

* AGENDA *
LUDINGTON CITY COUNCIL MEETING

Municipal Building
Monday, November 26, 2012
6:30 pm

- 1.) Roll Call
- 2.) Invocation
- 3.) Pledge of Allegiance
- 4.) Approve Agenda
- 5.) Meeting Open for Public Comments
- 6.) Approval of Minutes - Regular Meeting – November 12, 2012
- 7.) Public Hearings
 - a.) 2013 Budget and Capital Improvement Plan
 - 1.) Adopt 2013 Budget and Capital Improvement Plan
- 8.) Communications
 - a.) 3 D Racing – 10th Annual Ludington Triathlon – August 25, 2013
- 9.) Committee Reports
 - a.) Finance
 - 1.) Payment of Bills
 - 2.) Adopt Ordinance No. 252-12 – Assessing Services
 - b.) Personnel
 - 1.) Approve Resolution to Comply with Public Act 152 Exercising City's Right to Exempt Itself from Requirements of Act for Next Succeeding Year
 - 2.) First Presentation Ordinance No. 253-12 Treasurer's Salary
 - 3.) First Presentation Ordinance No. 254-12 Clerk's Salary
 - c.) Public Safety / Public Utilities
 - 1.) Approve Title VI Non-Discrimination Plan
 - 2.) Monthly Police Activity Report
 - d.) Buildings & Licenses / Long Range Planning & Industrial Development
 - e.) Cemetery, Parks, and Recreation / Waterfront
 - 1.) Adopt Ordinance No. 255-12 – Agreement for Weed Control
- 10.) Communications from City Officials
- 11.) Miscellaneous Business
- 12.) Adjournment

**** REMINDER – NEXT CITY COUNCIL MEETING – MONDAY, DECEMBER 3, 2012**

November 12, 2012

Regular meeting of the Ludington City Council held in the Council Chambers of the Municipal Building on Monday, November 12, 2012, at 6:30 o'clock p.m.

Present: His Honor Mayor John Henderson and Councilors Kaye Holman, Richard Rathsack, Wally Taranko, Les Johnson, Wanda Marrison, and Gary Castonia.

Absent: Councilor Nick Tykoski who was excused.

Also present were City Manager John Shay, City Attorney Richard Wilson, Police Chief Mark Barnett, Fire Chief Jerry Funk, City Treasurer Linda Rogers, and City Clerk Deborah Lusk.

Invocation was pronounced by Police Chief Barnett.

Pledge to the Flag was given.

His Honor Mayor Henderson asked that item 8(e) be reflected as First Presentation of Ordinance No. 255-12, a 3 Year Agreement for Weed Control on Lincoln Lake, asked that Item 9(a), a Request to Hold a Bike Race on November 24, 2012, and Item 9(b) Request to go into Closed Session to discuss legal issues on a lawsuit dealing with Open Meetings Act violation by citizen Tom Rotta, be added to the Agenda. Moved by Councilor Castonia, seconded by Councilor Holman, that the Agenda be approved as corrected. Motion Carried.

The meeting was opened for public comments.

After no comments were received, the regular order of business was resumed.

Moved by Councilor Johnson, seconded by Councilor Marrison, to approve the minutes of the regular meeting 10/22/12, as presented. Motion Carried.

Moved by Councilor Taranko, seconded by Councilor Rathsack, that the Finance Report with total expenditures in the amount of \$455,040.87 for this period can be approved and orders drawn according to the City Charter. Motion Carried.

Ordinance No. 252-12, an ordinance to approve a contract with Brent Bosley, Bosley Assessing and Appraisal Services, LLC for assessing services in the amount of \$24,000 from November 1, 2012 to March 31, 2014 was presented for the first reading.

Ordinance No. 252-12 shall be presented for adoption on 11/26/2012 and is available for public inspection in the City Clerk's office during regular business hours.

Moved by Councilor Taranko, seconded by Councilor Marrison, to approve the Contract to Supervise the Preparation of the 2013 Assessment Roll for the City of Ludington. The contract is for \$5,000 whereby the City of Ludington would pay Mason County to use the services of the County's Equalization Director who is a Level III Assessor to certify the City's tax roll for 2013. City Manager Shay explained that the State of Michigan now requires the City of Ludington to have a Level III Certified Assessor. This agreement would allow time for Brent Bosley to receive his Level III certification. The State Tax Commission is in the process of changing the way it offers classes for assessors to get certified, as such, no one is able to obtain the Level III certification until the State of Michigan finishes changing the way it provides these classes. In the past, the City has paid a full time assessor \$75,000 in wages and benefits. Councilor Johnson questioned the \$34,000 that the contract referred to for Brent Bosley's services and City Manager Shay explained that this agreement is for more than one year and equates to \$2,000 per month for a total of \$34,000. Motion Carried.

A public hearing was set for 11/26/12 for the 2013 Budget and Capital Improvement Plan in the Council Chambers at City Hall at 6:30 p.m.

City Manager Shay summarized the proposed 2013, 2014, 2015 budget and in two weeks will be asking City Council to approve the 2013 budget. He explained that 2013 revenues will increase slightly. Tax revenues will increase by \$70,000, building permit revenues will increase \$19,000 due to the hospital building project, and small increases in the revenue sharing payment and administrative fees charged to other funds. The expenses will be going up 3.9% due to increases in technology costs, significant improvements to restrooms at Stearns Park and the Boat Launch, and a 15% increase in health insurance benefits. The primary increase in the Major Street Fund is the Washington Ave. Bridge project which is a \$2.5 million project and the City has a grant to pay 95% of the construction costs. The City is planning to replace water and sewer lines in two blocks of Fifth Street and the street will be repaved. The City is currently reviewing the sewer televising to make sure that Fifth Street has the worst lines and is the best equipped to receive this work. In 2014, the City will receive a Small Urban Grant to pay for the reconstruction of Bryant Road between Rath Avenue and Lakeshore Drive. The rates will go up for water and sewer usage in 2013 by 2.4%, which is the rate of inflation. Water and sewer lines will be replaced and improvements to the Water Plant will be made which is mandated by the MDEQ. Significant improvements to the Water and Sewer Plants are on hold right now as the City is waiting for some studies that are currently being reviewed by the MDEQ.

Councilor Holman presented the October Building, Zoning and Enforcement Report.

Ordinance No. 255-12, an Ordinance to approve a three (3) year Agreement for Weed Control on Lincoln Lake was presented for the first reading. This Agreement will authorize the City Manager and City Clerk to enter into an agreement with the Lincoln Lake Improvement Board. The City contributed \$10,854 in 2008 and again in 2009 towards efforts to control the weeds in Lincoln Lake along with contributions from other property owners around Lincoln Lake. This Ordinance allows for the City to contribute \$3,000 in 2013, 2014 and 2015 as long as the adjacent property owners also contribute to this effort.

Ordinance No. 255-12 shall be presented for adoption on 11/26/12 and is available for public inspection in the City Clerk's office during regular business hours.

Moved by Councilor Rathsack, seconded by Councilor Taranko, to approve the Agreement for Maintenance of the Dog Park. A local group of residents raised funds to construct a dog park within Cartier Park with the intent to turn this park over to the City of Ludington. The park is now complete and this agreement will convey the dog park assets along with the excess funds raised to the City. The funds will be used for the maintenance of the dog park. Motion Carried.

Moved by Councilor Rathsack, seconded by Councilor Johnson, to approve the Tri To Finish Ludington Triathlon/Duathlon Event to be held on June 23, 2013 subject to the Police Chief's approval of the routes. Motion Carried.

His Honor Mayor Henderson introduced Andy Klevorn who requested that City Council approve a School Forest Bike Race on Saturday, November 24, 2012. He explained that in conjunction with the Small Business Saturday before the Holiday Parade, he would like to hold this race to get people into the downtown. This event also will have to be approved by the Ludington School Board for use of the School Forest. The insurance will be under the Shoreline Cycling Club or through the Trailhead Bike Shop. He referred to a bike race last week in Traverse City which began years ago with 35 bikers and has grown to 4,600. The event could have a significant impact on our community in years to come. Police Chief Barnett stated that he has had the opportunity to look at the route, and he believes the route is doable. Councilor Castonia stated that he thinks this is a great event, but he would like to see it come to City Council with more notice in the future. Moved by Councilor Holman, seconded by Councilor Marrison, to approve the School Forest Bike Race on November 24, 2012, dependent on the insurance certificate coming through prior to the race. Motion Carried.

Councilor Rathsack suggested an amendment to the list of goals recorded at the recent Goal Setting Workshop held September 19, 2012. He is asking for a selective review of our City Charter to determine whether any of our governing rules should be up-dated, modified, or changed to better conform to the current needs of the City. His Honor Mayor Henderson asked that this be added as a goal to the 2013 list of goals and there were no objections from City Council.

Moved by Councilor Castonia, seconded by Councilor Holman, to proceed into closed session under Sections 8e and 8h of the Open Meetings Act to consult with the City's Attorney regarding trial and settlement strategy which would have a detrimental financial effect on the litigating or settlement position of the City if it was conducted in an open meeting as well as to consider the City Attorney's written correspondence dated November 12, 2012, as this correspondence is exempt from disclosure under the Freedom of Information Act and the Attorney Client Privilege, at 7:00 p.m.

Roll Call: Ayes: Councilors Taranko, Marrison, Castonia, Rathsack, Johnson, and Holman.

Nays: None. Absent: Councilor Tykoski. Motion Carried.

Moved by Councilor Holman, seconded by Councilor Castonia, to include City Manager Shay, City Clerk Luskin, City Council and City Attorney Wilson in this closed session. Motion Carried.

Council returned from closed session into regular session at 7:50 p.m.

Moved by Councilor Holman, seconded by Councilor Johnson, that the meeting be adjourned. So carried at 7:51 p.m.



Deborah L. Luskin, CMC
City Clerk



JOHN HENDERSON, MAYOR
JOHN E. SHAY, CITY MANAGER
DEBORAH L. LUSKIN, CITY CLERK
LINDA J. ROGERS, CITY TREASURER

CITY OF LUDINGTON

400 SOUTH HARRISON STREET
LUDINGTON, MICHIGAN 49431
PHONE (231) 845-6237
FAX (231) 845-1146

MEMORANDUM

TO: Mayor Henderson and the Ludington City Council
FROM: John Shay, City Manager *JS*
DATE: November 2, 2012
RE: 2013 Budget Message

While tax assessments have finally begun to rise again, if only slightly, the uncertainty over the survival of the personal property tax and the continued large increases in the cost of health insurance continue to challenge the City of Ludington's financial condition. In response to this, we have again prepared a 3-year budget to cover the years 2013, 2014 and 2015, even though the City Council is being requested to officially adopt only the 2013 budget. The City will continue to prepare 3-year budgets where we will re-evaluate all of our projections for both future revenues and expenditures in order to determine if they need to be changed.

The 3-year budget has allowed us to better project trends in our revenues and expenditures over the long-term, which would not be possible using a traditional one-year budget. Similar to the last several years, this budget has been difficult to prepare because of the projected downward trend in most of the City's major revenue sources. This has required us to continue to make significant cutbacks in the City's expenditures. At the outset of preparing the 3-year budget, we established the following objectives:

- **Maintain a 20% fund balance in the General Fund.** We are able to essentially do this for all three years, though the fund balance will drop to 19.7% in 2014 before rebounding slightly in 2015. This may change if the State eliminates personal property tax revenue, as this will result in a revenue loss of about \$589,000, which represents about 11% of General Fund revenues.
- **Continue allocating funds for the repaving of local streets.** This has been accomplished for 2014, but not in 2013 and 2015. However, the Water and Sewer Funds will pay to repave portions of Fifth Street in 2013 and 2015 due to replacement of the water main and sewer main. This has become much more difficult to achieve, as the General Fund must contribute to the Local Street Fund in order to do any paving work.
- **Maintain approximately the same cash balance in the Water Fund during the 3-year budget cycle while at the same time continue to allocate funds for operation and maintenance costs, as well as for capital-improvement costs at both the Water Treatment Plant and the water-distribution system.** The proposed 3-year budget shows the Water Fund's cash balance decreasing by about \$528,000 over the next three years. This includes only minimal capital improvements in 2013 and 2014, but spending about \$5 million in 2015 to complete anticipated MDEQ-required upgrades to the water plant. This figure is speculative at

On the Shores of Lake Michigan

this time, as the City is currently in the process of completing a reliability study to determine what improvements must be made to the water treatment plant in order to increase its reliability. Any significant upgrades to the water plant, as mandated by the MDEQ, would have to be funded by issuing bonds (borrowing funds). The water rate would have to be adjusted or a separate surcharge would have to be implemented to repay these bonds. If the trend of declining cash balances continues, the City will have to look at further adjusting the water rates, as the current rates are barely covering even operational expenses.

- **Increase the cash balance in the Sewer Fund while continuing to allocate funds for operation and maintenance costs, as well as for capital-improvement costs at both the Wastewater Treatment Plant and the sewer-distribution system.** The proposed 3-year budget shows the cash balance decreasing about \$110,200 to about \$503,100 by the end of 2015. It reflects replacing the Fifth Street sanitary sewer main (two blocks) and investigating potential improvements to the wastewater treatment plant and completing about \$3 million in MDEQ-required improvements to the WWTP. This figure is speculative at this time, as the MDEQ has not indicated what actions the City must take to deal with the toxicity and ammonia issues at the sewer plant. Any upgrades to the sewer plant, as mandated by the MDEQ, would have to be funded by issuing bonds (borrowing funds). The sewer rate would have to be adjusted or a separate surcharge would have to be implemented to repay these bonds. Even with the recent sewer rate increase, sewer revenues are barely increasing primarily due to the significant decrease in surcharge revenue from House of Flavors. Similar to the Water Fund, current revenues are barely covering day-to-day operational costs, but are not in a position to cover much-needed capital projects.

General Fund / Major Street Fund / Local Street Fund

Summary: The General Fund finances the operations and personnel in City Hall, the Police Department, the Fire Department, a good portion of the Department of Public Works, a portion of the Recreation Department, sidewalk repairs, beach maintenance and beach patrol, City Council, Elections, City Attorney, streetlights, a portion of the downtown maintenance expenses, and the cemetery and parks. Because of insufficient gas tax revenues in the Major and Local Street Funds, the General Fund will have to contribute money to the Local Street Fund in order to finance the repaving of local roads. This will cause further strain on the General Fund budget.

Revenues

The proposed 2013 budget reflects a \$275,700 increase, or a 5.5% increase, in General Fund revenues from 2012 to 2013. This is due to increases in tax revenue (\$70,400), building permit revenue (\$19,500) due to the hospital expansion project, increases in state revenue sharing payments (\$64,000) and increases to administrative fees charged to the other funds (\$76,300).

Tax Revenues: The 3-year outlook for revenues in the General Fund will remain challenging. We are projecting that total tax revenue, which is the General Fund's largest revenue source, will rise by \$70,400 or 2% from 2012 to 2013. We expect it to increase slightly in 2014 (\$58,500 or 1.6%) and again in 2015 (\$118,900 or 3.2%). The increase in tax revenue for 2013 is largely due to the small increase in the City's SEV and taxable values.

As you may know, the State Legislature is considering eliminating the personal property tax. The City's revenue from the personal property tax is about \$589,000, which represents about 11% of the General Fund's revenues. If the personal property tax is eliminated and no replacement revenue is provided, the City will be forced to layoff employees and eliminate some services. Since it is very unclear how this issue will play out, the 3-year budget assumes that the personal property tax will be eliminated beginning in 2014 but about 90% of its revenue would be replaced from another source. Thus, we reduced personal property tax revenues by about \$50,000 in the 2014 and 2015 budgets.

Revenue Sharing: Revenue-sharing payments from the State of Michigan are the second largest source of revenue for the General Fund. Revenue sharing comes from two sources. The first source is from the Michigan Constitution. These payments are protected from cuts by the State Legislature unless the constitution itself is amended by the voters. In 2013, the City budgeted to receive \$565,000 in revenue sharing from the constitutional source. This amount is used to help fund operational costs.

The second source is from state statute. As you are probably aware, this revenue has been decreasing over the years as follows:

2007	\$250,083
2008	\$241,933
2009	\$184,626
2010	\$162,504
2011	\$121,517
2012	\$100,000 (budgeted figure)
2013	\$114,600 (budgeted figure)

The State has cut funding for statutory revenue sharing (now called Economic Vitality Incentive Program or EVIP) by one-third and conditioned the payment of EVIP funds on certain criteria. This significant reduction in revenue-sharing payments will result in the need to use \$87,900 of the fund balance in order to balance the 2013 General Fund budget.

Interest Income: The drop in interest rates has had a significant adverse impact on all of the budgets, including the General Fund. The General Fund received the following amounts in interest income:

2007	\$141,159
2008	\$105,060
2009	\$48,242
2010	\$28,573
2011	\$29,164
2012	\$28,603 as of 9/30/2012

We expect to receive only \$29,000 in interest income each year in 2013, 2014 and 2015 due to significantly lower interest rates.

Fee-Based Revenue: In response to the declines in the General Fund's major revenue sources, the City increased the following fees in 2010: grave sales, grave openings, parking fines, boat-ramp fees, and community room rental fees. The proposed 2013 budget reflects no changes to these fees.

Expenditures

Overall, General Fund expenditures will increase by 6.5% from 2012 to 2013. A significant portion of this increase (\$135,300) is due to increasing the equipment-rental charges that are paid to the Motor Pool Fund. The increase in the equipment-rental charges was implemented to offset continued declines in the Motor Pool Fund's cash balance, which was making it more difficult to purchase replacement vehicles and equipment. Without this increase in equipment-rental charges, General Fund expenditures would have increased by only 3.9% from 2012 to 2013. Other significant factors include an increase in technology costs (\$16,000) to replace outdated and non-functioning computer equipment, improvements to park and boat launch restrooms (\$48,000) and increases in wages and benefits (\$52,200), which includes a 15% increase in health-insurance premiums.

As you can see below, the proposed 2013 General Fund budget is at approximately the same level as the 2008 budget:

2006	\$4,783,937 (actual)
2007	\$6,253,165 (actual)
2008	\$5,364,342 (actual)
2009	\$5,139,261 (actual)
2010	\$5,540,780 (actual)
2011	\$5,320,341 (actual)
2012	\$5,052,700 (budget)
2013	\$5,383,000 (budget)
2014	\$5,444,200 (budget)
2015	\$5,341,500 (budget)

Wages: In 2012, City employees received their first wage increase since 2009. The 2013 budget reflects wage increases of \$0.25/hour for SEIU-represented employees and 1.5% increases for the rest of the employees. These wage increases will be offset and, in most cases, be more than offset by employees' contributions to health-insurance costs. While the budget assumes wage freezes in 2014 and 2015, any wage increases in 2014 and 2015 for non-union employees and for those union employees whose contract has expired will be based on the condition of the City's budget at that time and the results of negotiations with the unions. It should be noted that the labor contract for the police officers expires on December 31, 2012, and the labor contract with the SEIU union expires on May 31, 2014.

Health Insurance: Subject to change based on any recommendation by the Personnel Committee, effective January 1, 2013, all City employees will pay for a portion of the health-insurance costs as follows:

Non-Union Hourly:	7% of the premium cost for the first 15% increase in premiums plus split the cost with the City for any increase in excess of 15%.
Non-Union Salary:	10% of the premium cost for the first 15% increase in premiums plus split the cost with the City for any increase in excess of 15%.
SEIU:	10% of the premium cost for the first 15% increase in premiums plus split the cost with the City for any increase in excess of 15%.
POLC:	9% of the premium cost. This amount is subject to change, as the City and the POLC will be negotiating a new contract shortly.

The City's health-insurance plan with Priority Health will be increasing 28% effective January 1, 2013. Due to this significant increase, the Health Insurance Committee is recommending that the City switch to 2-3 different Blue Cross Blue Shield plans, which will be about 15% higher than the current premium. The budget reflects a 15% increase in premiums in 2013. This will result in an additional annual cost of about \$63,852 after taking into account employees' contributions towards premiums.

Personnel Changes: The proposed 2013 General Fund budget reflects funding for three seasonal employees (one at the cemetery and two at DPW). There are no changes to the number of full-time employees funded by the General Fund.

Contributions to Street Funds: The City's street budgets are divided between two funds: Major Street Fund and the Local Street Fund. The major streets include the state trunklines, such as Ludington Avenue, South James Street and Lakeshore Drive, as well as higher-traffic roads, such as Washington Avenue, Tinkham, Bryant and North Staffon Street. The local streets include all other residential streets in the City.

As has been the case for the last several years with insufficient revenues from the state gas tax, the Local Street Fund is not self-sufficient and would run out of money without any contributions from the General Fund. In fact, the Local Street Fund would have a negative fund balance of about \$97,400 by the end of 2014 without contributions from either the General Fund or the Major Street Fund. Therefore, the General Fund budget reflects contributing \$128,600, \$303,600 and \$129,200 to the Local Street Fund in 2013, 2014 and 2015, respectively. Given the challenging revenue situation in the General Fund, it is becoming increasingly more difficult to maintain these contributions to the Local Street Fund.

As for local streets, the City will repave two blocks of Fifth Street in 2013 to be paid by the Water and Sewer Funds due to the replacement of the water and sewer mains. North Gaylord Avenue between Tinkham and Lowell will be repaved in 2014. With respect to major streets, the City plans to replace the Washington Avenue Bridge in 2013 at a cost of \$2,387,000. A grant will pay 95% of the construction costs, but none of the engineering costs. Finally, the City received a \$375,000 Small Urban grant to reconstruct Bryant Road between Lakeshore Drive and North Rath Avenue in 2014. This grant will pay 80% of the road construction costs, but none of the costs to replace underground utilities or any of the engineering costs.

Water & Sewer Funds

Summary: Even with the recent increases to the water and sewer rates, the Water and Sewer Funds will see expenditures exceed revenues. This is due to decreases in non-rate revenue sources and the need to complete capital-improvement projects. It will still remain a challenge to provide sufficient funding for capital improvements to both the water and sewer utilities. The MDEQ may mandate significant upgrades to both the water treatment and wastewater treatment plants, which would require the City to issue bonds to pay for these improvements. It would then be necessary to add a separate surcharge to customers' water and sewer bills to repay the bonds.

Revenues

Water Fund: About 82% of the Water Fund's revenues come from the water rate charged to users of the water system. Another 10% comes from the fixed ready-to-serve charges that are charged to each user on a quarterly basis. Though the inflation rate for 2013 is expected to be about 2.5% (the Michigan Department of Treasury has not yet released this information), the budget reflects a 3.9% increase in water revenues from customer sales due to increased demand this past year. It is still possible that revenues could come in less than expected, as Pere Marquette Charter Township continues to switch some of its residents from the City's water system to its own system. The budget reflects 1.5% increases to the water rate in 2014 and 2015.

The budget also reflects an increase of \$11,500 in revenue received from AT&T and Sprint to place their cellular antennae on the Gaylord and Danaher water towers.

Sewer Fund: About 76% of the Sewer Fund's revenues come from the sewer rate charged to users of the sewer system. Another 11% comes from the fixed ready-to-serve charges that are charged to each user on a quarterly basis. An additional 4% comes from a surcharge charged to House of Flavors for the BODs, which it discharges into the City's sewer system. Though the inflation rate for 2013 is expected to be about 2.5% (the Michigan Department of Treasury has not yet released this information), the budget reflects a 2.8% increase in sewer revenues in 2013 due to recent increased demand, though it is difficult to determine sewer consumption. The budget reflects 1.5% increases to the sewer rate in 2014 and 2015.

Even with the increase to the sewer rate, the City expects overall sewer revenues to be less than expenditures primarily due to the revenues derived from the House of Flavors surcharge is less than half what it was just a few years ago. House of Flavors has changed its operations such that it is sending the City significantly less BOD waste than it had in the past. Thus, the Sewer Fund will have

to rely on its prior year fund balance to pay for expenditures. In addition, this will cause the Sewer Fund's cash balance to drop to about \$503,134 by the end of 2013. The Sewer Fund has about \$307,000 in restricted cash, which may only be used for capital-improvement projects, not operational costs.

Expenditures

Water Fund: The budget reflects the same wage proposals and health-insurance contributions, as outlined above in the General Fund. The Water Maintenance budget, which covers the costs to the City's water-distribution system, reflects spending \$112,500 in 2013 to replace the water main under two blocks of Fifth Street. In addition, in order to provide closer supervision and address future leadership changes, the Water Maintenance budget reflects reorganizing the Utility Maintenance Department by hiring a new superintendent in 2014 and having Rob Allard return to the Wastewater Treatment Plant Department. The new superintendent would then also have the opportunity to take over supervising the DPW when Shawn McDonald retires within the next two years.

The Water Treatment Plant budget, which covers the costs to the water plant itself and the water towers, reflects normal operational and maintenance costs. The 2013 budget reflects entering into a maintenance agreement with Utility Service Company (\$47,600 per year over 5 years) to repaint and maintain the Brye Road water tower in the same manner that the City did with the Gaylord and Danaher water towers. The 2015 budget reflects spending \$5 million to upgrade the water treatment plant pursuant to requirements from the MDEQ. This figure is merely speculative until such time that the MDEQ outlines its requirements for increasing the reliability at the water plant.

Even with the rate increases, the City will use the Water Fund's prior year fund balance in the amount of \$234,500, \$359,300 and \$187,800 in 2013, 2014 and 2015, respectively.

Sewer Fund: The budget reflects the same wage proposals and health-insurance contributions, as outlined above in the General Fund. The Sewer Maintenance budget, which covers the costs to the City's sewer-distribution system, reflects spending \$112,500 in 2013 to replace the sanitary sewer main under two blocks of Fifth Street. It allocates spending \$177,500 in 2014 to replace the sanitary sewer as part of the project to reconstruction Bryant Road between Lakeshore Drive and Rath Avenue and spending \$112,500 in 2015 to replace an additional two blocks of sanitary sewer under Fifth Street. In addition, in order to provide closer supervision and address future leadership changes, the Sewer Maintenance budget reflects reorganizing the Utility Maintenance Department by hiring a new superintendent in 2014 and having Rob Allard return to the Wastewater Treatment Plant Department. The new superintendent would then also have the opportunity to take over supervising the DPW when Shawn McDonald retires within the next two years.

The Wastewater Treatment Plant budget, which covers the costs to the sewer plant itself and the lift stations, reflects normal operational and maintenance costs. The City's current NPDES discharge permit reduced the toxicity limit from 6.6 to 1.0 in November 2011 if the outfall pipe, which carries treated effluent from the wastewater treatment plant to the former riverbed of the Pere Marquette River, remains in its current location. There are times throughout the year when the City will be unable to meet the new lower toxicity limit, so it may be necessary to relocate the outfall pipe. It is estimated that the City would have to spend about \$713,000 to relocate the outfall pipe, such that it extends west on Conrad Road and then south on Pere Marquette Highway where it would discharge the treated effluent by the twin bridges. The City applied for a permit to extend the outfall pipe through

the wetlands to the Pere Marquette River at about half of the cost, but the Michigan Department of Natural Resources (DNR) denied our request.

The City, along with its engineering firm of Fishbeck, Thompson, Carr & Huber, met last year with the Michigan Department of Environmental Quality (MDEQ) in Lansing to discuss this issue. The MDEQ stated that it would review this issue and meet with us again to discuss what upgrades to the wastewater treatment plant and/or to the outfall pipe would be necessary to complete. Based on this recent information, the budget has allocated \$75,000 to retain Fishbeck, Thompson to complete any necessary engineering work that is required in response to the MDEQ's requirements and propose options to resolve the issues of occasional high levels of ammonia and toxicity. Due to the low cash balance in the Sewer Fund, it will be likely that the City would have to borrow funds to finance any potential sewer plant improvement projects. The 2015 budget proposes spending \$3 million on improvements to the wastewater treatment plant. This amount is merely speculative and will depend on the MDEQ's position on this issue. Depending on the cost of the project, it may also be necessary to adjust the sewer rates or implement a separate surcharge in order to repay funds borrowed to finance these projects that are being mandated by the MDEQ.

Motor Pool Fund

Summary: This fund pays for the purchase of motor vehicles and equipment. It also pays to maintain, repair, and insure them. The increase in equipment-rental revenues from the other budgets will mean that revenues will meet or slightly exceed operating costs in two of the next three years.

Revenues

The Motor Pool Fund receives about 84% of its revenues from equipment-rental charges paid by most of the other funds, such as the General Fund, Major and Local Street Funds, and the Water and Sewer Funds. Another 15% comes from the sale of gasoline to the LMTA and Pere Marquette Township. In an effort to reduce the expenditures in the other budgets, especially the General Fund, the City began reducing the amount of equipment rental charged to these funds in 2009. This had resulted in a decrease in revenues for the Motor Pool Fund to the point that the expenditures were exceeding its revenues in previous years, even without the purchase of any equipment.

The proposed 3-year budget reflects increasing the equipment-rental charges in order to maintain the same or higher cash balance by the end of 2015 as at the end of 2012.

Expenditures

The 2013 budget reflects the purchase of a new police patrol vehicle and a leaf claw that would be used to pick up leaves. There is also \$30,000 allocated for equipment to be determined at a later date. A plow truck would be purchased in 2014 for about \$150,000.

We will continue to evaluate this fund closely, and we may have to consider increasing again the equipment rental charges in order to maintain a proper cash balance in this fund. As you may expect, any increase in equipment-rental charges would increase the expenditures in the other funds.

Conclusion

As you can see from the summary sheets, the General Fund shows expenditures exceeding revenues by \$87,900 and \$227,100 in 2013 and 2014, respectively, and a small surplus of \$8,700 in 2015. The estimated fund balance by the end of 2015 will be \$1,080,483, which represents 20.2% of the General Fund expenditures.

We have gotten to the point that there are really very little, if any, non-personnel costs that can be reduced. If the State does eliminate the personal property taxes, this will result in a loss of about \$589,000 in revenue, which represents 11% of the General Fund's revenues. This will result in personnel reductions and the elimination of some services that the City currently provides.

It is very important for the City to keep a close eye on its expenditures and to minimize any such expenditures, which have not been allocated in the budget. As such, we have eliminated or reduced from the 2013 budget the following requested expenditures:

- Reduced by \$2,000 the amount allocated for conferences and workshops for the City Council.
- Reduced by \$1,300 the amount allocated for legal counsel from the City's labor attorney and for conferences and workshops in the City Manager's budget.
- Reduced by \$1,600 the amount allocated for office supplies and publishing notices in the newspaper in the City Clerk's budget.
- Overall reductions in the amount allocated for publishing notices in the newspaper.
- Reduced by \$7,000 the amount allocated for assessing services due to new contracts.
- Eliminated the Cemetery Department's request to install new vinyl siding on the office and garage building at a savings of \$12,000.
- Eliminated the Cemetery Department's request to extend new water main to Block 7 at a savings of \$2,000.
- Eliminated the Cemetery Department's request to purchase two new signs at a savings of \$800.
- Delayed until 2014 the Cemetery Department's request to repair columns at the Lakeshore Drive entrance at a savings of \$4,200 in 2013.
- Reduced the Police Department's clothing allowance by \$2,000.
- Reduced by \$2,000 the amount set aside to reimburse firefighters for attending training classes.
- Delayed until 2015 the Parks Department's request to repaint the gazebos at the Loomis Street boat launch and at Copeyon Park at a savings of \$6,000.
- Replaced the request to install a kiosk to accept payments at the Loomis Street boat launch with funds to install new bathroom fixtures at the restrooms at the Loomis Street boat launch and at Copeyon Park for a savings of \$11,000.
- Reduced from 2 to 1 the number of new DPW pickups that would be purchased at a savings of \$24,000.
- Eliminated the request to replace an unmarked police vehicle used by the detective at a savings of \$20,000.
- Eliminated the request to purchase a new street sweeper at a savings of \$140,000.
- Eliminated the request to purchase a new utility truck at a savings of \$28,000.

I welcome any comments or suggestions on ways to improve the budget. I want to thank all of the department heads for their work in preparing their budgets. I especially want to thank Debbie Luskin

and Jackie Steckel for their hard work and assistance in preparing this budget. The highlights of the budget are as follows:

General Fund – Revenues

2013 Budget: \$5,295,100 2012 Budget: \$5,019,400 Change: 5.5%

Line Item: Total Taxes
2013 Budget: \$3,673,300
2012 Budget: \$3,602,900
Change: 2.0%
Staff Explanation: Assessments have increased slightly and taxable values also increased by the rate of inflation. We expect real tax revenue to increase by 1.5% in 2014 and 2015. We have assumed a \$50,000 reduction in personal property tax revenue each year for 2014 and 2015.

Line Item: Total Intergovernmental Revenues
2013 Budget: \$734,300
2012 Budget: \$644,400
Change: 14%
Staff Explanation: The increase is due to receiving a \$25,000 grant for an engine shield and dive equipment for the police/fire boat. We are expecting \$50,000 more in constitutional revenue sharing and \$14,600 more in statutory (EVIP) revenue than we budgeted for in the 2012 budget.

Line Item: Total Charges for Services
2013 Budget: \$202,500
2012 Budget: \$209,000
Change: (3.1%)
Staff Explanation: The decrease is due to Scottville not renewing the agreement for the City to handle its grant writing and administration (\$15,000). The sale of cemetery lots and niches dropped by \$7,000, as the sale of any niches will be used to repay the Perpetual Care Fund that purchased the new columbarium. The City will continue to oversee the Scottville Police Department (\$20,000). The City also collects the revenues for yard waste and refuse stickers (\$38,500) and then sends a check to Allied Waste. The City will also receive \$20,000 from the combination of a Byrne grant and SSCENT forfeiture funds to pay for the SSCENT police officer. We have also increased by \$4,500 what we expect to receive in admission fees to the Loomis Street and Copeyon Park boat launches based on what we received in 2012.

Line Item: Total Other Revenues
2013 Budget: \$69,800
2012 Budget: \$60,500
Change: 15.4%
Staff Explanation: Interest income is expected to remain unchanged (\$29,000) for the General Fund and for the cemetery's Perpetual Care Fund (\$2,100). Revenue from residents' payments towards the City's 50/50 sidewalk program is expected to rise by \$10,000 due to an increased demand from residents to participate in the sidewalk program.

General Fund – Expenditures
2013 Budget: \$5,383,000 2012 Budget: \$5,052,700 Change: 6.5%

Department: Mayor & City Council

2013 Budget: \$40,800

2012 Budget: \$48,300

Change: (15.5%)

Staff Explanation: The Contribution to Technology Fund decreased by \$5,800 to reflect that iPads were purchased in 2012 and not in 2013. The City allocated \$2,000 (down from \$3,200) for conferences and workshops. There was a Mayor's Exchange Day in 2012; none is budgeted for 2013. Funds have also been allocated for some of the City Councilors to attend a Region III meeting, the Michigan Municipal League's Capitol Conference and the MML's Annual Conference.

Department: Manager's Office

2013 Budget: \$232,700

2012 Budget: \$233,000

Change: (<1%)

Staff Explanation: No significant changes from 2012.

Department: Clerk's/General Accounting

2013 Budget: \$250,400

2012 Budget: \$248,800

Change: <1%

Staff Explanation: The City's contribution towards the Jaycees' Freedom Festival (4th of July) fireworks would remain at \$1,000. The Printing & Publishing line item was reduced to reflect using a smaller font size on notices published in the Ludington Daily News.

Department: Treasurer's Office

2013 Budget: \$118,500

2012 Budget: \$119,000

Change: (<1%)

Staff Explanation: No significant changes from 2012.

Department: Assessor's & Building Inspector

2013 Budget: \$163,300

2012 Budget: \$169,600

Change: (3.7%)

Staff Explanation: The City will continue to contract out the building inspection, plan-review functions and assessing functions while still maintaining the administrative duties at City Hall. This budget reflects reducing the funds allocated to pay for assessing services due to signing a new contract with Brent Bosley and Mason County.

Department: Elections
2013 Budget: \$22,100
2012 Budget: \$24,800
Change: (12.2%)
Staff Explanation: There is a decrease in wage costs for election inspectors, as there will be fewer elections in 2013 than in 2012.

Department: City Hall & Grounds
2013 Budget: \$100,800
2012 Budget: \$101,600
Change: (<1%)
Staff Explanation: There are no significant changes to this budget, which pays for the maintenance expenses at City Hall and for the City's PEG channel (channel 98).

Department: City Property – Downtown
2013 Budget: \$131,200
2012 Budget: \$112,200
Change: 16.9%
Staff Explanation: The budget allocated \$28,400 (up from \$20,000 in 2012) to replace brick pavers in the downtown with stamped concrete in order to reduce the chance of someone tripping and falling on a downtown sidewalk. The City has received several trip-and-fall claims as a result of the condition of some of these brick pavers.

Department: Cemetery
2013 Budget: \$207,600
2012 Budget: \$188,900
Change: 9.9%
Staff Explanation: The primary reason for the increase in this budget is that additional gravel roads in the cemetery will be paved with \$20,000 from the Perpetual Care Fund. The budget includes funding for one seasonal employee.

Department: Police Department
2013 Budget: \$1,488,000
2012 Budget: \$1,348,000
Change: 10.4%
Staff Explanation: Equipment rental charges increased by \$34,700. Contribution to Technology Fund increased from \$14,500 to \$48,500 due primarily to the purchase of five Toughbook laptops for the police vehicles (\$25,000) to replace the existing laptops, which are over five years old. Dive equipment will be purchased for \$25,000, but a grant will pay 100% of this cost.

Department:	Fire Department
2013 Budget:	\$190,000
2012 Budget:	\$177,900
Change:	6.8%
Staff Explanation:	The payments from non-City residents to have the Ludington Fire Department respond first to calls for service increased by \$4,200. The City allocated \$2,000 towards purchasing wage-loss insurance for those firefighters who are injured in the course of duty and whose income exceeds what workers' compensation would pay.
Department:	DPW/Municipal Services
2013 Budget:	\$336,100
2012 Budget:	\$306,100
Change:	9.8%
Staff Explanation:	This budget reflects hiring two seasonal employees (\$7,200), which is the same as in 2012. Equipment rental charges increased by \$23,100.
Department:	Sidewalk Construction
2013 Budget:	\$87,000
2012 Budget:	\$62,000
Change:	40.3%
Staff Explanation:	The budget allocates additional funds to repair and replace sidewalks and handicap ramps. There is additional demand from residents to participate in the City's 50/50 sidewalk program, as the money collected from residents this year has been placed in an escrow account that will be used to complete sidewalk repairs in spring 2013.
Department:	Streetlights
2013 Budget:	\$160,000
2012 Budget:	\$160,000
Change:	0%
Staff Explanation:	Consumers Energy has increased its electrical rates, however, a recent survey of our streetlights showed that the City was paying for some lights that do not belong to us. Therefore, we should see a reduction in usage. The City paid \$123,816 in 2008, \$146,090 in 2009, \$161,901 in 2010 and \$168,891 in 2011.
Department:	Garbage & Rubbish
2013 Budget:	\$721,300
2012 Budget:	\$671,000
Change:	7.5%
Staff Explanation:	This increase is attributed to an anticipated 3% increase (\$12,400) with the renewal of Allied Waste's contract. In addition, equipment rental charges increased \$36,200.

Department: Planning Commission

2013 Budget: \$4,400

2012 Budget: \$6,900

Change: (36.2%)

Staff Explanation: The City has allocated \$1,700 (compared to \$3,500 as 2012) to retain a professional planner on a case-by-case basis to review individual planning and zoning issues. Printing and publishing costs were decreased in anticipation of using smaller font sizes for required notices in the newspaper.

Department: Parks

2013 Budget: \$366,700

2012 Budget: \$342,200

Change: 7.2%

Staff Explanation: The City is currently preparing plans and seeking bids to renovate both restrooms at the north concession stand at Stearns Park in 2012. If the bids come in higher than budgeted, then only the women's restroom will be renovated in 2012, and the men's restroom will be renovated in 2013. Thus, the 2013 budget reflects renovating the men's restroom at the north concession stand at Stearns Park (\$34,000), which is in terrible condition. Equipment rental charges increased by \$16,500. In addition, it is anticipated that a handicap-accessible walkway will be installed at the south end of Stearns Beach with funds raised from Disability Connections.

Department: Beach Safety

2013 Budget: \$27,500

2012 Budget: \$27,400

Change: <1%

Staff Explanation: This budget is used to improve the safety at Stearns Beach. There are no significant changes from 2012.

Department: Launching Ramps

2013 Budget: \$89,000

2012 Budget: \$72,200

Change: 23.3%

Staff Explanation: The budget allocates an additional \$10,000 for dredging the Loomis Street boat ramps and \$14,000 to install new bathroom fixtures in the Loomis Street and Copeyon Park boat launch restrooms.

Department: Contribution to Other Funds

2013 Budget: \$431,000

2012 Budget: \$419,400

Change: 2.8%

Staff Explanation: The General Fund's contribution to the Recreation Fund remains the same at \$42,000. The General Fund's contribution to the Building Authority Fund for the City Hall bond decreases from \$262,500 to \$260,500. The General Fund's contribution to the Local Street Fund will increase from \$114,900 to \$128,600.

Department: Miscellaneous Expenses

2013 Budget: \$11,100

2012 Budget: \$11,700

Change: (5.1%)

Staff Explanation: There is no contribution for the costs associated with monitoring the Conrad Road landfill, as the City has not incurred this cost in several years. The City's contribution to the Mason County Growth Alliance will decrease from \$11,700 to \$11,100, which is the last year that the City has committed to contributing to this organization.

Major Street Fund – Revenues

2013 Budget: \$2,573,800 2012 Budget: \$796,800 Change: 223%

Line Item: Reimbursements – Trunkline

2013 Budget: \$57,900

2012 Budget: \$57,900

Change: 0%

Staff Explanation: The City expects to receive the same amount in reimbursement from the State for work performed on Ludington Avenue, South James Street, and Lakeshore Drive.

Line Item: Gas & Weight Tax

2013 Budget: \$384,500

2012 Budget: \$361,200

Change: 6.5%

Staff Explanation: This is the largest revenue source (excluding one-time grant funding) for the Major Street Fund, and we expect to see an increase for the first time in years based on the latest formula from MDOT.

Line Item: Bridge Grant

2013 Budget: \$2,115,300

2012 Budget: \$0

Change: 100%

Staff Explanation: The City received this grant to pay 95% of the construction cost (and none of the engineering cost) to replace the Washington Avenue bridge.

Major Street Fund – Expenditures
2013 Budget: \$2,726,900 2012 Budget: \$1,006,600 Change: 171%

Line Item: Construction and Surfacing and Engineering
 2013 Budget: \$2,387,000
 2012 Budget: \$679,200
 Change: 251%
 Staff Explanation: The City will replace the Washington Avenue bridge beginning in spring 2013 using grant funds that will pay 95% of the construction costs and none of the engineering costs. The City has also allocated funds towards design engineering on the reconstruction of Bryant Road between Lakeshore Drive and Rath Avenue in 2014, as the City received a \$375,000 grant for this project.

Line Item: Winter Maintenance (Trunklines and Non-Trunklines)
 2013 Budget: \$144,500
 2012 Budget: \$150,500
 Change: (4.0%)
 Staff Explanation: The cost of salt is expected to remain close to 2012 levels. The City orders about 2,000 tons of salt per year.

Local Street Fund – Revenues
2013 Budget: \$321,000 2012 Budget: \$301,200 Change: 6.6%

Line Item: METRO Act
 2013 Budget: \$26,000
 2012 Budget: \$26,000
 Change: 0%
 Staff Explanation: This revenue comes in the form of an annual payment from the State for allowing telecommunications providers to use the City's rights-of-way. These funds may only be spent on projects within the City's rights-of-way.

Line Item: Gas & Weight Tax
 2013 Budget: \$158,400
 2012 Budget: \$150,700
 Change: 5.1%
 Staff Explanation: This is one of the Local Street Fund's largest revenue sources, and we expect it to continue to increase slightly for the first time in years.

Line Item: Contribution from General Fund
 2013 Budget: \$128,600
 2012 Budget: \$114,900
 Change: 11.9%
 Staff Explanation: These contributions will be used to maintain the fund balance in the Local Street Fund and to repair local streets. Due to the decline in tax revenue, it is much more difficult for the General Fund to contribute to the Local Street Fund to make needed street repairs.

Local Street Fund – Expenditures
2013 Budget: \$321,000 2012 Budget: \$482,400 Change: (33.5%)

Line Item: Construction and Surfacing
 2013 Budget: \$0
 2012 Budget: \$181,200
 Change: (100%)
 Staff Explanation: The City will crack patch several streets throughout the City, but there will be no major reconstruction projects. However, portions of Fifth Street will be repaved due to the replacement of the sewer main and water main. The Water and Sewer Funds will pay for this work.

Line Item: Trees & Shrubs
 2013 Budget: \$72,700
 2012 Budget: \$56,600
 Change: 28.4%
 Staff Explanation: The City plans to purchase replacement trees in 2013 in the City's right-of-way to replace dead trees that were cut down. No such replacement trees were purchased in 2012.

Recreation Fund – Revenues
2013 Budget: \$139,900 2012 Budget: \$143,500 Change: (2.5%)

Line Item: Contributions from Other Funds
 2013 Budget: \$42,000
 2012 Budget: \$42,000
 Change: 0%
 Staff Explanation: The General Fund's contribution to the Recreation Fund will remain unchanged.

Recreation Fund – Expenditures
2013 Budget: \$144,800 2012 Budget: \$157,100 Change: (7.8%)

Line Item: All
 2013 Budget: \$144,800
 2012 Budget: \$157,100
 Change: (7.8%)
 Staff Explanation: The expenditures for many of the programs depend on the number of participants that sign up for each program. No capital projects or equipment will be purchased in 2013.

Senior Center Fund – Revenues
2013 Budget: \$165,500 2012 Budget: \$159,100 Change: 4.0%

Line Item: County Appropriations
 2013 Budget: \$142,600
 2012 Budget: \$129,200
 Change: 10.4%
 Staff Explanation: This is the largest revenue source for the Senior Center, which originates from the Senior Center millage. This millage rate is increasing, which will provide additional funding for the Ludington Senior Center.

Line Item: Use and Admission Fees
 2013 Budget: \$3,000
 2012 Budget: \$3,000
 Change: 0%
 Staff Explanation: This represents the payments received from the senior citizens who plan on participating in shopping trips. The seniors themselves pay for these trips.

Senior Center Fund – Expenditures
2013 Budget: \$162,100 2012 Budget: \$165,300 Change: (1.9%)

Line Item: Transportation & Trips
 2013 Budget: \$4,000
 2012 Budget: \$4,500
 Change: (11.1%)
 Staff Explanation: This represents the costs associated with the senior citizens' shopping trips. The seniors themselves pay for these trips.

Building Authority Bond & Interest Fund – Revenues & Expenditures
2013 Budget: \$260,400 2012 Budget: \$262,500 Change: (<1%)

Line Item: Bonds Due and Interest Due
 2013 Budget: \$260,400
 2012 Budget: \$262,500
 Change: (<1%)
 Staff Explanation: This fund represents the money required to repay the bonds that were issued to finance the construction of the new City Hall and a portion of the cost of the new DPW building. The General Fund provides 100% of the revenues for this fund.

	Building Rehab Fund – Revenues	
2013 Budget: \$800,500	2012 Budget: \$376,900	Change: 112%

Line Item: All

2013 Budget: \$800,500

2012 Budget: \$376,900

Change: 112%

Staff Explanation: The City administers Mason County's building rehabilitation program. In addition, we expect to receive \$365,000 in MSHDA funds to renovate rental units in the downtown. We also expect to receive \$250,000 (up from \$193,000 in 2012) in State funding for the façade-improvement program.

	Building Rehab Fund – Expenditures	
2013 Budget: \$800,500	2012 Budget: \$376,900	Change: 112%

Line Item: All

2013 Budget: \$800,500

2012 Budget: \$376,900

Change: 112%

Staff Explanation: The City plans to rehabilitate rental units in the downtown area, continue the County's housing rehabilitation program, and make improvements to several downtown facades.

	DDA-Operating Fund – Revenues	
2013 Budget: \$143,200	2012 Budget: \$138,000	Change: 3.8%

Line Item: Taxes – 2 Mills

2013 Budget: \$41,000

2012 Budget: \$41,200

Change: (<1%)

Staff Explanation: This represents the revenues that come from the 2 mills (since reduced by Headlee to 1.6080 mills), which is levied to all properties within the DDA district.

Line Item: Tax Increment Financing

2013 Budget: \$66,000

2012 Budget: \$63,200

Change: 4.4%

Staff Explanation: This represents the tax-increment finance (TIF) revenues that come from the capture of 12% of the tax revenue within the DDA district.

DDA-Operating Fund – Expenditures
2013 Budget: \$143,200 2012 Budget: \$138,000 Change: 3.8%

Line Item: Operating Supplies
 2013 Budget: \$8,800
 2012 Budget: \$1,000
 Change: 780%
 Staff Explanation: The DDA plans to purchase additional benches and bike racks.

Line Item: Contractual Services
 2013 Budget: \$15,500
 2012 Budget: \$20,900
 Change: (25.8%)
 Staff Explanation: This represents the costs to purchase replacement flower baskets (\$2,000), pay the Chamber to provide marketing and communication services (\$12,000) and pay for the Farm Market Master (\$1,300).

Line Item: Equipment
 2013 Budget: \$10,500
 2012 Budget: \$0
 Change: 100%
 Staff Explanation: The DDA plans to purchase a 60' x 40' tent (\$8,500) and a new laptop (\$2,000) to post messages on the electric sign by the hospital.

Cartier Park Improvement Fund – Revenues
2013 Budget: \$205,900 2012 Budget: \$186,400 Change: 10.5%

Line Item: All
 2013 Budget: \$205,900
 2012 Budget: \$186,400
 Change: 10.5%
 Staff Explanation: The City is now operating Cartier Park directly rather than through a concession agreement. Thus, the City will receive 100% of the revenues generated from the campground. The budget allocates \$19,000 in additional revenue from the rental of campsites.

Cartier Park Improvement Fund – Expenditures

2013 Budget: \$195,700

2012 Budget: \$156,800

Change: 24.8%

Line Item: All
2013 Budget: \$195,700
2012 Budget: \$156,800
Change: 24.8%
Staff Explanation: The City is now operating Cartier Park directly rather than through a concession agreement. Thus, the City will be responsible for all expenditures, including wages, permit costs, operating supplies and capital improvements. A new garage (\$15,000) will be constructed to store the truck, golf cart and other equipment used by the Cartier Park staff. Also, \$3,000 will be allocated to help fund weed-control efforts on Lincoln Lake.

Water Plant Fund – Revenues

2013 Budget: \$1,498,700

2012 Budget: \$1,445,500

Change: 3.7%

Line Item: Customer Sales
2013 Budget: \$1,230,000
2012 Budget: \$1,183,800
Change: 3.9%
Staff Explanation: The rates will increase by the rate of inflation, which is estimated to be 2.5% in 2013. This increase will be offset somewhat, as PM Township switches more of its customers from the City's water system to its own system.

Line Item: Customer Service Charges
2013 Budget: \$152,100
2012 Budget: \$153,000
Change: (<1%)
Staff Explanation: This represents the flat ready-to-serve charges on residents' water bills. This amount is anticipated to increase to about \$587,100 in 2015, as a separate surcharge on water bills will have to be added in order to repay bonds that will have to be issued to finance any necessary capital improvements at the water treatment plant, as mandated by the MDEQ.

Line Item: AT&T Antennae
2013 Budget: \$84,900
2012 Budget: \$80,700
Change: 5.2%
Staff Explanation: The City's contract with AT&T was recently amended, which increased the lease payments to put AT&T's antennae on the City's water towers. It also eliminated the requirement for the City to reimburse AT&T's costs to relocate its cellular antennae due to the repainting of the Gaylord and Danaher water towers by crediting the rent payments that the City receives from AT&T.

Line Item: Sprint Antennae

2013 Budget: \$12,600

2012 Budget: \$5,300

Change: 138%

Staff Explanation: The City's contract with Sprint requires the City to reimburse Sprint's costs to relocate its cellular antennae due to the repainting of the Gaylord water tower by crediting the rent payments that the City receives from Sprint. This credit expired in July 2012, so the City is now receiving full rent payments from Sprint.

Line Item: Prior Year Fund Balance

2013 Budget: \$234,500

2012 Budget: \$399,800

Change: (41.3%)

Staff Explanation: Even with the estimated 2.5% increase to the water rate, the fund balance will be used to balance the budget in 2013, as well as in 2014 and 2015. As the cash balance continues to decline, the City may have to consider adjusting the water rates.

Water Maintenance Fund – Expenditures

2013 Budget: \$463,800 2012 Budget: \$623,500 Change: (25.6%)

Line Item: Repairs, Maintenance & Supplies

2013 Budget: \$25,000

2012 Budget: \$25,000

Change: 0%

Staff Explanation: The City plans to replace some water valves, which are no longer operational or are leaking.

Line Item: Equipment Rental

2013 Budget: \$52,600

2012 Budget: \$40,300

Change: 30.5%

Staff Explanation: This has risen in order to increase the amount of revenue in the Motor Pool Fund to pay for the maintenance of equipment and vehicles.

Line Item: Capital Project-Professional & Contractual Services

2013 Budget: \$112,500

2012 Budget: \$249,100

Change: (54.8%)

Staff Explanation: This would cover the engineering and construction expenses associated with replacing the water main, water service lines and valves on two blocks of Fifth Street during the project to reconstruct this road. The project cost will be shared with the Sewer Fund.

Line Item: Equipment
2013 Budget: \$0
2012 Budget: \$25,000
Change: (100%)
Staff Explanation: There are no plans to purchase any equipment in 2013.

Line Item: Meters & Hydrants
2013 Budget: \$25,000
2012 Budget: \$50,000
Change: (50%)
Staff Explanation: In addition to purchasing replacement fire hydrants on an as-needed basis, the City will purchase radio read meters for the pit meters, as the City cannot read the pit meters in the winter due to the snow. This will eliminate the need to estimate customers' bills and then reconciling their accounts in the spring. Radio read meters will also be installed in locations that are difficult to read with the handheld units.

Water Plant Fund – Expenditures
2013 Budget: \$1,269,400 2012 Budget: \$1,221,800 Change: 3.9%

Line Item: Operating Supplies
2013 Budget: \$71,600
2012 Budget: \$69,000
Change: 3.8%
Staff Explanation: The majority of this line item is chemical costs.

Line Item: Contractual Services
2013 Budget: \$217,200
2012 Budget: \$224,300
Change: (3.2%)
Staff Explanation: Most of this cost (\$151,800) is attributed to the maintenance agreement with Utility Service Company to repaint and maintain the Gaylord and Danaher water towers. An additional amount (\$47,600 per year over 5 years) was allocated to enter into a maintenance agreement with Utility Service Company to repaint the Brye Road tank and add a tank mixer. The interior of this tank must be stripped and repainted while the exterior can be repainted without stripping it.

Line Item: Utilities - Electric
2013 Budget: \$100,000
2012 Budget: \$100,000
Change: 0%
Staff Explanation: While electrical rates are increasing, the Water Treatment Plant has consumed less electricity due to the lighting upgrades that were completed in 2011.

Line Item: Capital Improvement – Contractual

2013 Budget: \$122,500

2012 Budget: \$58,000

Change: 111%

Staff Explanation: A line stop and new 14" gate valve (\$20,000) will be installed to isolate the old plant from the 20" transmission main and new rapid mixers (\$85,000) will be installed per the Sanitary Survey conducted by the MDEQ. An additional \$17,500 is allocated to purchase and demolish the house at 808 East Danaher, which is adjacent to the Danaher water tower (this issue still needs to be discussed at the committee level). This house, which is in foreclosure, is an eyesore, and the property will provide additional space for City staff to use when serving the tower and for the public to use when sledding down the hill in the winter. Finally, the 2015 budget reflects spending \$5 million on upgrades to the water treatment plant, as required by the MDEQ in the Reliability Study. This amount is speculative and is subject to change.

Line Item: Equipment

2013 Budget: \$0

2012 Budget: \$10,800

Change: (100%)

Staff Explanation: There are no plans to purchase any equipment in 2013.

Sewage Plant Fund – Revenues

2013 Budget: \$1,283,600 2012 Budget: \$1,248,900 Change: 2.8%

Line Item: Charges for Services Rendered

2013 Budget: \$110,000

2012 Budget: \$114,000

Change: (3.5%)

Staff Explanation: We expect a slight decrease in these revenues that are derived from the delivery of leachate, septage, and fish waste to the wastewater treatment plant.

Line Item: Customer Sales

2013 Budget: \$979,900

2012 Budget: \$922,500

Change: 6.2%

Staff Explanation: While the sewer rate will increase by the rate of inflation, which is estimated to be 2.5% in 2013, this line item has been adjusted higher due to higher-than-expected demand.

Line Item: Customer Service Charges

2013 Budget: \$141,000

2012 Budget: \$141,000

Change: 0%

Staff Explanation: This represents the flat ready-to-serve charges on residents' sewer bills. This amount is anticipated to increase to about \$401,000 in 2015, as a separate surcharge on sewer bills will have to be added in order to repay bonds that will have to be issued to finance any necessary capital improvements at the wastewater treatment plant, as mandated by the MDEQ.

Line Item: HOF Surcharge

2013 Budget: \$47,000

2012 Budget: \$65,000

Change: (27.7%)

Staff Explanation: This line item has been decreased to reflect current usage, as House of Flavors (HOF) is sending significantly less waste to the City, which is subject to the Sewer Surcharge Agreement. The City used to receive about \$150,000 from HOF in the past. This decrease alone more than offsets any additional revenue derived from the increase to the sewer rate.

Line Item: Prior Year Fund Balance

2013 Budget: \$19,400

2012 Budget: \$196,700

Change: (90.1%)

Staff Explanation: A small portion of the fund balance will be used in order to balance the budget.

Sewage Maintenance Fund – Expenditures

2013 Budget: \$277,100 2012 Budget: \$280,500 Change: (1.2%)

Line Item: Professional Services and Contractual Services

2013 Budget: \$112,500

2012 Budget: \$130,800

Change: (14.0%)

Staff Explanation: The City intends to replace the sanitary sewer main on two blocks of Fifth Street.

Line Item: Equipment

2013 Budget: \$0

2012 Budget: \$1,000

Change: (100%)

Staff Explanation: There are no plans to purchase any equipment in 2013.

Sewage Plant Fund – Expenditures

2013 Budget: \$1,025,900 2012 Budget: \$1,165,100 Change: (11.9%)

Line Item: Utilities – Electric - WWTP

2013 Budget: \$135,000

2012 Budget: \$139,200

Change: (3.0%)

Staff Explanation: Electrical consumption is expected to decrease due to the new lighting project completed at the sewer plant.

Line Item: Capital Improvements-Professional & Contractual Services

2013 Budget: \$75,000

2012 Budget: \$233,000

Change: (67.8%)

Staff Explanation: This represents the cost to retain an engineering/biology firm to provide options to solve the ammonia and toxicity (outfall pipe) issues at the wastewater treatment plant. The City is waiting for the MDEQ to provide direction on what, if any, changes will be made to the discharge permit limits that would require significant upgrades to the wastewater treatment plant and/or relocate of the outfall pipe. The City has allocated \$3,075,000 in the 2015 budget for these potential upgrades. The City will be required to issue bonds to pay for these upgrades and to create a special surcharge on the sewer bills to repay these bonds.

In addition, the bids to install a bypass pump and related piping at the Rath Avenue lift station exceeded what was budgeted for this project. This lift station handles over 50% of the City's sewage flow. If this station suffers a mechanical or electrical failure, there is no way to have the sewage bypass the lift station and continue on through the force main to the wastewater treatment plant. Instead, the sewage would back up into residents' houses and businesses or would have to be pumped into Pere Marquette Lake. The City would propose including this project with any necessary upgrades to the treatment plant when issuing bonds.

Municipal Marina Fund – Revenues

2013 Budget: \$818,600 2012 Budget: \$738,300 Change: 10.9%

Line Item: Ice Sales

2013 Budget: \$10,800

2012 Budget: \$8,000

Change: 35%

Staff Explanation: The marina now makes its own ice and sells it to boaters at the Municipal Marina and Harbor View Marina, as well as selling it to Cartier Park, Gus Macker and the annual fishing tournament.

Line Item: Seasonal Boat Slip Rentals
 2013 Budget: \$202,000
 2012 Budget: \$202,000
 Change: 0%
 Staff Explanation: The number of seasonal slips has increased from 75 to 86 due to the completion of the new transient dock.

Line Item: Transient Boat Slip Rentals
 2013 Budget: \$118,800
 2012 Budget: \$119,900
 Change: (<1%)
 Staff Explanation: 86 slips are reserved for transient boaters. We expect boat traffic to decline slightly due to the poor economy.

Line Item: Gas and Diesel Sales
 2013 Budget: \$459,000
 2012 Budget: \$385,000
 Change: 19.2%
 Staff Explanation: Income from gasoline and diesel sales is expected to increase from last year's levels due to an expected increase in prices.

Municipal Marina Fund – Expenditures
2013 Budget: \$778,000 2012 Budget: \$730,300 Change: 6.5%

Line Item: Gasoline and Diesel
 2013 Budget: \$429,700
 2012 Budget: \$357,400
 Change: 20.2%
 Staff Explanation: Gasoline and diesel costs are expected to increase from this year's levels.

Line Item: Dock Repairs
 2013 Budget: \$6,000
 2012 Budget: \$40,000
 Change: (85%)
 Staff Explanation: While fewer docks are expected to be repaired in 2013, the Marina Board is looking at replacing the entire docking system at the marina in order to reduce future maintenance costs. The 2014 budget reflects spending \$900,000 to replace the docks with a grant possibly paying 50% of this cost. At this point, no decision has been made on a new docking system.

Line Item: Equipment
 2013 Budget: \$0
 2012 Budget: \$9,400
 Change: (100%)
 Staff Explanation: There are no plans to purchase any equipment in 2013.

Technology Fund – Revenues & Expenditures
2013 Budget: \$118,900 2012 Budget: \$74,300 Change: 60%

Line Item: All
 2013 Budget: \$118,900
 2012 Budget: \$74,300
 Change: 60%
 Staff Explanation: The City will allocate \$10,000 for the replacement of computers and \$25,000 for the replacement of the 5 Toughbook laptops in the Police Department. In addition, the budget includes software maintenance fees and the annual payment to Terrapin Networks to maintain the City's servers, computers, printers and other hardware. The revenues were increased to reflect increased contributions to the Technology Fund to cover the cost of the new server (\$27,000), as well as higher Internet and maintenance costs.

Motor Pool Fund – Revenues
2013 Budget: \$1,071,800 2012 Budget: \$877,200 Change: 22.2%

Line Item: Prior Year Fund Balance
 2013 Budget: \$0
 2012 Budget: \$0
 Change: 0%
 Staff Explanation: The budget reflects increasing the amount of equipment rental charged to each budget in order to increase the Motor Pool Fund's revenues. Because the City increased the equipment rental charges, the City will use a smaller amount of the Motor Pool Fund's cash balance to pay for needed expenditures. We need to keep reviewing this issue to see if we can have the revenues match the expenditures, so that it would not be necessary to use the Prior Year Fund Balance. However, we anticipate using some of the fund balance in 2014 to purchase a plow truck.

Motor Pool Fund – Expenditures
2013 Budget: \$933,000 2012 Budget: \$861,500 Change: 8.3%

Line Item: Gasoline, Motor Oil, Etc.
 2013 Budget: \$310,000
 2012 Budget: \$260,000
 Change: 19.2%
 Staff Explanation: Fuel prices are expected to increase from this year's levels, and we also project an increase in gasoline sales to LMTA and Pere Marquette Township.

Line Item:	Equipment
2013 Budget:	\$80,000
2012 Budget:	\$41,000
Change:	95.1%
Staff Explanation:	The City intends to purchase a new Chevy Tahoe police vehicle (\$33,000) to replace a 2006 Chevy Tahoe with about 160,000 miles and a new leaf claw (\$17,000) to pick up leaves. The budget allocates \$30,000 for equipment to be determined at a later date.

No FT staff changes; keep three seasonal employees at DPW/Parks/Cemetery.

Wage increases in 2013; wage freeze in 2014 & 2015

General Fund contributes to Local Street Fund to pave N. Gaylord in 2014.

Major Street Projects: Replace bridge in 2013, reconstruct Bryant Road in 2014.

Includes health-insurance increases of 15% per year.

General Fund	2013	2014	2015
Revenues	\$ 5,295,100	\$ 5,217,100	\$ 5,353,300
Expenditures-All Other	\$ 5,254,400	\$ 5,140,600	\$ 5,215,400
Contribution to Major St.	\$ -	\$ -	\$ -
Contribution to Local St.	\$ 128,600	\$ 303,600	\$ 129,200
Total Expenditures	<u>\$ 5,383,000</u>	<u>\$ 5,444,200</u>	<u>\$ 5,344,600</u>
Difference	\$ (87,900)	\$ (227,100)	\$ 8,700
General Fund Bal., Beginning of Year	\$ 1,386,783	\$ 1,298,883	\$ 1,071,783
General Fund Bal., End of Year	\$ 1,298,883	\$ 1,071,783	\$ 1,080,483
Percentage of Expenditures	24.1%	19.7%	20.2%

Major Street Fund	2013	2014	2015
Revenues-All Other	\$ 2,573,800	\$ 833,700	\$ 458,700
Contribution from General Fund	\$ -	\$ -	\$ -
Total-Revenues	\$ 2,573,800	\$ 833,700	\$ 458,700
Expenditures	\$ 2,726,900	\$ 851,400	\$ 340,900
Difference	\$ (153,100)	\$ (17,700)	\$ 117,800
Major Street Fund Bal., Beginning of Year	\$ 575,358	\$ 422,258	\$ 404,558
Major Street Fund Bal., End of Year	\$ 422,258	\$ 404,558	\$ 522,358
Percentage of Expenditures	15.5%	47.5%	153.2%

Local Street Fund	2013	2014	2015
Revenues-All Other	\$ 192,400	\$ 192,400	\$ 192,400
Contributions from General Fund	\$ 128,600	\$ 303,600	\$ 129,200
Total-Revenues	\$ 321,000	\$ 496,000	\$ 321,600
Expenditures	\$ 321,000	\$ 496,000	\$ 321,600
Difference	\$ -	\$ -	\$ -
Local Street Fund Bal., Beginning of Year	\$ 334,769	\$ 334,769	\$ 334,769
Local Street Fund Bal., End of Year	\$ 334,769	\$ 334,769	\$ 334,769
Percentage of Expenditures	104.3%	67.5%	104.1%

Water rate increases of 2.5%,1.5%,1.5%

No staff reductions. Wage increases in 2013, wage freeze in 2014 and 2015.

Assumes maintaining maint. contract for both water towers.

Assumes using \$100,000 per year of restricted cash.

2013 Project: Fifth St. water main replacement, install gate valve and rapid mixers at WTP, purchase Danaher house

2015 Project: Do MDEQ-required improvements at WTP.

Includes health-insurance increases of 15% per year.

Assumes new Utility Maint. Superintendent in 2014 and 2015.

Water Fund	2013	2014	2015
Revenues	<u>\$ 1,498,700</u>	<u>\$ 1,519,600</u>	<u>\$ 6,976,300</u>
<u>Water Maintenance</u>			
Expenditures-Operating (Employee)	\$ 215,500	\$ 253,600	\$ 231,000
Expenditures-Operating (Non-employee)	\$ 110,800	\$ 107,300	\$ 107,300
Expenditures-Capital (incl. radio read meters)	\$ 137,500	\$ 222,500	\$ 162,500
Total-Water Maint. Expenditures	<u>\$ 463,800</u>	<u>\$ 583,400</u>	<u>\$ 500,800</u>
<u>Water Treatment Plant</u>			
Expenditures-Operating (Employee)	\$ 537,700	\$ 537,700	\$ 537,800
Expenditures-Operating (Non-employee, water tower maint.)	\$ 604,200	\$ 742,800	\$ 1,110,500
Expenditures-Capital	\$ 127,500	\$ 15,000	\$ 5,015,000
Total-Water Plant Expenditures	<u>\$ 1,269,400</u>	<u>\$ 1,295,500</u>	<u>\$ 6,663,300</u>
Total-All Water Fund Expenditures	<u>\$ 1,733,200</u>	<u>\$ 1,878,900</u>	<u>\$ 7,164,100</u>
Difference	\$ (234,500)	\$ (359,300)	\$ (187,800)
Cash Bal., Beginning of Year	\$ 982,469	\$ 847,969	\$ 688,669
Cash Bal., End of Year	\$ 847,969	\$ 588,669	\$ 500,869

Assumes rate increase as follows: 2.5%, 1.5%, 1.5%

No staff reductions. Wage increases in 2013, wage freeze in 2014 and 2015.

2013 Project: Engineering work to resolve ammonia & outfall pipe issues at WWTP; Fifth St. sanitary sewer main.

2014 Project: Bryant Road sanitary sewer replacement project.

2015 Project: MDEQ-required improvements to WWTP, Fifth Street sanitary sewer main.

Includes health-insurance increases of 15% per year.

Assumes new Utility Maint. Superintendent in 2014 and 2015.

Sewer Fund	2013	2014	2015
Revenues	<u>\$ 1,283,600</u>	<u>\$ 1,298,300</u>	<u>\$ 4,573,300</u>
<u>Sewer Maintenance</u>			
Expenditures-Operating (Employee)	\$ 97,100	\$ 135,200	\$ 112,700
Expenditures-Operating (Non-employee)	\$ 67,500	\$ 67,500	\$ 67,500
Expenditures-Capital	\$ 112,500	\$ 172,500	\$ 112,500
Total-Sewer Maint. Expenditures	<u>\$ 277,100</u>	<u>\$ 375,200</u>	<u>\$ 292,700</u>
<u>Wastewater Treatment Plant</u>			
Expenditures-Operating (Employee)	\$ 343,200	\$ 332,500	\$ 332,500
Expenditures-Operating (Non-employee)	\$ 607,700	\$ 652,200	\$ 902,300
Expenditures-Capital	\$ 75,000	\$ -	\$ 3,075,000
Total-Wastewater Plant Expenditures	<u>\$ 1,025,900</u>	<u>\$ 984,700</u>	<u>\$ 4,309,800</u>
Total-All Sewer Fund Expenditures	<u>\$ 1,303,000</u>	<u>\$ 1,359,900</u>	<u>\$ 4,602,500</u>
Difference	\$ (19,400)	\$ (61,600)	\$ (29,200)
Cash Bal., Beginning of Year	\$ 613,334	\$ 593,934	\$ 532,334
Cash Bal., End of Year	\$ 593,934	\$ 532,334	\$ 503,134

No staff reductions.

2013 Project: Purchase roll-off dump box, new police vehicle, new DPW pickup and leaf claw.

2014 Project: Purchase new police vehicle, new trackless vehicle and new plow truck.

2015 Project: Purchase new police vehicle, new dump truck, new utility truck with flat bed and new pickup truck.

Includes health-insurance increases of 15% per year.

Motor Pool Fund	2013	2014	2015
Revenues	<u>\$ 1,071,800</u>	<u>\$ 1,071,800</u>	<u>\$ 1,071,800</u>
Expenditures-Operating (Employee)	\$ 265,000	\$ 265,000	\$ 237,000
Expenditures-Operating (Non-employee)	\$ 588,000	\$ 589,100	\$ 590,200
Expenditures-Capital (Equipment)	\$ 80,000	\$ 295,000	\$ 131,000
Total-Motor Pool Expenditures	<u>\$ 933,000</u>	<u>\$ 1,149,100</u>	<u>\$ 958,200</u>
Difference	\$ 138,800	\$ (77,300)	\$ 113,600
Cash Bal., Beginning of Year	\$ 295,349	\$ 434,149	\$ 356,849
Cash Bal., End of Year	\$ 434,149	\$ 356,849	\$ 470,449

2013 BUDGET INDEX

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GENERAL FUND
SUMMARY - REVENUES
FISCAL YEAR ENDING - DECEMBER 31, 2012, 2013, 2014
DEPARTMENT - GENERAL FUND CODE - 101

2010	2011	2012 BUDGET	2012 Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
3,699,088	3,717,651	3,602,900	3,595,833	403-445	TOTAL TAXES	3,673,300	3,731,800	3,850,700
94,197	92,019	81,000	95,814	451-477	TOTAL LICENSES & PERMITS	101,500	82,100	82,100
772,182	840,502	644,400	371,003	574-576	TOTAL INT'GOV'T REVENUES	734,300	709,300	719,300
205,499	215,009	209,000	194,351	608-651	TOTAL CHGS FOR SERVICES	202,500	182,800	183,100
33,091	36,654	34,000	21,654	658-659	TOTAL FINES & FORFEITS	34,000	34,000	34,000
65,091	58,900	60,500	56,904	665-673	TOTAL OTHER REVENUES	69,800	69,800	69,800
461,661	461,713	387,600	302,493	677-685	TOTAL REIM. & REFUNDS	479,700	407,300	414,300
52	15	0	29,750	693	TOTAL MISC. REVENUES	3,000	3,000	3,000
5,330,860	5,438,153	5,019,400	4,667,801		TOTAL REVENUES:	5,295,100	5,217,100	5,353,300
0	0	0	0		Prior Year Fund Balance:	87,900	227,100	0
5,330,860	5,438,153	5,019,400	4,667,801		GENERAL FUND REVENUE SUMMARY TOTALS:	5,383,000	5,444,200	5,353,300

GENERAL FUND
SUMMARY EXPENDITURES
FISCAL YEAR ENDING - DECEMBER 31, 2012, 2013, 2014
DEPARTMENT - GENERAL FUND CODE - 101

2010	2011	2012 BUDGET	2012 Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
37,711	39,857	48,300	30,022	101	MAYOR & CITY COUNCIL	40,800	40,800	40,800
228,718	225,312	233,000	157,637	172	MANAGER'S OFFICE	232,700	233,700	232,700
262,049	246,231	248,800	169,434	215	CLERK'S/GENERAL ACCTING	250,400	247,100	246,100
2,252	2,687	3,100	2,557	247	BOARD OF REVIEW	2,900	2,900	2,900
136,595	131,649	119,000	76,170	253	TREASURER'S OFFICE	118,500	118,600	118,700
169,746	171,314	169,600	119,916	257	ASSESSOR'S & BUILDING INSP.	163,300	153,700	153,700
26,490	23,191	24,800	25,191	262	ELECTIONS	22,100	27,600	22,100
100,233	112,935	101,600	63,442	265	CITY HALL & GROUNDS	100,800	100,800	100,800
57,525	64,632	65,000	51,845	266	CITY ATTORNEY	67,000	67,000	67,000
89,536	114,424	112,200	65,072	268	CITY PROPERTY - DOWNTOWN	131,200	130,800	131,000
8,522	5,343	4,400	2,043	269	CITY PROPERTY - OTHER	9,500	4,800	4,900
168,702	169,220	188,900	121,730	276	CEMETERY	207,600	194,200	202,600
0	0	200	0	290	BOARD OF ETHICS	200	200	200
1,245,597	1,315,075	1,283,200	797,079	301	POLICE DEPT.	1,418,000	1,368,700	1,380,700
72,122	67,969	64,800	34,515	302-304	POLC CLER/SPEC POLC	70,000	70,700	70,700
171,690	168,603	177,900	105,917	336	FIRE DEPT.	190,000	195,900	196,400
286,576	294,861	306,100	234,193	441	DPW-MUNICIPAL SERVICES	336,100	336,100	338,400
51,359	53,685	62,000	46,027	444	SEWAGE TREATMENT	87,000	87,000	87,400
161,901	168,891	160,000	86,669	448	STREET LIGHTING	160,000	166,400	173,000
596,086	621,407	671,000	360,146	528	GARBAGE & RUBBISH	721,300	735,000	747,900
3,221	1,986	6,900	1,478	721	PLANNING COMMISSION	4,400	4,400	4,400
72,475	131,840	82,900	52,853	728	ECONOMIC & COMMUNITY DEV.	81,900	81,900	81,900
324,741	309,893	342,200	244,455	751	PARKS	366,700	333,000	335,100
0	33,433	27,400	17,045	753	BEACH SAFETY	27,500	27,500	27,500
60,020	70,398	72,200	36,501	756	LAUNCHING RAMPS	89,000	60,200	90,300
45,430	44,373	46,100	41,498	851	INSURANCE & BONDS	42,000	42,000	42,000
617,245	718,926	419,400	419,340	960	CONTRIBUTIONS TO OTH FUNDS	431,000	613,200	445,400
19,238	12,202	11,700	11,635	961	MISC. EXPENSES	11,100	0	0
5,015,781	5,320,341	5,052,700	3,374,411		GENERAL FUND EXPENDITURE SUMMARY TOTALS:	5,383,000	5,444,200	5,344,600

OTHER FUNDS
SUMMARY - REVENUES AND EXPENDITURES
FISCAL YEAR ENDING - DECEMBER 31, 2012, 2013, 2014
DEPARTMENT - ALL OTHER FUNDS CODES - 202, 203, 208, 211, 215, 216, 371

2010	2011	2012 BUDGET	2012 Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
591,116	954,377	796,800	587,749	202	MAJOR STREET REVENUES	2,573,800	833,700	458,700
0	0	0	0		PRIOR YEAR FUND BALANCE	153,100	17,700	0
491,962	880,468	1,006,600	744,992	202	MAJOR STREET EXPENSES	2,726,900	851,400	340,900
429,695	379,540	301,200	227,093	203	LOCAL STREET REVENUES	321,000	496,000	321,600
0	0	0	0		PRIOR YEAR FUND BALANCE	0	0	0
371,712	404,789	482,400	173,693	203	LOCAL STREET EXPENSES	321,000	496,000	321,600
150,831	147,489	143,500	109,870	208	RECREATION REVENUES	139,900	139,900	139,900
0	0	0	0		PRIOR YEAR FUND BALANCE	4,900	17,900	4,900
152,526	143,544	157,100	112,962	208	RECREATION EXPENSES	144,800	157,800	144,800
158,409	180,343	159,100	86,602	211	SR CENTER REVENUES	165,500	170,800	169,500
0	0	0	0		PRIOR YEAR FUND BALANCE	0	0	0
147,263	166,201	165,300	104,764	211	SR CENTER EXPENSES	162,100	167,200	165,600
11,818	111	100	54	215	WTRFRNT PLAYGRND PRJ REV	100	100	100
0	0	0	0		PRIOR YEAR FUND BALANCE	0	0	0
11,818	2,746	100	4,589	215	WTRFRNT PLAYGRND PRJ EXP	100	100	100
1,924	1,306	1,800	1,703	216	MOVIES IN THE PARK REVENUE	0	0	0
0	0	0	0		PRIOR YEAR FUND BALANCE	0	0	0
1,924	1,734	2,200	0	216	MOVIES IN THE PARK EXPENSE	0	0	0
251,950	253,565	262,500	124,899	371	BLDG AUTH BD & INT REVENUES	260,400	267,600	274,200
0	0	0	0		PRIOR YEAR FUND BALANCE	0	0	0
251,950	253,565	262,500	262,440	371	BLDG AUTH BD & INT EXPENSES	260,400	267,600	274,200

OTHER FUNDS
SUMMARY - REVENUES AND EXPENDITURES
FISCAL YEAR ENDING - DECEMBER 31, 2012, 2013, 2014
DEPARTMENT - ALL OTHER FUNDS CODES - 404,422, 493, 495, 508, 591

2010	2011	2012 BUDGET	2012 Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
308,592	314,436	376,900	6,897	422	BUILDING REHAB REVENUES	800,500	197,500	197,500
19,195	0	0	0		PRIOR YEAR FUND BALANCE	0	0	0
327,787	309,167	376,900	15,131	422	BUILDING REHAB EXPENSES	800,500	197,500	197,500
142,517	149,567	138,000	124,899	493	DDA OPERATING REVENUES	143,200	144,200	145,200
0	0	0	0		PRIOR YEAR FUND BALANCE	0	0	0
116,383	132,276	138,000	78,489	493	DDA OPERATING EXPENSES	143,200	144,200	145,200
0	0	0	0	495	WATCHCASE CONTAM REVENUE	3,900	0	0
41,603	45,186	44,500	28,608		PRIOR YEAR FUND BALANCE	3,900	0	0
41,603	45,186	44,500	28,608	495	WATCHCASE CONTAM GR EXP	3,900	0	0
190,264	188,191	186,400	201,457	508	CARTIER PARK FUND REVENUE	205,900	210,900	210,900
0	0	0	0		PRIOR YEAR FUND BALANCE	0	9,600	0
150,060	146,370	156,800	103,412	508	CARTIER PARK FUND EXPENSE	195,700	220,500	191,700
1,477,203	1,362,902	1,445,500	827,040	591-556	WATER PLANT REVENUES	1,498,700	1,519,600	6,976,300
0	0	0	0		PRIOR YEAR FUND BALANCE	234,500	359,300	187,800
1,477,203	1,362,902	1,445,500	827,040		TOTAL WATER FUNDS AVAIL.	1,733,200	1,878,900	7,164,100
488,418	481,792	623,500	484,434	591-000	WATER MAINT EXPENSES	463,800	583,400	500,800
955,306	1,093,908	1,221,800	738,237	591-556	WATER PLANT EXPENSES	1,269,400	1,295,500	6,663,300
1,443,725	1,575,700	1,845,300	1,222,671		TOTAL WATER EXPENSES	1,733,200	1,878,900	7,164,100

OTHER FUNDS
SUMMARY - REVENUES AND EXPENDITURES
FISCAL YEAR ENDING - DECEMBER 31, 2012, 2013, 2014
DEPARTMENT - ALL OTHER FUNDS CODES - 592, 594, 650, 661

2010	2011	2012 BUDGET	2012 Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
1,232,665	1,215,788	1,248,900	763,235	592-527	WWTP PLANT REVENUES	1,283,600	1,298,300	4,573,300
66,453	0	0	0		PRIOR YEAR FUND BALANCE	19,400	61,600	29,200
1,299,118	1,215,788	1,248,900	763,235		TOTAL WWTP FUNDS AVAIL.	1,303,000	1,359,900	4,602,500
399,639	386,203	280,500	246,300	592-000	SEWAGE MAINT EXPENSES	277,100	375,200	292,700
877,216	924,451	1,074,900	246,300	592-527	WWTP PLANT EXPENSES	1,025,900	984,700	4,309,800
1,276,855	1,310,653	1,355,400	790,359		TOTAL SEWAGE EXPENSES	1,303,000	1,359,900	4,602,500
815,190	756,934	738,300	738,371	594	MUNICIPAL MARINA REVENUES	818,600	1,268,600	819,000
0	0	0	0		PRIOR YEAR FUND BALANCE	0	409,700	56,600
721,647	803,654	730,300	562,509	594	MUNICIPAL MARINA EXPENSES	778,000	1,678,300	875,600
82,161	88,477	74,300	49,533	650	TECHNOLOGY FUND REVENUE	118,900	94,200	94,500
79,421	74,877	74,300	68,979	650	TECHNOLOGY FUND EXPENSE	118,900	94,200	94,500
819,200	765,129	877,200	552,419	661	MOTOR POOL REVENUES	1,071,800	1,071,800	1,071,800
372,944	0	0	0		PRIOR YEAR FUND BALANCE	0	77,300	0
1,192,144	1,054,394	861,500	637,605	661	MOTOR POOL EXPENSES	933,000	1,149,100	958,200

GENERAL FUND 101
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - GENERAL FUND CODE - 101-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
3,590,522	3,592,495	3,478,200	3,465,198	403	Current Real & Pers Prop Taxes	3,539,800	3,594,100	3,713,000
40,569	68,914	68,700	71,598	425	Payment in Lieu of Taxes	71,500	71,700	71,700
27,950	21,383	18,000	17,938	437	Industrial Facility Tax	22,000	26,000	26,000
40,048	34,860	38,000	41,099	445	Penalties, Interest & Fees	40,000	40,000	40,000
3,699,088	3,717,651	3,602,900	3,595,833		TOTAL TAXES	3,673,300	3,731,800	3,850,700
66,164	68,441	68,000	34,594	452	Charter Comm Franchise Fees	69,000	69,000	69,000
4,500	4,500	4,500	2,250	452-100	Charter Comm Peg Channel	4,500	4,500	4,500
23,533	19,079	8,500	58,970	476	NonBusiness Lic. & Bldg Permits	28,000	8,600	8,600
94,197	92,019	81,000	95,814		TOTAL LICENSES & PERMITS	101,500	82,100	82,100
1,965	62,501	0	1,092	502	Federal Grant - Police	25,000	0	10,000
3,600	57,500	0	0	539	State Grant	0	0	0
2,985	2,638	3,000	1,326	565	Act 302-Training Funds	3,000	3,000	3,000
6,435	0	0	2,952	568	State Grants- Dredging	0	0	0
539,916	558,336	515,000	281,902	574-100	Sales Tax - Constitutional	565,000	565,000	565,000
162,504	121,517	100,000	57,327	574-200	Sales Tax - Statutory	114,600	114,600	114,600
4,340	0	0	0	575	State Grants - Other	0	0	0
11,095	10,556	10,000	165	576	Liquor Licenses	10,000	10,000	10,000
13,448	13,867	14,000	13,995	580	Resource - LAS	14,300	14,300	14,300
25,895	13,587	2,400	12,244	586-000	Contrib from Other Units	2,400	2,400	2,400
772,182	840,502	644,400	371,003		TOTAL INT'GOV'T REVENUES	734,300	709,300	719,300
2,350	1,600	500	2,300	608	Appeal Fees (Sp Land Use Appl)	1,000	1,000	1,000
4,540	23,743	9,000	9,395	626	Charges for Services Rendered	1,000	1,000	1,000
20,801	18,727	18,700	22,570	632	Fire Protection	22,900	23,200	23,500
31,500	39,775	30,000	26,400	634	Grave Openings	30,000	30,000	30,000
6,225	6,025	4,000	4,650	636	Foundations	6,000	6,000	6,000
17,486	26,754	46,500	33,736	638	Services Rendered - Police Dept.	40,500	20,500	20,500
43,930	12,800	20,000	11,795	643	Sale of Cemetery Lots	13,000	13,000	13,000
0	0	0	700	643-200	Sale of Columbarium Plaques	1,000	1,000	1,000
342	516	300	323	650	Miscellaneous Sales	300	300	300

GENERAL FUND 101
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - GENERAL FUND CODE - 101-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	402	0	771	650-100	Miscellaneous - Police Sales	800	800	800
25,472	38,567	37,000	38,164	650-300	Sale of Refuse Stickers	38,500	38,500	38,500
508	0	0	0	650-500	Misc Scrap Metal	0	0	0
21,374	19,840	19,000	23,350	651	Boat Ramp - Seasonal	22,000	22,000	22,000
24,325	21,054	20,000	15,758	651-300	Boat Ramps - Loomis Street	20,000	20,000	20,000
6,646	5,204	4,000	4,440	651-400	Boat Ramps - Copeyon Park	5,500	5,500	5,500
205,499	215,009	209,000	194,351		TOTAL CHGS FOR SERVICES	202,500	182,800	183,100
20,327	20,084	20,000	10,884	658	Ordinances, Fines/Costs-Police	20,000	20,000	20,000
12,764	16,570	14,000	10,770	659	Parking Fines-Police	14,000	14,000	14,000
33,091	36,654	34,000	21,654		TOTAL FINES & FORFEITS	34,000	34,000	34,000
2,235	2,280	2,100	1,931	665	Interest Earned-Perpetual Care	2,100	2,100	2,100
28,573	29,164	29,000	28,561	666	Interest Earned on Investments	29,000	29,000	29,000
1,800	1,800	1,800	0	668	Harbor View Lease	1,800	1,800	1,800
1,300	2,750	2,200	1,350	669	Facility Rental	1,500	1,500	1,500
40	0	0	0	672	Commissions-Cartier Park	0	0	0
25,258	22,077	25,000	24,961	673	Sidewalk Construction	35,000	35,000	35,000
576	492	400	0	674	Commissions-Telescopes	400	400	400
5,100	338	0	0	675	Special Assessments	0	0	0
209	0	0	102	675-100	Special Assessments - Interest	0	0	0
65,091	58,900	60,500	56,904		TOTAL OTHER REVENUES	69,800	69,800	69,800
1,712	0	0	0	676-700	Contributions - Site Assessment	0	0	0
76,036	105,492	30,000	68,993	677	Reimbursements	50,000	30,000	30,000
1,070	400	500	1,100	677-650	Water Safety Day - Police Dept	500	500	500

GENERAL FUND 101
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - GENERAL FUND CODE - 101-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
25,800	26,300	26,800	17,867	678-100	Admin.- Cont. From Major Sts.	27,300	27,800	28,300
16,100	16,400	16,700	11,133	678-200	Admin.- Cont. From Local Sts.	17,000	17,300	17,600
53,500	54,600	55,700	37,133	679	Admin.- Cont. From Motor Pool	56,800	57,900	59,000
47,500	42,400	43,200	28,800	680	Admin. Expenses - Marina	44,000	44,800	45,600
71,400	72,800	74,200	49,467	681	Admin. Expenses - Water	75,600	77,100	78,600
71,400	72,800	74,200	49,467	681-100	Admin. Expenses - Sewage	75,600	77,100	78,600
30,000	30,600	31,200	20,800	681-200	Admin. Expenses - DDA	31,800	32,400	33,000
40,672	28,736	7,000	0	681-300	Admin. Expenses - Bldg Rehab	65,400	6,000	6,000
20,400	20,800	21,200	14,133	682	Admin Expenses - Cartier Park	33,000	33,700	34,400
671	675	1,500	0	684	Contribution from Marina	1,500	1,500	1,500
0	0	0	0	684-300	Contrib from Skate Park	0	0	0
4,200	4,200	4,200	2,800	684-400	Contrib from DDA	0	0	0
1,200	1,200	1,200	800	685	Ins. & Bond Reim - Sr. Center	1,200	1,200	1,200
461,661	477,403	387,600	302,493		TOTAL REIMB. & REFUNDS	479,700	407,300	414,300
52	15	0	29,750	694-300	Donated Revenue	0	0	0
52	15	0	29,750		TOTAL MISC. REVENUES	0	0	0
5,330,860	5,438,153	5,019,400	4,667,801		TOTAL REVENUES:	5,295,100	5,217,100	5,353,300
0	0	0	0		Prior Year Fund Balance:	87,900	227,100	0
5,330,860	5,438,153	5,019,400	4,667,801		TOTAL GENERAL FUND REVENUES:	5,383,000	5,444,200	5,353,300

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - MAYOR & CITY COUNCIL CODE - 101-101

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
30,000	30,000	30,000	20,000	704	Salaries & Wages	30,000	30,000	30,000
2,844	2,535	3,000	1,883	719	Fringe Benefits	3,000	3,000	3,000
0	128	200	758	727	Office Supplies	300	300	300
196	331	0	0	802	Contractual Services - MML	0	0	0
0	0	200	0	820	Membership & Dues	0	0	0
2,400	3,120	2,900	1,020	853	Telephone	2,900	2,900	2,900
420	589	1,400	401	860	Transportation	1,000	1,000	1,000
1,227	2,204	3,200	0	864	Conferences & Workshops	2,000	2,000	2,000
624	950	600	1,427	956	Miscellaneous Expenses	600	600	600
0	0	6,800	4,533	969-600	Contribution to Technology Fund	1,000	1,000	1,000
37,711	39,857	48,300	30,022		TOTAL CITY COUNCIL & MAYOR EXPENSES:	40,800	40,800	40,800

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - MANAGER'S OFFICE CODE - 101-172

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
132,656	132,194	134,600	91,857	702	Salaries & Wages	136,700	136,700	136,700
71,159	72,461	73,400	48,162	719	Fringe Benefits	72,000	72,000	72,000
2,400	2,400	2,400	1,200	719-100	Health Insurance Reimbursement	2,400	2,400	2,400
1,916	1,158	1,200	801	727	Office Supplies	1,200	1,200	1,200
298	257	800	343	728	Safety Comm. - Supplies	800	800	800
5,211	1,856	3,000	973	801	Professional Services	2,000	3,000	2,000
0	0	0	0	802	Contractual Services	0	0	0
4,914	5,039	5,200	5,035	820	Membership & Dues	5,100	5,100	5,100
720	762	800	360	853	Telephone	800	800	800
1,249	1,225	1,300	778	853-100	Cellular Phone	1,600	1,600	1,600
4,200	4,200	4,200	2,800	860	Transportation	4,200	4,200	4,200
1,985	1,795	2,300	2,905	864	Conferences & Workshops	2,000	2,000	2,000
318	481	600	288	956	Miscellaneous Expenses	500	500	500
1,692	1,483	3,200	2,133	969-600	Contribution to Technology Fund	3,400	3,400	3,400
228,718	225,312	233,000	157,637		TOTAL MANAGER'S OFFICE EXPENSES:	232,700	233,700	232,700

FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - CLERK'S / GENERAL ACCOUNTING CODE - 101-215

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
122,233	120,099	122,900	80,244	702	Salaries & Wages	124,800	124,800	124,800
335	0	0	0	704	Salaries & Wages - Part Time	0	0	0
68,076	69,917	67,000	48,533	719	Fringe Benefits	65,400	65,400	65,400
4,800	4,800	4,800	2,900	719-100	Health Insurance Reimbursement	4,800	4,800	4,800
13,429	9,205	11,000	8,963	727	Office Supplies	10,200	10,400	9,300
14,942	11,158	12,100	8,600	801	Professional Services	12,500	9,000	9,000
5,467	4,008	3,900	3,219	802	Contractual Services	3,700	3,700	3,700
275	285	300	285	820	Membership Dues	300	300	300
3,202	3,557	3,800	2,903	853	Telephone	3,700	3,700	3,700
869	1,035	1,200	483	860	Transportation	1,300	1,200	1,200
1,457	1,894	1,900	1,961	864	Conferences & Workshops	1,900	1,900	1,900
1,000	1,000	1,000	1,000	880	Community Promotion	1,000	1,000	1,000
7,070	7,387	7,000	4,455	900	Printing & Publishing	6,200	6,200	6,200
3,048	2,794	3,100	762	946	Office Equipment - Lease/Rent	3,100	3,100	3,100
0	58	200	59	956	Miscellaneous	200	200	200
619	1,223	1,000	0	956-100	Miscellaneous - Service Awards	1,200	1,200	1,200
15,228	7,809	7,600	5,067	969-600	Contribution to Technology Fund	10,100	10,200	10,300
262,049	246,231	248,800	169,434		TOTAL CLERK'S / GENERAL ACCOUNTING EXPENSES:	250,400	247,100	246,100

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - BOARD OF REVIEW CODE - 101-247

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
1,520	1,800	1,800	1,560	704	Salaries & Wages - Part Time	1,800	1,800	1,800
148	174	200	153	719	Fringe Benefits	200	200	200
0	0	100	14	727	Office Supplies	100	100	100
0	0	100	0	860	Transportation	100	100	100
45	30	100	45	864	Conferences & Workshops	100	100	100
476	573	700	604	900	Printing & Publishing	500	500	500
63	110	100	181	956	Miscellaneous	100	100	100
2,252	2,687	3,100	2,557		TOTAL BOARD OF REVIEW EXPENSES:	2,900	2,900	2,900

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - TREASURER'S OFFICE CODE - 101-253

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
77,237	72,248	64,900	41,801	702	Salaries & Wages	65,500	65,500	65,500
43,047	41,938	35,400	25,182	719	Fringe Benefits	34,400	34,400	34,400
3,000	3,000	3,000	2,000	719-100	Health Ins. Reimbursement	3,000	3,000	3,000
1,963	1,314	1,600	1,201	727	Office Supplies	1,800	1,800	1,800
0	0	0	0	801	Professional Services	0	0	0
5,887	6,018	6,100	1,490	802	Contractual Services	4,300	4,300	4,300
100	50	100	50	820	Membership Dues	200	200	200
360	360	400	180	853	Telephone	400	400	400
282	382	300	189	860	Transportation	500	500	500
1,119	850	1,200	124	864	Conference & Workshops	1,200	1,200	1,200
0	0	0	0	900	Printing & Publishing	0	0	0
5	151	100	19	956	Miscellaneous	100	100	100
3,595	5,338	5,900	3,933	969-600	Contribution to Technology Fund	7,100	7,200	7,300
136,595	131,649	119,000	76,170		TOTAL TREASURER'S EXPENSES:	118,500	118,600	118,700

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - ASSESSOR'S & BUILDING INSPECTOR CODE - 101-257

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
38,627	44,730	56,000	35,819	702	Salaries & Wages	56,200	56,200	56,200
0	0	0	0	702-1	Salaries & Wages-Building Insp	0	0	0
9,525	5,865	0	0	704	Salaries & Wages - Part Time	0	0	0
7,861	7,936	9,200	5,839	704-1	Salaries & Wages	8,000	8,000	8,000
10,000	6,000	6,000	6,000	704-2	Salaries & Wages - Assessor	4,000	4,000	4,000
29,354	33,358	32,100	23,121	719	Fringe Benefits	30,200	30,200	30,200
1,000	600	600	600	719-300	Fringe Benefits - Assessor	400	400	400
3,043	3,185	3,500	2,564	727	Office Supplies	3,500	3,500	3,500
0	1,467	1,500	1,389	727-200	Office Supplies - Postage	1,500	1,500	1,500
0	1,922	5,000	0	801	Professional Services	5,000	5,000	5,000
1,807	8,935	1,500	75	802	Contractual Services	1,000	1,000	1,000
14,718	8,952	12,000	17,701	802-100	Contractual Services - Bldg Insp.	14,000	4,300	4,300
33,804	30,842	30,800	19,500	802-200	Contractual Services - Assessng	25,800	25,800	25,800
180	10	300	10	820	Membership Dues	200	200	100
360	0	0	0	835	Health Services	0	0	0
0	0	0	0	860	Transportation	0	0	0
100	0	300	0	864	Conferences & Workshops	300	300	300
3,822	3,674	3,800	2,631	943	Equipment Rental	5,000	5,000	5,000
15,545	13,839	7,000	4,667	969-600	Contribution to Technology Fund	8,200	8,300	8,400
169,746	171,314	169,600	119,916		TOTAL ASSESSOR'S & BLDG INSPECTOR EXPENSES:	163,300	153,700	153,700

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - ELECTIONS CODE - 101-262

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
1,280	788	2,000	1,229	702	Salaries & Wages	1,200	2,300	1,200
16,639	9,222	15,200	16,481	704	Salaries & Wages - Part Time	8,100	16,200	8,100
1,113	239	2,600	344	719	Fringe Benefits	800	1,600	800
240	0	100	482	727	Office Supplies	300	900	300
6,450	5,327	2,200	4,692	740	Operating Supplies	8,700	2,500	8,700
767	305	1,200	150	802	Contractual Services	1,100	2,300	1,100
0	809	100	211	900	Printing & Publishing	400	200	400
0	172	1,300	1,346	930	Repairs & Maintenance	1,400	1,400	1,400
0	180	100	257	956	Miscellaneous	100	200	100
0	6,149	0	0	970	Capital Improvement - Contractual	0	0	0
26,490	23,191	24,800	25,191		TOTAL ELECTION EXPENSES:	22,100	27,600	22,100

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - CITY HALL & GROUNDS CODE - 101-265

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
35,191	34,739	35,300	23,025	702	Salaries & Wages	35,900	35,900	35,900
19,415	20,925	19,300	14,949	719	Fringe Benefits	18,900	18,900	18,900
0	0	0	0	722	CDL License	0	0	0
2,893	3,365	2,800	1,639	740	Operating Supplies	2,800	2,800	2,800
0	180	200	180	801	Professional Services	200	200	200
3,894	3,271	4,800	4,555	802	Contractual Services	4,800	4,800	4,800
4,165	4,340	4,500	0	802-100	Contractual Services - Peg Channel	4,500	4,500	4,500
496	440	500	327	853	Telephone	500	500	500
17,566	17,160	16,400	10,756	921	Utilities - Electric	17,600	17,600	17,600
4,904	6,200	7,800	3,085	923	Utilities - Gas	5,000	5,000	5,000
2,180	2,054	1,900	1,099	927	Utilities - Water	2,100	2,100	2,100
7,159	4,503	5,000	1,847	930	Repairs, Maint. & Supplies	4,500	4,500	4,500
2,371	2,630	3,100	1,981	943	Equipment Rental	4,000	4,000	4,000
0	13,129	0	0	977	Equipment	0	0	0
100,233	112,935	101,600	63,442		TOTAL CITY HALL & GROUNDS EXPENSES:	100,800	100,800	100,800

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - CITY ATTORNEY CODE - 101-266

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
43,125	50,232	50,000	39,233	801-100	Professional Services - Civil	52,000	52,000	52,000
14,400	14,400	15,000	12,613	801-200	Professional Services - Criminal	15,000	15,000	15,000
57,525	64,632	65,000	51,845		TOTAL CITY ATTORNEY EXPENSES:	67,000	67,000	67,000

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - CITY PROPERTY - DOWNTOWN CODE - 101-268

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
21,013	32,320	26,000	18,156	702	Salaries & Wages	26,400	26,400	26,400
11,765	16,640	14,200	10,591	719	Fringe Benefits	13,900	13,900	13,900
3,524	5,416	3,500	2,338	740	Operating Supplies	3,500	3,500	3,500
2,500	3,991	5,000	1,074	784	Snow Removal Supplies	4,000	4,000	4,000
24,872	24,546	27,600	7,416	802	Contractual Services	39,000	39,000	39,000
2,491	2,732	3,000	1,340	921	Utilities - Electric	2,700	2,800	3,000
769	702	900	336	923	Utilities - Heat	700	700	700
422	437	500	131	927	Utilities - Water	800	800	800
4,742	5,141	5,000	3,844	930	Repairs, Maint. & Supplies	5,500	5,000	5,000
17,438	22,500	26,500	19,847	943	Equipment Rental	34,700	34,700	34,700
89,536	114,424	112,200	65,072		TOTAL CITY PROPERTY DOWNTOWN EXPENSES:	131,200	130,800	131,000

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - CITY PROPERTY OTHER CODE - 101-269

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
369	399	500	239	702	Salaries & Wages	1,000	500	500
201	182	300	165	719	Fringe Benefits	600	300	300
0	1,500	0	0	801	Professional Services	0	0	0
6,105	1,530	1,500	554	802	Contractual Services	5,500	1,500	1,500
1,580	1,299	1,300	889	921	Utilities - Electric	1,400	1,500	1,600
166	33	200	0	930	Repairs, Maint. & Supplies	200	200	200
101	400	600	195	943	Equipment Rental	800	800	800
8,522	5,343	4,400	2,043		TOTAL CITY PROPERTY OTHER EXPENSES:	9,500	4,800	4,900

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - CEMETERY CODE - 101-276

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
77,006	78,348	81,200	51,223	702	Salaries & Wages	80,000	80,000	80,400
3,992	2,394	6,400	3,010	704	Salaries & Wages - Part Time	3,900	3,900	3,900
42,558	46,394	44,900	31,818	719	Fringe Benefits	42,400	42,400	42,600
0	96	0	0	722	CDL Licenses	100	0	100
5,712	4,723	5,100	3,177	740	Operating Supplies	4,700	4,700	4,700
1,866	613	2,000	1,894	741	Plaques - Columbarium	2,600	2,600	2,600
4,659	2,563	3,700	549	802	Contractual Services	1,600	8,200	16,000
35	35	100	35	820	Membership Dues	100	100	100
32	156	200	0	835	Health Services	100	200	100
400	502	600	424	853	Telephone	700	700	700
483	494	500	314	853-1	Cellular Phone	600	600	600
336	260	400	270	864	Conferences & Workshops	400	400	400
1,727	1,913	2,000	1,099	921	Utilities - Electric	2,000	2,000	2,000
1,407	1,332	1,500	583	923	Utilities - Gas	1,500	1,500	1,500
5,268	1,545	6,500	993	927	Utilities - Water	6,500	6,500	6,500
2,023	2,594	4,000	1,933	930	Repairs, Maint. & Supplies	2,000	2,000	2,000
1,308	979	1,500	738	936-000	Foundations	1,500	1,500	1,500
18,800	22,500	26,500	22,537	943	Equipment Rental	34,800	34,800	34,800
0	0	100	0	956	Miscellaneous Expenses	100	100	100
1,092	1,779	1,700	1,133	969-600	Contribution to Technology Fund	2,000	2,000	2,000
0	0	0	0	970	Capital Improvements	20,000	0	0
0	0	0	0	977	Equipment	0	0	0
168,702	169,220	188,900	121,730		TOTAL CEMETERY EXPENSES:	207,600	194,200	202,600

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	0	100	0	801	Professional Services	100	100	100
0	0	100	0	900	Printing & Publishing	100	100	100
0	0	200	0		TOTAL BOARD OF ETHICS EXPENSES:	200	200	200

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - POLICE DEPARTMENT CODE - 101-301

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
774,936	781,849	797,400	488,418	702	Salaries & Wages	814,100	814,100	814,100
0	0	0	0	702-100	Salaries & Wages - Grant O.T.	0	0	0
50,664	50,875	55,900	34,532	702-200	Salaries & Wages - SSCENT	56,200	56,200	56,200
22,526	19,820	16,700	20,772	704	Salaries & Wages - Part Time	16,700	16,700	16,700
214,456	209,519	205,000	122,104	719	Fringe Benefits	229,700	229,700	229,700
13,173	14,026	14,300	11,378	719-04	Fringe Benefits - SSCENT	15,800	15,800	15,800
24,048	23,809	24,000	18,369	719-100	Health Insurance Reimbursement	24,000	24,000	24,000
2,329	2,809	4,000	865	719-200	Dental Reimbursement	4,000	4,000	4,000
11,991	10,942	9,100	6,803	740	Operating Supplies	9,100	9,100	9,100
762	112	500	0	740-100	SERT - Operating Supplies	500	500	500
0	482	500	0	740-200	Water Safety Supplies	500	500	500
3,815	3,823	3,000	3,320	740-700	Act 302-Training Expenses	3,000	3,000	3,000
4,879	14,284	5,000	2,802	744	Clothing Allowance	3,000	3,000	3,000
0	0	0	0	801	Professional Services	0	0	0
671	675	1,500	0	751	Gasoline, Motor Oil	1,500	1,500	1,500
5,785	3,640	4,200	2,207	802	Contractual Services	4,600	4,600	4,600
365	585	500	505	820	Memberships & Dues	500	500	500
408	1,579	900	1,180	835	Health Services	0	700	700
2,375	2,375	1,000	1,073	851	Radio Maintenance	1,500	1,500	1,500
4,013	3,710	4,100	2,639	853	Telephone	4,100	4,100	4,100
2,956	3,302	2,800	2,132	853-100	Cellular Phone	3,700	3,700	3,700
587	1,259	500	454	860	Transportation	0	0	0
5,703	4,576	4,500	1,444	864	Conferences & Workshops	4,000	4,000	4,000
1,271	125	800	1,124	880	Community Promotion	800	800	800
410	729	500	519	930	Repairs, Maint. & Supplies	500	500	500
81,839	91,095	111,800	64,683	943	Equipment Rental	146,500	146,500	146,500
447	266	200	90	956	Miscellaneous	200	200	200
15,187	28,053	14,500	9,667	969-600	Contribution to Technology Fund	48,500	23,500	23,500
0	40,756	0	0	977	Equipment	25,000	0	12,000
1,245,597	1,315,075	1,283,200	797,079		TOTAL POLICE DEPT. EXPENSES:	1,418,000	1,368,700	1,380,700

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - POLICE CLERICAL / RESERVE OFFICERS CODE - 101-302-303

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					POLICE CLERICAL			
36,013	25,813	30,500	19,755	302-702	Salaries & Wages	33,700	34,200	34,200
12,121	16,488	12,000	0	302-704	Salaries & Wages - Part Time	13,800	13,800	13,800
22,288	18,518	17,900	13,702	302-719	Fringe Benefits	19,100	19,300	19,300
900	900	900	600	302-719 100	Health Insurance Reimbursement	900	900	900
0	0	0	22	302-956	Miscellaneous	0	0	0
0	66	200	0	302-957	Training	200	200	200
					RESERVE OFFICERS			
595	4,951	1,700	436	303-744	Clothing Allowance & Equipment	1,500	1,500	1,500
204	1,165	1,400	0	303-835	Health Services	600	600	600
0	68	200	0	303-057	Training	200	200	200
72,122	67,969	64,800	34,515		POLICE CLERICAL/RESERVE OFFICERS EXPENSES:	70,000	70,700	70,700
1,245,597	1,315,075	1,283,200	797,079		POLICE DEPT. EXPENSES	1,418,000	1,368,700	1,380,700
1,317,719	1,383,044	1,348,000	831,594		TOTAL OF ALL POLICE DEPT EXPENSES	1,488,000	1,439,400	1,451,400

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - FIRE DEPARTMENT CODE - 101-336

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
839	159	0	423	702	Salaries & Wages	0	0	0
86,182	88,125	100,600	48,848	704	Salaries & Wages - Firemen	100,600	105,200	105,200
0	0	4,000	0	704-900	Salaries & Wages - Education	2,000	2,000	2,000
9,092	9,378	10,500	6,874	719	Fringe Benefits	10,500	11,000	11,000
0	0	0	0	719-400	Loss Wage Insurance	2,000	2,000	2,000
4,672	4,051	4,000	1,855	740	Operating Supplies	7,500	7,500	7,500
5,187	7,760	4,500	1,552	744	Clothing Allowance	4,500	4,500	4,500
1,775	1,938	1,500	1,804	751	Gasoline, Motor Oil	2,000	2,000	2,000
0	0	0	1,239	801	Professional Services	0	0	0
9,380	8,353	4,400	4,384	802	Contractual Services	7,000	7,000	7,000
205	225	300	220	820	Membership Dues	800	800	800
877	1,323	400	0	835	Health Services	800	800	800
2,070	1,043	1,000	884	851	Radio Maintenance	1,000	1,000	1,000
2,870	803	900	735	853	Telephone	1,300	1,300	1,300
697	546	600	278	853-100	Cellular Phone	800	800	800
187	403	800	322	860	Transportation	600	600	600
1,519	2,013	2,000	1,380	864	Conferences & Workshops	1,000	1,000	1,000
1,400	1,400	1,400	0	874	Retirement Benefits	1,400	1,400	1,400
4,309	4,406	5,300	2,442	874-100	Retirement - Deferred Comp.	5,300	5,500	5,500
1,715	1,249	1,400	831	880	Community Promotions	1,400	1,400	1,400
4,315	5,276	4,400	3,307	921	Utilities - Electric	5,500	5,800	6,000
4,255	2,811	4,300	2,071	923	Utilities - Heat/Gas	3,500	3,500	3,500
564	542	600	267	927	Utilities - Water	600	600	600
5,848	5,192	3,000	1,609	930	Repairs, Maint. & Supplies	3,000	3,000	3,000
105	49	0	0	943	Equipment Rental	0	0	0
181	261	300	167	956	Miscellaneous	300	300	300
20,801	18,727	18,700	22,423	960	Fire Runs & Protection	22,900	23,200	23,500
2,644	2,570	3,000	2,000	969-600	Contribution to Technology Fund	3,700	3,700	3,700
171,690	168,603	177,900	105,917		TOTAL FIRE DEPT. EXPENSES:	190,000	195,900	196,400

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - DPW / MUNICIPAL SERVICES CODE - 101-441

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
127,896	132,408	129,700	91,294	702	Salaries & Wages	131,700	131,700	133,000
462	240	7,200	6,680	704	Salaries & Wages - Part Time	7,200	7,200	7,200
79,467	75,376	71,500	60,909	719	Fringe Benefits	69,800	69,800	70,400
0	0	0	0	719-100	Health Services	4,800	4,800	4,800
144	120	200	192	722	CDL Licenses	100	100	300
5,052	5,182	5,000	3,090	740	Operating Supplies	6,200	6,200	6,200
457	887	300	0	782	Road Materials & Supplies	300	300	300
2,711	3,195	3,200	2,343	784	Snow Removal Supplies	3,200	3,200	3,200
608	1,275	500	766	786	Traffic Control Supplies	800	800	800
90	90	100	0	801	Professional Services	100	100	100
13,840	9,468	9,200	19,753	802	Contractual Services	9,200	9,200	9,200
809	0	500	433	835	Health Services	400	400	600
360	0	0	0	853	Telephone	0	0	0
593	139	0	241	853-100	Cellular Phone	500	500	500
0	0	0	0	860	Transportation	0	0	0
50	426	0	0	864	Conferences & Workshops	100	100	100
388	691	300	196	900	Printing & Publishing	300	300	300
1,039	0	2,000	1,583	930	Repairs, Maint. & Supplies	2,000	2,000	2,000
52,500	63,000	74,200	45,117	943	Equipment Rental	97,300	97,300	97,300
112	90	0	129	956	Miscellaneous	100	100	100
0	2,274	2,200	1,467	969-600	Contribution to Technology Fund	2,000	2,000	2,000
286,576	294,861	306,100	234,193		TOTAL DPW / MUNICIPAL SERVICES EXPENSES:	336,100	336,100	338,400

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - SIDEWALK CONSTRUCTION CODE - 101-444

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
10,299	21,418	15,000	16,999	802	Contractual Services-Volunteer	25,000	25,000	25,000
10,574	0	5,000	0	802-100	Contractual Sidewalk - Request	10,000	10,000	10,000
1,750	4,900	4,000	3,840	802-200	Handicapped Ramp	4,000	4,000	4,000
28,736	27,308	30,000	25,188	802-300	Contractual - Sidewalk	40,000	40,000	40,000
0	0	8,000	0	802-400	Shaving Trip Hazard	8,000	8,000	8,000
0	59	0	0	900	Printing & Publishing	0	0	400
51,359	53,685	62,000	46,027		TOTAL SIDEWALK CONSTRUCTION EXP:	87,000	87,000	87,400

[illegible]

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - GARBAGE & RUBBISH CODE - 101-528

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
58,001	61,070	58,900	27,861	702	Salaries & Wages	59,800	59,800	59,800
32,842	25,577	32,100	15,184	719	Fringe Benefits	31,400	31,400	31,400
0	600	0	0	726-000	Licensing, Permits	0	600	0
20,520	39,688	37,000	38,344	740-900	Allied Yard Waste Supplies	38,500	38,500	38,500
395,745	394,198	424,400	234,088	802	Contractual Services	436,800	449,900	463,400
4,293	0	0	0	802-100	Refuse Stickers	0	0	0
1,500	1,500	1,500	1,500	802-200	Cont to Household Hazard Waste	1,500	1,500	1,500
686	221	500	166	900	Printing & Publishing	500	500	500
82,500	98,554	116,600	43,004	943	Equipment Rental	152,800	152,800	152,800
596,086	621,407	671,000	360,146		TOTAL GARBAGE & RUBBISH EXPENSES:	721,300	735,000	747,900

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - PLANNING COMMISSION & BOARD OF APPEALS CODE - 101-721

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	0	100	0	702	Salaries & Wages	100	100	100
732	535	1,000	350	740	Operating Supplies	900	900	900
867	171	3,500	56	801	Professional Services	1,700	1,700	1,700
180	60	200	0	820	Membership Dues	0	0	0
0	0	100	0	860	Transportation	100	100	100
0	0	600	0	864	Conferences & Workshops	600	600	600
1,442	1,220	1,400	1,072	900	Printing & Publishing	1,000	1,000	1,000
3,221	1,986	6,900	1,478		TOTAL PLANNING COMM & BOARD OF APPEALS EXPENSES	4,400	4,400	4,400

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - ECONOMIC & COMMUNITY DEVELOPMENT CODE - 101-728

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
43,165	45,619	46,700	31,400	702	Salaries & Wages	44,900	44,900	44,900
23,825	24,086	25,500	19,513	719	Fringe Benefits	23,600	23,600	23,600
881	1,265	1,200	226	727	Office Supplies	1,400	1,400	1,400
1,650	0	0	518	801	Professional Services	0	0	0
368	57,975	6,000	0	802	Contractual Services	6,000	6,000	6,000
75	0	100	0	820	Membership & Dues	100	100	100
495	540	600	0	853-100	Cellular Phone	600	600	600
280	475	600	196	860	Transportation	2,400	2,400	2,400
220	333	500	0	864	Conferences and Workshops	500	500	500
0	59	100	0	900	Printing & Publishing	100	100	100
36	5	100	0	956	Miscellaneous	100	100	100
1,481	1,483	1,500	1,000	969-600	Contribution to Technology Fund	2,200	2,200	2,200
72,475	131,840	82,900	52,853		TOTAL ECON & COMM DEV EXPENSES:	81,900	81,900	81,900

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - PARKS CODE - 101-751

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
99,935	92,724	92,200	81,285	702	Salaries & Wages	100,000	100,000	100,400
4,112	2,320	0	3,086	704	Salaries & Wages - Part Time	3,900	3,900	3,900
54,863	51,302	50,300	48,052	719	Fringe Benefits	52,800	52,800	53,000
19,243	12,251	12,000	12,678	740	Operating Supplies	12,000	12,000	12,000
38,372	44,413	38,100	26,689	802	Contractual Services	34,000	24,500	25,500
50	0	0	0	860	Transportation	0	0	0
0	0	0	0	853	Telephone	0	0	0
666	0	0	0	864	Conferences & Workshops	700	0	0
10,483	11,227	11,600	5,368	921	Utilities - Electric	11,000	11,500	12,000
1,160	735	1,000	449	923	Utilities - Heat	800	800	800
30,101	27,936	30,000	6,520	927	Utilities - Water	30,000	30,000	30,000
18,080	15,511	20,000	7,328	930	Repairs, Maint. & Supplies	18,000	18,000	18,000
37,500	45,000	53,000	53,000	943	Equipment Rental	69,500	69,500	69,500
246	0	0	0	969-600	Contribution to Technology Fund	0	0	0
9,931	6,475	34,000	0	970	Capital Improvements	34,000	10,000	10,000
0	0	0	0	977	Equipment	0	0	0
324,741	309,893	342,200	244,455		TOTAL PARKS EXPENSES:	366,700	333,000	335,100

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING DECEMBER 31, 2011, 2012, 2013
DEPARTMENT - BEACH SAFETY CODE - 101-753

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	2,576	3,000	749	702	Salaries & Wages	2,000	2,000	2,000
0	10,635	11,200	10,620	704	Salaries & Wages	11,200	11,200	11,200
0	1,592	2,800	1,253	719	Fringe Benefits	1,400	1,400	1,400
0	10,624	2,000	2,079	740	Operating Supplies	2,700	2,700	2,700
0	0	500	459	744	Clothing Allowance	500	500	500
0	1,689	600	169	802	Contractual Services	400	400	400
0	405	800	256	853	Telephone	500	500	500
0	5,894	6,400	1,460	943	Equipment Rental	8,400	8,400	8,400
0	18	100	0	956	Miscellaneous Expenses	100	100	100
0	0	0	0	864	Conferences & Workshops	300	300	300
0	33,433	27,400	17,045		TOTAL BEACH SAFETY EXPENSES:	27,500	27,500	27,500

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - LAUNCHING RAMPS CODE - 101-756

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
9,550	10,125	12,400	8,156	702	Salaries & Wages	12,600	12,600	12,600
12,322	0	0	0	704	Salaries & Wages - Part Time	0	0	0
11,123	9,294	6,800	4,445	719	Fringe Benefits	6,600	6,600	6,600
5,306	3,750	4,000	1,524	740	Operating Supplies	4,000	4,000	4,000
165	2,304	0	2,211	801	Professional Services	5,000	0	0
5,352	31,780	12,000	9,670	802	Contractual Services	22,000	12,000	22,000
320	0	0	0	853	Telephone	0	0	0
3,423	3,318	3,500	1,341	921	Utilities - Electric	3,300	3,500	3,600
1,161	1,202	1,200	106	927	Utilities - Water	1,200	1,200	1,200
2,740	2,056	4,500	2,592	930	Repairs, Maint. & Supplies	3,500	3,500	3,500
8,558	6,570	12,800	6,457	943	Equipment Rental	16,800	16,800	16,800
0	0	15,000	0	977	Equipment	14,000	0	20,000
60,020	70,398	72,200	36,501		TOTAL LAUNCHING RAMPS EXPENSES:	89,000	60,200	90,300

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
45,430	44,373	46,100	41,498	910	Insurance & Bonds	42,000	42,000	42,000
45,430	44,373	46,100	41,498		TOTAL INSURANCE & BONDS EXPENSES:	42,000	42,000	42,000

GENERAL FUND 101
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - CONTRIBUTIONS TO OTHER FUNDS / MISC CONTRIBUTIONS CODE - 101-960/961

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					960 CONTRIBUTIONS TO OTH FDS			
42,000	42,000	42,000	42,000	961	Contribution to Recreation Fund	42,000	42,000	42,000
44,030	17,361	0	0	962	Contribution to West Ludington Avenue Project	0	0	0
0	178,500	0	0	965	Contribution to Major Streets	0	0	0
42,300	42,300	0	0	966	Contribution to Senior Center	0	0	0
211,400	185,200	114,900	114,900	967	Contribution to Local Streets	128,600	303,600	129,200
251,950	253,565	262,500	262,440	968	Contribution to Building Authority	260,400	267,600	274,200
3,600	0	0	0	969-700	Contribution to LAAC	0	0	0
1,965	0	0	0	969-800	Reimb. To Sscent Adjudicated	0	0	0
20,000	0	0	0	969-900	Reimb. Dog Park	0	0	0
617,245	718,926	419,400	419,340		TOTAL CONT. TO OTHER FDS	431,000	613,200	445,400
					961 MISCELLANEOUS			
6,738	0	0	0	964	Charter Boat Refunds	0	0	0
0	0	0	0	965-802	MDEQ - Conrad Landfill	0	0	0
12,500	12,202	11,700	11,635	969-100	Cont. to M.C. Growth Alliance	11,100	0	0
0	0	0	0	969-400	Cont For Homeland Security	0	0	0
0	0	0	0	974	Misc 404 E Melendy	0	0	0
19,238	12,202	11,700	11,635		TOTAL MISC EXPENSES:	11,100	0	0
5,015,781	5,320,341	5,052,700	3,374,411		TOTAL GENERAL FUND EXPENSES:	5,383,000	5,444,200	5,344,600

MAJOR STREETS 202
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - MAJOR STREETS CODE - 202-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
171,252	0	360,000	360,000	525	Category F Grant Revenue	0	0	0
41,673	40,269	57,900	25,348	546	Reimbursements - Trunkline	57,900	57,900	57,900
13,181	13,286	13,200	6,753	548	State Revenue - "Build Michigan"	13,200	13,200	13,200
3,540	1,718	0	0	549	State Revenue - Snow (Act 51)	0	0	0
357,218	364,704	361,200	190,214	575	Gas & Weight Tax	384,500	384,500	384,500
0	0	0	0	575-1	Bridge Grant	2,115,300	0	0
0	350,424	0	0	575-2	Small Urban Grant	0	375,000	0
3,560	4,812	3,300	5,434	666	Interest Earned on Investments	2,900	3,100	3,100
0	178,500	0	0	676-4	Contribution from General Fund	0	0	0
692	664	1,200	0	677	Reimbursements	0	0	0
591,116	954,377	796,800	587,749		TOTAL REVENUES:	2,573,800	833,700	458,700
0	0	0	0		Prior Year Fund Balance:	153,100	17,700	0
591,116	954,377	796,800	587,749		TOTAL MAJOR STREETS REVENUES:	2,726,900	851,400	458,700

MAJOR STREETS 202
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - CONST & SURFACING / SURFACE MAINT / SWEEPING & FLUSHING / SHOULDER MAINT
TREES & SCRUBS CODE - 451 / 464 / 466 / 467

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					451 CONSTRUCTION / SURFACING			
7,600	340	497,700	121	802	Contractual Services	0	0	0
1,485	89,613	0	20,261	802-300	Contractual Services - Sm Urban	0	450,000	0
0	0	0	0	802-400	Contractual Services - Bridge	2,226,700	0	0
36,519	86,351	107,000	90,256	821	Engineering	160,300	67,500	0
28,380	0	74,500	0	821-100	Engineering - Category F	0	0	0
171,252	463,568	0	473,088	970	Capital Improvements	0	0	0
245,236	639,872	679,200	583,726		TOTAL CONSTRUCTION AND SURFACING:	2,387,000	517,500	0
					464 SURFACE MAINTENANCE			
3,668	2,215	7,200	2,220	702	Salaries & Wages	3,500	3,500	3,500
1,178	837	4,000	1,319	719	Fringe Benefits	1,900	1,900	1,900
1,096	1,844	2,500	978	782	Road Materials & Supplies	2,000	2,000	2,000
22,156	4,179	10,000	200	802	Contractual Services	30,000	30,000	30,000
1,623	1,285	5,400	1,472	943	Equipment Rental	2,000	2,000	2,000
29,720	10,360	29,100	6,189		TOTAL SURFACE MAINTENANCE:	39,400	39,400	39,400
					466 SWEEPING & FLUSHING			
4,519	3,935	4,900	2,367	702	Salaries & Wages	4,900	4,900	4,900
1,441	1,437	2,700	1,290	719	Fringe Benefits	2,600	2,600	2,600
0	0	200	0	802	Contractual Services - Landfill	200	200	200
13,063	14,393	16,200	8,340	943	Equipment Rental	16,200	16,200	16,200
19,024	19,765	24,000	11,998		TOTAL SWEEPING AND FLUSHING:	23,900	23,900	23,900
					467 SHOULDER MAINTENANCE			
315	0	100	0	702	Salaries & Wages	100	100	100
83	0	0	0	719	Fringe Benefits	0	0	0
0	0	100	0	782	Road Materials & Supplies	100	100	100
123	0	100	0	943	Equipment Rental	100	100	100
520	0	300	0		TOTAL SHOULDER MAINTENANCE:	300	300	300

MAJOR STREETS 202
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - DRAINAGE / GRASS & WEED CONTROL CODES - 468 / 471

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					468 TREES & SHRUBS			
2,857	5,110	3,400	3,920	702	Salaries & Wages	6,000	5,000	6,000
0	0	0	16	704	Salaries & Wages - Part Time	0	0	0
912	1,842	1,900	2,480	719	Fringe Benefits	3,200	2,700	3,200
3,784	4,604	0	0	782	Supplies	5,000	0	5,000
1,695	1,070	2,100	1,300	802	Contractual Services	2,000	2,000	2,000
2,029	3,695	4,000	4,328	943	Equipment Rental	4,500	4,500	4,500
11,277	16,321	11,400	12,044		TOTAL TREES & SHRUBS:	20,700	14,200	20,700
					469 DRAINAGE			
50	85	500	0	702	Salaries & Wages	100	100	100
16	31	300	2	719	Fringe Benefits	0	0	0
274	435	400	169	921	Utilities - Electric	400	400	400
46	38	100	0	943	Equipment Rental	100	100	100
386	588	1,300	171		TOTAL DRAINAGE:	600	600	600
					471 GRASS & WEED CONTROL			
921	971	1,500	766	702	Salaries & Wages	1,000	1,000	1,000
296	357	900	417	719	Fringe Benefits	600	600	600
1,189	1,276	1,500	1,363	943	Equipment Rental	1,500	1,500	1,500
2,406	2,604	3,900	2,546		TOTAL GRASS & WEED CONTROL:	3,100	3,100	3,100
63,333	49,638	70,000	32,947		TOTAL ROUTINE MAINT.	88,000	81,500	88,000

MAJOR STREETS 202
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - TRAFFIC SERVICES - SIGNS / SIGNALS / PAVEMENT MARKINGS CODES - 475 476 477

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					475 TRAFFIC SERVICES - SIGNS			
711	457	1,500	909	702	Salaries & Wages	1,200	1,200	1,200
229	169	900	495	719	Fringe Benefits	700	700	700
0	2,360	3,000	860	782	Materials & Supplies	2,000	2,000	2,000
227	87	900	127	943	Equipment Rental	900	900	900
1,167	3,073	6,300	2,391		TOTAL TRAFFIC SERVICES - SIGNS:	4,800	4,800	4,800
					476 TRAFFIC SERV - SIGNALS			
33	216	200	65	702	Salaries & Wages	200	200	200
11	79	100	20	719	Fringe Benefits	100	100	100
0	0	200	36	782	Road Materials & Supplies	200	200	200
0	0	100	0	802	Contractual Services	100	100	100
14	133	200	53	943	Equipment Rental	200	200	200
58	428	800	174		TOTAL TRAFFIC SERVICES - SIGNALS:	800	800	800
					477 PAVEMENT MARKINGS			
1,479	682	1,500	1,157	702	Salaries & Wages	1,500	1,500	1,500
476	251	900	631	719	Fringe Benefits	800	800	800
1,647	1,778	1,800	0	782	Materials & Supplies	1,800	1,800	1,800
5,723	6,259	6,300	5,804	802	Contractual Services	6,300	6,300	6,300
693	570	1,800	910	943	Equipment Rental	1,200	1,200	1,200
10,017	9,541	12,300	8,503		TOTAL PAVEMENT MARKINGS:	11,600	11,600	11,600
11,243	13,042	19,400	11,067		TOTAL TRAFFIC SERVICE & PAVEMENT MARKINGS:	17,200	17,200	17,200

MAJOR STREETS 202
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - WINTER MAINT / EMP FRGS / ADMIN / MISC CONTR CODES - 478 / 480 / 482 / 960

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					478 WINTER MAINTENANCE			
10,651	10,965	18,800	5,665	702	Salaries & Wages	15,000	15,000	15,000
3,056	4,741	10,300	3,739	719	Fringe Benefits	8,000	8,000	8,000
20,545	23,633	30,000	15,651	782	Road Materials & Supplies	30,000	30,000	30,000
15,450	19,669	30,000	9,457	943	Equipment Rental	30,000	30,000	30,000
49,701	59,007	89,100	34,512		TOTAL WINTER MAINTENANCE:	83,000	83,000	83,000
					480 EMPLOYEE FRINGE BENEFITS			
30,135	33,308	30,500	23,076	702	Salaries & Wages (Sick & Vac)	30,500	30,500	30,500
23,286	16,007	16,700	12,576	719	Fringe Benefits	16,000	16,000	16,000
53,421	49,315	47,200	35,652		TOTAL EMPLOYEE FRINGES:	46,500	46,500	46,500
					482 ADMINISTRATION / AUDIT			
19,300	19,800	20,100	13,400	703	Administrative Expenses	20,500	20,900	21,300
800	800	600	600	484-801	Record Keeping - Audit	700	700	700
20,100	20,600	20,700	14,000		TOTAL ADMINISTRATION:	21,200	21,600	22,000
					960 CONTRIBUTIONS			
0	0	0	0	960-967	Contributions to Local Streets	0	0	0
0	0	0	0		TOTAL MISC CONTRIBUTIONS	0	0	0
443,034	831,474	925,600	711,904		TOTAL MAJOR STREETS EXPENSES:	2,642,900	767,300	256,700

MAJOR STREETS (TRUNKLINES) 202
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - CONSTRUCTION / SURFACE MAINT / SWEEPING & FLUSHING / TREES & SCRUBS
DRAINAGE / SIGNS CODES: 486 / 487 / 488 / 490 / 491

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					486 CONSTRUCTION			
0	0	0	0	802	Contractual Services	0	0	0
0	0	0	0		TOTAL CONSTRUCTION:	0	0	0
					487 SURFACE MAINTENANCE			
0	50	100	34	702	Salaries & Wages	100	100	100
0	15	0	19	719	Fringe Benefits	0	0	0
0	51	100	0	782	Road Materials & Supplies	100	100	100
0	53	100	56	943	Equipment Rental	100	100	100
0	169	300	109		TOTAL SURFACE MAINTENANCE:	300	300	300
					488 SWEEPING & FLUSHING			
1,696	1,204	1,500	835	702	Salaries & Wages	1,600	1,600	1,600
540	1,538	900	455	719	Fringe Benefits	900	900	900
0	0	200	0	802	Contractual Services - Landfill	200	200	200
5,935	5,336	5,000	4,255	943	Equipment Rental	5,000	5,000	5,000
8,171	8,078	7,600	5,545		TOTAL SWEEPING & FLUSHING:	7,700	7,700	7,700
					490 TREES & SHRUBS			
0	0	100	0	702	Salaries & Wages	100	100	100
0	0	0	0	719	Fringe Benefits	0	0	0
0	0	100	0	782	Road Materials & Supplies	100	100	100
0	0	100	0	943	Equipment Rental	100	100	100
0	0	300	0		TOTAL TREES & SHRUBS:	300	300	300
					491 DRAINAGE			
0	0	100	0	702	Salaries & Wages	100	100	100
0	0	100	0	782	Road Materials & Supplies	100	100	100
0	0	100	0	943	Equipment Rental	100	100	100
0	0	300	0		TOTAL DRAINAGE:	300	300	300

MAJOR STREETS (TRUNKLINES) 202
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - TRAFFIC SIGNALS / PAVEMENT MARKINGS / SHOULDER MAINT / WINTER MAINT / ADMIN /
CODES: 493 / 494 / 495 / 496 / 497 / 498

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					493 SIGNS			
68	0	200	102	702	Salaries & Wages	200	200	200
22	0	100	57	719	Fringe Benefits	100	100	100
0	0	100	0	782	Materials & Supplies	100	100	100
14	0	200	27	943	Equipment Rental	200	200	200
104	0	600	186		TOTAL SIGNS:	600	600	600
					494 TRAFFIC SIGNALS			
0	63	100	0	702	Salaries & Wages	100	100	100
2,134	23	0	2,756	719	Fringe Benefits	0	0	0
1,661	2,501	1,800	0	921	Utilities - Electric	4,500	4,500	4,500
0	1,021	500	0	930	Signal Maintenance	500	500	500
0	19	100	0	943	Equipment Rental	100	100	100
3,795	3,627	2,500	2,756		TOTAL TRAFFIC SIGNALS:	5,200	5,200	5,200
					495 PAVEMENT MARKINGS			
67	0	500	0	702	Salaries & Wages	500	500	500
21	0	300	0	719	Fringe Benefits	300	300	300
35	0	200	0	782	Road Materials & Supplies	200	200	200
14	0	300	0	943	Equipment Rental	300	300	300
138	0	1,300	0		TOTAL PAVEMENT MARKINGS	1,300	1,300	1,300
					497 WINTER MAINTENANCE			
5,873	5,599	13,200	3,334	702	Salaries & Wages	13,400	13,400	13,400
2,251	2,172	7,200	2,200	719	Fringe Benefits	7,100	7,100	7,100
9,838	12,967	18,000	9,071	782	Road Materials & Supplies	18,000	18,000	18,000
9,882	8,669	23,000	5,421	943	Equipment Rental	23,000	23,000	23,000
27,844	29,407	61,400	20,026		TOTAL WINTER MAINT.	61,500	61,500	61,500

MAJOR STREETS (TRUNKLINES) 202
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - EMPLOYEE FRINGES CODE: 502

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					498 ADMIN - TRUNKLINE			
6,500	6,500	6,700	4,467	703	Administrative Expenses	6,800	6,900	7,000
6,500	6,500	6,700	4,467		TOTAL ADMIN.-TRUNKLINE:	6,800	6,900	7,000
					502 EMPLOYEE FRINGES			
2,375	1,213	0	0	719	Fringe Benefits	0	0	0
2,375	1,213	0	0		TOTAL EMPLOYEE FRINGES:	0	0	0
					960 MISC CONTRIBUTIONS			
0	0	0	0	967	Contribution to Local Streets	0	0	0
0	0	0	0		TOTAL MISC CONTRIBUTIONS:	0	0	0
48,927	48,994	81,000	33,089		TOTAL STATE TRUNKLINES	84,000	84,100	84,200
443,034	831,474	925,600	711,904		TOTAL MAJOR STREETS	2,642,900	767,300	256,700
491,962	880,468	1,006,600	744,992		TOTAL MAJOR STREETS & TRUNKLINES:	2,726,900	851,400	340,900

LOCAL STREETS 203
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - LOCAL STREETS CODE - 203-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	0	0	0	502	Federal Grant	0	0	0
27,298	24,651	26,000	26,212	539	METRO Act	26,000	26,000	26,000
5,477	5,505	5,500	2,782	548	State Revenue - "Build Michigan"	5,500	5,500	5,500
20,639	9,591	0	0	549	State Revenue - Snow (Act51)	0	0	0
148,414	151,136	150,700	78,366	575	Gas & Weight Tax	158,400	158,400	158,400
3,420	3,285	4,100	3,037	666	Interest Earned on Investments	2,500	2,500	2,500
211,400	185,200	114,900	114,900	676	Contributions From General Fund	128,600	303,600	129,200
0	0	0	0	676-200	Contributions From Major Streets	0	0	0
0	172	0	1,796	677-000	Reimbursements	0	0	0
13,049	0	0		684-100	Contributions from Capital Improv	0	0	0
429,695	379,540	301,200	227,093		TOTAL REVENUES:	321,000	496,000	321,600
0	0	0	0		Prior Year Fund Balance:	0	0	0
429,695	379,540	301,200	227,093		TOTAL LOCAL ST REVENUES:	321,000	496,000	321,600

LOCAL STREETS 203
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - CONST & SURFACING / SURFACE MAINT / SWEEPING & FLUSHING / SHOULDER MAINT
CODES: 451 / 464 / 466 / 467

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					451 CONST. & SURFACING			
100,300	9,786	157,500	1,124	802	Contractual Services	0	157,600	0
5,353	21,348	23,700	749	821	Engineering Expense	0	23,600	0
0	93,369	0	4,667	970	Capital Improvements	0	0	0
105,653	124,503	181,200	6,540		TOTAL CONST. & SURFACING:	0	181,200	0
					464 SURFACE MAINTENANCE			
7,794	7,705	9,000	6,983	702	Salaries & Wages	9,000	9,000	9,000
2,497	2,755	4,900	3,925	719	Fringe Benefits	4,800	4,800	4,800
2,708	3,417	3,500	2,939	782	Road Materials & Supplies	3,500	3,500	3,500
10,000	12,191	10,000	2,940	802	Contractual Services	20,000	20,000	20,000
0	1,234	0	0	821	Engineering Expense	0	0	0
3,795	3,919	5,000	5,277	943	Equipment Rental	6,000	6,000	6,000
26,793	31,221	32,400	22,064		TOTAL SURFACE MAINT.	43,300	43,300	43,300
					466 SWEEPING & FLUSHING			
6,091	6,034	6,600	2,190	702	Salaries & Wages	6,600	6,600	6,600
1,940	2,101	3,600	1,193	719	Fringe Benefits	3,500	3,500	3,500
0	0	100	0	802	Contractual Services - Landfill	100	100	100
16,012	18,399	22,500	8,350	943	Equipment Rental	22,500	22,500	22,500
24,043	26,533	32,800	11,733		TOTAL SWEEPING AND FLUSHING:	32,700	32,700	32,700
					467 SHOULDER MAINTENANCE			
339	724	500	0	702	Salaries & Wages	500	500	500
84	263	200	0	719	Fringe Benefits	300	300	300
0	86	0	0	782	Road Materials & Supplies	200	200	200
49	466	200	0	943	Equipment Rental	200	200	200
473	1,540	900	0		TOTAL SHOULDER MAINT.	1,200	1,200	1,200

LOCAL STREETS 203
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - TREES & SHRUBS /DRAINAGE / GRASS & WEED CONTROL CODES: 468 / 469 / 471

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					468 TREES & SHRUBS			
27,446	25,280	17,600	19,425	702	Salaries & Wages	25,000	24,000	25,000
0	0	0	32	704	Salaries & Wages - Part Time	0	0	0
8,822	9,481	9,600	12,269	719	Fringe Benefits	13,100	12,600	13,100
3,810	4,850	0	0	782	Road Materials & Supplies	5,000	0	5,000
1,695	2,140	2,400	2,600	802	Contractual Services	2,600	2,600	2,600
26,982	22,736	27,000	17,247	943	Equipment Rental	27,000	27,000	27,000
68,755	64,486	56,600	51,573		TOTAL TREES & SHRUBS	72,700	66,200	72,700
					469 DRAINAGE			
0	56	100	0	702	Salaries & Wages	100	100	100
0	19	0	0	719	Fringes	0	0	0
0	0	0	775	930	Repairs, Maint, Supplies	500	500	500
0	0	200	0	943	Equipment Rental	200	200	200
0	75	300	775		TOTAL DRAINAGE	800	800	800
					471 GRASS & WEED CONTROL			
17	292	100	130	702	Salaries & Wages	100	100	100
5	103	0	71	719	Fringes	0	0	0
32	243	200	381	943	Equipment Rental	200	200	200
54	637	300	582		TOTAL GRASS & WEED CONTROL:	300	300	300
120,117	124,492	123,300	86,728		TOTAL ROUTINE MAINT.	151,000	144,500	151,000

LOCAL STREETS 203
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - TRAFFIC SIGNALS / PAVEMENT MARKINGS CODES: 475 / 477

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					475 TRAFFIC SIGNALS & SIGNALS			
691	773	1,500	1,052	702	Salaries & Wages	1,500	1,500	1,500
0	0	0	8	704	Salaries & Wages - Part Time	0	0	0
216	275	800	573	719	Fringe Benefits	800	800	800
0	1,034	2,000	941	782	Road Materials & Supplies	1,200	1,200	1,200
304	271	500	292	943	Equipment Rental	500	500	500
1,210	2,354	4,800	2,866		TOTAL TRAFFIC SIGNS & SIGNALS:	4,000	4,000	4,000
					477 PAVEMENT MARKINGS			
997	1,211	1,500	887	702	Salaries & Wages	1,500	1,500	1,500
321	426	800	484	719	Fringe Benefits	800	800	800
396	1,035	1,100	80	782	Road Materials & Supplies	1,100	1,100	1,100
396	1,037	1,500	878	943	Equipment Rental	1,500	1,500	1,500
2,110	3,709	4,900	2,329		TOTAL PAVEMENT MARKINGS	4,900	4,900	4,900
3,320	6,063	9,700	5,194		TOTAL TRAFFIC SERVICES & PAVEMENT MARKINGS:	8,900	8,900	8,900

LOCAL STREETS 203
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENTS - WINTER MAINT / EMPLOYEE FRINGE BENEFITS / ADMIN-AUDIT CODES: 478 / 480 / 482

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
					478 WINTER MAINTENANCE			
16,737	18,970	27,500	8,259	702	Salaries & Wages	23,000	23,000	23,000
4,820	7,030	15,000	5,451	719	Fringe Benefits	12,100	12,100	12,100
25,763	30,428	36,000	18,455	782	Road Materials & Supplies	36,000	36,000	36,000
23,355	29,006	34,200	12,473	943	Equipment Rental	34,200	34,200	34,200
70,675	85,434	112,700	44,638		TOTAL WINTER MAINT.	105,300	105,300	105,300
					480 EMPLOYEE FRINGE BENEFITS			
26,178	26,594	25,000	12,207	702	Salaries & Wages (Sic & Vac)	25,000	25,000	25,000
28,869	20,504	13,200	6,653	719	Fringe Benefits	13,100	13,100	13,100
55,047	47,098	38,200	18,860		TOTAL EMPLOYEE FRINGES:	38,100	38,100	38,100
					482 ADMINISTRATIVE / AUDIT			
16,100	16,400	16,700	11,133	703	Administrative Expenses	17,000	17,300	17,600
800	800	600	600	484-801	Record Keeping - Audit	700	700	700
16,900	17,200	17,300	11,733		TOTAL ADMINISTRATIVE EXP	17,700	18,000	18,300
371,712	404,789	482,400	173,693		TOTAL LOCAL ST EXPENSES:	321,000	496,000	321,600

RECREATION 208
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - RECREATION CODE: 208-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
12,298	12,278	12,300	4,093	585-001	Hamlin Township	12,300	12,300	12,300
735	770	700	700	585-002	Amber Township	800	800	800
10,070	10,190	10,000	5,000	585-003	Pere Marquette Township	10,000	10,000	10,000
2,510	2,510	2,500	0	585-004	Summit Township	2,500	2,500	2,500
0	1,200	2,500	0	651-011	Softball - Slow Pitch	1,400	1,400	1,400
4,923	4,511	4,000	2,016	651-012	Softball - Adult Fastpitch	2,000	2,000	2,000
830	600	1,000	0	651-013	Softball - Tournaments	500	500	500
2,890	2,430	2,200	1,420	651-014	Swimming - Mom & Tots	1,400	1,400	1,400
0	0	0	120	651-016	Swimming - Adult Lessons	100	100	100
15,737	15,725	16,200	15,517	651-017	Swimming - Child Lessons	15,000	15,000	15,000
6,038	5,815	5,500	3,020	651-018	Swimming - RecSwim Team	5,500	5,500	5,500
5,774	4,422	4,500	3,623	651-020	Swimming - Open Swim	4,500	4,500	4,500
5,000	750	0	0	651-021	Swimming - Rehab Swim	0	0	0
5,953	7,123	7,000	5,981	651-023	Tennis	6,000	6,000	6,000
1,430	1,462	1,400	1,270	651-024	CheerLeading	2,000	2,000	2,000
2,871	4,269	2,500	2,514	651-025	Water Aerobics	3,000	3,000	3,000
1,752	1,483	2,000	2,450	651-030	Tennis - Jr High	2,500	2,500	2,500
0	0	0	0	651-031	Volleyball	0	0	0
247	0	200	300	651-032	Clinics	300	300	300
200	200	200	0	651-050	Concession Stands	200	200	200
90	80	100	10	651-051	City Late Fees-Non Pay Programs	100	100	100
755	856	700	882	666	Interest Earned on Investments	800	800	800
956	705	500	445	675	Private Contributions	500	500	500
42,000	42,000	42,000	42,000	676	Contributions From Other Funds	42,000	42,000	42,000
5,536	3,335	4,000	995	677	Reimbursements - Other Districts	3,000	3,000	3,000
16,500	16,500	16,500	13,000	677-100	Contributions From Schools	16,500	16,500	16,500
5,737	8,221	5,000	4,514	677-200	Jerseys / Shirts-Non Pay Programs	7,000	7,000	7,000
0	55	0	0	677-300	Reimbursements - Other	0	0	0
0	0	0	0	694-000	Miscellaneous Programs	0	0	0
150,831	147,489	143,500	109,870		TOTAL REVENUES:	139,900	139,900	139,900
0	0	0	0		Prior Year Fund Balance:	4,900	17,900	4,900
150,831	147,489	143,500	109,870		TOTAL RECREATION REVENUES:	144,800	157,800	144,800

RECREATION 208
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - RECREATION CODE: 208-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	19	0	114	702	Salaries & Wages	0	0	0
12,903	13,367	17,200	8,892	704	Salaries & Wages - Part Time	13,600	13,600	13,600
900	900	900	900	704-001	S&W Baseball - T-Ball	900	900	900
850	730	1,000	1,110	704-002	S&W Baseball - Mites	700	700	700
1,340	1,668	1,600	1,781	704-003	S&W Baseball - Jr. League	700	700	700
1,824	1,874	1,900	1,844	704-004	S&W-Baseball - Westshore	1,900	1,900	1,900
2,242	2,432	2,300	2,487	704-005	S&W Basketball-BoysElementary	2,400	2,400	2,400
2,493	1,312	2,300	42	704-006	S&W Basketball-Girls Elementary	2,300	2,300	2,300
0	0	0	0	704-007	S&W - Softball - Minor	600	600	600
0	0	0	0	704-008	S&W - Softball - Pony	400	400	400
800	769	800	775	704-009	S&W Softball - Elementary	800	800	800
740	682	800	1,228	704-010	S&W Softball - Girls Pixie	600	600	600
734	1,070	900	912	704-011	S&W Softball - Girls Jr High	900	900	900
7,137	6,936	4,000	1,446	704-012	S&W Softball - Adult Fastpitch	2,000	2,000	2,000
0	0	0	11	704-013	S&W Softball - Tournaments	0	0	0
2,743	2,339	2,200	1,348	704-014	S&W Swimming - Mom & Tots	1,400	1,400	1,400
0	0	0	250	704-016	S&W Swimming - Adult Lessons	100	100	100
13,715	12,389	14,500	12,007	704-017	S&W Swimming - Child Lessons	15,000	15,000	15,000
5,477	3,720	5,000	5,220	704-018	S&W Swimming-Rec Swim Team	5,500	5,500	5,500
0	0	0	0	704-019	S&W Swimming-Aquatic Arthritis	0	0	0
24,569	22,046	22,000	14,750	704-020	S&W Swimming - Open Swim	22,000	22,000	22,000
1,371	56	0	0	704-021	S&W Swimming - Rehab Swim	0	0	0
4,836	7,059	6,100	5,180	704-023	S&W Tennis	5,200	5,200	5,200
500	500	500	0	704-024	S&W Volleyball - Elementary	500	500	500
850	910	900	1,661	704-026	S&W Wrestling	2,000	2,000	2,000
1,116	1,244	1,100	1,349	704-027	S&W Miscellaneous Programs	1,500	1,500	1,500
11,811	11,893	12,000	12,012	704-028	S&W Field Maintenance	15,000	15,000	15,000
3,269	5,324	2,500	2,472	704-029	S&W Water Aerobics	3,000	3,000	3,000
1,400	1,950	1,500	1,375	704-030	S&W Tennis - Jr High	1,500	1,500	1,500
10,941	8,856	10,300	8,330	719	Fringe Benefits	10,100	10,100	10,100

RECREATION 208
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - RECREATION CODE: 208-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
3,719	3,790	3,000	3,719	740	Operating Supplies	3,700	3,700	3,700
1,387	2,934	2,500	3,446	740-100	Softball Supplies	3,000	3,000	3,000
0	0	0	770	740-200	Soccer Supplies	0	0	0
354	89	300	0	740-300	Tennis Camp	300	300	300
0	0	0	0	740-350	Volleyball Clinic	0	0	0
270	125	200	0	740-400	Softball Tournaments	200	200	200
1,548	1,002	1,400	1,344	740-600	CheerLeading Supplies	2,000	2,000	2,000
2,254	2,646	2,500	1,254	742	Pool Expenses	2,500	2,500	2,500
8,311	9,425	5,000	5,331	744	Jerseys / Shirts-Non Pay Programs	7,000	7,000	7,000
0	0	500	534	744-100	Jerseys/Shirts-Tennis Jr. High	600	600	600
0	0	1,000	0	744-200	Jerseys/Shirts-Tennis Camp	800	800	800
0	0	500	160	744-300	Jerseys/Shirts-Rec Swim	0	0	0
708	1,019	1,000	793	751	Gasoline, Motor Oil	1,000	1,000	1,000
100	100	100	100	801	Professional Services	100	100	100
1,715	1,120	3,800	664	802	Contractual Services	2,500	2,500	2,500
0	900	0	0	802-600	Contractual Services - El Girls	0	0	0
400	400	400	0	853	Telephone	400	400	400
4,281	4,119	0	640	860	Transportation	2,500	2,500	2,500
4,484	3,277	3,600	1,812	900	Printing & Publishing	3,600	3,600	3,600
5,934	2,555	4,500	2,483	930	Repairs, Maint. & Supplies	4,000	4,000	4,000
0	0	0	0	956	Miscellaneous Expenses	0	0	0
0	0	8,000	0	970	Capital Improvements	0	13,000	0
2,500	0	6,500	2,417	977	Equipment	0	0	0
152,526	143,544	157,100	112,962		TOTAL RECREATION EXPENSES:	144,800	157,800	144,800

SR CENTER FUND 211
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - SR CENTER CODE: 211-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
11,756	9,527	10,900	9,170	523	Federal Grants	10,900	10,000	9,100
917	0	500	0	567	State Grant - Matter of Balance	500	500	500
1,500	0	0	0	568	Grants-MCCF	0	1,800	0
5,805	5,951	6,000	4,335	581	Project - United Way	5,000	5,000	5,000
2,062	10,057	5,000	2,500	582	Cooking Class	0	3,000	3,000
86,594	88,180	129,200	64,640	585	County Appropriations	142,600	144,000	145,400
0	5,000	0	0	586	Contribution From Other Govts	0	0	0
1,228	1,189	1,000	481	650	Miscellaneous Sales	1,000	1,000	1,000
(38)	4,867	200	0	650-160	Sr Christmas	200	200	200
477	2,560	3,000	340	651	Use and Admission Fees	3,000	3,000	3,000
564	791	800	485	666	Interest Earned	800	800	800
2,688	6,690	1,500	3,290	675	Cont. - Private Sources	1,500	1,500	1,500
42,300	42,300	0	0	676	Cont. - Other Funds	0	0	0
0	528	0	0	677	Reimbursements	0	0	0
2,557	2,703	1,000	1,362	694	Miscellaneous Revenues	0	0	0
158,409	180,343	159,100	86,602		TOTAL REVENUES:	165,500	170,800	169,500
0	0	0	0		Prior Year Fund Balance:	0	0	0
158,409	180,343	159,100	86,602		TOTAL SR CENTER REVENUES:	165,500	170,800	169,500

SR CENTER FUND 211
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - SR CENTER CODE: 211-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
66,393	69,230	72,500	47,334	702	Salaries & Wages	73,600	73,600	73,600
16,516	17,762	19,500	12,402	704	Salaries & Wages - Part Time	19,800	19,800	19,800
38,311	40,336	41,500	30,637	719	Fringe Benefits	40,600	40,600	40,600
2,648	4,747	3,800	3,256	740	Operating Supplies	3,800	5,600	3,800
38	1,114	200	205	741-400	Senior Christmas Supplies	200	200	200
2,062	4,144	3,600	758	741-500	Cooking Supplies	0	3,000	3,000
100	100	100	100	801	Professional Services	100	100	100
2,488	3,709	3,000	597	802	Contractual Services	2,900	3,000	3,000
75	75	200	100	820	Membership Dues	200	200	200
897	1,187	1,300	720	853	Telephone	1,200	1,200	1,200
841	3,229	4,500	711	860	Transportation & Trips	4,000	4,000	4,000
1,165	927	1,300	22	864	Conferences & Workshops	1,300	1,300	1,300
1,200	1,200	1,200	800	910	Insurance & Bonds	1,200	1,200	1,200
4,194	4,637	4,300	2,574	921	Utilities - Electric	4,300	4,500	4,700
3,050	2,022	3,000	809	923	Utilities - Heat	2,500	2,500	2,500
126	234	300	171	927	Utilities - Water	300	300	300
1,971	1,715	1,500	1,303	930	Repairs, Maint. & Supplies	1,500	1,500	1,500
0	15	0	0	943	Equipment Rental	0	0	0
1,732	0	100	0	956	Miscellaneous Expenses	100	100	100
2,855	7,341	3,400	2,267	969-600	Contribution to Technology Fund	4,500	4,500	4,500
600	2,479	0	0	970	Capital Improvement	0	0	0
147,263	166,201	165,300	104,764		TOTAL SR CENTER EXPENSES:	162,100	167,200	165,600

WATERFRONT PLAYGROUND PROJECT 215
REVENUES & EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - WATERFRONT PLAYGROUND PROJECT CODE: 215-000

[illegible]

MOVIE'S IN THE PARK FUND 216
REVENUES & EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - MOVIES IN THE PARK CODE: 216-000

[illegible]

BUILDING AUTHORITY BOND & INTEREST FUND 371
 REVENUES & EXPENDITURES BUDGET
 FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
 DEPARTMENT - BUILDING AUTHORITY BOND & INTEREST FUND CODE: 371-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	0	0	0	666	Interest Earned	0	0	0
251,950	253,565	262,500	262,440	676	Contr From General Fund	260,400	267,600	274,200
251,950	253,565	262,500	262,440		TOTAL REVENUES:	260,400	267,600	274,200
0	0	0	0		Prior Year Fund Balance:	0	0	0
251,950	253,565	262,500	262,440		TOTAL BLDG AUTH BOND & INTEREST REVENUES:	260,400	267,600	274,200
2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
145,000	0	0	0	991	Bonds Due/Series 2000	0	0	0
20,000	175,000	190,000	190,000	991-100	Bonds Due/2005 Refunding	195,000	210,000	225,000
7,685	0	0	0	995	Interest Due/Series 200	0	0	0
79,265	78,565	72,500	72,440	995-100	Interest Due 2005 Bldg Auth	65,400	57,600	49,200
0	0	0	0	999	Agent Fees & Service Charge	0	0	0
251,950	253,565	262,500	262,440		TOTAL BLDG AUTH BOND & INTEREST EXPENSES:	260,400	267,600	274,200

BUILDING REHAB FUND 422
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - BUILDING REHAB CODE: 422-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	0	700	0	541-140	Principal - Bonnaville	0	0	0
187,601	137,333	100,000	0	569	Rental Rehab Grant Funds	365,000	100,000	100,000
0	24,269	25,000	0	569-100	Prop Owners 25% Contribution	91,200	25,000	25,000
96,387	122,144	193,000	6,897	569-200	FAÇADE Grant Funds	250,000	50,000	50,000
0	0	48,200	0	569-300	Façade Local Match	20,000	12,500	12,500
24,604	30,691	10,000	0	570	Administrative Funds	74,300	10,000	10,000
0	0	0	0	666	Interest Earned on Investmts	0	0	0
0	0	0	0	677	Reimbursements - DDA Loans	0	0	0
308,592	314,436	376,900	6,897		TOTAL REVENUES:	800,500	197,500	197,500
19,195	0	0	0		Prior Year Fund Balance:	0	0	0
327,787	314,436	376,900	6,897		TOTAL BLDG REHAB REVENUES:	800,500	197,500	197,500

DEPARTMENT - BUILDING REHAB CODE: 422-0000

DDA - OPERATING FUND 493
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - DDA - OPERATING FUND CODE: 493-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
41,970	42,244	41,200	40,829	403	Taxes - 2 Mill	41,000	41,500	42,000
63,627	63,530	63,200	65,430	403-100	Tax Increment Financing	66,000	66,500	67,000
2,762	0	500	541	437	Industrial Facility Tax	500	500	500
0	0	0	(2)	445	Penalties, Interest & Fees	0	0	0
425	372	200	200	650-700	Electronic Sign Revenue	200	200	200
3,106	2,926	2,500	2,190	651	Farmer's Market	3,100	3,100	3,100
1,243	1,383	1,200	1,465	666	Interest	1,300	1,300	1,300
23,673	316	0	2,795	694	Misc Revenues	100	100	100
	3,741	3,500	2,500	694-150	Misc Rev-Friday Night Live	2,500	2,500	2,500
	968	500	0	694-160	Misc Rev-Oktoberfest	200	200	200
	24,288	21,000	0	694-170	Misc Rev-New Year's Eve	21,000	21,000	21,000
0	0	0	4,375	694-180	Misc Rev-St. Patrick's Day	500	500	500
0	0	0	0	694-190	Misc Rev-Movies in the Park	1,500	1,500	1,500
5,710	4,200	4,200	4,375	694-200	Misc Revenues - Baby Badger	5,100	5,100	5,100
0	5,600	0	200	694-3	Donated Revenue	200	200	200
142,517	149,567	138,000	124,899		TOTAL REVENUES	143,200	144,200	145,200
0	0	0	0		Prior Year Fund Balance	0	0	0
142,517	149,567	138,000	124,899		TOTAL DDA OPERATING REVENUES:	143,200	144,200	145,200

DDA - OPERATING FUND 493
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - DDA - OPERATING FUND CODE: 493-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
30,000	30,600	31,200	20,800	703	Administrative Fees	31,800	32,400	33,000
2,160	1,375	3,200	2,155	704	Salaries & Wages - Part-time	3,200	3,200	3,200
216	105	400	165	719	Fringe Benefits	400	400	400
12,559	36,597	1,000	3,848	740	Operating Supplies	8,800	500	500
944	401	800	324	740-100	Supplies - Boat Train	800	800	800
0	0	10,000	5,975	740-200	Supplies-FNL	11,000	11,000	11,000
0	0	2,000	0	740-300	Supplies-Oktoberfest	2,500	2,500	2,500
0	300	20,000	0	740-400	Supplies-NYE	20,000	20,000	20,000
2,573	5,229	4,100	2,139	801	Professional Services	5,000	5,000	5,000
19,718	34,892	20,900	16,324	802	Contractual Services	15,500	15,500	15,500
0	0	2,500	2,500	802-100	Contractual Svc - Sidewalk	5,000	5,000	5,000
100	453	200	100	820	Membership Dues	200	200	200
505	653	600	346	853	Telephone	600	600	600
0	0	0	0	853-100	Cell Phone	0	0	0
0	0	200	0	860	Transportation	200	200	200
15	324	0	0	864	Conferences & Workshops	0	0	0
6	337	0	0	880	Promotions	0	0	0
6,562	6,183	8,600	7,831	900	Printing & Publishing	12,000	13,000	13,000
0	0	0	750	902	Farmer's Market - Cost	1,600	1,600	1,600
687	747	700	384	921	Utilities - Electric - Sign	700	700	700
782	0	0	76	930	Repairs, Maint. & Materials	1,000	1,000	1,000
0	28	100	0	956	Miscellaneous	100	100	100
1,300	1,300	1,300	1,300	740-600	Contrib To Movies in the Park	1,500	1,500	1,500
0	0	0	0	740-500	Contribution to St Patrick's Day	2,500	2,500	2,500
4,200	4,200	4,200	2,800	967-1	Contribution to General Fund	0	0	0
0	0	0	0	969-600	Contribution to Technology Fund	0	0	0
19,106	8,550	26,000	10,672	970	Capital Imp- Contractual Services	8,300	26,500	26,900
14,951	0	0	0	977	Equipment	10,500	0	0
116,383	132,276	138,000	78,489		TOTAL DDA OPERATING EXPENSES:	143,200	144,200	145,200

WATCHCASE CONTAMINATION GRANT 495
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - WATCHCASE CONTAMINATION GRANT CODE: 495-000

[illegible]

CARTIER PARK FUND 508
REVENUES & EXPENSES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - CARTIER PARK FUND CODE: 508-000

[illegible]

CARTIER PARK FUND 508
REVENUES & EXPENSES BUDGET
GENERAL FUND 101
DEPARTMENT - CARTIER PARK FUND CODE: 508-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
1,169	1,832	2,000	978	702	Salaries & Wages	3,000	3,000	3,000
20,400	20,800	21,200	14,133	703	Administrative Expense	33,000	33,700	34,400
66,398	59,570	63,000	42,290	704	Salaries & Wages - Part Time	65,000	65,000	65,000
7,755	6,891	7,400	3,759	719	Fringe Benefits	8,100	8,100	8,100
4,681	2,794	5,000	7,325	740	Operating Supplies	10,500	10,500	10,500
7,744	7,766	7,800	7,100	740-300	Vending Supplies	7,800	7,800	7,800
112	37	100	127	751	Gasoline, Motor Oil	200	200	200
364	368	700	368	801	Professional Services	5,200	3,200	3,200
10,624	11,297	12,500	7,947	802	Contractual Services	13,600	12,000	12,000
0	0	0	0	805	Lincoln Lake Imprv Assessment	1,100	1,100	1,100
792	992	900	603	853	Telephone	600	600	600
0	0	800	184	853-200	Internet Reimbursement	600	600	600
639	858	900	785	900	Printing & Publishing	1,100	1,100	1,100
9,180	9,676	10,000	7,561	921	Utilities - Electric	11,200	11,600	12,000
1,930	1,375	1,800	1,297	923	Utilities - Gas	1,800	2,000	2,000
2,417	1,944	2,200	899	927	Utilities - Water	2,400	2,500	2,600
6,426	10,798	10,000	2,319	930	Repairs & Maintenance	8,000	10,000	10,000
890	2,500	2,700	3,872	943	Equipment Rental	4,000	4,000	4,000
0	0	0	0	967-100	Contribution To General Fund	0	0	0
2,589	4,005	0	0	968-100	Depreciation	0	0	0
3,701	2,867	2,800	1,867	969-600	Contribution to Technology Fund	3,500	3,500	3,500
0	0	5,000	0	976-300	Public Improvement	15,000	40,000	10,000
2,250	0	0	0	977	Equipment	0	0	0
150,060	146,370	156,800	103,412		TOTAL CARTIER PARK EXPENSES:	195,700	220,500	191,700

WATER PLANT FUND 591
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - WATER PLANT FUND CODE: 591-556

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
4,120	7,830	2,000	990	626	Charges for Serv. Rendered	1,500	1,500	1,500
1,645	7,375	1,600	4,050	628	Tap Fees	1,600	1,600	1,600
1,173,278	1,089,407	1,183,800	655,790	642	Customer Sales	1,230,000	1,248,400	1,267,100
148,424	146,499	153,000	92,683	642-100	Customer Service Charges	152,100	152,100	587,100
0	20	0	968	650	Miscellaneous Sales	0	0	0
5,233	11,395	0	0	650-500	Misc Scrap Metal	0	0	0
2	46	0	(56)	650-600	Cash Short/Over	0	0	0
63,223	18,752	19,100	15,762	666	Interest Earned	16,000	16,000	16,000
70,829	77,159	80,700	54,632	671	AT&T Antennae	84,900	87,400	90,000
9,200	0	0	1,167	671-100	Sprint - Wireless Antennae	12,600	12,600	13,000
0	0	5,300	0	672	IPCS Wireless Antennae	0	0	0
1,250	4,419	0	1,054	677-000	Reimbursements	0	0	0
0	0	0	0	695	Sale of Bond Proceeds	0	0	5,000,000
1,477,203	1,362,902	1,445,500	827,040		TOTAL WATER PLANT REVENUES:	1,498,700	1,519,600	6,976,300
0	0	0	0		Prior Year Fund Balance:	234,500	359,300	187,800
1,477,203	1,362,902	1,445,500	827,040		TOTAL WATER PLANT REVENUES:	1,733,200	1,878,900	7,164,100

WATER MAINTENANCE FUND 591
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - WATER MAINTENANCE FUND CODE: 591-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
133,217	136,806	132,000	91,297	702	Salaries & Wages	139,000	164,000	149,200
0	0	0	0	704	Salaries & Wages - Part-time	0	0	0
78,543	85,055	72,000	67,383	719	Fringe Benefits	72,900	86,000	78,200
4,200	3,150	2,400	1,600	719-100	BC/BS Employee Reimbursement	2,400	2,400	2,400
4,706	0	0	0	720	Unemployment Compensation	0	0	0
0	48	0	0	722	CDL Licenses	0	0	0
4,427	4,568	5,000	2,435	740	Operating Supplies	6,500	3,000	3,000
3,418	400	1,500	237	782	Road Materials & Supplies	1,500	1,500	1,500
443	235	0	554	801	Professional Services	500	500	500
23,610	12,543	10,000	12,161	802	Contractual Services	15,400	15,400	15,400
0	165	400	95	820	Membership Dues	200	200	200
865	0	0	162	835	Health Services	0	0	0
711	935	1,000	695	853	Telephone	1,000	1,000	1,000
0	0	0	0	853-100	Cellular Phone	0	0	0
0	0	0	0	860	Transportation	0	0	0
115	580	1,000	695	864	Conferences & Workshops	1,000	1,000	1,000
3,955	4,056	4,800	2,103	921	Utilities - Electric	4,000	4,000	4,000
1,535	1,631	1,600	476	923	Utilities - Heat	1,600	1,600	1,600
80	171	200	5	927	Utilities - Water	200	200	200
24,913	13,770	25,000	16,492	930	Repairs, Maint. & Supplies	25,000	25,000	25,000
0	7	0	0	940	Utility/Building Rent	0	0	0
28,500	34,200	40,300	31,584	943	Equipment Rental	52,600	52,600	52,600
0	152	100	0	956	Miscellaneous Expenses	100	100	100
173,479	178,232	0	0	968-100	Depreciation	0	0	0
1,700	1,582	2,100	1,400	969-600	Contribution to Technology Fund	2,400	2,400	2,400
0	0	32,300	49,295	970-801	Cap Imp - Professional Svc	13,500	22,500	13,500
0	0	216,800	164,908	970-802	Cap Imp - Contractual Svc	99,000	150,000	99,000
0	3,508	25,000	23,100	977	Equipment	0	0	0
0	0	50,000	17,759	982	Meters & Hydrants	25,000	50,000	50,000
488,418	481,792	623,500	484,434		TOTAL WATER MAINTENANCE EXPENSES:	463,800	583,400	500,800

WATER PLANT FUND 591
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - WATER PLANT FUND CODE: 591-556

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
343,864	339,680	345,800	219,385	702	Salaries & Wages	350,500	350,500	350,500
71,400	72,800	74,200	49,467	703	Administrative Expenses	75,600	77,100	78,600
189,326	197,975	188,500	148,936	719	Fringe Benefits	183,700	183,700	183,700
2,200	0	0	0	719-100	BC/BS Reimbursement	0	0	0
0	0	0	285	722-100	Licenses	300	300	400
57,059	51,587	69,000	31,430	740	Operating Supplies	71,600	71,000	72,000
3,820	9,831	28,500	11,642	801	Professional Services	11,500	11,500	10,500
208	85	200	85	801-100	CDL Drug / Alcohol Testing	200	200	200
46,357	197,550	224,300	129,163	802	Contractual Services	217,200	216,900	231,900
215	215	200	545	820	Membership & Dues	500	500	500
6,649	6,162	6,700	4,477	853	Telephone	6,700	6,700	6,700
394	410	400	19	853-100	Cell phone	200	200	200
15	250	300	0	860	Transportation	300	300	300
1,224	1,559	2,200	1,864	864	Conferences & Workshops	2,200	2,200	2,200
34,072	33,280	32,100	31,124	910	Insurance & Bonds	30,200	30,200	30,200
113,290	113,463	100,000	55,588	921	Utilities - Electric	100,000	104,000	108,200
22,034	19,002	23,000	11,251	923	Utilities - Heat	21,000	21,000	21,000
41,107	25,399	28,000	10,892	930	Repairs, Maint. & Supplies	35,000	169,000	81,000
15,000	18,000	21,200	13,665	943	Equipment Rental	27,700	27,700	27,700
27	0	0	0	956	Miscellaneous Expenses	0	0	0
3,482	3,460	3,400	2,267	969-600	Contribution To Technology Fund	7,500	7,500	7,500
0	0	5,000	2,498	970-801	Capital Improvement-Professional	5,000	0	1,000,000
0	0	58,000	8,250	970-802	Capital Improvement-Contractual	122,500	0	4,000,000
3,564	3,200	10,800	5,405	977	Equipment	0	15,000	15,000
0	0	0	0	991	Principal	0	0	260,000
0	0	0	0	995	Interest	0	0	175,000
0	0	0	0	999	Agent Fees & Service Charge	0	0	0
955,306	1,093,908	1,221,800	738,237		TOTAL WATER PLANT EXPENSES:	1,269,400	1,295,500	6,663,300
488,418	481,792	623,500	484,434		TOTAL WATER MAINTENANCE EXPENSES:	463,800	583,400	500,800
1,443,725	1,575,700	1,845,300	1,222,671		TOTAL WATER PLANT & MAINTENANCE EXPENSES:	1,733,200	1,878,900	7,164,100

WASTE WATER PLANT FUND 592
REVENUE BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - WASTE WATER FUND CODE: 592-527

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	0	0	828	523	Federal Grants	0	0	0
114,676	122,763	114,000	66,319	626	Charges for Serv. Rendered	110,000	110,000	110,000
345	1,500	0	0	628	Tap Fees	0	0	0
904,433	897,360	922,500	562,867	642	Customer Sales	979,900	994,600	1,009,600
141,151	140,121	141,000	91,485	642-100	Customer Service Charges	141,000	141,000	401,000
65,699	46,795	65,000	35,291	643	H. O. F. Surcharge	47,000	47,000	47,000
1,309	579	0	41	650-500	Misc Scrap Metal	0	0	0
11	(24)	0	(27)	650-600	Cash Over/Short	0	0	0
5,017	5,426	6,400	5,396	666	Interest Earned	5,700	5,700	5,700
25	1,267	0	1,036	677	Reimbursements	0	0	0
0	0	0	0	684-100	Contribution from Capital Improve	0	0	0
0	0	0	0	694	Miscellaneous Revenue	0	0	0
0	0	0	0	695	Sale of Bonds Proceeds	0	0	3,000,000
1,232,665	1,215,788	1,248,900	763,235		TOTAL WWTP REVENUES:	1,283,600	1,298,300	4,573,300
66,453	0	0	0		Prior Year Fund Balance:	19,400	61,600	29,200
1,299,118	1,215,788	1,248,900	763,235		TOTAL WWTP REVENUES:	1,303,000	1,359,900	4,602,500

SEWER MAINTENANCE FUND 592
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - SEWER MAINTENANCE FUND CODE: 592-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
60,132	60,553	60,900	41,822	702	Salaries & Wages	63,700	88,700	73,900
36,057	34,745	33,200	29,094	719	Fringe Benefits	33,400	46,500	38,800
1,800	1,800	200	150	719-100	Health Insurance Reimburse	0	0	0
4,706	0	0	0	720	Unemployment Compensation	0	0	0
0	0	0	48	722	CDL Licenses	0	0	0
4,875	2,870	6,000	2,290	740	Operating Supplies	4,000	4,000	4,000
2,297	526	1,000	236	782	Road Maintenance	1,000	1,000	1,000
(1,430)	705	500	1,244	801	Professional Services	500	500	500
35,574	12,639	12,000	19,913	802	Contractual Services	20,000	20,000	20,000
180	605	1,000	250	802-100	Residential Clean Up	500	500	500
360	0	200	0	835	Health Services	0	0	0
29	0	0	0	853	Telephone	0	0	0
578	679	600	321	853-100	Cellular Phone	1,700	1,700	1,700
115	0	0	245	864	Conferences & Workshops	0	0	0
7,669	5,073	10,000	7,136	930	Repairs, Maint. & Supplies	10,000	10,000	10,000
11,300	19,800	21,000	21,000	943	Equipment Rental	27,400	27,400	27,400
0	0	0	0	956	Miscellaneous Expenses	0	0	0
0	0	0	0	956-100	Misc Storm Damage	0	0	0
233,798	241,248	0	0	968-100	Depreciation	0	0	0
1,600	1,582	2,100	1,400	969-600	Contribution To Technology Fund	2,400	2,400	2,400
0	0	17,400	27,288	970-801	Cap Imp - Professional Svc	13,500	22,500	13,500
0	0	113,400	93,863	970-802	Cap Imp - Contractual Svc	99,000	150,000	99,000
0	3,377	1,000	0	977	Equipment	0	0	0
399,639	386,203	280,500	246,300		TOTAL SEWAGE MAINT. EXPENSES	277,100	375,200	292,700

WASTE WATER TREATMENT PLANT FUND 592
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - WWTP FUND CODE: 592-527

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
230,321	226,770	216,300	145,568	702	Salaries & Wages	221,700	214,700	214,700
71,400	72,800	74,200	49,467	703	Administrative Expenses	75,600	77,100	78,600
125,997	132,697	117,900	79,334	719	Fringe Benefits	116,200	112,500	112,500
2,400	2,400	2,400	1,200	719-100	BC/BS Employee Reimbursement	2,400	2,400	2,400
0	0	100	0	722	CDL License	100	100	100
108,519	103,045	108,000	70,016	740	Operating Supplies	112,100	113,500	119,000
8,786	84,609	8,000	12,326	801	Professional Services	23,100	49,600	34,600
0	43	0	0	801-100	CDL Drug/Alcohol Testing	0	0	0
75,147	35,004	27,000	13,451	802	Contractual Services	23,500	32,400	23,900
553	558	600	325	820	Membership Dues	600	600	600
800	0	0	0	835	Health Services	0	0	0
3,311	3,677	3,300	2,391	853	Telephone	3,600	3,600	3,600
890	766	900	360	853	Cellular Telephone	600	600	600
33	40	0	25	860	Transportation	200	200	200
1,370	1,756	2,500	1,655	864	Conferences & Workshops	2,000	2,000	2,000
34,072	33,280	32,100	23,113	910	Insurance & Bonds	30,200	30,200	30,200
47,670	47,578	55,000	29,721	921	Utilities - Electric - Lift Station	50,000	52,000	54,000
118,218	134,308	139,200	74,763	921-100	Utilities - Electric - WWTP	135,000	140,400	146,100
2,522	2,306	2,300	772	923	Utilities - Gas - Lift Station	2,300	2,300	2,300
3,478	3,233	3,600	1,781	923-100	Utilities-Gas- WWTP	3,600	3,600	3,600
798	1,233	1,200	663	927	Utilities - Water	1,300	1,300	1,300
15,932	12,245	18,000	17,870	930	Repairs, Maint. & Supplies	20,000	20,000	20,000
21,101	22,263	25,500	9,872	943	Equipment Rental	33,300	33,300	33,300
0	84	0	0	956	Miscellaneous	0	0	0
3,899	3,756	3,800	2,533	969-600	Contribution To Technology Fund	4,400	4,400	4,400
0	0	85,000	3,429	970-801	Cap Imp - Professional Svc	75,000	0	75,000
0	0	148,000	3,426	970-802	Cap Imp - Contractual Svc	0	0	3,000,000
0	0	0	0	977	Equipment	0	0	0
0	0	0	0	991-200	15 Bond Principle	0	0	155,000
0	0	0	0	995-200	15 Bond Interest	0	0	105,000
0	0	70,000	70,000	991-100	07 Bond: Principal	70,000	70,000	70,000
22,263	21,206	20,200	20,150	995-100	07 Bond: Interest	19,100	17,900	16,800
877,216	924,451	1,074,900	544,059		TOTAL WASTE WATER TREATMENT PLANT EXP:	1,025,900	984,700	4,309,800
399,639	386,203	280,500	246,300		TOTAL SEWAGE MAINTENANCE EXPENSE:	277,100	375,200	292,700
1,276,855	1,310,653	1,355,400	790,359		TOTAL WWTP & SEWAGE MAINTENANCE EXPENSES:	1,303,000	1,359,900	4,602,500

MUNICIPAL MARINA FUND 594
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - MUNICIPAL MARINA FUND CODE: 594-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	0	0	0	566-100	Waterways Grant-Preliminary Engineering Study	0	450,000	0
156,798	0	0	0	566-200	Waterways Grant-Transient Dock	0	0	0
1,541	1,423	1,500	429	646	Pop Sales	1,400	1,400	1,400
4,346	5,306	8,000	9,341	647	Ice Sales	10,800	10,800	11,200
1,155	1,045	1,200	700	648	Pump Out Revenues	1,000	1,000	1,000
200	70	100	187	648-100	Holding Tank Supply Sales	100	100	100
250,278	312,941	310,000	314,030	649	Gas Sales	367,200	367,200	367,200
71,502	95,286	75,000	81,561	649-100	Diesel Sales	91,800	91,800	91,800
51	83	100	141	649-200	Oil Sales	100	100	100
9,453	15,073	11,300	15,906	649-300	Non Tax Fuel	16,000	16,000	16,000
250	118	200	253	650	Miscellaneous Sales	200	200	200
354	301	300	274	650-100	Telescope Sales	300	300	300
1,436	1,062	1,200	896	651	Laundry Sales	1,200	1,200	1,200
910	999	1,000	1,950	652	Sign Sales	1,000	1,000	1,000
178,953	204,412	202,000	203,171	653	Seasonal Boat Slip Rentals	202,000	202,000	202,000
1,200	1,100	1,000	800	653-100	Waiting List Application Fee	1,000	1,000	1,000
132,227	112,038	119,900	102,979	654	Transient Boat Slip Rentals	118,800	118,800	118,800
4,538	5,677	5,500	5,753	666	Interest Earned	5,700	5,700	5,700
815,190	756,934	738,300	738,371		TOTAL REVENUES:	818,600	1,268,600	819,000
0	0	0	0		Prior Year Fund Balance:	0	409,700	56,600
815,190	756,934	738,300	738,371		TOTAL MUNICIPAL MARINA REVENUES:	818,600	1,678,300	875,600

MUNICIPAL MARINA FUND 594
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - MUNICIPAL MARINA FUND CODE: 594-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
38,065	39,340	44,200	26,462	702	Salaries & Wages	44,800	44,800	44,800
47,500	42,400	43,200	28,800	703	Administrative Expenses	44,000	44,800	45,600
61,646	60,573	64,000	57,140	704	Salaries & Wages - Part Time	66,000	66,000	66,000
26,456	26,432	30,500	24,706	719	Fringe Benefits	30,100	30,100	30,100
5,015	0	0	0	720	Unemp. Compensation	0	0	0
5,064	4,606	5,600	6,206	740	Operating Supplies	5,600	5,600	5,600
2,276	1,664	1,300	2,893	740-100	Ice	2,700	2,700	2,700
968	1,136	1,200	681	740-200	Pop	1,100	1,100	1,100
0	0	0	101	740-300	Sale Items	0	0	0
120	0	0	0	740-400	Holding Tank Supplies	200	0	200
744	415	600	710	744	Clothing Allowance	600	600	600
227,288	272,133	282,600	231,984	751	Gasoline	339,200	339,200	339,200
61,704	81,774	74,800	66,045	751-100	Diesel	90,500	90,500	90,500
0	118	0	0	751-200	Motor Oil	0	100	0
3,000	4,022	4,700	3,070	801	Professional Services	3,200	3,200	3,200
18,028	15,302	15,000	20,004	802	Contractual Services	26,500	26,500	26,500
5,184	7,464	40,000	10,942	802-100	Dock Repairs	6,000	6,000	6,000
650	0	500	0	820	Membership Dues	500	500	500
768	752	400	68	835	Health Services	400	400	400
1,619	2,267	2,400	1,391	853	Telephone	2,400	2,400	2,400
540	540	600	270	853-100	Cellular Phone	600	600	600
275	159	300	148	860	Transportation	300	300	300
0	0	0	0	864	Conferences & Workshops	0	0	0
3,005	3,305	5,300	1,300	880	Community Promotion	13,300	13,300	13,300
2,974	2,499	2,700	2,538	900	Printing & Publishing	3,100	2,700	3,100
9,465	9,244	9,000	8,646	910	Insurance & Bonds	8,200	8,200	8,200
17,619	17,120	19,000	5,249	921	Utilities - Electric	20,000	20,000	20,000
1,806	2,006	2,500	1,106	923	Utilities - Heat/Gas	2,500	2,500	2,500

MUNICIPAL MARINA FUND 594
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - MUNICIPAL MARINA FUND CODE: 594-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
7,368	6,690	8,000	1,646	927	Utilities - Water	7,300	7,300	7,300
18,235	26,124	21,000	13,239	930	Repairs, Maint. & Supplies	10,600	10,600	10,600
6,000	5,731	8,000	4,822	943	Equipment Rental	10,500	10,500	10,500
2,550	2,250	2,000	1,895	956	Miscellaneous Expenses	2,100	2,100	2,100
18,641	23,525	22,000	14,260	960	Sales Tax	25,700	25,700	25,700
3,495	3,743	3,500	248	960-100	Diesel Tax	3,500	3,500	3,500
671	675	0	0	967-100	Contribution To General Fund	0	0	0
110,158	131,898	0	0	968-100	Depreciation	0	0	0
2,009	1,977	2,000	1,333	969-600	Contribution To Technology Fund	2,500	2,500	2,500
0	368	0	0	970	Capital Improvements	0	0	0
0	0	0	0	970-801	Cap Imp - Professional Svc	0	0	0
0	564	4,000	11,857	970-802	Capital Improve - Contractual	4,000	904,000	100,000
10,740	4,840	9,400	12,751	977	Equipment	0	0	0
721,647	803,654	730,300	562,509		TOTAL MUNICIPAL MARINA EXPENSES:	778,000	1,678,300	875,600

TECHNOLOGY FUND 650
REVENUE BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - TECHNOLOGY FUND CODE: 650-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
0	0	6,800	4,533	574-171	Contributions from City Council	1,000	1,000	1,000
1,692	1,483	3,200	2,133	574-172	Contributions from City Manager	3,400	3,400	3,400
15,228	7,809	7,600	5,067	574-173	Contributions from City Clerk	10,100	10,200	10,300
3,595	5,338	5,900	3,933	574-174	Contributions from City Treasurer	7,100	7,200	7,300
15,545	13,839	7,000	4,667	574-175	Contributions from City Assessor	8,200	8,300	8,400
15,187	28,053	14,500	9,667	574-176	Contributions from Police Dept	48,500	23,500	23,500
2,644	2,570	3,000	2,000	574-177	Contributions from Fire Dept	3,700	3,700	3,700
1,092	1,779	1,700	1,133	574-178	Contributions from Cemetery	2,000	2,000	2,000
1,481	1,483	1,500	1,000	574-179	Contributions from Comm Dev	2,200	2,200	2,200
0	0	0	0	574-180	Contributions from DDA	0	0	0
2,855	7,341	3,400	2,267	574-181	Contributions from Senior Ctr	4,500	4,500	4,500
5,182	3,460	3,400	2,267	574-182	Contributions from Water Dept	7,500	7,500	7,500
5,499	3,756	3,800	2,533	574-183	Contributions from Sewer Dept	4,400	4,400	4,400
2,009	1,977	2,000	1,333	574-184	Contributions from Marina	2,500	2,500	2,500
6,451	1,285	1,300	867	574-185	Contributions from Motor Pool	3,500	3,500	3,500
3,701	2,867	2,800	1,867	574-187	Contributions from Cartier Park	3,500	3,500	3,500
0	2,274	2,200	1,467	574-188	Contributions from DPW	2,000	2,000	2,000
0	1,582	2,100	1,400	574-189	Contributions from Water Maint	2,400	2,400	2,400
0	1,582	2,100	1,400	574-190	Contributions from Sewer Maint	2,400	2,400	2,400
0	1	0	0	666	Interest Earned on Investments	0	0	0
82,161	88,477	74,300	49,533		TOTAL REVENUES:	118,900	94,200	94,500
0	0	0	0		Prior Year Fund Balance:	0	0	0
82,161	88,477	74,300	49,533		TOTAL TECHNOLOGY FUND REVENUES:	118,900	94,200	94,500

TECHNOLOGY FUND 650
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - TECHNOLOGY FUND CODE: 650-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
1,065	511	2,500	6,477	740	Operating Supplies	2,500	2,500	2,500
49,548	40,442	30,800	29,539	802	Contractual Services	36,400	36,500	36,600
5,494	5,861	6,300	3,758	802-100	Internet Connections	8,500	8,500	8,500
0	220	500	2,482	930	Repairs, Maint. & Supplies	500	500	500
8,016	9,827	0	0	968-100	Depreciation	0	0	0
8,180	18,014	20,700	19,704	975	Software	23,600	23,800	24,000
7,119	0	13,500	7,019	977	Equipment	47,400	22,400	22,400
79,421	74,877	74,300	68,979		TOTAL TECHNOLOGY FUND EXPENSES:	118,900	94,200	94,500

MOTOR POOL 661
REVENUES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - MOTOR POOL FUND CODE: 661-000

2010	2011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	REVENUES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
185,000	0	0	0	539	State Grant	0	0	0
2,595	2,995	3,000	7,346	650	Miscellaneous Sales	3,000	3,000	3,000
3,610	3,932	3,800	2,403	666	Interest Earned	2,600	2,600	2,600
4,076	3,177	1,000	18,499	677	Reimbursements	1,000	1,000	1,000
100,169	140,964	120,000	89,176	677-100	Reim. - L.M.T.A.	140,000	140,000	140,000
10,884	16,298	15,000	8,329	677-200	Reim. - PM Twp	17,200	17,200	17,200
0	290	0	234	677-300	Reim. - Other	0	0	0
2,542	0	0	0	677-900	Reimbursement MMRMA	0	0	0
305,534	361,866	435,300	260,911	687-000	Rent - General Fund	570,600	570,600	570,600
50,302	55,222	89,100	35,809	687-100	Rent - Major Streets	85,600	85,600	85,600
0	15	0	0	687-110	Rent-Senior Center	0	0	0
70,924	76,075	91,300	44,897	687-200	Rent - Local Streets	92,300	92,300	92,300
890	2,500	2,700	3,872	687-250	Rent-Cartier Park	4,000	4,000	4,000
14,872	18,000	21,200	13,665	687-300	Rent - Water Plant	27,700	27,700	27,700
28,674	34,200	40,300	31,584	687-400	Rent - Water Maintenance	52,600	52,600	52,600
21,055	22,263	25,500	15,631	687-500	Rent - WWTP Fund	33,300	33,300	33,300
11,300	19,800	21,000	15,241	687-510	Rent - Sewage Maintenance	27,400	27,400	27,400
6,000	5,731	8,000	4,822	687-600	Rent - Marina Fund	10,500	10,500	10,500
775	1,800	0	0	695-100	Sale of Equipment	4,000	4,000	4,000
819,200	765,129	877,200	552,419		TOTAL REVENUES:	1,071,800	1,071,800	1,071,800
372,944	0	0	0		Prior Year Fund Balance:	0	77,300	0
1,192,144	765,129	877,200	552,419		TOTAL MOTOR POOL REVENUES:	1,071,800	1,149,100	1,071,800

MOTOR POOL 661
EXPENDITURES BUDGET
FISCAL YEAR ENDING - DECEMBER 31, 2013, 2014, 2015
DEPARTMENT - MOTOR POOL FUND CODE: 661-000

2,010	2,011	2012 BUDGET	2012 BUDGET Thru AUGUST	CODE	EXPENDITURES	2013 REQUESTED	2014 REQUESTED	2015 REQUESTED
165,862	165,260	169,500	113,077	702	Salaries & Wages	172,000	172,000	153,700
53,500	54,600	55,700	37,133	703	Administrative Expenses	56,800	57,900	59,000
0	0	0	8	704	Salaries & Wages - Part Time	0	0	0
90,875	92,438	92,400	68,827	719	Fringe Benefits	90,200	90,200	80,600
0	24	100	48	722	CDL Licenses	100	0	0
4,380	5,123	17,400	4,831	740	Operating Supplies	6,000	6,000	6,000
2,080	874	2,000	464	743	Tools	2,000	2,000	2,000
221,915	306,065	260,000	232,343	751	Gasoline, Motor Oil, Etc.	310,000	310,000	310,000
2,910	2,910	3,500	2,620	801	Professional Services	4,700	4,700	4,700
2,111	2,026	2,200	1,890	801-100	CDL Drug / Alcohol Testing	2,200	2,200	2,200
4,356	7,896	6,000	2,969	802	Contractual Services	6,000	6,000	6,000
240	151	200	0	835	Health Services	100	200	100
1,488	1,735	1,600	1,030	853	Telephone	1,600	1,600	1,600
853	1,195	1,400	175	853	Cellular Telephone	900	900	900
0	0	200	0	33	Transportation	200	200	200
0	33	200	0	864	Conferences & Workshops	200	200	200
66,252	66,455	66,500	60,520	910	Insurance & Bonds	60,900	60,900	60,900
19,505	17,678	20,000	9,778	921	Utilities - Electric	18,000	18,000	18,000
15,238	14,025	18,000	4,842	923	Utilities - Heat	15,000	15,000	15,000
2,554	2,477	2,200	1,244	927	Utilities - Water	2,500	2,500	2,500
121,775	103,256	100,000	59,894	930	Repairs, Maint. & Supplies	100,000	100,000	100,000
22	11	100	84	956	Miscellaneous Expenses	100	100	100
223,021	200,850	0	0	968-100	Depreciation	0	0	0
6,451	1,285	1,300	867	969-600	Contribution To Technology Fund	3,500	3,500	3,500
186,759	8,028	41,000	34,961	977	Equipment	80,000	295,000	131,000
1,192,144	1,054,394	861,500	637,605		TOTAL MOTOR POOL EXPENSES:	933,000	1,149,100	958,200

CITY OF LUDINGTON

THREE-YEAR

CAPITAL IMPROVEMENT

PROGRAM

2013 – 2015

CITY OF LUDINGTON
THREE YEAR
CAPITAL IMPROVEMENT PROGRAM
2013 - 2015

- SUMMARY -

The following is a brief summary of the Three-Year Capital Improvement Program 2013 - 2015, which is only a projection of projects that may occur over the next three years.

Information has been obtained from department supervisors and other City staff members in reference to desired capital improvement projects and anticipated major maintenance & repair items, which would be large expenditures to the City. Funding has not been allocated for all Capital Improvement items in the proposed three-year budget but have been included as part of the Three-Year Program as possible projects that would be considered if funding were available.

Projects have been broken down into individual departments with estimated costs for each project along with how the projects would be financed. The determining factor as to whether or not these projects are completed will depend on the status of City finances at that time.

Examples of capital improvement items included in the Three-Year Capital Improvement Program are new buildings, extension of water and sewer lines, anticipated grant funds the City is planning on applying for, major equipment purchases, etc. Major maintenance items such as street resurfacing, roof repairs, etc. are also included.

Obviously, the priority of these projects over the next three years will change. There will be projects that come up, which are a higher priority than projects already included in the existing three-year program. This is the reason why the program is updated on an annual basis.

If anyone has questions or concerns in reference to any project listed in the Three-Year Capital Improvement Program, please feel free to contact me.

John E. Shay
City Manager

CITY OF LUDINGTON

THREE – YEAR CAPITAL IMPROVEMENT PROGRAM

2013 – 2015

2013 PROJECTS

(Funding was allocated for these projects in the 2013 budget.)

CITY PROPERTY DOWNTOWN

(General Fund)

- | | | |
|----|---|-----------|
| 1) | Replace bricked areas of sidewalks with stamped concrete.
(Replace the uneven bricked areas of sidewalks that create a tripping hazard.) | \$ 28,400 |
|----|---|-----------|

CEMETERY

(Perpetual Care Fund)

- | | | |
|----|---------------------------------|-----------|
| 1) | Pave roads within the Cemetery. | \$ 20,000 |
|----|---------------------------------|-----------|

POLICE DEPARTMENT

(Grant Funding / General Fund)

- | | | |
|----|---|-----------|
| 1) | Engine shield and dive equipment for Police/Fire Boat.
(100% Paid for by grant funds.) | \$ 25,000 |
| 2) | Purchase of five (5) new Tough Books (Laptop Computers) | \$ 25,000 |

SIDEWALK CONSTRUCTION

(General Fund Financing)

- | | | |
|----|---|-----------|
| 1) | Sidewalk Construction Replacement Program | \$ 87,000 |
|----|---|-----------|

2013 Projects Continued ...

PARKS

(General Fund Financing)

- | | | |
|----|--|-----------|
| 1) | Renovate Men's Restroom – North Concession Stand | \$ 34,000 |
| 2) | Year #2 - Replace sections of wooden boardwalk at Waterfront Park with concrete. (Cost sharing this project with the Marina.)
Wooden boardwalk replacement will be done over 3 years. | \$ 4,000 |
| 3) | Paint Waterfront Park Gazebo (\$3,000) & Bandshell Pillars (\$1,000) | \$ 4,000 |

LAUNCHING RAMPS

(General Fund Financing)

- | | | |
|----|---|-----------|
| 1) | Dredge Loomis Street boat ramp facility. | \$ 10,000 |
| 2) | Replace fixtures in restrooms @ Loomis Street & Copeyon Park. | \$ 14,000 |

MAJOR STREETS

(Bridge Grant & Major Street Funds)

- | | | |
|----|---|-------------|
| 1) | Reconstruction of the Washington Avenue Bridge. | \$2,387,000 |
| 2) | Crack patching of major streets to be determined. | \$ 20,000 |

LOCAL STREETS

(Local Street Funds)

- | | | |
|----|---|-----------|
| 1) | Crack patching of local streets to be determined. | \$ 20,000 |
|----|---|-----------|

DOWNTOWN DEVELOPMENT AUTHORITY – DDA

(DDA Funding)

- | | | |
|----|--|----------|
| 1) | Purchase of a 60' X 40" tent for special events. | \$ 8,500 |
| 2) | Purchase new laptop for Electronic Message Sign. | \$ 2,000 |

CARTIER PARK IMPROVEMENTS

(Cartier Park Fund)

- | | | |
|----|--|-----------|
| 1) | Construct a garage for storing misc. equipment, fire rings, etc. | \$ 15,000 |
| 2) | Allocate funds to be set aside for construction of a new restroom. | \$ 25,000 |

WATER MAINTENANCE

(Water Fund Financing)

- | | | |
|----|---|------------|
| 1) | Purchase water meters and hydrants as needed. | \$ 25,000 |
| 2) | Replace two blocks of water main on Fifth Street, includes new pavement.
Includes engineering and construction expenses. | \$ 112,500 |

2013 PROJECTS CONTINUED ...

WATER PLANT

(Water Fund Financing)

- | | | |
|----|--|-----------|
| 1) | Repaint the Brye Road tank and add a tank mixer.
(This is included as part of the maintenance agreement with Utility Services.) | \$ 47,600 |
| 2) | Install a line stop and new 14" gate valve to isolate the old plant from the 20" Transmission main. | \$ 20,000 |
| 3) | New rapid mixers. | \$ 85,000 |

SEWER MAINTENANCE

(Sewer Fund Financing)

- | | | |
|----|--|------------|
| 1) | Replace sanitary sewer lines – 2 Blocks of Fifth Street. | \$ 112,500 |
|----|--|------------|

WASTEWATER TREATMENT PLANT

(Sewer Fund Financing)

- | | | |
|----|---|-----------|
| 1) | Hire an engineering/biology firm to provide options to solve the ammonia and toxicity (outfall pipe) issues at the plant. | \$ 75,000 |
|----|---|-----------|

MUNICIPAL MARINA

(Marina Funding)

- | | | |
|----|---|-----------|
| 1) | Year 2 - Replace sections of wooden boardwalk along Waterfront Park seawall with concrete. (Cost-share with the Parks Department.)
(This is a project that will be done over a three-year period.) | \$ 4,000 |
| 2) | Dock repairs. | \$ 6,000 |
| 3) | Contribution to Maritime Museum. | \$ 10,000 |

TECHNOLOGY

(Technology Fund)

- | | | |
|----|---|-----------|
| 1) | Replace 7-10 desk top / laptop computers.
Purchase new Scada System at the Water Treatment Plant | \$ 18,000 |
|----|---|-----------|

MOTOR POOL

(Motor Pool Funding)

- | | | |
|----|-----------------------------------|-----------|
| 1) | Purchase Chevrolet Tahoe for LPD. | \$ 33,000 |
| 2) | Purchase a new leaf claw. | \$ 17,000 |

Items listed but not included in the 2013 budget;

Roll Off Dump Box	\$ 6,000
Unmarked PD Car	\$ 20,000
2 4X4 Pickup Trucks	\$ 48,000
Street Sweeper	\$140,000
Utility Truck	\$ 28,000

NOTE: Funding has not been allocated for all of these projects in the projected 2014 and 2015 budgets. However, if the City receives more State revenue sharing

dollars than expected, these funds and possibly grant funds could be used to do some Capital Projects.

(*) Funding has been allocated in the projected budget for these projects.

2014 PROJECTS

CITY CLERK

- (General Fund Financing)
- | | | |
|----|------------------------------------|----------|
| 1) | Purchase new copier for City Hall. | \$ 6,500 |
|----|------------------------------------|----------|

CITY HALL & GROUNDS

- (General Fund Financing)
- | | | |
|----|--|----------|
| 1) | Remote door locks for front office area. | \$ 2,000 |
|----|--|----------|

CITY PROPERTY – DOWNTOWN

- (General Fund Financing)
- | | | |
|----|---|-----------|
| 1) | *Replace bricks with stamped concrete.
(Eliminate tripping hazards.) | \$ 28,400 |
|----|---|-----------|

CEMETERY

- (General Fund Financing)
- | | | |
|----|--|-----------|
| 1) | Install siding on the garage and office building. | \$ 12,000 |
| 2) | Replace Cemetery Columns along Lakeshore Drive Entrance. | \$ 4,200 |

POLICE DEPARTMENT

- (Technology Fund / General Fund)
- | | | |
|----|--|----------|
| 1) | Purchase bar coding equipment for the evidence room. | \$ 5,500 |
|----|--|----------|

DPW

- (General Fund / DDA / Private Donations)
- | | | |
|----|--------------------------------------|-----------|
| 1) | Pave parking lot behind Post Office. | \$ 60,000 |
|----|--------------------------------------|-----------|

SIDEWALK CONSTRUCTION

- (General Fund Financing)
- | | | |
|----|---|-----------|
| 1) | *Continue sidewalk replacement program. | \$ 87,000 |
|----|---|-----------|

PARKS

- (General Fund Financing)
- | | | |
|----|--|-----------|
| 1) | *Renovate City Park Restrooms. | \$ 10,000 |
| 2) | *Replace sections of wooden boardwalk at Waterfront Park.
(Year 3 of 3 year program. Cost sharing with Marina.) | \$ 4,000 |
| 3) | *Paint Loomis Street & Copeyon Park Picnic Shelters. | \$ 6,000 |

LAUNCHING RAMPS

- (General Fund Financing)
- | | | |
|----|---|-----------|
| 1) | *Purchase Muffin Fish Grinder for Copeyon Park. | \$ 15,000 |
|----|---|-----------|

2014 Projects Continued ...

MAJOR STREETS

(Major Street Fund / Small Urban Grant Funding)

- | | | |
|----|--|------------|
| 1) | *Reconstruct of Bryant Road between Lakeshore Drive & Rath Avenue. | \$ 517,500 |
| 2) | *Crack patching major streets. | \$ 20,000 |

LOCAL STREETS

(Local Street Funding)

- | | | |
|----|---|------------|
| 1) | *Crack patching of local streets. | \$ 20,000 |
| 2) | *Reconstruct Gaylord Avenue from Tinkham to Lowell. | \$ 181,200 |

RECREATION

(Recreation Fund Financing)

- | | | |
|----|---|-----------|
| 1) | New bleachers – 2 Sets. | \$ 6,000 |
| 2) | Install two drop basketball hoops at Foster School. | \$ 13,000 |

SENIOR CENTER

(Senior Center Financing)

- | | | |
|----|---|----------|
| 1) | Exterior of the building cleaned & painted. | \$ 5,000 |
|----|---|----------|

DOWNTOWN DEVELOPMENT AUTHORITY – DDA

(DDA TIF Funding.)

- | | | |
|----|---------------------|-----------|
| 1) | * To be determined. | \$ 26,500 |
|----|---------------------|-----------|

CARTIER PARK

(Cartier Park Improvement Fund.)

- | | | |
|----|--|-----------|
| 1) | *Install additional electrical sites in south end of campground.
Also includes installing water service to some sites also. | \$ 40,000 |
| 2) | Pave roads on east side of park & south road. | \$ 20,000 |
| 3) | Allocate money to be set aside for construction of a new restroom. | \$ 25,000 |

WATER MAINTENANCE

(Water Fund Financing)

- | | | |
|----|--|------------|
| 1) | *Purchase water meter radio transmitters. | \$ 50,000 |
| 2) | *Bryant Road Project – Install new water main. | \$ 172,500 |

SEWER MAINTENANCE

(Sewer Fund)

- | | | |
|----|--|------------|
| 1) | *Bryant Road Project – Install new sewer main. | \$ 172,500 |
|----|--|------------|

MUNICIPAL MARINA

(Marina Financing / Possibly Grant Funds)

- | | | |
|----|--|------------|
| 1) | *Replace sections of wooden boardwalk along Waterfront Park seawall
with concrete. (Cost-share with the Parks Department.) Year 3 of 3. | \$ 4,000 |
| 2) | Replace floating docks. | \$ 900,000 |
| 3) | Contribution to Maritime Museum. | \$ 10,000 |

2014 PROJECTS CONTINUED ...

TECHNOLOGY

- (Technology Fund)
- | | | |
|----|--|-----------|
| 1) | *Purchase 7-10 new computers / printers. | \$ 10,000 |
|----|--|-----------|

MOTOR POOL

- (*Motor Pool Funding)
- | | | |
|----|---------------------|------------|
| 1) | *Purchase Equipment | |
| | Plow Truck | \$ 150,000 |
| | Trackless | \$ 115,000 |
| | Chevy Tahoe – LPD | \$ 30,000 |

Items listed but not included in the 2014 budget:
Unmarked LPD Car \$20,000

2015 PROJECTS**City Clerk**

(General Fund Financing)

1)	Document Management System	\$ 17,500
----	----------------------------	-----------

CITY PROPERTY – DOWNTOWN

(General Fund Financing)

1)	*Replace bricks with stamped concrete. (Eliminate tripping hazards.)	\$ 28,400
----	---	-----------

CEMETERY

(General Fund Financing / Perpetual Care Fund)

1)	Pave roads within Cemetery.	\$ 30,000
2)	Water main improvements within the Cemetery.	\$ 10,000
3)	Construct a 20 X 34 addition to the present shop for more storage room. Would replace current old storage building.	\$ 10,000
4)	New Entrance Sign.	\$ 7,000

POLICE DEPARTMENT

(General Fund Financing / Grant Funding)

1)	*Marine Radar for Fire & Police Boat. (Would be utilized during poor visibility and foul weather.)	\$ 10,000
2)	*Moving radar unit for 5 th patrol vehicle.	\$ 2,000

SIDEWALK CONSTRUCTION

(General Fund Financing)

1)	*Continue Sidewalk Replacement Program.	\$ 87,000
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PARKS

(General Fund Financing)

1)	*New toilets, sinks & countertops at South Concession Restrooms.	\$ 10,000
2)	Install sidewalk from parking lot to playground area at Copeyon Park.	\$ 8,000
3)	Install irrigation system at Copeyon Park.	\$ 20,000

LAUNCHING RAMPS

(General Fund Financing)

1)	*Purchase a Monster Grinder for Copeyon Park.	\$ 20,000
2)	Purchase a Kiosk for Loomis Street. (Allows for cash & credit card payments.)	\$ 25,000

2015 PROJECTS CONTINUED ...

MAJOR STREETS

(Major Street Funding)

1)	Crack Patching.	\$ 20,000
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LOCAL STREETS

(Local Street Funding)

1)	Crack Patching.	\$ 20,000
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RECREATION

(Recreation Fund)

- | | | |
|----|---|-----------|
| 1) | Underground sprinkler system at Oriole Field.
Diamonds #1 & #3 . | \$ 25,000 |
| 2) | Replace press box on diamond #1 & #3 at Oriole Field. | \$ 12,000 |

SENIOR CENTER

(Senior Center Funding)

- | | | |
|----|--|-----------|
| 1) | Replace the flooring in the big room at the north end of the building. | \$ 10,000 |
|----|--|-----------|

DOWNTOWN DEVELOPMENT AUTHORITY – DDA

(DDA Funding)

- | | | |
|----|---------------------|-----------|
| 1) | * To be determined. | \$ 26,900 |
|----|---------------------|-----------|

CARTIER PARK

(Cartier Park Funding)

- | | | |
|----|---|-----------|
| 1) | Pave roads. | \$ 10,000 |
| 2) | Allocate money to be put aside towards building a new restroom. | \$ 25,000 |
| 3) | *Level and upgrade (10) seasonal sites. | \$ 10,000 |

WATER MAINTENANCE

(Water Fund Financing)

- | | | |
|----|--|------------|
| 1) | *Replace water main in two blocks of Fifth Street. | \$ 112,500 |
|----|--|------------|

WATER PLANT

(Water Fund Financing / Bonds)

- | | | |
|----|--|-------------|
| 1) | *Upgrades to Water Treatment Plant pursuant to requirements from the MDEQ. | \$5,000,000 |
|----|--|-------------|

SEWER MAINTENANCE

(Sewer Fund)

- | | | |
|----|--|------------|
| 1) | *Replace sewer main in two blocks of Fifth Street. | \$ 112,500 |
|----|--|------------|

WASTEWATER TREATMENT PLANT

(Sewer Fund / Bonds)

- | | | |
|----|--|-------------|
| 1) | *Upgrades to WWTP & relocation of outfall pipe as per MDEQ requirements. | \$3,075,000 |
|----|--|-------------|

MARINA

(Marina Fund)

- | | | |
|----|-------------------------|------------|
| 1) | *Resurface parking lot. | \$ 100,000 |
|----|-------------------------|------------|

TECHNOLOGY FUND

- | | | |
|----|--|-----------|
| 1) | *Purchase 7-10 new computers / printers. | \$ 10,000 |
|----|--|-----------|

2015 PROJECTS CONTINUED ...**MOTOR POOL**

(Motor Pool Fund)

- | | | | |
|----|----------------------------------|----------|------------|
| 1) | *Purchase Equipment | | \$ 131,000 |
| | Dump Truck | \$50,000 | |
| | Chevy Tahoe | \$35,000 | |
| | Utility Truck w/flat bed & boxes | \$28,000 | |
| | Pick up Truck | \$18,000 | |

2)	Build new warehouse @ DPW site.	\$150,000
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Proposal and Information: 10th Annual Ludington Triathlons
Proposed open date: Sunday August 25, 2013 8:00am

Race Format: Triathlon – 1000m swim, 40k bike, 10k run
Sprint Triathlon – 500m swim, 20k bike, 5k. run

multi-sport events begin simultaneously both at 8:00am. Approximate finish time of last finisher 11:30pm. Approximate time of event departure 2:30pm.

Race Transition, Start and Finish area: START - To be held in the same spot as previous years on the beach at the end of Ludington ave. This will include a start/finish pvc structure as well as athlete corral area.

Finish Typically we have a minimum 75m long finish chute which would be placed directly on the beach in front of the transition area/South Beach parking lot. This will consist of a 10x20 post race snack tents, a 10x10 announcing tent, finish structure, fencing, flags, timing equipment. This will start Friday and finish Saturday for Sundays event.

Transition Area: This is the area commonly referred to as "race central" where the athletes have their bikes on racks, where the switch from one event to another takes place. This area will consist of event fencing and steel bike racks along with a bike in/out and run in/out structure, cones and aid station at run in/out. This will be placed in the parking lot at the end of the road. This will take up the entire road. Set up will include closing the thru street directly behind the putt putt golf area upon arrival for truck and trailer staging as well as loading, unloading, and to accommodate the entry/exit point for the transition area as well as finish line. From that point the bike in/out – run in/out and finish chute is placed on the short block between the putt putt golf and motel. Thru traffic to Lakeshore will use the driveway for the park. Thru traffic for the boat launch parking area will use Lakeshore. So closure barricades to be placed from the corner of Lakeshore at the putt putt golf to the left turn out of the park and where the boat launch parking lot is.

SWIM discipline: 1000m & 500m – Swim course set up depends greatly on weather that weekend, typically we have a triangle or rectangle course. We typically like to have about 1 lifeguard per 50 athletes for the swim. We have 8 ocean paddle rescue paddle boards, kayaks for the guards and wave runners for the swim portion. Local support will also be sought as in years past with Sheriffs Dept. and Search and Rescue as well as Coast Guard if available. We will meet with them to go over any concerns, or suggestions they may have. A swim exit structure will be placed on the beach with timing equipment, step stakes with flagging to create a swim chute and landmark for athletes to site for the finish of the swim and to get athletes to the transition area.

****NOTE:** SPECIAL PERMISSION must be made when setting the swim course. This is done at every venue for swim course coordinator and staff to set the swim course buoys when possible. Weather permitting this will be done first thing Saturday morning before beach is heavily used, or at Sun down. Staff will use cinder blocks to hold buoys which are brought to each buoy setter on waverunners. So they will be in swim area to take each buoy out to be set. (This is done at every venue) We are more than versed in the safety of beach patrons with waverunner use at idle speed and engine cut in any area of swimmers. Staff do their best to keep beach users away at all times.

Swim Safety during event: Each and every athlete is counted in one at a time before entering the swim start chute. Swim waves will be kept at 100 athletes or less, USAT requirements are 150, there will be a minimum of 5 minutes between wave starts and 15 minutes between Olympic and Sprint distance waves. Mandatory swim caps, Mandatory pre race meeting are required as well. Emergency instructions are given during mandatory meeting.

BIKE discipline: 40k & 20k - After switching from swim to bike, athletes will exit the transition area through the bike in/out structure heading out on the course. They will head out of the transition area left down Lakeshore to the same bike course we have used in the past. Lakeshore has traditionally been closed from the corner to the cemetery by police for the duration of the event. Streets/intersections along this stretch will all be manned with course officials and support crew wearing Orange Safety vests, flaggers. Past the cemetery the bike course is open to traffic and rules are given to athletes in the pre race meeting on the beach and pre race confirmations sent out the week leading up to the event.

Bike Course Safety: The bike course coordinator will mark the course on Friday with Spray Chalk, and signs indicating direction and mileage every 5k. He/She will lead out the first cyclist and follow the last cyclist back as well as patrol the course during the cycling portion of the event. The majority of bikes will be off the roads by 10:00am. The Bike course coordinator will train and distribute the various safety equipment needed for the course ie. Safety vests, slow/stop signs, radios. He/She will take each support crew out to his/her spot on the course and pick them up following that last cyclist in. Additional support from the local HAM radio operators will be sought. Sheriff/State Police assistance has been used as well. A series of cones with turnaround signs will lead up to each turnaround area. Caution Bikes on Road signs will be placed along the route as well on Saturday.

RUN discipline: 10k & 5k – Athletes will make the switch from bike to run and exit under the Run in/out structure taking the as well to a left on Lakeshore straight down to the turnaround at the city park for the sprint athletes or a RIGHT into the park for the Olympic distance where they will circle through the park and back out. Water and sponsored electrolyte energy drink for the athletes will be provided at each aid station.

Run Course Safety: The Run Course coordinator will again be in charge of the training of Support crew which will be manning the aid stations as well as handling direction of athletes. The Run Course coordinator will lead the first athlete out on a bike, and follow the last athlete in on the 3D Mule. Picking up course equipment and support crew along the way. Each aid station will be equipped with first aid kit and have direct contact badge for communication to all 3D staff and on site EMS at the finish line ensuring athletes and support crew are safe. In the event that we have extreme heat additional coolers with ice will be delivered to each aid station and if available a mobile EMT on mule or mountain bike will patrol the run course.

Follow this link for the run course map.

Portajohns: Will be placed on the corner of the putt putt golf facility.

Tents & Staging: We use simple 10x20 pole pop-up tents for EMS/EMT emergencies, post race food, post race massage for the athletes, timers, and race announcer. A simple two speaker PA system is used for pre and post race announcements as well as music during the event. Post race food tents and registration will be placed at the end of the street closest to the beach/water.

Setup – Tear Down: We will arrive on location Thursday late night or first thing Friday before the event for last minute course markings, meetings and contacts. It is VERY IMPORTANT at the very least the parking area at the end of the street be closed Thursday night as it has become very difficult to locate visitors to move vehicles so we can begin set up Friday morning. This is to ensure we are not waiting for vehicles to be moved upon arrival and set up can begin immediately. Event area setup will begin at 9:00am Friday, followed by the rest of course set up on Saturday. This is done by the support crew and event crew. Typically we can get this done in an 8 - 12 hour period if weather is good. Tear down starts immediately after the last person completes each discipline. So swim course tear down will be completed by 10:00am, Bike course 11:00am, and Run course and finish as the final athlete finishes. This can take 2 – 8 hours as well depending on weather and help.

ON SITE Equipment and Security: Event Director and staff will Stay **ON SITE** in the event RV/trailer. This event trailer/rv is parked inside the boat launch parking area along the guard rail next to the closed parking lot. The equipment and staff trailer is parked next to the play area across from the putt putt golf on the closed section of street. We will need electric outlets to plug into for that located on the corner. This is a must, and is done at ALL 3d produced events. There is thousands of dollars in computer timing equipment that must stay out of the weather at all times. In addition to the event RV/Trailer there will be a minimum of two event pickup trucks, event waverunners/trailer, 50' event equipment trailer, and event mule/trailer.

Additional Event Setup Security ON SITE STAFF information: We arrive on site with Truck and either a 50' equipment trailer, 30' equipment trailer, 36'event RV, 2 additional pickups with Waverunner trailer and or event off road 4 wheeler, Race Director must stay ON SITE in the event RV or trailer for the duration of the weekend for security and emergency purposes. There will be between \$150k and \$500k worth of equipment on site depending on size of event. We do all of the computer, logistics, protocol etc. from the RV. In the event that security is needed we would have security on site beginning at 9:00pm each night. Again the transition area in this case half of the South Beach parking lot must be closed Thursday evening through the completion of the event to ensure support crew, event crew and athletes safety.

Course markings: 3 Disciplines supplies ALL the necessary equipment. Orange cones, flagging, event fencing and professionally printed signage on stakes. CAUTION RACE IN PROGRESS, CAUTION BIKES ON ROAD, CAUTION RUNNERS ON ROAD. These Signs are 28x22 with a black background and neon orange lettering. At key points we also provide MDOT approved large 5' octogan road signs CAUTION EVENT IN PROGRESS AND TURNAROUND signs for the bike course. Weather permitted we typically use flour for road markings instead of chalk as well as Spray Chalk. This will wash away easier and if used on grassy areas will not harm them.

Race Security & Officials: Will be in the form of volunteer course marshals wearing orange safety vests and official race attire. They will be at road intersections on the course to warn motorists and racers of potential problems. There will be minimal vehicular traffic stoppage. Typically we use what ever is required by local governments. Usually on or off duty police, or sheriff officers in addition to our race officials

Road/ travel: As in years past the police have closed the road from the corner of Lakeshore at the putt putt golf down to the cemetery. This has worked very very well and they have done a tremendous job. These intersections will be manned with course officials and police.

Parking: Initial parking available in the park as recommended by city officials.

Support Crew: Are the local high school sports programs. We refer to them as Support Crew as we make a donation to the groups that commit to the event. So they are not real volunteers as they are paid as well as given a shirt and fed following the event.

Proceeds: Portions always go to the support crew as our charitable group affiliation. After the event is closed out and all bills are paid we will make a donation to the group, and charitable affiliation, this is usually between \$1 and \$3 per athlete. First year events are very difficult to predict as the first year costs are typically triple that of future costs.

Estimated athlete participation: The event has grown from a low 240 to a high of 550 with as many as 2500 spectators, Safety will not be compromised You can estimate an additional 1.5 people per athlete as spectators, friends, family members also attending the event inside the park. We develop a race to be hosting it for many years to come. It is a lot of work to develop and create history in an event, to get a following therefore hosting an event for a year or two is not an option.

Proposed Course: In order to keep the impact of the event on local resources and agencies as well as local residents and beach users the course keeps the event along Lake Michigan which has greatly limited the impact.

Aid Stations: There will be water and sponsored electrolyte replacement stations at each mile on the run course. Also at the swim, bike, and run transition exits. Following the event there will be snacks for the athletes in the post race food tent. Typically this is beverages, fruit, and other donated snacks but can include pizza, and sandwiches. This depends on partners that come on board in support of the event.

Award ceremony: After the last athlete crosses the finish line there is an award ceremony. Awards are given to the top three overall male and female winners as well as the top three in each age division. We also offer awards to the overall master division winners as well as swim, bike and run primes. Gift certificates, cash prizes, anything can be given in addition to the finishing awards. We will typically have a raffle before the awards ceremony which are donated by partners.

In case of Emergency: We notify and coordinate with local EMT, police and fire units of the event and all pertinent information is exchanged. Race officials have a cell phone if an emergency situation arose. EMT with ambulance is absolutely required at the race site as well as Lifeguards for the swim portion. Our safety record speaks for itself, we will in no way compromise safety.

Other course communication: Nextel boost 2-way radios and whenever possible local HAM radio operators are used.

Course Cleanup: We can supply you with any of the past race venue phone numbers for references. Please feel free to contact any of the cities, towns, or state parks which we host events at. We are asked back every year and asked to host more events because of our attention to this detail. Everything will be picked up and disposed of in the proper manor. We would not be able to hold events in their 10th year at the same location in 8 of Michigan's top tourist destinations if we did not do this. The area will be left as we found it and in some cases have been left in better condition.

Inclement weather: Being the Race Director we have the authority to cancel the race. From experience both racing and directing, wind and rain are allowable. Once lightning is spotted the race will be suspended if it seems to be a quick hitting storm, if not the race would be canceled. In the event of extreme conditions in the water the swim can be changed, distance decreased or change the swim to a run, making the triathlon a Duathlon. Inclement weather directions are given to athletes in their pre race announcements via email the week leading up to the event as well as mandatory pre-race meeting on the beach. Delays are based on local law enforcement ability to delay, typically this is one hour.

Economic Impact on Area: Along with our top quality event production, and reputation of leaving a place as we found it or in better condition. We are asked back year in and year out because of the positive effects our events have on an area's economy and community. Typically a family will require lodging for the weekend as well as, dining out and shopping. Depending on the size of the event the impact can be significant and a very positive boost. Some of our larger events have generated well over a million dollars in economic impact on areas each year. Local schools look forward to the event year after year as they make it an annual fundraising event. This is not a running event which typically will attract a more local athlete where a multi-sport event will bring athletes from all over the state as well as out of state. This event will attract athletes from at least 6 states.

Insurance: Typically we receive the insurance policies about 30 days prior to each event. Additional insured would be the city, and any other entities that require to be added. If there is specific wording that is required by your group as an additional insured we would need that 3-4 months prior to the event. We are charged \$40 per additional insured. Coverage is the best in the business with \$1 million dollar general aggregate policy. We are aware of the state park requirements and policies.

Promotion of event: All advertising of the event is done through ads in Health & Fitness publications, triathlete magazine, as well as national multi-sport magazines, and websites. We will have flyers and posters in bike, run, and other shops. We will also have the event on all the online calendars. Event flyers and posters will be distributed as soon as they are printed after receiving the official word the event is a go. A press release will go out nationally as soon as the event is permitted.

Background on the average multi-sport athlete: (Taken from the 2010 Triathlete magazine reader and website poll) Averages: age 34, Education 96% college graduate, household income \$134,500.00. Typically take the entire family staying the weekend and spend between \$1100 - \$1600 per race on lodging, and traveling expenses.

Background on 3 Disciplines racing: Kenny Krell – owner and race director, 27 years racing experience all over the world as a former USAT All American, and Team USA member. Annmarie – asst. race director, timing & registration. 3 disciplines was started to help fund the cross-country and track programs at the high school where he taught and coached.

Why chose 3 Disciplines Racing?

Bottom line is we are among the best in the business nationwide. We have a true passion for what we do and we do it very well! We are consistently rated one of the top 5 companies in the U.S. and Michigan's biggest and best event management company. 3D is one of only 4 companies that can host an event anywhere in the US from start to finish within 72 hrs. completely in house meaning no need to outsource anything. We are one of only a very few companies that can not only host an event from start to finish, but also provide the state of the art ChampionChip and Chronotrack timing. Rentals for any type of equipment is not needed as our 18,000 square foot warehouse house is full of event specific equipment, trucks, trailers, waverunners for lifeguards, mules for run course safety and equipment totaling over a million dollars all to take your event to another level.

As of October 2012 we have hosted over 440 events in 11 states. In addition we have timed and or consulted on another 350 plus events across the U.S. These events include running events for high schools, cities, parks from 1 mile to marathon distance. Adventure races up to 5 hrs. on various terrain. We have hosted mountain bike and road bike races; Triathlon and Duathlon events from sprint to Half Ironman distances. We have hosted State, National and World Qualifier events. We were approached to submit Olympic Qualifying Triathlon event as well as College Championship Triathlon in the mid 2000's. According to USA Triathlons insurance carrier we have had the best safety record in the entire country 5 straight years, an accolade we are most proud of.

Last November we provided all the timing and consulting for the ITU World Long Course Championships in Las Vegas, NV. Providing live camera feed at the finish line with social media posts and live results.

We have worked with dozens of the top charity organizations in the U.S., hosting fundraising events for those organizations. We have worked with National Forest service, Coast Guard, DNR, State, Sheriff, and local police, search and rescue, fire and first responders. Large cities like Phoenix and Tempe Arizona with 2000 triathletes to small towns like Mackinaw City Michigan with 200 triathletes.

In addition 3 Disciplines has timed hundreds of other events as well as provided consultation services to other event directors all over the United States. We have been a very important resource to dozens of charities around the country hosting their fundraising events as well as making contributions.

Community Programs/Charities: 9 years ago 3 Disciplines Racing started the Food From Athletes program. We ask the athletes to bring their used running shoes and non perishable food items for donation. We then deliver the food and shoes to local area shelters in need. We have donated thousands of pounds of food and hundreds of pairs of shoes to date. We also started out Clubs 1st program, focusing on all the various clubs that support our events by giving the clubs discounts into the events. This is just another way we try to give back to the sport, the communities and athletes that participate in our events. We have donated well over \$300k to charities as well as hundreds of pairs of shoes, thousands of event shirts and truck loads of event food to local shelters.

If you have any questions please don't hesitate to contact us, we look forward to working with you and thank you for the opportunity,

Good Health,

Kenny Krell
3 Disciplines Racing
PO Box 458
Gaylord, Mi. 49734
office-231.546.2229
Kenny@3disciplines.com
www.3disciplines.com
www.your-results.com
www.superkidstry.com
www.racedirectorservices.com

"Resolution For Payment of Bills"

TO HIS HONOR THE MAYOR AND MEMBERS OF THE CITY COUNCIL

THE FOLLOWING ACCOUNTS HAVE BEEN EXAMINED BY YOUR FINANCE COMMITTEE
AND PAYMENT IS HEREBY RECOMMENDED.

TOTAL ACCOUNTS PAYABLE FOR THIS PERIOD:	<u>\$ 135,096.56</u>
TOTAL EXPENDITURES SINCE 11/12/2012, ARE	<u>\$ 134,863.70</u>

THEREFORE THE FINANCE REPORT WITH TOTAL EXPENDITURES IN THE AMOUNT OF FOR THIS PERIOD CAN BE APPROVED AND ORDERS DRAWN ACCORDING TO THE CITY CHARTER AND I SO MOVE.	<u>\$ 269,960.26</u>
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INVOICE DISTRIBUTION REPORT FOR THE CITY OF LUDINGTON
CHECKS DATED FROM 10/13/2012 TO 11/26/2012
GENERAL FUND

FOR THE CITY COUNCIL MEETING TO BE HELD ON NOVEMBER 26, 2012

Dept	Account	Payee	Description	Amount
FUND: 101 GENERAL FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	42,603.53
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	31,601.42
000	650-000	THOMPSON, ED	REFUNDING "DEPOSIT"-FUTURE FOIA REQUESTS	500.00
268	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	22.24
268	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	22.24
268	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	22.24
268	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	22.24
269	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	104.20
269	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	30.97
276	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	22.35
336	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	38.56
448	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	9.31
751	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	25.88
751	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	22.24
751	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	40.57
751	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	142.31
			Total for fund 101 GENERAL FUND	75,230.30
FUND: 202 MAJOR STREETS FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	617.04
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	928.22
			Total for fund 202 MAJOR STREETS FUND	1,545.26
FUND: 203 LOCAL STREETS FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	317.00
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	1,000.22
			Total for fund 203 LOCAL STREETS FUND	1,317.22
FUND: 208 RECREATION FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	831.28
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	1,563.95
			Total for fund 208 RECREATION FUND	2,395.23
FUND: 211 SENIOR CENTER FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	2,205.05
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	2,205.07
			Total for fund 211 SENIOR CENTER FUND	4,410.12
FUND: 508 CARTIER PARK CAMPGROUND FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	556.49
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	993.91
			Total for fund 508 CARTIER PARK CAMPGROUND FUND	1,550.40
FUND: 591 WATER MAINTENANCE & WATER FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	12,123.65
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	11,545.86
556	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC	47.91
			Total for fund 591 WATER MAINTENANCE & WATER FUND	23,717.42
FUND: 592 SEWER MAINTENANCE & SEWER FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	7,011.26

Dept	Account	Payee	Description	Amount
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	6,991.03
527	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC - LIFT STATION	30.77
527	921-000	CONSUMERS ENERGY	UTILITIES - ELECTRIC - LIFT STATION	61.08
			Total for fund 592 SEWER MAINTENANCE & WASTEWATER FUND	14,094.14
FUND: 594 MUNICIPAL MARINA FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	1,005.71
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	1,005.72
			Total for fund 594 MUNICIPAL MARINA FUND	2,011.43
FUND: 661 MOTOR POOL FUND				
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/10/2012	4,298.30
000	002-100	CITY OF LUDINGTON	PAYROLL WEEK ENDING 11/17/2012	4,293.88
			Total for fund 661 MOTOR POOL FUND	8,592.18
			GRAND TOTAL FOR ALL FUNDS:	134,863.70

INVOICE DISTRIBUTION REPORT FOR THE CITY OF LUDINGTON
INVOICES DATED FROM 11/13/2012 TO 11/26/2012
GENERAL FUND

FOR THE CITY COUNCIL MEETING TO BE HELD ON NOVEMBER 26, 2012

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount
Fund 101 GENERAL FUND				
Dept 000				
101-000-068-000	HEALTH INSURANCE		PRIORITY HEALTH	7,059.08
			Total For Dept 000	7,059.08
Dept 101 CITY COUNCIL & MAYOR				
101-101-853-000	TELEPHONE		JOHNSON, LES	30.00
			Total For Dept 101 CITY COUNCIL & MAYOR	30.00
Dept 172 MANAGER'S OFFICE				
101-172-719-000	HEALTH INSURANCE		PRIORITY HEALTH	1,079.48
101-172-727-000	OFFICE SUPPLIES		JACKPINE BUSINESS CENTER	2.22
101-172-728-000	SAFETY COMM./SUPPLIES		MCDONALD'S BAKERY INC	35.64
101-172-801-000	PROFESSIONAL SERVICES		KELLER THOMA	135.60
101-172-956-000	MISCELLANEOUS EXPENSES		PORNSIDE FLORAL	43.00
101-172-956-000	MISCELLANEOUS EXPENSES		PORNSIDE FLORAL	48.00
			Total For Dept 172 MANAGER'S OFFICE	1,343.94
Dept 215 CLERK'S OFFICE				
101-215-719-000	HEALTH INSURANCE		PRIORITY HEALTH	2,158.96
101-215-727-000	OFFICE SUPPLIES		JACKPINE BUSINESS CENTER	117.66
101-215-727-000	OFFICE SUPPLIES		JACKPINE BUSINESS CENTER	(117.66)
101-215-727-000	OFFICE SUPPLIES		JACKPINE BUSINESS CENTER	37.94
			Total For Dept 215 CLERK'S OFFICE	2,196.90
Dept 253 TREASURER'S OFFICE				
101-253-719-000	HEALTH INSURANCE		PRIORITY HEALTH	939.51
101-253-727-000	OFFICE SUPPLIES		JACKPINE BUSINESS CENTER	8.88
			Total For Dept 253 TREASURER'S OFFICE	948.39
Dept 257 ASSESSOR & BUILDING INSPECTOR'S OFFICE				
101-257-719-000	HEALTH INSURANCE		PRIORITY HEALTH	1,619.22
101-257-727-000	OFFICE SUPPLIES		JACKPINE BUSINESS CENTER	39.57
101-257-802-100	CONTRACTUAL SERVICES-BLDG I		FULKER, THOMAS I	1,202.62
			Total For Dept 257 ASSESSOR & BUILDING INSPECTOR'S OFFICE	2,861.41
Dept 262 ELECTIONS				
101-262-740-000	OPERATING SUPPLIES		PRINTING SYSTEMS INC	116.33
101-262-802-000	CONTRACTUAL SERVICES		EMANUEL LUTHERAN CHURCH	25.00
101-262-802-000	CONTRACTUAL SERVICES		LAKEIDE CHURCH	25.00
			Total For Dept 262 ELECTIONS	166.33
Dept 265 CITY HALL & GROUNDS				
101-265-719-000	HEALTH INSURANCE		PRIORITY HEALTH	1,079.48
101-265-740-000	OPERATING SUPPLIES		WAL-MART COMMUNITY	59.39

GL Number	Invoice Line Desc	Vendor	Invoice Description	
101-265-802-000	CONTRACTUAL SERVICES	ALL FIX FITNESS REPAIR	MAINTENANCE TREADMILL/ELLIPTICAL UNITS	195.50
101-265-927-000	UTILITIES - WATER	CITY OF LUDINGTON	WATER	948.73
101-265-930-000	REPAIRS, MAINT. & SUPPLIES	MEDLER ELECTRIC COMPANY	LAMP	62.00
101-265-930-000	REPAIRS, MAINT. & SUPPLIES	MODEL COVERALL SERVICE	CLEAN MATS/RUNNERS	89.00
		Total For Dept 265 CITY HALL & GROUNDS		2,434.10
Dept 268 CITY PROPERTY-DOWNTOWN				
101-268-802-000	CONTRACTUAL SERVICES	SPILLER CONCRETE	112 W LUD REMOVE PAVERS/POUR CONCRETE	1,797.50
101-268-802-000	CONTRACTUAL SERVICES	SPILLER CONCRETE	129 E LUD REMOVE PAVERS/POUR CONCRETE	3,640.00
101-268-930-000	REPAIRS, MAINT & SUPPLIES	LONES BUSINESS ACCOUNT	CHRISTMAS LIGHTS	296.28
		Total For Dept 268 CITY PROPERTY-DOWNTOWN		5,733.78
Dept 269 CITY PROPERTY-OTHER				
101-269-801-000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	GENERAL STREET IMPROVEMENTS	540.00
		Total For Dept 269 CITY PROPERTY-OTHER		540.00
Dept 276 CEMETERY				
101-276-719-000	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	1,532.92
		Total For Dept 276 CEMETERY		1,532.92
Dept 301 POLICE DEPARTMENT				
101-301-719-000	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	9,355.47
101-301-719-040	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	1,079.48
101-301-740-000	OPERATING SUPPLIES	BRIGGS TRUE VALUE HARDWARE	LIQUID NAILS	5.99
101-301-740-000	OPERATING SUPPLIES	BRIGGS TRUE VALUE HARDWARE	OIL DRY	8.19
101-301-740-000	OPERATING SUPPLIES	JACKPINE BUSINESS CENTER	ENVELOPES	37.95
101-301-744-000	CLOTHING ALLOWANCE	NYE UNIFORM COMPANY	UNIFORM SHIRTS	107.09
101-301-851-000	RADIO MAINTENANCE	MOTOROLA	RADIO	2,001.50
101-301-853-000	TELEPHONE	CENTURYLINK	TELEPHONE	14.30
101-301-977-000	EQUIPMENT	TERRAPIN NETWORKS	EVIDENCE LAB NOTEBOOK	1,274.00
		Total For Dept 301 POLICE DEPARTMENT		13,883.97
Dept 302 POL CLER/SP POL/PK RNGRS				
101-302-719-000	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	1,079.48
		Total For Dept 302 POL CLER/SP POL/PK RNGRS		1,079.48
Dept 336 FIRE DEPARTMENT				
101-336-853-000	TELEPHONE	CENTURYLINK	TELEPHONE	0.02
101-336-874-000	ANNUAL FIREMAN PENSION	JIMMIE LANGE	ANNUAL FIREMAN PENSION	240.00
101-336-874-000	ANNUAL FIREMAN PENSION	MICHAEL McDONALD	ANNUAL FIREMAN PENSION	360.00
101-336-874-000	ANNUAL FIREMAN PENSION	MR. DANIEL ASTROWSKI	ANNUAL FIREMAN PENSION	230.00
101-336-874-000	ANNUAL FIREMAN PENSION	MRS. EARL LARSEN	ANNUAL FIREMAN PENSION	320.00
101-336-874-000	ANNUAL FIREMAN PENSION	MRS. GERALD CLARK	ANNUAL FIREMAN PENSION	250.00
		Total For Dept 336 FIRE DEPARTMENT		1,400.02
Dept 441 DPW/MUNICIPAL SERVICES				
101-441-719-000	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	8,631.42
101-441-740-000	OPERATING SUPPLIES	NORTHERN SAFETY CO INC	SAFETY GLASSES/HAND SANITIZER	331.32
		Total For Dept 441 DPW/MUNICIPAL SERVICES		8,962.74

Dept 528 GARBAGE & RUBBISH				
101-528-740-900	ALLIED YARD WASTE SUPPLIES	ALLIED WASTE SERVICES INC #239	REFUSE PICK UP - OCTOBER	912.00
101-528-802-000	CONTRACTUAL SERVICES	ALLIED WASTE SERVICES INC #239	REFUSE PICK UP - OCTOBER	33,441.12
		Total For Dept 528 GARBAGE & RUBBISH		34,353.12

Dept 728 ECONOMIC & COMMUNITY DEVELOPMENT				
101-728-719-000	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	899.56
		Total For Dept 728 ECONOMIC & COMMUNITY DEVELOPMENT		899.56

Dept 751 PARKS DEPARTMENT				
101-751-719-000	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	1,529.26
101-751-802-000	CONTRACTUAL SERVICES	LARSEN'S LANDSCAPING LLC	ORGANIC FERTILIZER	427.10
101-751-930-000	REPAIRS, MAINT. & SUPPLIES	GLC METAL FABRICATORS INC	BENCH COMPOSITE BOARDS	186.00
		Total For Dept 751 PARKS DEPARTMENT		2,142.36

Dept 756 LAUNCHING RAMPS				
101-756-801-000	PROFESSIONAL SERVICES	PREIN & NEWHOF, INC.	GENERAL STREET IMPROVEMENTS	300.00
		Total For Dept 756 LAUNCHING RAMPS		300.00
		Total For Fund 101 GENERAL FUND		87,868.10

Fund 202 MAJOR STREETS FUND				
Dept 451 CONSTRUCTION & SURFACING				
202-451-970-000	CAPITAL IMPROVEMENTS	PREIN & NEWHOF, INC.	DOWLAND STREET IMPROVEMENTS	1,699.24
		Total For Dept 451 CONSTRUCTION & SURFACING		1,699.24

Dept 464 SURFACE MAINTENANCE				
202-464-782-000	ROAD MATERIALS & SUPPLIES	RIETH-RILEY CONSTRUCTION CO INC	COLD PATCH	50.82
		Total For Dept 464 SURFACE MAINTENANCE		50.82
		Total For Fund 202 MAJOR STREETS FUND		1,750.06

Fund 203 LOCAL STREETS FUND				
Dept 451 CONSTRUCTION & SURFACING				
203-451-821-000	ENGINEERING EXPENSE	PREIN & NEWHOF, INC.	N GAYLORD STREET IMPROVEMENTS	2,777.86
		Total For Dept 451 CONSTRUCTION & SURFACING		2,777.86

Dept 464 SURFACE MAINTENANCE				
203-464-782-000	ROAD MATERIAL & SUPPLIES	RIETH-RILEY CONSTRUCTION CO INC	COLD PATCH	50.83
		Total For Dept 464 SURFACE MAINTENANCE		50.83
		Total For Fund 203 LOCAL STREETS FUND		2,828.69

Fund 211 SENIOR CENTER FUND				
Dept 000				
211-000-719-000	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	1,299.33
211-000-860-000	TRANSPORTATION & TRIPS	BAADE, DONNA	CRYSTAL MOUNTAIN/TRAVERSE CITY	152.63
211-000-864-000	CONFERENCES & WORKSHOPS	BAADE, DONNA	CRYSTAL MOUNTAIN/TRAVERSE CITY	22.00
211-000-930-000	REPAIRS, MAINT. & SUPPLIES	BRIGHAM'S OF LUDINGTON	TOWELS	3.91
		Total For Dept 000		1,477.87
		Total For Fund 211 SENIOR CENTER FUND		1,477.87

Fund 493 DDA OPERATING FUND

Dept 000				
493-000-740-400	SUPPLIES-NYE	LENZ & ASSOCIATES, INC.	NYE LIABILITY POLICY	1,564.88
493-000-802-000	CONTRACTUAL SERVICES	LUDINGTON & SCOTTVILLE CHAMBER	MONTHLY ADMINISTRATIVE CONTRACT	1,000.00
		Total For Dept 000		2,564.88

Total For Fund 493 DDA OPERATING FUND 2,564.88

Fund 495 WATCHCASE CONTAMINATION FUND

Dept 000				
495-000-927-000	UTILITIES - SEWER	CITY OF LUDINGTON	SEWER	2,684.56
		Total For Dept 000		2,684.56

Total For Fund 495 WATCHCASE CONTAMINATION FUND 2,684.56

Fund 508 CARTIER PARK CAMPGROUND FUND

Dept 000				
508-000-740-000	OPERATING SUPPLIES	JACKPINE BUSINESS CENTER	RATE AGREEMENT CONTRACTS	32.63
508-000-802-000	CONTRACTUAL SERVICES	MISSION MANAGEMENT INFORMATION SYS	WEB BASED SITE REGISTRATION	190.00
		Total For Dept 000		222.63

Total For Fund 508 CARTIER PARK CAMPGROUND FUND 222.63

Fund 591 WATER MAINTENANCE & WATER FUND

Dept 000				
591-000-041-000	FINAL CHARGES	OCEANA AUTO PARTS & TOWING	SECURITY DEPOSIT REFUNDED	139.18
591-000-355-000	DEPOSIT REFUND	PRECISION GRADING & TRENCH	SECURITY DEPOSIT REFUNDED	500.00
591-000-719-000	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	3,508.29
591-000-740-000	OPERATING SUPPLIES	BRIGGS TRUE VALUE HARDWARE	BATTERIES	4.20
591-000-802-000	CONTRACTUAL SERVICES	AMERICAN MESSAGING	PAGER SERVICE	2.55
591-000-930-000	REPAIRS, MAINT. & SUPPLIES	BRIGGS TRUE VALUE HARDWARE	ROPE	1.62
591-000-930-000	REPAIRS, MAINT. & SUPPLIES	GREAT LAKES MATERIALS INC	LIMESTONE	67.18
591-000-970-801	CAPITAL IMPROVEMENT-PROFESSION,PREIN & NEWHOF, INC.		DOWLAND STREET IMPROVEMENTS	736.34
		Total For Dept 000		4,959.36

Dept 556 WATER FUND

591-556-650-600	CASH OVER/SHORT	STELL, ED & CAROL	REIMB FOR DUPLICATE PMT	57.33
591-556-719-000	HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE	7,376.43
591-556-740-000	OPERATING SUPPLIES	EMD MILLIPORE CORPORATION	LAB SUPPLIES	1,221.56
591-556-740-000	OPERATING SUPPLIES	HACH COMPANY	FLOURIDE	1,218.71
591-556-801-000	PROFESSIONAL SERVICE	FISHBECK THOMPSON CARR & HUBER INC	REL STUDY GEN PLAN	433.00
591-556-853-000	TELEPHONE	CENTURYLINK	TELEPHONE	4.22
591-556-853-000	TELEPHONE	MALZAHN, KURT	PHONE REIMBURSEMENT	30.00
591-556-930-000	REPAIRS, MAINT. & SUPPLIES	DETROIT PUMP & MANUFACTURING	BLEACH TRANSFER PUMP	1,117.68
591-556-930-000	REPAIRS, MAINT. & SUPPLIES	LUDINGTON PAINT & GLASS	RED PRIMER	45.29
		Total For Dept 556 WATER FUND		11,504.22

Total For Fund 591 WATER MAINTENANCE & WATER FUND 16,463.58

Fund 592 SEWER MAINTENANCE & WASTEWATER FUND

Dept 000			
592-000-042-000	SEWER SERVICE CHARGE	OCEANA AUTO PARTS & TOWING	64.74
592-000-719-000	HEALTH INSURANCE	PRIORITY HEALTH	1,529.26
592-000-740-000	OPERATING SUPPLIES	SAMUELS, NICHOLAS L	125.00
592-000-802-000	CONTRACTUAL SERVICES	AMERICAN MESSAGING	2.55
592-000-853-100	CELLULAR PHONE	PLAMONDON, DARRYL	45.00
592-000-970-801	CAPITAL IMPROVEMENT-PROFESSION	PREIN & NEWHOE, INC.	955.60
592-000-970-801	CAPITAL IMPROVEMENT-PROFESSION	PREIN & NEWHOE, INC.	148.00
592-000-970-801	CAPITAL IMPROVEMENT-PROFESSION	PREIN & NEWHOE, INC.	396.48
	Total For Dept 000		3,266.63

Dept 527 WASTEWATER FUND

592-527-650-600	CASH OVER/SHORT	STELL, ED & CAROL	30.44
592-527-719-000	HEALTH INSURANCE	PRIORITY HEALTH	2,378.81
592-527-740-000	OPERATING SUPPLIES	EVERGREEN SOLUTIONS LLC	101.66
592-527-740-000	OPERATING SUPPLIES	HACH COMPANY	289.64
592-527-740-000	OPERATING SUPPLIES	WEBB CHEMICAL SERVICE CORP.	4,537.63
592-527-853-000	TELEPHONE	CENTURYLINK	0.90
	Total For Dept 527 WASTEWATER FUND		7,339.08

Total For Fund 592 SEWER MAINTENANCE & WASTEWATER FUND 10,605.71

Fund 594 MUNICIPAL MARINA FUND

Dept 000			
594-000-719-000	HEALTH INSURANCE	PRIORITY HEALTH	1,079.48
594-000-740-000	OPERATING SUPPLIES	JACKPINE BUSINESS CENTER	37.95
	Total For Dept 000		1,117.43

Total For Fund 594 MUNICIPAL MARINA FUND 1,117.43

Fund 650 TECHNOLOGY FUND

Dept 000			
650-000-802-000	CONTRACTUAL SERVICES	TERRAPIN NETWORKS	2,746.00
	Total For Dept 000	IT SUPPORT	2,746.00

Total For Fund 650 TECHNOLOGY FUND 2,746.00

Fund 661 MOTOR POOL FUND

Dept 000			
661-000-719-000	HEALTH INSURANCE	PRIORITY HEALTH	3,418.33
661-000-743-000	TOOLS	COLE, KYLE	474.95
661-000-751-000	PROPANE FILL	LAKE WELDING SUPPLY COMPANY	41.09
661-000-853-000	TELEPHONE	CENTURYLINK	2.96
661-000-930-000	REPAIRS, MAINT. & SUPPLIES	BRIGHTAM'S OF LUDINGTON	(55.56)
661-000-930-000	REPAIRS, MAINT. & SUPPLIES	BRIGHTAM'S OF LUDINGTON	34.73
661-000-930-000	REPAIRS, MAINT. & SUPPLIES	BRIGHTAM'S OF LUDINGTON	3.38
661-000-930-000	REPAIRS, MAINT. & SUPPLIES	MODEL COVERALL SERVICE	12.50
661-000-930-000	REPAIRS, MAINT. & SUPPLIES	URKA AUTO CENTER, INC.	48.61
661-000-930-000	REPAIRS, MAINT. & SUPPLIES	VOELKER IMPLEMENT SALES INC	47.76
661-000-930-000	REPAIRS, MAINT. & SUPPLIES		3.98

661-000-930-000	REPAIRS, MAINT. & SUPPLIES	WINGFOOT COMMERCIAL TIRE SERVICES	TIRES	514.40
661-000-930-000	REPAIRS, MAINT. & SUPPLIES	ADVANCE AUTO PARTS	ANCHORS	(24.99)
		Total For Dept 000		4,522.14

Total For Fund 661 MOTOR POOL FUND 4,522.14

Fund 706 CULTURAL ECONOMIC DEVELOPMENT FUND

Dept 000				
706-000-967-300	CULTURAL ECONOMIC DEVELOPMENT	GRAPHICS UNLIMITED INC	SCULPTURE PROGRAM CARD	76.50
706-000-967-300	CULTURAL ECONOMIC DEVELOPMENT	KARR, KARI	REIMB - SIGNS	130.25
706-000-967-300	CULTURAL ECONOMIC DEVELOPMENT	ANDERSON, BILL	JACKPINE - COPIES	38.16
		Total For Dept 000		244.91

Total For Fund 706 CULTURAL ECONOMIC DEVELOPMENT FUND 244.91

TOTAL FOR ALL FUNDS: 135,096.56

TOTAL FOR ACCOUNTS PAYABLE:

Fund 101 GENERAL FUND	87,868.10
Fund 202 MAJOR STREETS FUND	1,750.06
Fund 203 LOCAL STREETS FUND	2,828.69
Fund 211 SENIOR CENTER FUND	1,477.87
Fund 493 DDA OPERATING FUND	2,564.88
Fund 495 WATCHCASE CONTAMINATION FUND	2,684.56
Fund 508 CARTIER PARK CAMPGROUND FUND	222.63
Fund 591 WATER MAINTENANCE & WATER FUND	16,463.58
Fund 592 SEWER MAINTENANCE & WASTEWATER FUND	10,605.71
Fund 594 MUNICIPAL MARINA FUND	1,117.43
Fund 650 TECHNOLOGY FUND	2,746.00
Fund 661 MOTOR POOL FUND	4,522.14
Fund 706 CULTURAL ECONOMIC DEVELOPMENT FUND	244.91
TOTAL FOR ALL FUNDS:	135,096.56


Summary

PREPAID EXPENDITURES

All Funds	\$	134,863.70		
Building Rehab Fund 422	\$	-		
Building Authority Fund 371	\$	-		
Police Pension Fund 732	\$	-		
Tax Distributions	(2979 - 2985)	\$	2,145,782.08	
TOTAL EXPENDITURES SINCE 11/12/2012:			\$	2,280,645.78
LESS TAX DIST., TRANSFERS & CD PURCHASES:			\$	2,145,782.08
TOTAL PREPAID EXPENDITURES SINCE 11/12/2012:			\$	134,863.70

ACCOUNTS PAYABLE

ALL FUNDS:	\$	135,096.56		
TOTAL ACCOUNTS PAYABLE FOR THIS PERIOD:			\$	135,096.56
TOTAL PREPAID EXPENDITURES:			\$	134,863.70
TOTAL EXPENDITURES SINCE 11/12/2012:			\$	269,960.26



Deborah L. Luskin, City Clerk



JOHN HENDERSON, MAYOR
JOHN E. SHAY, CITY MANAGER
DEBORAH L. LUSKIN, CITY CLERK
LINDA J. ROGERS, CITY TREASURER

CITY OF LUDINGTON

400 SOUTH HARRISON STREET
LUDINGTON, MICHIGAN 49431
PHONE (231) 845-6237
FAX (231) 845-1146

MEMORANDUM

TO: Mayor Henderson and the Ludington City Council
FROM: John Shay, City Manager *B*
DATE: November 8, 2012
RE: Agreement for Professional Assessor Services

I have attached an agreement between the City and Brent Bosley to perform the City's assessing services. It is very similar to the agreement that the City had with Chuck Zemla. In short, the City would pay Brent Bosley \$24,000 per year to provide assessing services. Since this agreement is longer than one year, it must be approved by ordinance.

Since the City requires a Level III certified assessor, and Brent is only a Level II assessor, I am also proposing that the City enter into an agreement with Mason County (see attached) for its equalization director, who is a Level III assessor, to provide those assessing services (such as signing the assessment roll) that can only be performed by a Level III assessor. This would cost the City \$5,000 for the 2013 tax year. The combination of the two agreements would still cost the City less than what the City was paying Chuck (\$36,000 per year).

It is Brent's intention to take the necessary courses and pass the required exams in order to become a Level III assessor. Once this is accomplished, then it will no longer be necessary to contract with Mason County.

CITY MANAGER'S RECOMMENDATION: 1) Adopt Ordinance No. 252-12 to Approve the Agreement for Professional Assessor Services with Brent Bosley; 2) Approve the Contract to Supervise the Preparation of the 2013 Assessment Roll for the City of Ludington.

On the Shores of Lake Michigan

ORDINANCE NO. 252-12

An Ordinance to Approve a Contract or Lease.

THE CITY OF LUDINGTON ORDAINS:

Section 1: APPROVAL. Pursuant to Section 8.10 of the Charter of the City of Ludington, the City Council hereby approves the City Manager and City Clerk to enter into a two year contract (November 1, 2012 through March 31, 2014) with Brent Bosley, Bosley Assessing and Appraisal Services, LLC for assessing services.

Section 2: Severability: Should any provisions of this ordinance or any part thereof be held unconstitutional or invalid, such holding shall not be construed as affecting the validity of any of the remaining provisions hereof or of any other provisions of the City Code.

Section 3: Repeal: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4: Effective date: This ordinance shall be effective 20 days after publication.

Dated: _____

Ayes: _____

Nays: _____

Deborah Luskin, CMC
City Clerk

Certification

I, Deborah Luskin, being the Clerk of the City of Ludington, certify that the above is a true and accurate copy of the Ordinance adopted by the City Council at their regular meeting on the _____ day of _____ 2012.

AGREEMENT FOR PROFESSIONAL ASSESSOR SERVICES

THIS AGREEMENT ("Agreement"), made and entered into this ~~13th~~ 12th day of ~~August~~ November 2012 by and between the **CITY OF LUDINGTON**, a Michigan Municipal Corporation, 400 South Harrison Street, Ludington, Michigan 49431, hereinafter referred to as "**CITY**," and ~~Charles S. Zemla~~ Brent Bosley, P.O. Box 98, St. Johns 973 Elmwood Road, Howard City, Michigan 48879 49329, hereinafter referred to as "**ASSESSOR**."

WITNESSETH:

WHEREAS, it is the intent of the City to retain Assessor to perform the duties as its certified assessor as an independent contractor, as outlined in the City's "Request for Proposals – Assessing Services"; and

WHEREAS, Assessor retains qualified personnel with the proper State CMAE certification to act in that capacity for and on behalf of the City; and

WHEREAS, the parties wish, by this Agreement, to define their respective rights and responsibilities during the term of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants herein expressed, **IT IS HEREBY AGREED** by and between the parties hereto as follows:

SECTION I: BASIC SERVICES OF THE ASSESSOR

The following are deemed services or requirements included in the compensation of the Assessor under Section III - Payment unless otherwise stated:

1.1 General Duties:

Consistent with his level of certification, ~~The~~ Assessor shall be required to perform all duties of an Assessor pursuant to City Charter, Michigan statute and law, and all other rules and guidelines established for the proper performance of said position, and as same may be from time to time amended, while this Agreement is in effect, and shall conduct and perform same in accordance with all applicable standards of professional conduct required of such Assessors. Said duties shall include, but not be limited to, any and all requirements made effective or promulgated under Michigan Public Act 415 of 1994. In the event material changes in the laws, statutes, rules, guidelines or City Charter during the term of this Agreement result in a substantial additional work burden on the Assessor, then the Assessor and City shall renegotiate the compensation paid pursuant to the terms and provisions of this Agreement. For purposes of this paragraph, the term "substantial additional work burden" shall be determined to exist by mutual agreement of the parties to this Agreement, provided, in the event the parties cannot agree as to whether a substantial additional work burden has been imposed upon the Assessor, then the parties shall select a mutually agreeable mediator who shall make such determination and whose determination shall be final, however, said mediator shall not have authority to establish the amount of additional compensation, if any.

1.2 Office Hours:

During the term hereof, the Assessor shall maintain office hours at the Ludington City Hall at the above address, as follows:

- A. The Assessor, or his designee, shall devote at least 16 hours each week to maintaining office hours at the City office for public appointments for the two weeks immediately preceding the March Board of Review. At all other times, the Assessor, or his designee, shall devote at least 24 hours every two weeks to maintaining office hours at the City office for public appointments. The parties shall specifically agree upon a regular schedule for the maintenance of such office hours. In the event the Assessor is unable to be present for office hours on the appointed days, he shall notify the City of the fact as soon as is reasonably practicable and an alternative day shall be substituted.
- B. Days spent at the Small Claims Division of the Michigan Tax Tribunal shall count as office days.
- C. If specified office days of the Assessor fall on a day recognized as a holiday to City employees, then it will be recognized as a holiday by the Assessor, however, an alternate day agreeable to both parties shall be substituted.

1.3 Public Relations/Customer Service:

The Assessor shall work with and advise property owners in the ad valorem taxation system in an attempt to eliminate adversarial situations and establish positive public relations. The parties acknowledge that holding specific office hours for the public is valuable in the process of providing high quality customer service. The City wants to ensure that members of the public and City staff that need information from the Assessor, or wish to speak to the Assessor, are able to do so on a relatively convenient basis. In that regard, in addition to the hours specified in Paragraph 1.2, the Assessor agrees to meet with or contact residents and City staff members beyond normal office hours as appropriate to address their tax assessment-related concerns. Phone calls and answers to e-mails and faxes will be responded to in a timely manner, expected within 24 hours of receipt by the Assessor.

1.4 New Construction/Loss Adjustment:

During the term of this Agreement, the Assessor shall physically observe all new construction and real estate improvements through cooperation with the Zoning Administrator and will review all building permits. A copy of all building permits shall be provided for the Assessor's use. All permits shall be provided with the correct permanent parcel identification number entered thereon. Likewise, the Assessor shall physically observe damaged or destroyed properties with respect to the making of any loss adjustments as shall be necessary in the performance of his duties. To assist with this requirement, the City shall also supply the Assessor with a copy of all fire calls involving improved properties with permanent parcel number attached.

1.5 Economic Condition Factors (ECF):

During the term hereof, the Assessor shall review and prepare new land values and economic condition factors (ECF) by areas and apply these factors to property records so that the current assessment is reflected as 50% of true cash value on the assessment record.

1.6 "Proposal A" Requirements:

The requirements of Michigan Public Act 415 of 1994 and all related property tax reform legislation amendments and updates shall be followed and monitored as required. This includes

by example, but is not limited to, the filing of all associated reports and forms to fulfill the following requirements:

- A. Approve or deny homestead and agricultural exemptions;
- B. Track property transfer affidavits, matching them with deeds within 45 days of being filed;
- C. Apportion the homestead portion of a combination-use building;
- D. Determine the homestead status of parcels resulting when homestead parcels are split or combined; and
- E. Calculate both assessed and tentative taxable values for all parcels, taking into consideration losses, new construction and replacement in any given year.

1.7 Assessment Roll Preparation and Records:

To the extent the services described in this Section 1.7 are not performed by Mason County pursuant to its separate contract with the City, The Assessor shall enter the assessments onto the Ad Valorem assessment roll, specific tax rolls (IFTs, OPRAs, PILTs, TIFs, Tool & Die Renaissance Recovery Zone, Outside District Fire Roll, etc.), and special assessment rolls and prepare the warrant authorizing the collection of taxes by the City Treasurer. The Assessor, in cooperation with the City Treasurer and City Clerk, shall also enter any delinquent City utility payments onto the appropriate rolls. Assessor shall prepare, obtain and maintain, as necessary or desirable, such property cards, photographs, measurements, sketches, records and documents to meet all requirements set by the City and/or the State of Michigan regarding such assessment rolls and shall organize same on a basis that will provide easy access and comprehension of the information contained in each respective file and regarding each respective roll.

1.8 Annual Reports:

The Assessor shall prepare a report at least once each month outlining and summarizing the activities of the Assessor to the date of the report from the date of the last report, and annually shall prepare a report summarizing the entire year that shall advise the City of the overall activities, progress, problems and corrective measures regarding the various aspects of the duties of the Assessor under this Agreement. City shall have the right at any time to require the Assessor to make available to the City, within 48 hours of notice being provided, all records and documents developed and maintained by the Assessor under the terms of this Agreement for review and audit. All time spent in the preparation and presentation of such reports or in gathering and making information available to City by the Assessor shall be deemed a part of the services contracted under the terms and provisions of this Agreement.

1.9 Board of Review:

The Assessor, or his designee, shall attend each of the two (2) March Board of Review sessions. (In the event the City chooses to hold additional meetings, the Assessor may choose to have a non-certified staff member in attendance in his absence.) March Board of Review sessions shall be scheduled as provided in the City Charter, within the time limits prescribed by law. The Charter requires two sessions in March of each year. The first session convenes on the Tuesday following the first Monday in March and the day following (if necessary) for the purpose of reviewing and correcting the roll. The second session of the Board convenes on the second Monday of March each year and continues in session for one day and as much longer as may be necessary.

The Assessor shall provide adequate information to the Board of Review members as to how the assessments, capped and taxable values were determined to allow them to determine how best to decide a taxpayer's appeal; such information shall include the following:

- A. Sales map indicating all neighborhood increases or decreases
- B. Sales "comparable" book to include the following:
 - 1. Current picture
 - 2. Sales price versus assessment at time of sale
 - 3. Building permits issued before or after the sale.

The Assessor shall also attend the July and December Boards of Review. If the Assessor is unable to attend these two sessions, however, the Assessor must supply the City Manager with a written agenda for the Board of Review that contains the reasons for all recommended adjustments.

1.10 Sales and Appraisal Studies:

The Assessor shall prepare sales studies using available data and evaluate all equalization and/or appraisal studies and respond as appropriate.

1.11 Forms:

The Assessor shall file all forms fully completed with the Mason County Equalization Department, State Tax Commission and other agencies and entities, as required, in a timely manner.

1.12 Defense of Appeals:

This Section shall apply to real and personal, IFT and ad valorem property tax appeals.

The City shall retain ultimate control of all litigation and settlement negotiations and Assessor shall operate under the direction of the City in any litigation regarding a tax appeal, including appeals to the Small Claims Division.

Any appeal to the Tax Tribunal may result in the City obtaining competent legal counsel at its expense. If counsel shall desire the assistance of the Assessor in the defense of such appeals, additional fees for preparing necessary appraisals and/or consultation shall be reviewed in advance by the City and agreed upon on a case-by-case basis. The City may choose to retain the Assessor to prepare this report at an additional fee or may employ another firm to prepare a supportable and defensible report for an additional fee.

The Assessor shall defend all appeals to the Small Claims Division of the Michigan Tax Tribunal. This shall include, but not be limited to, filing necessary petitions, preparing and submitting such material, statistics and other information as is necessary to properly defend any such appeal, and appearing at all hearings and meetings as are required for the purpose of defending said appeal. City hereby authorizes Assessor, subject to approval by the City Manager, to settle where Assessor deems it appropriate or advisable any appeal. All the foregoing regarding appeals to the Small Claims Division is deemed to be included the services compensated pursuant to the terms and provisions of this Agreement.

In all other potential appeals to the Michigan Tax Tribunal or State Tax Commission, Assessor shall provide as part of the services included under the terms and provisions of this Agreement such time and effort as is necessary to properly provide to City information, documents, analysis

and advice as may be required in the determination of the Assessor or the City to forestall the formal filing of an appeal or to settle a disputed case up to the date of the filing of a petition appealing a decision of the City or any of its agencies or boards to the Michigan Tax Tribunal or State Tax Commission. After the filing of said petition, the Assessor shall make himself available to the City for such further assistance as is required by the City in the defense of such appeal and shall be compensated for same as agreed by the City on a case-by-case basis. The Assessor shall make himself available as an expert witness on behalf of the City in any proceedings. Mileage expenses for out-of-city travel required for appearance at Tax Tribunal hearings or State Tax Commission hearings shall be reimbursed at the rate per mile recognized by the Internal Revenue Service's allowance for business use of an automobile. In the event of the termination of this Agreement and the necessity for the services of the Assessor for purposes of consulting, review of information, analysis or expert testimony after the date of termination, the Assessor shall make himself available, notwithstanding the termination of this Agreement, for assistance in the defense of such appeals, provided, same shall not apply to appeals filed in the Small Claims Division of the Michigan Tax Tribunal. Assessor shall keep the City Manager informed of all appeals on a quarterly basis in written format and provide the City Manager with any recommendation regarding said proceedings, the manner in which same are to be handled, any proposed settlement and like advice.

The provisions of Paragraph 1.12 regarding appeals shall be and are hereby incorporated regarding any appeal of a personal property tax assessment.

1.13 Reappraisal Program:

The Assessor shall continue to reappraise at least 20% of the City's properties each year to ensure proper assessments when parcels are "uncapped." Maintenance renovations to structures are to be tracked so that said costs can be claimed as "new construction" when property is sold rather than treated as an increase in value that is subject to "uncapping" and results in the possibility of a Headlee rollback. The State Tax Commission recommends the reinspection of each property every five years or 20% of the properties each year.

1.14 Personal Property Statements, Canvas and Audits:

The Assessor shall prepare and maintain the mailing list for personal property tax statements and maintain records for personal property including data entry and calculation of depreciated values and their extension within each statement. The Assessor shall conduct a personal property canvas to ensure equity among business owners within the City. The Assessor is required to perform random personal property audits when warranted by questionable data or lack of submitted data.

1.15 Equalization Increases:

The Assessor shall strive to eliminate across-the-board increases in property values by applying any increases received through the Mason County Equalization Department to appropriate areas by using the economic condition factors hereinabove described, by adjustment of individual property assessments to 50% of true cash value, or as required by the State Tax Commission, in order to achieve maximum equity by class, and in accordance with the latest laws and regulations then in force. The Assessor shall represent the City when requested by the City Manager by attending the annual Mason County equalization meetings.

1.16 Land Division Applications:

The Assessor shall assist the City Zoning Administrator in reviewing land division applications.

1.17 Assessor Certification:

The Assessor shall be certified as a Level III Assessor in the State of Michigan.

1.18 Transportation and Equipment:

The Assessor shall provide all necessary transportation and field equipment to perform the services and meet the requirements of this Agreement.

1.19 Indemnification/Employment:

The parties hereto acknowledge that all personnel, except any current employees of the City, that may or might be utilized by the Assessor in the performance of his duties hereunder shall, for all purposes, be considered employees of the Assessor and not employees of the City. The Assessor shall be responsible for Workers' Compensation, Unemployment Compensation, state and federal withholding and payment of personnel. The Assessor shall indemnify the City and hold the City harmless from any claim, cause of action or other liability that may or might arise by virtue of any claim of any employee of the Assessor relating to his/her employment by Assessor.

1.20 Tax Increment Finance Authority:

The Assessor shall be responsible for the recording of any property value changes, new or loss, on the ad valorem assessment roll, specific tax rolls (IFTs, OPRAs, PILTs, TIFs, Tool & Die Renaissance Recovery Zone, Outside District Fire Roll, etc.) and special assessment rolls relating to the designation of properties as within the Downtown Development Authority (DDA) District boundaries.

1.21 Assessor's Recommendations:

On or before December 31, 2012, and each year thereafter, the Assessor shall prepare written recommendations and conclusions regarding the current state of the City's assessment rolls, by class, together with specific recommendations concerning actions which, in the opinion of the Assessor, should be taken in order to achieve maximum equity in the assessment rolls and compliance with all State Tax Commission rules, regulations and guidelines. Such report shall be submitted to the City Manager for his review. Preparation and submission of such recommendations shall be a part of the Basic Services to be performed by the Assessor under this Agreement.

1.22 Security of Information:

If any documents, data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications or other products or materials are held in the possession of the Assessor outside of the City offices, then Assessor shall be under an affirmative duty to provide adequate security to safeguard said materials from fire, theft and other hazards of a like nature or type, while same are in possession of the Assessor. This may include, but not be limited to, providing for a fire proof safe or vault in which to store same, preparing and holding duplicates of same in the possession of the Assessor, but separately or providing same to the City for possession. Said security measures shall be deemed a part of the Basic Services to be provided hereunder as part of the costs to be born by the Assessor.

1.23 Optional Services:

The Assessor is responsible for determination and preparation of special assessment rolls for City projects such as sewer, street, sidewalk, drain, etc. The Assessor shall, report outstanding special assessments, properly completed, on forms required by the State Tax Commission, and same shall be deemed part of the services required by this Agreement. The Assessor shall also be responsible for assigning street addresses.

SECTION II: TERM OF AGREEMENT

2.1 Contract Period:

The Assessor shall commence performance of the services herein required on ~~April~~November 1, 2012. Unless sooner terminated, this Agreement shall, by its terms, expire ~~May~~March 31, ~~2013~~2014.

2.2 Mutual Right of Termination:

Either party may terminate this Agreement upon ninety (90) days written notice to the other. This right of termination is specifically exercisable at the sole discretion of either party, and requires no just cause nor other reason or justification for the exercise thereof. The effective date of such termination shall be ninety (90) days from the date of mailing of such notice by certified mail/return receipt requested.

2.3 Termination for Cause or Breach:

Notwithstanding anything to the contrary on this Agreement, either party may immediately terminate this Agreement in the event of material breach by the other. In such case, either party may seek such remedies as shall be available, at law or equity.

2.4 Notice of Termination:

Upon receipt of notice of termination or upon termination of this Agreement by expiration of its term, the Assessor shall immediately deliver to the City copies of all data, paper and computer files, drawings, specifications, reports, value estimates, summaries and other information and materials as may have been accumulated by the Assessor in performing the Agreement, whether completed or in process and same shall be in unaltered form, readable by the City. In the event of the failure or refusal of the Assessor to forthwith deliver the above referenced materials, documents and files, City may seek a Circuit Court order compelling the production of same forthwith, and the Assessor herein expressly waives notice of hearing thereon agreeing that a mandatory injunction may immediately issue due to the fact that the failure to receive the stated materials, documents and files will result in irreparable harm to the City without leaving the City an adequate remedy at law, thereby entitling the City to an immediate judgment in its favor in this regard. City shall be entitled to damages from Assessor for any information, materials or documents which are turned over to City in unusable or altered form.

2.5 Amendment/Renegotiation:

Nothing herein contained shall be construed to limit or abrogate the rights of the parties to modify or amend this Agreement at any time hereafter, provided however, that no such amendment or modification shall be effective unless in writing and duly executed by both parties hereto, through their authorized representatives.

If the Agreement is not renewed or extended prior to its expiration date, and the City desires to have the Assessor continue on a month-to-month basis, the fee will be that which existed for the final month of the previous term, being March ~~2012~~2014.

SECTION III: PAYMENT

3.1 Compensation for Basic Services:

During the term of this Agreement, which shall be from ~~April~~ November 1, 2012 – March 31, ~~2013~~2014, unless sooner canceled or terminated under the provisions of Section II herein, the City agrees to pay to the Assessor for performance of the Basic Services set forth in Section I of this Agreement as follows:

Total Contract Amount: ~~\$3634,000.00~~ to be paid at a rate of ~~\$2,500~~1,800 per month. The remaining ~~\$6,000.00~~3,400.00 shall be paid to the Assessor by March 31, ~~2013~~2014 unless the Assessor has terminated this Agreement prior to March 31, ~~2013~~2014. In the event that the City terminates this Agreement prior to March 31, ~~2013~~2014, the City shall pay the Assessor through the date of termination calculated at the rate of ~~\$32,000~~ per month.

3.2 Proration of Payments on 90-Day Termination:

In the event this Agreement is terminated pursuant to Paragraph 2.2, City shall pay Assessor to the date of termination on a prorated daily basis for any part of a month for which services have been rendered by Assessor and for which no compensation has been received.

SECTION IV: CITY RESPONSIBILITIES

4.1 Basic Data:

The City shall provide access to Assessor to property description files as currently exist as of the date of execution of this Agreement, containing initial information such as property number, legal description, owner and address information, as well as all data that the City may possess concerning such properties (i.e. measurements, sketches, photographs, etc.).

4.2 Office Equipment:

The City shall provide the Assessor with appropriate tax parcel maps, office space and furniture, telephone, voice mail, personal computer, printers, copying machine, fax machine, digital camera and office supplies (as defined in Paragraph 4.5) as reasonably needed during the duration of this Agreement. Assessor acknowledges that some of the equipment (i.e. fax, printers, copying machine) is shared among all administrative office personnel, and the Assessor will not have exclusive use of such equipment.

The Assessor shall have access, including remote access, to the City's computer network for the use of the following software products: BS&A Equalizer Assessing & Tax and Building Permit Modules and Microsoft Office applications. The City's Internet website will also have available on-line to the Assessor and the public the property record cards, digital photographs and tax payment information. The Assessor shall not use any other software within the City's network or download or upload any software to the City's network, except with the City's prior written approval. The Assessor shall be liable for any adverse consequence upon the City's computer network or function caused by any software introduced in the network by the Assessor without prior written consent of the City. Further, Assessor shall be liable for any act of negligence on the part of the Assessor in creating or causing an adverse consequence to the City's computer network.

The Assessor agrees that City equipment shall be used only for the purposes of fulfilling Assessor's obligations under this Agreement and shall not be used for personal reasons or to conduct other business not authorized under this Agreement.

4.3 Computer:

The City shall supply computer hardware, software and peripherals necessary to fulfill the Assessor's duties under this Agreement. The City will maintain the hardware, software and peripheral equipment through a regular maintenance program. The City will back up the system on a daily basis with alternate tapes or disks. Any data loss not due to the negligence of the Assessor as a result of hardware or software malfunction will be replaced at the City's expense.

4.4 Map Maintenance/Tax Roll Printing:

The Assessor shall assume the responsibility for preparing the tax bills and sending them to Centron Data Services, which will print and mail the assessment change notices, tax bills, etc. during the term of this Agreement. The Assessor shall assume the maintenance and updating of any parcel maps. The Assessor shall utilize such maps to develop and maintain land value maps showing dates of property sales, sale amounts and ratio to the current estimated value of the property.

4.5 Office Supplies:

The City shall provide the Assessor with office supplies, including computer paper, file folders, hanging folders, new State Tax Commission Assessor's Manual Volumes I and II, assessment notices and forms, postage and such other supplies as shall be necessary for the performance of Assessor's responsibilities hereunder.

4.6 Legal Counsel:

The City shall supply legal counsel, at its expense, for Small Claims and full Tax Tribunal hearings, should the need arise.

SECTION V: REAPPRAISAL AND OTHER NON-BASIC SERVICES

5.1 Additional Services (Pricing/Reappraisal):

In the event that the City desires to implement some or all of the recommendations made by the Assessor as herein contemplated, the City may request and the Assessor shall provide such services as are desired by the City, provided however, an addendum to this Agreement, reduced to writing and executed by both parties, shall set forth the terms and provision under which the additional services shall be rendered. Such addendum shall specify the nature, extent and timetable for the performance of such additional services and establish the rate of compensation therefor.

5.2 Implementation/Responsibility:

The parties acknowledge that it shall be the sole responsibility of the City to determine the nature and extent of implementation of the Assessor's recommendations under this Section or any other additional, non-basic services. To that end, the City assumes responsibility for defense of any claim, cause of action or other proceeding that may or might be instituted by the Michigan State

Tax Commission, or other entity, arising from any failure, or alleged failure, to implement such recommendations.

SECTION VI: MISCELLANEOUS PROVISIONS

6.1 Relationship Between City and Assessor:

In the fulfillment of the services provided herein the Assessor and his employees, agents and officers shall be at all times be deemed in a relationship of independent contractor to the City.

6.2 Indemnification/Insurance:

The Assessor shall secure and maintain general liability and property damage, unemployment, errors and omissions, workers' disability compensation, automobile liability and any other insurance required by law for the Assessor, or his employees, agents or officers as will protect him and the City from claims under the Workers' Compensation Acts and from claims for bodily injury, death or property damage that may arise from his negligence or that of his employees in the performance of services under this Agreement or failure to properly perform his duties as Assessor. The Assessor shall save the City harmless and indemnify the City from any claims for bodily injury, death or property damage that may arise due to his acts or negligence or that of his employees in the performance of services under this Agreement or that arise from his error or omission to properly perform his duties as Assessor. Assessor shall, however, have no liability arising out of adjustments to assessments or other actions by Assessor, the City's Board of Review and/or the Michigan Tax Tribunal if such adjustments or actions result from honest differences of opinion regarding the value of the subject property and if the Assessor established the assessment pursuant to professional assessment standards. Said policies shall be in such minimum amounts as shall from time to time be acceptable to the City or as set by the City.

A Certificate of Insurance incorporating such requirements and naming the City (and its officers and employees) as an Additional Insured Party and Certificate Holder along with a certificate showing its premium has been paid and a copy of the policy shall be filed each year with the City Clerk. Any such insurance policy shall provide the City will be given at least thirty (30) days advance notice before cancellation of the policy. The coverages provided by the General Liability and Automobile Liability policies of the Assessor shall be primary to any insurance maintained by the City.

6.3 Non-Assignability:

The parties to this Agreement acknowledge that, inasmuch as the Agreement is in the nature of a Personal Services Contract, and as the City's decision to contract with the Assessor is based in part on the perceived expertise and ability of the Assessor, it is agreed that the Assessor's duties and obligations hereunder may not be assigned, transferred nor conveyed without the advance written approval of the City. Nothing in this Agreement shall prevent the Assessor from employing such employees or agents, as Assessor shall deem reasonably necessary to assist him in the performance of his obligations under this Agreement. Also, in the event that vacation, illness, injury or incapacity in any form, whether elective or imposed, should cause the Assessor to be unable to personally fulfill the terms and obligations of this Agreement for a period exceeding three (3) calendar weeks (21 days), he shall provide the City, at his expense, a certified Level III Assessor to perform any and all such functions as required by this Agreement for the complete term of his absence or incapacity. The City reserves the right to approve or reject, without cause and at its sole discretion, any Assessor designee named to "fill-in" for the Assessor for a period exceeding two (2) calendar months (60 days), and to consider, as mutually agreed by

the parties hereto, that a rejection of said Assessor designee shall constitute a material breach of the Agreement pursuant to the “material breach” provision of Section 2.3 herein.

6.4 Professional Standards:

The Assessor shall be responsible, to the highest levels of competency presently maintained by other practicing professional assessors and appraisers, for the professional and technical soundness, accuracy and adequacy of property valuations, drawings, property inspection data and all other work and materials furnished under this Agreement. At the time of commencement of performance, Assessor shall be properly certified, equipped, organized and financed to perform the services required by this Agreement. Subject to compliance with the requirements of this Agreement, the Assessor shall work independently.

6.5 Ownership of Documents:

All documents, data, drawings, specifications, photographs, property cards, summaries, accounts, reports, software applications and other information, products or materials produced or held by the Assessor, of whatsoever nature or type, in connection with this Agreement shall be the sole property of the City with the City having sole and exclusive right, title and interest in any and all records, compilation, documents, papers, maps or manuscripts pertaining to or prepared pursuant to this Agreement. All of the foregoing shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if any of the foregoing prepared by the Assessor are used for purposes other than those intended by this Agreement, the City does so at its sole risk and agrees to hold Assessor harmless for such use. All services performed under this Agreement shall be conducted solely for the benefit of the City and will not be used for any other purpose by Assessor without written consent of the City. Any information relating to the services shall not be released without the written permission of the City. The Assessor shall act and preserve the confidentiality of all City documents and data accessed for use in Assessor’s work products to the extent allowed or required by law. Any requests for information under the Freedom of Information Act shall be immediately forwarded to the City Manager for a proper determination of the response to be provided.

6.6 Attorney’s Fees:

In the event of material breach of this Agreement by either party, it is agreed that the non-defaulting party shall be permitted to recover, in addition to any other remedies as may be available to it, at law or at equity, all reasonable attorney’s fees and costs incurred as a direct result or consequence of such breach.

6.7 Validity:

If any paragraph or provision of this Agreement shall be determined to be unenforceable or invalid by any court of competent jurisdiction, such provision shall be severed and the remainder of this contract shall remain in force.

6.8 Survival:

All express representations, indemnifications or limitations of liability made in or given in this Agreement shall survive the completion of all services of Assessor under this Agreement or the termination of the Agreement for any reason.

6.9 Controlling Law/Venue:

This Agreement is to be governed by the laws of the State of Michigan. It is mutually agreed that, in the event of any proceeding, at law or at equity, arising under this Agreement or breach thereof, that the venue of any such action shall be in the County of Mason and the State of Michigan.

6.10 Authorization:

The respective signatories hereto expressly acknowledge that this Agreement is made and entered into with full authority of the Ludington City Council and ~~Charles S. Zemla~~ Brent Bosley and that the persons executing this Agreement on behalf of the respective parties have been duly authorized and empowered to make and enter into this Agreement by said City Council and said Assessor.

6.11 Covenant Not To Discriminate:

Assessor agrees not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, or marital status and to comply with all other State and Federal laws, including but not limited to the Americans with Disabilities Act. Assessor further agrees that any services, programs and activities delivered pursuant to this Agreement shall be delivered without discrimination on the basis of disability, in accordance with the Americans with Disabilities Act and Rules promulgated pursuant thereto.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

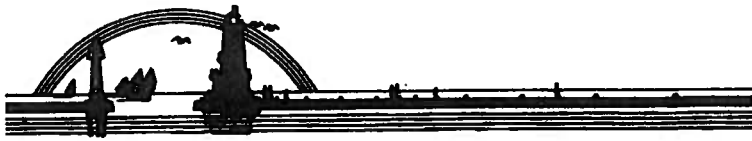
CITY OF LUDINGTON:

By: _____
John Shay, City Manager

By: _____
Deborah L. Luskin, City Clerk

Charles S. Zemla:

By: _____
~~Charles S. Zemla~~ Brent Bosley



JOHN HENDERSON, MAYOR
JOHN E. SHAY, CITY MANAGER
DEBORAH L. LUSKIN, CITY CLERK
LINDA J. ROGERS, CITY TREASURER

CITY OF LUDINGTON

400 SOUTH HARRISON STREET
LUDINGTON, MICHIGAN 49431
PHONE (231) 845-6237
FAX (231) 845-1146

MEMORANDUM

TO: Mayor Henderson and the Ludington City Council
FROM: John Shay, City Manager JS
DATE: November 19, 2012
RE: Resolution to Opt Out of Public Act 152

In 2011, the State of Michigan passed Public Act 152, which regulated how much public employers, including municipalities, could pay for health insurance for its employees. The Act established hard caps by which a public employer could not pay more for health insurance than these hard caps. The public employer could also decide to pay no more than 80% of the cost for health insurance. The public employer could also, by an affirmative vote of 2/3 of its members, opt out of the requirements of this Act and provide whatever level of health-insurance benefits that the public employer so desired.

As it has in the past, the City health-insurance plans will be high deductible Health Savings Account (HSA) plans. In addition to being responsible for a portion of the deductible, all City employees, with the except of employees of the Police Department who are members of the Police Officers Labor Council (POLC) union, will be paying 10% of health-insurance premiums. In addition, if premiums increase by more than 15% from the previous year, then the employees also split with the City the cost of the premium in excess of the 15% increase. Members of the POLC union currently pay 9% of the premiums, though their contract with the City expires at the end of this year, so negotiations will begin shortly.

The Personnel Committee is recommending that the City Council adopt the attached resolution, as the committee feels that the City Council is in the best position to strike a balance between controlling health-insurance costs and attracting and retaining the best employees with a benefit package that both the City and the employees can actually afford.

In order to adopt the resolution, it must be approved by a 2/3 vote, or 5 of the 7 members of the City Council must approve it.

CITY MANAGER'S RECOMMENDATION: Approve a Resolution Electing to Comply with the Provisions of Public Act 152 of 2011 by Exercising the City's Right to Exempt Itself from the Requirements of the Act for the Next Succeeding Year.

On the Shores of Lake Michigan

**A RESOLUTION ELECTING TO COMPLY WITH THE PROVISIONS OF PUBLIC ACT 152
OF 2011 BY EXERCISING THE CITY'S RIGHT TO EXEMPT ITSELF FROM THE
REQUIREMENTS OF THE ACT FOR THE NEXT SUCCEEDING YEAR**

WHEREAS, on September 27, 2011, the Publicly Funded Health Insurance Contribution Act, Act No. 152 of the Public Acts of Michigan of 2011 ("Act 152"), became effective in the State of Michigan; and

WHEREAS, Act 152 establishes standards and a process with respect to medical benefit plans offered by public employers; and

WHEREAS, the City of Ludington has historically recognized, in its role as steward for the public funds entrusted to it, that it must efficiently manage those limited resources; and

WHEREAS, the City of Ludington constantly engages in a review of expenditures in order to maximize the value it receives for goods and services; and

WHEREAS, the City of Ludington, in cooperation with its employees, has frequently switched health-insurance plans with higher deductibles and co-payments in order to save the City a significant amount of money; and

WHEREAS, the City Council believes that, as the elected representatives for the City and answerable directly to the City's voters, it is best positioned to determine what benefits (including medical benefits) ought to be offered in order to attract and retain the best qualified City employees at the lowest overall costs; and

WHEREAS, the City Council further believes that compensation determinations for City employees are most properly the responsibility of the City's elected representatives, and not the State of Michigan or its officials; and

WHEREAS, the City Council expresses its support for home-rule government and recognizes that it is the City Council's duty to manage City affairs in order to be most responsive to City voters, taxpayers and residents.

NOW, THEREFORE, IT IS RESOLVED that:

1. Pursuant to Section 8 of Act 152, the City of Ludington hereby exempts itself from the requirements of Act 152 for the next succeeding year.
2. All resolutions and parts of resolutions in conflict herewith are, to the extent of such conflict, repealed.

Yeas _____

Nays _____

Abstain _____

Absent _____

I, Deborah L. Luskin, Ludington City Clerk, do hereby certify that the foregoing is a true and original copy of a resolution adopted by the Ludington City Council at a regular meeting thereof held on the 26th day of November 2012.

Deborah L. Luskin
City Clerk

ORDINANCE NO. 253-12

**AN ORDINANCE TO AMEND ORDINANCE #203-09
THE ORDINANCE ESTABLISHING THE COMPENSATION OF
ELECTED OFFICIALS, AS AMENDED" AND TO REPEAL
ALL ORDINANCES IN CONFLICT HEREWITH**

THE CITY OF LUDINGTON ORDAINS:

Section 1. City Treasurer: Section 1 of Ordinance #203-09 is hereby amended to read as follows:

CITY TREASURER. The annual salary for the City Treasurer, commencing January 1, 2013, shall be Forty-nine Thousand Two Hundred and Thirty Dollars (\$49,230.00).

Section 2. The City of Ludington agrees to pay \$250 per month towards the elected officials' (City Treasurer) medical insurance premium upon retirement. In order to be eligible for the monthly payment towards medical insurance, the elected official (City Treasurer) must have a minimum of 25 years of service and be collecting their City pension.

Section 3. Severability: Should any provision of this Ordinance or part thereof be held unconstitutional or invalid, such holding shall not be construed as affecting the validity of any of the remaining provisions, and the remainder of this Ordinance shall remain in effect not withstanding the invalidity of such provision thereof.

Section 4. Repeal: All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

Section 5. Effective Date: This Ordinance shall become effective twenty (20) days after its adoption and publication as required by the City Charter.

Dated: _____, 2012

Deborah L. Luskin CMC
City Clerk

I, Deborah L. Luskin, being the Clerk of the City of Ludington, certify that the above is a true and accurate copy of the Ordinance adopted by the City Council at their regular meeting on the _____ day of _____, 2012.

Deborah L. Luskin, City Clerk

ORDINANCE NO. #254-12

Short Title: An Ordinance Amending Ordinance No. 206-09, the Ordinance Establishing the Compensation of Elected Officials, as amended.

THE CITY OF LUDINGTON ORDAINS:

Section 1. Section 1 of Ordinance No. 206-09 shall be amended to read as follows:

CITY CLERK. The annual salary for the City Clerk, commencing January 1, 2013, shall be \$ 53,960.

Section 2. The City of Ludington agrees to pay \$250 per month towards the elected officials' (City Clerk) medical insurance premium upon retirement. In order to be eligible for the monthly payment towards medical insurance, the elected official (City Clerk) must have a minimum of 25 years of service and be collecting their City pension.

Section 3. Severability: Should any provision of this Ordinance or part thereof be held unconstitutional or invalid, such holding shall not be construed as affecting the validity of any of the remaining provisions, and the remainder of this Ordinance shall remain in effect notwithstanding the invalidity of such provision thereof.

Section 4. Repeal: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 5. Effective Date: This ordinance shall become effective twenty (20) days after its adoption and publication of this Ordinance or a summary thereof.

Dated: _____

Deborah L. Luskin CMC
City Clerk

I, Deborah L. Luskin, being the Clerk of the City of Ludington, certify that the above is a true and accurate copy of the Ordinance adopted by the City Council at their regular meeting on the _____ day of _____, 2012.

Deborah L. Luskin, City Clerk



JOHN HENDERSON, MAYOR
JOHN E. SHAY, CITY MANAGER
DEBORAH L. LUSKIN, CITY CLERK
LINDA J. ROGERS, CITY TREASURER

CITY OF LUDINGTON

400 SOUTH HARRISON STREET
LUDINGTON, MICHIGAN 49431
PHONE (231) 845-6237
FAX (231) 845-1146

MEMORANDUM

TO: Mayor Henderson and the Ludington City Council
FROM: John Shay, City Manager JS
DATE: November 19, 2012
RE: Proposed Title VI Non-Discrimination Plan

Title VI of the Civil Rights Act of 1964 states that, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance." The City is required to have a Title VI Non-Discrimination Plan on file with the Michigan Department of Transportation (MDOT) in order to continue receiving federal-aid funds for road projects.

I have attached a proposed Title VI Non-Discrimination Plan, which was drafted with the assistance of MDOT. The Public Utilities Committee is recommending that the City Council approve it.

CITY MANAGER'S RECOMMENDATION: Approve the City of Ludington Title VI Non-Discrimination Plan.

On the Shores of Lake Michigan



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

February 2, 2012

City of Ludington
400 S. Harrison St.
Ludington, MI 49431-2175

Dear Sir or Madam:

Title VI of the Civil Rights Act of 1964, states that, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance."

The Michigan Department of Transportation (MDOT) does not have a Title VI Plan on file for your agency/organization. A Title VI Plan is required for all recipients and sub-recipients of federal-aid highway funds. Failure to comply with this requirement may place your agency/organization in deficiency status until you have complied with the regulation as stipulated in 23 CFR Part 200 – Title VI Program and Related Statutes – Implementation and Review Procedures and 49 CFR Part 21 – Non-discrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964. *If you have ever received federal-aid highway funds or expect to enter into a federal-aid contract with the Federal Highway Administration (FHWA) in conjunction with an MDOT project, you must have a Title VI Plan on file.* If you have a previously approved plan in place but have not submitted it to MDOT, please provide a copy to the contacts listed below, for review.

You must also verify that your organization meets compliance requirements by completing and submitting the enclosed "Sub-Recipient Application for Certification of Title VI and EEO Compliance and Assurances - Form 0106" along with your plan. After the initial Title VI compliance certification, you must submit Form 0179 – "Title VI Sub-Recipient Annual Certification Form" on an annual basis, and no later than October 1st of the reporting year.

The Civil Rights Restoration Act of 1987 restored the full intent of Title VI to require compliance by all federal-aid recipients and sub-recipients whether their programs or activities are federally funded or not. Related to Title VI, Executive Order 13166, Limited English Proficiency and Executive Order 12898, Environment Justice, were enacted to ensure non-discrimination against low-income populations and minority populations and persons who have limited ability to speak, write, or understand English. These Executive Orders require recipients and sub-recipients to address Environmental Justice and Limited English Proficiency in consideration of and approach to any program, service, or activity receiving federal-financial assistance, in their Title VI Plans, or in a separate plan.

You have 90 days from the date of this correspondence to comply with the requirements of the regulations. If your plan is not received and approved within this period, you will be placed in deficiency status, and notification will be made to the Federal Highway Administration and the Department of Justice pursuant to 49 CFR Part 21. Failure to comply with the regulations may result in the withholding of federal funds.

At a minimum, your organization's Title VI Plan must include:

- Title VI Assurances signed by the City Manager or other appropriate executive or responsible authority
- Appendix A, B, and C must be inserted in every sub-contract and included in your plan
- Local Public Agency (LPA) Plans must include at a minimum:
 - Designation of a Title VI Coordinator or EEO Officer with full authority to implement the Title VI Plan and related statutes
 - Complaint procedures including time limits for responding
 - Public outreach and involvement plan
 - Training programs for staff and others
 - Methods to prevent discrimination in policy, programs, and procedures
 - Prevention of discrimination by ensuring fairness in sub-contracting
 - Methods for recruitment of disadvantaged business enterprises
 - Effective recruitment of women and minority applicants for employment
 - Limited English Proficiency Plan (LEP)
 - Environmental Justice Plan (To address the effects of projects on minority populations and low-income populations)
 - Data collections procedures and methods
 - Retaliation clause

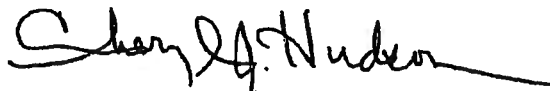
If you would like assistance in completing your Title VI Plan, please contact:

<p>Teshia Johnson Civil Rights Programs Assistant Michigan Department of Transportation Office of the Director 425 W. Ottawa Lansing, Michigan 48909 (517) 241-7462 Fax: 517-373-8841 Johnsont35@michigan.gov</p>	<p>Cheryl J. Hudson EEO Officer Michigan Department of Transportation Office of the Director 425 W. Ottawa Lansing, Michigan 48909 (517) 373-0980 Fax: 517-373-8841 Hudsoncl@michigan.gov</p>
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MDOT will host Title VI Training on March 13th, April 24th, and May 22nd, 2012. By signing up for this training, the time limit for submission of your plan may be extended. Please contact Mrs. Johnson to reserve a seat, as space is limited.

We look forward to working with you. Title VI compliance requires that public funds be used for the benefit of all, in a fair and equitable manner. The work you do is vital to the economic vitality of our state and the nation.

Sincerely,



Cheryl J. Hudson
EEO Officer

Enclosure

CITY OF LUDINGTON

TITLE VI NON-DISCRIMINATION PLAN

**400 SOUTH HARRISON STREET
LUDINGTON, MICHIGAN 49431**

(231) 845-6237 Phone

(231) 845-1146 Fax

www.ludington-mi.gov

Title VI Coordinator

John Shay, City Manager

(231) 845-6237 Phone

(231) 845-1146 Fax

E-mail: jshay@ci.ludington.mi.us

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INTRODUCTION

The City of Ludington is a home-rule city first organized in 1873. It provides a full array of services to its residents, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse our state. These services include police, fire, public works, water treatment, wastewater treatment, recreation and a senior citizen center. The City recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law that prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance." Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. Also, Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency (LEP)," provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the City must provide access to individuals with limited ability to speak, write, or understand the English language. The City must not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or projects. Individuals may not be subjected to criteria or methods of administration, which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or religion. Therefore, the primary goals and objectives of the City's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;

2. To ensure that people affected by the City's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in City programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create an illegal adverse impact on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the City;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in a City service, program or activity.

As a recipient of federal transportation funds, the City must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, religion, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The City shall also ensure that sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The City, as a recipient who distributes federal transportation funds, shall monitor sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the City will make a good-faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

Discrimination under Title VI

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination, which may or may not be intentional, is "disparate treatment." Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is "disparate impact." Disparate impact discrimination occurs when a "neutral procedure or practice" results in fewer services or benefits, or inferior

services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City's efforts to prevent such discrimination must address, but not be limited to, a program's impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction and research.

The City has developed this Title VI Plan to assure that services, programs, and activities of the City are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

CITY OF LUDINGTON POLICY STATEMENT

The City of Ludington reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the City and its sub-recipients of federal funds will not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual's receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

The City will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Ludington designates John Shay, City Manager, as the Title VI Coordinator. The City Manager will be responsible for initiating and monitoring Title VI activities and other required matters ensuring that the City of Ludington complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Ludington and Title VI may be directed to City Manager John Shay, City of Ludington, 400 South Harrison Street, Ludington, Michigan 49431, (231) 845-6237, jshay@ci.ludington.mi.us

John Henderson
Mayor

John Shay
City Manager

CITY OF LUDINGTON TITLE VI ASSURANCE

The City of Ludington (hereinafter referred to as the “Recipient”) hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each “program” and each “facility” as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a “program”) conducted, or will be (with regard to a “facility”) operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal-Aid Highway Program and, in adapted form in all proposals for negotiated agreements:

“The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, SubTitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under Federal-Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under Federal-Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

Dated: _____

City of Ludington

John Shay, City Manager

AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances.

EO12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

EO13166: Improving Access to Services for Persons with Limited English Proficiency.

DEFINITIONS

Adverse Effects – The totality of significant individual or cumulative human health or environmental effects, including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person’s businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the City programs, policies and activities

Significant Adverse effects on Minority and Low-Income Populations – An adverse effect that:

- a. is predominantly borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Federal Assistance – Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Low-Income – A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines. <http://aspe.hhs.gov/poverty/>

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority – A person who is:

- a. Black – A person having origins in any of the black racial groups of Africa;
- b. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;
- c. Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or
- d. American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program – Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Sub-Recipient – Any agency such as a council or governments, regional planning agency, education institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

ADMINISTRATION – GENERAL

The City Manager shall have lead responsibility for coordinating the administration of the Title VI and related statutes program, plan and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the City. Complaints may be filed with the City Manager. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in, and beneficiaries of, City programs; e.g., impacted citizens and affected communities will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

City Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities accomplishments and problems. The reviews will be conducted by the City to assure effectiveness in their compliance of Title VI provisions. The City Manager will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The City does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the City Manager. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the act. The reviews will entail examination of the recipients' adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The City Manager will be responsible for coordination, compilation, and submission of annual reporting form data to Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5th.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The City will disseminate Title VI Program information to City employees and to the general public. Title VI Program information will be submitted to sub-recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI language in contracts and publishing the Title VI Plan on the City internet website, www.ludington-mi.gov

Remedial Action: The City, through the City Manager, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

LIMITED ENGLISH PROFICIENCY

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiencyⁱ, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounterⁱⁱ. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, “LEP,” or Limited English Proficient. The Executive Order states that:

“Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency’s programs and activities.”

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient’s entire program or activity. This means all parts of a recipient’s operations are covered, even if only one part of a recipient’s organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Ludington receives funds from the US Department of Transportation via the Federal Highway Administration.

The US Department of Transportation published *Policy Guidance Concerning Recipients’ responsibilities to Limited English Proficient Person* in the December 14th, 2005 Federal Register.ⁱⁱⁱ

The Guidance implies that the City of Ludington is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing and LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.
4. The resources available to the City of Ludington and overall cost.

The greater the number or proportion of eligible LEP persons; the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local

governments. Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub recipients to take steps to ensure meaningful access their programs and activities to LEP persons. More information for recipients and sub recipients can be found at <http://www.lep.gov>.

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to City of Ludington services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: 'very well,' 'well,' 'not well,' and 'not at all.' For our planning purposes, we are considering people that speak English less than 'very well' as Limited English Proficient persons. As seen in Table #1, the Census 2010 Data for City of Ludington shows a small amount of the population that would speak English less than 'very well.'

TABLE #1

LANGUAGE SPOKEN AT HOME	Estimate	Percent
Population 5 years and over	7,791	7,791
English only	7,323	94.0%
Language other than English	468	6.0%
 Speak English less than "very well"	63	0.8%
Spanish	300	3.9%
 Speak English less than "very well"	63	0.8%
Other Indo-European languages	160	2.1%
 Speak English less than "very well"	0	0.0%
Asian and Pacific Islander languages	8	0.1%
 Speak English less than "very well"	0	0.0%
Other languages	0	0.0%
 Speak English less than "very well"	0	0.0%

Factor 2: Frequency of Contact with LEP Individuals

The City has conducted an informal survey of their employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that they rarely have any encounters with LEP individuals. We have offices accessible to the public and, therefore, accessible to LEP individuals; and we have staff that work in the field that could also encounter LEP individuals. Additionally, City Council meetings are held twice per month, which could potentially bring LEP individuals to these meetings. Given the small concentration of LEP individuals as displayed in Table #1 (above), the probability of our employees to encounter an LEP individual is low.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

The City of Ludington serves individuals throughout the City in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to citizens of the City and individuals from outside of the City, such as visitors and those traversing the state. The nature of the services that the City provides is very important to an individual's day-to-day life. Therefore, the denial of services to an LEP individual would have a significant detrimental effect. Although the LEP population in the City is small, we will ensure accessibility to all of our programs, services, and activities.

Factor 4: The Resources Available to the City of Ludington and Overall Cost

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

"Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan."

The City of Ludington does serve very few LEP persons and has very limited resources, therefore it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order.

Safe Harbor Stipulation

Federal law provides a "Safe Harbor" situation, so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A "safe harbor" means that if a recipient provides written translation in certain

circumstances, such action will be considered strong evidence of compliance with the recipient's written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a safe harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient's written-translation obligations under "safe harbor" includes providing written translations of vital documents for each eligible LEP language group eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This "safe harbor" provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of Ludington's budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of Ludington to proceed with oral-interpretation options for compliance with LEP regulations.

Providing Notice to LEP Persons

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage in languages that an LEP individual would understand when free language assistance is available with advance notice.
2. Stating in outreach documents that language services are available from the agency.

3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in all public information and public notices that persons requiring language assistance or special accommodations will be provided, with reasonable advance notice to the City of Ludington.

Options and Proposed Actions

Options:

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.^{iv}

The City of Ludington is defining as interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language and a translator as a person who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.^v

Considering the relatively small scale of the City of Ludington, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services.

What the City of Ludington will do. What actions will the City of Ludington take?

- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- Ensure placement of statements in notices and publications in languages other than English that interpreter services are available for public meetings.
- The Census Bureau "I-speak" Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual's language has been identified, City employees will contact an agency from the Translator's Resource List to provide interpretation services to assist.
- Publications of the city's complaint form available at public meetings.

- In the event that a City employee encounters a LEP individual, they will follow the procedure listed below:

OFFICE ENCOUNTER

1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT's *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

ROAD ENCOUNTER

1. Road crew employee will immediately contact the Title VI coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken of the individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT's *Translators Resource List* to provide telephonic interpretation.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

OVER THE PHONE

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified we will proceed with providing the requested assistance to the LEP individual.

City of Ludington Staff Training

City of Ludington staff will be provided training or made aware of the requirements for providing meaningful access to services for LEP persons.

ENVIRONMENTAL JUSTICE

Compliance with Title VI includes ensuring that no minority or low income population suffers “disproportionately high and adverse human health or environmental effect” due to any “programs, policies and activities” undertaken by any agency receiving federal funds. This obligation will be met by the City in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, following mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

Disproportionate effects are those effects, which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.
- The project’s impact is unavoidable;
- The benefits of the project far outweigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the City will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer potential disproportionate effects test.

The following steps will be taken to assess the impact of project on minority and/or low income population groups:

STEP ONE: Determine if a minority of low-income population is present within the project area. If a conclusion is that no minority and/or low-income population is present within the project area, document how the conclusion was reached. If the conclusion is that there is a minority population and/or low income population groups present, proceed to Step Two.

STEP TWO: Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

STEP THREE: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

STEP FOUR: If after mitigation, enhancements and off setting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:

Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

STEP FIVE: Include all findings, determinations or demonstrations in the environmental document prepared for the project.

FILING A COMPLAINT

I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the City programs, activities and services as required by statute.

II. Purpose

The purpose of the discrimination complaint procedures is to describe the process used by the City for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

III. Roles and Responsibilities

The City Manager has overall responsibility for the discrimination complaint process and procedures. The City Manager may, at his/her discretion, assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

IV. Filing a Complaint

The complainant shall make him/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

Applicability: The complaint procedures apply to the beneficiaries of City programs, activities and services, including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultants and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the City of Ludington's City Manager. In all situations, the City of Ludington employees must contact the City Manager immediately upon receipt of Title VI related statutes complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will

be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative. Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

V. Investigation

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time line
- Remedy sought by the complainant(s)

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT-related contract against the City of Ludington, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a Title VI complaint filed against the City of Ludington, the complaint and any pertinent information should immediately be forwarded to the MDOT Civil Rights Program Unit.

Investigation Reporting Process:

- Within 40 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the office of the City Manager for review.

- The City Manager reviews the file and investigative report. Subsequent to the review, the City Manager makes a determination of “probable cause” or “no probable cause” and prepares the decision letter.

Retaliation:

The laws enforced by this City prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint, please contact:

John Shay, City Manager
City of Ludington
400 South Harrison Street
Ludington, Michigan 49431
Phone: (231) 845-6237
Fax: (231) 845-1146
E-mail: jshay@ci.ludington.mi.us

Reporting Requirements to an External Agency

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

APPENDIX A [To be inserted in all Federal-aid contracts]

During the performance of this contract, the contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the “contractor”) agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the City, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department of the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event the contractor’s noncompliance with the nondiscrimination provisions of this contract, the City shall impose such contract sanctions as it, the State Highway Department or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the contractor under the contract until the contractor complies and/or

b. Cancellation, termination or suspension of the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the City, State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the City to enter into such litigation to protect the interests of the City, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the City of Ludington, as authorized by law, and upon the condition that the City of Ludington, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the City of Ludington all the right, title and interest of the City of Ludington in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)*

TO HAVE AND TO HOLD said lands and interests therein unto the City of Ludington, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The City of Ludington, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)*(2) that the City of Ludington shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination conditions, the Department shall have a right to re-enter said lands and facilities on said land, and

the above described land and facilities shall thereon revert to and vest in and become the absolute property of the City of Ludington and its assigns as such interest existed prior to this deed.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX C PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the City of Ludington, pursuant to the provisions of Assurance 8(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, “as a covenant running with the land”) that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the City of Ludington shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the City of Ludington shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the City of Ludington and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

APPENDIX D TITLE VI COMPLAINT FORM

**CITY OF LUDINGTON
TITLE VI COMPLAINT FORM**

This form may be used to file a complaint with the City of Ludington based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

If you need assistance completing this form due to a physical impairment, please contact John Shay, City Manager at (231) 845-6237, by fax at (231) 845-1146 or by e-mail at jshay@ci.ludington.mi.us

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Please explain your relationship with the individual(s) indicated above: _____

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

Address: _____

City: _____ State: _____ Zip: _____

Date(s) of alleged discrimination:

Date discrimination began _____ Last or most recent date _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

____ Race

____ Religion

____ Color

____ National Origin

____ Age

____ Sex

____ Disability

____ Income

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____ Date: _____

Please return completed form to: City Manager John Shay, City of Ludington, 400 South Harrison Street, Ludington, Michigan 49431, phone: (231) 845-6237, fax (231) 845-1146, jshay@ci.ludington.mi.us

Note: *The City of Ludington prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the City Manager if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*

Appendix E Determine/Distinguish Significant/Non-significant Effects

“Significant” requires considerations of both context and intensity:

- (a) *Context*. This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.
- (b) *Intensity*. This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
 - (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by the City Manager.

APPENDIX F Program Compliance/Program review Goals for Current Plan Year

1. The City Title VI Plan will be communicated to each City Department Head who will review the plan with departmental employees.
2. The City Title VI Plan will be published on the City of Ludington's website.
3. Appendix A will be included in all City contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the City of Ludington Title VI Assurance will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure for responding to individuals with Limited English Proficiency will be implemented.
6. All City employees will be trained or made aware of the LEP procedure and the Title VI complaint procedure.
7. A review of City facilities will be conducted in reference to compliance with the American Disabilities Act.
8. The following data will be collected and reviewed by the City Manager and included, where appropriate, in the annual report submitted to MDOT.
 - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
 - b. **Public Meetings:** The number of open meetings. How meeting dates and times communicated to the general public and to individuals directly affected by the meeting.
 - c. **Construction Projects:** The number of construction projects, number of minority contractors bidding and the number selected; Verification that Title VI language was included in bids and contracts for each project.
 - d. **LEP Needs:** How many requests for language assistance were requested or required and the outcome of these requests.
 - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
 - f. **Timeliness of Services:** Number of requests for services; Amount of time from request to when service was delivered; Number of requests denied.
 - g. **Right of Way/Imminent Domain:** Numbers of such actions and diversity of individual affected.
 - h. **Program Participants:** Racial Data of program participants where possible.

ⁱ The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

ⁱⁱ Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2055 (Volume 70, Number 239)

ⁱⁱⁱ The DOT has also posted an abbreviated version of this guidance on their website at <http://www.dotcr.ost.dot.gov/asp/lep.asp>.

^{iv} <http://www.dotcr.ost.dot.gov/asp/lep/asp>

^v Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.

LUDINGTON POLICE DEPARTMENT
2012 MONTHLY ACTIVITY REPORT

MONTH OF: OCTOBER	2012	2011	2010
CALLS FOR SERVICE	508	491	489
ARRESTS & APPREHENSIONS	41	67	55
TRAFFIC CITATIONS	58	64	56
PARKING CITATIONS	3	7	12

Arrest Code Count Report

Page: 1

Report Criteria:

Start Arrest Code	End Arrest Code	
0101	8278	
2012	2011	2010
10/01/2012-10/31/2012	10/01/2011-10/31/2011	10/01/2010-10/31/2010

Arrest Code	Description	2012	2011	2010
1004	KIDNAP ADULT TO SEXUALLY ASSAULT	0	1	0
1207	RESIDENCE - GUN	0	0	5
1303	FAMILY - STRONG ARM	0	0	1
1304	NON-FAMILY - GUN	0	0	3
1313	A & B/SIMPLE ASSAULT	4	6	0
1382	STALKING (MISDEMEANOR)	0	0	1
1399	ASSAULT (OTHER)	0	2	0
2007	SETTING FIRE - WOODS AND PRAIRIES	0	1	0
2305	PERSONAL PROPERTY FROM VEHICLE	0	0	1
2399	LARCENY (OTHER)	0	1	1
2411	UNAUTHORIZED USE (INCL. JOY RIDING)	1	0	0
2606	NON-SUFFICIENT FUNDS CHECKS	0	0	1
2677	DEFRAUDING HOTELS, RESTAURANTS, INNKEEPERS, ETC.	0	1	0
2678	OBTAIN WELFARE	0	0	2
2899	STOLEN PROPERTY (OTHER)	0	1	0
2902	PRIVATE PROPERTY	0	1	0
3078	RETAIL FRAUD - THEFT 3RD DEGREE	0	0	1
3520	OPIUM OR DERIVATIVE - SELL	0	1	0
3560	MARIJUANA - SELL	0	2	0
3562	MARIJUANA - POSSESS	0	5	7
4103	TRANSPORT (OPEN CONTAINER ETC.)	1	0	1
4171	VIOLATION OF LIQUOR CONTROL LAWS	0	0	1
4195	MINOR IN POSSESSION IN MV	0	0	1
4196	MINOR POSS/CONS/PURCH; ATTEMPTS	2	6	1
4801	RESISTING OFFICER	0	1	0
4898	OBSTRUCTING POLICE AND/OR FIREMAN	0	1	0
4899	OBSTRUCTING POLICE (OTHER)	0	1	1
5005	CONTEMPT OF COURT	6	2	2
5006	OBSTRUCTING JUSTICE	3	5	2
5007	OBSTRUCTING COURT ORDER	0	1	0
5011	PAROLE VIOLATION	0	1	1
5012	PROBATION VIOLATION	5	1	3
5013	CONDITIONAL RELEASE VIOLATION	0	0	1
5015	FAILURE TO APPEAR	1	3	2
5051	FAIL TO APPEAR ON MISD CHARGE	0	1	0
5099	OBSTRUCT (OTHER)	1	3	3
5202	CARRYING CONCEALED	1	0	0
5311	DISORDERLY CONDUCT	0	6	0
5312	DISTURBING THE PEACE	0	2	0
5393	DISORDERLY CONDUCT (OTHER)	7	1	1

Arrest Code Count Report

Page: 2

Report Criteria:

Start Arrest Code	End Arrest Code	
0101	8278	
2012	2011	2010
10/01/2012-10/31/2012	10/01/2011-10/31/2011	10/01/2010-10/31/2010

Arrest Code	Description	2012	2011	2010
5522	COSMETICS - (OTHER)	0	1	0
5560	DOG LAW VIOLATIONS	0	1	0
5707	TRESPASS - OTHER	1	1	0
7399	MISCELLANEOUS ARREST	2	2	7
8013	ACCIDENT FAILED TO REPORT	1	0	0
8027	SUPER DRUNK DRIVING	0	1	0
8028	OPERATING WITH BAC OF .08% OR MORE	0	0	1
8041	OUI ALCOHOL	2	1	2
8171	POLICE OFFICER-FLEEING/VEHICLE CODE/3RD	1	0	0
8271	NO OPERATE LICENSE NEVER APPLIED	0	0	1
8273	DROVE WHILE LICENSE SUSPENDED, REVOKED	2	3	1
Totals:		41	67	55

Offense Count Report

Page: 1

Report Criteria:

Start Offense	End Offense	
01000	99010	
2012	2011	2010
10/01/2012-10/31/2012	10/01/2011-10/31/2011	10/01/2010-10/31/2010

Offense	Description	2012	2011	2010
1000-1	KIDNAPPING/ABDUCTION	0	1	0
1100-1	SEXUAL PENETR'N PENIS/VAGINA CSC1	0	0	1
1100-3	SEXUAL PENETRATION ORAL/ANAL CSC1	0	1	1
1100-4	SEXUAL PENETRATION ORAL/ANAL CSC3	0	0	1
1100-8	SEXUAL CONTACT FORCIBLE CSC4	0	1	0
1200-0	ROBBERY	0	0	1
1300-1	NONAGGRAVATED ASSAULT	12	14	2
1300-2	AGGRAVATED/FELONIOUS ASSAULT	3	1	0
1300-3	INTIMIDATION/STALKING	3	0	2
2000-0	ARSON	2	1	0
2200-1	BURGLARY - FORCED ENTRY	4	1	1
2200-2	BURGLARY - ENTRY W/OUT FORCE(INTENT	1	0	0
2200-3	BURGLARY - UNLAWFUL ENTRY(NO INTENT	2	1	2
2300	NON-REPORTABLE LARC	7	0	9
2300-3	LARCENY - THEFT FROM BUILDING	1	4	4
2300-5	LARCENY - THEFT FROM MOTOR VEHICLE	5	5	5
2300-7	LARCENY - OTHER	8	6	6
2300-8	LARCENY OF PRESCRIPTION MEDICATION	2	0	0
2400-1	MOTOR VEHICLE THEFT	3	1	0
2600	NON REPORTABLE FRAUD	5	0	0
2600-1	FRAUD - FALSE PRETENSE/SWINDLE/CONF	0	1	1
2600-2	FRAUD - CREDIT CARD/ATM	1	1	1
2600-3	FRAUD - IMPERSONATION	0	1	0
2600-6	FRAUD - BAD CHECKS	0	0	1
2700-0	EMBEZZLEMENT	0	1	0
2900	NON REPORTABLE MDOP	3	6	3
2900-0	DAMAGE TO PROPERTY	4	6	6
3000-2	RETAIL FRAUD - THEFT	0	4	0
3500	VIOLATION OF CONTROLLED SUBSTANCE - NON REPORTABLE	0	1	0
3500-3	UNWANTED PRESCRIPTION MEDICATION COLLECTION	0	0	1
3500-1	VIOLATION OF CONTROLLED SUBSTANCE	1	7	4
3500-2	NARCOTIC EQUIPMENT VIOLATIONS	0	2	2
3600-4	SEX OFFENSE - OTHER	1	0	0
3800-1	FAMILY - ABUSE/NEGLECT NONVIOLENT	1	1	3
4100-1	LIQUOR LICENSE - ESTABLISHMENT	0	1	2
4100-2	LIQUOR VIOLATIONS - OTHER	3	3	4
4800-0	OBSTRUCTING POLICE	0	2	2
5000	NON REPORTABLE	2	1	2
5000-0	OBSTRUCTING JUSTICE	15	15	14
5200-1	WEAPONS OFFENSE - CONCEALED	1	0	0
5300	NON REPORTABLE DISORDERLY	35	44	55
5300-1	DISORDERLY CONDUCT	4	20	4
5300-2	PUBLIC PEACE - OTHER	2	3	3
5400-1	HIT & RUN MOTOR VEHICLE ACCIDENT	3	0	1

Offense Count Report

Page: 2

Report Criteria:

Start Offense	End Offense	
01000	99010	
2012	2011	2010
10/01/2012-10/31/2012	10/01/2011-10/31/2011	10/01/2010-10/31/2010

Offense	Description	2012	2011	2010
5400-2	OUIL OR OUID	2	2	3
5400-3	DRIVING LAW VIOLATIONS	5	7	1
5500	NON REPORTABLE HEALTH & SAFETY	12	12	17
5500-0	HEALTH AND SAFETY	2	5	6
7000-0	JUVENILE RUNAWAY	0	1	1
7000-3	Juvenile Truancy	2	0	0
7000-4	Juvenile Issues	5	1	10
7300-0	MISCELLANEOUS CRIMINAL OFFENSE	6	5	16
9100-1	Delinquent Minors	1	1	0
9100-2	Runaway	0	1	0
9300-1	PROPERTY DAMAGE ACCIDENT/PI	9	20	15
9300-2	Accident, Non-Traffic	3	1	0
9300-4	Parking Violations	3	5	2
9300-5	Traffic Investigations (Surveys)	3	2	0
9400-2	False Alarm Activations	8	3	4
9500-1	Accident, Fire	1	0	0
9700-1	Accident, Traffic	0	1	1
9700-6	Accident, All Other	0	1	0
9800-3	Inspections/Investigations -Property	28	19	28
9800-4	Inspections/Investigations -Other Inspections	7	5	13
9800-6	Inspections/Investigations -Civil	16	14	9
9800-7	Inspections/Investigations -Suspicious Situations	33	35	32
9800-8	Inspections/Investigations -Lost/Found Property	5	6	9
9900-1	Suicide	1	3	3
9900-2	Narural Death	1	3	0
9900-3	Missing Persons	1	0	1
9900-7	Pr Activities	2	0	3
9900-8	General Assistance	78	44	39
9900-9	General Non-Criminal	140	136	120
9901-0	Field Interview	0	2	16
Totals:		508	492	493

ORDINANCE NO. 255-12

An ordinance to authorize the City Manager and City Clerk to enter into an agreement with the Lincoln Lake Improvement Board (Lake Board).

THE CITY OF LUDINGTON ORDAINS:

Section 1: The City Manager and City Clerk are authorized and directed to enter into the attached three (3) year agreement with the Lake Board.

Section 2: Severability: Should any provisions of this ordinance or any part thereof be held unconstitutional or invalid, such holding shall not be construed as affecting the validity of any of the remaining provisions hereof or of any other provisions of the City Code.

Section 3: Repeal: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4: Effective date: This ordinance shall be effective 20 days after publication.

Dated: _____

Ayes: _____

Nays: _____

Deborah Luskin, City Clerk

Certification

I, Deborah Luskin, being the Clerk of the City of Ludington, certify that the above is a true and accurate copy of the Ordinance adopted by the City Council at their regular meeting on the _____ day of _____ 2012.

Agreement for Weed Control

The City of Ludington, a Michigan Municipal Corporation ("City") and the Lincoln Lake Improvement Board ("Lake Board") enter into this Agreement this _____ day of _____, 2012.

Background

The Lake Board was formed by Pere Marquette Charter Township and Hamlin Township pursuant to Part 309 of the Michigan Natural Resources and Environmental Protection Act, being MCL 324.30901 et seq. (the "Act"), to provide for weed control in Lincoln Lake or portions of Lincoln Lake. The City owns property on Lincoln Lake, including Cartier Park. Under Michigan Law, the Parties recognize that government-owned property is not subject to any special assessment, including special assessments of lake boards. However, the City is willing to enter into this Agreement for the purpose of weed control in Lincoln Lake.

Agreement

For and in consideration of their mutual promises, the Parties agree as follows:

1. Annual Payments to Lake Board: The City agrees to pay Three Thousand and 00/100 (\$3,000.00) Dollars per year for each of the calendar years 2013, 2014 and 2015 towards funds to be expended by the Lake Board for weed control in Lincoln Lake, provided however, the City's annual payment shall not exceed Twenty-Five (25%) Percent of the total amount annually received by the Lake Board from special assessments or from agreements with property owners, including amounts received under this Agreement (exclusive of grants), and in the event that such amount would exceed 25% of that amount, the annual payment made by the City to the Lake Board shall be reduced so that the City's payment does not exceed 25% of such receipts by the Lake Board. The amounts to be paid by the City shall also be contingent upon the Lake Board placing a special assessment, pursuant to the Act, on the tax rolls for the 2012, 2013 and 2014 winter taxes. In the event that the Lake Board shall fail to place a special assessment on the tax rolls for 2012, no payment shall be due from the City for the year 2013. If the Lake Board fails to have a special assessment in place for 2013 winter taxes, no payment shall be due from the City to the Lake Board for 2014. If the Lake Board fails to have a special assessment in place for 2014 winter taxes, no payment shall be due from the City to the Lake Board for 2015. In the event that a special assessment shall be invalidated by any court or tribunal, such special assessment shall be treated as if not levied for purposes of this Agreement. If special assessments are in place as required by this Agreement,

payments from the City to the Lake Board shall be made on or before June 1st of each 2013, 2014 and 2015.

2. Grant: In the event that the Lake Board shall receive a grant for some or all of the work to be performed, and if such grant shall reduce the amount of the special assessment of property owners within the assessment district, the amount to be paid by the City to the Lake Board under this Agreement shall be reduced in the same proportion as the reduction in the special assessments. In the event that such grant money shall be used as enhancements for other portions of the project and does not result in a reduction of special assessments, the amount paid by the City shall not be reduced as a result of such grant. The City encourages the Lake Board to apply for any available grants to help pay for all of the work to be performed.
3. Compliance with Laws: The Lake Board agrees to comply with all Federal, State and Local laws and ordinances and to obtain all necessary permits or approvals for work to be performed. Further, the Lake Board agrees not to discriminate against an employee or an applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matters directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Lake Board further agrees that all services, programs and activities shall be delivered without discrimination on the basis of disability.
4. Performance of Work: The Lake Board agrees to perform the work in such a manner as to not unreasonably interfere with the use of the public and of campers at Cartier Park, and to keep the City reasonably informed of when work will be performed and provide the City with a copy of any studies as well as to provide the City with annual reports of the status of the efforts of the Lake Board to address weed problems in Lincoln Lake. If the Lake Board fails to provide the City with an annual report, then the City may terminate this Agreement upon thirty (30) days notice, during which period of time, the Lake Board may cure the breach and prevent termination of this Agreement.
5. Limitation to 2013, 2014 and 2015: Nothing in this Agreement shall obligate the City to make any payments other than those for 2013, 2014 and 2015 in accordance with the terms of this Agreement, nor shall this Agreement imply that the City will extend this Agreement or enter into any similar or other agreement to provide funds for weed control for Lincoln Lake.
6. Independent Parties: This Agreement shall not be interpreted to create a joint venture, partnership or similar arrangement, and the Lake Board or any contractors or agents of the Lake Board shall not be deemed contractors or agents of the City.
7. Default: In the event of default by either Party, the other Party shall have all remedies available at law or in equity. In addition, if the Lake Board shall be in default, the City may withhold any future payments due under this Agreement until such default is cured.

8. Non-Assignment: This Agreement may not be assigned without the written consent of the other Party.
9. Amendments: This Agreement may be amended only by written amendment, signed by the City and Lake Board.
10. Invalidity: In the event that a court shall determine that any portion of this Agreement is unenforceable or invalid, such provision shall be severed and the remainder of this Agreement shall remain in force.
11. General: This Agreement shall be governed by the laws of the State of Michigan, and shall be binding upon the Parties and their Successors.

City of Ludington

John Shay, City Manager

Deborah Luskin, City Clerk

Lincoln Lake Board

, Chairperson

, Secretary

2012 INDUSTRIAL FACILITY EXEMPTION REVIEW

FY1

PARCEL NUMBER	NAME	CERTIFICATE NUMBER	EXPIRE DATE	APPROVED AMOUNT	2012 Tax VALUE	IFT TYPE	FULL TIME EMP AT APPROVAL	# EMPS PLEDGE	# EMPS ADDED	FINAL COST	PROJECT COMPLETE	IN PLACE	RETURNED QUESTIONNAIRE
990-638-00	BRILL MFG COMPANY	09-197	12/30/2015	\$ 66,300.00	18,800	PERSONAL	41	3-5	3	YES	YES	YES	Y
990-584-20	BRILL MFG COMPANY	2011-147	12/30/2017	\$ 133,856.00	43,800	PERSONAL/NEW	39	2-4	5	YES	YES	YES	Y
990-000-01	DUNA USA INC	2010-196	12/30/2020	\$ 647,296.00	293,600	REAL	NEW	4-5	4	YES	YES	YES	Y
990-639-00	DUNA USA INC	2010-196	12/31/2016	\$ 281,002.00	106,800	PERSONAL/NEW	NEW	4-5	1	YES	YES	YES	Y
990-235-41	FLORACRAFT CORP	07-164	12/30/2013	\$ 28,500.00	7,600	PERSONAL	134	0	0	YES	YES	YES	Y
990-585-00	FLORACRAFT CORP	09-213	12/30/2013	\$ 300,000.00	114,000	PERSONAL/NEW	134	5	6	YES	YES	YES	Y
990-235-42	FLORACRAFT CORP	07-164	12/30/2019	\$ 414,659.00	133,800	REAL	134	0	0	YES	YES	YES	Y
990-250-18	GREAT LAKES CASTING	08-048	12/30/2014	\$ 834,711.00	223,700	PERSONAL	152	0	0	YES	YES	YES	Y
990-641-00	GREAT LAKES CASTING	2010-358	12/20/2016	\$ 171,000.00	54,300	PERSONAL	155	0	0	YES	YES	YES	Y
990-640-00	HOUSE OF FLAVORS	2010-030	12/31/2016	\$ 392,701.00	134,100	PERSONAL/NEW	158	N/A	2	YES	YES	YES	Y
990-460-99	SRS INDUSTRIES LLC	07-311	12/30/2013	\$ 1,380,000.00	372,500	PERSONAL	205	15	15	YES	YES	YES	Y

LUDINGTON CITY PLANNING COMMISSION

AGENDA

TUESDAY

December 4, 2012

7:00 P.M.

**Ludington Municipal Building
400 S Harrison, Ludington, MI 49431**

1. Call to Order
2. Roll Call
3. Agenda Approval
4. Public Comments & Communications
5. Approval of Minutes:
November 7, 2012
6. Public hearings
7. Unfinished Business:
 - a. To consider a request by Westnd, LLC (House of Flavors) for a special land use for the expansion or rehabilitation of an existing light industrial, warehouse, or wholesale use at the properties located at 405 W. Court St. and 109 N. William St. described as: ORIGINAL PLAT LOTS 1, 2, 9 & 10, BLOCK 29 EXCEPT THE FOLLOWING DESCRIBED PARCEL: COM AT THE SE CORNER OF LOT 10 FOR POB, TH S 89 DEG 54 MIN 39 SEC W ALONG N'LY R.O.W. OF LUDINGTON AVE 180.09 FEET, TH N 00 DEG 01 MIN 58 SEC W ALG W LINE OF LOT 8, 150.14 FT TO NW COR OF LOT 8, TH N 89 DEG 58 MIN 11 SEC E ALG N LINE OF LOTS 8 & 9, 86.80 FEET, TH S 00 DEG 12 MIN 50 SEC E 40.35 FEET, TH S 89 DEG 47 MIN 10 SEC W 1.60 FEET, TH S 00 DEG 12 MIN 50 SEC E 37.40 FEET, TH S 28 DEG 50 MIN 26 SEC W 6.18 FEET, TH S 00 DEG 12 MIN 50 SEC E 4.60 FEET, TH S 47 DEG 11 MIN 20 SEC E 4.10 FEET, TH S 00 DEG 12 MIN 50 SEC E 1.00 FOOT, TH N 89 DEG 47 MIN 10 SEC E 24.80 FEET, TH S 00 DEG 12 MIN 50 SEC E 11.30 FEET, TH N 89 DEG 47 MIN 10 SEC E 21.80 FEET, TH S 00 DEG 12 MIN 50 SEC E 9.90 FEET, TH N 89 DEG 47 MIN 10 SEC E 26.50 FEET, TH N 00 DEG 12 MIN 50 SEC E 9.00 FEET, TH N 89 DEG 47 MIN 10 SEC E 21.50 FEET TO W ROW OF WILLIAM ST, TH S 46.50 FEET ALONG WEST LINE OF WILLIAM ST TO P.O.B. and ORIGINAL PLAT LOT 3 BLOCK 29.
 - b. Signs
8. New Business
9. Site Plan Review Report:
10. Commissioners' Comments and Communications
 - a. Downtown Ludington Board Report
11. Adjournment

PLANNING COMMISSION MINUTES

November 7, 2012

A meeting of the Ludington Planning Commission was held on Wednesday, November 7, 2012. The meeting was held at the Ludington Municipal Building, 400 S. Harrison St., Ludington, MI and was called to order at 7:00 p.m. by Mike Nekola, Chairperson.

ROLL CALL: The roll call showed the following results:

Present: Kirk Josvai, Chris Gamble, Lynn Pontz, Robert Sasin, Mike Lenich, John Kreinbrink, Mike Nekola, Roger Starr, and Kaye Holman

Absent: None

Also Present: Carol Ann Foote, Recording Secretary

AGENDA APPROVAL:

Commissioner Holman made a motion to approve the agenda, seconded by Commissioner Pontz. Motion carried.

PUBLIC COMMENTS:

None

Close public comments.

APPROVAL OF MINUTES:

Commissioner Kreinbrink made a motion to approve the October 2, 2012 minutes, seconded by Commissioner Holman. Motion carried unanimously.

PUBLIC HEARINGS:

- a. To consider a request from James Claire for a special land use for boat sales and display at the following described property: COM AT THE SW CORNER BLOCK 139 OF THE FIFTH ADDITION TO THE CITY OF LUDINGTON. THENCE N 87 DEG 53 MIN 25 SEC E 298.24 FEET ALONG THE SOUTH BOUNDARY LINE OF BLOCK 139; THENCE S 00 DEG 58 MIN 19 SEC W 100.31 FEET TO THE SOUTHERN BOUNDARY OF THE CSX RAILROAD RIGHT-OF-WAY; THENCE S 87 DEG 55 MIN 24 SEC W ALONG SOUTHERLY BOUNDARY OF CSX RAILROAD RIGHT-OF-WAY 296.45 FEET TO THE EAST RIGHT-OF-WAY OF WASHINGTON AVENUE; THENCE N 00 DEG 02 MIN 16 SEC W ALONG EASTERLY RIGHT-OF-WAY OF WASHINGTON AVENUE 100.06 FEET TO THE POB, also known as 721 S. Washington Ave.

Jim Claire, J. C. Marine, said that his company just completed 31 years of business in Ludington. He stated that he was requesting a special land use for a new boat sales facility. The current building where the business is operating will be sold to an unrelated business pending approval of the special land use. The new facility would be built on a 300' x 100' parcel. He stated that he currently owns across the street at 721 S. Washington. The new building would be according to all federal, state and local standards and requirements. The building will be according to all of the standards of the waterfront district.

Close public hearing.

Commissioner Kreinbrink made a motion to approve the special land use for boat sales, as submitted, seconded by Commissioner Pontz. Motion approved unanimously.

b. To consider a request by Westnd, LLC (House of Flavors) for a special land use for the expansion or rehabilitation of an existing light industrial, warehouse, or wholesale use at the properties located at 405 W. Court St. and 109 N. William St. described as: ORIGINAL PLAT LOTS 1, 2, 9 & 10, BLOCK 29 EXCEPT THE FOLLOWING DESCRIBED PARCEL: COM AT THE SE CORNER OF LOT 10 FOR POB, TH S 89 DEG 54 MIN 39 SEC W ALONG N'LY R.O.W. OF LUDINGTON AVE 180.09 FEET, TH N 00 DEG 01 MIN 58 SEC W ALG W LINE OF LOT 8, 150.14 FT TO NW COR OF LOT 8, TH N 89 DEG 58 MIN 11 SEC E ALG N LINE OF LOTS 8 & 9, 86.80 FEET, TH S 00 DEG 12 MIN 50 SEC E 40.35 FEET, TH S 89 DEG 47 MIN 10 SEC W 1.60 FEET, TH S 00 DEG 12 MIN 50 SEC E 37.40 FEET, TH S 28 DEG 50 MIN 26 SEC W 6.18 FEET, TH S 00 DEG 12 MIN 50 SEC E 4.60 FEET, TH S 47 DEG 11 MIN 20 SEC E 4.10 FEET, TH S 00 DEG 12 MIN 50 SEC E 1.00 FOOT, TH N 89 DEG 47 MIN 10 SEC E 24.80 FEET, TH S 00 DEG 12 MIN 50 SEC E 11.30 FEET, TH N 89 DEG 47 MIN 10 SEC E 21.80 FEET, TH S 00 DEG 12 MIN 50 SEC E 9.90 FEET, TH N 89 DEG 47 MIN 10 SEC E 26.50 FEET, TH N 00 DEG 12 MIN 50 SEC E 9.00 FEET, TH N 89 DEG 47 MIN 10 SEC E 21.50 FEET TO W ROW OF WILLIAM ST, TH S 46.50 FEET ALONG WEST LINE OF WILLIAM ST TO P.O.B. and ORIGINAL PLAT LOT 3 BLOCK 29.

Whit Gallagher, House of Flavors, said that they were asking for a special land use for the expansion of an existing use. Specifically, they are asking for three 42 ft. silos, to enclose the existing truck well and to add a second story above the truck well for a boiler room. Mr. Gallagher pointed out on a drawing from the west, the approved silos and building that was in progress. He also showed the drawing from the Court St. view, stating that the proposed building would look more like a townhouse, blending in more with the community and ultimately shielding the property from the neighborhood. They would like to install a new roll up door that would roll up very quietly and quickly. Mr. Gallagher said that all of the special land use standards had been reviewed and answered along with the additional standards of section 400.9:6. He said that they would like to use the property that is there and ultimately build something that blends in. He showed a picture of the building across the street and said that they would like to go for the townhouse approach. He stated that right now they were there for the three additional silos and the one townhouse structure with the idea that there is an understanding of where they would like to go long term.

Commissioner Gamble asked if the height of the proposed boiler room was comparable to the future concept of the buildings. Mr. Gallagher said yes, that was the plan. When they were here a year ago with the zoning issues and special land use for the building that was now being built, they talked about House of Flavors growth over a long period of time and how that growth has been significant. They talked about facilities outside of Ludington with footprints larger than what is here. There has not been a lot that has changed over the years to the footprint. He said that they are expanding the footprint in a way that blends in with the community as best as possible. They have made changes to the facility over the past ten years to make it a better neighbor and a better community participant.

Barbara Koblinski, 210 N. Lewis, stated that she had been to every House of Flavors' hearings for the past twelve years. She said she would like to know what percent of the footprint that House of Flavors is using was done as a special land use. She also wanted to know how they got from two to five silos. She is happy to hear that these silos are no longer being called storage tanks. The newspaper said that putting these structures on Ludington Ave. would not be advisable because they have a negative visual appeal on a community that is dependent on tourism. She stated that she had visitors from Annapolis, MD last year for the art fair and was asked where all of the humming noise was coming from. This is not just a noise issue, but an industrial use encroaching into a neighborhood. They are not talking only about the neighborhood, but the community's appeal to the public at large. She asked how many new trucks it was going to take to fill the new silos. The trucks are not hanging around in the neighborhood anymore, but they still have to come in and out. She said that for her, this meeting is a result of "bait and switch" from last January. The bait is in the drawings, a long term possibility that was proposed when two storage tanks were going in. The only people that are screened are the ones to the northeast; it does nothing for those coming from the northwest side. So, we have the bait, an enclosure that is a long term possibility. Now the switch, let's have five tanks instead of two. Let's not do it that way for a change. Let's have the people that put the bait

out, eat the bait and switch to putting up the enclosure first. If the neighborhood does not have the noise pollution and the site pollution, there is not issue. If you do not have enough time to do it right, then you do not have enough time to do it over.

Barb Sitler, 202 N. Gaylord, said that she only saw two board members that have been here except for recently, unlike those who have been here several times with all of the continued encroachments in the neighborhood. She stated that she agreed with Ms. Koblinski. She would like to know how much of the property was zoned for what they are using it for. Zoning is there for a reason. There has been growth on the opposite side of the street, but it is all owned by the same person. This is not about how much good Bob and Kaye Neal has done; this is about encroaching on the neighborhood. It is bringing in tax dollars and jobs, but you should think about how it is affecting the people in the area.

Scott Sitler, 202 N. Gaylord, stated that many years ago when they were debating House of Flavors, there were a lot more people opposed. People are getting tired of coming to these meetings anymore because they feel that House of Flavors will get their way. He said that he agreed with Ms. Koblinski, you need the enclosure first. You will be able to see the five silos from their house and they are not pretty. The building may not be built for thirty years. He said that he is opposed to it.

Les Russell, 109 N. Gaylord, said that his house faces the view from the west. Right now you see a series of smaller tanks. In the short term, the five silos, the brick building and the tower that will be sticking out above the truck well will be right in my picture window. Over time you can see the transition, there used to be houses all around. He said that he had been coming to these meetings since 1996 and has seen expansion one little piece at a time. There is never a complete picture of what they want to do. It always depends on the market or it will be fixed when the market goes up. It is always about the jobs they will create or tax abatements they will get. It is slowly inching into the neighborhood and will essentially look like a tank farm. It is an industrial factory sitting in the middle of a residential neighborhood.

Chairman Nekola asked how much increase in trucks would there be in a twenty-four hour period. Mr. Gallagher said that there would be no increase. He explained that there would not be an increase in capacity. There will be five total tanks. There are five tanks inside the facility that would no longer be used. The lab that is on the second floor would be brought down to the bottom floor. He stated that they are not adding capacity in this particular case. Mr. Gallagher said there were now making 25 million gallons a year. They are talking about putting a drive-thru so that the liquid receiving is not outside. We are also talking about additional warehouse space. He said that ten years ago they were at 10 million gallons a year, so they have doubled their business on the same footprint they are in. Chairman Nekola asked if this would double their capacity. Mr. Gallagher said he did not believe it would. He said that right now they have two cream trucks and two sugar trucks coming a day. If they were to double the capacity, they would be going from 2 cream trucks to four cream trucks. Chairman Nekola asked how often the freezer truck ran in a day. Mr. Gallagher said that they estimated it was making ten trips a day out of the Robert St. garage.

Commissioner Pontz asked what the total height was on the proposed boiler room structure. Pat Calder said that it was fifty feet tall. Commissioner Gamble asked the date of installation for the two tanks that had already been approved. Mr. Gallagher said that there had been a delay in manufacturing. He said that it could be a month to six weeks. Commissioner Gamble asked if these proposed tanks would free up the inside of the facility. Mr. Gallagher said that at this time they have a laboratory and offices on the second floor. Personnel are doubled up in the offices. The plan is to move the laboratory to the first floor and use the second floor for office space. He stated that one of the reasons for the boiler room is to support the tanks. The tanks could be another ten months and the boiler room would come along about the same time. Commissioner Gamble asked that he explain the noise issues. Mr. Gallagher said that he has walked around the facility and it is extremely quiet for what goes on inside. The boiler will be inside and surrounded by an industrial building. He said that he cannot imagine additional noise beyond what you already hear. Commissioner Gamble asked if there was an existing boiler somewhere that they could inspect for noise.

Mr. Gallagher said that Indian Summer just installed a new boiler recently, similar to the one that they would be looking at.

Commissioner Kreinbrink asked if the boilers would have relief valves according to State code and where they would come through. Pat Calder said that they would have the valves and pointed out where they would be located. Commissioner Kreinbrink wanted to know if the valves would have silencers on them. Mr. Calder said that he could not answer that right now. Commissioner Kreinbrink asked if they had thought about acoustic barriers to quite down the cooling tower noise. Mr. Calder said that they had not heard any complaints about the noise. Commissioner Kreinbrink said that members of the community had complaints on specific pieces of equipment. They need to look into those noise issues.

Commissioner Holman said that they were given a special land use a year ago. She wanted to know what the time frame for construction would be for the next three tanks and the coverage of the tanks. Mr. Gallagher said that it could be ten months. He said the short-term construction was the facility over the truck well. The longer term plan depends on how well House of Flavors does. They can only do a little at a time, given the nature of the business that they are in.

Commissioner Josvai asked if the proposed silos were so that others could be moved out of the building to make room for the lab. Mr. Gallagher said that there are five different tanks being talked about. There are three different blends of liquid sweetener. The efficiency of loading a truck load into each silo would change a little bit of the way they are delivering product. They may be able to consolidate delivery into a shorter time. Commissioner Josvai asked if it was the production efficiency that is requiring them to move the tanks. Pat Calder explained the capacity of the sucrose, fructose and corn syrup tanks. Commissioner Josvai asked if the three silos had been in the design all of the time or if now, when was the concept of the three additional silos done. Mr. Calder said that the three silos had not been in the original plan. He stated that they met with the contractor and talked about the design and the future. Commissioner Josvai asked if the fast-moving door would cover the yellow box truck. Mr. Calder said that it would. Commissioner Josvai wanted to know if there were specs for the new boiler. Mr. Gallagher said they were looking at different models now. Commissioner Josvai asked if there were sound specifications. Mr. Calder said no.

Commissioner Lenich asked if the proposed silos were smaller in diameter. Mr. Gallagher said yes, they are smaller. Commissioner Lenich asked if the existing wind pendant that is located above the truck well would need to be relocated. Mr. Calder said that they just need one for each location.

Commissioner Sasin asked if the trucks would pull up to fill the silos and then back out or if they would drive thru. Mr. Gallagher said that currently they use Court St. and have to pull in and back out. He said that the future plan would be a drive thru. Commissioner Sasin asked about the timing of the construction of the façade. Mr. Gallagher said that they look at their capital expenditures in detail one year at a time and are looking at putting their plan together for next year. At this stage of the game, he does not know if it will be three, five or seven years.

Commissioner Starr asked if the material stored in the silos was liquid. Mr. Gallagher said that it was liquid. Commissioner Starr asked where the pumps and motors would be located and how many where there per silo. Mr. Calder said that they would be located inside the tank. There is one pump per tank and they are very quite. Commissioner Starr commented that he was surprised that they had not heard that the noise was a problem. He said that he lives five blocks away and hears them all of the time. Commissioner Josvai asked if the pumps would require additional space. Mr. Gallagher said that they were already pumping and it would not require additional space.

Commissioner Pontz asked if the truck well was where the trucks would physically back into. Mr. Gallagher said that was correct. Commissioner Pontz asked if phase three and four was moving towards the west. Mr. Gallagher said yes. Commissioner Pontz asked if it would be feasible to build the façade now and still have the area behind it for the expansion. Mr. Gallagher said that he would not know what he would be

designing for at this time. He said that he was at the capacity within the plan. This would give us the opportunity to grow over time. To put up a building now that they have no use for is not something that they could do. Commissioner Pontz asked if the truck traffic would change after phase three and four. Mr. Gallagher said that they were looking at the trucks entering on Court St. and exiting on Ludington Ave.

Mr. Gallagher showed the Commissioners an aerial of the existing location and pointed out what had occurred at the facility over the years. He stated that in twenty years, there as been virtually no change in the footprint.

Scott Sitler said that if you look at the houses across from House of Flavors on Court St., they are not very nice. They are rental units and nobody wants to live there unless they have to live there.

Barbara Koblinski stated that they had been here five or six times. At the time the Dain's property was going to go through, they painted it a kaleidoscope of colors for a couple of months. Then another special land use was scheduled. Twenty-four hours before that hearing, the house got painted beige. We came back two times after that and had a special land use denied. Last year, the neighborhood basically gave up and said for the good of the community and the good of the jobs, maybe we should not go with a fifty foot silo next to the antique shop. Maybe we will give up and go with two silos. Now we are at five.

Close public hearing.

Commissioner Gamble met once and wanted to hear public input. He would like to take the issue back to committee and bring it back to the Commission at the December meeting.

UNFINISHED BUSINESS:

To consider a request from Blu Moon Properties, LLC for a special land use for the outdoor service of food and beverage, in accordance with Section 400.8:4 (5) of the Ludington Zoning Ordinance #23-00, at the following described property:

ORIGINAL PLAT N 25 FT OF S 56 FT OF LOTS 6 & 7 BLOCK 35, EXCEPT E 10 FT FOR ALLEY PURPOSES, also known as 125 S. James St.

Commissioner Gamble reported that the committee met. He said that they felt the need for cooperation and compromise. He pointed out that during the past month, Marilyn and Randy with the Blu Moon and Nate and Nicole with Backstage Hobbies have been actively involved in helping to create some conditions that can be put on the special land use.

Commissioner Gamble made a motion to approve the special land use for the outdoor service of food and beverage, with the following conditions, seconded by Commissioner Holman:

1. Operation of the proposed deck at 125 S. James St. and the existing deck at 121 S. James St. will cease at 12:00 a.m.
2. A row of potted trees will be added to the North side of the existing deck at any section of open railing.
3. Sound absorbing materials such as fabrics, banners and/or flags will be added to the existing deck and the proposed deck.
4. The kitchen area on the existing deck will be fully enclosed on the North side.

Commissioner Gamble said that the committee felt that the amplification of music was already addressed in the Zoning Ordinance. Commissioner Krienbrink said that they also considered comments about parking congestion the Blu Moon was creating. He said that when the Lyric Theatre was considering staying downtown a study was done and showed 440 parking spaces available within a half of block of Ludington and James. He stated they considered parking and noise.

Nate Peterson, Backstage Games and Hobbies, said that they did have discussions with the Cunics. They would be putting up trees. He said they were also working with their landlord to make some changes and were doing internal changes to the apartment. Nicole Peterson asked if everyone had to be off of the deck by midnight. Chairman Nekola said that they should not be operating past 12:00 a.m., but there could possibly be workers there.

Marilyn Cunic, Blu Moon, said that she understand that the operations are closed at 12:00 a.m. There will be trees lining all of the sections on the deck without walls. The other section of deck is on Nate's property. Nate is working with his landlord and will be putting trees on his side of the deck.

The motion to approve the Special Land Use with the conditions listed was approved unanimously.

b. Signs:

No report

NEW BUSINESS: Chairman Nekola said the November meeting would be lengthy. There are two other issues coming before the Planning Commission, one being House of Flavors.

SITE PLAN REVIEW:

None

COMMISSIONERS COMMENTS

Downtown Ludington Board:

Commissioner Lenich reported that the Downtown Ludington Board met on September 10, 2012. The City met with MDOT and received the okay for temporary bump-outs for 2013 for outdoor cafes on Ludington Ave. During the same meeting, MDOT said that it was possible to extend the boulevard on Ludington Ave. There were some specifics that had to be done in order to make the boulevard possible.

Commissioner Lenich said that as part of the downtown events, this year's Oktoberfest went very well. It was one of the best that they have had.

ADJOURNMENT:

Motion was made by Commissioner Pontz, seconded by Commissioner Holman, to adjourn the meeting. The meeting adjourned at 8:40p.m.

Respectfully Submitted,
Carol Ann Foote, Recording Secretary

Chris Gamble, Secretary

November 12, 2012 Downtown Ludington Board (DLB)

Ex-Officio Report

Planning Commission (Notes from Bob Sasin/Mike Lenich Reporting)

Dear Ludington Planning Commission,

Notes below are from Bob Sasin who covered the November 12, 2012 Downtown Ludington Board Meeting.

Mike Lenich
Ludington Planning Commission

Planning Commission (PC) Report to Downtown Ludington Board Meeting

- *Public hearings; 3 Special Land Uses for boat sales, Westland LLC, Blu Moon DDA Signs; "Sign Review Committee" text drafted & forwarded to Kaye Holman*
 - *From PC Chair Mike Nekola; Decks & Bump-outs need to be "Principal Limited Use" (instead of Special Land Use) so rules & requirements are all the same*
-

Report from Downtown Ludington Board Meeting

Agenda Items

- **Presentation by Andy Klevorn - *Bike Triathlon***
 - Proposed for November 24, 2012
 - 7 1/2 & 12 1/2 mile courses
 - Start & Finish at Plaza
 - Course through City & High School Forest
 - Will present to
 - City Council 11/12/12 (footnote: City has approved)
 - High School Board 11/19/12

Committee Reports

- **Business Recruiting/Retention/Marketing/Communications**
 - Raffle scheduled with merchants 11/24/12 thru 12/24
 - Shoppers acquire a Passport
 - stamped by merchant upon a purchase
 - when Passport completed deposit at Mitten or Bookmark
 - Drawing 12/21 (award TBD)
 - Small Business Saturday 11/24
- **Special Events/Promotions/Activities**
 - Halloween
 - over 1000 pieces of candy given by merchants
 - Over 900 books given by Library
 - Committee will look into new approach for 2013
 - Possibly give candy at Plaza rather than at merchants
 - 2012 Issues

November 12, 2012 Downtown Ludington Board (DLB)

Ex-Officio Report

Planning Commission (Notes from Bob Sasin/Mike Lenich Reporting)

- Most Merchants bring in extra staff to give candy
- congestion deterring customers
- Liabilities having children/guardians
- Space => displays, tables...
- **Library**
 - Attendance is up 40% since completion of new addition
- **Building and Grounds**
 - Speakers
 - framework is in process, checking & waiting for someone to wire
 - music will play during holiday season & also during year at other City Events
- **Friday Night Live/Christmas Parade/New Years Eve**
 - Parade scheduled for Saturday 11/24
 - Followed with Christmas Tree lighting
 - Three groups have signed up for parade
 - Ball Drop
 - Tent setup in process
 - 1000 glasses ordered
 - Glasses will be labeled by high school volunteers December 1st
 - \$20 package => 2 glasses, reusable bag, 2 party hats & "lots of party beads & accessories"
 - Fireworks purchased from Illinois company (because prior company no longer in business, other companies not returning calls...)
 - Sandcastle => 6p-9p party, program same as last year
 - Library => open house 7p-11:30p, same as last year

Ex-Officio Reports

- **City Manager**
- **Conventions & Visitor's Bureau**
- **Chamber of Commerce**
- **Planning Commission** (see caption above &...)
 - Signs => Mayor
 - agrees with "Sign Review Committee" concept
 - (like Site Review Committee)
 - No assignments made (Heather not at meeting-possibly awaiting her return)
- **Arts Center**
- **Children's Museum**

Old Business

New Business

Mike Lenich 11/15/2012