

THE CITY MANAGER'S
**ANNUAL BUDGET
RECOMMENDATION**
FY2021 - 2022

Prepared by
The City Treasurer's Department

Table of Contents

Traverse City Commission: Mission, Goals & Objectives	7
Welcome to the Annual Budget for FY 2021-2022	8
City Manager's Budget Message	9
Budget Staffing Requests	26
State of Michigan Statute	27
City Charter Language & Timeline	29
Public Hearing Information	31
Fund Descriptions	33
Expenditure/Expense Line Item Descriptions	34
Funds Required to be Budgeted	35
Fund 101: General Fund	35
General Fund Balance Chart	35
General Fund Table of Revenue and Expenditures	36
General Fund Revenue Chart	37
General Fund Revenue Table	38
Summary of Significant Revenue Budget Changes	41
General Fund Expenditures Chart	42
General Fund Expenditure Departments	43
101 City Commission	43
172 City Manager Department	44
173 Human Resources Department	47

174 Department of Public Services Director	49
Department of Public Services Director	49
Asset Management	50
176 GIS Department.....	53
209 City Assessor Department.....	55
210 City Attorney Department	64
215 City Clerk Department	66
253 City Treasurer Department	69
265 Government Owned Buildings	72
276 Oakwood Cemetery Function	73
300 Police Department	75
335 Fire Department.....	80
441 Streets Administration	85
449 Engineering Department.....	89
691 Parks & Recreation.....	92
800 Planning and Zoning Department.....	95
901 Appropriations	101
941 Contingencies.....	102
946 Transfers Out.....	103
999 Capital Outlay	104
Special Revenue Funds	105
Fund 102: Budget Stabilization Fund	105
Fund 202: Major Streets Fund	106

Fund 203: Local Streets Fund	108
Fund 204: Major Street - Trunk line Maintenance Fund	109
Fund 206: Hazardous Material Fund	111
Fund 207: Act 302 Police Training Fund	112
Fund 231: College Parking Fund	113
Fund 233: ACT 345 Millage	114
Fund 239: Brown Bridge Trust Parks Improvement Fund	119
Fund 241: Traverse City/Garfield Joint Planning	120
Fund 243: (County) Road Commission Millage Street Project Fund	121
Fund 250: Carnegie Building Fund	122
Fund 264: Peg Capital Fund	123
Fund 279: Brown Bridge Maintenance Fund	124
Fund 282: Public Arts Commission Fund	125
Fund 283: Coast Guard Committee Fund	127
Fund 292: Banner Program Fund	128
Fund 296: City Opera House Fund	129
Fund 565: Industrial Development Fund (Economic Development Fund)	130
Fund 722: McCauley Estate Expendable Trust Fund	131
Funds Not Required to be Budgeted	132
Debt Service Funds	132
Fund 306: (Long Term General Obligation) L T G O Debt Retirement Fund-Tax Exempt	132
Fund 309: Sidewalk & Trail Debt Retirement Fund	133
Capital Project Funds	134

Fund 245 Capital Projects Fund.....	134
Fund 491: Boardman Lake Trail Construction Fund.....	136
Fund 492: Sidewalk Construction Fund	137
Fund 496: Parking Bond Construction Fund – Tax Exempt	138
Fund 801: Special Assessment Fund.....	139
Permanent Funds.....	140
Fund 710: Brown Bridge Trust Fund	140
Fund 711: Cemetery Trust Fund	141
Fund 712: Cemetery Perpetual Care Trust Fund	142
Enterprise Funds.....	143
Fund 504: Hickory Hills Fund	143
Fund 585: Automobile Parking System Fund.....	146
Fund 590: Wastewater Disposal Fund	151
Wastewater Rate Analysis.....	156
Waste Water Rates	158
Maintenance & Other Rates	158
Fund 591: Water Fund	160
Water Rate Analysis	165
Water Rates.....	167
Fund 594: Duncan L. Clinch Marina Fund.....	168
Internal Service Funds	170
Fund 661: Garage Fund.....	170
Component Unit Funds	174

Traverse City Light & Power Fund	174
Fund 582: Electric Utility Fund.....	176
Fund 583: Fiber Optic Fund.....	183
Downtown Development Authority (DDA)	185
DDA General Operating Fund	185
Fund Tax Increment Financing #97 Fund.....	188
Tax Increment Financing Old Town Fund.....	190
Other Information	192
Budgeted Capital Outlay	192
245 Capital Projects Fund.....	197
Debt Service Requirements to Maturity.....	198
Property Tax Millage Rates - All Overlapping Governments	200

Traverse City Commission: Mission, Goals & Objectives



Jim Carruthers

MISSION

The mission of the Traverse City City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the City's staff. The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Adopted: February 22, 2000



Amy Shamroe



Brian McGillivray



Christie Minervini



Roger Putman



Ashlea Walter



Tim Werner

CITY COMMISSION GOALS & OBJECTIVES

The City Commissioners and the City Manager gathered for two study sessions in 2020 to discuss strategic goals with action steps related to five issues. The goals and objectives will be strategically addressed through November 2021.



**ECONOMIC
DEVELOPMENT**



TAX REVENUE



**WATER RELATED
INFRASTRUCTURE**



TRANSPORTATION



HOUSING

Welcome to the Annual Budget for FY 2021-2022



Martin Colburn
City Manager



Kelli Martin
City Treasurer
Finance Director

CITY MANAGER

Martin Colburn

CITY CLERK

Benjamin Marentette

CITY TREASURER FINANCE DIRECTOR

Kelli Martin

CITY ATTORNEY

Lauren Tribble-Laucht

The budget is not just a collection of numbers, but
an expression of values and goals.

A budget is telling money where to go instead of
wondering where it went.

Money is the wheel to give motion to the machine.

For questions about the City of Traverse City
budget, please contact:

Kelli Martin, Treasurer/Finance Director

Treasurer's Office

KMartin@TraverseCityMI.gov

231-922-4436

Special Thank you to
Brian Postma, Accounting Rock Star!

DEPARTMENT DIRECTORS

CITY ASSESSOR

Polly Cairns

PUBLIC SERVICES DIRECTOR

Frank Dituri

DIRECTOR OF MUNICIPAL UTILITIES

Arthur Krueger

CITY ENGINEER

Timothy Lodge

POLICE CHIEF

Jeffrey O'Brien

FIRE CHIEF

James Tuller

PLANNING DIRECTOR

Shawn Winter

HUMAN RESOURCE DIRECTOR

Kristine Bosley

ADDITIONAL CITY OFFICIALS

LIGHT & POWER EXECUTIVE DIRECTOR

Tim Arends

DDA CHIEF EXECUTIVE OFFICER

Jean Derenzy




City Manager's Budget Message

The City of Traverse City

Communication to the City Commission

TO: CITY COMMISSION

DATE: May 3, 2021

FROM:  MARTIN A. COLBURN, CITY MANAGER

SUBJECT: **ANNUAL BUDGET REPORT FY 2021/2022**

Dear Mayor Carruthers and Commission Members:

The proposed 2021/2022 annual budget is established on the foundation of having come through a year of uncertainties, primarily due to COVID-19. We entered the current fiscal year having cut back expenditures due to anticipated reductions of revenues from the state as well as local fees. As preventive measures, we cut 16 seasonal positions, deferred hiring dates of several openings, restricted travel for training to keep our staff healthy, and requested departments to be cautious and conservative on their expenditures. As the pandemic of COVID-19 spread throughout the nation, the State of Michigan and Grand Traverse County, the virus did impact our City and staff. During this time, staff has worked both in person throughout the community as well as remotely at home to continue our services to our citizens. At the time of this writing, all staff have either had their full regimen of vaccine, or have had the opportunity to get vaccinated. We are now planning on getting about the public business and continuing the implementation of the City Commission's goals and objectives.

Michigan State Treasury estimates for state shared revenues and Act 51 state transportation funds are estimated to come in as projected. The City's largest source of revenues is property taxes, which is projected at 4.85% growth for FY 2021-2022. Our property tax system is based on the value of property as of December 31st of the prior year. The potential impacts of tax challenges due to COVID at the Michigan State Tax Tribunal are as yet unknown. Overall government operations have fared well providing services, and this proposed budget brings the value of our many traditional services as well as a few initiatives, preparing for a focus on infrastructure investment and the changing social dynamic of our community.

Tax Levy:

This budget does not propose any increase in property tax millage rate. How we arrive at our property tax millage rate is explained as follows. The Headlee amendment ratified in 1978 was designed to limit the ability of local governments to levy new taxes and limit growth of property taxes. It also controls how authorized millage rates are calculated as they relate to growth, or the increased value, of property. When growth on existing property is greater than inflation, then the local government must roll back its maximum authorized millage rate so that increases in property tax revenue caused by growth on existing property does not exceed the annual inflation rate. This is called the "Headlee Rollback." The Headlee Rollback did have a negative impact on the 2020 maximum allowable of 12.2747 mills, to 2021 maximum allowable of 12.0954 mills.

In 1994 Proposal A was passed. This legislation created differences in a property's Taxable Value ("TV") and State Equalized Value ("SEV") because an annual growth cap was placed on TV. The annual growth of TV on individual parcels is limited to either the rate of inflation or 5%, whichever is less. With the continued improvement of the real estate market, we are seeing growth of real property values. When properties are sold they become uncapped and their property values are re-set so that their TV equals the SEV. We are experiencing a number of properties within the City being sold and the corresponding values becoming uncapped. The uncapped properties are not exempt property for the purpose of the Headlee rollback. The consequence of these changes in state law is to penalize communities that have had market growth. The rollback formula reduces the property taxing capacity that a local government has. The City Charter authorizes a maximum capacity of 15 mills. However, our tax levy will go down to 12.0954 mills as established by the City Commission. The levy is expected to generate approximately \$12,166,767 for the calendar year 2021, which represents an increase of about \$563,365 or 4.85%.

The ACT 345 levy remains at 2.32 mills. By Charter, this is a dedicated levy which can only be used for ACT 345 pension benefits for Police/Fire personnel. This is a levy that was voted by the City electorate independent of the general fund levy. The millage rate is established by the actuarially-determined contribution required for the ACT 345 fund.

Planning, Zoning and Development:

The City Commission established adding more housing stock for year round residents in the City as one of their top priorities, so that those who work in Traverse City can live and retire in the City. While both property costs and construction costs continue escalate, making this goal challenging, it is possible to accomplish by providing incentives. Most recently the City supported WODA in providing affordable housing of 58 units by authorizing a PILOT (Payment In Lieu Of Taxes). This program of 9% tax credits is established through federal law and implemented through the State of Michigan. In 2020 a total of 124 new housing units were authorized for construction. These include new housing units resulting from infill of lots, accessory dwelling units (ADU's) added onto existing properties, apartment buildings and condos. The City is working with both private and non-profit partners such as Habitat for humanity, Goodwill, Homestretch, Housing North, WODA and other developers to grow and meet our housing stock needs. To promulgate additional housing, our plan is to work with our many partners, particularly targeting federal funding from the American Recovery Plan in support for affordable/workforce housing funding. Staff is working specifically on a plan with Goodwill in support of the next stage of housing shelter for the homeless (Safe Harbor). Additional opportunities ally with Grand Traverse County Land Bank Authority and Grand Traverse County Brownfield Redevelopment Authority. These resources may provide or support leverage funds to acquiring land, or providing financial resources towards housing initiatives. This may include working with Housing North and other community partners to establish the position of Housing Specialist.

Additional work on zoning policy can support adding housing and housing density. Policy development that would encourage housing opportunities would be an allowance of having two principal dwellings on large lots and splitting the lot; reduction of acreage for clustered single-family dwellings; increased density in Multi-Family dwelling units and the reduction of lot size requirements for single family homes. These policies will encourage density which will meet another City Commission goal of further increasing BATA ridership. We continue to work with community partners to address e-scooter transportation, particularly within the DDA district. Where people go, transportation needs increase. The City does not have staff specifically designated as having housing as their primary job responsibility. The non-profit group Housing North is working with partners from 10 northern counties to establish this role within the Grand Traverse County. We are exploring this possibility by obtaining partial funding through the State of Michigan and partnering with our county, local municipalities and interested entities to create staff capacity.

Administration:

The upcoming fiscal year will require an election for City Commissioners on November 2, 2021. A primary election will be held, only if the numbers of candidates require it or if additional ballot items are timely added. City staff will be bringing several discussion points of addressing the need to update sections of the City Charter that impact daily operations. This budget does include additional funds for postage to forward the growing amount of absentee ballots as well as additional election workers required for handling.

City Administration is working with several Advisory Committees. The Brown Bridge Quiet Area Advisory Committee is currently working on updating a 20 year old Master Plan as well as capital improvements including ADA walkway and river habitat. The Green Team is working on a number of initiatives while growing our understanding of the many ways to influence Best Practices. Included recommendations this year include; recommend establishing an interim City Carbon Target for 2035; encourage electric vehicle charging program; reuse of methane and water at the wastewater treatment plant; green purchasing policy; tracking utility usage more closely to provide more actionable reports for facilities managers; expand the urban tree canopy; focus fleet management towards converting or downsizing engines and purchasing electric vehicles; pursue dialogue for a natural gas conversion strategy for natural gas station; continue building partnerships. The Active Transportation Committee has now met several times, providing input on several projects and discussions regarding current and future policy. We can expect recommendations for an e-scooter ordinance to be forwarded to the City Commission.

City Administration will work with identified partners toward housing activities. The specific project expected to support progressing is identifying the funding and implementation of the plan for Safe Harbor/Goodwill housing. Working with these entities and the Community Foundation, we will work toward bringing forward a viable site plan for facilities. Staff is working with community partners to sponsor funding requests that require a local government sponsor.

Technology advancement is vital to proceed with utilizing current financial practices, making governmental services more readily available and easier to apply to or pay for services. Our utility billing system is currently linked to an outdated system (IBM iSeries/AS400) at the county IT. It is advantageous that we integrate the utility billing system software to our financial software programs. This project will take a significant amount of planning and implementation time.

Our efforts on human resource activities include negotiations on two union contracts. This budget reflects wages and benefits in accordance with all six current labor contracts as well as our non-union group. Health insurance premiums in aggregate are estimated to decrease slightly beginning July 1, 2020. We utilized a competitive process, working with the

City's insurance committee, to change hospital/medical providers, selecting BC/BS over the current Priority Health. City employees pay 20% of the cost of their health insurance. Annual combined inflationary factor within the categories for wages and benefits costs are included in this budget.

Police and Fire/Emergency Services:

Our community policing strategy continues to be transformative and developing into community outreach particularly at "high risk" and "at risk" populations. This philosophy promotes the organization to utilize partnerships and problem-solving techniques to proactively address immediate conditions on situations that rise to public safety issues, targeting solutions to address crime, social disorders and behavior, and fear of crime. Officers have been given specific assignments and geographic areas to enhance customer service and facilitate relationships as well as to provide accountability.

National events this past year have demonstrated the need for outreach throughout the community. There are a number of social issues that require attention, particularly to hold a dialogue with under-represented communities while building relationships. This dialogue had led to the opportunity to continue building relationships with underrepresented community members as well as address social trust issues. The recent deaths of people in minority groups within the United States have created a national dialogue. City Administration has made implicit bias training mandatory for our police department every second year. Many of our Department Heads also participated in the training. Funding for the specialized training was provided by local non-profits. I am recommending the establishment of an administrative advisory Community Policing committee to advise the City Manager and Police Chief. Additional steps have included the City Commission supporting the purchase and implementation of body cameras now worn by our police officers.

We continue to see and experience overdoses of deadly narcotics. Not unlike many communities within our state and nation, drug and alcohol addiction is a primary debilitating behavior. All police and fire units carry NARCAN, a brand name for naloxone, a drug that can reverse the effects of an opioid and heroin overdose. Officers continue to save lives with this valued tool within our City.

In the early months of COVID-19, the County Attorney's Office working with the Courts, Jail administration and law enforcement worked on the creation of a policy to eliminate jailing on misdemeanors and minor infractions. This reduced risk of the spread of the virus and reduced the jailed population. Particularly during this time, more individuals at risk were experiencing hardships due to the complications of service providers being closed or reduced services, as well as income opportunities drying up. Current goals within the Police Department focus on addressing the issue of mental illness and criminal justice, working in conjunction with Northern Lakes Community Mental Health. It is commonly recognized that our

emergency services personnel address a notable number of individuals who repeatedly have emergency services response for behavioral and medical response.

The TCPD Crisis Intervention Team (CIT) has been established to implement the One Mind Campaign. The campaign ensures successful interactions between police officers and persons affected by mental illness. The Police Department works with a number of community organizations including mental health organizations, public safety agencies and non-profits that focus on services and outreach to these vulnerable populations. The practices define a partnership, developing a model policy to implement police response to persons affected by mental illness, training and certifying sworn officers in mental health first aid and providing CIT Team training. All of our police officers are receiving training. Several have received special training on crisis intervention and hostage negotiations. The TCPD has also begun an initiative started by Families Against Narcotics (FAN) which works with our department to identify and find viable treatment options for individuals seeking help to reduce dependency and addiction. The Angel program is a collaboration of individuals and law enforcement who work together, assisting individuals struggling with substance abuse and working together on treatment/placement.

The Community Policing Officer dedicated to patrolling in downtown Traverse City is funded through a partnership with the Downtown Development Authority (DDA). Reports are that this program is impactful in helping reduce crime, developing and maintaining relationships and educating and involving the business community in problem solving. With the shutdown of Front Street this past year, we received positive feedback that having a uniformed officer during COVID that was very visible and available. There are a number of other community policing initiative such as Safe Kids Program, National Walk to School, to name a couple.

Traverse City Fire Department (TCFD) is an all-hazards emergency response agency. The Fire Department has focused on training within their areas of fire suppression and first responders as paramedics with Advanced Life Support services. Fortunately, with our approach of "training the trainer", and with COVID-19 limiting travel, our firefighters were able to maintain rigorous training locally. This past year we added an additional firefighter to our third shift, filling all three shifts. Due to the additional requirements of administrative demands, this budget is inclusive of an Administrative Assistant to support the Fire Chief and his staff's requirements.

The Fire Department has upgraded the fire services reporting software, which will allow better reporting capabilities. While currently working on a feasibility study as to whether the Fire Department should provide primary Emergency Transport Services, it was found that data from the 911 center was not sufficient or reliable for comparative tracking. Four working subcommittees are working on developing information required to make an informed discussion and decision on

adding specific transport responsibilities to the City. We believe that working more closely with the Grand Traverse County 911 center will be imperative to track response times. The department will work closely with the City Clerk and Finance Department on reporting and collections of services. We are also looking at how the mutual aid works with our neighboring agencies to meet the demands of the City and region. The City Commission has supported the Fire Department by allowing the hiring of architectural professional services for an analysis of improvements to the fire stations, such as changes and upgrades to the buildings to meet ADA requirements and provide gender neutral facilities. An analysis of the fire suppression system and venting system within the bays will be included.

Fire prevention inspections are conducted by the Fire Marshal and Fire Inspector. They conduct safety inspections for fire code compliance including commercial, industrial and residential properties. They work with the City Clerk's Office and Planning Department as they conduct plan reviews for all new construction as well as for short-term vacation rentals and tourism homes. The department works on public Education. Fire Marshal Sheets recently retired and the Fire Inspector Fritz trained for the Fire Marshall position and is now serving in that capacity.

The City has a contract for firefighting services at the Cherry Capital Airport. That contract was recently extended to June 2022. City administrative staff including the Fire Chief is currently holding discussions regarding liability cost containment issues as we determine whether to recommend continued services to the airport. Under the current contract, the City provides one firefighter on premises per 24-hr shift (3 shifts) to provide emergency firefighting services in accordance with Aircraft Rescue and Firefighting (ARFF) specialized requirements, as well as Emergency Medical Services (EMS). This year, to maintain the fleet we have purchased and ordered a frontline fire apparatus for \$700,000, and we are awaiting delivery this fall.

Downtown Development Authority and Economic Development:

The DDA is a component unit of the City, and manages a Development Plan and Tax increment Financing (TIF) Plans which focuses on infrastructure investment, and encourages and supports activities to grow and promote small businesses within the City's core within two TIF Districts (TIF 97, Old Town). It is a vital component of the City's economic development efforts as the retail, tourism and financial institutions populate the district.

COVID-19 took a hard bite into our business community. Many businesses closed temporarily and re-opened to a fraction of what activity they typically would conduct business. Jobs were lost either temporarily and permanently, as we also lost some businesses. There are lost office rentals as many people found it possible to work from home on a permanent basis. The DDA immediately started working with small businesses in identifying which federal small business programs,

loans and grants were available for our business community. We closed Front Street to traffic allowing social distancing while businesses moved outside to open air cafes and curbside pickup. We believe the increase in vaccinations will help bring our business and social activity back to life. The DDA is proposing a retail start-up program as people start back up or expand their business. The DDA Board will entertain a contract for services with Traverse Connect to support these activities within both TIF 97 and Old Town Districts working with the SBA and SCORE. As our economy reopens, they have already started promoting Traverse City and the downtown businesses and activities.

Infrastructure investment will continue to be a focus of the DDA inclusive of bridges, providing matching funds for MDOT grants the City has obtained. These bridges are 8th Street, South Cass and Park Street and West Front Street. Additional infrastructure includes streetscapes in partnership with private investment for snowmelt systems at 309 & 305 West Front Street, 160 E. State St., and 109 E. Front Street. The DDA is partnering with the City and Green Team with investments into the City Opera House. Other capital improvements include parking deck tower window maintenance, Lot C resurfacing and a contribution to the Destination Downtown BATA program which supports the City Commission goal of enhanced transportation opportunities.

The DDA also provides services to the Downtown Traverse City Association (DTCA) as well as management and implementation of parking services, through a Management Agreement with the City which includes surface parking lots and parking garages within the City. They manage over 3,000 parking spaces. These activities strengthen the business core of the City. Since COVID-19 hit, Parking Services took a deep downturn on parking revenue. The reduction is specific to reduced use of meters and changes to limit permit parking to the designated permit parking lots. The use of the prior year's surplus is required to balance the budget for a second year to cover parking structure expenses. Until activity picks up substantially within the downtown with both full time employees as well as visitors, the surplus funds for both the Hardy and Old Town Parking Garages are expected to carry them. This will have a significant negative impact to parking services, with the revenue loss taking at least a year to gain back our annual revenues.

The DDA established the Lower Boardman Implementation Leadership Team working on a vision with potential policy recommendations. The DDA is pursuing enhancements to the public tree canopy within the DDA district as well as adding bicycle and mobile amenities.

Building Facilities:

Grand Traverse County and the City of Traverse City share space within a number of buildings and in some cases, share expenses. Our buildings need on-going maintenance as they are typically in full use and aging. This upcoming year we

have budgeted funds to make improvements to the technology and furniture within the Commission Chambers. We continue to partner with GTC IT department for services as we have a shared computer network as well as phone system throughout the buildings. At Fire Station 1 and the MSU Extension Offices on West Front Street we are scheduled to update the boiler. We are conducting an analysis of facilities at Fire Stations 1 & 2. The City recently purchased the building at 535 Woodmere, north of our DPS facilities. It is scheduled to be demolished this spring. Within the Parks we are providing repairs to Clinch Park concession stand and making repairs on the mausoleum roof at Oakwood Cemetery. The City Opera House will have air-conditioning replaced and installation of a backup generator as well as the boiler. The wastewater treatment plant requires replacement to the HVAC system at the administration building. These responsibilities are broken down by department as we don't have staff dedicated full time to facilities management.

Water and Sewer Rate Funds:

These funds are established as Enterprise Funds. They are intended to financially maintain the operational costs and capital investments to our water and wastewater systems. We provide these services throughout the City, as well as services in neighboring townships through negotiated agreements. The City, working with the Grand Traverse Board of Public Works, addresses the ongoing operations and services, as well as providing accountability of the resources to provide these services.

Annually, the Finance Department conducts an analysis of both water fund and sewer fund cash flow projections. Due to COVID-19, both Traverse City and TCL&P administration, working with the Finance Department placed a hold on all shutoffs as directed in the Governors Executive Orders. We've identified that penalties should be dismissed during this trying time at least through June 15, 2020 due to the significant number of our citizens, commercial and industrial customers who are currently out of work or shut down. Due to the many unknowns, we recommended no rate increases for either water or sewer during FY20/21. Coming out of this year we recognize the need for a rate increase to continue to meet our obligations and the growing inflationary factors. This year the Finance Director conducted an analysis of our enterprise funds and is making a recommendation for rate increases for both water and wastewater of 3%.

We have recently completed a five year water reliability study. This provides us an in-depth study and evaluation of the water system, looking at priorities for needed investment to maintain our water system. We have also just completed a wastewater primary headworks system study looking at system options and cost estimates to meet the regulatory requirement of safely cleaning our wastewater.

Our water and wastewater systems are critical infrastructure, respectively providing and maintaining safe drinking water, and cleaning and sanitizing wastewater. Water is a vital element to sustain life. Having completed the membrane replacement project with the installation of the eighth and final membrane in the system, as well as our bond payments for the sanitary system being paid off in spring of 2022, we will have financial capacity to invest into additional necessary infrastructure that is aged and at risk. We currently have an Administrative Consent Order by the State of Michigan EGLE to make improvements at the secondary treatment level of sanitizing the wastewater with our Ultra-Violet system. This is a short term corrective action with major replacement of components due in four years. Staff will continue on the planning process with the East-West 24-inch water transmission mains. Eaton Corp. completed their contract installing the AMI metering system, and there are still meters that City needs to have installed. The City has also contracted for implementing the State of Michigan's requirements regarding the Lead and Copper rule. Originally we thought we may be required to replace as many as 50% of the service leads to properties within the City. After conducting research and working on several areas within the streets, we now believe that number will be less than 25%. Our contractor is placing the last of the AMI meters, including identifying water service lines that may be compromised as required under the Lead & Copper Rule, inspecting backflow devices as well as identifying sump pumps that may illegally drain to the City wastewater system. This budget is inclusive of funds to work towards meeting the implementation of the Lead & Copper rule over the next ten (10) years as required by law. Staff will continue to work with MML to work on the legislative front to address storm water legislation. However, I'm recommending this fall that the City Commission initiate an ad hoc committee to work on options for implementation of a storm water utility.

Parks and Cemetery:

The City Cemetery, Parks and Forestry (CPF) staff are responsible for 32 park areas inclusive of 386 acres, 14,000+ public trees, public facilities, open areas, and trail ways maintained within the City. Oakwood Cemetery and Hickory Hills, which is now a year round facility, is also planned, operated and maintained by CPF staff. The City also owns the Brown Bridge Quiet Area with over 1310 acres that the City provides planning and oversight, with the Grand Traverse Conservation District providing direct daily maintenance. The City continues with an aggressive tree planting and maintenance program that has accelerated significantly. This budget continues to prioritize planting more trees to expand the tree canopy as recommended by the Tree forestry plan completed in 2018 by Davey Resource Group. I expect continuing to expand opportunities to enhance our urban forest program.

The Hickory Hills business plan accentuated the growing use of new slopes and trails, and this winter's activities, with citizens getting outside more due to COVID-19. Both the growing utilization and associated growing revenues have demonstrated the value of Hickory Hills to the community. Additional activities, such as developing Nordic Trails as well

as future summer bicycle use are in the works. Grants for additional water lines and night lighting will continue to strengthen the snow making capacity and allow for additional evening use. COVID-19 did restrict the planned gatherings during the summer, but we expect that those activities will start blossoming. Due to the year round activities, a full-time manager for Hickory Hills is recommended within this budget.

Clinch Park Marina has a total of 118 slips with a distribution of 60% (70 slips) for seasonal users versus 40% transient slips (48). The marina use this past year pleasantly surprised us. With COVID-19 requiring that people distance themselves, the boating industry saw a boom in purchases of boats as well as utilization. This included the use of Clinch Marina. Fuel sales went up as did the marina use. Seasonal boaters, fishing and local users of the boat ramps continued with high use, however, due to record water elevation levels of the Great Lakes, the Boardman River backed up enough to make many of the river slips unusable. Fortunately, for the time being, the Great Lakes water is going down. This exceptionally high water has influenced the water table on land and creates water pressure that infiltrates into our sanitary sewer system.

The Brown Bridge Quiet Area is comprised of 1,310 acres of City-owned property located in the central-eastern portion of the County. The City contracts with the Grand Traverse Conservation District to manage and oversee these properties. It is a passive park-like setting in which the Brown Bridge reservoir was removed in 2012. The Grand Traverse Conservation District implements activities such as habitat improvements for fish and aquatic insects, mitigates soil erosion and makes repairs to stairways, boardwalks and wetland areas. The five mile walking loop is complete with an accessible pathway working down from the parking lot to the first pedestrian bridge that will be completed this year.

The City applied for and acquired a TAP grant from MDOT towards the West Boardman Lake Loop Trail Phase I. This phase goes from 14th Street south through Northwestern Michigan College (NMC) property to Boardman Lake. Much of this phase of the project was completed by winter 2020, and the rest should be completed by the end of FY2020/2021. The State, through the MDOT Local Agency Program (LAP), manages local government projects that utilize TAP funds, pays the contractor(s), and invoices the City for its share of the project. The City is utilizing Brownfield funds for our matching cost share. Phase II of the West Boardman Lake Loop Trail has been approved by the City Commission and we will see the project commence this spring. Much of the work will be completed through the summer and fall of the upcoming budget year. The City has taken the lead as the project manager of the project working with our partners of Grand Traverse County (GTC), Garfield Township, and TART. We're utilizing bond funds to cash flow the project and will be reimbursed by Brownfield funds and grant funds. We also are working with GTC as three state grants administered by MDNR are assisting to fund portions of scenic overlooks and the boardwalk. The Parks & Recreation Department is also

working on several local parks projects utilizing Brown Bridge Trust Funds for a portion of the funding. These include F&M Park Basketball court upgrade, Highland Park play equipment and entrance and Indian Woods Park playground.

Garage Fund:

The City Garage fund is a self-funding internal services fund. In compliance with MDOT requirements, the City places rental values on equipment utilized throughout the City. This rental income, in turn, is transferred over to the Garage fund, which pays for the capital costs annually for the replacement and purchase of vehicles and equipment, in addition to funding operations and maintenance. Enclosed is a complete and detailed proposed vehicle replacement schedule for fiscal year 2021/2022. The fees are for operations and maintenance as well as replacement costs. We continue to research and identify vehicles and equipment that offer "green power" value (electric, LPG, solar). This year, with the replacement of two police vehicles, we are planning to purchase electric vehicles. Working with TCL&P and its variable green rate initiative should assist with funding additional electrical upgrades in City facilities, as well as purchasing additional green power equipment. As referenced earlier, for every vehicle/equipment purchased the City will place \$100 towards the tree fund. The most significant purchase of vehicle replacement this year is a front line fire truck estimated at \$700,000. Delivery is expected this fall.

Capital Infrastructure:

Advocating investment into infrastructure projects throughout the City continues to be my strong recommendation to the City Commission. Infrastructure has a lifespan. Unfortunately, through the years we have fallen behind so continued emphasis is needed both for the daily use as well as safety and the reduction of liability of our infrastructure. There is a wide variety of assets that we call infrastructure. Whether it is streets, sidewalks and storm drains, or water and wastewater equipment and hardware, or buildings and vehicles, they all have a useful life. But they do deteriorate and wear out.

This past year we conducted a total reconstruct of Randolph Street Division to Maple Street. We completed the majority of Phase 1 of the West Boardman Lake Loop Trail and have successfully bid out Phase II which will begin this spring. The sanitary main was relined on E. Front Street from the pump station to M72. The two year project of rehabilitating three water filters at the water treatment plant with media replacement and filter valve replacement as well as other improvements are in progress and should be completed after this next fiscal year. Sidewalk gap and infill as well as Safe Routes to School projects are in progress. We will be nearing the completion of adding over 14 miles of sidewalk over the past four years including this summer, as well as \$900,000 repairs on sidewalks throughout the City. With the additional

mileage and responsibilities added for maintenance and operations of City assets, I'm recommending adding one equipment operator to the Department of Public Services.

These sidewalk projects will serve student/pedestrian usage and safety for ten schools within the community. We will continue this summer and should complete the SR2S program next year. Our sidewalk program was predominantly funded through the sale of bonds and a Safe Routes 2 Schools grant through MDOT.

Working with the Watershed Council and the State of Michigan, we are working on two grant programs targeting improvements on Kids Creek and pedestrian crossings. The pedestrian bridges and culverts are currently under contract. Also, we're maintaining major downtown bridges using MDOT funds with local matches coming from the Traverse City DDA. We are partnering on the vast amount of these projects, with significant investments and matches for projects partnered with grants. A safety grant through MDOT is funding the roundabout that is currently under construction at the intersection of Parsons Road and Airport Access Road. A portion of our match to grant funding is in the form of in-kind staff time. Due to the increases in the number of projects and the growing need of professional services, although we have been hiring outside engineering and other professional services, I'm recommending hiring one additional Engineering Aide to meet the growing volume of infrastructure projects. With the federal American Recovery Plan and the upcoming federal infrastructure plan, we are expecting to ramp up the engineering department to meet the demand of additional projects and opportunities.

Our pavement preservation program addresses maintenance to streets annually, extending their life span. Our primary funding sources are from a county wide millage of one mil. This was extended during last years' election for four years. There is one mil in the general fund that supports streets maintenance programming as well as match for grant projects and the annual bond payment for the gap and infill sidewalk program. This year we will be conducting resurfacing over a number of streets as well as major street resurfacing and improvements on Garfield Avenue from Hannah to Front Street. Preliminary work will begin with engineering design for Jefferson and Madison Streets, with anticipated construction to begin during the summer of 2022.

City staff is working with MDOT on major upcoming highway construction projects as they redesign the Grandview Parkway from Garfield Street west to Division Street. This project is planned for construction in 2023, but requires staff time as the City has other infrastructure that interfaces along that corridor. This includes coordination with our Municipal Utilities and Engineering Departments, who will work on moving and upgrading related underground water and wastewater lines.

Staff is working with the Great Lakes Fishery Commission on the Union Street Dam/Fish Pass. This is the total replacement of the City owned dam which is well over 100 years old. The funding of this project is estimated at over \$19 million, and comes from the federal and state government. The City's participation has primarily been the acquisition of easements, moving a water main and providing access to City properties during construction. The DDA has participated by acquiring a critical piece of property. This significant project is currently in litigation, but we continue pursuing construction and completion of this project.

We have just completed our five year water reliability study with recommended upgrades to our system included. Also, the Headworks and Primary Treatment Options Study has just been published, also pursuing appropriate priorities for maintaining most critical components of the City's wastewater treatment plant. Staff will work with our engineers and City Commission to establish priorities. We are also proceeding with MEGLE's processes to pursue funding through the State of Michigan State Revolving Fund (SRF) which is a competitive process to provide low-interest loans for projects that improve drinking water and wastewater infrastructure. We are also seeking other alternatives of funding to identify the best financing rates for the City.

Summary:

The pandemic that we as a community, our nation and the world experienced this past year has had many negative impacts and outcomes for our citizens. Some have had their or their families health compromised or worse yet, passed away. The health and economic disaster known as COVID-19 hopefully is winding down due to vaccines being more widely distributed throughout the world. To what degree of damage has been done by the outbreak of this virus is yet to be determined. There are activities occurring, such as raising funds and applying for federal stimulus programs that will support business activities. Traverse City staff will work on identifying federal and state funds that can be leveraged to meet our communities infrastructure investment as well as working with the non-profit and business community to identify funds to support City Commission and community goals; housing and public transit development as examples.

The City to date is financially in stable condition. Our expenses were intentionally reduced this past year and our revenues have maintained, and even grown due to state shared revenues and Community Reinvestment Act funding being realized. One concern is maintaining a minimum of 60% funding for our MERS pension program. This will also place the City in a stronger vantage point when we determine to acquire bonding for projects. We are the regional magnet that brings people to the City as residents, but also draws many as employees and employers on a daily basis. We have the Grand Traverse Bay and Boardman River with the water, highways and major roads as well as trails that lead to and through Traverse City. This places a much higher use on our infrastructure, which in turn places more wear

and tear on it. Traverse City is the regional retail center, financial center, transportation hub, houses the primary medical infrastructure as well as the education institutions and government center of operations. I'm predicting that this summer we will have a crush of visitors, a Post Covid-19 response to people being shuttered in this past year as well as the need and desire to spend time outdoors. What better place is there than Northern Michigan!

The United State Census Bureau will be reporting the decennial population count. The demographics can dramatically influence our representation within the county, state and nation by the number and geographical coverage of representation. I'm hopeful that our population count will not only grow and improve state shared revenues, but more importantly, that our City and region be recognized as a Metropolitan Planning Organization (MPO). An MPO is a federally mandated and federally funded transportation policy-making organization that is made up of representatives from local government and governmental transportation authorities. This would bring in the opportunity for additional federal funds to support our investments into streets, roads, bridges and public transportation. The Headlee rollback referenced earlier has now begun to negatively reduce our taxable ability to generate funds to provide future services and operations. It is my recommendation to bring forward to the City Commission several financial Charter amendments to poise the City to maintain financial ability to meet our City service goals.

In this budget we have brought the seasonal hires back this year to meet the continued maintenance and services we have provided. The Summer Camp program for youth is scheduled to occur, which will help families as some are still struggling after having to cut back work or in some cases losing their jobs. We are continuing to focus on services within our parks, marina and Hickory Hills. Open space and water was in great demand this past year and we believe will continue to be a positive outlet for our citizens and guests this upcoming year.

Last year, we reduced most travel and training due to COVID-19. This budget does include the ability for attending public in-person training events, while we do still conduct much of our training in-house. This budget will focus on Green Team initiatives on policy and purchasing. We have been able to continue as a priority planting additional trees to enhance our tree canopy. Staff is working on repairing high water damage and will also seek grant funding to support these activities. The Governor's Office has included additional funds in the upcoming state budget to support these activities, but it still has to be worked through the legislative budget process. The state has already communicated that there is not likely to be much assistance in this area for now. Staff has performed mitigation activities and repairs in a few areas and will continue as time and resources allow.

For the past two years, the City and County worked together on the concept of building a senior center in Traverse City to meet the growing needs of the senior population as well as replacing a substandard building. The County has signaled that they don't intend to use the current facilities for more than the next few years. We have been told they would like a

short term extension of the current use agreement of the City building that houses senior activities until they determine what and where to build new County facilities. I'm recommending that the City proceed with conducting a visioning planning process on how to best utilize the Senior Park for future use. Planning is an important part of our process to not only determine how and where to develop the City, but to involve the community as a vital part of the process. Our budget is inclusive of funding to initiate this process. It is expected to be a two year process.

This budget demonstrates continuity of government and providing essential services during these challenging times. It is vital that we continue with the essential, immediate services such as providing police and fire services, making safe drinking water and cleaning wastewater, and ensuring that our infrastructure systems are working properly and safely. Most have a positive environmental component or positive ecological outcomes. We have completed our five year water reliability study and Headworks and Primary Treatment Options Study along with state mandated project priority and funding studies to be eligible for Michigan State Revolving Loan funding. Investing into our water and wastewater systems are critical and a top priority.

With the American Recovery Plan initiated by the federal government now going into effect, we need to continue working with our partners, both public and private, inclusive of non-profits to find financial opportunities to meet City Commission Goals and objectives. Forging effective partnerships is critical for economic development activities to further the continued efforts to assist our businesses and job creators to survive and grow, to non-profits and for profit developers who will help create housing opportunities. This will include policy adjustments to zoning code, working with state economic development tools, and partnering with neighboring jurisdictions such as Grand Traverse County, the Grand Traverse Band of Ottawa and Chippewa Indians and non-profits such as Housing North, Goodwill, Safe Harbor, and Home Stretch.

Our current circumstances are very fluid with changes occurring quickly. This budget does include adding staff in strategic areas to meet the growing needs of various City departments, which include an Engineering Aide; Fire Department Administrative Assistant; Communications Specialist; Street Department Equipment Operator; and Hickory Hills Manager. These positions are intended to meet the City's needs for growth, community engagement, internal support, and in the circumstances of Hickory Hills, adding the position of Hickory Hills Manager, which is consistent with the business plan of providing year round activities and operations. As we enter into this next budget year 2021/2022 we will monitor the circumstances closely and adjusting as needed. It is important that government, whether at the federal, state or local level stay vigilant in providing critical services, which this budget provides, as well as investing into our community now as well as for the future, particularly in areas of our infrastructure.

We are scheduled to have a City Commission study session on the budget May 10th and will schedule additional study sessions as needed. A public hearing on the budget is scheduled for May 17, 2021 with approval of the budget scheduled on June 7, 2021. I thank the City Commission for providing the resources, and the staff for providing the essential quality services provided within our community.

Sincerely,

A handwritten signature in dark ink, appearing to read "Martin A. Colburn", with a long horizontal flourish extending to the right.

Martin A. Colburn
City Manager

Budget Staffing Requests



CITY of TRAVERSE CITY MICHIGAN City Manager's Office

400 Boardman Avenue Traverse City MI 49684 231.922.4440

Memorandum

TO: Kelli Martin, City Treasurer/Finance Director
Brian Postma, Finance Analyst/Compliance Officer

COPY: Penny Hill, Assistant City Manager
Kristine Bosley, Director of Human Resources

FROM: *MAC*
Martin Colburn, City Manager

DATE: 04/21/2021

SUBJECT: Budget Staffing Requests

After reviewing the numerous requests for positions to be added to the 2021/2022 budget, the positions below are to be included in the budget presented to the City Commission:

Department	Position Title	Unit
Engineering Department	Engineering Aide	GME-CT
Fire Department	Administrative Assistant	ACT Group
City Clerk's Department	Communication Specialist	ACT Group
Street Department	Equipment Operator	GME
Park Department	Hickory Hills Manager	ACT Group

Including with the above positions, the budget should also reflect, a Seasonal Lodge Supervisor for Hickory Hills, eight Seasonal Dock Attendants and two Seasonal Dock Maintenance, and three to four Seasonal Marina Security. The Human Resource Department will with the City Treasurer work on the internal restructuring of the Treasury Department.

The A.C.T. Group wage schedule will receive a 2% increase and for the seasonal pay scale, there will be a \$.025 increase to the minimum hourly wage scale and a 2% increase to the maximum hourly wage on the wage scale.

State of Michigan Statute

UNIFORM BUDGETING AND ACCOUNTING ACT

Act 2 of 1968

141.434 Budget; preparation, presentation, and control of expenditures; information; transmitting recommended budget to legislative body; suggested general appropriations act; consideration of recommended budget; furnishing information to legislative body; public hearing.

Sec. 14. (1) Unless otherwise provided by law, charter, resolution, or ordinance, the chief administrative officer shall have final responsibility for budget preparation, presentation of the budget to the legislative body, and the control of expenditures under the budget and the general appropriations act.

(2) Unless another person is designated by charter, the chief administrative officer in each local unit shall prepare the recommended annual budget for the ensuing fiscal year in the manner provided in sections 15 to 20a. The budgetary centers of the local unit shall provide to the chief administrative officer information which the chief administrative officer considers necessary and essential to the preparation of a budget for the ensuing fiscal period for presentation to the local unit's legislative body. Each administrative officer or employee of a budgetary center shall comply promptly with a request for information which the chief administrative officer makes.

(3) The chief administrative officer shall transmit the recommended budget to the legislative body according to an appropriate time schedule developed by the local unit. The schedule shall allow adequate time for review and adoption by the legislative body before commencement of the budget year. The recommended budget, when transmitted by the chief administrative officer, shall be accompanied by a suggested general appropriations act to implement the budget. The suggested general appropriations act shall fulfill the requirements of section 16.

(4) The recommended budget transmitted by the chief administrative officer shall be considered by the legislative body.

(5) The chief administrative officer shall furnish to the legislative body information the legislative body requires for proper consideration of the recommended budget. Before final passage of a general appropriations act by the legislative body, a public hearing shall be held as required by 1963 (2nd Ex Sess) PA 43, MCL 141.411 to 141.415, and the open meetings act, 1976 PA 267, MCL 15.261 to 15.275.

141.435 Recommended budget; contents; limitation on total estimated expenditures.

Sec. 15. (1) The recommended budget shall include at least the following:

(a) Expenditure data for the most recently completed fiscal year and estimated expenditures for the current fiscal year.

(b) An estimate of the expenditure amounts required to conduct, in the ensuing fiscal year, the government of the local unit, including its budgetary centers.

(c) Revenue data for the most recently completed fiscal year and estimated revenues for the current fiscal year.

(d) An estimate of the revenues, by source of revenue, to be raised or received by the local unit in the ensuing fiscal year.

(e) The amount of surplus or deficit that has accumulated from prior fiscal years, together with an estimate of the amount of surplus or deficit expected in the current fiscal year. The inclusion of the amount of an authorized debt obligation to fund a deficit shall be sufficient to satisfy the requirement of funding the amount of a deficit estimated under this subdivision.

(f) An estimate of the amounts needed for deficiency, contingent, or emergency purposes.

(g) Other data relating to fiscal conditions that the chief administrative officer considers to be useful in considering the financial needs of the local unit.

(2) The total estimated expenditures, including an accrued deficit, in the budget shall not exceed the total estimated revenues, including an available unappropriated surplus and the proceeds from bonds or other obligations issued under the fiscal stabilization act or the balance of the principal of these bonds or other obligations.

City Charter Language & Timeline

Section 76. - Budget Procedure. Each year, the City Manager shall prepare a complete itemized budget proposal for the next fiscal year as provided for in this Charter, and shall submit it to the City Commission on or before the first regular meeting of the City Commission in the month of May.

Section 77. - Budget Document. The proposed budget document shall present a complete financial plan for the ensuing fiscal year. It shall include at least the following information:

(a) Detailed estimates of all proposed expenditures for each department and office of the City, showing the expenditures for corresponding items for the current and last preceding fiscal year, with reasons for increases and decreases recommended, as compared with appropriations for the current year.

(b) Statements of the bonded and other indebtedness of the City, showing the debt redemption and interest requirements, the debt authorized and unissued, and the condition of sinking funds, if any.

(c) Detailed estimates of all anticipated income of the City from sources other than taxes and borrowing, with a comparative statement of the amounts received by the City from each of the same or similar sources for the last preceding and current fiscal year.

(d) A statement of the estimated balance or deficit, as the case may be, for the end of the current fiscal year.

(e) An estimate of the amount of money to be raised from current and delinquent taxes and the amount to be raised from bond issues which, with income from other sources, will be necessary to meet the proposed expenditures.

(f) Such other supporting schedules as the City Manager may deem necessary or the City Commission may require.

Section 78. - Budget Hearing.

A public hearing on the proposed budget shall be held before its final adoption, at such time and place as the City Commission shall direct, and notice of such public hearing shall be published at least one week in advance by the City

Clerk. A copy of the proposed budget shall be on file and available to the public during office hours at the City Clerk's office for a period of not less than one week prior to such public hearing."

Section 79. - Review of Budget.

The City Commission shall review the proposed budget document submitted by the City Manager and may make such changes therein as it shall deem necessary."

Section 80. - Adoption of Budget; Tax Limit.

Not earlier than the third Monday in May and not later than the first Monday in June of each year the City Commission shall, by resolution, adopt the budget for the next fiscal year and shall provide in such resolution for a levy of the amount necessary to be raised by taxation for municipal purpose, which shall not exceed one and one-half percent (1-1/2%) of the assessed valuation of all real and personal property subject to taxation in the City.

Public Hearing Information

Summary of Proposed General Fund Budget

Administrative Services

Governance and Administration

City Commission	\$ 100,100
City Manager	\$ 471,300
Human Resources	\$ 277,100
City Attorney	\$ 316,700
GIS (Geographic Information Systems)	\$ 163,100
	<hr/>
	\$1,328,300

General and Administrative Services

City Assessor	\$ 499,000
City Clerk	\$ 728,700
City Treasurer	\$ 463,400
	<hr/>
	\$1,691,100

Engineering and Planning

Engineering	\$ 926,700
Planning & Zoning	\$ 560,700
	<hr/>
	\$1,487,400

Sub-Total	<hr/>	\$4,506,800
-----------	-------	-------------

Property Expenditures

Capital Outlay	\$ 80,000
Government Owned Buildings	\$ 114,200
	<hr/>

Sub-Total	<hr/>	\$ 194,200
-----------	-------	------------

Police	\$4,309,100
Fire	\$3,500,000
Parks & Recreation	
Parks & Recreation	\$ 1,932,500
Cemetery	\$ 524,400
Sub-Total	\$ 2,456,900
Operating Transfers (Except MVHF)	\$ 1,983,900
Appropriations (and closed group retirement contributions)	\$ 1,087,200
Local Financing for Street System	
DPS Director Department	\$ 351,800
Streets Administration	\$ 757,000
MVHF General Fund Transfer	\$ 624,700
Sub-Total	\$ 1,733,500
General Fund Grand Total	\$19,771,600
Downtown Development Authority	\$ 2,307,800
Tax Increment Fund Old Town	\$ 777,850
Tax Increment Fund #97	\$ 3,394,050
Light And Power	\$35,141,800

Fund Descriptions

General Fund - is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Special Revenue Funds - account for the proceeds of specific revenue sources (other than a permanent trust or major capital projects) set aside for a specific purpose.

Debt Service Funds - account for the accumulation of resources set aside to meet current and future debt service requirements on general long-term debt.

Capital Project Funds account for financial resources to acquire or construct major capital facilities other than those financed by proprietary funds.

Permanent Funds - account for legally restricted resources to the extent that only earnings and not principal may be used for purposes that support the reporting government's programs, that is, for the benefit of the government or its citizenry.

Enterprise Funds - account for the operations that are financed and operated in a manner similar to a private business enterprise, where costs are primarily recovered through user charges.

Internal Service Funds - account for fleet and equipment management provided to other departments or agencies of the government on a cost-reimbursement basis.

Component Unit Funds - account for operations maintained and operated by related entities of the City created through State Statute or City Charter.

Expenditure/Expense Line Item Descriptions

Salaries and Wages - record payment of salaries and wages to unit officials and employees.

Fringe Benefits - record expenditures for employees' social security, health, dental and vision insurance, employees' life insurance, unemployment, retirement fund contributions, and worker's compensation.

Office/Operating Supplies - record expenditures for supplies typically used in the operation of an office such as stationary, pencils, publications, and postage, operation supplies such as blankets, chemicals, street salt, and cleaning supplies.

Professional Services - record outside services such as audit fees, computer services, consulting fees, contractual fire services, legal fees, witness and jury fees, and memberships.

Communications- record the cost of telephone services and dispatch radios.

Transportation - record the costs associated with automobile expenses such as mileage reimbursements, gas, oil, also train, boat, bus, and plane fares

Professional Development - record the costs associated with employee education, seminars, organization dues, lodging, meals, and certification requirements.

Community Promotion - record expenditures for holiday decorations, civic betterment, and public relations.

Printing and Publishing - record expenditures for advertising, legal notices, copies, printing, and publishing.

Insurance and Bonds - record expenditures for all insurance and bonds, such as surety bonds.

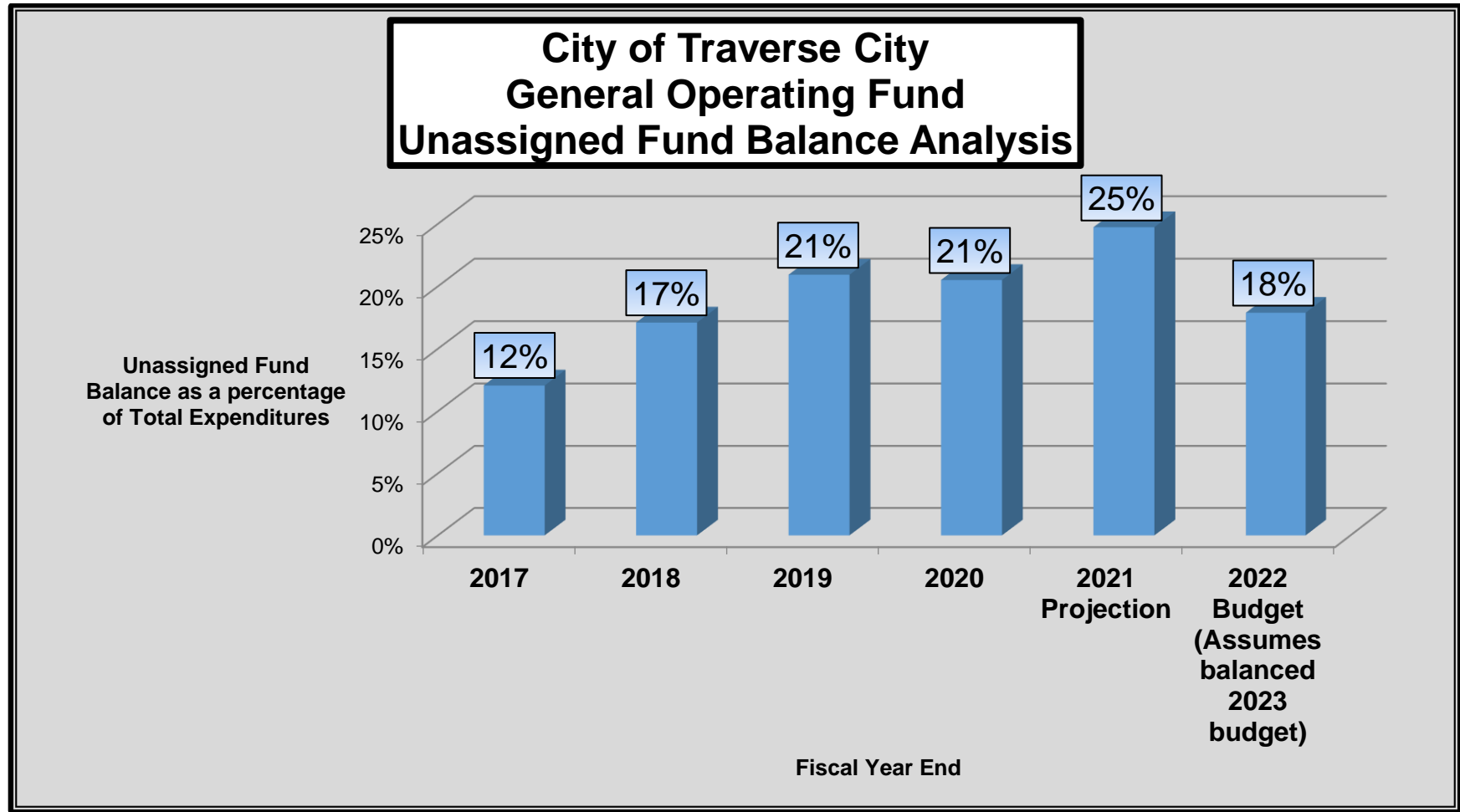
Repairs and Maintenance - record expenditures for repair and maintenance to buildings, equipment, vehicles, and other property owned by the City.

Rentals - record the rental costs for office space, equipment, and vehicles.

Funds Required to be Budgeted

Fund 101: General Fund

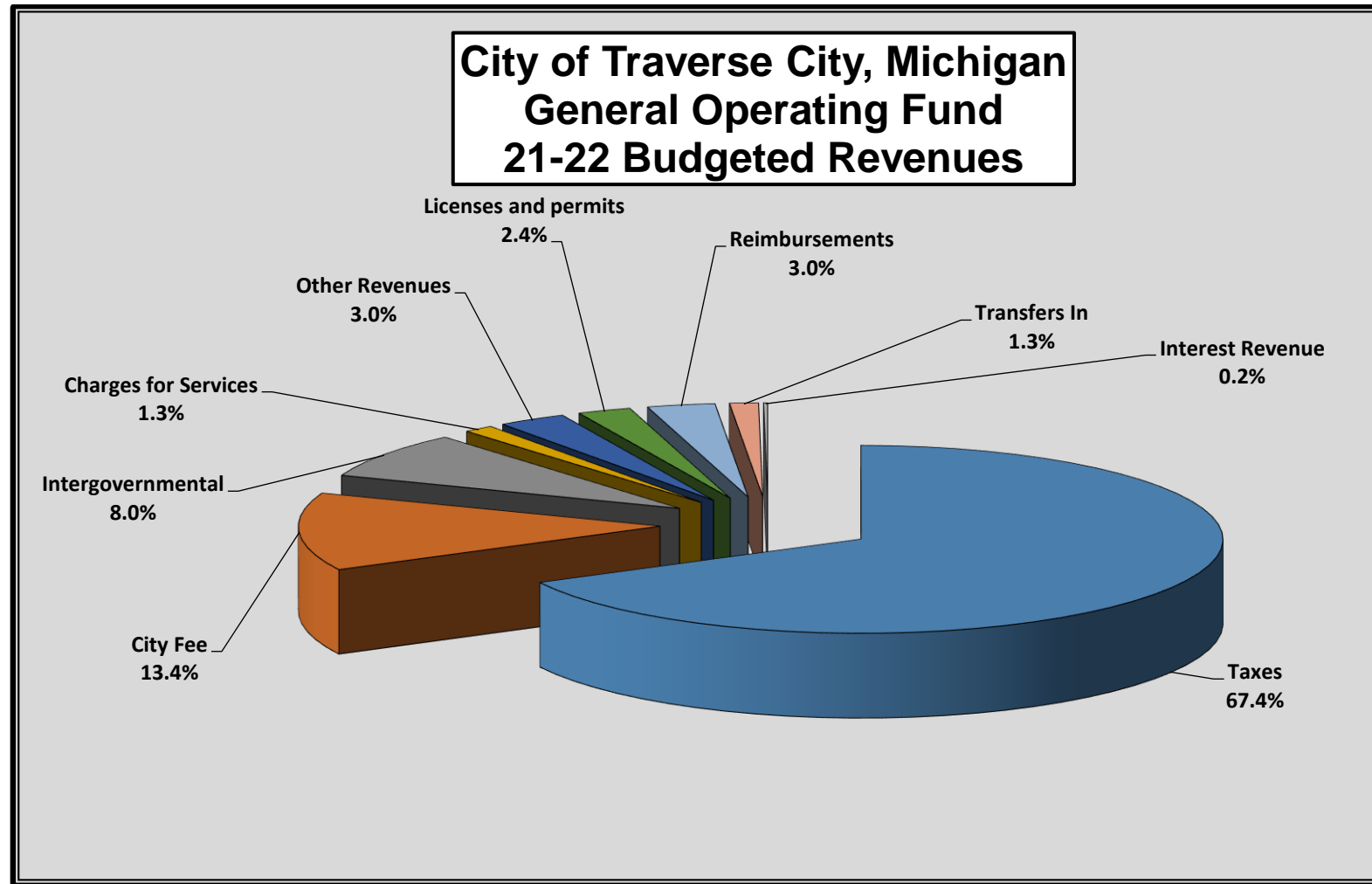
General Fund Balance Chart



General Fund Table of Revenue and Expenditures

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
000	REVENUE (NON DEPARTMENTAL)	\$18,109,000	\$17,870,400	\$19,304,700	\$19,147,200
101	CITY COMMISSION	\$91,900	\$99,600	\$79,600	\$100,100
172	CITY MANAGER DEPARTMENT	\$421,700	\$438,800	\$421,500	\$471,300
173	HUMAN RESOURCES FUNCTION	\$228,200	\$257,800	\$232,000	\$277,100
174	DPS DIRECTOR DEPARTMENT	\$302,000	\$371,200	\$354,600	\$351,800
176	G I S	\$135,600	\$156,300	\$134,800	\$163,100
209	CITY ASSESSOR DEPARTMENT	\$461,300	\$498,600	\$491,600	\$499,000
210	CITY ATTORNEY	\$234,000	\$299,200	\$258,300	\$316,700
215	CITY CLERK DEPARTMENT	\$521,900	\$638,200	\$670,000	\$728,700
253	CITY TREASURER DEPARTMENT	\$465,300	\$483,600	\$444,300	\$463,400
265	GOVERNMENT OWNED BUILDINGS	\$95,800	\$120,000	\$109,200	\$194,200
276	OAKWOOD CEMETERY FUNCTION	\$412,400	\$408,600	\$427,600	\$524,400
300	POLICE DEPARTMENT	\$4,254,800	\$4,249,600	\$4,468,700	\$4,309,100
335	FIRE DEPARTMENT	\$3,188,400	\$3,267,500	\$3,222,600	\$3,500,000
441	STREETS ADMINISTRATION DIVISION	\$958,400	\$610,800	\$1,011,900	\$757,000
449	ENGINEERING DEPARTMENT	\$820,000	\$873,600	\$888,900	\$926,700
691	PARKS & RECREATION DIVISION	\$1,844,500	\$2,046,900	\$1,906,300	\$1,932,500
800	PLANNING AND ZONING DEPARTMENT	\$549,800	\$587,800	\$558,300	\$560,700
901	APPROPRIATIONS	\$99,600	\$170,500	\$87,000	\$1,087,200
941	CONTINGENCIES		\$32,000		
946	TRANSFERS	\$2,619,600	\$2,627,300	\$2,263,900	\$2,608,600
999	CAPITAL OUTLAY		\$18,000	\$28,000	
NET OF REVENUES/APPROPRIATIONS - FUND 101		\$403,800	(\$385,500)	\$1,245,600	(\$624,400)
BEGINNING FUND BALANCE		\$4,336,000	\$4,738,800	\$4,738,800	\$5,984,400
ENDING FUND BALANCE		\$4,739,800	\$4,353,300	\$5,984,400	\$5,360,000

General Fund Revenue Chart



General Fund Revenue Table

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 000 – REVENUE (NON-DEPARTMENTAL)					
101-000-403.000	TAXES-CURRENT-REAL ESTATE	\$11,189,000	\$11,700,000	\$11,768,600	\$12,191,300
101-000-404.000	TAXES-CURRENT-PERSONAL PROP	\$191,200	\$60,000	\$190,700	\$195,000
101-000-415.000	PAYMENT IN LIEU OF TAXES	\$44,000	\$35,000	\$44,000	\$46,000
101-000-417.000	TAX-DELINQUENT-PERSONAL PROP	\$12,400	\$5,000	\$30,500	\$30,000
101-000-425.000	CITY FEE-UTILITIES	\$954,900	\$2,704,300	\$878,900	\$864,100
101-000-425.001	CITY FEE - COMPONENT UNITS	\$1,678,600		\$1,600,000	\$1,700,000
101-000-426.000	PROPERTY TAX ADMIN FEE	\$272,100	\$270,000	\$283,000	\$296,500
101-000-445.000	PENALTY AND INTEREST ON TAXES	\$115,300	\$95,000	\$132,000	\$138,000
101-000-451.000	MISC LICENSES/LOT SPLIT FEES	\$1,900	\$3,000	\$3,100	\$3,100
101-000-451.010	PLUMBING REGISTRATION		\$100		
101-000-451.015	SEWER CONTRACTOR REGISTRATION	\$100	\$300	\$200	\$200
101-000-451.020	ELECTRICAL REGISTRATION		\$100		
101-000-451.030	HEATING/MECH. REGISTRATION		\$100		
101-000-451.040	HOUSE MOVING PERMIT		\$100		
101-000-451.045	PET SHOP LICENSE		\$100		
101-000-451.050	TAXI LICENSE	\$400	\$100		\$100
101-000-451.055	SECOND HAND STORE LICENSE		\$500	\$100	\$500
101-000-451.060	VENDOR PERMITS	\$13,400	\$5,000	\$16,800	\$25,000
101-000-451.065	GOING OUT OF BUSINESS LICENSE		\$100		
101-000-451.070	AUCTIONEER PERMIT	\$200	\$100		
101-000-451.073	RAMSDELL GATE FEES		\$200		
101-000-451.085	MOTEL-TOURIST ROOM LICENSE	\$39,600	\$3,000	\$37,500	\$39,000
101-000-451.095	MEDICAL MARIHUANA LICENSE	\$25,000	\$65,000	\$65,000	\$65,000
101-000-451.096	FRANCHISE FEES	\$252,400	\$260,000	\$256,000	\$260,000
101-000-451.098	A D U LICENSE	\$100	\$1,000	\$1,500	\$1,500
101-000-476.000	NON BUSINESS LICENSES/PERMITS	\$16,500	\$11,500	\$72,900	\$43,000
101-000-476.025	WRECKING PERMIT		\$100		

101-000-476.030	NEWSRACK PERMITS		\$1,100		
101-000-476.040	SEWER PERMIT		\$100		
101-000-476.060	FIRE PERMIT	\$3,800	\$3,000	\$3,000	\$3,500
101-000-476.065	SIGN PERMIT	\$3,600	\$3,500	\$3,000	\$3,500
101-000-476.070	RENTAL HOUSING INSPECTIONS	\$10,300	\$9,000		\$10,500
101-000-476.075	SITE PLAN REVIEW FEE		\$100		
101-000-476.076	UTILITY PLAN REVIEW	\$700	\$500	\$100	\$500
101-000-476.080	STORM WATER PERMIT	\$1,200	\$2,000	\$500	\$1,500
101-000-476.085	BID OPENING-SITE PLAN REVIEWS		\$300		
101-000-476.090	P U D APPLICATIONS		\$100		
101-000-476.095	SOIL EROSION PERMIT	\$900	\$1,000	\$1,200	\$1,000
101-000-502.000	FEDERAL GRANTS	\$2,400	\$5,000	\$800	\$2,500
101-000-528.000	OTHER FEDERAL GRANTS			\$817,400	
101-000-575.000	REVENUE SHARING-SALES/USE TAX	\$1,412,500	\$993,700	\$1,504,800	\$1,468,700
101-000-577.000	REVENUE SHARING-LIQUOR LIC.	\$45,800	\$40,000	\$55,800	\$56,000
101-000-581.000	BROWN BRIDGE TRUST INTEREST	\$265,900	\$210,000	\$210,000	\$212,000
101-000-596.000	STATE GRANT-OTHER		\$1,000	\$3,000	\$3,000
101-000-607.005	ZONING APPEALS	\$2,100	\$2,000	\$2,600	\$2,600
101-000-607.010	ZONING VARIANCE REQUESTS		\$100		
101-000-607.015	APPLICATION FOR ZONING CHANGE	\$8,300	\$5,000	\$7,000	\$7,500
101-000-607.035	PROPERTY TRANSFER FEE		\$100		
101-000-607.040	WITNESS FEES	\$200	\$100		\$100
101-000-607.050	STREET VACATION PERMIT	\$2,900	\$2,000	\$100	\$3,000
101-000-607.060	RECORDING OF CEMETERY DEE		\$100		
101-000-607.075	MARRIAGES		\$100		
101-000-607.080	POLICE AND FIRE REPORTS	\$4,600	\$6,000	\$3,600	\$4,000
101-000-607.085	FIRE INSPECTION FEES	\$10,500	\$15,000	\$25,000	\$25,000
101-000-607.090	LAND USE PERMITS	\$11,300	\$11,000	\$11,100	\$11,500
101-000-607.095	LIQUOR LICENSE APPLICATIONS	\$3,100	\$4,000	\$7,000	\$7,000
101-000-617.000	BOARDMAN RIVER MOORINGS	-\$1,600	\$12,000	\$8,800	\$9,000
101-000-626.000	CHARGES FOR SERVICES RENDERED		\$3,000		
101-000-626.010	XEROX COPIES	\$100	\$100		
101-000-626.020	GRAVE OPENINGS-INTERMENTS	\$23,700	\$25,000	\$30,000	\$30,000
101-000-626.030	BURIAL OF CREMAINS	\$17,300	\$15,000	\$20,000	\$20,000
101-000-626.040	MAUSOLEUM CRYPT CHARGES		\$100		
101-000-626.050	FOUNDATIONS FOR MONUMENTS	\$24,200	\$15,000	\$25,000	\$25,000

101-000-626.060	DAY CAMP FEES	\$45,000			\$45,000
101-000-626.062	FOOD CONCESSIONS		\$50,000		
101-000-626.075	VOLLEYBALL FEES	\$21,700	\$12,000	\$5,000	\$5,000
101-000-641.000	AMBULANCE	\$8,900	\$10,000	\$4,400	\$9,000
101-000-642.010	CEMETERY LOT USE	\$14,800	\$15,000	\$14,300	\$14,000
101-000-642.020	ZONING BOOKS/BID DOCUMENTS		\$100		
101-000-656.030	PARKING FINES-COLLEGE	\$7,100	\$8,000	\$800	\$5,000
101-000-658.000	ORDINANCE FINES AND COSTS	\$38,900	\$30,000	\$33,500	\$35,000
101-000-664.000	INTEREST & DIVIDEND EARNINGS	\$120,100	\$10,000	\$35,000	\$35,000
101-000-668.000	RENTS AND ROYALTIES	\$62,800	\$2,500	\$55,000	\$64,000
101-000-673.000	SALE OF FIXED ASSETS	\$1,900	\$2,500		\$2,000
101-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$428,500	\$460,000	\$429,000	\$481,000
101-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	\$6,000	\$1,000	\$25,000	\$10,000
101-000-677.000	REIMBURSEMENTS	\$629,600	\$594,000	\$530,000	\$580,000
101-000-686.000	MISCELLANEOUS INCOME	\$600	\$1,000	\$3,000	\$3,000
101-000-687.000	REFUNDS AND REBATES		\$1,500		
101-000-694.000	OTHER INCOME	\$28,700	\$30,000	\$15,600	\$20,000
101-000-695.000	TRANSFERS IN	\$33,500	\$37,000	\$33,500	\$33,500
101-000-699.000	PRIOR YEARS' SURPLUS		\$171,400		\$624,400
Totals for dept 000 - NON-DEPARTMENTAL		\$18,109,000	\$18,041,800	\$19,304,700	\$19,771,600

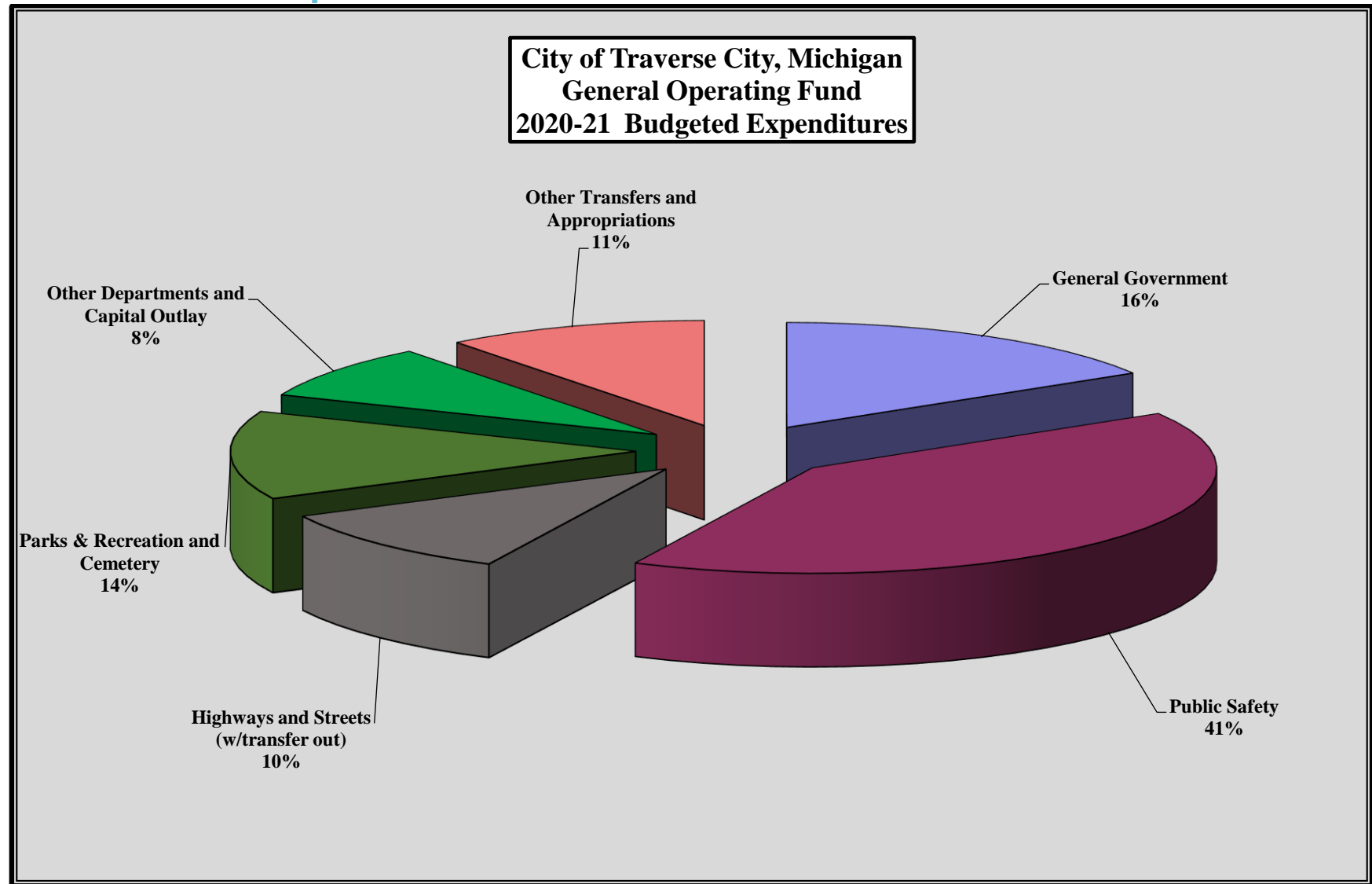
Summary of Significant Revenue Budget Changes

Real Estate/Personal Property - Real estate/personal property tax revenue continues to increase due to the continued strong real estate market in the City. The estimated increase for fiscal year-end 6/30/2022 is 5.22%.

State Sales and Use Taxes - The City's State shared revenues fluctuate according to state formulas. The State initially projected a significant decrease in funding for the City's 6/30/2021 year-end. However, actual activity and subsequent shared revenues for the year were much better than projected. The City's 6/30/2022 year-end State projections are slightly lower than the adjusted year-end 2021 projections but still much better than the original 2021 projections.

Intragovernmental (City Fee) Revenue - Fees paid to the General Fund from the various City Enterprise Funds and Traverse City Light & Power are being projected to be slightly higher than the 2021 projections but will still be below 2019 and 2020 actual numbers. Due mainly to continued lower parking system revenue estimates.

General Fund Expenditures Chart



General Fund Expenditure Departments

101 City Commission

The [City Commission](#) meetings are held in the Commission Chambers on the 2nd Floor of the Governmental Center, 400 Boardman Avenue, Traverse City, or remotely via Zoom. Regular Meetings are held on the first and third Monday of each month. Possible Study Sessions are held on the second and fourth Monday of each month. Special meetings are scheduled as needed. This portion of the budget includes the salaries paid to the City Commissioners, funds for the General Fund portion of the City Audit, and membership to the Michigan Municipal League.

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 101 - CITY COMMISSION					
101-101-702.000	SALARIES AND WAGES	\$55,300	\$49,600	\$48,500	\$50,100
101-101-715.000	EMPLOYER'S SOCIAL SECURITY	\$4,200	\$3,800	\$3,700	\$3,800
101-101-721.000	WORKERS COMPENSATION INS	\$100	\$100		\$100
101-101-727.000	OFFICE SUPPLIES	\$600	\$600	\$200	\$2,000
101-101-801.000	PROFESSIONAL AND CONTRACTUAL	\$30,300	\$29,300	\$25,000	\$30,700
101-101-850.000	COMMUNICATIONS		\$500		\$1,100
101-101-862.000	PROFESSIONAL DEVELOPMENT	\$600	\$6,500	\$1,600	\$7,300
101-101-880.000	COMMUNITY PROMOTION	\$100	\$4,000		\$2,000
101-101-900.000	PRINTING AND PUBLISHING	\$300	\$2,000		\$1,000
101-101-910.000	INSURANCE AND BONDS	\$400	\$1,700	\$600	\$500
101-101-956.000	MISCELLANEOUS		\$1,500		\$1,500
Totals for dept 101 - CITY COMMISSION		\$91,900	\$99,600	\$79,600	\$100,100

172 City Manager Department

Mission Statement: *To work in partnership with the City Commission to achieve the City's mission and goals.*

The [Manager's Department](#) is responsible for implementing the vision, policies, and programs established by the City Commission, for overseeing all City departments, and for handling the administrative duties addressed in the City Charter, City Code of Ordinances, and State statutes, including recommending and implementing the City budget.

City Manager Functions:

- Labor relations
- Intergovernmental relations
- Purchasing and contract administration
- Traffic management
- ADA Compliance for City buildings and public rights-of-way
- Neighborhood partnerships
- Media relations
- Economic development
- Strategic Planning
- Emergency Management
- Grant Coordination
- GIS/Information technology
- Oversight of the Human Resources office, GIS operations, Museum/Con Foster Collection, Wastewater Treatment Plant, Opera House, Carnegie Building, Human Rights Commission, Brown Bridge Advisory Committee, and Green Team
- Participates as a member of the Grand Traverse County Board of Public Works and the Boardman River Dams Implementation Team
- Participates with the FishPass Project Advisory Board
- Monitor the activities of the Downtown Development Authority and Traverse City Light and Power
- Member of the Grand Traverse County Economic Development Corporation

The City Manager's department is staffed by:

- City Manager
- Assistant City Manager
- Executive Assistant to the City Manager/Purchasing Agent

GOALS

1. Implement City Commission policies and objectives.
2. Work with other Governmental Entities and scientists on the Fish Passage/Union Street Dam project.
3. Development and implementation of Economic Development needs.
4. Continue NAGPRA compliance activities with respect to the Con Foster Collection.
5. Plan for future infrastructure improvements.

SUMMARY OF BUDGET CHANGES

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 172 - CITY MANAGER DEPARTMENT					
101-172-702.000	SALARIES AND WAGES	\$300,300	\$304,900	\$309,600	\$323,700
101-172-714.000	HEALTH SAVINGS ACCT EXPENSE	\$4,300	\$4,300	\$4,300	\$4,500
101-172-715.000	EMPLOYER'S SOCIAL SECURITY	\$21,700	\$20,800	\$22,300	\$22,000
101-172-716.000	EMPLOYEE HEALTH INSURANCE	\$40,400	\$42,800	\$44,800	\$43,100
101-172-717.000	EMPLOYEE LIFE/DISABILITY INS	\$3,900	\$3,900	\$4,200	\$3,800
101-172-718.000	RETIREMENT FUND CONTRIBUTION	\$14,200	\$13,100	\$13,000	\$14,400
101-172-720.000	UNEMPLOYMENT COMPENSATION	\$300	\$100	\$300	\$200
101-172-721.000	WORKERS COMPENSATION INS	\$700	\$600	\$500	\$600
101-172-727.000	OFFICE SUPPLIES	\$6,400	\$4,000	\$5,100	\$4,000
101-172-801.000	PROFESSIONAL AND CONTRACTUAL	\$13,700	\$22,500	\$9,500	\$32,300
101-172-850.000	COMMUNICATIONS	\$2,800	\$3,000	\$2,000	\$3,500
101-172-860.000	TRANSPORTATION	\$400	\$2,000		\$2,000
101-172-862.000	PROFESSIONAL DEVELOPMENT	\$6,400	\$10,800	\$1,800	\$12,200

The City Manager's Annual Budget Recommendation FY2021-2022

46

101-172-900.000	PRINTING AND PUBLISHING	\$2,600	\$2,500	\$1,200	\$2,000
101-172-910.000	INSURANCE AND BONDS	\$1,800	\$2,500	\$2,800	\$2,000
101-172-956.000	MISCELLANEOUS	\$1,800	\$1,000	\$100	\$1,000
Totals for dept 172 - CITY MANAGER DEPARTMENT		\$421,700	\$438,800	\$421,500	\$471,300

173 Human Resources Department

Mission Statement: *To recruit, retain, develop and assist City employees through excellent customer service, while striving to maintain the City's strategic vision.*

The [Department of Human Resources](#) provides leadership, direction, and support to city departments. The department provides strategic direction to managers and supervisors on workforce planning, coaching and mentoring, employee engagement, performance management, diversity, equity, and inclusivity. The department's work is subject to compliance with federal and State law as well as internal policies and procedures. In addition, the department is responsible for administering employee benefit programs, coordinating citywide training and workforce development opportunities, designing and administering a fair, equitable, and market-driven compensation management system, and providing for the consistent and uniform administration of collective bargaining agreements.

The Department of Human Resources also develops occupational health and safety programs, monitors compliance with established safety standards, administers drug-free workplace programs and ensures fair and equal treatment of employees and applicants.

Services Provides:

- Americans with Disabilities Act compliance and coordination
- Affirmative Action planning, review, and monitoring
- Benefits enrollment and administration including Family Medical Leave, Military Leave, and Paid Parental Leave
- Bi-weekly payroll processing
- Classification and compensation/wage administration
- Consultation on human resources management issues
- Employee training and development
- Labor contract administration and employee relations
- New employee orientation
- Performance management
- Recruitment and selection
- Safety Administration and Occupational Safety and Health Administration compliance and general safety and wellness program administration
- Workers' compensation administration
- Workforce planning

Human Resources Department Staff:

- Human Resource Director
- Human Resource Specialist

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 173 - HUMAN RESOURCES FUNCTION					
101-173-702.000	SALARIES AND WAGES	\$145,900	\$152,000	\$143,000	\$162,400
101-173-714.000	HEALTH SAVINGS ACCT EXPENSE	\$4,300	\$4,500	\$4,500	\$3,400
101-173-715.000	EMPLOYER'S SOCIAL SECURITY	\$10,300	\$10,400	\$9,900	\$11,100
101-173-716.000	EMPLOYEE HEALTH INSURANCE	\$26,400	\$28,000	\$21,500	\$19,100
101-173-717.000	EMPLOYEE LIFE/DISABILITY INS	\$2,100	\$2,100	\$1,900	\$2,100
101-173-718.000	RETIREMENT FUND CONTRIBUTION	\$12,400	\$11,900	\$9,900	\$13,600
101-173-720.000	UNEMPLOYMENT COMPENSATION	\$100	\$100	\$100	\$100
101-173-721.000	WORKERS COMPENSATION INS	\$400	\$300	\$200	\$300
101-173-727.000	OFFICE SUPPLIES	\$1,500	\$1,000	\$3,400	\$4,300
101-173-801.000	PROFESSIONAL AND CONTRACTUAL	\$14,200	\$35,000	\$32,400	\$48,300
101-173-850.000	COMMUNICATIONS	\$1,700	\$1,300	\$1,200	\$1,300
101-173-860.000	TRANSPORTATION	\$3,000	\$3,000		\$2,000
101-173-862.000	PROFESSIONAL DEVELOPMENT	\$2,800	\$5,200	\$1,600	\$5,600
101-173-900.000	PRINTING AND PUBLISHING	\$900	\$1,000	\$100	\$1,500
101-173-910.000	INSURANCE AND BONDS	\$1,000	\$1,000	\$1,700	\$1,000
101-173-956.000	MISCELLANEOUS	\$1,200	\$1,000	\$600	\$1,000
Totals for dept 173 - HUMAN RESOURCES FUNCTION		\$228,200	\$257,800	\$232,000	\$277,100

174 Department of Public Services Director

Department of Public Services Director

Mission Statement: *The Department's mission is to provide excellent services and opportunities for the residents of Traverse City that will promote a safe, healthy, clean, and enjoyable environment while maintaining and improving the quality of life for this generation and those that follow.*

The Director of [Public Services](#) oversees the activities of five divisions that provide a variety of services to the public. They include Parks and Recreation, Streets, Garage/Fleet, Marina, and Asset Management. The Director coordinates departmental activities with other City staff and synchronizes projects between divisions and departments. The Director works with employees and supervisors to develop policies, procedures, and programs and oversees contracts, collective bargaining agreements, budgets, training, safety, and infrastructure maintenance. The Director works with the Asset Management/GIS Analyst and the Asset Management Technician to form management plans for City assets, including roads, utilities, water system reliability, and modeling, and other long-term or infrastructure-related assets of the City.

The Director of Public Services oversees the activities of five divisions that provide a variety of services to the public. They include Parks and Recreation, Streets, Garage/Fleet, Marina, and Asset Management.

The Director coordinates departmental activities with other City staff and synchronizes projects between divisions and departments. The Director works with supervisors and employees to develop policies, procedures, and programs and oversees contracts, collective bargaining agreements, budgets, training, safety, and infrastructure maintenance. The Director works with the Asset Management/GIS Analyst and the Asset Management Technician to inform management plans for City assets, including roads, utilities, water system reliability, and modeling, and other long-term or infrastructure-related assets of the City.

Asset Management

Mission: Asset Management's mission is to create/provide/maintain asset inventories, including condition assessments for all City assets, for use in a strategic approach to long term financial and economic management, implementation of sound policies and strategic plans, monitor/report/measure performance, provide access to information used to assist in operational activities, and create Asset Management Plans/Programs.

Under the supervision of the DPS Director, one Asset Management/GIS Analyst, and one Asset Management Technician work with all City Departments and Divisions to provide an array of asset management plans/programs for City-owned assets. This includes collection/maintenance of asset inventories and condition ratings, implementation, training, technical assistance for the City's work order management software (Lucity), and training administration, and support of the automated vehicle location (AVL) software, many other tasks.

The current inventory of assets includes:



Beaches	City-Owned Buildings
City-Owned Property	Fleet Vehicles
Flower Beds	Mowing Areas
Parks	Pavement Markings (lines, points)
Sanitary System (mains, manholes, etc.)	Shoreline Erosion Locations
Sidewalks	Street Signs
Streets	Street Furniture
Street Trees	Storm Water System (mains, manholes, etc.)
Trails	Warning Signs
Water System (hydrants, valves, mains, etc.)	

GOALS

SHORT TERM

- Finish Traffic Control Order web application.
- Further, implement work order management software in Parks & Streets Divisions and City-Owned Property Portfolios.

- Finish implementation of work order management software (Lucity) for City-wide Project Management.
- Begin work order management software implementation process for Water Treatment Plant.

LONG TERM

- To have all City-owned assets inventoried and condition assessed.
- To have asset inventory/condition assessment information accessible to all staff.
- To have an asset management plan/program in place for all assets.
- To have all departments using the work order management program.

City Commission Goals & Objectives

1. Transportation

- Pavement Marking Inventory, Web Application (internal) & Maps for the annual painting project.
- Traffic Control Order
- Yearly PASER Ratings & Web Application (public)
- Roadsoft Project Entry
- Sign Inventory
- Sidewalk/Trail Inventory

2. Water-Related Infrastructure

- Private Water Service Type Inventory & Web Application (internal)
- Water/Storm water/Wastewater Inventories
- Water/Storm water/Wastewater Asset Management Plans
- Work Order Management Software (Lucity) Administration/Implementation
- Shoreline Erosion Location Inventory & Web Application (internal)

3. Economic Development

- CIP software – Lucity Administrator

4. Green Incentives

- Tree Inventory
- Storm Treatment System Inventory

New Initiatives or Budget Changes:

- Work Order Management Software (Lucity) Implementation for the Water Treatment Plant
- Work Order Management Software (Lucity) Implementation for the City-wide Project Management

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 174 - DPS DIRECTOR DEPARTMENT					
101-174-702.000	SALARIES AND WAGES	\$216,000	\$259,700	\$245,900	\$266,400
101-174-704.000	EMPLOYEE OVERTIME	\$1,100	\$700	\$300	\$800
101-174-714.000	HEALTH SAVINGS ACCT EXPENSE	-\$800	\$3,800	\$3,800	\$3,900
101-174-715.000	EMPLOYER'S SOCIAL SECURITY	\$15,900	\$17,900	\$18,000	\$18,300
101-174-716.000	EMPLOYEE HEALTH INSURANCE	\$16,300	\$20,800	\$21,600	\$20,800
101-174-717.000	EMPLOYEE LIFE/DISABILITY INS	\$2,900	\$3,500	\$3,700	\$3,400
101-174-718.000	RETIREMENT FUND CONTRIBUTION	\$44,000	\$51,600	\$56,000	\$13,300
101-174-720.000	UNEMPLOYMENT COMPENSATION	\$100	\$200		\$100
101-174-721.000	WORKERS COMPENSATION INS	\$600	\$500	\$400	\$500
101-174-727.000	OFFICE SUPPLIES		\$2,000	\$100	\$2,000
101-174-801.000	PROFESSIONAL AND CONTRACTUAL	\$1,300	\$2,000	\$1,200	\$8,400
101-174-850.000	COMMUNICATIONS		\$1,000		\$1,000
101-174-860.000	TRANSPORTATION	\$700	\$1,000	\$1,000	\$3,100
101-174-862.000	PROFESSIONAL DEVELOPMENT	\$2,500	\$2,000	\$300	\$6,000
101-174-900.000	PRINTING AND PUBLISHING		\$2,000		\$500
101-174-910.000	INSURANCE AND BONDS	\$1,400	\$1,500	\$2,300	\$2,300
101-174-940.000	RENTAL EXPENSE		\$500		\$500
101-174-956.000	MISCELLANEOUS		\$500		\$500
Totals for dept 174 - DPS DIRECTOR DEPARTMENT		\$302,000	\$371,200	\$354,600	\$351,800

176 GIS Department

Mission Statement: *To collaborate, coordinate, and maintain city-wide Geographic Information System (GJS) data to increase efficiency and assist in decision-making.*

The City's GIS Division is responsible for organizing and administering the City's GIS policies, serving as the City's representative to outside organizations, developing short and long-term goals, detailed strategic planning, and multi-year budgeting for the City and community-wide use of GIS. The GIS Division is also responsible for data creation and maintenance tasks in the City's enterprise GIS database and applications to ensure optimal operations throughout all City departments.

This Division specifically includes the functions of:

- Develop and provide support materials for GIS Steering Committee meetings, including

The City GIS division is staffed by:

- GIS Coordinator

Goals

- Increase access and use of GIS applications throughout the city to increase efficiency.
- Provide high-quality representations of data for decision making and the public in the form of maps, interactive web maps, and applications.
- Improve work flow for data collection and updating, including mobile solutions in the field.
- Review data sharing options and improve access and processes for external data requests.
- Improve GJS data quality through quality assurance and quality control.

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 176 - G I S					
101-176-702.000	SALARIES AND WAGES	\$84,000	\$84,200	\$78,900	\$86,200
101-176-714.000	HEALTH SAVINGS ACCT EXPENSE	\$600			
101-176-715.000	EMPLOYER'S SOCIAL SECURITY	\$6,300	\$5,800	\$5,900	\$5,900
101-176-716.000	EMPLOYEE HEALTH INSURANCE	\$800	\$400	\$400	\$400
101-176-717.000	EMPLOYEE LIFE/DISABILITY INS	\$1,100	\$1,100	\$1,100	\$1,100
101-176-718.000	RETIREMENT FUND CONTRIBUTION	\$7,800	\$6,600	\$6,300	\$6,900
101-176-720.000	UNEMPLOYMENT COMPENSATION	\$100	\$100		
101-176-721.000	WORKERS COMPENSATION INS	\$200	\$100	\$200	\$200
101-176-727.000	OFFICE SUPPLIES	\$300	\$700		\$500
101-176-740.000	OPERATION SUPPLIES	\$700	\$8,400	\$3,600	\$8,000
101-176-801.000	PROFESSIONAL AND CONTRACTUAL	\$30,300	\$39,700	\$35,000	\$46,000
101-176-850.000	COMMUNICATIONS	\$1,600	\$1,700	\$1,600	\$1,600
101-176-860.000	TRANSPORTATION	\$100	\$300		\$300
101-176-862.000	PROFESSIONAL DEVELOPMENT	\$700	\$3,600	\$900	\$3,000
101-176-900.000	PRINTING AND PUBLISHING	\$400	\$1,100		\$500
101-176-910.000	INSURANCE AND BONDS	\$600	\$1,000	\$900	\$1,000
101-176-930.000	REPAIRS AND MAINTENANCE		\$500		\$500
101-176-956.000	MISCELLANEOUS		\$1,000		\$1,000
Totals for dept 176 - G I S		\$135,600	\$156,300	\$134,800	\$163,100

209 City Assessor Department

Mission Statement: *To provide professional assessment services in compliance with state and local laws and in accordance with the standards established by the State Tax Commission.*

The purpose of the [Assessing Department](#) is to appraise all real and personal property within the City of Traverse City as prescribed by State Law. General Property Tax Act [MCL211.1] requires an annual assessment of all real and personal property located within each township or city by a certified assessing officer. The City of Traverse City requires the highest level of certification obtainable, a Michigan Master Assessing Officer (MMAO/aka Level IV).

Assessing Department Team:

- City Assessor
- Deputy Assessor
- Senior Assessor
- Appraiser I

The Assessing Department establishes assessed and taxable values, at the legally mandated uniform percentage of market value, within 49-50%, for each class of property, including valuations for Special Act and Exempt properties, as determined each year as of December 31, known as tax day.

Staff is responsible for maintaining inventory of all property located within the City of Traverse City, managing approximately 12,500 parcels; 2021 resulted in a significant increase from 2020 of approximately 495 new parcels. Nearly 68% of the City's General Fund Revenue is a direct result of the work provided through the Assessing Department.

Traverse City marketplace has proven resiliency through past economic challenges, and 2020 was no different. All classes of property increased property values derived from market statistics. The Assessing Department will continue to review sales and trends for all classes of property and adjust accordingly, per State Tax Commission rules and guidelines, and are cognizant of the influences of COVID-19 to property owners and businesses.

Residential and commercial sales data are tracking similarly to last year's statistics for the same period in 2019, indicating an increase in overall property values. Real estate appraisers and realtors use historic sales and market data to perform valuation services and listing price analysis.

For the 2021 Assessment year, market data activity occurring from April 1, 2018, through March 31, 2020, is utilized for the assessment valuations, and property status as of tax day, December 31, 2020.

City of Traverse City – Grand Traverse County		City of Traverse City – Leelanau County	
	Real Parcels		
Commercial Class	Ratio 46.78	Commercial Class	Ratio 48.05
Industrial Class	Ratio 46.24	Industrial Class	<i>No parcels in this class</i>
Residential Class	Ratio 47.29	Residential Class	Ratio 46.09

Assessing Department is responsible for preparation of regular and special assessment rolls, maintenance of real and personal property records, revisions of assessment rolls, maintenance of certification levels as required by law, and preparation of reports and administrative assistance dealing with property, taxation, and any other matters as required by the City. Values are generated annually for each parcel, and these values are utilized as the base to generate revenue for Grand Traverse County, Leelanau County, City of Traverse City, TCAPS, TBAISD, Northwestern Michigan College, BATA, Recreation Authority, Library, County Road Commission, and any other authorized millages.

Mass appraisal is the process of establishing true cash values on groups of properties as of a given date using standardized procedures and statistical testing. Its purpose is the equitable and efficient appraisal of property for ad valorem purposes. This process involves data collection, market analysis, and quality control. The annual established assessed valuations are used in conjunction with millage rates to determine property taxes. The value assigned to a property may differ from the amount for which it was sold or purchased, depending on factors of the sale and market conditions in the area. True cash value reflects a property's usual selling price.

While property is assessed at one-half (50%) of true cash value, State of Michigan law limits the amount by which taxable value can increase in a given year to the lesser of five percent (5%) or the rate of inflation, as determined annually by the State of Michigan. New construction or demolition will also affect the calculation of capped value. As a result, three values are assigned to every property: assessed value (also known as State Equalized Value, "SEV"), capped value, and taxable value, which is the value used to determine the amount of property tax levied annually.

Example:

- A property's 2021 State Equalized Value (SEV), being 50% of the property's true cash value aka market value, increases 10% - from \$100,000 to \$110,000 for 2021.

- The inflation rate for the 2021 year is 1.4%, with a ratio of 1.014.
Example - 2020 Taxable Value was \$100,000 x 1.014 = \$101,400 would be the 2021 Taxable Value*
*All things being equal and no changes, additions, new construction, or removal of items

$$2021 \text{ CAPPED VALUE} = (2020 \text{ Taxable Value} - \text{LOSSES}) \times 1.014 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.014 is lower than five percent, 1.05, per Proposal A. Taxable value cannot exceed the assessed value

- Since the implementation of Proposal A, the CPI, aka Inflation Rate Multiplier, has not reached 5%. The highest was in 2009 at 4.4%. The lowest was the following year, 2010, at .997%.

Following is a listing of the Inflation Rate Multipliers used in the Capped Value and "Headlee" calculations since the start of Proposal A (On March 15, 1994, Michigan voters approved Proposal A). Before Proposal A, Michigan's property tax burden was more than 33 percent above the national average.

Year	IRM
1995	1.026
1996	1.028
1997	1.028
1998	1.027
1999	1.016
2000	1.019
2001	1.032
2002	1.032
2003	1.015
2004	1.023
2005	1.023
2006	1.033
2007	1.037
2008	1.023
2009	1.044
2010	0.997

Year	IRM
2011	1.017
2012	1.027
2013	1.024
2014	1.016
2015	1.016
2016	1.003
2017	1.009
2018	1.021
2019	1.024
2020	1.019
2021	1.014

Property is classified as PRE and Non-PRE, aka Homestead property, which is considered a Michigan resident's home. Business property, rental housing, and vacation homes are considered to be Non-PRE property. Property that is not a PRE and can be assessed up to an additional 18 mills for local school operating purposes.

Following are charts for the final 2021 & 2020 Assessment year cycles for Grand Traverse & Leelanau Counties, listing the City of Traverse City, and other County's assessing units.

The City of Traverse City had a 7.40% change in Assessed Value overall, with a 6.16% change, as indicated below.

2021 GRAND TRAVERSE COUNTY - ALL AD VALOREM PROPERTY

TOWNSHIPS & CITY	Parcel Count 2020	Parcel Count 2021	Parcel Count % Change	CEV 2020	CEV 2021	County Equalized % Change	TAXABLE 2020	TAXABLE 2021	Taxable % Change
Acme	3,478	3,486	0.23%	\$488,176,200	\$506,146,900	3.68%	\$372,326,602	\$379,980,452	2.06%
Blair	4,763	4,760	-0.06%	\$401,110,431	\$434,214,000	8.25%	\$320,604,955	\$336,247,060	4.88%
East Bay	8,165	8,143	-0.27%	\$791,283,800	\$843,341,300	6.58%	\$622,603,709	\$648,643,874	4.18%
Fife Lake	1,307	1,302	-0.38%	\$86,557,400	\$88,649,000	2.42%	\$60,730,634	\$62,711,700	3.26%
Garfield	8,266	8,343	0.93%	\$1,246,935,200	\$1,298,241,400	4.11%	\$993,034,815	\$1,030,877,094	3.81%
Grant	1,089	1,096	0.64%	\$85,359,400	\$85,422,100	0.07%	\$59,669,961	\$60,866,709	2.01%
Green Lake	4,036	4,072	0.89%	\$393,615,200	\$426,213,800	8.28%	\$314,477,194	\$327,468,876	4.13%
Long Lake	5,152	5,165	0.25%	\$710,929,400	\$759,922,900	6.89%	\$563,664,030	\$585,508,487	3.88%
Mayfield	1,129	1,135	0.53%	\$87,859,400	\$91,389,900	4.02%	\$65,452,789	\$67,150,485	2.59%
Paradise	2,588	2,601	0.50%	\$186,427,700	\$197,424,000	5.90%	\$145,020,506	\$151,444,706	4.43%
Peninsula	4,305	4,300	-0.12%	\$1,073,856,000	\$1,140,287,700	6.19%	\$772,137,768	\$807,892,781	4.63%
Union	449	453	0.89%	\$38,589,600	\$38,593,800	0.01%	\$29,239,644	\$29,464,522	0.77%
Whitewater	2,031	2,047	0.79%	\$292,183,900	\$302,150,000	3.41%	\$218,953,916	\$231,241,057	5.61%
Traverse City	9,101	9,183	0.90%	\$1,471,829,774	\$1,580,684,143	7.40%	\$1,113,436,090	\$1,182,062,186	6.16%
TOTALS	55,859	56,086	0.41%	\$7,354,713,405	\$7,792,680,943	5.95%	\$5,651,352,613	\$5,901,559,989	4.427%

The 2020 City of Traverse City had an 8.86% change in Assessed Value overall, with a 6.05% change, as indicated below.

2020 GRAND TRAVERSE COUNTY - ALL AD VALOREM PROPERTY

TOWNSHIPS & CITY	Parcel Count 2019	Parcel Count 2020	Parcel Count % Change	CEV 2019	CEV 2020	County Equalized % Change	TAXABLE 2019	TAXABLE 2020	Taxable % Change
Acme	3,483	3,478	-0.14%	\$446,292,400	\$488,176,200	9.38%	\$357,338,487	\$372,326,602	4.19%
Blair	4,710	4,763	1.13%	\$372,424,822	\$401,110,431	7.70%	\$300,985,745	\$320,604,955	6.52%
East Bay	8,164	8,165	0.01%	\$749,360,200	\$791,283,800	5.59%	\$595,253,194	\$622,603,709	4.59%
Fife Lake	1,306	1,307	0.08%	\$78,676,800	\$86,557,400	10.02%	\$57,073,555	\$60,730,634	6.41%
Garfield	8,172	8,266	1.15%	\$1,166,514,900	\$1,246,935,200	6.89%	\$940,990,494	\$993,034,815	5.53%
Grant	1,094	1,089	-0.46%	\$79,825,500	\$85,359,400	6.93%	\$57,221,719	\$59,669,961	4.28%
Green Lake	4,027	4,036	0.22%	\$368,367,800	\$393,615,200	6.85%	\$301,749,838	\$314,477,194	4.22%
Long Lake	5,106	5,152	0.90%	\$667,581,500	\$710,929,400	6.49%	\$534,793,702	\$563,664,030	5.40%
Mayfield	1,130	1,129	-0.09%	\$82,680,063	\$87,859,400	6.26%	\$62,865,469	\$65,452,789	4.12%
Paradise	2,586	2,588	0.08%	\$173,573,500	\$186,427,700	7.41%	\$137,162,171	\$145,020,506	5.73%
Peninsula	4,260	4,305	1.06%	\$985,987,200	\$1,073,856,000	8.91%	\$734,906,373	\$772,137,768	5.07%
Union	449	449	0.00%	\$34,254,800	\$38,589,600	12.65%	\$26,896,257	\$29,239,644	8.71%
Whitewater	2,001	2,031	1.50%	\$280,777,600	\$292,183,900	4.06%	\$211,520,556	\$218,953,916	3.51%
Traverse City	8,958	9,101	1.60%	\$1,352,003,383	\$1,471,829,774	8.86%	\$1,049,897,161	\$1,113,436,090	6.05%
TOTALS	55,446	55,859	0.74%	\$6,838,320,468	\$7,354,713,405	7.55%	\$5,368,654,721	\$5,651,352,613	5.266%

The 2021 City of Traverse City had a 9.08% change in Assessed Value overall, with a 6.61% change in Taxable Value, as indicated below, for the portion located within Leelanau County.

2021 LEELANAU COUNTY PERCENT CHANGE - 2020 TO 2021 BY LOCAL UNIT									
TOWNSHIPS AND CITIES	Parcel Count 2020	Parcel Count 2021	%CHANGE	2020	C.E.V. 2021	%CHANGE	TAXABLE 2020	TAXABLE 2021	%CHANGE
BINGHAM	2,182	2,190	0.37%	329,954,050	340,984,550	3.34%	234,574,917	246,144,001	4.93%
CENTERVILLE	1,418	1,423	0.35%	165,654,000	180,469,600	8.94%	113,746,342	119,707,689	5.24%
CLEVELAND	1,459	1,465	0.41%	165,951,200	166,589,100	0.38%	119,698,610	124,116,254	3.69%
ELMWOOD	3,431	3,503	2.10%	432,304,250	465,256,600	7.62%	349,276,098	364,561,325	4.38%
EMPIRE	2,289	2,300	0.48%	299,300,900	320,400,500	7.05%	214,801,490	224,830,795	4.67%
GLEN ARBOR	2,666	2,706	1.50%	677,948,800	697,693,900	2.91%	483,123,292	496,015,597	2.67%
KASSON	1,411	1,412	0.07%	154,242,200	166,446,700	7.91%	111,667,278	116,932,318	4.71%
LEELANAU	3,585	3,571	-0.39%	582,495,100	606,515,700	4.12%	453,890,469	469,316,574	3.40%
LELAND	2,786	2,794	0.29%	713,709,710	730,261,050	2.32%	510,563,336	522,840,695	2.40%
SOLON	1,372	1,377	0.36%	142,790,700	145,925,800	2.20%	105,751,949	109,575,835	3.62%
SUTTONS BAY	2,882	2,540	-11.87%	351,398,349	370,924,922	5.56%	270,707,664	283,273,126	4.64%
TRAVERSE CITY	385	386	0.26%	48,882,100	53,321,600	9.08%	42,138,405	44,922,185	6.61%
TOTALS	25,866	25,667	-0.77%	\$4,064,631,359	\$4,244,790,022	4.43%	\$3,009,939,850	\$3,122,236,394	3.73%

2021 LEELANAU COUNTY PERCENT CHANGE - 2020 TO 2021 BY LOCAL UNIT									
VILLAGES	Parcel Count 2020	Parcel Count 2021	%CHANGE	C.E.V. 2020	C.E.V. 2021	%CHANGE	TAXABLE 2020	TAXABLE 2021	%CHANGE
VILLAGE OF EMPIRE	607	618	1.81%	70,589,300	80,272,400	13.72%	52,904,156	56,125,228	6.09%
VILLAGE OF NORTHPORT	731	727	-0.55%	70,335,200	75,602,500	7.49%	54,015,854	56,530,433	4.66%
VILLAGE OF SUTTONS BAY	892	835	-6.39%	100,046,157	106,215,202	6.17%	79,901,082	83,668,921	4.72%
TOTALS	2,230	2,180	-2.24%	\$240,970,657	\$262,090,102	8.76%	\$186,821,092	\$196,324,582	5.09%

City Assessing Department maintains fair and equitable assessment practices, performing these services in an efficient and professional manner. Efficiency and compliance are measured annually. Assessments ratios are reviewed for compliance through Grand Traverse & Leelanau Counties in April. Finally, State Equalization occurs in May each year.

The Assessing Department administers the City's Property Assessing System, including any necessary communication with the State Tax Commission, Michigan Tax Tribunal, Grand Traverse and Leelanau County Equalization Department, and City's Board of Review. Planning and implementation for annual valuation of real and personal property and compilation of the City's assessment rolls; and at a minimum includes the following:

- Meets/exceeds annual state certification educational requirements
- Processing of deeds/transfers of ownerships, property transfer affidavits, principal residence exemptions/rescinds, boundary line adjustments/splits/combinations, verification of tax/legal descriptions, updating map descriptions.
- Maintain current records of real and personal property within the City.
- Prepare Tax roll for City Treasurer – summer & winter season

- Monitor real estate transactions, trends, reports, and construction costs for annual property valuation.
- Preparing appraisals of new or remodeled commercial, industrial, and residential buildings; inspecting buildings; evaluating construction blueprints and specifications; preparing sketches and descriptions.
- Conducting annual canvassing and review of personal property from statements and auditing of accounting records.
- Meet with property owners regarding assessment and taxable value determinations. Answering questions and explaining appeal procedures.
- Staff Board of Review meetings
- Assigning addresses for properties with the City of Traverse City, Grand Traverse County. – Leelanau County Planning Department assigns all addresses within the County.
- Defend property appeals - Representing the City before State Tax Commission & Michigan Tax Tribunal.
- Prepare cost estimates spread for Special Improvement Districts
- Prepare compliance reports for Liquor Commission for Liquor License Registration, State Tax Commission, Department of Treasury, MEDC, Grand Traverse, and Leelanau County Equalization.
- Review/Process PILOT (Payment in Lieu of Tax), Industrial Facilities Tax (IFT) requests, NEZ...
- Preparing annual budget reports for general operating revenue.
- Updating Department website and working to enhance the City's Tax Parcel Viewer application continually
- Advising and assisting the City on matters relating to property acquisition or disposal.

As Assessor of Record, City Assessor is responsible for defending all Michigan Tax Tribunals appeals, according to statute, policies, and procedures, as established by State Tax Commission, to process and defend assessments on appeal and settle such property tax appeal matters.

City Charter - Section 46. City Assessor. *The Assessor shall annually estimate and assess the value of ALL taxable property, real and personal, in the City and make an assessment roll in the same manner as supervisors of Townships. There shall be spread upon said roll any and all taxes duly certified by the Board of Supervisors of the County or by other proper authority. He shall make ALL special assessments authorized by the Charter City, and for the purpose of such special assessment, that portion of the annual assessment roll applicable thereto shall be taken as the value of the property to be assessed.*

Administrative Orders

NO. 02 "The Assessor's Office of the City of Traverse City shall perform the following functions: Tax assessing services such as are traditionally or customarily performed by the City Assessor. These services shall include appraising and

assessing all taxable properties inside the City and maintaining records; processing the assessment roll, tax roll and tax bills; administering Board of Review sessions; processing and defending appraisals and assessments on appeals; processing Special Improvement Districts for public improvements.

The City Assessor shall act as head of this department and shall also prescribe rules and regulations for further administration of this department.

NO. 21 The City Assessor shall have the authority to settle all property tax appeal matters brought before Michigan Tax Tribunal in accordance with state statute, the policies and procedures established by the State Tax Commission and the policies and procedures established by the State Assessors' Board and execute all necessary documents to accomplish any such settlement. Notice of any such settlement shall be given to City Manager by City Assessor."

In line with the City Commissions Goals and Objectives, the City Assessing Department continues to provide more information to our customers. In 2019, the City Commission approved a 6-year contract to obtain annual aerial imagery through Pictometry, aka ConnectExplorer, which enhances many City Departments. For 2021, the contract was updated to include additional services and enhancements, sketch verification, and area tiles for Hickory Hills at a reduced annual cost from the original contract.

GOALS

- Review & inspect 20% of property annually; updating record card information; photos, sketch, & misc. attachments
- Post assessing information to the Assessing Department web page
- Implement and educate the public on current State laws/procedural changes

To continue enhancing public understanding of the assessment/taxation process and public dissemination of property data, property tax forms, and associated values. Assessing is continually increasing accessibility and ease of online information via City's website and Tax Parcel Viewer.

New Initiatives or Significant Budget Changes:

- No significant changes or increases were requested for the FY2021-2022 budget, minor requests for re-alignment of line items under the control of the City Assessor due to procedural changes in relation to COVID19.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 209 - CITY ASSESSOR DEPARTMENT					
101-209-702.000	SALARIES AND WAGES	\$301,200	\$306,400	\$306,000	\$311,500
101-209-714.000	HEALTH SAVINGS ACCT EXPENSE	\$8,600	\$8,900	\$8,900	\$9,000
101-209-715.000	EMPLOYER'S SOCIAL SECURITY	\$21,500	\$21,300	\$21,700	\$21,700
101-209-716.000	EMPLOYEE HEALTH INSURANCE	\$46,900	\$49,600	\$51,700	\$49,600
101-209-717.000	EMPLOYEE LIFE/DISABILITY INS	\$4,100	\$4,100	\$4,400	\$4,000
101-209-718.000	RETIREMENT FUND CONTRIBUTION	\$25,500	\$23,800	\$23,900	\$25,300
101-209-720.000	UNEMPLOYMENT COMPENSATION	\$200	\$200		\$200
101-209-721.000	WORKERS COMPENSATION INS	\$700	\$600	\$500	\$600
101-209-727.000	OFFICE SUPPLIES	\$3,900	\$10,000	\$2,300	\$2,500
101-209-801.000	PROFESSIONAL AND CONTRACTUAL	\$34,400	\$50,000	\$55,800	\$55,000
101-209-850.000	COMMUNICATIONS	\$2,600	\$2,500	\$4,000	\$3,500
101-209-860.000	TRANSPORTATION	\$2,200	\$6,500	\$100	\$3,500
101-209-862.000	PROFESSIONAL DEVELOPMENT	\$3,100	\$6,500	\$3,100	\$3,500
101-209-900.000	PRINTING AND PUBLISHING	\$4,400	\$6,000	\$5,900	\$6,000
101-209-910.000	INSURANCE AND BONDS	\$1,900	\$2,200	\$3,100	\$3,100
101-209-956.000	MISCELLANEOUS	\$100		\$200	
Totals for dept 209 - CITY ASSESSOR DEPARTMENT		\$461,300	\$498,600	\$491,600	\$499,000

210 City Attorney Department

Mission: *The [Office of the City Attorney](#) is committed to providing the highest quality legal services to the City Commission, administrative staff, departments, boards, and commissions of the City of Traverse City, on matters that affect the conduct of City business. The City Attorney also strives to provide the City with timely topical legal advice concerning staff recommendations, commission policies, administrative procedures, and developing issues.*

The City Attorney's Department is responsible for providing legal advice and services to the City Commission, staff, and boards and commissions on matters that affect the conduct of City business. The City Attorney acts as the legal advisor to, and attorney, and counsel for, the City and all its officers in matters relating to their official duties. The City Attorney's role as the chief legal advisor is to interpret and apply relevant laws with the primary goal of protecting the interests of the City.

The City Attorney provides the City with professional legal advice and services, so City activities, staff recommendations, commission policies, and administrative procedures are undertaken after consideration of all appropriate laws. The City Attorney also provides representation of the City in all legal proceedings and acts as a liaison to outside counsel who may represent the City from time to time.

This Department specifically:

- Provides timely and topical legal advice to City staff and all its officials.
- Reviews, revises, and prepares legal documents.
- Defends the City in litigation.
- Represents the City before judicial or administrative boards and agencies.
- Prosecutes violations of the City Code.
- Provides legal counsel at City Commission meetings.

City Attorney Department Staff

- City Attorney
- Legal Assistant.

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 210 - CITY ATTORNEY					
101-210-702.000	SALARIES AND WAGES	\$174,000	\$177,000	\$177,300	\$182,900
101-210-714.000	HEALTH SAVINGS ACCT EXPENSE	\$3,200	\$3,300	\$3,300	\$3,400
101-210-715.000	EMPLOYER'S SOCIAL SECURITY	\$12,600	\$12,000	\$12,600	\$12,400
101-210-716.000	EMPLOYEE HEALTH INSURANCE	\$18,000	\$19,100	\$19,900	\$19,100
101-210-717.000	EMPLOYEE LIFE/DISABILITY INS	\$2,400	\$2,400	\$2,500	\$2,300
101-210-718.000	RETIREMENT FUND CONTRIBUTION	\$5,600	\$5,100	\$5,200	\$5,600
101-210-720.000	UNEMPLOYMENT COMPENSATION	\$100	\$100		\$100
101-210-721.000	WORKERS COMPENSATION INS	\$300	\$200	\$200	\$300
101-210-727.000	OFFICE SUPPLIES	\$1,200	\$1,500	\$1,500	\$1,500
101-210-801.000	PROFESSIONAL AND CONTRACTUAL	\$10,900	\$70,000	\$32,800	\$85,000
101-210-850.000	COMMUNICATIONS	\$1,100	\$1,000	\$1,000	\$1,000
101-210-860.000	TRANSPORTATION		\$1,000		\$500
101-210-862.000	PROFESSIONAL DEVELOPMENT	\$1,100	\$4,000	\$600	\$600
101-210-900.000	PRINTING AND PUBLISHING	\$2,500	\$1,000	\$400	\$500
101-210-910.000	INSURANCE AND BONDS	\$1,000	\$1,000	\$1,000	\$1,000
101-210-956.000	MISCELLANEOUS		\$500		\$500
Totals for dept 210 - CITY ATTORNEY		\$234,000	\$299,200	\$258,300	\$316,700

215 City Clerk Department

Mission Statement: *To serve community residents and business owners, the City Commission, the City Manager, and City departments rendering equal service to all, providing top-level enthusiastic, accurate, and courteous service.*

The [City Clerk's Office](#) serves as the legislative and corporate office of the City, with many operational responsibilities, serving in accordance with and upholding the Michigan Constitution, City Charter, ordinances, policies, federal and State laws, and Administrative Orders of the City Manager.

City Clerk's Primary Responsibilities:

- Federal, State, and local elections administrator - planning, organizing, and executing all aspects of elections
- Clerk to the City Commission - legislative process administration; in collaboration with the City Manager's Office, preparing briefing packets for all official sessions of the City Commission; tracking, expediting, and completing documentation for all City Commission business items, including various contractual terms
- Corporate Officer - providing final authorization for all financial disbursements, including Traverse City Light and Power, which totals approximately \$122 million annually; executing official legal documents, including contracts, leases, and various permissions and tracking contractual terms and various business touch points/transactions
- Liability insurance and risk administrator - managing the City's liability and specialty insurance programs (protecting over \$150M in City assets); analyzing and recommending insurance policy requirements (approximately \$1 billion annually in various endeavors); handling all insurance claims against the City and administering all cross-claims against other parties, pursuing subrogation, etc.; and all aspects of enterprise-wide risk management, protecting the City's financial poise
- General City-Wide Customer Service: with approximately 30,000 interactions each year, functioning as a primary service point for residents, visitors, business owners, nonprofit agencies, internal customers, and anyone who needs assistance on a wide range of issues, many of which are not direct City services. With a smile, we assist tens of thousands of inquiries by email, phone, web, in-person, etc.
- License and permit authority - managing all phases of the City's 30 key licenses and permits, including approximately 50 special events per year

- Serving as public information office - managing the City's online and social media presence and handling a plethora of information/records/document requests
- Record manager for the City's vital records, reviewing items for completeness and cataloging them in the City's authenticated document management system
- Freedom of Information Act Coordinator - ensuring compliance with public records disclosure requirements
- HIP AA (Health Insurance Portability and Accountability Act) Privacy Official - managing the security of and proper access to all HIP AA-protected records under the City's care and performing compliance functions as mandated by HIP AA
- Title VI Non-Discrimination Compliance Officer, ensuring compliance with non-discrimination requirements under Federal Title VI
- Open Meetings Act compliance officer
- Coordinating the recruitment and appointment process for all Mayoral and City Commission appointments, and staffing other special City Commission Ad Hoc Committees as requested

City Clerk Team Members:

- City Clerk
- Deputy City Clerk
- Administrative Specialist
- Licensing and Election Specialist
- Communications Specialist

New Initiatives or Significant Budget Changes:

- The City Clerk proposes adding a full-time Communications Specialist position that will focus on engagement, communications and education regarding city-wide initiatives beginning in this Fiscal Year. This new position has been incorporated in the proposed budget.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 215 - CITY CLERK DEPARTMENT					
101-215-702.000	SALARIES AND WAGES	\$288,500	\$337,500	\$350,400	\$374,500
101-215-704.000	EMPLOYEE OVERTIME	\$1,000	\$18,000	\$5,300	\$14,000
101-215-714.000	HEALTH SAVINGS ACCT EXPENSE	\$6,600	\$6,700	\$7,000	\$11,200
101-215-715.000	EMPLOYER'S SOCIAL SECURITY	\$20,500	\$25,400	\$25,800	\$27,100
101-215-716.000	EMPLOYEE HEALTH INSURANCE	\$32,800	\$36,400	\$47,900	\$65,200
101-215-717.000	EMPLOYEE LIFE/DISABILITY INS	\$3,700	\$4,000	\$4,300	\$4,900
101-215-718.000	RETIREMENT FUND CONTRIBUTION	\$55,900	\$57,600	\$66,700	\$19,600
101-215-720.000	UNEMPLOYMENT COMPENSATION	\$300	\$200	\$400	\$200
101-215-721.000	WORKERS COMPENSATION INS	\$700	\$700	\$500	\$700
101-215-727.000	OFFICE SUPPLIES	\$45,200	\$69,200	\$70,200	\$75,200
101-215-801.000	PROFESSIONAL AND CONTRACTUAL	\$33,700	\$39,400	\$52,900	\$77,500
101-215-850.000	COMMUNICATIONS	\$3,700	\$3,600	\$3,000	\$3,600
101-215-860.000	TRANSPORTATION	\$1,800	\$2,000	\$200	\$2,000
101-215-862.000	PROFESSIONAL DEVELOPMENT	\$2,300	\$6,800	-\$800	\$6,800
101-215-880.000	COMMUNITY PROMOTION		\$5,000	\$3,000	\$6,000
101-215-900.000	PRINTING AND PUBLISHING	\$21,100	\$21,000	\$25,000	\$32,000
101-215-910.000	INSURANCE AND BONDS	\$2,800	\$3,200	\$5,300	\$5,300
101-215-940.000	RENTAL EXPENSE	\$1,300	\$1,500	\$2,900	\$2,900
Totals for dept 215 - CITY CLERK DEPARTMENT		\$521,900	\$638,200	\$670,000	\$728,700

253 City Treasurer Department

Mission Statement: *To provide competent and comprehensive financial services to the City and its residents.*

The [City Treasurer's Office](#) is responsible for the collection and disbursement of all monies for the City and maintaining appropriate accounting and financial records to document these transactions.

The Department is responsible for:

- Billing and collection of payments for over 12,000 utility customers monthly.
- Payments on approximately 8,000 tax parcels in both the summer and winter.
- Invoicing over 1,500 individuals and businesses for miscellaneous services performed by City departments.
- Collection of assessments on over 500 parcels, which have special improvement districts.
- Payroll is processed and disbursed from the department on a bi-weekly basis for over 200 full-time employees.
- Paying all City expenses and writes an estimated 7,200 voucher checks per year.
- Preparation of the City's budget, assisting various departments on key aspects of budget preparation and guidance on the treatment of certain budget matters.
- Preparation of the City's annual financial statements.
- The City's financial reporting for both internal and external purposes. Includes, but is not limited to federal and State agencies, and nationally recognized municipal securities information repositories.
- Investment of excess funds.
- Assisting with monitoring the internal control of the City as a whole.
- Administering an independent and state-authorized retirement system for its police and firefighters with over 50 active members and 71 retired members or beneficiaries.
- Reporting to bond rating agencies.

The Treasurer Department/Utility Accounting Department has the following positions:

- City Treasurer/Finance Director
- Deputy City Treasurer/ Assistant Finance Director
- Financial Analyst/Compliance Officer
- Financial Manager for Municipal Utilities

- Grant Accountant
- Accounting Assistant
- Utility Billing Clerk/ Collections Clerk
- Accounts Payable Clerk
- 2 Customer Service Representative

Goals

- Prepare for and implement the new State of Michigan Chart of Accounts.
- Implement grant accounting in BS&A.
- Implement project accounting in BS&A.
- Develop a purchase card policy and process.
- Roll out new payment options for customers.
- Move to a new utility billing system.

New Initiatives or Significant Budget Changes:

No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 253 - CITY TREASURER DEPARTMENT					
101-253-702.000	SALARIES AND WAGES	\$271,400	\$281,700	\$268,300	\$304,100
101-253-704.000	EMPLOYEE OVERTIME			\$200	
101-253-714.000	HEALTH SAVINGS ACCT EXPENSE	\$5,300	\$5,600	\$5,600	\$5,400
101-253-715.000	EMPLOYER'S SOCIAL SECURITY	\$19,600	\$19,300	\$18,800	\$18,400
101-253-716.000	EMPLOYEE HEALTH INSURANCE	\$31,600	\$32,200	\$32,800	\$30,700
101-253-717.000	EMPLOYEE LIFE/DISABILITY INS	\$3,700	\$3,700	\$3,400	\$3,400
101-253-718.000	RETIREMENT FUND CONTRIBUTION	\$57,700	\$59,800	\$31,300	\$17,100
101-253-720.000	UNEMPLOYMENT COMPENSATION	\$500	\$200	\$100	\$100
101-253-721.000	WORKERS COMPENSATION INS	\$1,600	\$600	\$1,100	\$500
101-253-727.000	OFFICE SUPPLIES	\$10,600	\$19,000	\$19,000	\$19,000
101-253-801.000	PROFESSIONAL AND CONTRACTUAL	\$49,600	\$45,000	\$45,000	\$45,000

The City Manager's Annual Budget Recommendation FY2021-2022

71

101-253-850.000	COMMUNICATIONS	\$3,900	\$4,000	\$4,000	\$4,000
101-253-862.000	PROFESSIONAL DEVELOPMENT	\$4,400	\$4,000	\$9,000	\$10,000
101-253-900.000	PRINTING AND PUBLISHING	\$600	\$4,000	\$1,000	\$1,000
101-253-910.000	INSURANCE AND BONDS	\$3,700	\$3,500	\$3,700	\$3,700
101-253-930.000	REPAIRS AND MAINTENANCE		\$400		
101-253-940.000	RENTAL EXPENSE	\$1,000	\$400	\$1,000	\$1,000
101-253-956.000	MISCELLANEOUS	\$100	\$200		
Totals for dept 253 - CITY TREASURER DEPARTMENT		\$465,300	\$483,600	\$444,300	\$463,400

265 Government Owned Buildings

This budget covers expenses related to the operation and maintenance of City-owned and operated facilities. The primary facility covered is the Governmental Center.

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 265 - GOVERNMENT OWNED BUILDINGS					
101-265-910.000	INSURANCE AND BONDS	\$200	\$1,000	\$200	\$200
101-265-920.000	PUBLIC UTILITIES	\$37,800	\$50,000	\$40,000	\$45,000
101-265-930.000	REPAIRS AND MAINTENANCE	\$57,800	\$69,000	\$69,000	\$69,000
101-265-970.000	EQUIPMENT				\$80,000
Totals for dept 265 - GOVERNMENT OWNED BUILDINGS		\$95,800	\$120,000	\$109,200	\$194,200

276 Oakwood Cemetery Function

Mission: *To maintain a cemetery that is respectful, aesthetically attractive, and a community asset.*

The Traverse City Parks and Recreation Division administers all operations within [Oakwood Cemetery](#) on an annual basis. The Sexton provides administrative oversight and burial services along with conducting sales of burial rights for in-ground plots, cremation niches, and mausoleum crypts for future and present needs.

The City's Oakwood staff also performs the administration, burial services, and grounds maintenance for the Oakwood Catholic Diocesan Cemetery. The City administers both cemeteries in the Catholic-owned office within the cemetery. In addition, the Cemetery staff continues to assist genealogy inquiries, place monument foundations, and perform grounds maintenance.



City Commission Goals & Objectives

1. Water-Related Infrastructure

- Oakwood Cemetery trees, shrubs, and greenspace capture storm water runoff and reduce the amount of storm water entering catch basins.

2. Green Initiatives

- Parks and Cemetery staff professionally maintain the significant urban canopy within the Oakwood Cemetery property, including preventative maintenance and tree planting efforts.

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 276 - OAKWOOD CEMETERY FUNCTION					
101-276-702.000	SALARIES AND WAGES	\$179,700	\$171,700	\$179,200	\$188,600
101-276-704.000	EMPLOYEE OVERTIME	\$13,300	\$10,600	\$12,500	\$13,000
101-276-714.000	HEALTH SAVINGS ACCT EXPENSE	\$3,200	\$3,300	\$3,300	\$3,400
101-276-715.000	EMPLOYER'S SOCIAL SECURITY	\$13,600	\$14,100	\$12,300	\$12,100
101-276-716.000	EMPLOYEE HEALTH INSURANCE	\$18,500	\$19,600	\$20,500	\$19,600
101-276-717.000	EMPLOYEE LIFE/DISABILITY INS	\$1,400	\$1,400	\$1,500	\$1,400
101-276-718.000	RETIREMENT FUND CONTRIBUTION	\$43,500	\$43,800	\$47,900	\$1,400
101-276-720.000	UNEMPLOYMENT COMPENSATION	\$100	\$100	\$200	\$100
101-276-721.000	WORKERS COMPENSATION INS	\$3,200	\$2,800	\$2,500	\$2,400
101-276-727.000	OFFICE SUPPLIES	-\$100	\$1,000	\$800	\$1,000
101-276-740.000	OPERATION SUPPLIES	\$6,800	\$10,000	\$10,000	\$10,000
101-276-801.000	PROFESSIONAL AND CONTRACTUAL	\$23,800	\$10,000	\$17,100	\$15,000
101-276-850.000	COMMUNICATIONS	\$3,700	\$4,000	\$3,100	\$3,500
101-276-860.000	TRANSPORTATION	\$3,200	\$5,000	\$4,500	\$4,500
101-276-862.000	PROFESSIONAL DEVELOPMENT		\$500		
101-276-900.000	PRINTING AND PUBLISHING	\$1,200	\$700	\$500	\$700
101-276-910.000	INSURANCE AND BONDS	\$2,600	\$3,000	\$6,700	\$6,700
101-276-920.000	PUBLIC UTILITIES	\$15,600	\$25,000	\$23,000	\$24,000
101-276-930.000	REPAIRS AND MAINTENANCE	\$3,100	\$9,000	\$9,000	\$9,000
101-276-940.000	RENTAL EXPENSE	\$76,000	\$73,000	\$73,000	\$73,000
101-276-970.000	CAPITAL OUTLAY				\$135,000
Totals for dept 276 - OAKWOOD CEMETERY FUNCTION		\$412,400	\$408,600	\$427,600	\$524,400

300 Police Department

Mission: *The [Police Department](#) believes in excellence in public service and safety through community policing.*



As a part of the entire City services, the Police Department continues to put forth the organizational strategy of being customer-based with unlimited partnerships in a unified effort to solve problems. The primary function of serving and

protecting the citizens of this City has evolved to a service level where we are part of a team that serves our citizens and works to raise the quality of life in our City.

Goals

1. Excellence in public service and safety through community policing.
2. Reduce the occurrence of crime.
3. Identify, arrest, and assist in the prosecution of people who commit crimes.
4. Recover lost or stolen property, identify its owner, and ensure prompt return.
5. Facilitate the safe and orderly movement of people and vehicles.
6. Assist those who cannot care for themselves or arrange for such assistance. Provide, on an emergency basis, services the police are particularly equipped to provide.
7. Ensure the taxpayers of the City receive the greatest benefit for their dollars.
8. Create and maintain a feeling of confidence in and support for the Department on the part of the organizations with which we come in contact, particularly those organizations that are part of the total criminal justice system.
9. Establish and maintain mutual trust through community partnerships.
10. Train and encourage police officers to make appropriate decisions and to perform their duties in a professional, productive and efficient manner.
11. Mobilize the City resources needed to address citizen concerns and problems.
12. Encourage community involvement in identifying and resolving problems.

PERFORMANCE MEASUREMENTS						
Performance Indicators		2015/16	2016/17	2017/18	2018/19	2019/20
1	Incidents Reported	11538	13000	12732	14675	13757
2	Cases Reported	2452	2613	2532	2362	2169
3	Arrests Adult	1195	1286	1133	852	798
4	Arrests Juvenile	55	108	60	34	15
5	Patrol Referred DB Cases	89	93	88	70	63
6	Traffic Citations Total	1470	1299	1115	1510	1681
7	Traffic Crash Citations	716	416	253	943	832
8	Traffic Crash Personal Injury	202	146	176	282	86
9	Traffic Crash Fatal	2	0	1	0	3*
10	Traffic Crash Property Damage	2390	1514	1736	2756	753*

11	Traffic Crash Hit and Run	109	88	86	129	68*
12	Traffic Crash Deer	19	9	3	25	25*
13	Traffic Crash Alcohol	40	27	24	55	22*
* As reported to the State of Michigan; excluding private party accidents						

Police Support to City Commission Goals & Objectives

1. Housing

- Continue to have a member of our Command staff act as a liaison with the Safe Harbor shelter program and interact with the homeless community.
- Continue to work closely with Dann's House, a Michigan Nonprofit Corporation, supporting housing for people who have experienced chronic homelessness and suffer from persistent, severe alcohol use disorder.
- Continue to work with neighborhood associations through walk and talk interactions with various department and community members to help reduce crime.

2. Transportation

- Facilitate the safe and orderly movement of people and vehicles throughout the community.
- Incorporate fully electric vehicles into the department fleet.

3. Water-Related Infrastructure

- No initiatives yet.

4. Tax Revenue

- Participate in the protective vest replacement program through the Department Of Justice to maintain the protection of officers in the field.
- Participate in the training reimbursement program facilitated by MCOLES.

5. Economic Development

- Attract officers to the community by participating in career fairs at top law enforcement academies throughout the State of Michigan.
- Encourage citizen involvement in identifying and resolving problems within their neighborhoods and the surrounding community.

Police Department Staff

- Police Chief
- Administrative Assistant
- Administrative Clerk
- 2 Captains
- Lieutenant
- Detective Sergeant
- 4 Road Patrol Sergeants
- 4 Detectives
- School Liaison Officer
- 12 Patrol Officers
- Downtown Community Police Officer
- Crime Prevention Officer
- Narcotics Officer
- 18 highly trained Reserve officers.

New Initiatives or Significant Budget Changes:

- Incorporation of Body-Worn Camera hosted by Getac Video solutions for all certified police officers.
- Implementation of load-bearing vests to absorb and evenly distribute the weight an officer carries daily.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 300 - POLICE DEPARTMENT					
101-300-702.000	SALARIES AND WAGES	\$2,165,900	\$2,099,100	\$2,354,400	\$2,217,200
101-300-704.000	EMPLOYEE OVERTIME	\$206,000	\$140,000	\$203,700	\$168,900
101-300-714.000	HEALTH SAVINGS ACCT EXPENSE	\$49,400	\$47,000	\$47,000	\$46,500
101-300-715.000	EMPLOYER'S SOCIAL SECURITY	\$49,300	\$48,800	\$50,900	\$48,800
101-300-716.000	EMPLOYEE HEALTH INSURANCE	\$251,300	\$270,700	\$295,700	\$268,400
101-300-717.000	EMPLOYEE LIFE/DISABILITY INS	\$27,200	\$27,800	\$30,200	\$26,800
101-300-718.000	RETIREMENT FUND CONTRIBUTION	\$44,500	\$38,200	\$51,400	\$19,400
101-300-719.000	RETIREE'S HOSPITALIZATION INS	\$461,100	\$462,300	\$462,300	\$495,700

The City Manager's Annual Budget Recommendation FY2021-2022

79

101-300-720.000	UNEMPLOYMENT COMPENSATION	\$1,600	\$1,400	\$200	\$1,300
101-300-721.000	WORKERS COMPENSATION INS	\$38,300	\$29,200	\$25,000	\$28,500
101-300-727.000	OFFICE SUPPLIES	\$2,400	\$10,000	\$2,500	\$8,000
101-300-740.000	OPERATION SUPPLIES	\$69,600	\$181,000	\$100,000	\$86,000
101-300-801.000	PROFESSIONAL AND CONTRACTUAL	\$132,800	\$82,000	\$102,100	\$135,000
101-300-803.000	COUNTY RECORDS CONTRACT	\$188,400	\$194,000	\$177,100	\$194,000
101-300-850.000	COMMUNICATIONS	\$44,200	\$40,000	\$40,900	\$46,500
101-300-861.000	TRANSPORTATION	\$47,900	\$74,000	\$53,000	\$53,000
101-300-862.000	PROFESSIONAL DEVELOPMENT	\$23,000	\$40,000	\$30,900	\$40,000
101-300-900.000	PRINTING AND PUBLISHING	\$4,400	\$8,000	\$7,300	\$8,000
101-300-910.000	INSURANCE AND BONDS	\$46,800	\$60,000	\$47,400	\$47,000
101-300-920.000	PUBLIC UTILITIES	\$300	\$1,000	\$300	\$300
101-300-930.000	REPAIRS AND MAINTENANCE	\$4,700	\$21,000	\$6,100	\$6,200
101-300-940.000	RENTAL EXPENSE	\$331,800	\$329,400	\$342,000	\$323,100
101-300-956.000	MISCELLANEOUS	\$10,800	\$12,000	\$12,800	\$15,000
101-300-962.000	POLICE RESERVES	\$6,400	\$8,000	\$4,500	\$4,500
101-300-977.001	EQUIPMENT-PUBLIC SAFETY	\$46,700	\$24,700	\$21,000	\$21,000
Totals for dept 300 - POLICE DEPARTMENT		\$4,254,800	\$4,249,600	\$4,468,700	\$4,309,100

335 Fire Department

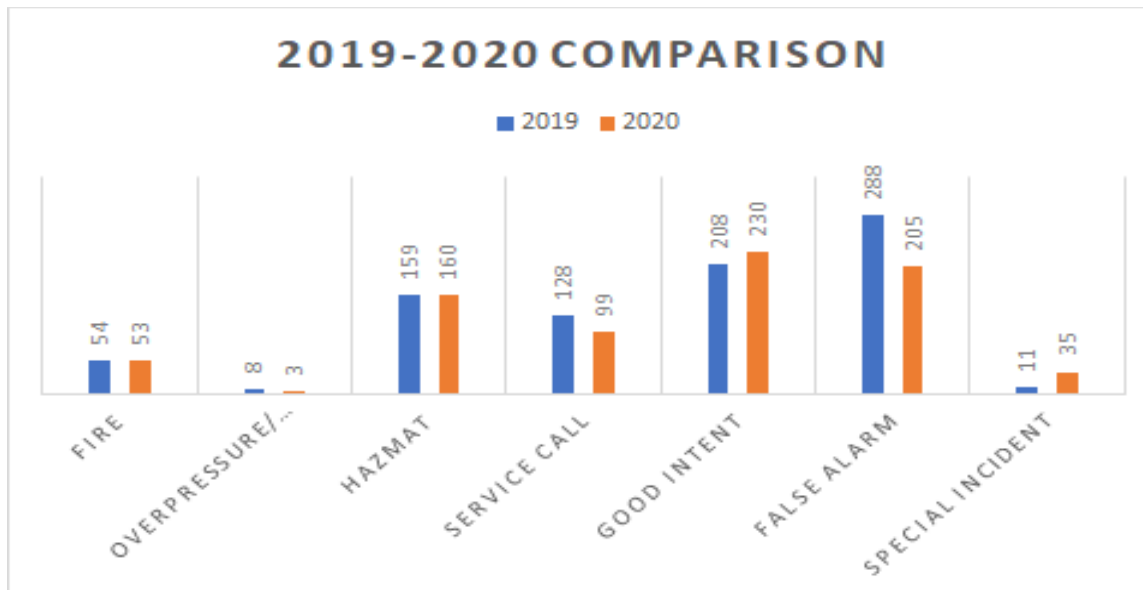


Mission Statement: The [Traverse City Fire Department](#) is an all-hazards emergency response agency that will provide protection and safety for the public.

The Traverse City Fire Department (the "TCFD") is a 24/7 all-risk response agency providing emergency and non-emergency services to the Traverse City Community and its visitors. Our mission is to rescue victims, aid the sick and injured, and preserve property. Dedicated personnel are the reason for the City's success. Their commitment to the community and the fire service is our most valuable resource. The capabilities of the highly skilled firefighters are a direct result of a comprehensive, performance-based training program requiring hundreds of hours of annual training and support from the Community through the General Fund.

The Fire Department consists of:

- Fire Chief
- 4 Captains (1 who serves as Fire Marshal)
- 4 Lieutenants (1 who serves as Training Officer)
- 1 Fire Inspector
- 15 Firefighters.



The amount of calls for service per month decreased dramatically throughout March, April, May and June due to the pandemic. The call volumes for July and August 2020 (605 calls) exceeded that of the same months in 2019 (573 calls).

New Initiatives or Significant Budget Changes:

- Continuation of the process begun in 2019 to determine the feasibility of the Traverse City Fire Department to provide primary Advanced Life Support (ALS) transport, in addition to its existing firefighting and other responsibilities within the City limits.
- Review of Fire Stations 01 and 02 for the purpose of a redesign/remodel project to provide for the accommodation of staffing for all genders.
- Replacement of 1 position due to a planned retirement.

City Commission Goals & Objectives

1. Housing

- Provide various Plan Review and other Fire Code processes to new construction and re-model projects that include housing, with the goal of working with the property owner to provide a safe and secure building.
- Provision of fire and life safety presentations to resident and other organized associations to prevent an injury or accident in the home.
- Assist with smoke and carbon monoxide alarm installations in the homes of our elderly residents by appointment and at no cost.

2. Transportation

- Working with various City Staff level group/committees regarding street design, street marking, and traffic flow to maintain the safety of those who move about our city without the use of a motor vehicle.
- Continued training and drilling to quickly and efficiently render medical care to victims of various transportation accidents to improve their chances of a successful recovery.
- Replacement of a 2004 fire engine with a new 2021 fire engine that has a very efficient motor and drive train with the latest pollution control systems available.

3. Water Related Infrastructure

- Replacement of obsolete fire attack nozzles with new nozzles designed to deliver the gallons-per-minute needed to extinguish synthetic product-based fires quickly, thereby (overall) minimizing the amount of water needed to protect lives and property.

- Continue to work with other City Departments within the Water Group to address water supply and distribution throughout the city for domestic use and emergency firefighting use through assessment of the current system and planning for future growth and demand.
- Work with City Staff, developers, project leaders and architects in the area of fire detection and suppression systems regarding new construction and remodel projects to ensure that the system designed and installed will function appropriately on the City water system to protect lives and property.

4. Tax Revenue

- Training and drilling in the area of small crew fire attack to quickly and efficiently extinguish fires to minimize the risk to lives and the loss of property.
- Utilization of the latest information and strategies/tactics provided through the academic support portion of the fire service to minimize the spread of large scale fires.
- Utilization of a Federal grant to replace 32 self-contained breathing apparatus (SCBAs) and spare air cylinders due to planned expiration and removal from service in 2023. Total project cost is \$304,834.00. The City responsibility is 10% = \$30,483.40.

5. Economic Development

- Provision of an Internship program at the college/university level to enable others to move to the Traverse City area for a career with the support and assistance of the fire department members.
- Working with our country's military community and programs that focus on transitioning our retiring Military Veterans into the fire service to enable them to move to the Traverse City area for a career with the support and assistance of the fire department members.
- A continuous and conscious effort to maintain a positive professional relationship with area fire department chiefs, officers and firefighters share training, best practices and lessons learned in the effort to assist each other quickly, safely and efficiently during large fire-based and/or hazardous materials emergencies or natural disasters.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 335 - FIRE DEPARTMENT					
101-335-702.000	SALARIES AND WAGES	\$1,699,400	\$1,731,000	\$1,738,000	\$1,873,500
101-335-704.000	EMPLOYEE OVERTIME	\$276,200	\$180,000	\$175,100	\$177,900
101-335-714.000	HEALTH SAVINGS ACCT EXPENSE	\$40,900	\$35,800	\$35,800	\$48,200
101-335-715.000	EMPLOYER'S SOCIAL SECURITY	\$33,300	\$34,600	\$33,400	\$38,700
101-335-716.000	EMPLOYEE HEALTH INSURANCE	\$209,100	\$213,300	\$256,400	\$273,900
101-335-717.000	EMPLOYEE LIFE/DISABILITY INS	\$14,900	\$13,600	\$18,700	\$17,900
101-335-718.000	RETIREMENT FUND CONTRIBUTION	\$53,000	\$49,900	\$61,900	\$3,800
101-335-719.000	RETIREE'S HOSPITALIZATION INS	\$65,000	\$65,200	\$65,200	\$82,800
101-335-720.000	UNEMPLOYMENT COMPENSATION	\$1,600	\$1,100	\$100	\$1,100
101-335-721.000	WORKERS COMPENSATION INS	\$50,200	\$38,000	\$30,800	\$39,200
101-335-727.000	OFFICE SUPPLIES	\$20,700	\$20,900	\$30,100	\$30,200
101-335-740.000	OPERATION SUPPLIES	\$123,400	\$125,600	\$109,200	\$152,800
101-335-801.000	PROFESSIONAL AND CONTRACTUAL	\$90,300	\$58,600	\$95,000	\$68,900
101-335-850.000	COMMUNICATIONS	\$16,900	\$24,400	\$15,300	\$26,600
101-335-860.000	TRANSPORTATION	\$16,800	\$19,500	\$10,900	\$19,500
101-335-862.000	PROFESSIONAL DEVELOPMENT	\$58,900	\$40,000	\$30,500	\$70,000
101-335-900.000	PRINTING AND PUBLISHING	\$1,100	\$6,300	\$700	\$5,000
101-335-910.000	INSURANCE AND BONDS	\$16,800	\$20,500	\$17,700	\$20,600
101-335-920.000	PUBLIC UTILITIES	\$20,200	\$24,100	\$23,900	\$24,300
101-335-930.000	REPAIRS AND MAINTENANCE	\$39,800	\$68,700	\$40,400	\$60,100
101-335-940.000	RENTAL EXPENSE	\$339,300	\$352,000	\$347,000	\$398,000
101-335-956.000	MISCELLANEOUS	\$600	\$1,000		\$1,000
101-335-977.001	EQUIPMENT-PUBLIC SAFETY		\$143,400	\$86,500	\$66,000
Totals for dept 335 - FIRE DEPARTMENT		\$3,188,400	\$3,267,500	\$3,222,600	\$3,500,000

441 Streets Administration

Mission Statement: *Our mission is to maintain all the City's streets, sidewalks, and trails to ensure safe travel for residents and visitors.*

The [Traverse City Streets Division](#) works diligently to provide safe and open travel ways throughout the City by maintaining a myriad of road-related infrastructure.

City Commission Goals & Objectives

1. Transportation

- Streets Division maintains all streets, alleys, sidewalks, and trails year-round.

2. Water-Related Infrastructure

- Maintain all catch basins and storm water structures
- Maintain and reconstruct boat ramps and parking lots
- Maintain all street and road culverts
- Erosion control maintenance along the bay and river.

3. Tax Revenue

- Act 51 and road maintenance funding via the State

4. Economic Development City

- Streets maintenance and beautification drives economic development. People want to visit our beautiful town. Our care for water-related infrastructure creates the environment that brings tourists to the City

5. Green initiatives

- Composting facility process 8-11,000 cubic yards of leaves and debris each year which is turned into topsoil, used by the various department and sold to residents and contractors
- Recycling of asphalt and concrete which is used within the City
- Recycling of all metal castings, signs, signposts, and scrap.
- Recent use of BEET HEET product allows Streets Division to reduce the amount of salt on travel ways and also substantially reduce product costs.

The Streets Division consists of 1 Superintendent, 1 Supervisor lead, 13 equipment operators, 5 part-time and 1 full-time (borrowed from the Sewer/Water Division) sidewalk snow removal equipment operators. Someone is working 24 hours per day during winter on weekdays and from 4:00-8:00 a.m. on weekends and Holidays. Additional staff is called in on weekends to plow snow and sand unsafe roads, depending on the weather.

The Streets Division is responsible for an array of maintenance programs. This includes, but is not limited to:

1. Snow removal.
2. Repairing and cleaning 28.78 miles of Major Streets, 49.54 miles of local streets, 7.2 miles of State Highways, 22.5 miles of alleys, 89.6 miles of sidewalk, and 9.41 miles of bike trails. (mileage totals as of 10/6/2020)
3. Cleaning and repairing of 2,025 catch basins and 1,172 storm manholes, including all connecting lines.
4. Cleaning and maintenance of 101 storm treatment systems.
5. Spring and Fall leaf collection and composting program.



6. Mowing large amounts of non-parkland property along our City's right-of-ways.
7. Installing and maintaining 5,188 signs on City property and parking lots.

GOALS

1. Stabilize deteriorating infrastructure by increasing preventive maintenance techniques using Crack Seal, Asphalt Grind, and Infrared repair.
2. Eliminate the use of cold patch material.
3. Maintain the entire street system at a fair or better PASER rating.
4. Continue the use of the BEET HEET product to reduce salt use and cut salt costs.

PERFORMANCE MEASUREMENTS

Performance Measurements	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Lane feet of crack sealing	199,000	164,086	168,284	167,059	166,372	N/A
Infrared asphalt tonnage	16.61	20.59	13.87	7.41	3.61	4.88
Infrared repair projects	60	82	30	75	87	66
Tons of pot hole patch material	202	496	390	215.57	223.42	304.69
Tons of cold patch material	0	0	0	0	0	0
Grind & pave asphalt tonnage	88.09	72.82	35.08	61.44	440.67	134.10

New Initiatives or Significant Budget Changes:

- Additional equipment operator and equipment to help with all season maintenance

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 441 - STREETS ADMINISTRATION DIVISION					
101-441-702.000	SALARIES AND WAGES	\$390,400	\$340,300	\$430,400	\$464,600
101-441-704.000	EMPLOYEE OVERTIME	\$10,900	\$64,200	\$15,900	\$16,000
		-	-		
101-441-706.000	FRINGE BENEFIT RECOVERY	\$343,400	\$379,000	-\$330,300	-\$347,300
101-441-714.000	HEALTH SAVINGS ACCT EXPENSE	\$24,400	\$18,600	\$18,600	\$23,200
101-441-715.000	EMPLOYER'S SOCIAL SECURITY	\$64,500	\$66,600	\$60,800	\$69,100
101-441-716.000	EMPLOYEE HEALTH INSURANCE	\$128,800	\$136,700	\$145,600	\$156,000
101-441-717.000	EMPLOYEE LIFE/DISABILITY INS	\$11,300	\$11,500	\$11,600	\$11,700
101-441-718.000	RETIREMENT FUND CONTRIBUTION	\$190,100	\$144,000	\$210,000	\$51,800
101-441-719.000	RETIREE'S HOSPITALIZATION INS	\$1,900			
101-441-720.000	UNEMPLOYMENT COMPENSATION	\$900	\$700		\$600
101-441-721.000	WORKERS COMPENSATION INS	\$41,200	\$28,700	\$23,000	\$30,800
101-441-727.000	OFFICE SUPPLIES	\$3,500	\$4,000	\$4,000	\$4,000
101-441-740.000	OPERATION SUPPLIES	\$19,900	\$27,000	\$30,000	\$27,000
101-441-801.000	PROFESSIONAL AND CONTRACTUAL	\$22,800	\$65,000	\$16,000	\$16,000
101-441-850.000	COMMUNICATIONS	\$9,000	\$9,000	\$7,000	\$7,000
101-441-860.000	TRANSPORTATION	\$87,400	\$110,000	\$100,000	\$100,000
101-441-862.000	PROFESSIONAL DEVELOPMENT	\$8,000	\$7,000	\$5,000	\$5,000
101-441-900.000	PRINTING AND PUBLISHING	\$1,000	\$4,000	\$4,000	\$4,000
101-441-910.000	INSURANCE AND BONDS	\$22,200	\$30,000	\$27,500	\$27,500
101-441-920.000	PUBLIC UTILITIES	\$3,000	\$3,000	\$2,800	\$2,800
101-441-930.000	REPAIRS AND MAINTENANCE	\$27,500	\$30,000	\$20,000	\$20,000
			-		
101-441-940.000	RENTAL EXPENSE	\$233,100	\$110,500	\$210,000	\$67,200
Totals for dept 441 - STREETS ADMINISTRATION DIVISION		\$958,400	\$610,800	\$1,011,900	\$757,000

449 Engineering Department

Mission Statement: *To develop, implement, design, monitor, and coordinate all public improvements constructed by or for the City.*

The work performed by the Engineering Department includes:

- Utility reviews in conjunction with land use permits, right-of-way permits, storm water runoff control permits, and soil erosion permits
- Administration and inspection of right-of-way permits, storm water runoff control permits, and soil erosion permits
- Motorized and non-motorized traffic counts and studies
- Engineering design of City infrastructure projects such as:
 - Street and Parking Lot Reconstruction and Resurfacing
 - Storm Water Quality, Sewer, and Water Systems
 - Bridge and Culvert Inspection, Construction, and Rehabilitation
 - City Building Construction, Rehabilitation, and Renovation
 - Sidewalk Improvements, Repair, and Infill
 - Bike Paths and Trails
 - City Park and Bayfront Improvements
- Construction engineering and project monitoring
- Contract administration
- Development of City engineering reports and guidelines for engineering best practices
- Historic record-keeping for City projects
- Collaboration with numerous adjacent municipalities, advocacy groups, and private entities within the City limits
- Has representatives for numerous multi-jurisdictional committees, including:
 - Regional Bridge Council
 - Regional Transportation Planning and Traffic Assessment (TCCI)
 - North Region Pedestrian and Bicycle Committee (MDOT)
- Assists in several other aspects of the City, including:
 - Ordinance Compliance and Development
 - Revised Storm water Ordinance
 - Development of Coal Tar Ordinance
 - Economic Development Projects



- Asset Management
- Budgeted Capital Improvements
- Grant Applications
- Transportation Planning

The Department is staffed by:

- City Engineer
- Assistant City Engineer
- Engineering Public Services Assistant
- Engineering Assistant
- Engineering Technician
- Engineering Aide
- Engineering Assistant

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.



GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 449 - ENGINEERING DEPARTMENT					
101-449-702.000	SALARIES AND WAGES	\$498,200	\$520,800	\$528,700	\$605,300
101-449-704.000	EMPLOYEE OVERTIME	\$3,100	\$4,000	\$11,200	\$6,700
101-449-714.000	HEALTH SAVINGS ACCT EXPENSE	\$13,000	\$13,400	\$13,400	\$17,900
101-449-715.000	EMPLOYER'S SOCIAL SECURITY	\$34,900	\$41,300	\$37,100	\$42,600
101-449-716.000	EMPLOYEE HEALTH INSURANCE	\$73,500	\$78,200	\$95,200	\$105,200
101-449-717.000	EMPLOYEE LIFE/DISABILITY INS	\$6,600	\$7,000	\$7,400	\$7,600
101-449-718.000	RETIREMENT FUND CONTRIBUTION	\$104,300	\$98,200	\$130,000	\$31,500
101-449-720.000	UNEMPLOYMENT COMPENSATION	\$300	\$300	\$100	\$300
101-449-721.000	WORKERS COMPENSATION INS	\$2,200	\$1,700	\$1,300	\$1,900
101-449-727.000	OFFICE SUPPLIES	\$3,200	\$9,000	\$1,900	\$9,000
101-449-740.000	OPERATION SUPPLIES	\$13,600	\$19,000	\$8,600	\$19,000
101-449-801.000	PROFESSIONAL AND CONTRACTUAL	\$29,400	\$33,700	\$21,200	\$30,000
101-449-850.000	COMMUNICATIONS	\$8,200	\$9,200	\$6,700	\$8,400
101-449-860.000	TRANSPORTATION	\$1,100	\$3,200	\$1,500	\$3,200
101-449-862.000	PROFESSIONAL DEVELOPMENT	\$5,100	\$7,500	\$3,200	\$7,500
101-449-900.000	PRINTING AND PUBLISHING	\$4,100	\$4,000	\$2,300	\$4,000
101-449-910.000	INSURANCE AND BONDS	\$3,500	\$4,800	\$6,600	\$6,600
101-449-930.000	REPAIRS AND MAINTENANCE		\$1,000		\$1,000
101-449-940.000	RENTAL EXPENSE	\$15,700	\$16,300	\$12,500	\$18,000
101-449-956.000	MISCELLANEOUS		\$1,000		\$1,000
Totals for dept 449 - ENGINEERING DEPARTMENT		\$820,000	\$873,600	\$888,900	\$926,700

691 Parks & Recreation

Mission: *To create community, through people, parks, and programs.*

The [Traverse City Parks and Recreation Division](#) takes pride in maintaining the City's parkland, beaches, open spaces, urban forest, and City-owned property and buildings. Parks and Recreation staff also manage the Oakwood Cemetery operations, the Hickory Hills Ski Area, recreational programs for the community, and park usage and improvements.

City Commission Goals & Objectives

1. Transportation

- Parks Division maintains and plows parking lots, city bridges, as well as assisting with sidewalk snow removal.
- Parks install boat docks, kayak docks, and boardwalks for transportation needs.

2. Water-Related Infrastructure

- Union Street Dam maintenance allows for the safe operation of the dam and for the space to be used for various uses.
- Restroom facilities and access to the lake and river, including defined swimming areas, are available at multiple waterfront properties throughout the City.
- Create and maintain 3 City outdoor ice rinks seasonally.

3. Economic Development

- Our City parks, beaches, and recreational spaces help bring in visitors to our town. These assets also support local businesses recruit employees who are interested in living, working, and playing in the Traverse City area because of these amenities.
- The Parks & Recreation Division runs Day Camp programming, which provides seasonal child care options for the local workforce.



4. Green Initiatives

- Urban Canopy management, including planting and maintenance for all city trees.
- Maintain parks and promotes the public knowledge and enjoyment of the natural world.
- Maintain native grasses, shrubs, flower beds, rain gardens, and other landscaped areas.

New Initiatives or Significant Budget Changes:

- New Initiatives or Budget Changes:
- Increased budget for tree planting activities.
- Rebalanced funds from professional & contractual lines to salaries & wages line to hire seasonal staff internally versus outsourcing recruiting.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 691 - PARKS & RECREATION DIVISION					
101-691-702.000	SALARIES AND WAGES	\$591,700	\$658,300	\$582,400	\$753,900
101-691-704.000	EMPLOYEE OVERTIME	\$17,500	\$33,500	\$31,300	\$7,400
101-691-714.000	HEALTH SAVINGS ACCT EXPENSE	\$22,200	\$22,900	\$22,900	\$23,000
101-691-715.000	EMPLOYER'S SOCIAL SECURITY	\$57,400	\$58,400	\$48,600	\$62,100
101-691-716.000	EMPLOYEE HEALTH INSURANCE	\$111,200	\$127,800	\$132,600	\$127,400
101-691-717.000	EMPLOYEE LIFE/DISABILITY INS	\$8,700	\$8,900	\$9,900	\$9,000
101-691-718.000	RETIREMENT FUND CONTRIBUTION	\$183,400	\$192,100	\$204,000	\$25,600
101-691-720.000	UNEMPLOYMENT COMPENSATION	\$1,300	\$500	\$300	\$500
101-691-721.000	WORKERS COMPENSATION INS	\$10,500	\$11,100	\$6,200	\$11,400
101-691-727.000	OFFICE SUPPLIES	\$4,100	\$1,500	\$1,500	\$1,500
101-691-740.000	OPERATION SUPPLIES	\$54,800	\$67,200	\$56,000	\$67,200
101-691-801.000	PROFESSIONAL AND CONTRACTUAL	\$158,500	\$218,000	\$175,000	\$122,000
101-691-850.000	COMMUNICATIONS	\$6,000	\$8,200	\$7,000	\$7,000
101-691-860.000	TRANSPORTATION	\$19,600	\$31,000	\$25,000	\$30,000
101-691-862.000	PROFESSIONAL DEVELOPMENT	\$4,900	\$10,000		\$2,000
101-691-900.000	PRINTING AND PUBLISHING	\$600	\$1,500	\$1,000	\$1,000
101-691-910.000	INSURANCE AND BONDS	\$12,600	\$18,000	\$15,600	\$20,000

The City Manager's Annual Budget Recommendation FY2021-2022

94

101-691-920.000	PUBLIC UTILITIES	\$92,800	\$142,000	\$125,000	\$142,000
101-691-930.000	REPAIRS AND MAINTENANCE	\$33,300	\$60,000	\$59,000	\$70,000
101-691-940.000	RENTAL EXPENSE	\$453,400	\$376,000	\$403,000	\$424,500
101-691-970.000	CAPITAL OUTLAY				\$25,000
Totals for dept 691 - PARKS & RECREATION DIVISION		\$1,844,500	\$2,046,900	\$1,906,300	\$1,932,500

800 Planning and Zoning Department

Mission: *The [Planning Department's](#) primary purpose is to guide the City with land use and planning in order to enhance the quality of the community and ensure it remains a place where both citizens and businesses love to call home.*



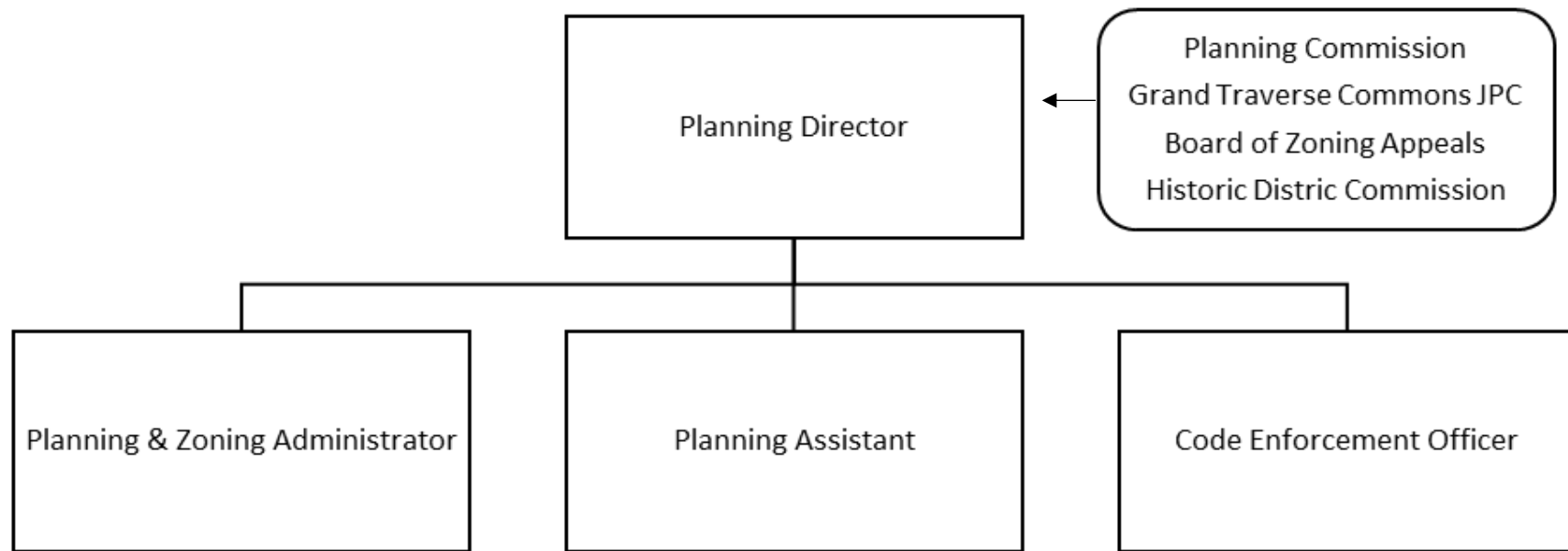
Planning Department Responsibilities

- Helps to develop, write and administer the City of Traverse City Master Plan. This document guides City zoning, land use, urban design, and physical improvements, such as buildings, streets, and parks.
- Provides administrative staff for the Planning Commission, Grand Traverse Commons Joint Planning Commission, Board of Zoning Appeals, City Commission, and Historic Districts Commission, along with numerous ad hoc committees, staff committees, and other boards and committees.
- Coordinates and manages the Six-Year Capital Improvement Plan for the City.
- Plays a key role in the advancement of community and economic development plans and participates on Community Development Team.

- Provides community engagement on conceptual designs for street reconstruction.
- Provides research and reports on emerging issues to internal departments and the community.
- Administers and enforces the zoning, sign, and historic districts ordinances and other land use laws.
- Reviews building site plans and prepares reports and recommendations to the Planning Commission for zoning map amendments, zoning laws, special land use permits, and planned unit developments.
- Provides public support on zoning and land use questions, interprets land use principles, and planning and zoning laws.
- Monitors vacation home rental usage.
- Works with property owners and developers, other agencies, and other City departments to ensure that building plans are consistent with the Master Plan and laws regarding size and placement of buildings, signs, parking areas, and landscaping requirements.
- Inspects multi-family rental dwellings, rooming houses, proper anchoring of boats on the near shore of Grand Traverse Bay, and property maintenance code violations.
- Managers of Redevelopment Ready Communities.
- Develop community education and engagement programs (example: Tree Care and Maintenance).
- Provides representative at speaking engagements to community organizations.

Planning Department Staff

- Planning Director
- Planning & Zoning Administrator
- Planning Assistant
- Code Enforcement Officer



Performance Measurements

Output	Performance Indicators	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
	Land Use Permits	185	206	221	228	248	248	230	200	218	175
	Sign Permits	50	63	57	59	52	59	66	52	59	45
	New Dwellings	30	127	43	87	141	173	135	144	158	131
	Dollar Value of Construction (millions)	\$66.7	\$71.2	\$123.9	\$135.6	\$107.7	\$134.4	\$65.3	\$47.4	\$63.1	\$42.6

	Code Enforcement Investigations	743	616	503	524	740	717	395	613	586	730
	Rental Housing Inspections	68	75	82	284	545	547	551	486	572	238

Planning Department Goals and Objectives in 2021/22

1. Traverse City Master Plan

Initiate process to hire a consulting firm to prepare for the new Master Plan. The Traverse City Master Plan was adopted in 2009 and amended in 2017. The Planning Commission has expressed their desire to engage in a complete rewrite of the Master Plan as opposed to performing a 5-year update. This process will require an RFP and selection process and will likely span two fiscal years.

2. Expand Housing Opportunities

The demand for housing in our region is high, particularly inefficient and convenient areas of the community. The Planning Commission will consider a host of regulatory changes to provide additional housing opportunities. Rezoning parcels for higher residential densities and modifying development regulations regarding building setbacks, building heights, and impervious surface limits will be considered.

3. Riparian Buffers/Riparian Overlay Districts

Currently, there are no riparian regulations beyond building setbacks. The Planning Commission's Riparian Buffer subcommittee has been working on a draft riparian buffer ordinance for Boardman Lake, Boardman River, Kids Creek, and Grand Traverse Bay. Public education and information will be a significant part of this work. Also, the Downtown Development Authority hired a consultant in December 2018 to create a unified plan addressing development along the river (including the water setback) among other related river activities. The plan will be reviewed by the public and governing boards for possible adoption thereafter and will inform the riparian buffer regulations.

4. Natural Features Inventory

Begin the process of establishing a natural features inventory. Engage with different city departments to assess available data and capability of collecting additional data in-house. Consider enlisting the assistance of a hired consultant to address any identified gaps in the data collection process.

5. Outdoor Entertainment Ordinance

Work collaboratively with the Clerk's office to establish a permitting system for outdoor entertainment in commercial districts to minimize the impact on neighboring properties and nuisance issues. This will include the regulatory police power ordinance and any applicable zoning amendments.

6. Green Infrastructure Project

Identify the location of a potential green infrastructure demonstration project. Collaborate with Grand Traverse County for a possible partnership. Explore funding opportunities for implementation. The purpose would be to showcase the effectiveness and benefits of incorporating green infrastructure into developments within the city and beyond.

7. Planning Department Website

Redesign the Planning Department website to better serve as a repository of information. Work with the GIS Department to create a better interface that is user-friendly and more interactive for the public.

8. Building Design Requirements

The Planning Department is teaming up with the Downtown Development Authority to review and recommend revisions for building designs in commercial districts.

9. Digitized Filing System

Create a system for receiving and storing application files electronically. Scan historical and current documents on file. Recycle stale paper documents. Clean and organize office to provide a more professional appearance.

10. Staff-Led Ordinance Amendments

Work internally to review "housekeeping" matters that need to be addressed in the Traverse City Code of Ordinances.

New Initiatives or Significant Budget Changes:

- Adobe Creative Cloud software license for more illustrative and effective communications and reports
- SketchUp software license demonstrates proposed development regulations, spatial relationships, scale when considering zoning ordinance amendments, streetscapes, and other proposed improvements.
- ArcGIS Hub license extension to redesign the Planning Department website for a more intuitive repository of information and streamlined public input.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 800 - PLANNING AND ZONING DEPARTMENT					
101-800-702.000	SALARIES AND WAGES	\$330,000	\$340,400	\$330,000	\$316,400
101-800-704.000	EMPLOYEE OVERTIME			\$100	\$100
101-800-714.000	HEALTH SAVINGS ACCT EXPENSE	\$6,300	\$4,400	\$4,400	\$4,500
101-800-715.000	EMPLOYER'S SOCIAL SECURITY	\$24,100	\$23,600	\$23,900	\$21,600
101-800-716.000	EMPLOYEE HEALTH INSURANCE	\$23,300	\$25,800	\$26,900	\$25,800
101-800-717.000	EMPLOYEE LIFE/DISABILITY INS	\$4,500	\$4,500	\$4,700	\$4,100
101-800-718.000	RETIREMENT FUND CONTRIBUTION	\$99,500	\$97,400	\$125,000	\$17,700
101-800-720.000	UNEMPLOYMENT COMPENSATION	\$200	\$200		\$200
101-800-721.000	WORKERS COMPENSATION INS	\$1,000	\$700	\$600	\$600
101-800-727.000	OFFICE SUPPLIES	\$2,800	\$5,000	\$5,000	\$5,000
101-800-740.000	OPERATION SUPPLIES	\$1,400	\$2,100		\$2,100
101-800-801.000	PROFESSIONAL AND CONTRACTUAL	\$32,100	\$47,000	\$12,500	\$121,700
101-800-850.000	COMMUNICATIONS	\$3,900	\$2,500	\$3,600	\$3,600
101-800-860.000	TRANSPORTATION	\$1,000	\$2,000	\$300	\$2,000
101-800-862.000	PROFESSIONAL DEVELOPMENT	\$4,600	\$14,600	\$12,000	\$20,000
101-800-900.000	PRINTING AND PUBLISHING	\$4,100	\$7,000	\$3,600	\$4,000
101-800-910.000	INSURANCE AND BONDS	\$2,400	\$3,000	\$2,400	\$3,700
101-800-930.000	REPAIRS AND MAINTENANCE		\$100		\$100
101-800-940.000	RENTAL EXPENSE	\$8,600	\$7,000	\$3,300	\$7,000
101-800-956.000	MISCELLANEOUS		\$500		\$500
Totals for dept 800 - PLANNING AND ZONING DEPARTMENT		\$549,800	\$587,800	\$558,300	\$560,700

901 Appropriations

This budget reflects the allocation of General Fund proceeds for specific functions which are not necessarily part of the daily activities of any particular department.

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 901 - APPROPRIATIONS					
101-901-718.000	RETIREMENT FUND CONTRIBUTION				\$891,700
101-901-801.000	PROFESSIONAL AND CONTRACTUAL	\$17,500	\$70,000		\$105,000
101-901-950.000	RETIREEES HEALTH INS TRUST		\$10,000		
101-901-951.000	HUMAN RIGHTS COMMISSION	\$3,300	\$4,000	\$4,000	\$4,000
101-901-968.000	JOINT PLANNING COMMISSION	\$2,000	\$3,000	\$3,000	\$3,000
101-901-972.000	INDEPENDENCE DAY FIREWORKS		\$3,500		\$3,500
101-901-975.000	LAND INFORMATION ACCESS ASSOC	\$76,800	\$80,000	\$80,000	\$80,000
Totals for dept 901 - APPROPRIATIONS		\$99,600	\$170,500	\$87,000	\$1,087,200

941 Contingencies

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 941 - CONTINGENCIES					
101-941-989.000	CONTINGENCIES		\$32,000		
Totals for dept 941 - CONTINGENCIES			\$32,000		

946 Transfers Out

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 946 - TRANSFERS					
101-946-964.001	MOTOR VEHICLE HIGHWAY FUNDS	\$598,600	\$905,000	\$567,500	\$624,700
101-946-964.002	PUBLIC IMPROVEMENTS FUND	\$1,230,200	\$975,600	\$975,700	\$1,115,600
101-946-964.004	SIDEWALK DEBT SERVICE	\$370,800	\$373,200	\$373,200	\$375,400
101-946-964.007	HERITAGE CENTER (CARNEGIE BUILDING)			\$11,300	\$82,000
101-946-964.015	HICKORY HILLS	\$380,000	\$333,500	\$296,200	\$370,900
101-946-964.160	COAST GUARD COMMITTEE	\$10,000	\$10,000	\$10,000	\$10,000
101-946-981.001	PUBLIC ARTS COMMISSION	\$30,000	\$30,000	\$30,000	\$30,000
Totals for dept 946 - TRANSFERS		\$2,619,600	\$2,627,300	\$2,263,900	\$2,608,600

999 Capital Outlay

This budget was created to account for all General Fund equipment purchases. The assets purchased are recorded in the Government-Wide Financial Statements under Governmental Activities. Public Safety equipment purchases were moved to the individual (Police and Fire) Department budgets for the fiscal year-end 6/30/20 and 6/30/21 budget.

New Initiatives or Significant Budget Changes:

1. No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Dept 999 - CAPITAL OUTLAY					
101-999-977.000	EQUIPMENT		\$18,000	\$28,000	
Totals for dept 999 - CAPITAL OUTLAY			\$18,000	\$28,000	

Special Revenue Funds

Fund 102: Budget Stabilization Fund

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 102 - BUDGET STABILIZATION FUND					
ESTIMATED REVENUES					
102-000-664.000	INTEREST & DIVIDEND EARNINGS	\$55,900	\$19,000	\$17,800	\$17,800
TOTAL ESTIMATED REVENUES		\$55,900	\$19,000	\$17,800	\$17,800
APPROPRIATIONS					
102-102-964.000	TRANSFERS OUT	\$17,800	\$19,000	\$17,800	\$17,800
TOTAL APPROPRIATIONS		\$17,800	\$19,000	\$17,800	\$17,800
NET OF REVENUES/APPROPRIATIONS - FUND 102		\$38,100	\$0	\$0	\$0
BEGINNING FUND BALANCE		\$781,100	\$819,100	\$819,100	\$819,100
ENDING FUND BALANCE		\$819,200	\$819,100	\$819,100	\$819,100

Fund 202: Major Streets Fund

New Initiatives or Significant Budget Changes:

- Revenues for the Major Street Fund are based on Michigan Department of Transportation formulas.
- Expenditures can vary significantly from year to year based on weather (especially winter) conditions and needed Street work.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 202 - MAJOR STREETS FUND					
ESTIMATED REVENUES					
202-000-571.000	REVENUE SHARING-GAS & WEIGHT	\$1,363,600	\$1,230,000	\$1,132,000	\$1,434,500
202-000-664.000	INTEREST & DIVIDEND EARNINGS	\$200	\$0	\$0	\$0
202-000-677.000	REIMBURSEMENTS	\$0	\$0	\$5,500	\$0
202-000-695.000	TRANSFERS IN	\$50,000	\$0	\$0	\$0
TOTAL ESTIMATED REVENUES		\$1,413,800	\$1,230,000	\$1,137,500	\$1,434,500
APPROPRIATIONS					
202-202-702.000	SALARIES AND WAGES	\$189,400	\$260,000	\$180,800	\$210,200
202-202-704.000	EMPLOYEE OVERTIME	\$22,400	\$20,000	\$4,400	\$20,000
202-202-706.000	FRINGE BENEFIT RECOVERY	\$132,100	\$165,000	\$89,500	\$145,900
202-202-714.000	HEALTH SAVINGS ACCT EXPENSE	\$600	\$700	\$700	\$700
202-202-715.000	EMPLOYER'S SOCIAL SECURITY	\$1,900	\$1,900	\$2,000	\$2,000
202-202-716.000	EMPLOYEE HEALTH INSURANCE	\$3,400	\$3,600	\$3,700	\$3,600
202-202-717.000	EMPLOYEE LIFE/DISABILITY INS	\$400	\$400	\$400	\$400
202-202-718.000	RETIREMENT FUND CONTRIBUTION	\$0	\$1,200	\$0	\$13,400
202-202-720.000	UNEMPLOYMENT COMPENSATION	\$0	\$100	\$0	\$0
202-202-721.000	WORKERS COMPENSATION INS	\$0	\$100	\$0	\$100
202-202-740.000	OPERATION SUPPLIES	\$99,500	\$98,000	\$98,000	\$98,000
202-202-782.000	TRAFFIC SIGNAL OPER & MAINT	\$1,000	\$0	\$25,000	\$25,000
202-202-801.000	PROFESSIONAL AND CONTRACTUAL	\$147,700	\$230,000	\$198,000	\$198,000

The City Manager's Annual Budget Recommendation FY2021-2022

107

202-202-920.000	PUBLIC UTILITIES	\$13,700	\$15,000	\$14,000	\$14,000
202-202-940.000	RENTAL EXPENSE	\$461,900	\$434,000	\$358,900	\$522,100
202-202-964.000	TRANSFERS OUT	\$192,300	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$1,266,300	\$1,230,000	\$975,400	\$1,253,400
NET OF REVENUES/APPROPRIATIONS - FUND 202		\$147,500	\$0	\$162,100	\$181,100
BEGINNING FUND BALANCE		\$374,800	\$522,300	\$522,300	\$684,400
ENDING FUND BALANCE		\$522,300	\$522,300	\$684,400	\$865,500

Fund 203: Local Streets Fund

New Initiatives or Significant Budget Changes:

- Revenues and expenditures are tied to State formulas and weather conditions, similarly to the Major Street Fund.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 203 - LOCAL STREETS FUND					
ESTIMATED REVENUES					
203-000-451.097	METRO AUTHORITY FEE	\$60,500	\$55,000	\$60,000	\$60,000
203-000-571.000	REVENUE SHARING-GAS & WEIGHT	\$461,300	\$400,000	\$400,000	\$485,300
203-000-695.000	TRANSFERS IN	\$598,600	\$905,000	\$567,500	\$624,700
TOTAL ESTIMATED REVENUES		\$1,120,400	\$1,360,000	\$1,027,500	\$1,170,000
APPROPRIATIONS					
203-203-702.000	SALARIES AND WAGES	\$265,300	\$290,000	\$223,900	\$265,900
203-203-704.000	EMPLOYEE OVERTIME	\$10,100	\$0	\$2,800	\$8,000
203-203-706.000	FRINGE BENEFIT RECOVERY	\$178,500	\$176,400	\$112,600	\$169,900
203-203-714.000	HEALTH SAVINGS ACCT EXPENSE	\$600	\$700	\$700	\$700
203-203-715.000	EMPLOYER'S SOCIAL SECURITY	\$1,900	\$1,900	\$2,000	\$1,900
203-203-716.000	EMPLOYEE HEALTH INSURANCE	\$3,400	\$3,600	\$3,700	\$3,600
203-203-717.000	EMPLOYEE LIFE/DISABILITY INS	\$400	\$400	\$400	\$400
203-203-718.000	RETIREMENT FUND CONTRIBUTION	\$0	\$800	\$0	\$13,400
203-203-720.000	UNEMPLOYMENT COMPENSATION	\$0	\$100	\$0	\$0
203-203-721.000	WORKERS COMPENSATION INS	\$0	\$100	\$0	\$100
203-203-740.000	OPERATION SUPPLIES	\$119,300	\$86,000	\$86,000	\$86,000
203-203-801.000	PROFESSIONAL AND CONTRACTUAL	\$44,500	\$100,000	\$139,400	\$100,000
203-203-940.000	RENTAL EXPENSE	\$496,300	\$700,000	\$456,000	\$520,100
TOTAL APPROPRIATIONS		\$1,120,300	\$1,360,000	\$1,027,500	\$1,170,000
NET OF REVENUES/APPROPRIATIONS - FUND 203					
		\$100	\$0	\$0	\$0
BEGINNING FUND BALANCE		\$0	\$0	\$0	\$0
ENDING FUND BALANCE		\$100	\$0	\$0	\$0

Fund 204: Major Street - Trunk line Maintenance Fund

New Initiatives or Significant Budget Changes:

- Revenues are cost reimbursement-based and will vary depending on time spent on State Trunk line work.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 204 - MAJOR STREET-TRUNKLINE MAINTENANCE FUND					
ESTIMATED REVENUES					
204-000-571.000	REVENUE SHARING-GAS & WEIGHT	\$219,100	\$318,500	\$140,500	\$221,300
204-000-664.000	INTEREST & DIVIDEND EARNINGS	\$100	\$200	\$0	\$0
204-000-677.000	REIMBURSEMENTS	\$800	\$300	\$200	\$0
TOTAL ESTIMATED REVENUES		\$220,000	\$319,000	\$140,700	\$221,300
APPROPRIATIONS					
204-204-702.000	SALARIES AND WAGES	\$42,900	\$55,900	\$22,700	\$36,200
204-204-704.000	EMPLOYEE OVERTIME	\$8,400	\$0	\$1,500	\$8,000
204-204-706.000	FRINGE BENEFIT RECOVERY	\$32,900	\$36,900	\$3,100	\$31,500
204-204-714.000	HEALTH SAVINGS ACCT EXPENSE	\$100	\$100	\$100	\$100
204-204-715.000	EMPLOYER'S SOCIAL SECURITY	\$400	\$400	\$400	\$400
204-204-716.000	EMPLOYEE HEALTH INSURANCE	\$700	\$800	\$800	\$800
204-204-717.000	EMPLOYEE LIFE/DISABILITY INS	\$100	\$100	\$100	\$100
204-204-718.000	RETIREMENT FUND CONTRIBUTION	\$0	\$2,300	\$0	\$1,000
204-204-740.000	OPERATION SUPPLIES	\$19,100	\$40,000	\$10,000	\$10,000
204-204-782.000	TRAFFIC SIGNAL OPER & MAINT	\$0	\$0	\$3,500	\$0
204-204-801.000	PROFESSIONAL AND CONTRACTUAL	\$0	\$30,000	\$15,000	\$15,000
204-204-920.000	PUBLIC UTILITIES	\$24,800	\$26,000	\$3,500	\$3,500
204-204-940.000	RENTAL EXPENSE	\$110,000	\$126,500	\$80,000	\$114,700
204-204-964.000	TRANSFERS OUT	\$50,000	\$0	\$0	\$0
TOTAL APPROPRIATIONS		\$289,400	\$319,000	\$140,700	\$221,300

NET OF REVENUES/APPROPRIATIONS - FUND 204	-\$69,400	\$0	\$0	\$0
BEGINNING FUND BALANCE	\$146,400	\$77,000	\$77,000	\$77,000
ENDING FUND BALANCE	\$77,000	\$77,000	\$77,000	\$77,000

Fund 206: Hazardous Material Fund

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 206 - HAZ-MAT FUND					
ESTIMATED REVENUES					
206-000-580.000	GRANTS FROM LOCAL UNITS	\$19,000	\$18,000	\$20,000	\$20,000
206-000-626.000	CHARGES FOR SERVICES RENDERED	\$4,800	\$0	\$3,200	\$5,000
206-000-664.000	INTEREST & DIVIDEND EARNINGS	\$100	\$0	\$0	\$0
206-000-677.000	REIMBURSEMENTS	\$700	\$0	\$0	\$0
TOTAL ESTIMATED REVENUES		\$24,600	\$18,000	\$23,200	\$25,000
APPROPRIATIONS					
206-206-727.000	OFFICE SUPPLIES	\$1,000	\$1,000	\$600	\$1,000
206-206-740.000	OPERATION SUPPLIES	\$25,000	\$6,000	\$900	\$6,000
206-206-801.000	PROFESSIONAL AND CONTRACTUAL	\$5,900	\$1,500	\$0	\$1,500
206-206-850.000	COMMUNICATIONS	\$0	\$1,500	\$0	\$1,500
206-206-860.000	TRANSPORTATION	\$0	\$200	\$0	\$200
206-206-862.000	PROFESSIONAL DEVELOPMENT	\$10,100	\$7,000	\$0	\$5,000
206-206-900.000	PRINTING AND PUBLISHING	\$0	\$300	\$0	\$300
206-206-910.000	INSURANCE AND BONDS	\$0	\$900	\$1,400	\$900
206-206-930.000	REPAIRS AND MAINTENANCE	\$4,700	\$3,500	\$700	\$3,500
206-206-977.000	EQUIPMENT	\$0	\$0	\$0	\$12,200
TOTAL APPROPRIATIONS		\$46,700	\$21,900	\$3,600	\$32,100
NET OF REVENUES/APPROPRIATIONS - FUND 206		-\$22,100	-\$3,900	\$19,600	-\$7,100
BEGINNING FUND BALANCE		\$108,600	\$86,400	\$86,400	\$106,000
ENDING FUND BALANCE		\$86,500	\$82,500	\$106,000	\$98,900

Fund 207: Act 302 Police Training Fund

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 207 - ACT 302 POLICE TRAINING FUND					
ESTIMATED REVENUES					
207-000-567.000	STATE GRANTS	\$4,600	\$4,800	\$1,600	\$5,000
TOTAL ESTIMATED REVENUES		\$4,600	\$4,800	\$1,600	\$5,000
APPROPRIATIONS					
207-207-862.000	PROFESSIONAL DEVELOPMENT	\$0	\$4,800	\$1,600	\$5,000
TOTAL APPROPRIATIONS		\$0	\$4,800	\$1,600	\$5,000
NET OF REVENUES/APPROPRIATIONS - FUND 207		\$4,600	\$0	\$0	\$0
BEGINNING FUND BALANCE		\$0	\$4,600	\$4,600	\$4,600
ENDING FUND BALANCE		\$4,600	\$4,600	\$4,600	\$4,600

Fund 231: College Parking Fund

New Initiatives or Significant Budget Changes:

- Parking revenues are projected to increase in anticipation of on-site instruction beginning again at the College.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 231 - COLLEGE PARKING FUND					
ESTIMATED REVENUES					
231-000-652.000	PARKING FEES-COIN	\$4,000	\$4,000	\$900	\$4,000
231-000-653.030	PARKING FINES	\$0	\$0	\$600	\$0
231-000-656.030	PARKING FINES-COLLEGE	\$11,200	\$10,000	\$2,300	\$10,000
TOTAL ESTIMATED REVENUES		\$15,200	\$14,000	\$3,800	\$14,000
APPROPRIATIONS					
231-231-801.000	PROFESSIONAL AND CONTRACTUAL	\$20,900	\$12,000	\$900	\$14,000
231-231-940.000	RENTAL EXPENSE	\$0	\$2,000	\$0	\$0
TOTAL APPROPRIATIONS		\$20,900	\$14,000	\$900	\$14,000
NET OF REVENUES/APPROPRIATIONS - FUND 231		-\$5,700	\$0	\$2,900	\$0
BEGINNING FUND BALANCE		\$5,700	\$0	\$0	\$2,900
ENDING FUND BALANCE		\$0	\$0	\$2,900	\$2,900

Fund 233: ACT 345 Millage

New Initiatives or Significant Budget Changes:

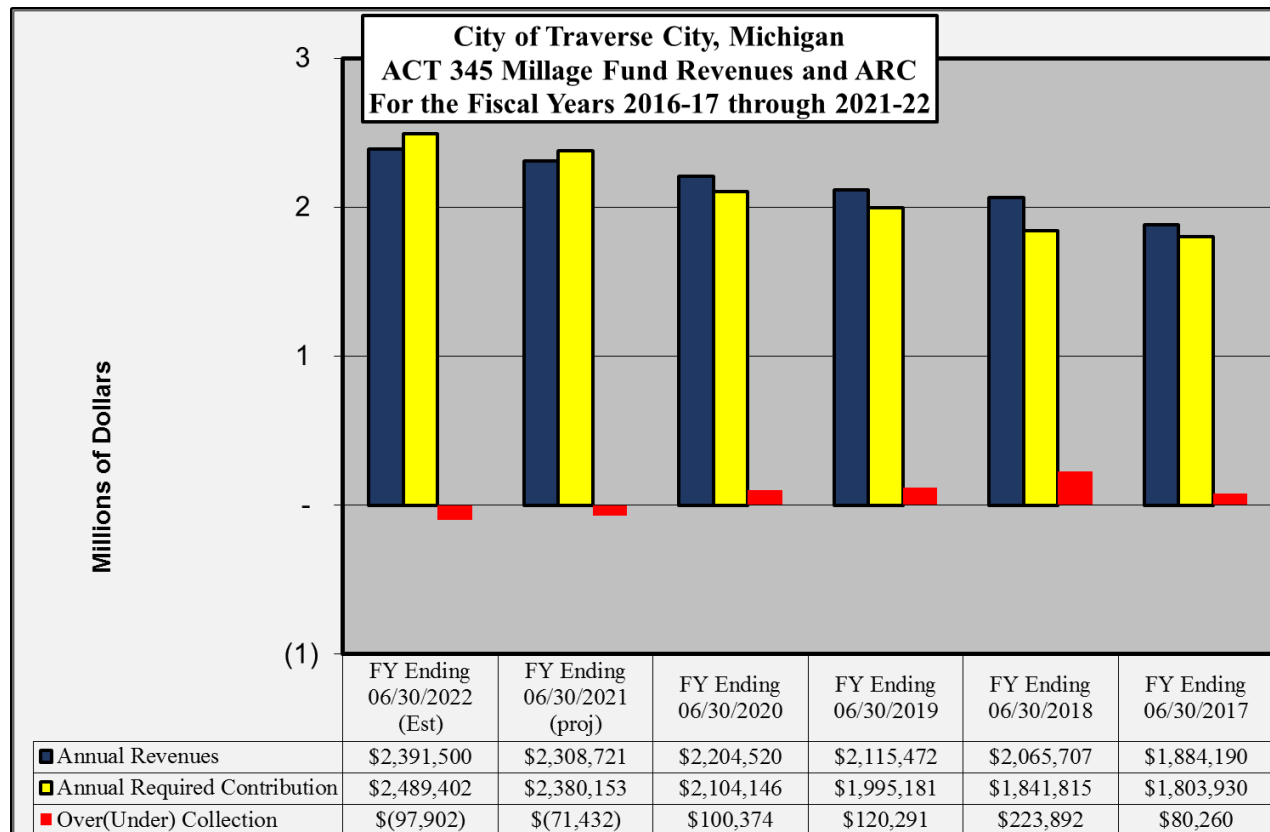
- The required retirement contribution is projected to exceed tax revenues for the second consecutive year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 233 - ACT 345 MILLAGE					
ESTIMATED REVENUES					
233-000-403.000	TAXES-CURRENT-REAL ESTATE	\$2,136,700	\$2,250,000	\$2,269,100	\$2,341,600
233-000-404.000	TAXES-CURRENT-PERSONAL PROP	\$24,700	\$10,000	\$23,600	\$25,000
233-000-415.000	PAYMENT IN LIEU OF TAXES	\$8,400	\$4,000	\$0	\$0
233-000-417.000	TAX-DELINQUENT-PERSONAL PROP	\$2,500	\$500	\$5,900	\$5,000
233-000-445.000	PENALTY AND INTEREST ON TAXES	\$8,800	\$500	\$2,900	\$5,000
233-000-664.000	INTEREST & DIVIDEND EARNINGS	\$23,400	\$1,000	\$1,000	\$1,000
TOTAL ESTIMATED REVENUES		\$2,204,500	\$2,266,000	\$2,302,500	\$2,377,600
APPROPRIATIONS					
233-233-718.000	RETIREMENT FUND CONTRIBUTION	\$2,104,100	\$2,381,000	\$2,381,000	\$2,507,600
TOTAL APPROPRIATIONS		\$2,104,100	\$2,381,000	\$2,381,000	\$2,507,600
NET OF REVENUES/APPROPRIATIONS - FUND 233		\$100,400	-\$115,000	-\$78,500	-\$130,000
BEGINNING FUND BALANCE		\$454,500	\$554,800	\$554,800	\$476,300
ENDING FUND BALANCE		\$554,900	\$439,800	\$476,300	\$346,300

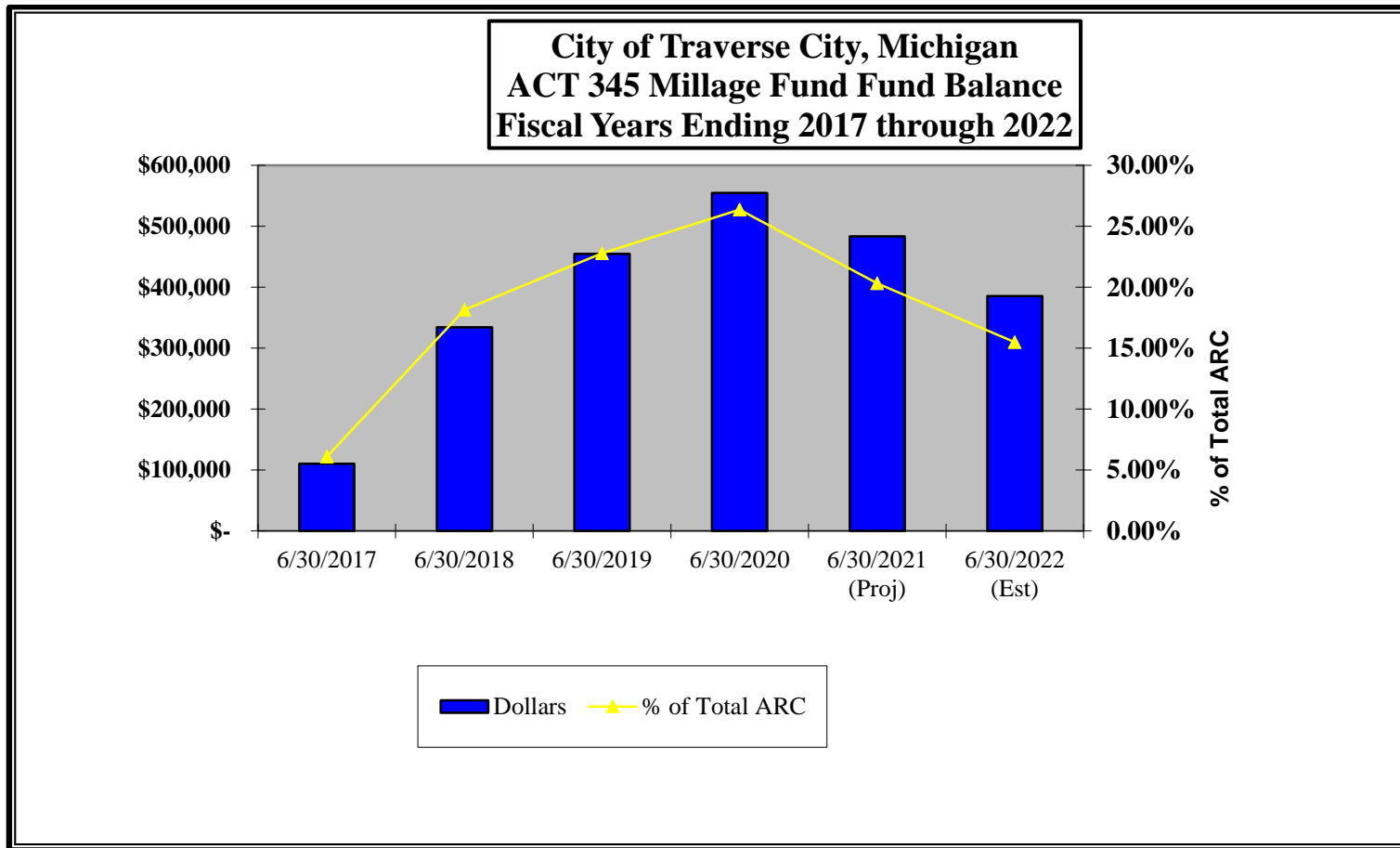
The ACT 345 Millage Fund receives all current property tax receipts, delinquent personal property tax collections, PILT receipts, LCSA monies, penalty and interest on delinquent property tax and investment income associated with the ACT 345 Millage. These funds stay in the millage fund until the time at which the actuarially determined annual required contribution to the pension system is made (typically in June).

The fund needs to carry a balance sufficient to make the annual contribution. This balance has increased over time, primarily since the tax revenues have consistently exceeded estimates. Initially, in 2009, the millage rate for the ACT 345 Pension system was set at 1.3598 mills. In 2010 it was raised to 1.7400 mills, then to 1.9400 mills in 2011, and finally to 2.3200 mills in 2012. The millage has remained at 2.3200 mills since that time.

The table below shows the collections of the ACT 345 fund compared to the ARC and the relative over or under collection. Going back to 2017, we can see a relatively consistent excess collection in that fund. That trend is projected to reverse itself in the current year, primarily due to a change in the actuarial assumptions made to bring us in line with the uniform assumptions specified in PA 202. Starting in the current year, and continuing into the next (according to our estimates), the City will begin to collect less in revenue than the ARC.



As a result of this reversal, it is estimated that our fund balance in the ACT 345 millage fund will begin decreasing on an annual basis. While the fund will still be in a good position, with more than enough fund balance to make the ARC in the current fiscal year and the next, this is a situation that needs to be reviewed annually to make sure that there is sufficient cash within the millage fund to make the ARC. The table below charts the fund balance in the fund as a percentage of the ARC that shows the projected downward trend. While there does not seem to be an immediate need to increase the millage for the retirement system, that could change within the next two or three years.



Traverse City Act 345 Retirement System
Asset / Manager Summary - April 2021



Asset Class / Manager	3/8/2021	Current Allocation		Target Allocation		Add/Reduce	Comments
	MV (\$000)	MV (\$000)	%	MV (\$000)	%		
EQ - T.Rowe S&P 500 Plus ^{1,M}	\$9,067	\$9,333	25.7%	\$9,078	25.0%	(\$256)	MV as of 2/28
EQ - Vanguard Midcap Index	\$3,082	\$3,343	9.2%	\$3,268	9.0%	(\$75)	
EQ - SouthernSun SMID	\$2,902	\$3,117	8.6%	\$2,905	8.0%	(\$212)	
EQ - Delaware Small Cap	\$1,694	\$1,793	4.9%	\$1,452	4.0%	(\$341)	
EQ - Hartford Small Cap	<u>\$1,679</u>	<u>\$1,747</u>	<u>4.8%</u>	<u>\$1,452</u>	<u>4.0%</u>	<u>(\$295)</u>	
Total US Equity	\$18,424	\$19,333	53.2%	\$18,155	50.0%	(\$1,178)	
INTL - WCM Intl Equity	\$3,133	\$3,501	9.6%	\$2,723	7.5%	(\$778)	
INTL - First Eagle Intl Equity	<u>\$2,410</u>	<u>\$2,537</u>	<u>7.0%</u>	<u>\$2,723</u>	<u>7.5%</u>	<u>\$186</u>	
Total Intl Equity	\$5,543	\$6,038	16.6%	\$5,447	15.0%	(\$592)	
FI - Baird Intm Fixed Income	\$2,660	\$2,672	7.4%	\$2,723	7.5%	\$51	
FI - Western Intm Fixed Income	\$2,661	\$2,685	7.4%	\$2,723	7.5%	\$38	
FI - Brandywine Global FI	\$1,464	\$1,500	4.1%	\$1,816	5.0%	\$316	
FI/ALT - Freeport Financial SBC ¹	<u>\$728</u>	<u>\$728</u>	<u>2.0%</u>	<u>\$1,816</u>	<u>5.0%</u>	<u>\$1,088</u>	
Total Fixed Income	\$7,513	\$7,585	20.9%	\$9,078	25.0%	\$1,493	
RE - Intercontinental Real Estate ¹	\$2,189	\$2,241	6.2%	\$1,598	4.4%	(\$643)	MV as of 3/31
RE - Alidade ¹	\$984	\$1,062	2.9%	\$1,017	2.8%	(\$45)	\$1MM Commitment; MV as of 12/31
RE - Stockbridge ¹	<u>\$0</u>	<u>\$0</u>	<u>0.0%</u>	<u>\$1,017</u>	<u>2.8%</u>	<u>\$1,017</u>	\$1MM Commitment
Total Real Estate	\$3,173	\$3,303	9.1%	\$3,631	10.0%	\$328	
CA - Cash Account	\$51	\$51	0.1%	\$0	0.0%	(\$51)	\$800k transfer to city on 2/18
Total Fund	\$34,704	\$36,310	100.0%	\$36,310	100.0%	\$0	

Market values from PNC as of 4/23/21.

Traverse City Act 345 Retirement System - Health Care Plan
Asset / Manager Summary - April 2021



Asset Class / Manager	3/8/2021	Current Allocation		Target Allocation		Add/Reduce	Comments
	MV (\$000)	MV (\$000)	%	MV (\$000)	%		
EQ - Vanguard Stock Market	<u>\$2,461</u>	<u>\$2,685</u>	<u>61.8%</u>	<u>\$2,391</u>	<u>55.0%</u>	<u>(\$294)</u>	Transfer \$250k to Fixed Income
Total US Equity	\$2,461	\$2,685	61.8%	\$2,391	55.0%	(\$294)	
INTL - Vanguard Intl Stock Market	<u>\$584</u>	<u>\$620</u>	<u>14.3%</u>	<u>\$652</u>	<u>15.0%</u>	<u>\$32</u>	
Total Intl Equity	\$584	\$620	14.3%	\$652	15.0%	\$32	
FI - Vanguard Bond Market	<u>\$1,033</u>	<u>\$1,041</u>	<u>23.9%</u>	<u>\$1,304</u>	<u>30.0%</u>	<u>\$263</u>	Add \$250k
Total Fixed Income	\$1,033	\$1,041	23.9%	\$1,304	30.0%	\$263	
CA - Cash Account	\$1	\$1	0.0%	\$0	0.0%	(\$1)	
Total Fund	\$4,079	\$4,347	100.0%	\$4,347	100.0%	\$0	

Market values from PNC as of 4/23/21.

Fund 239: Brown Bridge Trust Parks Improvement Fund

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 239 - BRWN BRIDGE TRUST PARKS IMPROVEMENT FUND					
ESTIMATED REVENUES					
239-000-664.000	INTEREST & DIVIDEND EARNINGS	\$500	\$0	\$0	\$0
239-000-668.000	RENTS AND ROYALTIES	\$144,200	\$145,000	\$145,000	\$145,000
TOTAL ESTIMATED REVENUES		\$144,700	\$145,000	\$145,000	\$145,000
APPROPRIATIONS					
239-239-801.000	PROFESSIONAL AND CONTRACTUAL	\$34,300	\$0	\$46,000	\$40,000
239-239-964.000	TRANSFERS OUT	\$0	\$0	\$65,000	\$122,000
239-239-970.000	CAPITAL OUTLAY	\$0	\$208,000	\$2,400	\$0
TOTAL APPROPRIATIONS		\$34,300	\$208,000	\$113,400	\$162,000
NET OF REVENUES/APPROPRIATIONS - FUND 239		\$110,400	-\$63,000	\$31,600	-\$17,000
BEGINNING FUND BALANCE		\$347,700	\$467,700	\$467,700	\$499,300
FUND BALANCE ADJUSTMENTS		\$9,600	\$0	\$0	\$0
ENDING FUND BALANCE		\$467,700	\$404,700	\$499,300	\$482,300

Fund 241: Traverse City/Garfield Joint Planning

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 241 - TRAVERSE CITY/GARFIELD JOINT PLANNING					
ESTIMATED REVENUES					
241-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$4,000	\$6,000	\$6,000	\$6,000
TOTAL ESTIMATED REVENUES		\$4,000	\$6,000	\$6,000	\$6,000
APPROPRIATIONS					
241-241-801.000	PROFESSIONAL AND CONTRACTUAL	\$0	\$6,000	\$6,000	\$6,000
TOTAL APPROPRIATIONS		\$0	\$6,000	\$6,000	\$6,000
NET OF REVENUES/APPROPRIATIONS - FUND 241		\$4,000	\$0	\$0	\$0
BEGINNING FUND BALANCE		\$16,100	\$20,100	\$20,100	\$20,100
ENDING FUND BALANCE		\$20,100	\$20,100	\$20,100	\$20,100

Fund 243: (County) Road Commission Millage Street Project Fund

New Initiatives or Significant Budget Changes:

- Several projects, including pavement preservation and cap sealing, are being considered for 21/22.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 243 - ROAD COMMISS MILLAGE STREET PROJECT FUND					
ESTIMATED REVENUES					
243-000-664.000	INTEREST & DIVIDEND EARNINGS	\$400	\$0	\$400	\$400
243-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$959,200	\$910,000	\$960,000	\$1,000,000
TOTAL ESTIMATED REVENUES		\$959,600	\$910,000	\$960,400	\$1,000,400
APPROPRIATIONS					
243-243-970.000	CAPITAL OUTLAY	\$505,900	\$910,000	\$0	\$1,500,000
TOTAL APPROPRIATIONS		\$505,900	\$910,000	\$0	\$1,500,000
NET OF REVENUES/APPROPRIATIONS - FUND 243		\$453,700	\$0	\$960,400	-\$499,600
BEGINNING FUND BALANCE		\$658,700	\$1,112,400	\$1,112,400	\$2,072,800
ENDING FUND BALANCE		\$1,112,400	\$1,112,400	\$2,072,800	\$1,573,200

Fund 250: Carnegie Building Fund

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 250 - CARNEGIE BUILDING FUND					
ESTIMATED REVENUES					
250-000-502.000	FEDERAL GRANTS	\$4,200	\$0	\$800	\$0
250-000-567.000	STATE GRANTS	\$4,300	\$0	\$800	\$0
250-000-668.000	RENTS AND ROYALTIES	\$48,100	\$51,200	\$37,000	\$46,800
250-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$0	\$24,000	\$0	\$0
250-000-677.000	REIMBURSEMENTS	\$0	\$0	\$35,500	\$0
250-000-695.000	TRANSFERS IN	\$15,000	\$63,800	\$11,300	\$82,000
TOTAL ESTIMATED REVENUES		\$71,600	\$139,000	\$85,400	\$128,800
APPROPRIATIONS					
250-250-727.000	OFFICE SUPPLIES	\$100	\$1,000	\$0	\$1,000
250-250-801.000	PROFESSIONAL AND CONTRACTUAL	\$8,800	\$15,500	\$8,100	\$15,700
250-250-850.000	COMMUNICATIONS	\$2,900	\$3,000	\$2,700	\$3,000
250-250-910.000	INSURANCE AND BONDS	\$3,400	\$4,000	\$3,900	\$4,000
250-250-920.000	PUBLIC UTILITIES	\$18,400	\$30,000	\$26,300	\$30,000
250-250-930.000	REPAIRS AND MAINTENANCE	\$85,800	\$54,500	\$42,500	\$73,000
250-250-940.000	RENTAL EXPENSE	\$2,100	\$4,000	\$1,900	\$2,100
250-250-970.000	CAPITAL OUTLAY	\$0	\$24,000	\$0	\$0
TOTAL APPROPRIATIONS		\$121,500	\$136,000	\$85,400	\$128,800
NET OF REVENUES/APPROPRIATIONS - FUND 250		-\$49,900	\$3,000	\$0	\$0
BEGINNING FUND BALANCE		\$51,500	\$1,800	\$1,800	\$1,800
ENDING FUND BALANCE		\$1,600	\$4,800	\$1,800	\$1,800

Fund 264: Peg Capital Fund

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 264 - PEG CAPITAL FUND					
ESTIMATED REVENUES					
264-000-664.000	INTEREST & DIVIDEND EARNINGS	\$100	\$0	\$0	\$0
264-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	\$24,100	\$24,000	\$24,000	\$24,000
TOTAL ESTIMATED REVENUES		\$24,200	\$24,000	\$24,000	\$24,000
APPROPRIATIONS					
264-264-970.000	CAPITAL OUTLAY	\$7,700	\$14,000	\$14,000	\$14,000
TOTAL APPROPRIATIONS		\$7,700	\$14,000	\$14,000	\$14,000
NET OF REVENUES/APPROPRIATIONS - FUND 264		\$16,500	\$10,000	\$10,000	\$10,000
BEGINNING FUND BALANCE		\$68,400	\$84,900	\$84,900	\$94,900
ENDING FUND BALANCE		\$84,900	\$94,900	\$94,900	\$104,900

Fund 279: Brown Bridge Maintenance Fund

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 279 - BROWN BRIDGE MAINTENANCE FUND					
ESTIMATED REVENUES					
279-000-664.000	INTEREST & DIVIDEND EARNINGS	\$200	\$0	\$0	\$0
279-000-668.000	RENTS AND ROYALTIES	\$125,100	\$122,000	\$132,900	\$132,900
TOTAL ESTIMATED REVENUES		\$125,300	\$122,000	\$132,900	\$132,900
APPROPRIATIONS					
279-279-801.000	PROFESSIONAL AND CONTRACTUAL	\$49,600	\$42,500	\$42,500	\$42,500
279-279-910.000	INSURANCE AND BONDS	\$0	\$1,000	\$0	\$0
279-279-920.000	PUBLIC UTILITIES	\$700	\$1,000	\$600	\$1,000
279-279-930.000	REPAIRS AND MAINTENANCE	\$9,300	\$27,500	\$16,000	\$20,000
279-279-940.000	RENTAL EXPENSE	\$1,400	\$4,000	\$3,500	\$4,000
TOTAL APPROPRIATIONS		\$61,000	\$76,000	\$62,600	\$67,500
NET OF REVENUES/APPROPRIATIONS - FUND 279		\$64,300	\$46,000	\$70,300	\$65,400
BEGINNING FUND BALANCE		\$77,600	\$141,900	\$141,900	\$212,200
ENDING FUND BALANCE		\$141,900	\$187,900	\$212,200	\$277,600

Fund 282: Public Arts Commission Fund

In 2014, the City of Traverse City joined other communities in the United States by establishing a formal municipal board (i.e., the [Arts Commission](#)) to advance the interests of Traverse City and enrich the cultural and aesthetic quality of life in the community. The Downtown Development Authority (DDA), on behalf of the City of Traverse City, manages the Traverse City Arts Commission. The Fiscal Year '21-'22 budget includes revenues and expenditures for the operation of the Arts Commission, projects, and programs. A \$15,000 administrative fee is provided to the DDA for management.

Despite not meeting for seven months due to the pandemic, the Arts Commission was able to execute a handful of projects for Fiscal Year '20-'21':

- Boathouse Sculptural Mural: Installed in June 2020
- Em Randall Mural on the side of the "birdhouse": Installed in August 2020
- Partnered with TART to install landscaping (phase one) at the 10th Street Trailhead as part of Art on the TART
- Initiated artist selection for art (phase two) at the 10th Street Trailhead as part of Art on the TART
- Initiated artist selection for a downtown mural project
- Awarded a mini-grant from Michigan Council for Arts & Cultural Affairs

The Capital Outlay line item for the Fiscal Year 2021-2022 will support additional projects and programs that will advance public art in Traverse City. \$20,000 of the Public Art Trust Fund from TART Trails and \$10,000 will be rolled over to fiscal year '21-'22 to place public art at the Sixteenth and Tenth Street Trailheads. The Arts Commission intends to hire a consultant to update the Arts Commission Master Plan and review/develop additional policies. The Arts Commission intends to replace the Robert Sestok Sculptures along the Boardman Lake Trail. The Arts Commission also intends to install a mural exhibition program to incorporate and support place-making/economic development by placing it in the city center. In addition, the Arts Commission intends to extend the mural program or develop a new art program once the master planning process has been finalized.

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 282 - PUBLIC ARTS COMMISSION FUND					
ESTIMATED REVENUES					
282-000-664.000	INTEREST & DIVIDEND EARNINGS	\$100	\$0	\$0	\$0
282-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$0	\$30,000	\$0	\$15,000
282-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	\$6,700	\$10,500	\$0	\$0
282-000-677.000	REIMBURSEMENTS	\$0	\$0	\$14,900	\$0
282-000-695.000	TRANSFERS IN	\$30,000	\$35,000	\$30,000	\$30,000
TOTAL ESTIMATED REVENUES		\$36,800	\$75,500	\$44,900	\$45,000
APPROPRIATIONS					
282-282-727.000	OFFICE SUPPLIES	\$200	\$2,200	\$500	\$500
282-282-801.000	PROFESSIONAL AND CONTRACTUAL	\$6,800	\$19,000	\$5,000	\$15,000
282-282-900.000	PRINTING AND PUBLISHING	\$400	\$0	\$0	\$0
282-282-930.000	REPAIRS AND MAINTENANCE	\$0	\$20,000	\$0	\$4,500
282-282-970.000	CAPITAL OUTLAY	\$64,300	\$72,000	\$0	\$30,000
TOTAL APPROPRIATIONS		\$71,700	\$113,200	\$5,500	\$50,000
NET OF REVENUES/APPROPRIATIONS - FUND 282		-\$34,900	-\$37,700	\$39,400	-\$5,000
BEGINNING FUND BALANCE		\$125,700	\$90,800	\$90,800	\$130,200
ENDING FUND BALANCE		\$90,800	\$53,100	\$130,200	\$125,200

Fund 283: Coast Guard Committee Fund

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 283 - COAST GUARD COMMITTEE FUND					
ESTIMATED REVENUES					
283-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	\$1,100	\$0	\$600	\$600
283-000-695.000	TRANSFERS IN	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL ESTIMATED REVENUES		\$11,100	\$10,000	\$10,600	\$10,600
APPROPRIATIONS					
283-283-727.000	OFFICE SUPPLIES	\$2,800	\$1,000	\$0	\$1,000
283-283-740.000	OPERATION SUPPLIES	\$0	\$9,000	\$0	\$9,600
TOTAL APPROPRIATIONS		\$2,800	\$10,000	\$0	\$10,600
NET OF REVENUES/APPROPRIATIONS - FUND 283		\$8,300	\$0	\$10,600	\$0
BEGINNING FUND BALANCE		\$4,900	\$13,200	\$13,200	\$23,800
ENDING FUND BALANCE		\$13,200	\$13,200	\$23,800	\$23,800

Fund 292: Banner Program Fund

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.
- Please note table has been updated 5/11/2021.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 292 - BANNER PROGRAM FUND					
ESTIMATED REVENUES					
292-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	\$1,000	\$3,000	\$3,000	\$3,000
TOTAL ESTIMATED REVENUES		\$1,000	\$3,000	\$3,000	\$3,000
APPROPRIATIONS					
292-292-930.000	REPAIRS AND MAINTENANCE	\$12,500	\$7,000	\$7,000	\$3,000
TOTAL APPROPRIATIONS		\$12,500	\$7,000	\$7,000	\$3,000
NET OF REVENUES/APPROPRIATIONS - FUND 292		-\$11,500	-\$4,000	-\$4,000	0
BEGINNING FUND BALANCE		\$16,600	\$5,100	\$5,100	\$1,100
ENDING FUND BALANCE		\$5,100	\$1,100	\$1,100	\$1,100

Fund 296: City Opera House Fund

New Initiatives or Significant Budget Changes:

- The 21/22 budget projects rent revenue increasing as COVID-19 pandemic rent relief is decreased or eliminated.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 296 - OPERA HOUSE FUND					
ESTIMATED REVENUES					
296-000-668.000	RENTS AND ROYALTIES	\$119,800	\$112,600	\$84,200	\$112,600
296-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$0	\$55,000	\$0	\$0
296-000-677.000	REIMBURSEMENTS	\$4,200	\$4,000	\$4,300	\$4,000
TOTAL ESTIMATED REVENUES		\$124,000	\$171,600	\$88,500	\$116,600
APPROPRIATIONS					
296-296-801.000	PROFESSIONAL AND CONTRACTUAL	\$4,400	\$20,800	\$5,100	\$19,800
296-296-910.000	INSURANCE AND BONDS	\$6,900	\$7,000	\$7,800	\$8,000
296-296-920.000	PUBLIC UTILITIES	\$40,300	\$49,500	\$37,300	\$49,500
296-296-930.000	REPAIRS AND MAINTENANCE	\$28,000	\$48,300	\$24,300	\$38,400
296-296-956.000	MISCELLANEOUS	\$15,200	\$15,500	\$23,900	\$16,000
296-296-970.000	CAPITAL OUTLAY	\$0	\$55,000	\$0	\$55,000
TOTAL APPROPRIATIONS		\$94,800	\$196,100	\$98,400	\$186,700
NET OF REVENUES/APPROPRIATIONS - FUND 296		\$29,200	-\$24,500	-\$9,900	-\$70,100
BEGINNING FUND BALANCE		\$67,300	\$96,600	\$96,600	\$86,700
ENDING FUND BALANCE		\$96,500	\$72,100	\$86,700	\$16,600

Fund 565: Industrial Development Fund (Economic Development Fund)

New Initiatives or Significant Budget Changes:

- No significant changes from the prior year.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 565 - INDUSTRIAL DEVELOPMENT FUND					
ESTIMATED REVENUES					
565-000-664.000	INTEREST & DIVIDEND EARNINGS	\$31,700	\$18,000	\$0	\$5,000
TOTAL ESTIMATED REVENUES		\$31,700	\$18,000	\$0	\$5,000
APPROPRIATIONS					
565-565-740.000	OPERATION SUPPLIES	\$0	\$1,000	\$0	\$0
565-565-801.000	PROFESSIONAL AND CONTRACTUAL	\$1,500	\$15,000	\$1,600	\$2,000
565-565-862.000	PROFESSIONAL DEVELOPMENT	\$0	\$6,000	\$0	\$0
565-565-920.000	PUBLIC UTILITIES	\$1,500	\$3,000	\$2,900	\$3,000
565-565-956.000	MISCELLANEOUS	\$0	\$320,400	\$320,400	\$0
TOTAL APPROPRIATIONS		\$3,000	\$345,400	\$324,900	\$5,000
NET OF REVENUES/APPROPRIATIONS - FUND 565		\$28,700	-\$327,400	-\$324,900	\$0
BEGINNING FUND BALANCE		\$1,871,100	\$1,899,800	\$1,899,800	\$1,574,900
ENDING FUND BALANCE		\$1,899,800	\$1,572,400	\$1,574,900	\$1,574,900

Fund 722: McCauley Estate Expendable Trust Fund

New Initiatives or Significant Budget Changes:

- The balance of the McCauley Estate Trust is projected to be transferred to assist in the operations and maintenance of the Carnegie Building.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 722 - MCCAULEY ESTATE EXPENDABLE TRUST FUND					
ESTIMATED REVENUES					
722-000-664.000	INTEREST & DIVIDEND EARNINGS	\$8,100	\$3,000	\$1,500	\$0
TOTAL ESTIMATED REVENUES		\$8,100	\$3,000	\$1,500	\$0
APPROPRIATIONS					
722-722-964.000	TRANSFERS OUT	\$15,000	\$63,800	\$63,800	\$43,000
TOTAL APPROPRIATIONS		\$15,000	\$63,800	\$63,800	\$43,000
NET OF REVENUES/APPROPRIATIONS - FUND 722		-\$6,900	-\$60,800	-\$62,300	-\$43,000
BEGINNING FUND BALANCE		\$112,200	\$105,300	\$105,300	\$43,000
ENDING FUND BALANCE		\$105,300	\$44,500	\$43,000	0

Funds Not Required to be Budgeted

Debt Service Funds

Fund 306: (Long Term General Obligation) L T G O Debt Retirement Fund-Tax Exempt

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 306 - L T G O DEBT RETIREMENT FUND-TAX EXEMPT					
ESTIMATED REVENUES					
306-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$0	\$0	\$893,600	\$931,500
306-000-695.000	TRANSFERS IN	\$858,800	\$893,600	\$0	\$0
TOTAL ESTIMATED REVENUES		\$858,800	\$893,600	\$893,600	\$931,500
APPROPRIATIONS					
306-306-991.000	PRINCIPAL	\$695,000	\$745,000	\$745,000	\$800,000
306-306-995.000	INTEREST EXPENSE	\$163,800	\$148,600	\$148,600	\$131,500
TOTAL APPROPRIATIONS		\$858,800	\$893,600	\$893,600	\$931,500
NET OF REVENUES/APPROPRIATIONS - FUND 306		\$0	\$0	\$0	\$0
BEGINNING FUND BALANCE		\$3,600	\$3,600	\$3,600	\$3,600
ENDING FUND BALANCE		\$3,600	\$3,600	\$3,600	\$3,600

Fund 309: Sidewalk & Trail Debt Retirement Fund

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 309 - SIDEWALK & TRAIL DEBT RETIREMENT FUND					
ESTIMATED REVENUES					
309-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$99,400	\$0	\$90,400	\$81,100
309-000-695.000	TRANSFERS IN	\$645,800	\$748,700	\$748,700	\$670,400
TOTAL ESTIMATED REVENUES		\$745,200	\$748,700	\$839,100	\$751,500
APPROPRIATIONS					
309-309-991.000	PRINCIPAL	\$505,000	\$525,000	\$525,000	\$545,000
309-309-995.000	INTEREST EXPENSE	\$239,400	\$223,700	\$223,600	\$206,500
TOTAL APPROPRIATIONS		\$744,400	\$748,700	\$748,600	\$751,500
NET OF REVENUES/APPROPRIATIONS - FUND 309		\$800	\$0	\$90,500	\$0
BEGINNING FUND BALANCE		\$0	\$800	\$800	\$91,300
ENDING FUND BALANCE		\$800	\$800	\$91,300	\$91,300

Capital Project Funds

Fund 245 Capital Projects Fund

New Initiatives or Significant Budget Changes:

- Individual project information for the capital outlay line item can be found in the [Other Information section](#) of this document.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 245 - CAPITAL PROJECTS FUND					
ESTIMATED REVENUES					
245-000-502.000	FEDERAL GRANTS	\$150,000	\$0	\$822,000	\$822,000
245-000-596.000	STATE GRANT-OTHER	\$125,000	\$6,057,500	\$1,679,900	\$6,081,300
245-000-596.000-S8THB	STATE GRANT-OTHER	\$0	\$712,500	\$0	\$0
245-000-658.000	ORDINANCE FINES AND COSTS	\$10,500	\$5,000	\$5,100	\$10,000
245-000-664.000	INTEREST & DIVIDEND EARNINGS	\$18,800	\$5,000	\$0	\$5,000
245-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$258,800	\$629,100	\$804,800	\$1,139,100
245-000-674.000-S8TH1	CONTRIBUTIONS-PUBLIC SOURCES	\$3,000	\$0	\$0	\$0
245-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	\$56,300	\$65,000	\$53,900	\$6,000
245-000-677.000	REIMBURSEMENTS	\$59,100	\$0	\$0	\$0
245-000-695.000	TRANSFERS IN	\$1,422,600	\$975,600	\$1,040,700	\$1,177,600
TOTAL ESTIMATED REVENUES		\$2,104,100	\$8,449,700	\$4,406,400	\$9,241,000
APPROPRIATIONS					
245-245-801.000	PROFESSIONAL AND CONTRACTUAL	\$74,100	\$2,000	\$42,900	\$2,000
245-245-970.000	CAPITAL OUTLAY	\$588,300	\$8,190,400	\$4,652,300	\$9,981,000

The City Manager's Annual Budget Recommendation FY2021-2022

135

245-245-970.000-S8TH1	CAPITAL OUTLAY	\$1,643,000	\$0	\$11,800	\$0
245-245-970.000-S8THB	CAPITAL OUTLAY	\$0	\$2,551,300	\$0	\$0
245-245-970.001-S8TH1	CAPITAL OUTLAY - TCLP SHARE	\$177,100	\$0	\$1,000	\$0
TOTAL APPROPRIATIONS		\$2,482,500	\$10,743,700	\$4,708,000	\$9,983,000
NET OF REVENUES/APPROPRIATIONS - FUND 245		-\$378,400	-\$2,294,000	-\$301,600	-\$742,000
BEGINNING FUND BALANCE		\$2,399,200	\$2,020,600	\$2,020,600	\$1,719,000
ENDING FUND BALANCE		\$2,020,800	-\$273,400	\$1,719,000	\$977,000

Fund 491: Boardman Lake Trail Construction Fund

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 491 - BOARDMAN LAKE TRAIL CONSTRUCTION FUND					
ESTIMATED REVENUES					
491-000-596.000	STATE GRANT-OTHER	\$0	\$836,200	\$836,200	\$750,000
491-000-664.000	INTEREST & DIVIDEND EARNINGS	\$38,600	\$25,000	\$5,000	\$5,000
491-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$0	\$0	\$1,207,000	\$3,572,400
491-000-677.000	REIMBURSEMENTS	\$0	\$805,700	\$0	\$0
TOTAL ESTIMATED REVENUES		\$38,600	\$1,666,900	\$2,048,200	\$4,327,400
APPROPRIATIONS					
491-491-964.000	TRANSFERS OUT	\$275,000	\$375,500	\$375,500	\$295,000
491-491-970.000	CAPITAL OUTLAY	\$41,100	\$1,801,700	\$2,043,100	\$4,722,400
TOTAL APPROPRIATIONS		\$316,100	\$2,177,200	\$2,418,600	\$5,017,400
NET OF REVENUES/APPROPRIATIONS - FUND 491		-\$277,500	-\$510,300	-\$370,400	-\$690,000
BEGINNING FUND BALANCE		\$3,834,600	\$3,557,200	\$3,557,200	\$3,186,800
ENDING FUND BALANCE		\$3,557,100	\$3,046,900	\$3,186,800	\$2,496,800

Fund 492: Sidewalk Construction Fund

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 492 - SIDEWALK CONSTRUCTION FUND					
ESTIMATED REVENUES					
492-000-664.000	INTEREST & DIVIDEND EARNINGS	\$45,000	\$25,000	\$8,500	\$400
TOTAL ESTIMATED REVENUES		\$45,000	\$25,000	\$8,500	\$400
APPROPRIATIONS					
492-492-801.000	PROFESSIONAL AND CONTRACTUAL	\$0	\$0	\$200	\$0
492-492-970.000	CAPITAL OUTLAY	\$1,286,900	\$2,690,600	\$1,240,700	\$1,325,900
TOTAL APPROPRIATIONS		\$1,286,900	\$2,690,600	\$1,240,900	\$1,325,900
NET OF REVENUES/APPROPRIATIONS - FUND 492		-	-	-\$1,232,400	-\$1,325,500
		\$1,241,900	\$2,665,600		
BEGINNING FUND BALANCE		\$3,799,900	\$2,557,900	\$2,557,900	\$1,325,500
ENDING FUND BALANCE		\$2,558,000	-\$107,700	\$1,325,500	0

Fund 496: Parking Bond Construction Fund – Tax Exempt

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 496 - PARKING BOND CONSTRUCTION FUND (TAX EX)					
ESTIMATED REVENUES					
496-000-664.000	INTEREST & DIVIDEND EARNINGS	\$700	\$0	\$400	\$0
TOTAL ESTIMATED REVENUES		\$700	\$0	\$400	\$0
APPROPRIATIONS					
496-496-970.000	CAPITAL OUTLAY	\$0	\$208,500	\$0	\$209,400
TOTAL APPROPRIATIONS		\$0	\$208,500	\$0	\$209,400
NET OF REVENUES/APPROPRIATIONS - FUND 496		\$700	-\$208,500	\$400	-\$209,400
BEGINNING FUND BALANCE		\$208,400	\$209,000	\$209,000	\$209,400
ENDING FUND BALANCE		\$209,100	\$500	\$209,400	\$0

Fund 801: Special Assessment Fund

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 801 - SPECIAL ASSESSMENT FUND					
ESTIMATED REVENUES					
801-000-445.000	PENALTY AND INTEREST ON SPECIAL ASSMTS	\$100	\$100	\$0	\$0
801-000-664.000	INTEREST & DIVIDEND EARNINGS	\$9,700	\$11,000	\$20,200	\$5,600
801-000-672.000	CONSTRUCTION REVENUE	\$93,500	\$66,800	\$110,700	\$32,700
801-000-674.000	CONTRIBUTIONS-PUBLIC SOURCES	\$0	\$0	\$500	\$0
TOTAL ESTIMATED REVENUES		\$103,300	\$77,900	\$131,400	\$38,300
APPROPRIATIONS					
801-801-970.000	CAPITAL OUTLAY	\$8,400	\$77,900	\$5,200	\$38,300
TOTAL APPROPRIATIONS		\$8,400	\$77,900	\$5,200	\$38,300
NET OF REVENUES/APPROPRIATIONS - FUND 801		\$94,900	\$0	\$126,200	\$0
BEGINNING FUND BALANCE		\$509,600	\$604,500	\$604,500	\$730,700
ENDING FUND BALANCE		\$604,500	\$604,500	\$730,700	\$730,700

Permanent Funds

Fund 710: Brown Bridge Trust Fund

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 710 - BROWN BRIDGE TRUST FUND					
ESTIMATED REVENUES					
710-000-664.000	INTEREST & DIVIDEND EARNINGS	\$651,000	\$210,000	\$244,500	\$244,500
TOTAL ESTIMATED REVENUES		\$651,000	\$210,000	\$244,500	\$244,500
APPROPRIATIONS					
710-710-964.000	TRANSFERS OUT	\$265,900	\$210,000	\$244,500	\$244,500
TOTAL APPROPRIATIONS		\$265,900	\$210,000	\$244,500	\$244,500
NET OF REVENUES/APPROPRIATIONS - FUND 710		\$385,100	\$0	\$0	\$0
BEGINNING FUND BALANCE		\$12,221,200	\$12,606,300	\$12,606,300	\$12,606,300
ENDING FUND BALANCE		\$12,606,300	\$12,606,300	\$12,606,300	\$12,606,300

Fund 711: Cemetery Trust Fund

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 711 - CEMETERY TRUST FUND					
ESTIMATED REVENUES					
711-000-642.000	CHARGES FOR SERVICES-SALES	\$15,400	\$10,000	\$10,000	\$10,000
711-000-664.000	INTEREST & DIVIDEND EARNINGS	\$24,300	\$7,000	\$7,000	\$7,000
TOTAL ESTIMATED REVENUES		\$39,700	\$17,000	\$17,000	\$17,000
APPROPRIATIONS					
711-711-964.000	TRANSFERS OUT	\$7,000	\$7,000	\$7,000	\$7,000
TOTAL APPROPRIATIONS		\$7,000	\$7,000	\$7,000	\$7,000
NET OF REVENUES/APPROPRIATIONS - FUND 711		\$32,700	\$10,000	\$10,000	\$10,000
BEGINNING FUND BALANCE		\$287,300	\$320,100	\$320,100	\$330,100
ENDING FUND BALANCE		\$320,000	\$330,100	\$330,100	\$340,100

Fund 712: Cemetery Perpetual Care Trust Fund

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 712 - CEMETERY PERPETUAL CARE TRUST FUND					
ESTIMATED REVENUES					
712-000-607.001	CHARGES FOR SERVICES-FEES	\$5,800	\$5,000	\$5,000	\$5,000
712-000-664.000	INTEREST & DIVIDEND EARNINGS	\$26,000	\$11,000	\$6,000	\$6,000
TOTAL ESTIMATED REVENUES		\$31,800	\$16,000	\$11,000	\$11,000
APPROPRIATIONS					
712-712-964.000	TRANSFERS OUT	\$8,600	\$11,000	\$11,000	\$11,000
TOTAL APPROPRIATIONS		\$8,600	\$11,000	\$11,000	\$11,000
NET OF REVENUES/APPROPRIATIONS - FUND 712		\$23,200	\$5,000	\$0	\$0
BEGINNING FUND BALANCE		\$432,500	\$455,700	\$455,700	\$455,700
ENDING FUND BALANCE		\$455,700	\$460,700	\$455,700	\$455,700

Enterprise Funds

Fund 504: Hickory Hills Fund

Mission: *The Mission of [Hickory Hills](#) is to offer affordable, world-class recreation opportunities for the Traverse City community and its visitors.*

During the 2020-2021 budget year, the implementation of the Multi-Season Recreation Master Plan showed continued success at the Hickory Hills Ski Area. Participation continues to grow during all seasons, but most recently, 23% revenue growth for skiing-related activities was realized during the 2020-2021 ski season. No food and beverage revenue was possible due to COVID-19, and lodge rental revenue was not possible for the summer.

New Initiatives or Budget Changes:

- Reinstatement of the Hickory Hills Manager position with suggested changes.
- Purchase new rental ski equipment to increase overall revenue opportunities
- Continue to replace aging equipment and infrastructure systematically.
- Reinstatement of Café operations. Associated budget lines will reflect increased costs but also increased revenues as a result.



City Commission Goals & Objectives

1. Economic Development

- Hickory Hills provides year-round recreational opportunities for outdoor enthusiasts visiting the Traverse City area. Hickory is becoming a destination location.
- Hickory Hills is a recruiting tool for area businesses, as it provides recreational amenities that employees are seeking.

- Future signature events, races, and tournaments will draw visitors to the region, which will result in hotel stays, restaurant visits, and other shopping activities.

2. Green Initiatives

- Significant tree planting efforts have taken place at Hickory Hills, which will continue in the coming years.
- Additional efforts to control storm water runoff were completed in 2020 and will continue in 2021.
- The Hickory Hills Café uses compostable foodservice utensils to reduce landfill waste.
- Lighting upgrades at Hickory Hills took place in 2020. They will continue in 2021 to systematically replace old lights with new, energy-efficient LED lights.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 504 - HICKORY HILLS FUND					
ESTIMATED REVENUES					
504-000-626.620	FOOD CONCESSIONS	\$42,900	\$43,000	\$4,800	\$40,000
504-000-651.400	HICKORY HILLS SKI PASSES	\$174,700	\$175,000	\$217,400	\$225,000
504-000-651.500	HICKORY HILLS EQUIPMENT RENTAL	\$22,000	\$25,000	\$21,400	\$22,000
504-000-676.000	CONTRIBUTION FROM OTHER FUNDS	\$5,721,300	\$0	\$0	\$0
504-000-686.000	MISCELLANEOUS INCOME	\$0	\$0	\$23,500	\$0
504-000-690.000	COST OF SALES-OUTSIDE	-\$12,800	-\$14,000	\$0	\$0
504-000-695.000	TRANSFERS IN	\$380,000	\$333,500	\$296,200	\$370,900
TOTAL ESTIMATED REVENUES		\$6,328,100	\$562,500	\$563,300	\$657,900
APPROPRIATIONS					
504-504-702.000	SALARIES AND WAGES	\$176,100	\$139,300	\$137,300	\$176,300
504-504-704.000	EMPLOYEE OVERTIME	\$7,400	\$0	\$16,700	\$17,700
504-504-714.000	HEALTH SAVINGS ACCT EXPENSE	-\$100	\$0	\$0	\$1,100
504-504-715.000	EMPLOYER'S SOCIAL SECURITY	\$2,200	\$0	\$7,100	\$9,700
504-504-716.000	EMPLOYEE HEALTH INSURANCE	\$1,200	\$0	\$0	\$5,100
504-504-717.000	EMPLOYEE LIFE/DISABILITY	\$300	\$0	\$0	\$800

The City Manager's Annual Budget Recommendation FY2021-2022

145

504-504-718.000	RETIREMENT FUND	\$15,500	\$0	\$0	\$4,700
504-504-720.000	UNEMPLOYMENT COMPENSATION	\$0	\$0	\$0	\$100
504-504-721.000	WORKERS COMPENSATION	\$4,400	\$0	\$1,600	\$1,700
504-504-727.000	OFFICE SUPPLIES	\$3,000	\$1,500	\$1,800	\$2,000
504-504-740.000	OPERATIONAL SUPPLIES	\$53,000	\$54,500	\$43,000	\$47,500
504-504-801.000	PROFESSIONAL AND CONTRACTUAL	\$85,000	\$74,000	\$47,000	\$91,500
504-504-850.000	COMMUNICATIONS	\$1,800	\$2,500	\$4,000	\$4,000
504-504-860.000	TRANSPORTATION	\$4,700	\$5,500	\$3,500	\$4,000
504-504-862.000	PROFESSIONAL DEVELOPMENT	\$2,500	\$2,000	\$0	\$2,000
504-504-900.000	PRINTING AND PUBLISHING	\$500	\$1,500	\$4,200	\$4,200
504-504-910.000	INSURANCE AND BONDS	\$3,700	\$2,500	\$5,000	\$5,000
504-504-920.000	PUBLIC UTILITIES	\$57,400	\$50,000	\$39,000	\$45,000
504-504-930.000	REPAIRS AND MAINTENANCE	\$16,600	\$11,000	\$34,000	\$18,000
504-504-940.000	RENTAL EXPENSE	\$122,300	\$103,900	\$104,800	\$103,200
504-504-959.000	DEPRECIATION EXPENSE	\$66,200	\$114,300	\$114,300	\$114,300
TOTAL APPROPRIATIONS		\$623,700	\$562,500	\$563,300	\$657,900
NET OF REVENUES/APPROPRIATIONS - FUND 504		\$5,704,400	\$0	\$0	\$0
BEGINNING FUND BALANCE		\$72,400	\$5,780,300	\$5,780,300	\$5,780,300
FUND BALANCE ADJUSTMENTS		\$3,300	\$0	\$0	\$0
ENDING FUND BALANCE		\$5,780,100	\$5,780,300	\$5,780,300	\$5,780,300

Fund 585: Automobile Parking System Fund

Mission: *[Traverse City Parking Services](#) promotes commerce and quality of life for Downtown, NMC Campus, Munson Hospital, and residential neighborhoods by providing, maintaining, and developing parking, for present and future bicyclist and motorists, through efficient and effective management.*

The DDA's Parking Subcommittee continues to support active transportation initiatives by offering mobility amenities as an alternative to parking. To date, we have built three covered bike shelters (west of Old Town Parking Garage, north entrance of Hardy Parking Garage, and west of wastewater pump station on 400 E Front) and partnered with the Bay Area Transportation Authority to purchase and install six covered bus shelters (400 E Eighth, 400 E Front, 400 S Cass, 100 W State, 300 E State, and 600 W Front). Our current budget includes funds to expand this initiative.

New Initiatives or Significant Budget Changes:

- Coin revenue is expected to increase with new zone-based pricing and seasonal meter rate increased. Parking General will evaluate credit card fees incurred by the new smart meters.
- Permit revenue is expected to decrease until employees return to downtown offices and regular use of the parking structures.
- New expenses in the budget correspond with planned CIP projects for routine maintenance at both parking structures. Hardy Garage Fund is planning window maintenance to correct leaking to avoid further damage due to freezing and have all pedestrian areas repainted. Old Town Garage Fund will have two boilers replaced as a carryover project from the prior fiscal year, window maintenance to correct leaking to avoid further damage due to freezing, and reset egress impervious surface pavers to correct ruts.

Parking Services continually looks at ways to incorporate green infrastructure or reduce the carbon footprint of the operations by performing cost analysis. We will continue this process for the planned projects.

City Commission Goals & Objectives

The DDA's initiative to move towards a Managed Parking Systems Approach will continue to make system-wide changes to increase efficient utilization of existing parking spaces in order to maintain Net-Zero parking. Planned changes will consider future redevelopment of surface parking lots and emphasize the use of public transit and non-motorized ways to get to and from downtown.

The approach will evaluate utilization for short-term parking and increase meter rates to align with demand. The objective is to shift demand into underutilized areas to create better use of the overall system.

Permit rates will be considered once employees begin returning to downtown and the availability of permit parking decrease. The DDA will continue to support the Destination Downtown program as an alternative to permit parking and provides a free transportation option for employees.

The Automobile Parking System will continue to support the increase of green infrastructure as we partner with Traverse City Light & Power to expand their EV charging station network.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
ESTIMATED REVENUES					
Dept 000 - NON-DEPARTMENTAL					
585-000-451.073	RAMSDELL GATE FEES	\$0	\$0	\$300	\$0
585-000-652.000	PARKING FEES-COIN	\$1,280,500	\$800,000	\$990,000	\$1,000,000
585-000-653.000	PERMITS-SURFACE LOTS	\$236,700	\$150,000	\$200,000	\$150,000
585-000-653.007	PERMITS - NEIGHBORHOOD	\$1,000	\$0	\$1,800	\$0
585-000-653.010	DESTINATION DOWNTOWN	\$400	\$200	\$0	\$0
585-000-656.010	PARKING FINES	\$253,900	\$50,000	\$178,000	\$150,000
585-000-664.000	INTEREST & DIVIDEND EARNINGS	\$99,900	\$40,000	\$40,000	\$60,000
585-000-677.000	REIMBURSEMENTS	\$8,500	\$0	\$1,900	\$0
585-000-683.000	RECOVERY OF BAD DEBTS	\$300	\$0	\$0	\$0
585-000-686.000	MISCELLANEOUS INCOME	\$1,900	\$0	\$1,900	\$0
Totals for dept 000 - NON-DEPARTMENTAL		\$1,883,100	\$1,040,200	\$1,413,900	\$1,360,000

Dept 586 - HARDY DECK					
585-586-651.000	PARKING DECK PROCEEDS	\$263,700	\$100,000	\$124,700	\$120,000
585-586-653.000	PERMITS-SURFACE LOTS	\$300	\$0	\$0	\$0
585-586-653.005	PERMITS-PARKING DECK	\$261,700	\$175,000	\$150,000	\$150,000
585-586-668.000	RENTS AND ROYALTIES	\$26,600	\$26,300	\$19,600	\$13,000
Totals for dept 586 - HARDY DECK		\$552,300	\$301,300	\$294,300	\$283,000
Dept 587 - OLD TOWN DECK					
585-587-651.000	PARKING DECK PROCEEDS	\$52,900	\$25,000	\$45,000	\$35,000
585-587-653.005	PERMITS-PARKING DECK	\$473,900	\$325,000	\$273,000	\$40,000
585-587-677.000	REIMBURSEMENTS	\$0	\$0	\$700	\$0
585-587-686.000	MISCELLANEOUS INCOME	\$100	\$0	\$0	\$0
Totals for dept 587 - OLD TOWN DECK		\$526,900	\$350,000	\$318,700	\$75,000
TOTAL ESTIMATED REVENUES		\$2,962,300	\$1,691,500	\$2,026,900	\$1,718,000
APPROPRIATIONS					
Dept 585 - AUTOMOBILE PARKING SYSTEM					
585-585-702.000	SALARIES AND WAGES	\$13,800	\$17,800	\$8,900	\$8,900
585-585-704.000	EMPLOYEE OVERTIME	\$0	\$0	\$1,000	\$2,200
585-585-715.000	EMPLOYER'S SOCIAL SECURITY	\$500	\$1,400	\$200	\$200
585-585-716.000	EMPLOYEE HEALTH INSURANCE	\$100	\$200	\$100	\$100
585-585-717.000	EMPLOYEE LIFE/DISABILITY INS	\$0	\$100	\$0	\$0
585-585-718.000	RETIREMENT FUND CONTRIBUTION	\$300	\$200	\$200	\$700
585-585-727.000	OFFICE SUPPLIES	\$4,000	\$6,000	\$25,000	\$6,000
585-585-740.000	OPERATION SUPPLIES	\$46,800	\$37,000	\$21,000	\$37,000

585-585-801.000	PROFESSIONAL AND CONTRACTUAL	\$1,155,700	\$1,232,500	\$1,138,000	\$1,180,800
585-585-810.000	COLLECTION COSTS	\$0	\$2,000	\$100	\$500
585-585-850.000	COMMUNICATIONS	\$18,900	\$25,000	\$16,500	\$21,600
585-585-854.000	CITY FEE	\$296,500	\$169,200	\$140,000	\$120,000
585-585-860.000	TRANSPORTATION	\$2,700	\$5,000	\$1,700	\$5,000
585-585-862.000	PROFESSIONAL DEVELOPMENT	\$0	\$8,000	\$0	\$1,000
585-585-863.000	TRAINING	\$0	\$2,000	\$0	\$2,000
585-585-880.000	COMMUNITY PROMOTION	\$25,800	\$66,000	\$13,600	\$65,000
585-585-900.000	PRINTING AND PUBLISHING	\$5,100	\$14,000	\$5,500	\$14,000
585-585-910.000	INSURANCE AND BONDS	\$12,700	\$9,000	\$11,200	\$13,000
585-585-920.000	PUBLIC UTILITIES	\$11,300	\$20,000	\$9,700	\$15,000
585-585-930.000	REPAIRS AND MAINTENANCE	\$17,500	\$121,000	\$40,800	\$99,700
585-585-930.005	RAMSDELL GATE REPAIR & MAINT	\$500	\$1,000	\$1,400	\$1,000
585-585-940.000	RENTAL EXPENSE	\$115,300	\$90,000	\$117,100	\$83,000
585-585-956.000	MISCELLANEOUS	\$6,500	\$600	\$5,800	\$0
585-585-959.000	DEPRECIATION EXPENSE	\$103,400	\$135,000	\$135,000	\$135,000
585-585-977.000	EQUIPMENT	\$17,600	\$149,000	\$77,000	\$165,000
Totals for dept 585 - AUTOMOBILE PARKING SYSTEM		\$1,855,000	\$2,112,000	\$1,769,800	\$1,976,700
Dept 586 - HARDY DECK					
585-586-727.000	OFFICE SUPPLIES	\$0	\$1,000	\$0	\$1,000
585-586-740.000	OPERATION SUPPLIES	\$14,900	\$9,000	\$13,200	\$9,000
585-586-801.000	PROFESSIONAL AND CONTRACTUAL	\$54,600	\$89,000	\$57,600	\$125,800
585-586-850.000	COMMUNICATIONS	\$3,300	\$3,500	\$2,800	\$3,300
585-586-910.000	INSURANCE AND BONDS	\$7,400	\$7,000	\$6,300	\$8,000
585-586-920.000	PUBLIC UTILITIES	\$55,600	\$55,000	\$32,700	\$55,000
585-586-930.000	REPAIRS AND MAINTENANCE	\$162,300	\$117,000	\$87,400	\$318,100
585-586-940.000	RENTAL EXPENSE	\$0	\$13,000	\$1,000	\$16,500

The City Manager's Annual Budget Recommendation FY2021-2022

150

585-586-956.000	MISCELLANEOUS	\$8,200	\$10,000	\$12,900	\$10,000
585-586-959.000	DEPRECIATION EXPENSE	\$206,000	\$220,000	\$206,000	\$206,000
585-586-977.000	EQUIPMENT	\$0	\$5,000	\$0	\$0
Totals for dept 586 - HARDY DECK		\$512,300	\$529,500	\$419,900	\$752,700
Dept 587 - OLD TOWN DECK					
585-587-740.000	OPERATION SUPPLIES	\$15,100	\$8,000	\$2,800	\$8,000
585-587-801.000	PROFESSIONAL AND CONTRACTUAL	\$43,200	\$69,500	\$22,000	\$107,500
585-587-850.000	COMMUNICATIONS	\$5,000	\$6,000	\$3,700	\$5,100
585-587-910.000	INSURANCE AND BONDS	\$6,600	\$6,000	\$5,700	\$6,000
585-587-920.000	PUBLIC UTILITIES	\$27,800	\$50,000	\$31,100	\$55,000
585-587-930.000	REPAIRS AND MAINTENANCE	\$61,300	\$167,000	\$27,200	\$294,400
585-587-940.000	RENTAL EXPENSE	\$0	\$13,000	\$1,000	\$14,300
585-587-959.000	DEPRECIATION EXPENSE	\$181,000	\$181,000	\$181,000	\$181,000
585-587-977.000	EQUIPMENT	\$400	\$5,000	\$0	\$0
Totals for dept 587 - OLD TOWN DECK		\$340,400	\$505,500	\$274,500	\$671,300
TOTAL APPROPRIATIONS		\$2,707,700	\$3,147,000	\$2,464,200	\$3,400,700
NET OF REVENUES/APPROPRIATIONS - FUND 585		\$254,600	-\$1,455,500	-\$437,300	-\$1,682,700
BEGINNING FUND BALANCE		\$23,921,000	\$24,177,200	\$24,177,200	\$23,739,900
FUND BALANCE ADJUSTMENTS		\$1,600	\$0	\$0	\$0
ENDING FUND BALANCE		\$24,177,200	\$22,721,700	\$23,739,900	\$22,057,200

Fund 590: Wastewater Disposal Fund

Mission Statement: *To reliably treat the community's wastewater to a level of quality such that it will have no impact on receiving waters and to do so efficiently, minimizing consumption of energy and resources, carbon footprint, and inconvenience to neighbors.*

The [Wastewater Treatment Plant](#) treats sewage from the City of Traverse City and the townships of Acme, East Bay, Elmwood, Garfield, Peninsula, and Blair. All are parties to the Master Sewer Agreement, initially adopted in 1987, revised in 2001, and amended and restated in 2017.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 590 - WASTEWATER DISPOSAL FUND					
ESTIMATED REVENUES					
Dept 000 - NON-DEPARTMENTAL					
590-000-502.000	FEDERAL GRANTS	\$0	\$0	\$76,900	\$0
590-000-601.000	REGULAR SERVICE SALES	\$5,761,400	\$5,535,000	\$5,807,200	\$5,981,400
590-000-606.001	BLAIR TOWNSHIP	\$17,600	\$24,900	\$19,900	\$16,500
590-000-606.002	ELMWOOD TOWNSHIP	\$159,400	\$156,100	\$157,400	\$130,400
590-000-606.003	EXTRA STRENGTH OPERATION COST	\$1,000	\$1,000	\$51,500	\$25,000
590-000-606.005	PENINSULA TOWNSHIP	\$58,700	\$80,000	\$64,800	\$53,700
590-000-606.006	ACME TOWNSHIP	\$276,800	\$358,200	\$328,400	\$272,000
590-000-606.007	EAST BAY TOWNSHIP	\$397,000	\$434,300	\$406,600	\$336,000
590-000-606.008	GARFIELD TOWNSHIP	\$930,000	\$1,293,900	\$1,018,600	\$843,500
590-000-606.009	INDUSTRIAL PRETREATMENT	\$26,800	\$6,000	\$6,100	\$6,300
590-000-606.010	SEPTAGE TREATMENT	\$16,400	\$22,700	\$21,500	\$15,800
590-000-610.000	FOREITED DISCOUNTS	\$11,800	\$14,000	\$11,800	\$12,200
590-000-627.000	INTERDEPARTMENTAL SALES	\$0	\$1,000	\$0	\$0

The City Manager's Annual Budget Recommendation FY2021-2022

152

590-000-650.000	MERCHANDISE AND JOBBING	\$0	\$1,000	\$0	\$0
590-000-664.000	INTEREST & DIVIDEND EARNINGS	\$2,100	\$2,000	\$0	\$0
590-000-677.000	REIMBURSEMENTS	\$13,100	\$31,000	\$400	\$400
590-000-684.000	SALES OF SCRAP	\$1,400	\$2,200	\$200	\$200
590-000-686.000	MISCELLANEOUS INCOME	\$148,000	\$75,700	\$0	\$0
Totals for dept 000 - NON-DEPARTMENTAL		\$7,821,500	\$8,039,000	\$7,971,300	\$7,693,400
TOTAL ESTIMATED REVENUES		\$7,821,500	\$8,039,000	\$7,971,300	\$7,693,400
APPROPRIATIONS					
Dept 550 - SEWAGE TREATMENT PLANT					
590-550-702.000	SALARIES AND WAGES	\$25,900	\$23,100	\$24,900	\$25,800
590-550-714.000	HEALTH SAVINGS ACCT EXPENSE	\$0	\$500	\$0	\$0
590-550-715.000	EMPLOYER'S SOCIAL SECURITY	\$1,900	\$1,800	\$1,900	\$1,800
590-550-716.000	EMPLOYEE HEALTH INSURANCE	\$300	\$3,700	\$400	\$400
590-550-717.000	EMPLOYEE LIFE/DISABILITY INS	\$300	\$300	\$300	\$300
RETIREMENT FUND					
590-550-718.000	CONTRIBUTION	\$2,200	\$2,000	\$2,000	\$2,100
UNEMPLOYMENT					
590-550-720.000	COMPENSATION	\$300	\$100	\$100	\$100
590-550-721.000	WORKERS COMPENSATION INS	\$0	\$600	\$0	\$400
PROFESSIONAL AND					
590-550-801.000	CONTRACTUAL	\$4,250,900	\$5,272,000	\$4,303,800	\$3,672,000
590-550-910.000	INSURANCE AND BONDS	\$70,200	\$73,100	\$77,700	\$78,000
590-550-940.000	RENTAL EXPENSE	\$1,800	\$2,200	\$2,100	\$2,200
590-550-959.000	DEPRECIATION EXPENSE	\$526,500	\$540,000	\$557,500	\$557,500
INDUSTRIAL PRETREATMENT					
590-550-969.000	COSTS	\$10,700	\$1,000	\$17,900	\$12,000
590-550-970.000	CAPITAL OUTLAY	\$0	\$0	\$0	\$147,200
Totals for dept 550 - SEWAGE TREATMENT PLANT		\$4,891,000	\$5,920,400	\$4,988,600	\$4,499,800

Dept 555 - MAINTENANCE AND REPAIRS					
590-555-702.000	SALARIES AND WAGES	\$487,400	\$406,000	\$474,000	\$524,100
590-555-704.000	EMPLOYEE OVERTIME	\$13,500	\$13,000	\$3,300	\$9,800
590-555-714.000	HEALTH SAVINGS ACCT EXPENSE	\$7,500	\$7,000	\$6,700	\$6,700
590-555-715.000	EMPLOYER'S SOCIAL SECURITY	\$36,300	\$30,700	\$34,400	\$38,100
590-555-716.000	EMPLOYEE HEALTH INSURANCE	\$40,500	\$43,000	\$44,100	\$42,300
590-555-717.000	EMPLOYEE LIFE/DISABILITY INS	\$6,400	\$5,300	\$6,700	\$6,100
590-555-718.000	RETIREMENT FUND CONTRIBUTION	\$179,600	\$105,000	\$139,000	\$109,600
590-555-719.000	RETIREE'S HOSPITALIZATION INS	-\$2,900	\$0	\$0	\$0
590-555-720.000	UNEMPLOYMENT COMPENSATION	\$500	\$900	\$100	\$300
590-555-721.000	WORKERS COMPENSATION INS	\$7,700	\$8,800	\$3,000	\$4,000
590-555-740.000	OPERATION SUPPLIES	\$13,200	\$15,000	\$15,500	\$35,000
590-555-795.000	MISCELLANEOUS EQUIPMENT	\$6,900	\$15,000	\$3,700	\$15,000
590-555-801.000	PROFESSIONAL AND CONTRACTUAL	\$43,600	\$110,000	\$167,400	\$110,000
590-555-801.000-S8TH1	PROFESSIONAL AND CONTRACTUAL	\$0	\$0	\$3,400	\$0
590-555-850.000	COMMUNICATIONS	\$1,700	\$2,000	\$1,800	\$2,000
590-555-861.000	TRANSPORTATION	\$2,800	\$8,000	\$1,600	\$5,000
590-555-862.000	PROFESSIONAL DEVELOPMENT	\$900	\$6,500	\$300	\$6,500
590-555-910.000	INSURANCE AND BONDS	\$0	\$6,500	\$1,000	\$0
590-555-920.000	PUBLIC UTILITIES	\$8,000	\$9,000	\$5,100	\$9,000
590-555-930.000	REPAIRS AND MAINTENANCE	\$20,400	\$20,000	\$3,800	\$20,000
590-555-940.000	RENTAL EXPENSE	\$86,800	\$97,800	\$102,400	\$94,500
590-555-959.000	DEPRECIATION EXPENSE	\$76,100	\$80,000	\$90,000	\$110,000
590-555-970.000	CAPITAL OUTLAY	\$0	\$0	\$0	\$812,000
Totals for dept 555 - MAINTENANCE AND REPAIRS		\$1,036,900	\$989,500	\$1,107,300	\$1,960,000

Dept 560 - CUSTOMER ACCOUNTING

590-560-702.000	SALARIES AND WAGES	\$137,500	\$148,200	\$94,200	\$84,500
590-560-704.000	EMPLOYEE OVERTIME	\$1,200	\$1,200	\$0	\$0
590-560-706.000	FRINGE BENEFIT RECOVERY	-\$1,900	\$0	-\$2,300	-\$2,300
590-560-714.000	HEALTH SAVINGS ACCT EXPENSE	\$3,600	\$3,700	\$3,000	\$1,900
590-560-715.000	EMPLOYER'S SOCIAL SECURITY	\$9,900	\$11,000	\$6,600	\$6,200
590-560-716.000	EMPLOYEE HEALTH INSURANCE	\$21,100	\$25,000	\$12,700	\$11,000
590-560-717.000	EMPLOYEE LIFE/DISABILITY INS	\$1,800	\$1,900	\$1,200	\$1,100
590-560-718.000	RETIREMENT FUND CONTRIBUTION	\$50,800	\$67,200	\$10,400	\$18,000
590-560-719.000	RETIREE'S HOSPITALIZATION INS	\$12,900	\$4,800	\$10,600	\$10,600
590-560-720.000	UNEMPLOYMENT COMPENSATION	\$0	\$300	\$0	\$100
590-560-721.000	WORKERS COMPENSATION INS	\$0	\$1,200	\$0	\$200
590-560-727.000	OFFICE SUPPLIES	\$3,900	\$2,000	\$500	\$2,000
590-560-740.000	OPERATION SUPPLIES	\$100	\$300	\$100	\$100
590-560-753.000	COMMUNICATIONS	\$0	\$200	\$0	\$0
590-560-754.000	MEAL PAYMENTS	\$0	\$300	\$0	\$0
590-560-797.000	SAFETY	\$600	\$100	\$1,100	\$1,000
590-560-799.000	UNIFORMS	\$700	\$1,900	\$700	\$1,900
590-560-800.000	FEES AND PER DIEM	\$200	\$500	\$0	\$500
590-560-801.000	PROFESSIONAL AND CONTRACTUAL	\$32,000	\$5,000	\$25,600	\$5,000
590-560-805.000	POSTAGE	\$12,400	\$15,000	\$9,300	\$15,000
590-560-808.000	UNCOLLECTABLE ACCOUNTS	\$7,200	\$1,000	\$0	\$1,000
590-560-810.000	COLLECTION COSTS	\$500	\$1,000	\$1,700	\$1,000
590-560-811.000	DATA PROCESSING	\$2,700	\$12,000	\$11,000	\$12,000
590-560-850.000	COMMUNICATIONS	\$23,100	\$23,100	\$21,000	\$23,100
590-560-854.000	CITY FEE	\$391,100	\$402,000	\$402,000	\$385,000
590-560-861.000	TRANSPORTATION	\$700	\$2,500	\$600	\$2,500
590-560-862.000	PROFESSIONAL DEVELOPMENT	\$0	\$2,500	\$0	\$0
590-560-900.000	PRINTING AND PUBLISHING	\$100	\$3,000	\$300	\$3,000

The City Manager's Annual Budget Recommendation FY2021-2022

155

590-560-940.000	RENTAL EXPENSE	\$5,500	\$10,000	\$4,700	\$10,000
590-560-956.000	MISCELLANEOUS	\$600	\$600	\$600	\$0
590-560-959.000	DEPRECIATION EXPENSE	\$5,100	\$9,000	\$9,000	\$9,000
590-560-995.000	INTEREST EXPENSE	\$80,700	\$88,000	\$65,000	\$30,000
Totals for dept 560 - CUSTOMER ACCOUNTING		\$804,100	\$844,500	\$689,600	\$633,400
TOTAL APPROPRIATIONS		\$6,732,000	\$7,754,400	\$6,785,500	\$7,093,200
NET OF REVENUES/APPROPRIATIONS - FUND 590		\$1,089,500	\$284,600	\$1,185,800	\$600,200
BEGINNING FUND					
BALANCE		\$19,059,800	\$20,249,300	\$20,249,300	\$21,435,100
FUND BALANCE ADJUSTMENTS		\$100,200	\$0	\$0	\$0
ENDING FUND BALANCE		\$20,249,500	\$20,533,900	\$21,435,100	\$22,035,300

Wastewater Rate Analysis

		Projected	Budgeted
	2020	2021	2022
Operating Revenue			
Sewer Sales	\$5,761,400	\$5,807,200	\$5,981,400
Township Bulk Sales	\$1,839,500	\$2,128,100	\$1,652,100
Septage Treatment	\$16,400	\$21,500	\$15,800
Other Revenue	\$204,200	\$70,000	\$44,100
Federal Grants		\$76,900	
State Revolving Loan Fund			
Bond Proceeds			
Total Revenue	\$7,821,500	\$8,103,700	\$7,693,400
Operating Expenses			
Treatment Plant (before CIP for 22)	\$4,891,000	\$4,988,600	\$4,352,600
Collection & Maintenance (before CIP for 22)	\$1,036,900	\$1,107,300	\$1,148,000
Customer Accounting	\$804,100	\$689,600	\$623,400
Total Operating Expenses	\$6,732,000	\$6,785,500	\$6,124,000
Operating Income	\$1,089,500	\$1,318,200	\$1,569,400
1998 Bond Principal & Interest	\$0	\$0	\$0
2002 Bond Principal	\$1,258,913	\$1,230,300	\$1,270,000
Total Debt Service	\$1,258,913	\$1,230,300	\$1,270,000
Subtotal operating income less principal	(\$169,413)	\$87,900	\$299,400

Add back depreciation expense	\$607,725	\$676,000	\$676,500
Add back (subtract) net changes to other assets/liabilities	\$346,613		
Estimated available for capital projects	\$784,925	\$763,900	\$975,900
FYE 22 budgeted CIP items:			
550 = plant Scour Air Blower Overhaul			\$47,250
555 = maint/distr. NOAA Culverts - San Sewer			\$370,000
550 = plant WWTP Admin HVAC Upgrade			
550 = plant UV System Upgrade Eng			
555 = maint/distr. River wall 24" San Sewer			
Estimated 2020 and 2021 work in progress	\$1,095,400	\$1,003,800	
Total Capital Projects	\$1,095,412	\$1,003,800	\$959,250

Waste Water Rates

	Current		Proposed	
	Inside City Limits	Outside City Limits	Inside City Limits	Outside City Limits
per first 600 cubic feet	\$42	\$63	\$44	\$65
per thousand for each additional thousand cubic feet	\$48	\$72	\$50	\$75

Maintenance & Other Rates

Tap Only	Current	Proposed
1"	\$200	\$207
1 1/2"	\$225	\$232
2"	\$250	\$258
4"	\$550	\$267
6"	\$750	\$773
8"	\$950	\$979
10"	\$1,150	\$1,185
12"	\$1,350	\$1,391

Meter Changes: New meter installations of changes in meter sizes requested by the customer.

Cost to Install	3/4"	\$400	\$412
	1"	\$500	\$515
	>1" Time and material cost basis		

Service Turn-Ons and Turn-Offs:

During scheduled work hours	\$20	\$21
During non-scheduled work hours	\$70	\$73

Initial and Final Readings

Initial readings (without turn off and turn on)	\$10	\$11
Final readings (without turn off and turn on)	\$10	\$11

Inspection Fee:

Sewer/Water cut & caps	\$50	\$52
------------------------	------	------

Repeat calls for Services:

no show, not ready, re-freeze	\$50	\$52
-------------------------------	------	------

Bulk Water Sales

Fill tankers at our shop - 1st 600 cubic foot	\$50	\$52
Next 1,000 cu. Ft.	\$10	\$11

Bacteriological Testing:

Cost for labor, materials and equipment	\$15	\$16
-----------------------------------------	------	------

Hydrant Flow Test:

Hydrant Flow Test	\$175	\$181
-------------------	-------	-------

Fund 591: Water Fund

Mission Statement: *To provide abundant, clean, safe, and aesthetically pleasing water to our customers.*

The Traverse City Water Treatment Plant provides quality drinking water to customers in Traverse City and portions of Garfield, Peninsula, and Elmwood Townships. The water plant currently has a rated capacity of 18 million gallons a day.

The [Water Treatment Plant \(WTP\)](#) produces and supplies approximately 2 billion gallons of drinking water annually. Plant personnel operate a state-certified laboratory to monitor water quality and provide bacteriological testing for surrounding municipalities and construction contractors. The water treatment plant laboratory performs daily tests for pH, hardness, calcium hardness, alkalinity, chloride, sulfates, chlorine, fluoride, iron, turbidity, conductivity, and suspended solids. Operators are required to be licensed by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) through examination and to maintain certification through continuing education.

The Water Plant is staffed by:

- 1 Superintendent
- 1 Chief Operator
- 4 Water Plant Operators/maintenance

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 591 - WATER FUND					
ESTIMATED REVENUES					
Dept 000 - NON-DEPARTMENTAL					
591-000-601.000	REGULAR SERVICE SALES	\$3,727,200	\$3,850,000	\$3,956,100	\$4,074,800
591-000-606.002	ELMWOOD TOWNSHIP	\$12,900	\$15,000	\$22,200	\$22,900
591-000-606.005	PENINSULA TOWNSHIP	\$79,700	\$90,000	\$101,200	\$104,200
591-000-606.008	GARFIELD TOWNSHIP	\$710,300	\$825,000	\$899,600	\$926,600
591-000-608.010	SPRINKLER SYSTEM	\$21,100	\$1,000	\$0	\$0

591-000-610.000	FOREITED DISCOUNTS	\$6,300	\$6,000	\$6,600	\$6,800
591-000-650.000	MERCHANDISE AND JOBBING	\$50,300	\$50,000	\$18,500	\$19,100
591-000-654.000	TAPS-METERS-PITS	\$13,600	\$25,000	\$12,600	\$13,000
591-000-655.000	TURN ONS AND TURN OFFS	\$8,900	\$10,000	\$6,300	\$6,500
591-000-656.000	LAB FEES	\$4,400	\$8,000	\$11,700	\$12,100
591-000-657.000	WATER HYDRANT FEES	\$2,800	\$1,000	\$2,400	\$2,500
591-000-664.000	INTEREST & DIVIDEND EARNINGS	\$40,500	\$5,000	\$1,700	\$1,800
591-000-675.000	CONTRIBUTIONS-PRIVATE SOURCES	\$0	\$1,000	\$0	\$0
591-000-677.000	REIMBURSEMENTS	\$0	\$1,000	\$7,500	\$7,700
591-000-684.000	SALES OF SCRAP	\$0	\$1,000	\$1,700	\$1,800
591-000-686.000	MISCELLANEOUS INCOME	\$49,200	\$39,000	\$53,800	\$55,400
591-000-687.000	REFUNDS AND REBATES	\$5,800	\$1,000	\$0	\$0
591-000-690.000	COST OF SALES-OUTSIDE	-\$26,100	-\$20,000	-\$2,000	-\$2,100
591-000-694.000	OTHER INCOME	\$0	\$1,000	\$0	\$0
Totals for dept 000 - NON-DEPARTMENTAL		\$4,706,900	\$4,910,000	\$5,099,900	\$5,253,100
TOTAL ESTIMATED REVENUES		\$4,706,900	\$4,910,000	\$5,099,900	\$5,253,100

APPROPRIATIONS

Dept 570 - WATER TREATMENT PLANT

591-570-702.000	SALARIES AND WAGES	\$417,000	\$395,500	\$414,000	\$435,200
591-570-704.000	EMPLOYEE OVERTIME	\$12,900	\$16,000	\$16,300	\$13,000
591-570-714.000	HEALTH SAVINGS ACCT EXPENSE	\$9,500	\$8,100	\$8,900	\$8,900
591-570-715.000	EMPLOYER'S SOCIAL SECURITY	\$31,100	\$30,400	\$30,300	\$31,600
591-570-716.000	EMPLOYEE HEALTH INSURANCE	\$50,400	\$45,600	\$56,400	\$54,100
591-570-717.000	EMPLOYEE LIFE/DISABILITY INS	\$5,400	\$5,100	\$5,700	\$5,200
591-570-718.000	RETIREMENT FUND CONTRIBUTION	\$161,700	\$104,900	\$114,500	\$214,300

591-570-720.000	UNEMPLOYMENT COMPENSATION	\$0	\$900	\$0	\$200
591-570-721.000	WORKERS COMPENSATION INS	\$9,800	\$11,400	\$7,300	\$7,000
591-570-727.000	OFFICE SUPPLIES	\$4,200	\$3,000	\$1,200	\$3,900
591-570-740.000	OPERATION SUPPLIES	\$91,100	\$120,000	\$76,200	\$105,000
591-570-801.000	PROFESSIONAL AND CONTRACTUAL	\$48,400	\$70,000	\$148,300	\$126,600
591-570-850.000	COMMUNICATIONS	\$16,300	\$15,000	\$15,000	\$15,000
591-570-861.000	TRANSPORTATION	\$700	\$3,000	\$200	\$2,000
591-570-862.000	PROFESSIONAL DEVELOPMENT	\$15,600	\$8,000	\$42,200	\$27,500
591-570-900.000	PRINTING AND PUBLISHING	\$0	\$500	\$0	\$500
591-570-910.000	INSURANCE AND BONDS	\$42,300	\$40,000	\$36,400	\$46,000
591-570-920.000	PUBLIC UTILITIES	\$263,100	\$280,000	\$290,600	\$280,000
591-570-930.000	REPAIRS AND MAINTENANCE	\$243,100	\$515,000	\$135,200	\$110,000
591-570-940.000	RENTAL EXPENSE	\$9,000	\$10,000	\$7,400	\$9,000
591-570-959.000	DEPRECIATION EXPENSE	\$201,300	\$240,000	\$202,000	\$202,000
591-570-970.000	CAPITAL OUTLAY	\$0	\$0	\$0	\$1,689,500
Totals for dept 570 - WATER TREATMENT PLANT		\$1,632,900	\$1,922,400	\$1,608,100	\$3,386,500

Dept 575 - DISTRIBUTION					
591-575-702.000	SALARIES AND WAGES	\$238,600	\$312,300	\$251,400	\$255,000
591-575-704.000	EMPLOYEE OVERTIME	\$8,500	\$12,000	\$7,400	\$8,900
591-575-714.000	HEALTH SAVINGS ACCT EXPENSE	\$9,200	\$9,100	\$8,900	\$8,900
591-575-715.000	EMPLOYER'S SOCIAL SECURITY	\$18,500	\$24,100	\$19,300	\$18,500
591-575-716.000	EMPLOYEE HEALTH INSURANCE	\$51,300	\$55,300	\$56,300	\$54,000
591-575-717.000	EMPLOYEE LIFE/DISABILITY INS	\$3,600	\$4,200	\$3,400	\$3,400
591-575-718.000	RETIREMENT FUND CONTRIBUTION	\$80,700	\$102,400	\$89,100	\$115,900
591-575-719.000	RETIREE'S HOSPITALIZATION INS	-\$5,800	\$0	\$0	\$0
591-575-720.000	UNEMPLOYMENT COMPENSATION	\$0	\$800	\$0	\$200
591-575-721.000	WORKERS COMPENSATION INS	\$2,500	\$6,000	\$1,800	\$4,200

591-575-740.000	OPERATION SUPPLIES	\$33,800	\$100,000	\$60,400	\$75,000
591-575-801.000	PROFESSIONAL AND CONTRACTUAL	\$100,700	\$160,000	\$172,300	\$365,000
591-575-801.000-S8TH1	PROFESSIONAL AND CONTRACTUAL	\$0	\$0	\$10,900	\$0
591-575-840.000	RENT EXPENSE	\$21,600	\$20,000	\$20,100	\$20,000
591-575-850.000	COMMUNICATIONS	\$1,700	\$2,000	\$1,600	\$2,000
591-575-861.000	TRANSPORTATION	\$5,400	\$8,000	\$3,800	\$6,000
591-575-862.000	PROFESSIONAL DEVELOPMENT	\$6,000	\$6,500	-\$500	\$6,500
591-575-910.000	INSURANCE AND BONDS	\$0	\$2,200	\$2,000	\$0
591-575-920.000	PUBLIC UTILITIES	\$11,300	\$15,000	\$11,000	\$15,000
591-575-930.000	REPAIRS AND MAINTENANCE	\$5,200	\$20,000	\$100	\$20,000
591-575-940.000	RENTAL EXPENSE	\$77,700	\$100,500	\$64,600	\$73,900
591-575-959.000	DEPRECIATION EXPENSE	\$238,900	\$165,000	\$265,000	\$265,000
591-575-970.000	CAPITAL OUTLAY	\$0	\$0	\$0	\$2,216,400
Totals for dept 575 - DISTRIBUTION		\$909,400	\$1,125,400	\$1,048,900	\$3,533,800
Dept 580 - CUSTOMER ACCOUNTING					
591-580-702.000	SALARIES AND WAGES	\$139,600	\$149,400	\$96,100	\$86,500
591-580-704.000	EMPLOYEE OVERTIME	\$1,200	\$1,200	\$0	\$0
591-580-706.000	FRINGE BENEFIT RECOVERY	-\$1,900	\$0	-\$2,300	-\$2,300
591-580-714.000	HEALTH SAVINGS ACCT EXPENSE	\$3,700	\$3,700	\$6,200	\$2,000
591-580-715.000	EMPLOYER'S SOCIAL SECURITY	\$10,000	\$11,200	\$6,700	\$6,300
591-580-716.000	EMPLOYEE HEALTH INSURANCE	\$21,400	\$25,200	\$13,200	\$11,600
591-580-717.000	EMPLOYEE LIFE/DISABILITY INS	\$1,900	\$1,900	\$1,200	\$1,200
591-580-718.000	RETIREMENT FUND CONTRIBUTION	\$51,300	\$66,800	\$10,600	\$24,000
591-580-719.000	RETIREE'S HOSPITALIZATION INS	\$12,900	\$4,800	\$10,600	\$10,600
591-580-720.000	UNEMPLOYMENT COMPENSATION	\$0	\$400	\$0	\$0
591-580-721.000	WORKERS COMPENSATION INS	\$0	\$1,200	\$0	\$200
591-580-727.000	OFFICE SUPPLIES	\$3,900	\$2,000	\$400	\$2,000

The City Manager's Annual Budget Recommendation FY2021-2022

164

591-580-740.000	OPERATION SUPPLIES	\$100	\$0	\$100	\$100
591-580-753.000	COMMUNICATIONS	\$0	\$200	\$0	\$0
591-580-754.000	MEAL PAYMENTS	\$0	\$300	\$0	\$0
591-580-797.000	SAFETY	\$600	\$100	\$1,100	\$1,100
591-580-799.000	UNIFORMS	\$700	\$1,900	\$700	\$1,900
591-580-801.000	PROFESSIONAL AND CONTRACTUAL	\$32,000	\$10,000	\$25,600	\$25,000
591-580-805.000	POSTAGE	\$12,400	\$15,000	\$9,300	\$15,000
591-580-808.000	UNCOLLECTABLE ACCOUNTS	\$3,500	\$1,000	\$0	\$1,000
591-580-810.000	COLLECTION COSTS	\$500	\$1,000	\$1,800	\$2,000
591-580-811.000	DATA PROCESSING	\$2,700	\$15,000	\$11,000	\$15,000
591-580-850.000	COMMUNICATIONS	\$23,100	\$23,100	\$21,000	\$23,100
591-580-854.000	CITY FEE	\$235,700	\$245,500	\$245,500	\$245,500
591-580-861.000	TRANSPORTATION	\$700	\$2,500	\$600	\$2,500
591-580-862.000	PROFESSIONAL DEVELOPMENT	\$0	\$2,800	\$0	\$2,800
591-580-900.000	PRINTING AND PUBLISHING	\$100	\$3,000	\$300	\$3,000
591-580-940.000	RENTAL EXPENSE	\$5,500	\$10,000	\$4,700	\$10,000
591-580-956.000	MISCELLANEOUS	\$600	\$600	\$600	\$600
591-580-957.000	INVENTORY ADJUSTMENTS	\$0	\$5,000	\$0	\$0
591-580-959.000	DEPRECIATION EXPENSE	\$4,800	\$8,000	\$8,000	\$8,000
Totals for dept 580 - CUSTOMER ACCOUNTING		\$567,000	\$612,800	\$473,000	\$498,700
TOTAL APPROPRIATIONS		\$3,109,300	\$3,660,600	\$3,130,000	\$7,419,000
NET OF REVENUES/APPROPRIATIONS - FUND 591		\$1,597,600	\$1,249,400	\$1,969,900	-\$2,165,900
BEGINNING FUND BALANCE		\$14,790,300	\$16,520,100	\$16,520,100	\$18,490,000
FUND BALANCE ADJUSTMENTS		\$132,000	\$0	\$0	\$0
ENDING FUND BALANCE		\$16,519,900	\$17,769,500	\$18,490,000	\$16,324,100

Water Rate Analysis

	2020	Projected 2021	Budgeted 2022
Operating Revenue			
Water Sales	\$3,727,200	\$3,956,100	\$4,074,800
Township Bulk Sales	\$802,900	\$1,023,000	\$1,053,700
Other Revenue	\$176,800	\$120,800	\$124,600
Federal Revenue	\$0	\$0	\$0
State Revolving Loan Funds	\$0	\$0	\$0
Bond Proceeds	\$0	\$0	\$0
Total Revenue	\$4,706,900	\$5,099,900	\$5,253,100
Operating Expenses (net of CIP/Capital items)			
570 Water Treatment Plant	\$1,632,712	\$1,597,200	\$1,651,000
575 Distribution	\$909,385	\$1,048,900	\$1,317,400
580 Customer Accounting	\$567,002	\$473,000	\$498,700
Total Operating Expenses	\$3,109,099	\$3,119,100	\$3,467,100
Operating Income	\$1,597,801	\$1,980,800	\$1,786,000
Debt Service			
Bond Debt Service	\$0	\$0	\$0
Close out Bond Reserve	\$0	\$0	\$0
Bond Debt Service-Est	\$0	\$0	\$0
Total Debt Service	\$0	\$0	\$0
Add back estimated depreciation expense		\$475,000	\$475,000
Estimated cash available for capital projects		\$2,455,800	\$2,261,000

Dept.	Capital Projects		
570	Filters 1-3 media replace & wash		\$900,000
570	Filters 1-3 valve replace		\$277,500
570	High and low service pump repairs		\$80,000
570	Wayne Hill fire pump new BP lower level		\$432,000
575	LCR Galv Services replacement		\$400,000
575	8th Street Bridge water main		\$383,750
575	West Front Bridge water main		\$288,600
575	NOAA project - Culverts		\$454,000
575	Annual line replace (Madison/Jefferson)		\$690,000
FYE 20 and 21 Projected Work in Progress		\$2,787,400	\$652,100
Total Capital Projects		\$652,100	\$3,905,850

Water Rates

	Current		Proposed	
	Inside City Limits	Outside City Limits	Inside City Limits	Outside City Limits
First 600 Cu. Ft or less				
5/8 Inch or 3/4 inch (Avg Residence)	\$15	\$22	\$16	\$23
1 Inch	\$30	\$45	\$31	\$47
1 1/4 Inch	\$45	\$68	\$47	\$70
1 1/2 Inch	\$60	\$90	\$62	\$93
2 Inch	\$90	\$135	\$93	\$139
3 Inch	\$120	\$180	\$124	\$186
4 Inch	\$180	\$270	\$186	\$279
6-12 Inch	\$300	\$450	\$309	\$464
Next 3,400 Cu. ft./1,000 Cu. ft.	\$19	\$28	\$20	\$29
Next 16,000 Cu. ft./1,000 Cu. ft.	\$19	\$38	\$20	\$40
All over 20,000 Cu. ft.	\$19	\$38	\$20	\$40

Fund 594: Duncan L. Clinch Marina Fund

Mission Statement: *To create a quality boating experience for the benefit and enjoyment of the public. Commitment to consistently providing excellent customer service will ensure a clean and safe environment that will meet all customer needs and exceed expectations.*

[Clinch Marina](#) provides facilities for the boating public. There are 71 slips for seasonal boaters and 48 for transient boaters. There is also nearly 1,200 feet of broadside dockage that can accommodate up to 30 boats of different sizes, including boats up to 150 feet. Gasoline, diesel fuel, and pump-out facilities are available for boaters. Clinch Marina also operates a boat launch that provides access to West Bay.

The marina is staffed by:

- Dock Master
- Assistant Dock Master
- 8 seasonal dock attendants
- 3 seasonal night security staff
- 2 seasonal maintenance staff

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 594 - DUNCAN L. CLINCH MARINA FUND					
ESTIMATED REVENUES					
594-000-615.000	LAUNCH PERMITS	\$1,800	\$4,000	\$2,900	\$4,000
594-000-616.000	BOAT WELLS	\$442,300	\$415,000	\$430,000	\$430,000
594-000-616.001	COMPUTERIZED RESERVATION SVC	\$97,200	\$100,000	\$125,000	\$125,000
594-000-618.000	GAS AND OIL SALES	\$376,100	\$350,000	\$330,000	\$350,000
594-000-652.000	PARKING FEES-COIN	\$10,800	\$10,000	\$10,000	\$10,000
594-000-664.000	INTEREST & DIVIDEND EARNINGS	\$500	\$0	\$0	\$0
594-000-686.000	MISCELLANEOUS INCOME	\$12,800	\$15,000	\$15,000	\$15,000
594-000-690.000	COST OF SALES-OUTSIDE	-\$311,000	-\$260,000	-\$274,000	-\$290,000

TOTAL ESTIMATED REVENUES		\$630,500	\$634,000	\$638,900	\$644,000
APPROPRIATIONS					
594-594-702.000	SALARIES AND WAGES	\$90,000	\$48,800	\$54,400	\$135,100
594-594-704.000	EMPLOYEE OVERTIME	\$26,000	\$0	\$10,200	\$10,400
594-594-714.000	HEALTH SAVINGS ACCT EXPENSE	\$700	\$0	\$0	\$0
594-594-715.000	EMPLOYER'S SOCIAL SECURITY	\$8,700	\$3,800	\$4,900	\$11,100
594-594-716.000	EMPLOYEE HEALTH INSURANCE	\$3,300	\$0	\$0	\$0
594-594-717.000	EMPLOYEE LIFE/DISABILITY INS	\$800	\$0	\$0	\$0
594-594-718.000	RETIREMENT FUND CONTRIBUTION	\$42,300	\$0	\$0	\$4,700
594-594-720.000	UNEMPLOYMENT COMPENSATION	\$100	\$0	\$100	\$0
594-594-721.000	WORKERS COMPENSATION INS	\$2,400	\$0	\$2,100	\$2,100
594-594-727.000	OFFICE SUPPLIES	\$1,300	\$1,000	\$1,000	\$1,000
594-594-740.000	OPERATION SUPPLIES	\$14,100	\$15,000	\$15,000	\$15,000
594-594-801.000	PROFESSIONAL AND CONTRACTUAL	\$206,000	\$155,000	\$240,100	\$97,000
594-594-850.000	COMMUNICATIONS	\$13,600	\$12,000	\$13,100	\$14,000
594-594-854.000	CITY FEE	\$31,500	\$31,700	\$31,700	\$32,000
594-594-860.000	TRANSPORTATION	\$1,600	\$1,500	\$100	\$500
594-594-862.000	PROFESSIONAL DEVELOPMENT	\$300	\$1,000	\$0	\$1,000
594-594-900.000	PRINTING AND PUBLISHING	\$0	\$800	\$0	\$800
594-594-910.000	INSURANCE AND BONDS	\$5,200	\$5,000	\$3,200	\$5,000
594-594-920.000	PUBLIC UTILITIES	\$29,800	\$35,000	\$42,100	\$42,000
594-594-930.000	REPAIRS AND MAINTENANCE	\$45,900	\$50,000	\$16,400	\$50,000
594-594-940.000	RENTAL EXPENSE	\$4,700	\$6,000	\$7,100	\$5,000
594-594-959.000	DEPRECIATION EXPENSE	\$109,200	\$109,000	\$109,000	\$109,000
594-594-995.000	INTEREST EXPENSE	\$13,300	\$16,000	\$16,000	\$20,000
TOTAL APPROPRIATIONS		\$650,800	\$491,600	\$566,500	\$555,700
NET OF REVENUES/APPROPRIATIONS - FUND 594		-\$20,300	\$142,400	\$72,400	\$88,300
BEGINNING FUND BALANCE		\$8,529,500	\$8,517,100	\$8,517,100	\$8,589,500
FUND BALANCE ADJUSTMENTS		\$7,700	\$0	\$0	\$0
ENDING FUND BALANCE		\$8,516,900	\$8,659,500	\$8,589,500	\$8,677,800

Internal Service Funds

Fund 661: Garage Fund

Mission: The [City Garage](#) provides maximum vehicle and equipment availability to enable City Departments the ability to provide both routine and emergency public services.



Maintenance/Operational Responsibilities:

1. 184 cars, vans, light-duty trucks, heavy-duty trucks, and other motor-driven equipment.
2. 232 pieces of various equipment, including snowblowers, snow groomers, lawnmowers, loader attachments, plows, etc.
3. Completed 1646 general fleet repairs

4. Completed 669 preventative maintenance procedures on the general fleet
5. Handled, installed, or inventoried over 22,410 parts
6. Maintained a fleet availability average of 98.06% for the year
7. Auctioned off 19 pieces of surplus equipment and vehicles, recovering \$227,269.01

Materials Used:

- 20,858 gallons of no-lead gasoline sold
- 31,204 gallons of diesel fuel sold
- 4520 gallons of oil
- 123 tires

City Commission Goals & Objectives

- **Housing**
- **Transportation**
 1. The Garage Division is an internal service fund that maintains the facilities at 625 & 631 Woodmere Ave. and operates the fleet maintenance shop, parts/storeroom, and fuel depot.
 2. We purchase and maintain over 400 vehicles and pieces of equipment used by the various City Departments.
 3. All the maintenance of transportation routes, including streets, sidewalks, and trails, are directly a result of the garage vehicles and support.
 4. All maintenance of Police and Emergency vehicles and Equipment function at a high level due to the Garage Division.
- **Water-Related Infrastructure**
 - Maintains the earth moving equipment that allows Streets, Parks Divisions and Department of Municipal Utilities to accomplish water-related tasks and repairs, including; water mains, storm pipes and structures, sanitary pipes and structures, erosion site repair, and the placement of water-related access equipment (boat ramps, ADA access installs, kayak landings, etc.)
- **Green initiatives**
 - Garage Division 2020 Calendar year Purchases and energy-efficient efforts.
 - Low Emission Parking Deck Sweeper
 - Solar Tech Arrow Board

- Auto on/off lights in the lower conference room
- Cold storage Building and Parks area timed lights
- Entry door at the Annex building eliminating air leak
- AutoClose Garage Doors in both Heated Storage Barn and Cold Storage Barn

Staffing:

- Superintendent
- Stores Clerk
- Chief Vehicle Technician
- 6 Vehicular Equipment Technicians (3-day shift, 3-night shift)
- Irregular Part-Time Laborer

New Initiatives or Budget Changes:

- Continually looking to incorporate green and environmentally efficient equipment when purchasing.

GL NUMBER	DESCRIPTION	2019-20 ACTIVITY	2020-21 AMENDED BUDGET	2020-2021 PROJECTED ACTIVITY	2021-22 CITY MANAGER RECOMMENDED BUDGET
Fund 661 - GARAGE FUND					
ESTIMATED REVENUES					
661-000-625.000	RENTAL-MOTOR POOL	\$3,014,400	\$2,921,300	\$2,733,600	\$2,986,000
661-000-627.000	INTERDEPARTMENTAL SALES	\$294,200	\$400,000	\$196,500	\$310,000
661-000-664.000	INTEREST & DIVIDEND EARNINGS	\$2,200	\$0	\$0	\$0
661-000-668.000	RENTS AND ROYALTIES	\$272,000	\$281,000	\$255,900	\$289,100
661-000-684.000	SALES OF SCRAP	\$2,200	\$3,000	\$3,100	\$3,300
661-000-685.000	GAIN ON SALE OF FIXED ASSETS	\$105,400	\$165,000	\$105,700	\$75,000
661-000-686.000	MISCELLANEOUS INCOME	\$25,800	\$35,000	\$22,200	\$25,000
661-000-691.000	COST OF SALES-INTERDEPARTMENT	-\$203,700	\$0	\$0	\$0
TOTAL ESTIMATED REVENUES		\$3,512,500	\$3,805,300	\$3,317,000	\$3,688,400

APPROPRIATIONS					
661-661-702.000	SALARIES AND WAGES	\$563,700	\$576,000	\$571,100	\$588,200
661-661-704.000	EMPLOYEE OVERTIME	\$17,900	\$8,000	\$5,700	\$11,100
661-661-714.000	HEALTH SAVINGS ACCT EXPENSE	\$14,300	\$11,500	\$14,300	\$14,300
661-661-715.000	EMPLOYER'S SOCIAL SECURITY	\$40,900	\$43,300	\$41,100	\$42,500
661-661-716.000	EMPLOYEE HEALTH INSURANCE	\$66,800	\$61,900	\$78,800	\$75,700
661-661-717.000	EMPLOYEE LIFE/DISABILITY INS	\$7,400	\$7,400	\$8,100	\$7,500
661-661-718.000	RETIREMENT FUND CONTRIBUTION	\$136,400	\$85,000	\$87,500	\$158,900
661-661-719.000	RETIREEES HOSPITALIZATION INS	-\$8,700	\$0	\$0	\$0
661-661-720.000	UNEMPLOYMENT COMPENSATION	\$400	\$1,400	\$100	\$400
661-661-721.000	WORKERS COMPENSATION INS	\$10,700	\$14,300	\$6,400	\$8,600
661-661-727.000	OFFICE SUPPLIES	\$4,100	\$2,800	\$3,100	\$3,200
661-661-737.000	PARTS	\$274,800	\$250,000	\$202,200	\$225,000
661-661-740.000	OPERATION SUPPLIES	\$69,800	\$75,000	\$27,900	\$30,000
661-661-740.001	SHOP SUPPLIES	\$3,300	\$0	\$11,200	\$11,000
661-661-740.002	FREIGHT	\$3,000	\$0	\$9,300	\$9,000
661-661-740.003	CORES	\$100	\$0	\$300	\$500
661-661-740.004	SUPPLIES TO CHARGE BACK	\$0	\$200,000	\$128,100	\$200,000
661-661-801.000	PROFESSIONAL AND CONTRACTUAL	\$200,000	\$75,000	\$155,000	\$110,000
661-661-850.000	COMMUNICATIONS	\$9,500	\$12,000	\$14,000	\$14,000
661-661-861.000	TRANSPORTATION	\$2,000	\$4,200	\$1,700	\$2,200
661-661-862.000	PROFESSIONAL DEVELOPMENT	\$3,900	\$3,000	\$3,700	\$3,000
661-661-900.000	PRINTING AND PUBLISHING	\$100	\$400	\$0	\$400
661-661-910.000	INSURANCE AND BONDS	\$92,200	\$94,000	\$91,300	\$93,000
661-661-920.000	PUBLIC UTILITIES	\$45,200	\$40,000	\$23,500	\$40,000
661-661-930.000	REPAIRS AND MAINTENANCE	\$57,600	\$70,000	\$45,700	\$85,000
661-661-940.000	RENTAL EXPENSE	\$12,800	\$10,000	\$9,800	\$10,000
661-661-956.000	MISCELLANEOUS	\$12,600	\$0	\$0	\$0
661-661-959.000	DEPRECIATION EXPENSE	\$1,712,500	\$1,640,000	\$1,712,500	\$1,712,500
TOTAL APPROPRIATIONS		\$3,353,300	\$3,285,200	\$3,252,400	\$3,456,000
NET OF REVENUES/APPROPRIATIONS - FUND 661		\$159,200	\$520,100	\$64,600	\$232,400
BEGINNING FUND BALANCE		\$9,517,000	\$9,775,100	\$9,775,100	\$9,839,700
FUND BALANCE ADJUSTMENTS		\$98,800	\$0	\$0	\$0
ENDING FUND BALANCE		\$9,775,000	\$10,295,200	\$9,839,700	\$10,072,100

Component Unit Funds



Traverse City Light & Power Fund

Traverse City Light and Power (TCL&P) came into existence in 1912 with the purchase of Queen City Light and Power Company who, at the time, obtained all its power from one hydroelectric dam on the Boardman River.

From its meager beginnings TCL&P has grown to more than 12,000 customers and now receives electric power from several sources. TCL&P has local generation available from its 75% share of a gas turbine combustion plant near Kalkaska, another 5 wind turbines in McBain, the wind turbine located on M-72 and 3 MW solar project located by the wind turbine on M-72. TCL&P also participates in two sources of reliable fossil fuel generation, two landfill projects from downstate Michigan and a wind farm located in the thumb area of Michigan. In addition to these resources the utility has 17.4 MW of additional solar energy located in Shiawassee County and 12.2 MW in Calhoun County that will be operational in years 2020, 2021 and 2022. The utility started receiving generation from a portion of the Shiawassee County solar array in December 2020. This combination of diversified power supply sources has provided low cost electricity. The utility's electric service rates remain one of the lowest in the state. Most recently, in August 2018, the board embarked upon setting a goal within the strategic plan of becoming 100% renewable by the year 2040 with benchmarks of becoming 15% renewable by 2021 and 40% by 2025.

TCL&P provides a customer-oriented team of employees that has a reputation for listening to customer requests and implementing those requests. System reliability is critical to the customer and TCL&P continues to invest in its system to meet that customer demand. TCL&P customer representatives are available in the field, or in person at the Governmental Center and at the Hastings Street Service Center. The utility provides twenty-four-hour, seven day a week power outage emergency service to the city's electric customers and after-hours assistance for water and sewer emergencies. Other

various customer services are available such as commercial/industrial/residential energy inspections for energy savings, and power quality analysis. In addition, TCL&P also performs several community services such as electrical safety education, contribution towards installation of solar projects located at the schools as well as contributions to many other electrical related community projects.

TCL&P is locally controlled and governed through its City Commission appointed Board of Directors which meets at the Governmental Center on the second Tuesdays of every month. The public is welcome at all Board Meetings and a portion of the Board agenda is scheduled for Public Comment.

Traverse City Light & Power will continue to be a progressive electric utility, always keeping its customers and the citizens of Traverse City first in our efforts.

Timothy J. Arends
Executive Director



Fund 582: Electric Utility Fund

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER DEPARTMENT
2021-22 Budgeted Revenues and Expenses

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Recommended
<u>Operating Income</u>	\$ 34,184,965	\$ 32,958,383	\$ 35,179,500	\$ 32,953,000	\$ 34,774,500
<u>Operating Expenses</u>					
<u>Purchase Power Expenses</u>					
Capacity	\$ 683,943	\$ 577,975	\$ 695,000	\$ 283,000	\$ 159,000
Purchased Power - MISO	1,200,153	759,298	2,860,900	203,000	1,316,000
Bilateral Contracts	3,589,993	3,934,570	2,419,800	2,886,000	1,529,000
Combustion Turbine Power Cost	5,028,432	4,111,953	4,334,800	4,730,800	4,900,000
Campbell #3 Power Cost	4,039,261	3,716,160	3,791,200	3,525,000	3,400,000
Belle River #1 Power Cost	2,056,298	1,663,485	2,070,880	2,370,000	3,100,000
Landfill Gas - Granger Project	999,793	1,138,397	1,147,300	1,176,200	1,325,000
Stoney Corners - Wind Energy	2,927,675	3,007,159	3,139,400	3,117,000	3,155,000
Pegasus Wind	-	162,804	324,100	445,000	456,000
M-72 Wind Turbine	25,398	34,367	26,000	18,000	22,000
M-72 Solar	133,943	147,888	142,500	184,000	210,250
M-72 Solar II	-	61,880	144,200	123,000	141,300
Assembly Solar I	-	-	-	420,000	811,000
Assembly Solar II	-	-	-	-	354,000
Other Generation Expenses	365,669	284,835	245,000	263,100	289,200
Total Purchase Power Expenses	21,050,558	19,600,772	21,341,080	19,744,100	21,167,750
<u>Distribution Expenses</u>					
Operations & Maintenance	4,330,572	3,553,528	4,054,850	3,959,630	4,365,400
<u>Transmission Expenses</u>					
Operations & Maintenance	452,920	424,522	412,400	371,800	407,000
<u>Other Operating Expenses</u>					
Metering & Customer Accounting	627,151	502,765	650,200	704,500	681,415
Conservation & Public Services	457,008	448,795	769,800	579,550	812,200

Information Systems	378,066	226,245	481,050	500,950	440,350
Administrative & General	987,374	797,951	860,400	897,600	926,300
Insurance	69,139	70,713	85,000	80,000	85,000
Depreciation Expense	2,879,750	3,018,147	3,250,000	3,025,000	3,165,000
City Fee	1,725,314	1,656,483	1,774,000	1,659,000	1,748,000
Total Other Operating Expenses	7,123,802	6,721,099	7,870,450	7,446,600	7,858,265
Total Operating Expenses	32,957,852	30,299,920	33,678,780	31,522,130	33,798,415
Operating Income	\$ 1,227,113	\$ 2,658,463	\$ 1,500,720	\$ 1,430,870	\$ 976,085
<u>Non Operating Revenues/(Expenses)</u>					
Non Operating Revenues	994,959	637,279	401,200	353,000	248,600
Non Operating Expenses	(244,770)	(113,413)	-	-	-
Total Non Operating Revenue	750,189	523,866	401,200	353,000	248,600
<u>Special Item</u>					
Retirement of meters	(1,034,859)	-	-	-	-
<u>OTHER FINANCING SOURCES:</u>					
Transfers in	175,000	200,000	-	-	-
Change in Net Position	\$ 1,117,443	\$ 3,382,329	\$ 1,901,920	\$ 1,783,870	\$ 1,224,685

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
2021-22 Budgeted Revenues and Expenses

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Recommended
OPERATING REVENUES:					
Residential Sales	\$ 5,943,504	\$ 6,108,225	\$ 6,250,000	\$ 6,237,000	\$ 6,604,000
Commercial Sales	14,682,997	13,869,720	15,275,000	13,889,000	14,695,000
Industrial Sales	9,106,566	8,853,328	9,500,000	8,740,000	9,360,000
Public Authority Sales	299,381	294,385	329,000	350,000	361,000
Voluntary Green Rate	15,037	72,433	20,000	72,000	50,000
Street Lighting Sales	231,650	237,499	225,000	225,000	225,000
Yard Light Sales	123,621	118,156	125,000	125,000	125,000
Total Utility Sales	30,402,756	29,553,746	31,724,000	29,638,000	31,420,000
Forfeited Discounts	54,900	49,187	55,000	44,000	55,000
Merchandise and Jobbing	288,163	169,678	140,000	120,000	140,000
Recovery of Bad Debts	-	14	-	-	-
Sale of Scrap	75,547	22,950	20,000	20,000	20,000
Miscellaneous Income	86,817	95,378	37,500	33,000	37,000
Refunds and Rebates	3,924	-	3,000	2,000	2,500
MISO Revenue	3,272,858	3,067,430	3,200,000	3,096,000	3,100,000
TOTAL OPERATING REVENUES	\$ 34,184,965	\$ 32,958,383	\$ 35,179,500	\$ 32,953,000	\$ 34,774,500
OPERATING EXPENSES:					
PURCHASE POWER					
Salaries and Wages	\$ 12,274	\$ 59,372	\$ 91,300	\$ 84,200	\$ 90,400
Fringe Benefits	201,969	45,772	(19,600)	19,700	(26,300)
Operation Supplies	217	-	-	-	-
Capacity Purchases	683,943	577,975	695,000	283,000	159,000
Purchased Power - MISO Market	1,200,153	759,298	2,860,900	203,000	1,316,000
Bilateral Contracts (offsetting MISO Market)	3,589,993	3,934,570	2,419,800	2,886,000	1,529,000
Combustion Turbine Power Cost	5,028,432	4,111,953	4,334,800	4,730,800	4,900,000
Campbell #3 Power Cost	4,039,261	3,716,160	3,791,200	3,525,000	3,400,000
Belle River #1 Power Cost	2,056,298	1,663,485	2,070,880	2,370,000	3,100,000
Landfill Gas - NANR & Granger Project	999,793	1,138,397	1,147,300	1,176,200	1,325,000
Stoney Corners - Wind Energy	2,927,675	3,007,159	3,139,400	3,117,000	3,155,000
Pegasus Wind	-	162,804	324,100	445,000	456,000
M72 Wind Turbine	25,398	34,367	26,000	18,000	22,000
M72 Solar	133,943	147,888	142,500	184,000	210,250
M72 Solar II	-	61,880	144,200	123,000	141,300
Assembly Solar I	-	-	-	420,000	811,000
Assembly Solar II	-	-	-	-	354,000
Total Purchase Power	20,684,889	19,315,937	21,096,080	19,481,000	20,878,550
Purchased Power Cost as % of Sales	68.04%	65.36%	66.50%	65.73%	66.45%
Communications	212	115	300	200	200

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
2021-22 Budgeted Revenues and Expenses

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Recommended
Safety Training and Supplies	3,388	3,751	3,900	3,100	3,600
Tools	173	-	-	-	-
Professional and Contractual	120,926	141,979	136,000	131,000	193,000
Transportation	5,492	1,172	6,000	2,200	4,800
Professional Development	953	6,920	3,000	-	3,000
Uniforms	6,566	3,761	3,600	4,200	4,800
Vehicle Rentals	13,417	21,791	20,000	18,000	15,200
Miscellaneous	82	203	500	500	500
Total Purchase Power	21,050,558	19,600,772	21,341,080	19,744,100	21,167,750
<u>DISTRIBUTION OPERATION & MAINTENANCE:</u>					
Salaries and Wages	\$ 1,287,993	\$ 1,509,931	\$ 1,808,900	\$ 1,757,200	\$ 1,886,700
Fringe Benefits	1,631,378	980,446	888,100	1,142,600	1,194,600
Office Supplies	4,445	1,267	4,000	1,500	2,000
Operation Supplies	56,608	56,891	56,000	56,700	57,000
Utilities	53,474	58,453	63,500	51,900	53,000
Contract Meal Allowance	5,455	3,300	5,200	4,000	5,200
Communications	52,511	59,674	63,000	61,530	63,600
Substation	142,264	131,340	151,500	106,000	143,200
Overhead Lines	12,413	15,294	49,500	28,700	27,000
Tree Trimming	199,264	204,537	213,000	200,000	215,500
Load and Dispatching	33,228	34,290	34,750	33,700	34,500
Storm Damage Contingency	359	4,014	50,000	50,000	50,000
Underground Lines	18,945	36,299	26,000	22,900	26,600
Customer Installations	59,398	4,782	-	2,500	-
Electric Meters	158,780	11,080	5,100	12,500	13,500
Street Lighting	256,938	218,037	235,600	239,000	240,000
Traffic Signal Oper. & Maint.	12,983	26,555	-	-	-
Radio Equipment	2,339	1,191	2,000	2,000	2,000
Plant & Structures	110,053	80,177	77,000	64,500	89,000
Safety Training and Supplies	27,831	26,803	27,800	27,500	28,600
Tools	25,995	32,078	42,000	26,000	29,000
Uniforms	24,628	20,330	16,400	18,800	21,200
Professional and Contractual	19,750	9,375	76,500	18,300	123,400
Rent Expense	1,688	1,732	2,000	2,000	2,000
Professional Development	66,214	31,110	50,000	12,800	45,300
Printing and Publishing	7,798	4,509	5,000	5,000	5,500
Transportation	27,801	25,512	29,500	22,000	29,500
Vehicle Rentals	63,736	(13,320)	59,000	(13,000)	(26,000)
Miscellaneous	1,622	2,423	3,500	3,500	3,500
Inventory Adjustments	(35,319)	(24,586)	10,000	(500)	-

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
 2021-22 Budgeted Revenues and Expenses

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Recommended
Total Distribution O & M	4,330,572	3,553,528	4,054,850	3,959,630	4,365,400
<u>TRANSMISSION OPERATIONS & MAINTENANCE:</u>					
Salaries and Wages	\$ 215,133	\$ 193,101	\$ 182,700	\$ 182,500	\$ 181,400
Fringe Benefits	2,845	3,677	2,900	2,800	2,800
Substation	49,602	65,960	85,500	46,700	69,500
Overhead Lines	17,401	18,644	23,000	20,800	27,500
Load and Dispatching	12,735	10,710	16,500	12,000	14,000
MISO Transmission	34,767	47,501	34,500	28,600	30,000
Vehicle Rentals	2,565	2,047	1,300	2,000	1,800
Miscellaneous-MPPA Transmission Project	82,285	67,708	66,000	77,400	80,000
Inventory Adjustments	35,587	15,174	-	(1,000)	-
Total Transmission O & M	452,920	424,522	412,400	371,800	407,000
<u>METERING & CUSTOMER ACCOUNTING:</u>					
Salaries and Wages	\$ 236,948	\$ 251,445	\$ 317,000	\$ 328,200	\$ 344,900
Fringe Benefits	232,217	53,148	206,000	203,500	194,600
Office Supplies	4,277	6,817	3,500	2,400	2,500
Operations Supplies	434	162	400	500	500
Communications	69	44	200	300	315
Contract Meal Allowance	15	170	200	200	200
Safety Training and Supplies	1,694	1,250	2,600	3,000	3,500
Uniforms	1,083	1,808	2,400	3,000	3,200
Professional and Contractual	48,806	65,578	10,000	54,500	16,100
Postage	25,975	24,806	34,800	35,000	37,500
Uncollectable Accounts	7,946	53,391	2,500	10,000	12,500
Collection Costs	2,467	1,097	2,500	2,500	2,500
Data Processing	29,689	6,076	24,500	15,000	17,000
AMI Fiber Connection	21,000	23,100	23,100	23,100	24,300
Transportation	2,153	1,464	2,500	1,600	4,500
Professional Development	782	-	4,500	-	2,800
Printing and Publishing	505	128	1,000	2,000	2,000
Vehicle Rentals	9,746	10,807	11,000	18,200	11,000
Miscellaneous	1,345	1,471	1,500	1,500	1,500
Total Customer Accounting	627,151	502,765	650,200	704,500	681,415
<u>CONSERVATION & PUBLIC SERVICES:</u>					
Salaries and Wages	\$ 50,345	\$ 91,636	\$ 98,700	\$ 97,900	\$ 101,300
Fringe Benefits	24,020	3,390	39,900	46,800	11,200
Office Supplies	152	5	500	500	500

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
 2021-22 Budgeted Revenues and Expenses

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Recommended
Communications	659	474	650	600	650
Professional and Contractual	89	924	41,500	61,000	81,000
Public Service & Communications	35,925	28,456	35,000	12,300	16,450
Community Services	33,302	36,459	41,100	16,200	28,100
Community Investment Fund	-	-	75,000	37,850	75,000
Professional Development	1,444	60	4,450	1,100	3,900
Printing and Publishing	80	-	500	500	500
Vehicle Rentals	4,322	1,777	4,900	3,800	3,800
Energy Waste Reduction Program	306,447	285,109	245,100	265,000	306,800
Additional Energy Waste Reduction	-	-	100,000	-	82,000
Voluntary Green Program	-	-	81,500	35,000	100,000
Printing and Publishing	-	-	500	500	500
Miscellaneous	223	503	500	500	500
Total Conservation & Public Services	457,008	448,795	769,800	579,550	812,200
<u>INFORMATION SYSTEMS</u>					
Salaries and Wages	\$ 115,703	\$ 73,940	\$ 124,400	\$ 125,300	\$ 127,900
Fringe Benefits	115,447	12,134	61,400	83,600	41,300
Office Supplies	549	755	1,000	1,000	1,000
Operation Supplies	3,971	2,549	5,500	4,000	4,500
Communications	8,378	4,702	5,700	7,800	7,900
Software	98,974	113,262	180,000	206,500	198,000
Hardware	17,417	504	20,000	20,000	20,000
Uniforms	197	543	500	1,000	1,000
Professional and Contractual	16,865	17,093	75,000	50,000	35,000
Professional Development	420	299	6,800	1,000	3,000
Printing and Publishing	-	143	250	250	250
Miscellaneous	145	322	500	500	500
Total Information Systems	378,066	226,245	481,050	500,950	440,350
<u>ADMINISTRATIVE AND GENERAL:</u>					
Salaries and Wages	\$ 394,566	\$ 380,661	\$ 392,500	\$ 390,400	\$ 401,700
Fringe Benefits	385,825	219,132	245,400	286,500	262,000
Office Supplies	7,591	4,249	10,000	4,000	4,500
Communications	4,230	3,624	4,800	4,500	4,600
Fees and Per Diem	62,889	59,145	65,000	66,000	67,500
Board Related Expenses	1,910	2,451	5,000	1,000	5,000
Professional & Contractual	56,870	51,729	50,000	77,300	90,400
Legal Services	50,300	56,436	52,500	53,400	55,000
Special Services	32	-	-	-	-
Employee Recognition	10,455	6,322	7,500	2,000	6,900

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
 2021-22 Budgeted Revenues and Expenses

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Recommended
City Fee	1,725,314	1,656,483	1,774,000	1,659,000	1,748,000
Transportation	240	-	500	500	500
Professional Development	7,117	7,578	18,200	7,000	19,200
Printing & Publishing	4,549	4,696	6,000	4,500	6,000
Insurance and Bonds	69,139	70,713	85,000	80,000	85,000
Miscellaneous	800	1,927	3,000	500	3,000
Depreciation Expense	2,879,750	3,018,147	3,250,000	3,025,000	3,165,000
Total Administrative and General	5,661,577	5,543,294	5,969,400	5,661,600	5,924,300
Total Operating Expenses	32,957,852	30,299,920	33,678,780	31,522,130	33,798,415
Operating Income	\$ 1,227,113	\$ 2,658,463	\$ 1,500,720	\$ 1,430,870	\$ 976,085
<u>NON OPERATING REVENUES/(EXPENSES):</u>					
Rents and Royalties	\$ 57,336	\$ 57,232	57,500	\$ 55,000	\$ 51,600
Pole Rentals	83,763	57,609	61,700	81,000	65,000
Reimbursements	225,819	226,005	82,000	106,000	42,000
Interest & Dividend Earnings	628,041	296,433	200,000	111,000	90,000
Gain/(Loss) on Sale of Fixed Assets	(244,770)	(113,413)	-	-	-
Total Non Operating Revenue/(Expenses)	750,189	523,866	401,200	353,000	248,600
Income before special items	1,977,302	3,182,329	1,901,920	1,783,870	1,224,685
<u>SPECIAL ITEM</u>					
Retirement of meters	(1,034,859)	-	-	-	-
Change in Net Position before Transfers	\$ 942,443	\$ 3,182,329	\$ 1,901,920	\$ 1,783,870	\$ 1,224,685
<u>OTHER FINANCING SOURCES:</u>					
Operating Transfers In	175,000	200,000	-	-	-
Change in Net Position	\$ 1,117,443	\$ 3,382,329	\$ 1,901,920	\$ 1,783,870	\$ 1,224,685

Fund 583: Fiber Optic Fund

Traverse City Light & Power
Fiber Optics Fund
2021-22 Budgeted Revenues and Expenses

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budgeted	FY 20/21 Projected	FY 21/22 Recommended
OPERATING REVENUES					
Dark Fiber System					
Charges for services	\$ 376,827	\$ 403,998	\$ 414,400	\$ 417,500	\$ 421,180
Merchandising and Jobbing	9,848	-	-	29,200	-
Lit Fiber System					
Residential	-	-	435,800	99,400	519,300
Commercial	-	-	662,200	42,700	270,400
VoIP	-	-	83,700	3,000	19,000
Miscellaneous Revenues	-	-	-	-	50,000
Subtotal Lit Fiber System	-	-	1,181,700	145,100	858,700
WIFI Operations and Maintenance					
Charges for Services	39,600	42,600	42,600	42,600	42,600
Total Operating Revenues	426,275	446,598	1,638,700	634,400	1,322,480
OPERATING EXPENSES					
Dark and Lit Fiber System					
Salaries and wages	71,360	42,596	163,100	54,000	114,200
Fringe benefits	93,637	37,659	103,000	95,000	102,800
Office & operation supplies	1,855	621	2,500	2,500	2,500
Hardware and software	-	290	-	-	-
Communications	-	-	-	1,200	1,300
Professional services - Lit Fiber	-	-	727,000	517,000	522,000
Legal services	21,594	33,371	5,000	10,000	10,000
City fee	21,314	22,136	81,900	32,000	66,000
Professional development	4,333	60	5,000	5,000	5,000
Insurance	743	763	6,000	6,000	6,000
Repair and maintenance	-	6,895	5,000	5,000	5,000
Building Rental Costs	-	-	-	-	21,000
Pole attachment fees	11,484	9,994	15,900	15,500	15,500
Vehicle rental	10,843	2,508	24,000	10,000	11,000

Traverse City Light & Power
Fiber Optics Fund
2021-22 Budgeted Revenues and Expenses

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budgeted	FY 20/21 Projected	FY 21/22 Recommended
Miscellaneous	839	1,460	1,000	5,000	25,000
Depreciation expense	146,782	147,093	348,000	273,000	400,000
Subtotal Dark and Lit Fiber System	384,784	305,446	1,487,400	1,031,200	1,307,300
WIFI Operations and Maintenance					
Salaries and fringe benefits	3,023	6,135	5,000	6,000	6,100
WIFI operations and maintenance	29,868	19,355	20,100	30,200	30,200
Subtotal WIFI Operations and Maintenance	32,891	25,490	25,100	36,200	36,300
Total operating expenses	417,675	330,936	1,512,500	1,067,400	1,343,600
Operating income (loss)	8,600	115,662	126,200	(433,000)	(21,120)
<u>Non-operating revenues (expenses)</u>					
Reimbursements	38,689	33,347	29,200	37,400	26,800
Interest revenue	326	-	-	-	-
Total non operating revenues	39,015	33,347	29,200	37,400	26,800
Income (loss) before transfers	47,615	149,009	155,400	(395,600)	5,680
<u>Other financing transfers</u>					
Transfer out	(175,000)	(200,000)	-	-	-
Change in net position	\$ (127,385)	\$ (50,991)	\$ 155,400	\$ (395,600)	\$ 5,680

Downtown Development Authority (DDA)

Mission: *To create, support, and promote critical infrastructure and other improvements that enhance the downtown experience, promote business growth, serve as a catalyst for private investment and contribute to the year-round vitality and unique sense-of-place of downtown Traverse City.*

The Downtown Development Authority (DDA) Board of Directors will hold a public hearing on their 2021/2021 budget on Friday, May 21, 2021, at 8:30 a.m. The public hearing will be virtual, in accordance with ongoing social distancing policies. The Board is scheduled to approve the budget on June 18, 2021.

The DDA is a Component Unit of the City of Traverse City and responsible for maintaining the vitality of the Central Business District. The DDA accomplishes this by focusing on four core components:

1. Public Improvements
2. Events
3. Marketing
4. Business support

DDA General Operating Fund

Under its Operation Budget revenue line item, the DDA has two contracts. The first contract is with the DTCA for marketing and events. The second is with the City of Traverse City to manage the parking operations. All employees assigned to manage and facilitate parking are considered employees of the DDA. The total contract amount for this support in 2021/2022 will remain consistent at \$800,000. This contract solely covers the cost of the employees assigned to parking. No management fee is provided to the DDA.

New Initiatives or Budget Changes:

The DDA will continue its contract with Traverse Connect. Our partnership with Traverse Connect is critical to determine how we should support our downtown partners as they shift out of the pandemic. The contract will work on

- Bringing office workers back to Downtown

- Identifying new offices to make Downtown their new home
- As they are the organization leading Economic Diversity, it is vital to ensure that we are at the table for discussion.

This achieves the City of Traverse City's economic goals.

- Planning for the future. DDA Board and staff will work to determine a possible new structure for the DDA, which includes different mechanisms/tools, including TIF. The structure will be based on a comprehensive business plan, market analysis, and trend analysis. This effort will also include reviewing best practices from throughout the United States and what the DDA could improve upon to position Downtown for the 21st century.

City of Traverse City, Michigan
 DDA COMPONENT UNIT
 DDA GENERAL FUND
 For the Budget Year 2021-22 (April 16, 2021 Draft - DDA Board Review)

	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Requested</u>
REVENUES					
Taxes	\$134,996	\$129,391	\$137,500	\$133,400	\$137,500
Grants and Reimbursements	117,200	134,243	3,450,000	2,100,000	438,000
Reimbursements	957,343	1,318,204	1,358,204	1,317,450	1,321,000
Rental Income	56,175	43,910	42,000	125,000	90,000
Interest Income	732	948	500	13,000	600
Miscellaneous	0	0	0	0	0
TOTAL REVENUES	<u>1,266,446</u>	<u>1,626,696</u>	<u>4,988,204</u>	<u>3,688,850</u>	<u>1,987,100</u>
EXPENDITURES					
Salaries and Wages	695,358	767,555	917,593	890,065	858,000
Fringe Benefits	242,177	265,388	308,878	299,600	310,000
Office Supplies and Utilities	29,052	40,111	81,800	79,350	85,800
Professional Services	222,216	362,933	657,000	55,000	836,000
Travel and Conferences	6,637	10,475	25,000	17,000	35,000
Repairs and Maintenance	3,011	3,910	3,000	3,500	3,000
Rentals	8,626	12,222	9,000	125,000	80,000
Civic Square	0	0	3,000,000	2,000,000	100,000
TOTAL EXPENDITURES	<u>1,207,077</u>	<u>1,462,594</u>	<u>5,002,271</u>	<u>3,469,515</u>	<u>2,307,800</u>
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	59,369	164,102	(14,067)	219,335	(320,700)
Beginning Fund Balance	<u>551,359</u>	<u>610,728</u>	<u>774,830</u>	<u>744,830</u>	<u>964,165</u>
Ending Fund Balance	<u>\$610,728</u>	<u>\$774,830</u>	<u>\$760,763</u>	<u>\$964,165</u>	<u>\$643,465</u>

Fund Tax Increment Financing #97 Fund

The DDA Board of Directors will hold a public hearing on the Tax Increment Financing Fund #97 (TIF97) budget for the fiscal year 2021-2022 on Friday, May 21, 2021. At 8:30 a.m., The public hearing will be a virtual hearing according to ongoing social distancing policies. The Board is scheduled to approve the budget on June 18, 2021.

New Initiatives or Budget Changes:

- There has been growth within the District with significant private investments occurring, with taxable value projected to be \$155,687,150. New initiatives for TIF 97
- Retail start-up program: As we begin to cautiously exit the pandemic, it is vital to provide the opportunity for people to start or expand their business and assist them in getting off to a good start and becoming self-sufficient and successful within our Downtown. The DDA suggests working with SCORE and Traverse Connect (through their Creative Coast initiative) to look at outreach, policy, guidelines, etc. This program would undoubtedly take time to organize, but the key is to investigate feasibility.

This meets the City Commission Economic Goals for the City

- Lower Boardman Unified Plan: The DDA anticipates that the Lower Boardman River Leadership team will have a Unified Plan for the Lower Boardman River ready for approval (by DDA, City Planning, and City Commission) in the Fall of 2021. As a result, the DDA anticipates implementing components of the Unified Plan this upcoming fiscal year.

This remains a high priority for the DDA Board and anticipates that the “stormwater” line-item of \$100,000 could be utilized for projects related to the Lower Boardman and improvements to stormwater that impact the Lower Boardman River.

This meets the City Commission Water-Related Infrastructure

- Stormwater Management: This will be tied to the Lower Boardman Unified Plan to implement best practices for stormwater management.

This meets the City commission Water-Related Infrastructure.

- Maintenance costs for current infrastructure. The DDA will continue to set aside dollars for the repair and ongoing maintenance/cleaning of key infrastructure.

City of Traverse City, Michigan
DDA COMPONENT UNIT
TAX INCREMENT FINANCING 97 FUND
For the Budget Year 2021-22

	FY 18/19 Actual	FY 19/20 Actual	FY20/21 Budget	FY 20/21 Projected	FY 21/22 Requested
REVENUES					
Property Taxes	\$2,224,531	\$2,534,458	\$2,872,538	\$2,740,598	\$3,106,550
Grant and Reimbursements	0	0	0	0	0
Reimbursements	182,877	187,752	130,000	130,000	130,000
Interest Income	7,832	5,179	4,500	4,500	4,500
TOTAL REVENUES	2,415,240	2,727,389	3,007,038	2,875,098	3,241,050
EXPENDITURES					
Professional Services	488,583	592,863	725,863	603,711	739,300
Printing and Publishing	184	401	200	200	200
Repair & Maintenance	0	0	15,000	15,000	15,000
Contribution to District Construction Project	420,671	40,390	1,275,601	635,600	1,708,000
Contribution to City - Debt Service	828,719	858,819	893,586	893,586	931,550
Capital Outlay/Engineering Costs for Public Projects	120,756	0	61,750	0	0
TOTAL EXPENDITURES	1,858,913	1,492,473	2,972,000	2,148,097	3,394,050
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	556,327	1,234,916	35,038	727,001	(153,000)
OTHER FINANCING SOURCES (USES)					
Operating Transfer	0	0	0	0	0
NET CHANGE IN FUND BALANCE	556,327	1,234,916	35,038	727,001	(153,000)
Beginning Fund Balance	1,182,958	1,739,285	2,974,201	2,974,201	3,701,202
Ending Fund Balance	\$1,739,285	\$2,974,201	\$3,009,239	\$3,701,202	\$3,548,202

Note: All Construction Projects include estimated Engineering cost either to the City or consultants.

Tax Increment Financing Old Town Fund

The DDA Board of Directors will hold a public hearing on the Tax Increment Financing Old Town Fund budget for the fiscal year 2021-2021 on Friday, May 21, 2021, at 8:30 a.m. The public hearing will be a virtual hearing according to ongoing social distancing policies. The Board is scheduled to approve the budget on June 18, 2021.

New Initiatives or Budget Changes:

There has been growth within the District with significant private investments occurring, with taxable value projected to be \$68,412,780. New initiatives for Old Town TIF.

- Bridges repairs within the Old Town TIF District continue to be the focus for the DDA, noting future work on the 8th Street Bridge and South Cass Street Bridge.
- Midtown Riverwalk, which was erected over 20 years ago, is ready for replacement. The cost is conservative. We will work to determine its final design within our Lower Boardman Unified Planning effort and with extensive public outreach.
- Maintenance costs for current infrastructure. The DDA will continue to set aside dollars for the repair and ongoing maintenance/cleaning of key infrastructure.

City of Traverse City, Michigan
DDA COMPONENT UNIT
OLD TOWN TAX INCREMENT FINANCING FUND
For the Budget Year 2021-22 (April 16, 2021 Draft - DDA Board Review)

	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Requested
REVENUES					
Property Taxes	\$260,732	\$406,555	\$447,800	\$479,197	\$555,000
Reimbursements	0	0	0	0	0
Interest Income	186	138	100	100	100
TOTAL REVENUES	<u>260,918</u>	<u>406,693</u>	<u>447,900</u>	<u>479,297</u>	<u>555,100</u>
EXPENDITURES					
Professional Services	83,784	187,316	238,973	200,700	215,750
Printing and Publishing	0	0	100	100	100
Contribution to District Construction Project	356,065	0	282,900	0	562,000
Capital Outlay/Engineering Cost for Public Projects			9,927	0	0
TOTAL EXPENDITURES	<u>439,849</u>	<u>187,316</u>	<u>531,900</u>	<u>200,800</u>	<u>777,850</u>
EXCESS OF REVENUES OVER/UNDER EXPENDITURES	(178,931)	219,377	(84,000)	278,497	(222,750)
OTHER FINANCING SOURCES (USES)					
Operating Transfer	0	0	0	0	0
NET CHANGE IN FUND BALANCE	(178,931)	219,377	(84,000)	278,497	(222,750)
Beginning Fund Balance	178,931	0	219,377	219,377	497,874
Ending Fund Balance	<u>\$0</u>	<u>\$219,377</u>	<u>\$135,377</u>	<u>\$497,874</u>	<u>\$275,124</u>

Note: All Construction Projects include estimated Engineering cost either to the City or consultants.

Other Information

Budgeted Capital Outlay

Budgeted Capital Outlay/Projects Summary by Fund (Update 5/11/2021)

Description	Amount	Additional description
Fund 101 General Fund:		
Government-Owned Buildings Department capital outlay	\$80,000.00	commission chamber upgrade and replace the boiler at 520 W Front
Cemetery Department capital outlay	\$135,000.00	mausoleum roof project and pave the main loop
Police Department equipment	\$21,000.00	XRY software and in-car MDT computers (not part of CIP)
Fire Department equipment	\$66,000.00	Lucas CPR device, Extrication tools, overhead door lifts (not part of CIP)
Parks Department equipment/capital outlay	\$25,000.00	clinch concession stand updates
Planning Department - professional services	\$100,000.00	Master Plan rewrite
Transfer to sidewalk debt service	\$375,400.00	annual debt service
transfer to Hickory Hills	\$20,000.00	erosion control
Transfer to capital projects fund		
Network upgrade and redesign - City share	\$27,600.00	
Fire detection and suppression system	\$131,250.00	
Annual city computers	\$30,000.00	

City document management system	\$25,000.00	
Hickory Hills lighting expansion (Nordic trail)	\$6,000.00	
Annual street reconstruction	\$630,800.00	
Garfield Ave resurfacing (Hannah to Front)	\$82,500.00	
Traffic Calming	\$100,000.00	
Traffic Signal improvements/power backup	\$22,500.00	
Traffic signal upgrades	\$60,000.00	
	<hr/>	
	\$1,938,050.00	funded with amounts on hand and current revenue
	<hr/>	

Fund 206 Hazardous Material Fund:

Hazardous material equipment	\$12,200.00	equipment including electric PPV fan
	<hr/>	

Fund 239 Brown Bridge Trust Parks Fund:

F&M Park Basketball Court	\$30,000.00	
Highland Park Play Equip and Entrance	\$30,000.00	
Indian Woods Park	\$62,000.00	
	<hr/>	
	\$122,000.00	
	<hr/>	

Fund 243 County Wide Road Millage Fund:

Pavement Preservation Projects throughout the City		funded by annual County wide millage allocation
	<hr/>	
	\$1,500,000.00	
	<hr/>	

Fund 245 Capital Projects Fund:

\$9,980,961.00

Fund 264 PEG Fund:

Total Capital Outlay for 21/22 budget	<u>\$14,000.00</u>	capital costs reimbursed to LIAA
<u>Fund 282 Pubic Arts Commission:</u>		
Various Community Arts Projects	<u>\$15,000.00</u>	funded with amounts on hand and current contributions/allocations
<u>Fund 296 Opera House Fund:</u>		
Backup Generator and Rooftop AC Units	<u>\$55,000.00</u>	funded with amounts on hand, TIF contributions and rental income
<u>Fund 491 Boardman Lake Trail Construction:</u>		
estimated phase II costs	<u>\$4,722,400.00</u>	projected phase I to be completed during FYE 21 balance of phase II costs budgeted for FYE 2022
<u>Fund 492 Sidewalk Bond Construction Fund:</u>		
2019 Sidewalk Gap and Infill Open Contracts	<u>\$1,325,900.00</u>	estimated balance due contractors to complete sidewalk bond program
<u>Fund 585 Auto Parking Fund:</u>		
Single Space Meter or Pay Station replacement	\$100,000.00	
single space meter expansion	\$25,000.00	
Bike infrastructure	\$20,000.00	
Mobility amenities	\$15,000.00	

Office computer replacements	\$5,000.00	
FY2021-2022 equipment budget	<u>\$165,000.00</u>	funded with amounts on hand and current revenue

Fund 590 Wastewater Fund:

Annual rehab and replace allocation	\$412,000.00	annual street reconstruction estimate - Madison and Jefferson
NOAA culvert replacement	\$370,000.00	
WWTP annual equipment	\$100,000.00	
WWTP Scour Air Bower Overhaul	\$47,250.00	
Maintenance Building Window Replacement	\$30,000.00	
	<u>\$959,250.00</u>	

Fund 591 Water Fund:

Eighth Street Bridge Repair	\$383,800.00	per bid summary from Engineering on 4/12/21
West Front Street Bridge Replacement	\$288,600.00	per most recent engineering estimate
Annual Street Reconstruction (Madison and Jefferson)	\$690,000.00	annual street reconstruction estimate - Madison and Jefferson
NOAA culvert replacement	\$454,000.00	
filter 1,2,3 media replacement and wash	\$900,000.00	
filter 1,2,3 valve replacement	\$277,500.00	
high/low pump repair	\$80,000.00	
remove replace galvanized services	\$400,000.00	
Wayne hill fire pump	\$432,000.00	

\$3,905,900.00**Fund 661 Garage Fund:** (Update 5/11/2021)

Annual vehicle and equipment replacement

\$691,900.00

Old salt barn repair

\$55,000.00

\$746,900.00**Fund 801 Special Assessments Fund:**

There are no specific projects planned to date. The amount of revenue is budgeted to be used if new projects arise during the year.

\$38,300.00

245 Capital Projects Fund

FY2021-2022 construction cost estimate

Description	Total Costs	Estimated Costs through 6/30/2021	Budgeted FY2021-2022 Costs
Eighth St. Bridge Repair	\$1,271,114	\$419,468	\$851,646
South Cass Street Bridge	\$846,502	\$279,346	\$567,156
Park Street Bridge repair	\$707,868	\$233,596	\$474,272
West Front Bridge Replacement	\$1,635,545	\$163,555	\$1,471,991
Annual Street Reconstruction - Madison and Jefferson	\$1,286,000	\$0	\$1,286,000
Computer Hardware and support 21/22	\$30,000	\$0	\$30,000
Garfield Ave Reconstruction	\$412,500	\$6,600	\$405,900
Indian Woods Playground	\$112,000	\$0	\$112,000
Kids Creek Crossing (MDEQ and GLFT)	\$400,000	\$200,000	\$200,000
NOAA - watershed center	\$1,810,600	\$822,000	\$988,600
North Cass Street Bridge (TIF 97)	\$1,343,000	\$38,390	\$1,304,610
Park sign replacement	\$30,000	\$0	\$30,000
Safe Routes to Schools	\$2,157,161	\$166,625	\$1,990,536
Traffic Calming	\$160,000	\$60,000	\$100,000
City Document Management System	\$25,000	\$0	\$25,000
Hickory Hills lighting expansion - Nordic trail	\$12,000	\$0	\$12,000
Fire detection and suppression system	\$131,250	\$0	\$131,250
	\$12,370,540	\$2,389,579	\$9,980,961

Debt Service Requirements to Maturity

CITY OF TRAVERSE CITY, MICHIGAN Debt Service Requirements to Maturity (Unaudited)

Fiscal years ending June 30,	Parking deck non-taxable refunding bond		Boardman Lake Trail and Sidewalk construction bond		Sewage disposal		Primary government
	Principal	Interest	Principal	Interest	Principal	Interest	Total principal and interest
2021							
2022	745,000	148,586	525,000	223,657	1,230,301	100,141	2,972,685
2023	800,000	131,504	545,000	206,483	1,273,219	50,929	3,007,135
2024	860,000	113,160	565,000	188,668	-	-	1,726,828
2025	860,000	93,440	585,000	170,210	-	-	1,708,650
2026	840,000	73,720	605,000	151,111	-	-	1,669,831
2027	820,000	54,459	625,000	131,369	-	-	1,630,828
2028	790,000	35,656	645,000	110,986	-	-	1,581,642
2029	765,000	17,541	670,000	89,880	-	-	1,542,421
2030	-	-	695,000	67,972	-	-	762,972
2031	-	-	330,000	51,521	-	-	381,521
2032	-	-	340,000	40,767	-	-	380,767

The City Manager's Annual Budget Recommendation FY2021-2022

199

2033	-	-	355,000	29,612	-	-	384,612
2034	-	-	365,000	18,056	-	-	383,056
	<u>-</u>	<u>-</u>	<u>380,000</u>	<u>6,099</u>	<u>-</u>	<u>-</u>	<u>386,099</u>
Total	<u>\$6,480,000</u>	<u>\$ 668,066</u>	<u>\$ 7,230,000</u>	<u>\$ 1,486,391</u>	<u>\$2,503,520</u>	<u>\$ 151,070</u>	<u>\$18,519,047</u>

Property Tax Millage Rates - All Overlapping Governments

Fiscal years ending June 30,	City	County	School	ISD	College	State Ed Tax	Library	BATA	Rec. Auth.	Total
2011 - Homestead	13.5567	6.2291	3.1000	2.9312	2.8700	6.0000	1.1145	0.3454	0.3594	36.5063
2011 - Non-Homestead	13.5567	6.2291	21.1000	2.9312	2.8700	6.0000	1.1145	0.3454	0.3594	54.5063
2012 - Homestead	13.0567	6.2433	3.1000	2.9312	2.9400	6.0000	1.1068	0.3454	0.3594	36.0828
2012 - Non-Homestead	13.0567	6.2433	21.1000	2.9312	2.9400	6.0000	1.1068	0.3454	0.3594	54.0828
2013 - Homestead	13.4367	6.2433	3.1000	2.9312	2.9400	6.0000	1.1092	0.3454	0.3594	36.4652
2013 - Non-Homestead	13.4367	6.2433	21.1000	2.9312	2.9400	6.0000	1.1092	0.3454	0.3594	54.4652
2014 - Homestead	13.4367	7.2433	3.1000	2.9312	2.9200	6.0000	1.1050	0.3454	0.3894	37.4710
2014 - Non-Homestead	13.4367	7.2433	21.1000	2.9312	2.9200	6.0000	1.1050	0.3454	0.3894	55.4710
2015 - Homestead	13.4367	6.5838	3.1000	2.9312	2.8300	6.0000	1.1004	0.3454	0.4094	36.7369
2015 - Non-Homestead	13.4367	6.5838	21.1000	2.9312	2.8300	6.0000	1.1004	0.3454	0.4094	54.7369
2016 - Homestead	13.4367	6.5838	3.1000	2.9312	2.8300	6.0000	1.1004	0.3454	0.4094	36.7369
2016 - Non-Homestead	13.4367	6.5838	21.1000	2.9312	2.8300	6.0000	1.1004	0.3454	0.4094	54.7369
2017 - Homestead	13.4367	6.7017	3.1000	2.9299	2.8192	6.0000	1.0870	0.3447	0.4294	36.8486
2017 - Non-Homestead	13.4367	6.7017	21.1000	2.9299	2.8192	6.0000	1.0870	0.3447	0.4294	54.8486

The City Manager's Annual Budget Recommendation FY2021-2022**201**

2018 - Homestead	13.4367	6.6486	3.1000	2.9234	2.7420	6.0000	0.9467	0.3420	0.4283	36.5677
2018 - Non-Homestead	13.4367	6.6486	21.1000	2.9234	2.7420	6.0000	0.9467	0.3420	0.4283	54.5677
2019 - Homestead	14.4367	6.7608	3.1000	2.9197	2.7140	6.0000	0.9431	0.4978	0.4282	37.8003
2019 - Non-Homestead	14.4367	6.7608	21.1000	2.9197	2.7140	6.0000	0.9431	0.4978	0.4282	55.8003
2020 - Homestead	14.4367	6.6915	3.1000	2.9161	2.6950	6.0000	0.9382	0.4952	0.4278	37.7005
2020 - Non-Homestead	14.4367	6.6915	21.1000	2.9161	2.6950	6.0000	0.9382	0.4952	0.4278	55.7005

Notes:

The City's rate does not reflect a 1.6658 mill levy the Downtown Development District established in 1979. Millage rates above reflect operating and debt rates.

The County's rates include only Grand Traverse County and not Leelanau County.