,000	7,000
661-770-943.00	EQUIPMENT RENTAL	8,934	9,000	7,182	9,000	2,500	2,500
WESTERN EQUIPMENT FINANCE - PURCHASE OF TWO 2016 GRAVELY COMMERCIAL MOWERS. COST - \$23,260. MONTHLY PMTS OF \$679.19 MATURES 7/25/2019.							
2019 - ADDITIONAL RENT FOR STREET SWEEPER AND OTHER EQUIPMENT.							
661-770-950.00	INSURANCE AND BONDS	14,563	15,750	13,993	15,750	16,500	16,500
661-770-955.00	MISCELLANEOUS	252	500	319	350	250	250
661-770-968.00	DEPRECIATION	41,227	48,500	32,855	48,500	50,000	50,000
	TOTAL APPROPRIATIONS	297,642	299,875	251,282	332,081	325,595	325,595
NET OF REVENUES/APPROPRIATIONS - 770 - EQUIPMENT POOL							
		(297,642)	(299,875)	(251,282)	(332,081)	(325,595)	(325,595)
Dept 905 - DEBT SERVICE - BONDS							
APPROPRIATIONS							
661-905-995.00	INTEREST	93	0	0	0	0	0
HOMESTEAD SAVINGS BANK LOAN FOR 2016 RECREATION PASSENGER VAN. COST - \$25,422; SEMI-ANNUAL PMTS MAR AND SEPT. MATURED ON 9/14/2018.							

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 905 - DEBT SERVICE - BONDS							
APPROPRIATIONS							
	TOTAL APPROPRIATIONS	93	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 905 - DEBT SERVICE -		(93)	0	0	0	0	0
Dept 965 - TRANSFER OUT							
APPROPRIATIONS							
661-965-999.00	TRANSFER OUT	17,850	17,850	31,528	31,528	17,850	17,850
TO COVER ANNUAL DEBT PYMTS (ALL YEARS):							
TRANSFER TO DPW BLDG DEBT SERVICE FUND = \$3,000							
\$14,850 TO ENERGY/425/GENERATOR BOND PMT							
2019 - ADDITIONAL \$13,678.43 TO REIMBURSE DRUG ENFORCEMENT FUND							
FOR EQUIPMENT PURCHASED THROUGH THE LESO MILITARY PROGRAM.							
TOTAL APPROPRIATIONS		17,850	17,850	31,528	31,528	17,850	17,850
NET OF REVENUES/APPROPRIATIONS - 965 - TRANSFER OUT		(17,850)	(17,850)	(31,528)	(31,528)	(17,850)	(17,850)
ESTIMATED REVENUES - FUND 661		323,268	285,175	291,512	303,087	327,525	327,525
APPROPRIATIONS - FUND 661		315,585	317,725	282,810	363,609	343,445	343,445
NET OF REVENUES/APPROPRIATIONS - FUND 661		7,683	(32,550)	8,702	(60,522)	(15,920)	(15,920)
BEGINNING FUND BALANCE		246,481	254,164	254,164	254,164	193,642	193,642
ENDING FUND BALANCE		254,164	221,614	262,866	193,642	177,722	177,722

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
711-000-642.00	CHARGES FOR SERVICES-SALES	0	0	3,250	2,000	2,000	2,000
711-000-664.03	UNREALIZED GAIN ON INVESTMENT	(56)	(250)	997	(250)	250	250
711-000-665.00	INTEREST	5,785	4,000	4,265	4,150	4,150	4,150
TOTAL ESTIMATED REVENUES		5,729	3,750	8,512	5,900	6,400	6,400
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		5,729	3,750	8,512	5,900	6,400	6,400
Dept 965 - TRANSFER OUT							
APPROPRIATIONS							
711-965-999.00	TRANSFER OUT	30,000	0	0	0	0	0
TRANSFER TO CEMETERY FOR OPERATIONS - BEGINNING WITH THE 2019 BUDGET YEAR, NO TRANSFERS WILL BE MADE AS ONLY INVESTMENT REVENUES SHOULD BE USED FOR PERPETUAL CARE, AND THE CITY WILL WORK ON BUILDING UP THE BALANCE IN THE TRUST ONCE AGAIN.							
TOTAL APPROPRIATIONS		30,000	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - 965 - TRANSFER OUT		(30,000)	0	0	0	0	0
ESTIMATED REVENUES - FUND 711		5,729	3,750	8,512	5,900	6,400	6,400
APPROPRIATIONS - FUND 711		30,000	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - FUND 711		(24,271)	3,750	8,512	5,900	6,400	6,400
BEGINNING FUND BALANCE		263,641	239,371	239,371	239,371	245,271	245,271
ENDING FUND BALANCE		239,370	243,121	247,883	245,271	251,671	251,671

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
732-000-664.03	UNREALIZED GAIN ON INVESTMENT	(1,773,136)	100,000	1,711,408	1,000,000	755,000	755,000
732-000-665.00	INTEREST	334,517	240,000	254,104	300,000	315,000	315,000
732-000-666.00	DIVIDENDS	314,343	225,000	245,717	275,000	295,000	295,000
732-000-675.00	CONTRIBUTIONS-PRIVATE INDIVIDU	39,089	32,000	38,102	45,000	42,500	42,500
732-000-676.00	REIMBURSEMENTS & RESTITUTIONS	873	1,000	33,094	33,094	1,000	1,000
732-000-693.00	GAIN ON SALE OF ASSETS	21,946	(75,000)	632,357	0	50,000	50,000
TOTAL ESTIMATED REVENUES		(1,062,368)	523,000	2,914,782	1,653,094	1,458,500	1,458,500
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		(1,062,368)	523,000	2,914,782	1,653,094	1,458,500	1,458,500
Dept 896 - PENSION BENEFITS							
APPROPRIATIONS							
732-896-728.00	DUES, BOOKS, PERIODICAL	0	250	200	250	250	250
732-896-801.00	PROFESSIONAL SERVICES	12,500	15,500	7,100	9,000	12,500	12,500
732-896-802.00	CONTRACTUAL SERVICES	143,518	245,000	170,369	220,000	195,000	195,000
732-896-819.00	CONFERENCE COSTS	973	5,000	0	1,500	5,000	5,000
732-896-874.00	RETIREMENT BENEFITS	803,541	810,000	626,144	875,000	820,000	820,000
732-896-960.00	LOSS ON SALE OF ASSETS	136,326	800,000	0	550,000	420,000	420,000
TOTAL APPROPRIATIONS		1,096,858	1,875,750	803,813	1,655,750	1,452,750	1,452,750
NET OF REVENUES/APPROPRIATIONS - 896 - PENSION BENEFIT		(1,096,858)	(1,875,750)	(803,813)	(1,655,750)	(1,452,750)	(1,452,750)
ESTIMATED REVENUES - FUND 732		(1,062,368)	523,000	2,914,782	1,653,094	1,458,500	1,458,500
APPROPRIATIONS - FUND 732		1,096,858	1,875,750	803,813	1,655,750	1,452,750	1,452,750
NET OF REVENUES/APPROPRIATIONS - FUND 732		(2,159,226)	(1,352,750)	2,110,969	(2,656)	5,750	5,750
BEGINNING FUND BALANCE		22,536,247	20,377,021	20,377,021	20,377,021	20,374,365	20,374,365
ENDING FUND BALANCE		20,377,021	19,024,271	22,487,990	20,374,365	20,380,115	20,380,115

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
735-000-664.03	UNREALIZED GAIN ON INVESTMENT	(3,303)	(3,000)	507	(1,500)	500	500
735-000-665.00	INTEREST	24,270	20,500	13,640	17,500	10,500	10,500
TOTAL ESTIMATED REVENUES		20,967	17,500	14,147	16,000	11,000	11,000
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		20,967	17,500	14,147	16,000	11,000	11,000
ESTIMATED REVENUES - FUND 735							
APPROPRIATIONS - FUND 735		0	0	0	0	0	0
NET OF REVENUES/APPROPRIATIONS - FUND 735		20,967	17,500	14,147	16,000	11,000	11,000
BEGINNING FUND BALANCE		1,096,431	1,117,398	1,117,398	1,117,398	1,133,398	1,133,398
ENDING FUND BALANCE		1,117,398	1,134,898	1,131,545	1,133,398	1,144,398	1,144,398

Calculations as of 11/30/2019

GL NUMBER	DESCRIPTION	2018 ACTIVITY	2019 ORIGINAL BUDGET	2019 ACTIVITY THRU 11/30/19	2019 PROJECTED ACTIVITY	2020 REQUESTED BUDGET	2020 MGR RECOM'D BUDGET
Dept 000 - GENERAL							
ESTIMATED REVENUES							
737-000-665.00	INTEREST	662	520	633	675	650	650
TOTAL ESTIMATED REVENUES		662	520	633	675	650	650
NET OF REVENUES/APPROPRIATIONS - 000 - GENERAL		662	520	633	675	650	650
Dept 896 - PENSION BENEFITS							
APPROPRIATIONS							
737-896-874.00	RETIREMENT BENEFITS	2,400	2,500	2,200	2,500	2,400	2,400
<p>THIS RETIREE HEALTH PLAN WAS FIRST OFFERED BY THE CITY FROM AROUND 2002 OR 2003 AND WAS DISCONTINUED AROUND 2010. WHEN DISCONTINUED, AN OFFER WAS EXTENDED TO ALL MEMBERS TO GET THEIR MONEY BACK, OR HAVE IT ROLLED TO THE CITY'S CURRENT RETIREE HEALTH PLAN. ALMOST ALL ELECTED TO GET THEIR MONEY BACK. HOWEVER, 5 WHO WERE RETIRED OR CLOSE TO RETIREMENT ELECTED TO STAY IN THE PLAN. THEY EACH RECEIVE A MONTHLY BENEFIT PAID OUT FROM THIS FUND RANGING FROM \$24 TO \$48 PER MONTH.</p>							
TOTAL APPROPRIATIONS		2,400	2,500	2,200	2,500	2,400	2,400
NET OF REVENUES/APPROPRIATIONS - 896 - PENSION BENEFIT		(2,400)	(2,500)	(2,200)	(2,500)	(2,400)	(2,400)
ESTIMATED REVENUES - FUND 737		662	520	633	675	650	650
APPROPRIATIONS - FUND 737		2,400	2,500	2,200	2,500	2,400	2,400
NET OF REVENUES/APPROPRIATIONS - FUND 737		(1,738)	(1,980)	(1,567)	(1,825)	(1,750)	(1,750)
BEGINNING FUND BALANCE		45,824	44,086	44,086	44,086	42,261	42,261
ENDING FUND BALANCE		44,086	42,106	42,519	42,261	40,511	40,511



Memorandum

To: Albion City Council
From: Jill Domingo, City Clerk
Reference: 2020 Budget
CC: City Manager McClary

We have three Elections next year:

March 2020 Presidential Primary

August 2020 Primary

November 2020 General

Wages for Election Workers are being paid through Payroll. Account # 101-215-703 reflects the costs for working the elections along with the required 2-year certification training for all election workers.

Due to Proposal 18-3 which incorporates no-reason absentee voting and same day registration it is assumed that the number of voters choosing to vote absentee will significantly increase. Therefore, an additional \$5500.00 has been added to Account 101-215-805 for an additional tabulator to enable us to use an AVCB (Absentee Voter Counting Board) to count absentee ballots.

** The State has also said they will be providing assistance to municipalities to purchase additional equipment for AVCB's but the amount has not yet been determined.





Albion Department of Public Safety

112 W Cass St. Albion, MI., 49224 (517) 629-3933

2020 Budget Highlights

In 2020 Albion Public Safety is requesting \$16,000 for the purchase of a new patrol car. This vehicle will replace a 2015 Ford PPV with nearly 120,000 miles. Our insurance carrier requires we remove patrol vehicles from daily patrol at 120,000 miles due to safety concerns. We will be replacing this vehicle with a Dodge Charger. Last year we began using the Dodge Charger because currently they are approximately \$10,000 less than the Ford PPV. The overall cost of the vehicle with equipment and installation is \$48,000, which is paid for over 3 years at \$16,000/year through a lease to own.

Albion Public Safety is currently 3 officers below our authorized staffing levels. We have had positions posted for several months, but just like many agencies we are not getting many applicants. We currently are doing background investigations on 3 potential employees and are expecting to have to send at least 2 employees to the police academy in the spring. The current cost of the academy is approximately \$9,000/officer, which has been included as an increase in our 2020 training funds.

We are looking to apply for 2 grants in December of 2019 to replace needed fire equipment. The first grant will be for a new fire engine to replace our 1989 Grunman FireCat. This truck is now 30 years old and has had continual mechanical malfunctions over the last several years. In addition our lead engine is a 2002 E-One which is now 17 years old and showing some signs of age. The approximate cost of a new engine is \$550,000, which we will be asking for in the Assistance to Firefighters Grant (AFG) through FEMA. This is the same grant we received in 2014 for the ladder truck. We will need to provide a 5% match to the grant should we receive it. In addition, we are looking to purchase 20 portable radios to replace our aging radios we use every day. Our current radios were received through a similar grant in 2005 and are no longer considered obsolete by Motorola. While they are still serviceable, Motorola is no longer making parts for them and when the parts run out we will no longer be able to get them repaired. The new radios will operate on both the 800mhz and VHF frequencies will allow us to do with one radio what 2 radios currently require. The approximate cost for each radio is \$8,500. If we were to get the grant for the entire amount the grant would be for \$720,000 with the City being responsible for \$37,000.

The second AFG grant would be applied for with Sheridan Township and Albion Township to purchase new SCBA (self-contained breathing apparatus) for the fire department. The approximate cost to purchase each pack would be approximately \$4,500 and we currently need 20 packs. The overall cost for the purchase would be approximately \$90,000 with the City needing to match it with 5% or \$4,500. The packs and masks we are replacing were purchased in 2002 through the same AFG grant. While we continue to use the equipment they are reaching the end of their serviceable life.

We continue to evaluate the training needs of the department to provide all the required training to each officer in both police and fire. We are in the process of developing a comprehensive training plan for 2020 to ensure we meet all the required training by the State and any additional training we feel is needed to provide the quality police and fire protection to the community. For the last 2 years we have been able to send officers to CIT (Crisis Intervention Training) through a partnership with Summit Pointe and the Battle Creek Police Department. This year they received a 1 million dollar grant to continue that training. It is our plan to send another 4 officers to CIT training this year, bring the total number of officers training

up to 11. The initial goal of this training was to have 25% of the department training, which we already surpassed this year and with the additional officers training in 2020 we will have more than half of the agency training and the majority of the officers on daily road patrol. We also plan to send several officer to the Bowling Green State Fire School in May. We have found that this school provides some of the best hands on fire training for our officers. In just 3 or 4 days those who attend get hands on experience fighting real fires, which is something we cannot do anywhere in this area. This training is essential for our young agency to get the experience needed to do our daily work.

Chief Scott Kipp
Albion Public Safety

MEMO

To: City Council

C.c.: Darwin McClary, City Manager

From: John Tracy, Director of Planning, Building & Code Enforcement

Reference: Budget

Date: November 26, 2019

As per request types of use of Acct. 101-422-802.00 Contractual Services:

- GIS System – ESRI Annual maintenance fee's / upkeep
- Abatement of Noxious Vegetation Violations (John Hawkins Construction Contractor)
- Abatement of Solid Waste Violations (John Hawkins Construction Contractor)
- Solid waste roll off containers when required for abatement of Solid Waste Violations (Roll off contractor depends on availability and cost)
- Abatement of Open Structures and other Property Maintenance Violations (Multiple Contractors depending on need)
- Materials required for securing structures (Legg Lumber Albion, TSC Albion)
- Required follow-up inspections by building office/SAFEbuilt
- Zoning Consultant as needed

NOTE:

Code Enforcement Abatement of residential structures and / or commercial structures in disrepair, dilapidated and / or requiring demolition is only limited by amount of funding available for cost of abatement. Such as, but not limited to: Contractor cost for rehab or demolition; hazardous material assessment and / or abatement cost (required by DEQ); rehab material cost, dumping fees, etc...



City of Albion

DPS MEMORANDUM

To: City Council

From: Kent Phillips

Date: 11/26/2019

Subject: 2020 Budget Highlights

- Pickup Trucks for Water and Wastewater to be Capitalized through fund balances
- Sweeper Truck from the Solid Waste Fund
- Yard waste drop area with contracted hauling Solid Waste
- Facilities Asset Management Plan funded through Building and grounds line item of all Departments
- Increased Training Budget
- Comprehensive Combined Asset Management Plan.
- Comprehensive Capital Improvement Plan through 2041
- Lead and Copper Abatement through main replacement
- I 94 exit 119 to Superior Street resurfacing and road diet
- Continuance of Irwin Ave Project

Kent Phillips
Acting Director of Public Services
City of Albion
Department of Public Services

City of Albion
Study Session Minutes
November 16, 2019

I. CALL TO ORDER

Mayor Atchison opened the study session at 9:00 a.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2), Al Smith (3), Marcola Lawler (4), Shane Williamson (6) and Mayor Atchison.

ABSENT: Jeanette Spicer (5) was absent

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Jill Domingo, City Clerk; Tom Mead, Finance Director; Scott Kipp, Chief Public Safety; Kent Phillips, Interim Public Services Director and John Tracy, Director of Planning, Building & Code Enforcement.

IV. ITEMS FOR INDIVIDUAL DISCUSSION

A. FY 2020 Budget

City Manager McClary provided an overview of the FY 2020 budget stating he was presenting a balanced budget in accordance with Chapter 9 of the City Charter and using the State chart of accounts. The expenses do not exceed the revenues. The two items that will be taken from fund balance by Council approval are \$100,000 for 1st payment to Calhoun County for the demolition of the Union Steel building and \$4,500.00 for the Holland Park irrigation system. The millage decreased for three (3) of the tax levies while the millage for recreation increased. There was a .3601 increase overall.

Finance Director Mead also noted that the \$5,000 increase for the City Attorney's contract was not reflected in the budget and will also be taken from fund balance.

General Fund:

- No significant changes in revenues
- No significant changes to City Council budget

- Approximately \$350.00 is allocated per Council Member for conferences

City Manager's Office:

- Overview of City Manager duties, goals & strategies
- Staffing: City Manager and Assistant City Manager/HR Director
- Retirement: City Manager-ICMA 457
Assistant City Manager-MERS
- Hospitalization-City Manager Opt-Out
- Retiree Health Care-2% of wages
- Vehicle Allowance-Monthly allowance for City Manager for use of personal vehicle
- Will be doing wage study for all employees. May be able to provide non-monetary options for employees such as a 4-day work week depending on study
- The 2020 budget allocates for the Assistant City Manager position

Assessing:

- The assessing services are contracted out for a part-time assessor at \$42,000

City Clerk's Office:

- Wages and Salaries are City Clerk's and 50% of the Deputy Clerk/Treasurer
- Election workers are now being paid through payroll so part-time wages will reflect election inspector pay for working the election and the two-year certification training required by the State
- Increase in election costs-3 elections in 2020:
 - March Presidential Primary
 - August Primary
 - November General
- Additional \$5500.00 was added to the election line for an additional tabulator to maintain an AVCB for an increase in AV ballots due to Proposal 18-3 (no-reason absentee voting and same day registration). For the November Special Election, the City was able to use the City of Battle Creek's high-speed scanner which cost approximately \$35,000, however there is a smaller scanner that would work for the City of Albion that costs about \$12,000

Council Member Williamson stated if the scanner would be a better benefit for AV processing, he would like to see that amount put in the budget and Council can make the determination.

Human Resources:

- Currently has wages for a part-time HR Coordinator. Funding for a full-time HR position has been allocated in the City Manager's budget.
- **Finance Department:**
- Current positions are Finance Director; Deputy Treasurer; Income Tax; AP/AR/Utility Billing; Payroll/General Ledger and Counter Person
- Income Tax person is retiring at the end of the year. Finance Director and City Manager are in discussions on how to fill that role. We currently have a third-party administrator doing some of the income tax work. Additional data entry of the returns would be given to the third-party administrator which would allow the in-house employee availability to take payments and answer questions and will allow that person to help with reconciliations and additional finance duties.

Mayor Atchison asked why we have local income tax and what would be the impact of no longer having it? Also, what would the procedure be to remove it?

Currently city income tax is approximately 1/3 of the City's revenue which is about one million dollars. It is implemented through the Income Tax Ordinance and to remove it, the Council would need to rescind the ordinance.

Municipal Building-No significant changes

Cemetery-Budget is the same as last year. City Manager McClary said there is an option for a 1% cemetery millage that would raise about \$93,000 per year.

Public Safety:

- No major changes
- Training budget has been increased to \$29,000 as we are three (3) public safety officers short. This will allow two (2) public safety officers to go to the Police Academy
- New Public Safety vehicle
- Will be applying for a firefighter grant for a new pumper truck. The City will need to match 5% of the grant amount. New radios (\$150,000-\$180,000) will also be included as part of the grant. Total amount of the grant would be \$500,00-\$600,000 with an approximate match amount of \$25,000. Would also like to apply for a grant for air packs as the ones we are using currently are 18 years old. The cost is approximately \$200,000. This would also be a 5% match amount.

Mayor Atchison stated that if air packs are needed, he would like to see that amount put in the budget and Council can make the determination.

Code Enforcement:

- \$10,000 is for the outsourcing of building, electrical and plumbing inspections
- Increase in abatements
- \$70,000 for building inspections-we collect the funds and then pay Safebuilt with the exception of the 10% administrative fee

Mayor Atchison asked if the \$70,000 used for building inspections could be done in-house?

Director Planning, Building & Code Enforcement Tracy stated the cost for a building inspector would be approximately \$60,000 - \$90,000 plus benefits and it would cost approximately \$35,000 to do paperwork in-house.

City Maintenance: This is used for projects or parking lots owned by the City. Grant funding has not come in for Ash St. parking lot project.

Tree Trimming: This was increased by \$5,000 to help remove many of the dead trees in the City

Engineering Misc.-This is used for miscellaneous engineering costs not related to a specific project

Street Lighting-Cost is less from previous years due to replacement of inefficient lights

EPA Landfill: Monitoring costs by contract

River Trail: Received \$50,000 from state grant-\$15,000 for engineering costs-\$10,000 from Marshall Community Foundation and \$10,000 is due from the City

Parks-no significant change

Holland Park-will be doing the pavilion in Holland Park in 2020

General Appropriations: These include any expenses that can't be tied to a specific department and benefits all departments in the general fund. In 2020, we will be purchasing the Purchase Order System through BS & A and also legislative management software for agenda's and minutes and Boards & Commissions.

2019 we will have a shortfall in the general fund of \$163,878.00
2020 we will have a shortfall in the general fund of \$109,374.00
Our ending fund balance in 2020 will be \$1,236,632.00

Smith moved, Reid supported, CARRIED, to take a short recess. (6-0, vv)

Mayor Atchison adjourned the Study Session at 11:40 a.m.

Mayor Atchison resumed the Study Session at 12:10 p.m.

ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2), Al Smith (3), Marcola Lawler (4) and Mayor Atchison.

ABSENT: Jeanette Spicer (5) was absent and Shane Williamson (6) left at 11:40 a.m.

Major Streets-this is reimbursement from MDOT. No significant changes

Local Streets-Act 51 money. No significant changes. It was also noted that 1% of Act 51 funds must be used for non-motorized spending. The State has been increasing the amount of money we are receiving over the years.

Mayor Atchison asked if there was money in the 2020 budget for street sweeping and also improving snow removal in 2020.

Interim Director Phillips stated they are currently researching whether a street sweeper could be funded through the solid waste fund. The plow equipment from two of the trucks that have transmission issues have been removed and placed in the military trucks. This year, plows will remove the snow on the entire street and then go back and do additional work on intersections.

It was encouraged by the Mayor and Council to include these types of items in the budget and let Council make determination.

Recreation: There was a 1% increase in millage and a small increase in the amount allocated to the Senior Center.

Mayor Atchison stated there may be additional changes to recreation so additional recreation activities can be provided to the Community.

Solid Waste:

- Funded by a three (3) mill tax levy
- Includes tree-dump and leaf pick-up
- The solid waste contractual fund has been increased to \$50,000 to incorporate clean-up of the tree-dump and transfer of yard waste to a mulching facility
- The single-hauler contract ends in April 2020

Economic Development Corporation:

- Fund 243 is the Brownfield capture for the Downtown Hotel
- Fund 244 is the Economic Development Corporation fund
- Fund 246 incorporates the Albion Food Hub and Farmers Market
- Fund 247-TIFA fund which captures funding from property taxes

Downtown Development Authority:

- The DDA captures taxes on properties located in the Downtown Development District. Currently, almost all of the capture goes back to the Brownfield through an inter-governmental agreement. The DDA has an approximate \$10,000 operating budget

- **CDBG Fund** is not being used much

- **Drug Law Enforcement:**

- There have been many changes on law pertaining to drug forfeiture. The monies captured in this fund must be used for drug forfeiture related items/equipment and drug education.
- \$60,000 was proposed for a new canine
- Hope to receive \$452,000 from a federal forfeiture case that has been closed
- Fund 265-Federal Drug Law Enforcement is reimbursement from Task Force Officers

- **Albion Building Authority, Dept 275:** Revenue is derived from interest and administrative fees are the only expenses

- **EDC Building-Fund 264:** This building has been sold

- **201 N. Clinton St-Fund 265:** This building is leased to Edward Jones for \$1.00 per month. Additional fees are paid to cover the property taxes, although the fees paid are not covering the full amount of the property taxes.

- **201 Market Place-Dept 267:** the parking lot around the medical building
- **101 N. Gale St-Dept 270-**property has been sold
- **Fire Ambulance Building-Dept 271:** Fire/Ambulance Building-Public Safety and Huron Valley Ambulance pay rent into this fund and expenses are then taken from the rent
- **112 E. Erie St-Dept 273:** Albion Food Hub. May have some changes as the ABA is looking to renovate the upstairs apartments
- **Maple Grove-Dept 701:** in 2019, the boiler system has been upgraded. The final bond debt bond payment will be in 2019
- **Revolving Loan Fund:** This is a federal program which helps businesses borrow funds and to make payments
- **Funds 363 & 364** are debt service funds which is money transferred in and back out
- **Sidewalk Assessment Fund:** This program/assessment has ended so there is no revenue coming in. There are still funds in the account which need to be addressed as the best way to disburse these funds

Mayor Atchison suggested the Kent Phillips, Interim Director Public Services, City Manager McClary and City Attorney Harkness work together to determine how to disburse these funds. He would like to see expenses added for this fund in the 2020 budget.

- **Fund 369** is a debt service fund
- **Fund 374** is a debt service fund for the Department of Public Services building
- **Street Improvement Fund-Fund 450:** The three mill (3) street millage funding is revenue for this fund and is generally used for local streets. Funds can be transferred to Fund 452 for a specific project/street.
- **MDOT Street Improvement Fund-Fund 452:** This fund is used for MDOT street projects. The only project for 2020 is the completion of Irwin Avenue.

- **Sewer Fund-Fund 590:** There is a 5% increase in revenue due to a rate increase. The sewer fund would end with a (\$225,000) loss which is not an actual cash loss but is not covering future infrastructure improvements.
- **Water Fund-Fund 591:** The water study which is needed to increase rates has not yet been completed. The water fund would end with a (\$219,000) loss which is not an actual cash loss but is not covering future infrastructure improvements.
- **Equipment Pool-Fund 661:** This fund is used for the majority of the DPW equipment to be purchased and maintained. Departments using the equipment are charged rent.
- **Cemetery Trust Fund-Fund 711:** This fund is used for perpetual care at the Cemetery

Mayor Atchison asked if monies from this fund could be used to repair mausoleums at the Cemetery?

- **Public Safety Pension Trust-Fund 732:** Public Safety Officers contribute a percentage of their wages to this fund which is then used to paid Retiree's Pension.
- **Albion Trust-Fund 735:** This trust was originally the Maple Grove Trust Fund. Money has been gifted from this fund to City departments for computers, phones, etc. and also to the Ismon House.
- **Retiree Health Care-Fund 737:** This plan was first offered by the City in 2002 or 2003 and was discontinued in 2010. An offer was extended to all members to get their money back or have it rolled into the City's current retiree health care plan. Almost all elected to get their money back. However, five (5) who were retired or close to retirement elected to stay in the plan. They each receive a monthly benefit paid out from this fund ranging from \$24 to \$48 per month.
- City staff will be working on the CIP programs over the next several months and working to move the Community toward being more sustainable.
- Mayor and Council would like to see each department add one item (wish list) to their budgets and re-present to Council.

Comments were received from Council Members Clark, Reid, Smith, Lawler and Williamson; Mayor Atchison; City Manager McClary; City Attorney Harkness; Finance Director Mead; Interim Public Services Director Phillips; Chief Kipp; City Clerk Domingo and Director of Planning, Building & Code Enforcement Tracy.

- V. PUBLIC COMMENTS-(Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required).

Comments were received from Linda LaNoue, 1102 E. Michigan Avenue

- VI. CITY MANAGER REPORT-None

- VII. MAYOR AND COUNCIL MEMBER COMMENTS

Comments were received from Council Members Clark and Lawler, Mayor Atchison and Director of Planning, Building & Code Enforcement Tracy.

- VIII. ADJOURNMENT

Reid moved, Clark supported, CARRIED, to adjourn the study session. (5-0, vv)

Mayor Atchison adjourned the Study Session at 1:50 p.m.

Date

Jill Domingo
City Clerk

City of Albion
Council Session Minutes
November 18, 2019

I. CALL TO ORDER

Mayor Atchison called the regular meeting to order at 7:00 p.m.

II. MOMENT OF SILENCE TO BE OBSERVED

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

PRESENT: Vicky Clark (1), Lenn Reid (2); Al Smith (3); Marcola Lawler (4); Jeanette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

STAFF PRESENT:

Darwin McClary, City Manager; Cullen Harkness, City Attorney; Haley Snyder, Interim Assistant City Manager/Deputy Clerk/Treasurer; Kent Phillips, Acting Interim Public Service Director; John Tracy, Director Planning, Building & Code Enforcement; Tom Mead, Finance Director and Scott Kipp, Chief Public Safety.

V. APPROVAL OF THE AGENDA (Includes any proposed additions, deletions or other changes to the agenda)

Council Member Lawler asked for item B on the Consent Calendar to be moved to Item C under Items for Individual Discussion.

Lawler moved, Spicer supported, CARRIED, to Approve the Agenda with the above addition. (7-0, rcv)

VI. PRESENTATIONS

A. Oath of Office-Al Smith

Council Member Smith was given his Oath of Office to take his seat as Precinct 3 Council Person.

B. Project Rising Tide Update-Linda LaNoue

Community Development Fellow, Linda LaNoue provided Council with the following Project Rising Tide update:

- For the past few months, PRT’s primary focus has been on workforce development.
- Collaborated with different parties to tackle the issue – Workforce Development Committee approved by Council and AEDC employees.
- A survey has been conducted to gain a better insight on the challenges related to workforce development.
- Four (4) focus groups have been held to address the challenges identified through the survey. The focus groups were led by Taneka Thomas and Sharon Ponds.
- PRT has continued to work with the DDA to create a Development Plan. The next step in the process is to establish a Citizen Council to provide feedback on the proposed plan.
- The final Development Plan will be before Council for review and approval after the New Year.

Questions and Comments were received by Council Member Clark and Mayor Atchison.

C. Recreation Update-Larry Williams

Delayed for the December 2nd Council Meeting.

D. Albion Aglow

Eric Worley, Albion Chamber of Commerce President provided Council with the following information on Albion Aglow:

- Celebration of the holidays will kick off on Friday, December 6th.
- Homestead Savings Bank will be hosting a “Cash Mob” from 4p-5p to hand out \$5 to encourage residents to spend at local businesses. The Cash Mob will be held on the block with the Foundry Bakery and Malleable Brewery.
- The afternoon will proceed with the lighting of the downtown Christmas tree, along with announcing the winners of the window decorating contest.
- The Albion Aglow parade will begin at 6p. Following the parade, Santa will meet with everyone at Kids N’ Stuff.
- Live music will be held at the Brewery starting at 7p.

E. Small Business Saturday – Eric Worley

- Small Business Saturday – November 30th.
- Encourage residents to spend money at local businesses.
- Homestead will hold a “Cash Mob” at Sterling Books and Brewery from 10a-11a to hand out \$5 to residents to spend at local businesses.

- The Chamber will be handing out passports to residents to collect signatures from the local businesses in which they visit. Individuals who turn in passports with signatures will receive a prize. Passports are due on Monday, December 9th.

F. Update on Second Grocery Store

Corrine Atchison provided Council with the following update on the Second Grocery Store Initiative:

- A survey was conducted to find out residents' grocery needs – 443 responses were received.
- The survey found that most people roughly spend \$150/month on groceries.
- Majority of the respondents would like to see a Wal-Mart come to town.
- Fruits, vegetables, and selected meats
- The survey participants would like to see a new store somewhere along Eaton Street followed by the Downtown area.
- There are roughly 30,000 people within a 10 mile radius of Albion; however, a majority of the respondents were from Albion.
- Will use the survey data to talk with Family Fare as well as reach out to other grocery vendors.

Questions/Comments were received by Council Member Clark, Spicer, and Mayor Atchison.

G. Updates on Tax Issues-Concerns Impacting Albion and Non-Profit Organizations

Joshua Cunningham, City Assessor provided Council with the following information on tax exemptions on Non-profits.

- Laws regarding tax exemptions have not changed.
- State of Michigan tax laws are stricter than Federal laws.
- Just because an organization has a 503C certification, does not mean they are tax exempt
- After reviewing the current tax roll, discovered some organizations that were exempt in the past and should not have been.
- If an organization receives and exemption, they are exempt for the entire year. If the exemption is denied, the organization will remain on the tax roll for the entire year.
- Sent letters and tax exempt applications to 50 different non-profit parcels within the City.

- Examples of non-profit eligible for exemption under the General Property Tax Act 211.7o include: governmental agencies, medical groups, churches, schools, conservation groups, etc.

City Attorney Harkness advised Council to not discuss any pending litigations. Entities in Michigan are presumed to be taxable. There is a procedure that they can follow to become exempt from the tax roll – Board of Review, Michigan Tax Tribunal.

Mayor Atchison asked City Manager McClary to provide a copy of the General Property Tax Act 211.7o to Council.

Questions/Comments were received by Council Member Clark, Lawler, and Mayor Atchison.

H. Irwin Avenue Construction Update

Kent Phillips, Acting Public Service Director provided the following update on the Irwin Avenue project:

- Spring 2017 the City applied for a grant through MEDC, but was denied.
- 2018 contacted and accepted the MEDC grant.
- September 2018, the Irwin Avenue project plan was created.
- After the project plan was created, it was determined that value replacement work was needed on Superior Street.
- Lead and copper rules released – determine for each home on Irwin Avenue.
- Advised by the engineering firm to split the project into a two (2) phase project.
- July 2019, Mead Brothers awarded the project and began construction in August.
- To date, all water mains and valves have been installed, as well as curb and gutter work complete.
- Final grade taking place this week and should be complete by Monday (11/25).
- November 26th, base coat of asphalt will be laid, followed by cement work in driveways.
- Final top coat of asphalt will not be done this year – completed spring 2020.
- Entire project will be completed July 2020.

Questions/Comments were received by Council Member Reid and Mayor Atchison.

- I. Approve City Hall Closure on Friday, December 13, 2019 @ 1:00 p.m. for Holiday Party

Reid moved, Williamson supported, CARRIED, to move item I. of Presentations and Recognitions to the Consent Calendar. (7-0, vv)

- J. "Sprout Box" Program-Albion Food Hub

Laura Overholt provided Council with the following information on "Sprout Box" Program:

- The Winter Farmers market has not been successful in the past.
- Sprout, an organization in Battle Creek offers an online farmers market.
- For \$15, individuals are able to select what they would like in their weekly box. If you forget to fill your box for the week, Sprout will select items for you.
- If we have more people in the Albion area sign up for the service, the boxes will be delivered to Albion.
- EBT and Double Up coins are accepted.
- If you plan to be out of town, you can pause your weekly box.
- To sign up for the service, go to www.joinssprout.com.

VII. PUBLIC HEARINGS-None

VIII. PUBLIC Comments (Persons addressing the City Council shall limit their comments to agenda items and to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Lonnie Brewer, Double Vision Center President.

IX. CLOSED SESSION- None

X. CONSENT CALENDAR (VV) Items on the Consent Calendar are voted on as one unit)

A. Approval Regular Session Minutes, November 4, 2019

B. Approve City Hall Closure on Friday, December 13, 2019 @ 1:00 p.m. for Holiday Party

Williamson moved, Reid supported, CARRIED, to approve the Consent Calendar as presented. (7-0, vv)

XI. ITEMS FOR INDIVIDUAL DISCUSSION

A. Elect Mayor Pro Tempore

Comments were received from Council Member Clark, Spicer, Williamson, and Mayor Atchison.

Williamson moved, Reid supported, CARRIED, to Elect Council Member Clark as Mayor Pro Tempore. (7-0, rcv)

B. Discussion/on Section 4.3 (b) of City Charter Related to Eligibility for City Boards

City Manager McClary stated Section 4.3 of City Charter addresses persons ineligible for City Office and employment. Within Section 4.3 there are two (2) subsections that have created confusion. Hoping to get further clarification on both subsections from the City Attorney. McClary wonders if it would be appropriate for Attorney to draft an ordinance that clarifies the two (2) subsections.

City Attorney Harkness stated the questions has come up before. The City Charter does not define what it means to be default to the City. Charter states an individual can submit to the clear the default with the City Clerk within 30 days.

Mayor Atchison asked that City Manager McClary work with City Attorney Harkness to draft an ordinance that clarifies the two (2) subsections.

Comments were received from Council Member Clark, Williamson, and Mayor Atchison.

C. City Council Confirmation of Vacancy on EDC Board of Directors as a Result of Precinct 3 November Election

Mayor Atchison stated Council needs to take action on either voting to remove Sonya Brown from the EDC Board of Directors with cause for violating the City Charter.

Council Member Spicer stated Sonya Brown was appointed for a six (6) year term on the EDC Board of Directors. The term would exceed her Council Member term. Spicer stated Brown was appointed as a resident and not as a Council Member and questioned if the AEDC has their own By-Laws. Mayor Atchison stated the AEDC has confirmed Brown was appointed as a Council person. Since she is no longer a Council Member, she should not be on the EDC Board of Directors.

City Attorney Harkness stated in order for a Council Member to be removed from a Board position, a motion and vote by Council as well as cause shown

would need to take place. AEDC is not asking for removal, Council must decide on how to proceed.

Williamson moved, Reid supported, CARRIED, to remove Sonya Brown from EDC Board of Directors for cause – violation of City Charter. (4-3, rcv) (Clark, Lawler, and Spicer)

D. Request Approval 2nd Reading & Adoption Ordinance # 2019-09, An Ordinance to Amend Chapter 1, Section 1-28, Ethics

Comments were received from Mayor Atchison and City Attorney Harkness.

Williamson moved, Clark supported, CARRIED, to Approve 2nd Reading & Adoption Ordinance # 2019-09, An Ordinance to Amend Chapter 1, Section 1-28, Ethics as presented. (7-0, rcv)

E. Request Approval 2nd Reading & Adoption Ordinance # 2019-10, An Ordinance to Amend Chapter 22 to Add Article VI. Sections 22-220 through 22-227, Collection Bins

Comments were received from Mayor Atchison and City Attorney Harkness.

Smith moved, Williamson supported, CARRIED, to Approve 2nd Reading & Adoption Ordinance # 2019-10, An Ordinance to Amend Chapter 22 to Add Article VI. Sections 22-220 through 22-227, Collection Bins as presented. (7-0, rcv)

F. Request Approval of 2020 Council Meeting Dates

Comments were received from Council Member Clark and Mayor Atchison.

Williamson moved, Clark supported, CARRIED, To Approve 2020 Council Meeting Dates as presented. (7-0, vv)

G. Discuss Establishment of a Permanent Parks, Trails & Recreation Commission

Mayor Atchison stated he would like the community to have more involvement and say on what happens with the City's parks and recreation. Parks and recreation are very important to the community. If the Council agrees to establish a Commission, City Attorney Harkness could draft an ordinance.

Council Member Smith questioned the type of control the Commission would have over the funds from the Recreation millage. City Attorney Harkness stated the City of East Lansing has a similar Commission. The City's Recreation

Department creates a budget and presents it to the Commission. The Commission then makes a recommendation to Council.

Mayor Atchison asked City Manager McClary to work with City Attorney Harkness to draft an ordinance for a Parks, Trails & Recreation Commission.

Comments were received from Council Member Smith, Lawler, Reid, Spicer, Williamson, and Mayor Atchison.

H. Discuss Establishment of a Permanent Arts & Culture Commission

Mayor Atchison stated more public art has started to come to the community. Music, dance, and theater is important to the Albion Community. Similar to the Commission discussed during the last agenda item, looking to create a Commission to help bring art to the community that reflects all ages, genders, and ethnicities.

Council Member Williamson stated it would be nice if the City had something in place to allow artists to apply and seek resources. Williamson stated the Commission would assist with capacity building for the City.

Mayor Atchison asked City Manager McClary to work with City Attorney Harkness to draft an ordinance for an Arts & Culture Commission.

Comments were received from Council Member Smith, Lawler, Williamson, and Mayor Atchison.

I. Discuss Establishment of a Permanent Public-Private Partnership Program

Businesses, non-profits, and churches have been taking care of different maintenance within the community. A formal process could be created to define what all can be taken care of by outside groups and organizations. When doing so, we will ensure no jobs are being taken away from City employees.

City Attorney Harkness stated the Labor Attorney provided a written opinion on this topic which can be review by Council in a closed session.

Mayor Atchison asked City Manager McClary to work with City Attorney Harkness to draft an ordinance for a Public-Private Partnership Program.

Comments were received from Council Member Reid, Williamson, and Mayor Atchison.

J. Request Approval for Boards & Commissions Appointments:

- Scott Evans, Reappointment, DDA, Term to Expire 12-31-2023
- Nidia Wolf, Reappointment, DDA, Term to Expire 12-31-2022
- Herm McCall, Partial Term, EDC, Term to Expire 7-1-2020
- **Annette Norris, EDC Workforce Development, Term to Expire at Completion of Project

Lawler moved, Spicer supported, CARRIED, to Approve Board & Commission appointments one by one. (7-0, vv)

Williamson moved, Reid supported, CARRIED, to Approve Scott Evans' DDA Reappointment, Term to Expire 12-31-2023. (7-0, rcv)

Williamson moved, Reid supported, CARRIED, to Approve Nidia Wolf DDA Reappointment, Term to Expire 12-31-2022. (5-2, rcv) (Lawler & Spicer)

Comments were received from Council Member Smith, Lawler, and Mayor Atchison.

Williamson moved, Reid supported, CARRIED, to Approve Herm McCall, EDC Partial Term, Term to Expire 7-1-2020. (7-0, rcv)

Williamson moved, Reid supported, CARRIED, to Approve Annette Norris EDC Workplace Development, Term to Expire at Completion of Project. (7-0, rcv)

Council Member Lawler called privilege at 9:09 p.m.

XII. FUTURE AGENDA ITEMS

The following items were requested for the next agenda:

- Resolution for Insurance Opt Out – City Attorney Harkness
- Presentation on 2020 Budget – Mayor Atchison
- City Manager Goals and Priorities – Mayor Atchison

XIII. PUBLIC COMMENTS (Persons addressing the City Council shall limit their comments to no more than three (3) minutes. Proper decorum is required.)

Comments were received from Rick Lane 810 Haven Road, Jada Stewart Albion College, Desmond Hallman Albion College, John Tracy Director of Planning, Building & Code Enforcement, and Gary Thompkins County Commissioner.

XIV. CITY MANAGER REPORT

City Manager McClary included a written report in the Council packets detailing the following:

- Project Rising Tide – Thank you to Community Development Fellow, Linda LaNoue.
- Welcome to Council Member Smith.
- Fiscal year 2020 budget preparations.
- Property tax assessment issues.
- Irwin Avenue Project
- Council / City Manager email communications.
- City Manager goals and priorities.

XV. MAYOR AND COUNCIL MEMBER'S COMMENTS

Comments were received from Smith, Spicer, Williamson, and Mayor Atchison.

XVI. EXCUSE ABSENT COUNCIL MEMBER (S)

No action was necessary as all members were present.

XVII. ROLL CALL

PRESENT: Vicky Clark (1); Lenn Reid (2); Al Smith (3); Jeannette Spicer (5); Shane Williamson (6) and Mayor Atchison.

ABSENT: All members were present

XVIII. ADJOURNMENT

Williamson moved, Smith supported, CARRIED, to adjourn the regular session. (7-0, vv)

Mayor Atchison adjourned the Regular Session at 9:33 p.m.

Date

Jill Domingo
City Clerk

RESOLUTION #2019-37

To exempt the City of Albion from the Requirements of the Michigan Publicly Funded Health Insurance Contribution Act from January 1, 2020 through December 31, 2020.

Purpose and Finding: Pursuant to Act No. 152 of the Michigan Public Acts of 2011, Section three (3), a public employer that offers or contributes to a medical benefit plan for its employees or elected officials shall pay no more of the annual costs or illustrative rate and any payments for reimbursement of co-pays, deductibles, or payments into health savings accounts, flexible spending accounts, or similar accounts used for health care costs, than a total amount equal to \$6,818.87, times the number of employees with single person coverage; plus \$18,596.96, times the number of employees with family coverage, for a medical benefit plan coverage year beginning on or after January 1, 2020. Act No. 152 further provides in Section four (4), subsections one (1) and (2) that, in the alternative, by a majority vote of its governing body, a public employer may elect to comply with Section four (4) of this act for a medical benefit plan coverage year instead of the requirements in Section three (3) and elect to pay no more than eighty (80%) percent of the total annual costs of all of the medical benefit plans it offers or contributes to for its employees and elected public officials. Additionally, Section three (3), subsection one (1) provides that by a two-thirds (2/3) vote of its governing body each year, a local unit of government may exempt itself from the requirements of Act No. 152 for the next succeeding year. Based upon information presented to the City Council, the City of Albion now elects to exempt itself from the requirements of Act No. 152 for the 2020 year.

Council Member _____ moved, supported by Council Member _____, to approve the following resolution

RESOLVED, that pursuant to Section eight (8) of Act No. 152 of the Michigan Public Acts of 2011, the Albion City Council hereby orders that the City of Albion exempts itself from the requirements of Act No. 152 of the Michigan Public Acts of 2011 from January 1, 2020 through December 31, 2020.

I hereby certify that the above resolution was adopted on December 2, 2019 in a regular session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, Clerk

December 2, 2019



Council Action Summary Sheet

Agenda Item #:	XI. B.
Agenda Item Title:	<i>CITY MANAGER'S GOALS AND PRIORITIES 2019-2020</i>
Meeting Date:	December 2, 2019
Submitted by:	D. McClary, City Manager
Contact Information:	(517) 629-7172; dmclary@cityofalbionmi.gov
Agenda Item Approvals:	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 4 City Manager

Background Brief:

City council is being requested to approve the City Manager's 2019-2020 Goals and Priorities. The document was prepared as a result of discussion with the city council in October and follow up submissions from individual council members. The Goals and Priorities will serve as one of the tools for assisting in the evaluation of the City Manager's performance in October 2020. The document represents the desires and aspirations of the Mayor, city council, and City Manager for the upcoming year.

Alternatives Analysis:

Do nothing. If no action is taken, the City Manager will lack clear direction on the city council's desired goals and objectives for the upcoming year. Such lack of direction would encourage competing priorities, confusion, and lack of progress toward shared goals.

Approve the goals and priorities or approve with modifications. Approving the City Manager's 2019-2020 Goals and Priorities document will provide clear direction to the City Manager on those projects and issues to which he should devote his attention and effort during the upcoming year. This direction will assist administration in focusing on a shared vision, goals, and priorities and improve chances of success in achieving many if not all of those priorities.

Summary of Previous Council Action:

10/14/2019 – City council conducts a work session to discuss the City Manager's goals and priorities for the upcoming year.



Financial Impact:

None to approve the City Manager's Goals and Priorities 2019-2020. Costs are attached to specific goals and priorities, and adequate budget appropriations will be necessary to complete some.

Recommended Motion(s):

To approve the City Manager's 2019-2020 Goals and Priorities as presented.

Attachments:

Copy of City Manager's 2019-2020 Goals and Priorities
Copy of Council Members' goals and priorities suggestions

CITY MANAGER'S GOALS AND PRIORITIES 2019-2020

GOAL #1 – PROMOTE SOUND AND PRUDENT FINANCIAL MANAGEMENT

Strategy – Prepare and submit for city council approval a sustainable FY 2020 budget providing measurable improvements in services to the community while maintaining minimum General Fund reserves of 20% of budgeted expenditures.

Deadline: December 2019

Strategy – Submit quarterly financial reports to city council demonstrating effective budget administration.

Deadline: April 2020, July 2020, October 2020, January 2021

Strategy – Prepare an administrative policy for the implementation of the Michigan Intergovernmental Trade Network (MITN) bid system in accordance with the city's purchasing policies.

Deadline: February 2020

Strategy – Prepare an administrative policy for the implementation of the BS&A Purchase Order system for improved budget management.

Deadline: April 2020

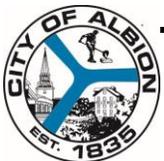
Strategy – Prepare and submit to city council a new budget format that supports long term planning for the city, including a comprehensive Capital Improvement Plan (CIP).

Deadline: October 2020

GOAL #2 – PROMOTE EFFICIENT AND EFFECTIVE MUNICIPAL OPERATIONS

Strategy – Implement use of Trello web-based project management software for collaborative staff projects.

Deadline: February 2020



Strategy – Prepare and present to city council a plan for a vibrant, improved summer recreational program for implementation by May 2020.

Deadline: March 2020

Strategy – Formulate and implement a comprehensive rental inspection and certification program.

Deadline: April 2020

Strategy – Formulate and present to city council a plan to improve and expand the city’s code enforcement efforts and community improvement.

Deadline: April 2020

Strategy – Prepare plan to improve city services in each city department, including metrics to measure progress and timelines for completion.

Deadline: June 2020

Strategy – Implement Phase II of Project Rising Tide branding strategy.

Deadline: June 2020

Strategy – Prepare and present to city council plan for an expanded, vibrant, city-wide, yearlong recreational program for 2021.

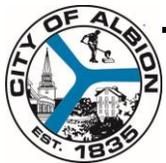
Deadline: October 2020

Strategy – Complete strategic plan for parks.

Deadline: October 2020

Strategy – Prepare and present to city council a plan for improving local public transportation services.

Deadline: October 2020



GOAL #3 – PROMOTE PROPER MANAGEMENT OF CAPITAL ASSETS AND INFRASTRUCTURE

Strategy – Complete design and bidding of 2020 capital improvement projects.

Deadline: March 2020

Strategy – Complete construction of 2020 capital improvement projects.

Deadline: October 2020

Strategy – Complete asset management plans for water system, sanitary and storm sewer systems, streets, buildings and grounds, and other assets; utilize plan data to prepare comprehensive capital improvement plan (CIP).

Deadline: October 2020

GOAL #4 – PROMOTE BENEFICIAL AND EFFECTIVE BOARD, COMMISSION, AND STAFF RELATIONS AND PROFESSIONAL DEVELOPMENT PROGRAM

Strategy – Establish and implement comprehensive annual professional development and training program for all city employees.

Deadline: March 2020

Strategy – Establish and implement comprehensive annual training program for boards and commissions.

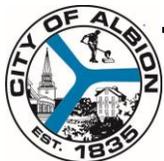
Deadline: March 2020

Strategy – Complete classification and compensation study for all city positions and recommend new classification and compensation plan to city council.

Deadline: October 2020

Strategy – Improve communication skills through cultural diversity training and provide report on outcomes.

Deadline: October 2020



GOAL #5 – PROMOTE OPEN, TRANSPARENT, INCLUSIVE, AND COLLABORATIVE GOVERNANCE

Strategy – Actively seek the participation of, and input by, the public in important decisions affecting the community through public engagement and community conversation efforts.

Deadline: March 2020

Strategy – Fully utilize city’s web site, social media, and traditional media to communicate with the public on important issues affecting the community.

Deadline: June 2020

Strategy – Utilize city’s web site to increase public accessibility to city documents and forms.

Deadline: June 2020

Strategy – Actively seek partnerships and other collaborative opportunities with private, non-profit, charitable, and civic organizations, and other governmental units, to provide quality core municipal services and to achieve common goals (e.g., homelessness, veterans services, at-risk children, community support systems).

Deadline: June 2020



Darwin McClary

From: Marcola Lawler
Sent: Friday, October 25, 2019 4:03 PM
To: Darwin McClary
Subject: Goals

Hi!

Sorry I'm late!

1. Demolition of Union Steel property.
2. What is the plan for the rest of the parks?
3. Strategic plan for parks.
4. Recreation Department- How do we come up with a plan to use the building?
 - a) kickboxing
 - b) soccer
 - c) exercise equipment- Albion college is getting rid of their old exercise equipment maybe we can ask them to donate to the Recreation Department.
 - d) T-ball
5. Since AIM , Albion interfaith ministries, will no longer exist is there a way for charitable Union to service the Albion area?
6. Transportation locally for ALBION. Gary Thompkins- county commissioner, Jim Haddsmas- State Rep. and Dr. Bizon, they all say they want to do something for ALBION let's see 😊
7. Workfirst- alot of the benefits/ funding is going to Battle creek. Albion needs assistance/ funding also.
8. Please please attend some of the meetings with me for Albion housing.
9. More lighting at the bus stops for our children. Might can connect with Marshall public school, Dean transportation, and the city of Albion.

These are my concerns for the community. If you would like further detail, I'll come down and talk to you anytime in the mornings.

Have an awesome weekend!!

Council member
Marcola Lawler
112 Cass St.
Albion, Mi 49224

Darwin McClary

From: Dave Atchison
Sent: Thursday, October 24, 2019 2:28 PM
To: Darwin McClary
Subject: Input for City Mnager Goals and Objectives
Attachments: Goal Darwin McClary -Mayor Input Goals and strategies.docx

Darwin,

1. The consensus voiced by Council at the 14 October Study Session was for you to provide more detail – specific time referenced enabling objectives with measurable outcomes. The following are my recommendations-input.

Goal #1-Promote sound and prudent financial management

- **Enabling Objective #1:** No later than 2 December 2019 prepare and submit for Council Approval, a sustainable 2020 budget which provides measurably improved services to the community while maintaining a budget reserve of not less than 30%. (Current budget reserve is approximately 34%)
- **Enabling Objective #2:** No later than 16 December 2019 obtain unanimous City Council approval of a 2020 budget.
- **Enabling Objective #3:** No later than the first Regular City Council Meeting of each quarter present a budget report which demonstrates fiscal activities of the city are effectively monitored and managed to stay within the budget as approved or properly amended.
- **Enabling Objective #4:** No later than 3 February 2020 publish a city process implementing a city-wide administrative process to comply with the City's purchasing code; utilizing the MITN bid system.
- **Enabling Objective #5:** No later than 3 February 2020 publish a city process implementing a purchase order system to better administer the annual budget; utilizing the no-cost BS&A's purchase order software.
- **Enabling Objective #6:** No later than 5 October 2020 present to city council a new budget format that supports long-term financial planning for the City, including a comprehensive capital plan.

• Goal #2-Promote efficient and effective municipal operations

- **Enabling Objective #1:** No later than 3 February 2020 publish a city process document implementing use of the Trello web project management system for collaborative staff projects.
- **Enabling Objective #2:** No later than 2 March 2020, present to city council your plan for a vibrant, improved summer recreational program to be in place by 1 May 2020.
- **Enabling Objective #3:** No later than 2 March 2020, present to Council your plan to improve and expand code enforcement efforts and community improvements.
- **Enabling Objective #4:** No later than 2 March 2020, identify your plans to improve specific city services in each City Department. CM's plan to identify specific area/service to be improved, method and metrics to be used to measure progress in improvements, defined time referenced milestone goals etc. Improvements to be defined/measured in terms of cost reductions, reducing resource requirements, increasing quality of service, customer satisfaction, decrease in time to deliver etc.
- **Enabling Objective #5:** No later than 1 June 2020, implement Phase II of the Project Rising Tide branding strategy.

- **Enabling Objective #6:** No later than 1 September 2020, implement dashboard performance metrics to track progress in improving city services within each department.

- **Enabling Objective #7:** No later than 5 October 2020, present to city council your plan for an expanded, vibrant, city-wide, year-long recreational program to be implemented in 2021.

Goal #3-Promote proper management of capital assets and infrastructure

- **Enabling Objective #1:** No later than 16 December 2019 complete design, bidding and construction of 2020 capital projects.

- **Enabling Objective #2:** No later than 5 October 2020 complete asset management plans for water system, sewer system, streets, buildings & grounds and other assets; utilize data to prepare comprehensive capital improvement plan.

Goal #4- Promote beneficial and effective Board, Commission and staff relations and professional development

Goal # 5-Promote open, transparent, inclusive and collaborative governance

Mayor Dave Atchison

24 October 2019

From: Mayor
To: City Manager

Subj: Feedback and Recommendations on City Manager Goals and Objectives

1. The consensus voiced by Council at the 14 October Study Session was for you to provide more detail – specific time referenced enabling objectives with measurable outcomes. The following are my recommendations.

Goal #1-Promote sound and prudent financial management

- **Enabling Objective #1:** No later than 2 December 2019 prepare and submit for Council Approval, a sustainable 2020 budget which provides measurably improved services to the community while maintaining a budget reserve of not less than 30%. (Current budget reserve is approximately 34%)

- **Enabling Objective #2:** No later than 16 December 2019 obtain unanimous City Council approval of a 2020 budget.

- **Enabling Objective #3:** No later than the first Regular City Council Meeting of each quarter present a budget report which demonstrates fiscal activities of the city are effectively monitored and managed to stay within the budget as approved or properly amended.

- **Enabling Objective #4:** No later than 3 February 2020 publish a city process implementing a city-wide administrative process to comply with the City's purchasing code; utilizing the MITN bid system.

- **Enabling Objective #5:** No later than 3 February 2020 publish a city process implementing a purchase order system to better administer the annual budget; utilizing the no-cost BS&A's purchase order software.

- **Enabling Objective #6:** No later than 5 October 2020 present to city council a new budget format that supports long-term financial planning for the City, including a comprehensive capital plan.

• Goal #2-Promote efficient and effective municipal operations

- **Enabling Objective #1:** No later than 3 February 2020 publish a city process document implementing use of the Trello web project management system for collaborative staff projects.

- **Enabling Objective #2:** No later than 2 March 2020, present to city council your plan for a vibrant, improved **summer recreational program** to be in place by 1 May 2020.

- **Enabling Objective #3:** No later than 2 March 2020, present to Council your plan to improve and expand code enforcement efforts and community improvements.

- **Enabling Objective #4:** No later than 2 March 2020, identify your plans to improve specific city services in each City Department. CM's plan to identify specific area/service to be improved, method and metrics to be used to measure progress in improvements, defined time referenced milestone goals etc. Improvements to be

defined/measured in terms of cost reductions, reducing resource requirements, increasing quality of service, customer satisfaction, decrease in time to deliver etc.

- **Enabling Objective #5:** No later than 1 June 2020, implement Phase II of the Project Rising Tide branding strategy.

- **Enabling Objective #6:** No later than 1 September 2020, implement dashboard performance metrics to track progress in improving city services within each department.

- **Enabling Objective #7:** No later than 5 October 2020, present to city council your plan for an expanded, vibrant, city-wide, year-long recreational program to be implemented in 2021.

Goal #3-Promote proper management of capital assets and infrastructure

- **Enabling Objective #1:** No later than 16 December 2019 complete design, bidding and construction of 2020 capital projects.

- **Enabling Objective #2:** No later than 5 October 2020 complete asset management plans for water system, sewer system, streets, buildings & grounds and other assets; utilize data to prepare comprehensive capital improvement plan.

Goal #4- Promote beneficial and effective Board, Commission and staff relations and professional development

Goal # 5-Promote open, transparent, inclusive and collaborative governance

Mayor Dave Atchison

Vicky Clark

Goals And Objectives

1-5 Planning to tools (projective time and guideline implementation)

Example 1-3 process to strategies

3-6 implementation or barriers that may cause readjustment

6-12 Process completions and reports

2. Operations

Example 1-3 Assignments of Department/ agency. Who assist with the comprehensive strategies? Assignments / designation by precinct and improvements and Transparent

3-6 implementation or barriers that may cause readjustment

Reports with simple and clear explanation for the public

6-12 Accountable / reporting / distribution to citizens/

Example (attending precinct meeting, hard copy monthly)

3. Training

Example 1-3 Improving communication skills with culturally diversity training

3-6 Promote department leaders and staff to enroll

6-12 Training completion and outcomes reporting

4. Charitable Collaborative Opportunity

Examples 1-6 Public engagement with the County Non-Profit organization

9-12 Precinct organize dialog and responses to the needs and meet goals for homeless persons, Vets, at risk children, and others in the community to create a affective and rounded community support system.

Darwin McClary

From: Jeanette Spicer
Sent: Wednesday, October 23, 2019 5:28 PM
To: Darwin McClary
Subject: CM Goals and Objectives

Manager McClary,

My only comment relative to the Goals and Objectives for yourself for the next 12 months is, I would very much like to have the Rental Certification/Registration Goal with a target of 3-6 months submission to Council. The Subcommittee has invested more than 18 months of information review, community, landlords and renters meetings and potential contractor meetings on this matter. I believe most areas of concern have been addressed. This is an area where not everyone will be happy but our efforts centered on healthy and safe living conditions as well as affording landlords time for to correct any violations and incentives for non-violations. I and Subcommittee are available to meet at a convenient date. Thank you for your time and attention!

Jeanette Spicer
Precinct 5 Council Member
(517) 960-9615

Sent from my iPhone

From: Council person Lenn Reid Pct. 2

To: Albion City Manager Darwin McCleary

So as not to confuse you as much as I have confused myself, Page 1,2,3, are 3- 6-month goals as I see them and pages 4&5 are 6-12-month goals.

I am not sure of how you want this done but I feel they are all important and well-chosen goals. This is how I see them in a lineup of importance.

1.

 4. Goal #4 – Promote Beneficial and Effective Board, Commission, and Staff Relations and Professional Development.
 - Strategy #1 – Complete classification and compensation study for all city positions and recommend new classification and compensation plan to city council.
 - Strategy #2 – Establish and implement comprehensive annual professional development and training schedule for all employees.
 - Strategy #3 – Establish and implement comprehensive annual training program for boards and commissions.

We have been without proper leadership for so long until I feel, as you stated, each department needs to be looked at and evaluated and any necessary changes made to make it more effective and productive to the city. I was always taught, “Don’t mix business with pleasure”, they are two different things. Here I would put a smiling emoji. Training is a necessity. I was placed on 2 different boards by the previous mayor of which I really needed training. Thank God I asked questions, read and learned enough to be able to function. Constantly learning.

City council member need training also. We have two new council members and as things change with governance, we all need classes, the mayor included. I would like to see this happen in your first 3 months if possible.

2.

-
2. Goal #2 – Promote efficient and effective municipal operations.
- Strategy #1 – Utilize Trello web project management system for collaborative staff projects.
 - Strategy #2 – Formulate and implement a comprehensive rental inspection and certification program.
 - Strategy #3 – Improve and expand the city's recreational programming.
 - Strategy #4 – Improve and expand code enforcement efforts and community improvement.

We have been beating Rental Certification around for a year. It is time for a working program. Our recreation program is another that is in dire need of a remake and hopefully by this spring so that we can have some major programs ready for our kids. I was asked by Mayor Atchison to work on this and have been doing some research on programs and funding. There is a committee that has been meeting and working on this but has been asked to wait until you decide what you'd like to see done. If you would like to meet them, I will make the arrangements. Trello web project, anything that will improve us

3. Goal #3 – Promote Proper Management of Capital Assets and Infrastructure.

- o Strategy #1 – Complete asset management plans for water system, sewer, system, streets, buildings and grounds, and other assets; utilize data to prepare comprehensive capital improvement plan.
- o Strategy #2 – Complete design, bidding, and construction of 2020 capital projects.

I see this as a 3-6 month priority

I feel we need to look at our city and decide what should be parks and what should be green space. I feel our city really need to improve the areas appearance where there is a city buildings or work buildings. I also feel that with the new machine we purchased, better repairs could be made to the streets in certain areas. I would hope that by spring a work schedule for improvements would be ready to implement. I think your strategies are very appropriate.

I see this as a 6-12 month part of the plan. We get our house in order and then invite others in (smile)

-
4. Goal #5 – Promote Open, Transparent, Inclusive, and Collaborative Governance.
- Strategy #1 – Fully utilize the city's web site, social media, and traditional media to communicate with the public on important issues affecting the community.
 - Strategy #2 – Utilize the city's web site to increase public accessibility to city documents.
 - Strategy #3 – Actively seek the participation of, and input by, the public in important decisions affecting the community through public engagement and community conversation efforts.
 - Strategy #4 – Actively seek partnerships and other collaborative opportunities with private, non-profit, charitable, and civic organizations, and other governmental units, to provide quality core municipal services and to achieve common goals.

5.

I put this as last because Tom does a great job with the financial part of the city not meaning to say this section is not important enough to be considered sooner.

I know there are new and better ways and ideas of how to do things smarter that can be helpful and hopefully you and Tom can get that worked out in a timely manner. (smile)

Goals and Objectives. The following goals and objectives of the Office of the City Manager are priorities for the next twelve (12) months:

- 5 I. Goal #1 – Promote Sound and Prudent Financial Management.
- Strategy #1 – Budget as a planning tool. Prepare a new budget format that supports long-term financial planning for the city, including a comprehensive capital plan.
 - Strategy #2 – Improve purchasing processes. Formulate an administrative process to comply with the city's purchasing code; utilize the MITN bid system.
 - Strategy #3 – Institute a purchase order system to better administer the annual budget; utilize BS&A's purchase order software.

Resolution # 2019-38

To Approve the Purchase of One Police Vehicle

Purpose and Finding: As the council is aware, the Public Safety Department is seeking to replace its fleet over time as the current fleet of police vehicles continue to accrue significant mileage and wear and tear. To that end, the Public Safety Department is seeking council approval to purchase one fully equipped police vehicle for a total cost of \$48,000.00 to be financed over three years at the rate of \$16,000.00 per year. These funds would come from the public safety budget. The vehicle would start as a lease and would become a purchase upon final payment. Given the size of this purchase, Ordinance 2-384 requires that council approval be obtained. Approval is recommended.

Council Member _____ moved, supported by Council Member _____, to approve the following resolution.

RESOLVED, the City Council authorizes the purchase of one police vehicle (including all necessary equipment) for a total of \$48,000.00, financed over three years at the rate of \$16,000.00 per year.

I hereby certify that the above resolution was adopted on December 2, 2019 in a session of the Albion City Council, and this is a true copy of that resolution.

Ayes _____

Nays _____

Absent _____

Jill Domingo, Albion City Clerk



Council Action Summary Sheet

Agenda Item #:	
Agenda Item Title:	
Meeting Date:	
Submitted by:	
Contact Information:	
Agenda Item Approvals:	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input type="checkbox"/> City Manager

Background Brief:

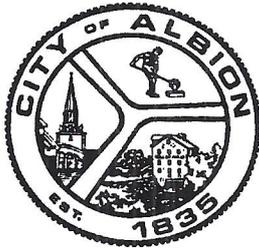
Alternatives Analysis:

Summary of Previous Council Action:

Financial Impact:

Recommended Motion(s):

Attachments:



City of Albion

William L. Rieger Municipal Building
112 West Cass Street • Albion, Michigan 49224
(517) 629-5535 • Fax (517) 629-4168

APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City of Albion
Dave Atchison, Mayor
112 W. Cass Street
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: Christina Marie Wixson
(First) (Middle) (Last)

Home Address: 25057 L. Drive N Telephone #: 517-554-1620

Place of Employment: Superior Nutrition (owner)

Business Address: 121 N. Superior St Telephone #: 517-554-1620

E-Mail: Christina.wixson@yahoo.com Fax: _____

Title/Type of Work: Owner

Length of Residence in City: 4 yrs Own/Rent: Own US Citizen: Y N

Educational Background: Associates Applied Science Business
Bachelor's Health Care Management

Community Activities: Member of Chamber, participation in a
many community activities as possible

List Board or Commission on which you are interested in serving (see attached descriptions):

- 1) Downtown Development ^{Auth.} 2) _____
- 3) _____ 4) _____

Additional information on experience, qualifications, etc.:

I currently have two degrees in business management, as well as prior experience as a supervisor, and now a business owner.
I am confident that my opinions + ideas will benefit the community.

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

Having been born and raised in Albion it saddens me that the city has deteriorated as it has. By bringing Superior Nutrition to the town our hope is to not only build the community economically but also nutritionally.

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: _____

Not that I am aware of.

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: ~~NO, not with the city~~ Yes, my husband

and I recently opened Superior Nutrition in hopes of bringing good nutrition to the community.

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: _____

No.

REFERENCES:

Name: Patti Tautkus Relationship: Family Friend

Telephone #: 517-740-4560

Name: Gayle Buscaino Relationship: Aunt

Telephone #: 517-740-3565

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, Christina Wixson, certify that the information provided
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 4-25-76

Signature: Christina Wixson Date: 11/18/19

It is the policy of the City of Albion to exercise its police power in order to ensure public safety, public health, and a person's general welfare. It is the intent of the City of Albion that no individual be denied equal protection of the laws, nor shall an individual be denied the enjoyment of his or her civil rights or be discriminated against because of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation or weight.

City of Albion

William L. Rieger Municipal Building
112 West Cass Street • Albion, Michigan 49224
(517) 629-5535 • Fax (517) 629-4168

APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City Clerk
City of Albion
112 W. Cass Street
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: Eric Dean Lange
(First) (Middle) (Last)

Home Address: 810 Haven Road, Albion, MI 49224 Telephone #: 248-505-8558

Place of Employment: Retired

Business Address: _____ Telephone #: _____

E-Mail: LangeHome.1@gmail.com (Personal) Fax: _____

Title/Type of Work: _____

Length of Residence in City: 6 years Own/Rent: Own US Citizen: Y Yes N _____

Educational Background: BA, with major in Economics and Business Administration, Albion College, 1970
MBA with major in Accounting, Michigan State University, 1974

Community Activities: Finance Committee Chair for Albion First United Methodist Church
Director of Kids "N" Stuff Museum Albion Sister City Committee AALL Curriculum Committee

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Albion website):

- 1) Albion Trust 2) _____
- 3) _____ 4) _____

Additional information on experience, qualifications, etc.:

Passed the entire CPA exam at the first sitting. Approx 5 years experience in State Government.

Nearly 30 years experience in banking, in internal audit and, later, regulatory compliance. The last 5 years were with Plante & Moran, providing specialized compliance consulting for bank clients.

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

I believe I have the skills and integrity necessary to serve effectively as a trustee of the Albion Trust.

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: None

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: None

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: None

REFERENCES:

Name: Pastor Leslee Fritz Relationship: Leslee is my Pastor at Albion FUMC.

Telephone #: Cell: 517-896-9096

Name: Rob Reed Relationship: Friend, President of AALL. Rob is an Albion native. His career in executive development took him far from home, but he and his wife, Gail, came back to Albion for retirement.

Telephone #: Home: 517-629-2430

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, Eric Dean Lange, certify that the information provided (Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: December 1, 1948

Signature: Eric D. Lange

Date: Nov 20, 2017

City of Albion

William L. Rieger Municipal Building
112 West Cass Street • Albion, Michigan 49224
(517) 629-5535 • Fax (517) 629-4168

APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City Clerk
City of Albion
112 W. Cass Street
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: Joseph R Verbeke
(First) (Middle) (Last)

Home Address: 1217 E Porter St. Telephone #: 517-515-2125

Place of Employment: ACE Investment Properties

Business Address: 205 E Michigan Ave. Telephone #: 517-680-0081

E-Mail: jrverbeke@gmail.com Fax: _____

Title/Type of Work: Real Estate Salesperson / Property Management

Length of Residence in City: ~ 6 mos Own/Rent: Own US Citizen: Y N

Educational Background: BA Music ~~ed~~ Education Certification - Albion College (2001)
BM Music Education - University of Michigan (2009)

Community Activities: Board Member - Swingin' at the Shell
currently applying for Battle Creek Area Association Realtors

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Albion website):

- 1) Downtown Development Auth 2) Planning Commission
- 3) Zoning Board of Appeals 4) _____

Additional information on experience, qualifications, etc.:

see attached

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

see attached

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: NO

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: see attached

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: NO

REFERENCES:

Name: Dave Dierment Relationship: friend/business

Telephone #: 989-302-2698

Name: Scott Evans Relationship: friend/business

Telephone #: 517-629-5588
Application for Membership

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, Joseph Verbeke, certify that the information provided
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 8/4/79

Signature: JJ Verbeke Date: 1/14/19

Joseph Verbeke – attachment for Application for Membership on City Boards/Commissions

Page 2: Additional information on experience, qualifications, etc.

Music Teacher at Vandercook Lake Public Schools (Jackson, MI) 2002-2004

Music Teacher at Adams County School District #14 (Colorado) 2004-2008 – extensive work with diverse and low-income students

Music Teacher at South Lake Schools (St. Clair Shores, MI) 2009-2014 – extensive and successful work with diverse community of students

Business Owner – Zoyo Neighborhood Yogurt (Troy, MI) 2014-current – business is for sale as we are running it absentee since moving to Albion

Manger – ACE Investment Properties 2018-current

Page 2: Please comment briefly on why you wish to serve on a particular board or commission:

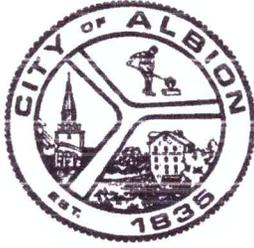
Downtown Development Authority: I believe that I am a good candidate to serve on the DDA for Albion because I value what it means to have a strong downtown business district that caters to everyone in the community while also drawing outside visitors. I am also involved and help advise two businesses downtown through family members – Pure Albion and Brick Street Marketing. I will also be involved with Foundry Bakehouse and Deli when it opens.

Planning Commission and Zoning Board of Appeals: With my interest in real estate and understanding the importance of real estate ownership on a community, I believe that I am good candidate to serve on the Planning Commission and/or Zoning Board of Appeals because I am able to understand how planning can serve the community for future growth so that Albion's tax base can become stronger and thus serve its citizens better.

Page 2: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion?

I wasn't sure how to approach this question as I don't understand the question fully, so I will address it with full disclosure here. Am I involved with a business that has the City of Albion as a client, no. I am family member of someone who has ongoing projects and businesses (Pure Albion, Brick Street Marketing, soon Foundry Bakehouse and Deli and ACE Real Estate Services) in the downtown area. In one case, the Peabody Building, grant funds were involved that were administered by the city. I am the

manager of a property investment business (ACE Investment Properties) that must work with the City of Albion for permitting.



City of Albion

William L. Rieger Municipal Building
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(517) 629-5535 • Fax (517) 629-4168

APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City of Albion
Garrett Brown, Mayor
112 W. Cass Street
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: Richard C. Lewin
(First) (Middle) (Last)

Home Address: 517 E. Michigan Ave. - Albion Telephone #: (517) 629-3550

Place of Employment: Albion Heritage Bed and Breakfast

Business Address: 517 E. Michigan Ave. - Albion Telephone #: (517) 629-3550

E-Mail: dicklewin@att.net Fax: _____

Title/Type of Work: Innkeeper

Length of Residence in City: 13 years Own/Rent: Own US Citizen: Y N

Educational Background: Garfield High School, Seattle, WA; Pacific University, Forest Grove, Oregon; Andover-Newton Theological School, Newton Centre, MA

Community Activities: Albion Lions Club President; Member Board of Directors, Albion Area Chamber of Commerce; Board Member, Friends of The Bohm; Albion Area Life Long Learners Board

List Board or Commission on which you are interested in serving (see attached descriptions):

- 1) Board of Review 2) _____
- 3) _____ 4) _____

Additional information on experience, qualifications, etc.:

I have served on the Albion Board of Review, am presently Chairman of that Board and believe that Board does significant work for the aged and those with hardship.

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

I am committed to serving Albion, those who believe they have concerns over their taxation levels, and those with hardship issues who could otherwise be taxed out of their homes

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? If yes, please explain: No.

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? If yes, please explain: No

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? If yes, please explain: No

REFERENCES:

Name: Joe Domingo Relationship: None

Telephone #: 629-8481

Name: Rev. Donald L. Phillips, III Relationship: None

Telephone #: 629-3510

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

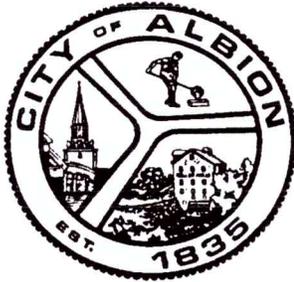
I, Richard C. Lewin, certify that the information provided
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 02/09/1945

Signature: [Handwritten Signature] Date: 12/06/2017

It is the policy of the City of Albion to exercise its police power in order to ensure public safety, public health, and a person's general welfare. It is the intent of the City of Albion that no individual be denied equal protection of the laws, nor shall an individual be denied the enjoyment of his or her civil rights or be discriminated against because of actual or perceived age, color, disability, education, familial status, gender expression, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation or weight.



City of Albion

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APPLICATION FOR MEMBERSHIP AND/OR REAPPOINTMENT ON CITY BOARDS OR COMMISSIONS

Mail or Deliver Completed Application to: City Clerk
City of Albion
112 W. Cass Street
Albion, MI 49224

The information in this Application is requested to assist the Mayor and/or City Council in selecting individuals to serve on City Boards & Commissions. Completion of the Application and Consent and Certification is mandatory for consideration of appointment.

Thank you for your interest in serving on a City of Albion board or commission. The Albion City Council requires that every member of a board or commission meet the following qualifications:

- Appointee is not in default to the City (appointee does not have unpaid water/sewer bills, property taxes, income taxes).
- For most Boards & Commissions, appointee should be a resident of the City.

Name: **Vivian** **Davis**
(First) (Middle) (Last)

Home Address: **901 Huntington Blvd.** Telephone #: **517-250-3714**

Place of Employment: **Retired Educator – Albion Public Schools**

E-Mail: **viviandavis1100@yahoo.com**

Title/Type of Work: **Retired Educator, presently employed at Kellogg Community College as an Adjunct Instructor and Eastern Academic Center Community Representative**

Length of Residence in City: **45 years** Own/Rent: **Own** US Citizen: **Yes**

Educational Background:

- Bachelor of Arts - Fort Valley State University, Fort Valley, GA
- Master of Social Science Administration (Social Work) - Case Western Reserve University, Cleveland, OH
- Master of Arts - Counseling Psychology, Western Michigan University, Kalamazoo, MI
- Educational Leadership Studies – Grand Valley State University, Grand Rapids, MI

Community Activities:

- Past President – Albion Education Association
- Kellogg Community College Foundation Board of Directors
- Kellogg Community College Adjunct Instructor
- President Elect, Albion Rotary Club
- Albion Philanthropic Women
- Past Treasurer - Albion Lions Club
- Secretary – Friends of the Bohm Theater Board of Directors
- Past Secretary - Albion Branch NAACP Executive Board
- Alpha Kappa Alpha Sorority, Psi Kappa Omega Chapter Executive Board
- American Legion Auxiliary
- Anniversary Chairperson/Choir - Bethel Baptist Church
- Sister City Committee Planning Committee
- AALL -Albion Area lifelong Learners – Publicity Committee
- Delta Kappa Gamma Honorary Society for Educators
- Certified National Education Diversity and Social Justice Trainer

Application for Membership

Page 2 of 3

List Board or Commission on which you are interested in serving (see detailed descriptions on the City of Albion website):

- 1). Board of Review**
- 2). Planning Commission**
- 3). Zoning Board**
- 4). Silent Observer of Albion, Inc.**

Additional information on experience, qualifications, etc.:

As indicated above, I am involved in the total Albion community and I have keen awareness of the successes, challenges, and overall behaviors of the citizens of Albion. I have academic, professional, and psycho-social training and experience to function effectively on any of the above stated boards or commissions. I have held several leadership positions including President of Michigan Counseling Association, President of Albion Board of Education, Secretary- Albion-Homer United Way, and I am a certified Diversity/Social Justice Trainer for the National Education Association.

I am a well-respected Albion citizen who proves daily my dedication, care, and concern for my community through my many involvements and successes with children, families, and community leaders. I have the skills and professional patience and demeanor to lead, work as a team player, and think outside of the box to resolve issues and concerns facing our community.

Please comment briefly on why you wish to serve on a particular board or commission. Be specific as to your goals and ideas regarding how you wish to contribute to the work of the board or commission:

- *I have observed ineffective leadership from many of our community leaders and have come to the conclusion that I have much better skills to offer. I selected to serve on the Albion Board of Review because I have experience with property management, and I am familiar with property assessment and hearing hardship appeals. I can make fair judgements that are based on sound evidence. As a landlord for thirty years and a homeowner for 44 years in the Albion community, and I am aware of the situations that presently exists with the challenges of renting and home ownership. I have an empathic ear, but will research city guidelines policies, and other relevant information before making a decision.*

- *I can effectively serve on the Planning Commission because I have knowledge and background in strategic planning and development. I attend community meetings and programs and have kept abreast of what is happening in my community. During the past two years, I have participated with a group of citizens to discuss the need for a senior living community in the Albion area and have ideas of what can occur in our community with the appropriate resources. Additionally, I am the Community Representative for Kellogg Community College Eastern Academic Center where a new industrial arts training program is being developed to provide high tech training in industrial technology for the eastern portion of Calhoun County. Albion must be aware and involved in providing potential employees with the necessary skills to take advantage of these unique training opportunities. With a better trained workforce, there is a greater chance for employment opportunities and greater economic growth.*

I can work collaboratively with the committee by helping to pull the pieces together between community needs, employer needs, skilled training, and a more productive workforce. I would also like to research best practices that are used in other cities that have a positive impact on the disenfranchised population of the community and to determine what assistance is needed from the local, state, and federal government to engage the total community.

- *If I am selected to serve on the Zoning Board of Appeals, I have the professional experience to be non- judgmental in hearing appeals and making decisions necessary for the enforcement of the Zoning Ordinance. I will prepare for meetings by becoming familiar with the governing language before making a decision. After reviewing the ordinances, there may be a need to make necessary changes to accomplish goals of community growth.*
- *As a concerned citizen and background in maladaptive behaviors, I have worked with Public Safety for many years to support a safe and orderly environment. The Silent Observer Program is a vital part of a community that has a “snitches get stitches” mentality and I have the experience and maturity to support all efforts of the Albion Public Safety in a confidential manner.*

Relationship to City Officials/Department Heads: Are you, your spouse, or other close family members related to any City Officials or Department Heads? **NO**
If yes, please explain:

Business relationship: Do you, your spouse, or any close family member currently have a business relationship with the City of Albion? **NO**
If yes, please explain:

Convictions: Have you ever been convicted of any criminal violation? Have you ever been convicted of a felony while holding public office or public employment? **NO**
If yes, please explain

REFERENCES:

Name: **Joyce Spicer** Relationship: Community Partner

Telephone #: 517-416-4460

Name: **Harry Bonner** Relationship: Community Partner

Telephone #: 517-914-5921

The following information and consent is necessary in order to conduct a proper review of your application for appointment. This information will be kept confidential.

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek appointment by my employer(s), school(s), law enforcement agencies, and other individuals and organizations to the City of Albion Office of the City Manager.

I hereby authorize the City of Albion to verify all the information I have provided on my application. I also agree to execute any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I release the City of Albion and agencies who have released information from all liability arising from information given or received.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from the eligible list or my immediate removal should such falsifications or misrepresentation be discovered after I am sworn in to any Board or Commission.

I, Vivian Kulis, certify that the information provided
(Please Print)

in this application is, to the best of my knowledge, true and accurate.

Date of Birth: 11-27-49

Signature: Vivian Kulis Date: 11-20-2019



Council Action Summary Sheet

Agenda Item #:	
Agenda Item Title:	
Meeting Date:	
Submitted by:	
Contact Information:	
Agenda Item Approvals:	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input type="checkbox"/> City Manager

Background Brief:

Alternatives Analysis:

Summary of Previous Council Action:

Financial Impact:

Recommended Motion(s):

Attachments:



Council Action Summary Sheet

Agenda Item #:	XI. F.
Agenda Item Title:	<i>RESCIND OR AMEND MOTION PREVIOUSLY ADOPTED – THIRD PARTY INVESTIGATION INTO BROWN COMPLAINT – OCTOBER 8, 2019</i>
Meeting Date:	December 2, 2019
Submitted by:	D. McClary, City Manager
Contact Information:	(517) 629-7172; dmccclary@cityofalbionmi.gov
Agenda Item Approvals:	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input checked="" type="checkbox"/> 4 City Manager

Background Brief:

On October 8, 2019, the city council adopted the following motion:

Williamson moved, Reid supported, CARRIED, to Approve a Third Party Law Firm Selected by the City Manager and City Attorney Not to Exceed \$10,000.00 Unless Approved by Council to Verify Whether Alleged Conduct by Council Member Brown Occurred and An Investigation into Who Leaked the Complaint Submitted to the Mayor to Individuals Linked to City Watch News Without a FOIA Request, By a Suitable 3rdParty Law Firm/Investigator Made at the Recommendation of City Manager McClary. (7-0, rcv)

Subsequently, the complaint that gave rise to the authorization for this investigation was withdrawn. The City Manager is requesting further direction as to whether the city council desires to proceed with the investigation and incur the legal expense or if the council wishes to rescind or amend the motion previously adopted.

Alternatives Analysis:

Do nothing. If the council takes no action, the City Manager will proceed with the engagement of third-party legal counsel to complete the investigation at a cost not to exceed \$10,000.

Rescind the motion previously adopted. If the council rescinds the motion, no further action will be taken, and the city will incur no expense.

Amend the motion previously adopted. If the council amends the motion, the City Manager will proceed with action consistent with the city council's direction. Depending upon the action taken, some expense may be incurred.



Summary of Previous Council Action:

10/08/2019 – City council adopted a motion authorizing the City Manager and City Attorney to select a third-party law firm to investigate alleged conduct by (former) council member Brown and to investigate the source of the leak of the complaint to City Watch News.

Financial Impact:

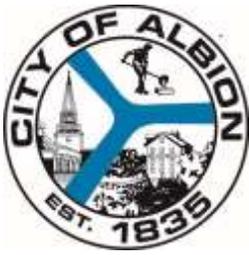
The cost to the city could be \$0 to \$10,000 depending upon the action of city council.

Recommended Motion(s):

To rescind (or amend) the motion previously adopted on October 8, 2019.

Attachments:

None



Council Action Summary Sheet

Agenda Item #:	
Agenda Item Title:	
Meeting Date:	
Submitted by:	
Contact Information:	
Agenda Item Approvals:	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input type="checkbox"/> City Manager

Background Brief:

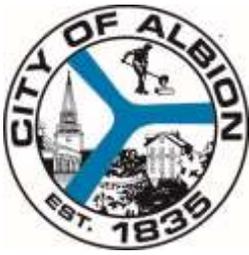
Alternatives Analysis:

Summary of Previous Council Action:

Financial Impact:

Recommended Motion(s):

Attachments:



Council Action Summary Sheet

Agenda Item #:	
Agenda Item Title:	
Meeting Date:	
Submitted by:	
Contact Information:	
Agenda Item Approvals:	<input type="checkbox"/> City Clerk <input type="checkbox"/> Finance Director/Treasurer <input type="checkbox"/> City Attorney <input type="checkbox"/> City Manager

Background Brief:

Alternatives Analysis:

Summary of Previous Council Action:

Financial Impact:

Recommended Motion(s):

Attachments:



Memorandum

Office of the City Manager

TO: Honorable Mayor Atchison and Albion City Council
FROM: Darwin D. P. McClary, City Manager
DATE: November 27, 2019
RE: **CITY MANAGER'S REPORT**

ATTENDANCE AT MEETINGS

I have attended the following meetings of interest during past two weeks:

- November 15 – Irwin Avenue Reconstruction Project progress meeting
- November 18 – Regular city council meeting
- November 19 – Management Team meeting
- November 20 – Battle Creek Family YMCA
- November 21 – Holland Park sidewalk replacement meeting
- November 21 – EDC Executive Director re: Big Albion Plan
- November 21 – Rental Inspection Program committee
- November 22 – Management Team re: budget presentations

FY 2020 BUDGET PREPARATION

I presented a balanced proposed FY 2020 budget to city council on November 16. Council is scheduled to hold a public hearing on the proposed budget during your regular meeting on Monday, December 2. Council should receive public comments and make any necessary final changes to the budget. The final proposed budget will be presented to council on December 16 for consideration for final adoption.

ALBION COMMUNITY GARDENS PROPERTY ASSESSMENT

As council is aware, considerable concern has been expressed regarding the loss of tax-exempt status for property owned by Albion Community Gardens, Inc. City Assessor Cunningham found errors last year in the designation of these properties, as well as properties of other nonprofits within the community, as tax exempt when no such exemption appears to apply in the Michigan General Property Tax Act for nonprofits that are not also designated by the state as charitable organizations. Nonprofits must register with the Michigan Attorney General's office as charitable organizations to meet both criteria. Certain narrow exceptions apply. As a result, the assessor placed the properties back on the tax rolls after consultation with other experts in the field. Albion Community Gardens appealed their tax assessment in the Albion Board of Review in

March, and the appeal was denied. The organization has appealed to the Michigan Tax Tribunal, and the case will be heard on December 2. If the MTT also denies their appeal, they may appeal to the courts for review. The city council and City Manager have no authority or jurisdiction over this matter under state law, and it is imperative that we allow the statutory process to proceed.

IRWIN AVENUE RECONSTRUCTION PROJECT UPDATE

The base or leveling course of asphalt has been paved, and structures within the roadway have been raised to base course grade. Concrete driveway approaches and sidewalk concrete work will be completed in the spring due to expected colder weather approaching next week which will make concrete work difficult if not impossible to complete. For the winter months, a gravel material (millings) will be laid in driveways and along sidewalks to bring them to grade until the concrete work can be completed. The finishing or wear course of asphalt will be completed at the same time as the wear course is done for the remainder of the Irwin Avenue reconstruction project, with all work expected to be completed by July 1, 2020.

DPS Interim Director Phillips and Engineer Bittner are scheduling an informational meeting and preparing a flyer for residents to inform the public about the status of the project and to answer questions.

BIDNET/MITN PURCHASING GROUP MEMBERSHIP

Membership in the BidNet/MITN Purchasing Group will be on the December 2 council meeting agenda for approval. The Michigan Intergovernmental Trade Network (MITN) is a group that was formed by several Michigan municipalities to establish a joint, cooperative purchasing program to seek cost savings through economies of scale and a more efficient and effective purchasing and bidding program for members. Membership includes access to the BidNet web based bidding system. The only cost for membership is an upfront \$195 fee for BidNet to distribute informational materials to local vendors on the city's participation in the program.

CITY MANAGER GOALS AND PRIORITIES

A final draft of the City Manager's goals and priorities, including changes recommended by city council, is on the December 2 council meeting agenda for review and approval by council.

THANKSGIVING HOLIDAY

As a reminder, city offices will be closed on Thursday, November 28, and Friday, November 29, in observance of the Thanksgiving holiday. Best wishes to you and your family for a very happy and memorable day of thanks!



**INFORMATION
ONLY**

City Council and City Manager Darwin McClary

Below are the programs that I currently supervise at the Albion Community Center and a partial list of the administrative duties that I perform.

Administrative:

I do the monthly reports for part-time employees which is submitted to Human Resources; The monthly inspection, maintenance and use of vehicles and the preparation of a report which is submitted to the City Manager; I monitor prepare and submit payroll to the Finance Department; responsible for collection of on sight participation fees and the deposit of funds with the Finance Department; I input the daily participation information into the rec.desk program; I monitor the use of the City Credit card and Sam’s Club credit cards; The development and implementation of programs to be offered to the citizens of Albion and the immediate surrounding areas. I supervise three part-time employees.

Programs:

Open Walking:	Monday – Friday	9:00am – 10:00 am
	Saturday	9:00am – 12:00 pm
Noon Hour Supervision MOHS	Monday – Friday	11:50 am – 12:15 pm
Open Gym – Grades 5 – 8	Monday & Wednesday	6:00 pm – 8:00 pm
	Tuesday & Thursday	4:00 pm – 7:00 pm
Learn To Swim – Grades K-5	Monday & Wednesday	7:00 pm – 8:00 pm
Play Right Basketball Academy	Monday & Wednesday	4:00 pm – 7:00 pm
Thi Chi:	Saturday	10:30am – 11:30 am

Meetings:

I represent the City of Albion and the Recreation Department on the Calhoun County Trailway Alliance Board which meets Monthly on the second Wednesday of the month from 8:00 am – 10:00 am in Marshall and the Albion Homer Community Substance Abuse Prevention Coalition which meets monthly on the second Tuesday from 9:00 am – 10:00 am.

I also avail myself to meet with other individuals or organizations which the Albion Recreation Department can collaborate with to provide services to families and children in the City of Albion and immediate surrounding areas.

Current Programs:

The following programs are currently being offered by the Recreation Department.

Learn to Swim – Grades K – 5.

The beginning date of the 2nd session was November 25, 2019. The Learn to Swim Program is offered through a collaboration with Albion College and the Women's Swimming and Diving team. The Program is offered to 24 -30 students per session. Each session has been full. There are 3 other sessions planned, which will coincide with Albion College's academic schedule, session 5 is scheduled to begin March 30, 2020.

Open Community Walking – Open Age

The Walking Program started on October 22, 2019. The Program takes place at the Albion Community Center Monday – Friday 9:00 am – 10:00 am and on Saturday 9:00 am – Noon. Participants walk around the gymnasium and through the hallways.

Tai Chi Classes – Open Age

Tai Chi classes are offered through a collaboration with Pat Wilson who is local resident of 40+ years and is a certified Tai Chi instructor. She has taught Tai Chi for over 14 years in various locations in Albion, Marshall and Eaton Rapids. The classes are taught in the library at the Albion Community Center and allows for the continuation of classes in the Albion Community throughout the winter months. The Recreation Department facilitates the classes by offering space to Ms. Wilson. There are 2 additional sessions which are planned, the last of which is scheduled to begin on March 7, 2020.

Water Aerobics – Ages 18 +

We are currently in our 7th session of Water Aerobics for the 2019 year. The current session started on November 19, 2019. We currently have 32 participants enrolled in the class which meets on Tuesday and Thursday from 6:30 pm – 7:30 pm. The instructor for the classes is Albion resident Dawn Reichow. The water aerobics classes are very popular and draws participants from the surrounding communities of Marshall, Litchfield, Jackson, Grass Lake, Homer, Parma, Springport and Spring Arbor.

Open Gym – Grades 5 – 12

Open Gym is offered on Monday and Wednesday from 6:00 pm – 8:00 pm and on Tuesday and Thursday from 4:00 pm – 7:00 pm at the Albion Community Center. The usual activity centers on basketball. There are pickup games, shooting contest etc. There are 20 – 30 daily who take advantage of open gym.

Albion Recreational Theatre – Open

In collaboration with Dean Dyer, the Albion Community Center Auditorium is made available for rehearsals on Wednesday evenings from 6:30 pm – 8:30 pm. The theatre group is practicing for a Christmas themed variety show which it will present in December. The group completed a very successful 2 act play "The Day The Cornfield Stood Still" on October 25th and 26th.

Play Right Basketball Academy – Grades 4 – 12

In collaboration with Milton Barnes, Play Right Basketball the Albion Community Center gymnasium, cafeteria and library are made available for Play Right Basketball Academy on Monday and Wednesday from 4:00 pm – 7:00 pm.

Upcoming Programs:

Tots Basketball – Grades K-3	Start date TBD
Open Swimming – Open – all ages	Start date 12/6/2019
Learn To Swim – Session 3 – Grades K - 5	Start date 1-6-2020
Learn To Swim – Session 4 – Grades K -5	Start date 1-27-2020
Learn To Swim – Session 5 – Grades K - 5	Start date 3-30-2020
Annual Easter Egg Hunt – Ages 5 – 12	Held on 4-11-2020
Daddy Daughter Dance – Ages Birth – 12	Held on 4-17-2020
Mother Son Dance – Ages Birth – 12	Held on 5-15-2020
Water Aerobics – Session 1 – Ages 18+	Start date 1-7-2020
Water Aerobics – Session 2 – Ages 18+	Start date 2-25-2020
Water Aerobics – Session 3 – Ages 18+	Start date 4-14-2020
Water Aerobics – Session 4 – Ages 18+	Start date 6-2-2020
Water Aerobics – Session 5 – Ages 18+	Start date 7-21-2020
Water Aerobics – Session 6 – Ages 18+	Start date 9-8-2020
Water Aerobics – Session 7 – Ages 18+	Start date 10-27-2020
Tai Chi – Session 2 - Open – all ages	Start date 1-11-2020
Tai Chi – Session 3 - Open – all ages	Start date 3-7-2020
2020 Peapods Summer Enrichment Program – Ages 4 -13	Start date 6-1-2020
Music In The Park – Families	Start date 6-26-2020
Summer Open Gym	Start date TBD
Summer Open Swim	Start date TBD

2020 Goals:

Purchase and place Aquatic Steps in the Albion Community Center pool

Purchase and replace Lifejackets in the Albion Community Center pool

Establishment of a pickle ball court at the Albion Community Center

Obtain additional funding for the Peapods Summer Program, the Learn To Swim Program and Easter Egg Hunt



60th Celebration

Dickerson Music Company is celebrating 60 years of being at 201 N. Superior Street in Albion.

*You are invited to join us for refreshments, and specials on **DECEMBER 3, 2019 from 5-7 pm.***

Come in and share your stories with us .