

CITY OF MUSKEGON HEIGHTS



FY2021

PROPOSED BUDGET

**CITY OF MUSKEGON HEIGHTS
FY2021 RECOMMENDED BUDGET SUMMARY**

| <u>FUND</u> | <u>DEPARTMENT</u> | <u>RECOMMENDED REVENUES</u> | <u>RECOMMENDED EXPENDITURES</u> | <u>FUND BALANCE</u> |
|--|------------------------------|-----------------------------|---------------------------------|---------------------|
| <i>202 Major Streets</i> | | | | |
| 000 | Act 51 Revenues | 1,140,000 | | |
| 001 | General | | 446,000 | |
| 463 | Routine Maintenance | | 466,588 | |
| 474 | Traffic Maintenance | | 48,250 | |
| 478 | Act 51 Revenues-Snow Payment | 16000 | 194,725 | |
| <i>Total Major Streets</i> | | <u>1,156,000</u> | <u>1,155,563</u> | <u>437</u> |
| <i>203 Local Streets</i> | | | | |
| 000 | Act 51 Revenues | 577,000 | | |
| 001 | General | | 0 | |
| 463 | Routine Maintenance | | 443,954 | |
| 474 | Traffic | | 4,000 | |
| 478 | Act 51 Revenues-Snow Payment | 6,500 | 133,772 | |
| <i>Total Local Streets</i> | | <u>583,500</u> | <u>581,726</u> | <u>1,774</u> |
| <i>204 Municipal Street Fund (Millage)</i> | | | | |
| 000 | Millage Tax Proceeds | 782,862 | 782,862 | 0 |
| 463 | Routine Maintenance | | 782,862 | |
| | | <u>782,862</u> | <u>782,862</u> | <u>0</u> |
| <i>205 Sherman Blvd Grant Project</i> | | | | |
| 000 | Grant Revenues | 150,000 | 150,000 | |
| 001 | General | 150,000 | 150,000 | 0 |
| | | <u>150,000</u> | <u>150,000</u> | <u>0</u> |
| <i>209 Cemetery Fund</i> | | | | |
| | | 121,800 | 120,786 | 1,014 |
| <i>211 Mona Lake Boat Launch</i> | | | | |
| | | 10,000 | 2,900 | 7,100 |
| <i>280 Downtown Development Authority</i> | | | | |
| | | 67,088 | 66,700 | 388 |
| <i>286 Senior Millage Program</i> | | | | |
| 000 | Grant Revenues | 132,237 | | |
| 001 | General | | 25,000 | |
| 205 | Moderate Repair | | 85,000 | |
| 245 | City Wide Paint Program | | 22,237 | |
| | | <u>132,237</u> | <u>132,237</u> | <u>0</u> |

**CITY OF MUSKEGON HEIGHTS
FY2021 RECOMMENDED BUDGET SUMMARY**

| FUND | DEPARTMENT | RECOMMENDED REVENUES | RECOMMENDED EXPENDITURES | FUND BALANCE |
|-------------------------------------|--------------------------------|-----------------------------|---------------------------------|---------------------|
| 296 - 46th Year CDBG Program | | | | |
| 000 | Grant Revenues | 260,044 | | |
| 001 | Administration | | 48,223 | |
| 009 | Rehab Administration | | 47,859 | |
| 200 | Emergency Repair | | 20,000 | |
| 205 | Moderate Repair | | 66,000 | |
| 245 | City Wide Paint Program | | 35,000 | |
| 252 | Code Enforcement-Blight | | 18,500 | |
| 380 | Fair Housing | | 4,462 | |
| 400 | Demolition | | 20,000 | |
| | | <u>260,044</u> | | <u>0</u> |
| 297 - 47th Year CDBG Program | | | | |
| 000 | Grant Revenues | 266,129 | | |
| 001 | Administration | | 51,715 | |
| 009 | Rehab Administration | | 50,452 | |
| 200 | Emergency Repair | | 20,000 | |
| 205 | Moderate Repair | | 66,000 | |
| 245 | City Wide Paint Program | | 35,000 | |
| 252 | Code Enforcement-Blight | | 18,500 | |
| 380 | Fair Housing | | 4,462 | |
| 400 | Demolition | | 20,000 | |
| | | <u>266,129</u> | | <u>0</u> |
| 590 Sewer Fund | | | | |
| 000 | Sales Revenues | 1,855,564 | | |
| 001 | Administration | | 1,657,343 | |
| | | | | <u>198,221</u> |
| 591 Water Fund | | | | |
| 000 | Sales Revenues | 1,833,872 | | |
| 001 | Administration | | 1,024,000 | |
| 536 | Utility Billing Administration | | 59,101 | |
| 538 | Distribution | | 747,833 | |
| | Total Water Fund | <u>1,833,872</u> | <u>1,830,934</u> | <u>2,938</u> |
| 592 Water Supply Fund | | | | |
| 000 | Sales Revenues | 1,337,730 | | |
| 537 | Water Supply | | 1,281,134 | |
| | | <u>1,337,730</u> | <u>1,281,134</u> | <u>56,596</u> |
| | | <u>16,893,104</u> | <u>16,623,901</u> | <u>269,203</u> |

Fund #202 Major Street

Fund #203 Local Street

Fund #204 Municipal Street

Fund #205 Sherman Blvd

CITY OF MUSKEGON HEIGHTS – FY2021

MAJOR STREET

REVENUES

#202-000-400 Appropriation of Fund Balance \$ 125,000.00

In FY2021, an appropriation of the Major Streets' 2019 fund balance of \$974,337.00 in the amount of \$125,000.00 is necessary to fund the anticipated expenditures during the year.

#202-000-574 State Revenue Sharing \$1,006,000.00

Act 51 revenues allocated to the City's Major Streets based on MDOT's formula that includes the City's population and the gas taxes received by the State of Michigan.

#202-000-677-716 Health Insurance Co-Pay Reimbursement \$ 9,000.00

This reimbursement is the 20% health insurance co-pay paid by full time employees per bargaining unit agreements. The City pays 80% of health insurance premiums.

#202-478-574 State Revenue Sharing \$ 16,000.00

An estimate of the State of Michigan's contribution for snow removal from major streets.

CITY OF MUSKEGON HEIGHTS – FY2021

MAJOR STREET

EXPENSES

| | | | |
|------------------|--|--------------|---------------|
| #202-001-801 | Professional Services (Admin) | | \$ 46,000.00 |
| | Engineering costs for street projects scheduled during FY2020: | | |
| | Hackley Street engineering only for FY2021 construction project | \$ 35,000.00 | |
| | Engineering for other potential Major St road projects | \$ 11,000.00 | |
| #202-001-950 | Contribution to Other Governments | | \$ 100,000.00 |
| | Hackley Street (FY2021)-Construction costs | \$100,000.00 | |
| #202-001-965-203 | Contributions to Other Funds | | \$ 200,000.00 |
| | Contribution to Local Streets for necessary expenditures for salaries/benefits and costs for local street maintenance. | | |
| #202-001-970 | Capital Outlay | | \$ 100,000.00 |
| | Sherman Blvd construction costs outside of grant | | |
| | <u>Routine Maintenance (April through November)</u> | | |
| #202-463-741 | Operating Supplies | | \$ 25,000.00 |
| | Asphalt street patching material, street name signs, traffic control signs & posts | | |

| | | |
|-----------------------|--|--------------|
| #202-463-801 | Professional Services | \$ 75,000.00 |
| | Street sweeping contract for major streets (\$50K); Tree trimming program (\$20K); Emergency tree removals (\$5K) | |
| #202-463-818 | Contractual Services | \$ 6,500.00 |
| | Contractual oversight of the Department of Public Works | |
| #202-463-860 | Transportation | \$ 6,000.00 |
| | Unleaded and diesel fuel costs for equipment used on Major Streets | |
| #202-463-941 | Rental Payments | \$ 50,000.00 |
| | Equipment rental payment to General Fund for use of DPW fleet equipment. All DPW trucks and equipment are assets of the General Fund and are rented to Street Funds at an equipment rate established by the State of Michigan. | |
| #202-463-970 | Capital Outlay | \$ 35,000.00 |
| | Crack sealing of various street projects not included in the Municipal Street Fund (tax millage). | |
| <u>Traffic</u> | | |
| #202-474-741 | Operating Supplies | \$ 7,000.00 |
| | Lane striping and RR crossing posts & street markings | |
| #202-474-801 | Professional Services | \$ 7,000.00 |
| | Traffic signal electricity (MDOT) & signal repairs | |

| | | |
|--------------|-------------------------------|-------------|
| #202-474-930 | Repair & Maintenance Contract | \$ 9,500.00 |
|--------------|-------------------------------|-------------|

Michigan Shore Railroad annual signal maintenance invoice

| | | |
|--------------|----------------|-------------|
| #202-474-970 | Capital Outlay | \$ 1,500.00 |
|--------------|----------------|-------------|

Parking signs/posts; some replacement street name signs

Winter Maintenance (December through March)

| | | |
|--------------|--------------------|--------------|
| #202-478-741 | Operating Supplies | \$ 46,000.00 |
|--------------|--------------------|--------------|

Salt & sand for major streets during winter; plow truck blades; cold patch for pothole repairs

| | | |
|--------------|----------------|-------------|
| #202-478-860 | Transportation | \$ 5,000.00 |
|--------------|----------------|-------------|

Unleaded & diesel fuel for DPW vehicles

| | | |
|--------------|-----------------|--------------|
| #202-478-941 | Rental Payments | \$ 20,000.00 |
|--------------|-----------------|--------------|

Equipment rental payment to General Fund for use of DPW fleet equipment. All DPW trucks and equipment are assets of the General Fund and are rented to Street Funds at an equipment rate established by the State of Michigan.

Staffing Level

- 1/5 DPW Director (Shared Position between Major St, Local St, Water Dept & Sewer Dept, WSF)
- 1 New Hire Deputy DPW Director
- 1/2 Clerical Position (Shared position with Street Funds and Cemetery)
- 1 DPW Foreman (Reclassified from Foreman 2 to Foreman 1)
- 2 Light Equipment Operators
- 4 Heavy Equipment Operators
- 3 Seasonal Light Equipment Operators (May through November)

Heavy Equipment positions in the Water and Sewer Departments are utilized when needed, i.e., snow plowing.

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 202-000-400.000 | APPROPRIATION OF FUND BALANCE | 165,000 | | | 125,000 | |
| 202-000-569.000 | STATE GRANTS - OTHER | 250,000 | 250,000 | | | |
| 202-000-574.000 | STATE REVENUE SHARING | 975,000 | 844,408 | | 1,006,000 | |
| 202-000-677.716 | HEALTH INS CO-PAY REIMBURSE | 8,836 | 6,363 | | 9,000 | |
| Totals for dept 000 - | | 1,398,836 | 1,100,771 | | 1,140,000 | |
| Dept 478 - WINTER MAINTENANCE DEPARTMENT | | | | | | |
| 202-478-574.000 | STATE REVENUE SHARING | 15,000 | 16,151 | | 16,000 | |
| Totals for dept 478 - WINTER MAINTENANCE DEPARTMEN | | 15,000 | 16,151 | | 16,000 | |
| TOTAL ESTIMATED REVENUES | | 1,413,836 | 1,116,922 | | 1,156,000 | |

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|---|-------------------------------|----------------------|-----------------------------|-----------------------|-------------------------|----------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 202-001-801.000 | PROFESSIONAL SERVICES | 46,000 | 22,141 | 46,000 | 46,000 | |
| 202-001-901.000 | PRINTING/PUBLISHING/ADVERTISI | 300 | | | | |
| 202-001-950.000 | CONTRIB TO OTHER GOV'T UNITS | 100,000 | 60,919 | 100,000 | 100,000 | |
| 202-001-965.203 | CONTRIBUTIONS TO OTHER FUNDS | 200,000 | | 200,000 | 200,000 | |
| 202-001-970.000 | CAPITAL OUTLAY | 363,000 | 455,150 | 350,000 | 100,000 | |
| Totals for dept 001 - ADMINISTRATION | | 709,300 | 538,210 | 696,000 | 446,000 | |
| Dept 463 - ROUTINE MAINTENANCE DEPARTMENT | | | | | | |
| 202-463-702.000 | SALARIES & WAGES | 115,152 | 64,400 | 124,292 | 133,050 | |
| 202-463-703.000 | LONGEVITY | 4,000 | 5,727 | 2,800 | 2,800 | |
| 202-463-704.000 | OTHER PAY | | 2,400 | 1,000 | 3,900 | |
| 202-463-705.000 | SICK PAY | | 6,223 | | | |
| 202-463-706.000 | VACATION PAY | | 14,236 | | | |
| 202-463-708.000 | HOLIDAY PAY | | 2,615 | | | |
| 202-463-709.000 | OVERTIME | 9,768 | 1,525 | 6,600 | 6,600 | |
| 202-463-715.000 | SOCIAL SECURITY | 9,726 | 7,430 | 9,516 | 10,652 | |
| 202-463-716.000 | HOSPITALIZATION | 33,779 | 33,620 | 45,791 | 50,454 | |
| 202-463-716.100 | HOSPITALIZATION - RETIREES | 9,336 | 11,491 | | 14,145 | |
| 202-463-717.000 | LIFE INSURANCE | 250 | 310 | 409 | 472 | |
| 202-463-717.100 | LIFE INSURANCE-RETIREE | 110 | 111 | | 167 | |
| 202-463-718.000 | RETIREMENT (MERS/ICMA) | 36,238 | 27,570 | 39,415 | 34,590 | |
| 202-463-719.000 | WORKER'S COMPENSATION | 8,538 | 4,762 | 8,241 | 9,033 | |
| 202-463-720.000 | UNEMPLOYMENT | 35 | 2 | 435 | 525 | |
| 202-463-721.000 | OTHER FRINGE BENEFITS | 2,953 | 1,423 | 1,882 | 2,700 | |
| 202-463-741.000 | OPERATING SUPPLIES | 35,500 | 18,472 | 35,000 | 25,000 | |
| 202-463-801.000 | PROFESSIONAL SERVICES | 75,000 | 30,490 | 75,000 | 75,000 | |
| 202-463-818.000 | CONTRACTUAL SERVICES | | 4,718 | 6,000 | 6,500 | |
| 202-463-860.000 | TRANSPORTATION | 8,000 | 3,238 | 8,000 | 6,000 | |
| 202-463-941.000 | RENTAL PAYMENTS | 40,000 | 46,510 | 50,000 | 50,000 | |
| 202-463-970.000 | CAPITAL OUTLAY | 35,000 | | 35,000 | 35,000 | |
| Totals for dept 463 - ROUTINE MAINTENANCE DEPARTME | | 423,385 | 287,273 | 449,381 | 466,588 | |
| Dept 474 - TRAFFIC DEPARTMENT | | | | | | |
| 202-474-741.000 | OPERATING SUPPLIES | 14,000 | 909 | 10,000 | 7,000 | |
| 202-474-801.000 | PROFESSIONAL SERVICES | 13,000 | 3,410 | 10,000 | 7,000 | |
| 202-474-920.000 | UTILITIES | 23,100 | 18,936 | 23,000 | 23,000 | |
| 202-474-930.000 | REPAIR & MAINTENANCE CONTRACT | 9,500 | 7,692 | 10,000 | 9,500 | |
| 202-474-940.000 | LEASE PAYMENTS | 250 | | 250 | 250 | |
| 202-474-970.000 | CAPITAL OUTLAY | 1,400 | | 1,500 | 1,500 | |
| Totals for dept 474 - TRAFFIC DEPARTMENT | | 61,250 | 30,947 | 54,750 | 48,250 | |
| Dept 478 - WINTER MAINTENANCE DEPARTMENT | | | | | | |
| 202-478-702.000 | SALARIES & WAGES | 58,677 | 32,445 | 50,352 | 59,225 | |
| 202-478-704.000 | OTHER PAY | | 150 | | 3,900 | |
| 202-478-705.000 | SICK PAY | | 1,162 | | | |
| 202-478-706.000 | VACATION PAY | | 1,688 | | | |
| 202-478-708.000 | HOLIDAY PAY | | 4,132 | | | |
| 202-478-709.000 | OVERTIME | 5,032 | 3,594 | 3,400 | 3,400 | |
| 202-478-715.000 | SOCIAL SECURITY | 5,011 | 3,620 | 4,901 | 5,635 | |
| 202-478-716.000 | HOSPITALIZATION | 17,401 | 14,915 | 23,589 | 25,981 | |
| 202-478-716.100 | HOSPITALIZATION - RETIREES | 4,809 | 7,206 | | | |
| 202-478-717.000 | LIFE INSURANCE | 128 | 80 | 210 | 221 | |
| 202-478-717.100 | LIFE INSURANCE-RETIREE | 57 | 42 | | | |

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| APPROPRIATIONS | | | | | | |
| Dept 478 - WINTER | MAINTENANCE DEPARTMENT | | | | | |
| 202-478-718.000 | RETIREMENT (MERS/ICMA) | 18,668 | 14,121 | 20,305 | 17,820 | |
| 202-478-719.000 | WORKER'S COMPENSATION | 4,398 | 2,381 | 4,245 | 4,653 | |
| 202-478-720.000 | UNEMPLOYMENT | | 21 | | | |
| 202-478-721.000 | OTHER FRINGE BENEFITS | 1,521 | 1,117 | 969 | 1,390 | |
| 202-478-741.000 | OPERATING SUPPLIES | 60,600 | 34,256 | 60,000 | 46,000 | |
| 202-478-775.000 | REPAIR & MAINTENANCE SUPPLIES | 1,500 | | 1,500 | 1,500 | |
| 202-478-860.000 | TRANSPORTATION | 8,000 | 2,386 | 5,000 | 5,000 | |
| 202-478-941.000 | RENTAL PAYMENTS | 30,000 | 12,361 | 20,000 | 20,000 | |
| Totals for dept 478 - WINTER MAINTENANCE DEPARTMEN | | 215,802 | 135,677 | 194,471 | 194,725 | |
| TOTAL APPROPRIATIONS | | 1,409,737 | 992,107 | 1,394,602 | 1,155,563 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 202 | | 4,099 | 124,815 | (1,394,602) | 437 | |
| BEGINNING FUND BALANCE | | 617,100 | 617,100 | 741,915 | 741,915 | 741,915 |
| ENDING FUND BALANCE | | 621,199 | 741,915 | (652,687) | 742,352 | 741,915 |

CITY OF MUSKEGON HEIGHTS – FY2021

LOCAL STREET

REVENUES

| | | |
|--------------|-----------------------|---------------|
| #203-000-574 | State Revenue Sharing | \$ 368,000.00 |
|--------------|-----------------------|---------------|

Act 51 revenues allocated to the City's Major Streets based on MDOT's formula that includes the City's population and the gas taxes received by the State of Michigan.

| | | |
|------------------|--------------------------------|---------------|
| #203-000-676-202 | Contributions from Other Funds | \$ 200,000.00 |
|------------------|--------------------------------|---------------|

Contribution from Major Street to Local Street for necessary expenditures for local street maintenance.

| | | |
|------------------|---------------------------------------|-------------|
| #203-000-677-716 | Health Insurance Co-Pay Reimbursement | \$ 9,000.00 |
|------------------|---------------------------------------|-------------|

This reimbursement is the 20% health insurance co-pay paid by full time employees per bargaining unit agreements. The City pays 80% of health insurance premiums.

CITY OF MUSKEGON HEIGHTS – FY2021

LOCAL STREET

EXPENSES

Routine Maintenance (April through November)

| | | |
|--------------|--|--------------|
| #203-463-741 | Operating Supplies | \$ 37,000.00 |
| | Asphalt street patching material for local streets; recycled material for gravel roads; street name signs | |
| #203-463-801 | Professional Services | \$ 70,000.00 |
| | Street sweeping contract for local streets (\$50K); Tree Trimming program/removal (\$10K); Emergency tree removals from local streets (\$10K) | |
| #203-463-818 | Contractual Services | \$ 6,500.00 |
| | Contractual oversight of the Department of Public Works. | |
| #203-463-860 | Transportation | \$ 4,000.00 |
| | Unleaded and diesel fuel for DPW vehicles | |
| #203-463-941 | Rental Payments | \$ 70,000.00 |
| | Equipment rental payment to General Fund for use of DPW fleet equipment. All DPW trucks and equipment are assets of the General Fund and are rented to Street Funds at an equipment rate established by the State of Michigan. | |
| #203-463-970 | Capital Outlay | \$ 30,000.00 |
| | Micro seal and crack seal various local streets | |

Traffic

| | | |
|--------------|---|-------------|
| #203-474-741 | Operating Supplies | \$ 1,500.00 |
| | Replacement street name signs & posts (damaged) | |
| #203-474-970 | Capital Outlay | \$ 2,500.00 |
| | Replacement street name signs & posts (new) | |

Winter Maintenance (December through March)

| | | |
|--------------|---|--------------|
| #203-478-741 | Operating Supplies | \$ 3,500.00 |
| | Sand and cold patch for local streets during winter | |
| #203-478-860 | Transportation | \$ 4,000.00 |
| | Unleaded and diesel fuel for DPW vehicles | |
| #203-478-941 | Rental Payments | \$ 20,000.00 |

Equipment rental payment to General Fund for use of DPW fleet equipment. All DPW trucks and equipment are assets of the General Fund and are rented to Street Funds at an equipment rate established by the State of Michigan.

Staffing Level

- 1/5 DPW Director (Shared Position between Major St, Local St, Water Dept & Sewer Dept, WSF)
- 1 New Hire Deputy DPW Director
- 1 DPW Foreman (Reclassified from Foreman 2 to Foreman 1)
- 2 Light Equipment Operators
- 4 Heavy Equipment Operators
- 3 Seasonal Light Equipment Operators (May through November)

Heavy Equipment positions in the Water and Sewer Departments are utilized when needed, i.e., snow plowing.

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 203 LOCAL STREET FUND
 FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 203-000-574.000 | STATE REVENUE SHARING | 365,000 | 309,013 | | 368,000 | |
| 203-000-676.202 | CONTRIBUTIONS FROM OTHER FUND | 200,000 | | | 200,000 | |
| 203-000-677.716 | HEALTH INS CO-PAY REIMBURSE | 8,836 | 6,363 | | 9,000 | |
| Totals for dept 000 - | | 573,836 | 315,376 | | 577,000 | |
| Dept 478 - WINTER MAINTENANCE DEPARTMENT | | | | | | |
| 203-478-574.000 | STATE REVENUE SHARING | | 6,511 | | 6,500 | |
| Totals for dept 478 - WINTER MAINTENANCE DEPARTMEN | | | 6,511 | | 6,500 | |
| TOTAL ESTIMATED REVENUES | | 573,836 | 321,887 | | 583,500 | |

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-----------------------------|----------------------|-----------------------------|-----------------------|-------------------------|----------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 203-001-965.320 | CONTRIBUTION TO OTHER FUNDS | 26,250 | 25,817 | 26,250 | | |
| Totals for dept 001 - ADMINISTRATION | | 26,250 | 25,817 | 26,250 | | |
| Dept 463 - ROUTINE MAINTENANCE DEPARTMENT | | | | | | |
| 203-463-702.000 | SALARIES & WAGES | 104,250 | 56,798 | 113,207 | 120,430 | |
| 203-463-704.000 | OTHER PAY | | 2,100 | | 3,900 | |
| 203-463-705.000 | SICK PAY | | 5,451 | | | |
| 203-463-706.000 | VACATION PAY | | 12,165 | | | |
| 203-463-708.000 | HOLIDAY PAY | | 2,334 | | | |
| 203-463-709.000 | OVERTIME | 4,620 | 1,446 | 3,300 | 3,300 | |
| 203-463-715.000 | SOCIAL SECURITY | 8,329 | 6,142 | 8,222 | 9,335 | |
| 203-463-716.000 | HOSPITALIZATION | 29,158 | 26,617 | 34,495 | 48,515 | |
| 203-463-716.100 | HOSPITALIZATION - RETIREES | | 884 | | | |
| 203-463-717.000 | LIFE INSURANCE | 232 | 305 | 275 | 339 | |
| 203-463-718.000 | RETIREMENT (MERS/ICMA) | 29,919 | 25,693 | 34,363 | 29,610 | |
| 203-463-719.000 | WORKER'S COMPENSATION | 7,871 | 4,742 | 7,771 | 8,540 | |
| 203-463-720.000 | UNEMPLOYMENT | 30 | 2 | | | |
| 203-463-721.000 | OTHER FRINGE BENEFITS | 2,065 | 1,102 | 1,668 | 2,485 | |
| 203-463-741.000 | OPERATING SUPPLIES | 36,500 | 20,918 | 37,000 | 37,000 | |
| 203-463-801.000 | PROFESSIONAL SERVICES | 90,000 | 11,545 | 70,000 | 70,000 | |
| 203-463-818.000 | CONTRACTUAL SERVICES | | 4,582 | | 6,500 | |
| 203-463-860.000 | TRANSPORTATION | 6,500 | 2,070 | 5,000 | 4,000 | |
| 203-463-941.000 | RENTAL PAYMENTS | 30,000 | 76,958 | 82,000 | 70,000 | |
| 203-463-970.000 | CAPITAL OUTLAY | 34,000 | | 30,000 | 30,000 | |
| Totals for dept 463 - ROUTINE MAINTENANCE DEPARTME | | 383,474 | 261,854 | 427,301 | 443,954 | |
| Dept 474 - TRAFFIC DEPARTMENT | | | | | | |
| 203-474-741.000 | OPERATING SUPPLIES | 1,200 | 126 | 1,500 | 1,500 | |
| 203-474-970.000 | CAPITAL OUTLAY | 1,000 | | | 2,500 | |
| Totals for dept 474 - TRAFFIC DEPARTMENT | | 2,200 | 126 | 1,500 | 4,000 | |
| Dept 478 - WINTER MAINTENANCE DEPARTMENT | | | | | | |
| 203-478-702.000 | SALARIES & WAGES | 53,704 | 27,720 | 44,641 | 53,515 | |
| 203-478-704.000 | OTHER PAY | | 150 | | | |
| 203-478-705.000 | SICK PAY | | 961 | | | |
| 203-478-706.000 | VACATION PAY | | 1,266 | | | |
| 203-478-708.000 | HOLIDAY PAY | | 3,419 | | | |
| 203-478-709.000 | OVERTIME | 2,380 | 715 | 1,700 | 1,700 | |
| 203-478-715.000 | SOCIAL SECURITY | 4,291 | 2,868 | 4,236 | 4,955 | |
| 203-478-716.000 | HOSPITALIZATION | 15,021 | 14,915 | 17,770 | 24,995 | |
| 203-478-717.000 | LIFE INSURANCE | 119 | 80 | 141 | 175 | |
| 203-478-718.000 | RETIREMENT (MERS/ICMA) | 15,413 | 12,788 | 17,702 | 15,253 | |
| 203-478-719.000 | WORKER'S COMPENSATION | 4,055 | 2,367 | 4,003 | 4,400 | |
| 203-478-720.000 | UNEMPLOYMENT | | 21 | | | |
| 203-478-721.000 | OTHER FRINGE BENEFITS | 1,064 | 850 | 859 | 1,279 | |
| 203-478-741.000 | OPERATING SUPPLIES | 3,500 | 1,495 | 3,500 | 3,500 | |
| 203-478-860.000 | TRANSPORTATION | 6,000 | 1,590 | 4,000 | 4,000 | |
| 203-478-941.000 | RENTAL PAYMENTS | 45,000 | 25,661 | 45,000 | 20,000 | |
| Totals for dept 478 - WINTER MAINTENANCE DEPARTMEN | | 150,547 | 96,866 | 143,552 | 133,772 | |
| TOTAL APPROPRIATIONS | | 562,471 | 384,663 | 598,603 | 581,726 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 203 | | 11,365 | (62,776) | (598,603) | 1,774 | |

FY2021 RECOMMENDED BUDGET
Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|-----------|------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| | BEGINNING FUND BALANCE | (20,331) | (20,331) | (83,107) | (83,107) | (83,107) |
| | ENDING FUND BALANCE | (8,966) | (83,107) | (681,710) | (81,333) | (83,107) |

CITY OF MUSKEGON HEIGHTS – FY2021

MUNICIPAL STREET FUND (MILLAGE)

REVENUES

| | | |
|--------------|-------------------------------|---------------|
| #204-000-400 | Appropriation of Fund Balance | \$ 431,862.00 |
|--------------|-------------------------------|---------------|

This line item is the appropriation of the millage funding that has not yet been expensed. The FY2019 audit reflected a fund balance of \$81,862.00 and the estimate of FY2020 fund balance is \$350,000.00.

| | | |
|--------------|--------------------------|---------------|
| #204-000-403 | Tax Levy – Real Property | \$ 351,000.00 |
|--------------|--------------------------|---------------|

This line item is the tax proceeds from the Summer Property Taxes from the 4 mill designation approved by voters in FY2018. This funding is used to maintain/repair/replace local streets not included in the Local Street Fund. This is a 10 year millage that expires in 2028.

EXPENSES

| | | |
|--------------|-----------------------|---------------|
| #204-463-801 | Professional Services | \$ 180,000.00 |
|--------------|-----------------------|---------------|

Engineering costs for street projects to be selected for resurfacing/replacement.

| | | |
|--------------|----------------|---------------|
| #204-463-970 | Capital Outlay | \$ 602,862.00 |
|--------------|----------------|---------------|

Local Street construction projects, crack sealing and micro sealing that are not covered by the Local Street fund will be expensed in this fund. Streets to be addressed are determined based on Paser ratings of the severity of needed repairs with Council approval.

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 204 MUNICIPAL STREET FUND
 FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--------------------------|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 204-000-400.000 | APPROPRIATION OF FUND BALANCE | | | 431,862 | 431,862 | |
| 204-000-403.000 | TAX LEVY - REAL PROPERTY | 356,411 | 345,748 | 351,000 | 351,000 | |
| | Totals for dept 000 - | <u>356,411</u> | <u>345,748</u> | <u>782,862</u> | <u>782,862</u> | |
| TOTAL ESTIMATED REVENUES | | <u>356,411</u> | <u>345,748</u> | <u>782,862</u> | <u>782,862</u> | |

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 204 MUNICIPAL STREET FUND

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-----------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| APPROPRIATIONS | | | | | | |
| Dept 463 - ROUTINE MAINTENANCE DEPARTMENT | | | | | | |
| 204-463-801.000 | PROFESSIONAL SERVICES | 35,000 | 4,560 | 180,000 | 180,000 | |
| 204-463-970.000 | CAPITAL OUTLAY | 321,411 | | 602,862 | 602,862 | |
| Totals for dept 463 - ROUTINE MAINTENANCE DEPARTME | | 356,411 | 4,560 | 782,862 | 782,862 | |
| TOTAL APPROPRIATIONS | | 356,411 | 4,560 | 782,862 | 782,862 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 204 | | | 341,188 | | | |
| BEGINNING FUND BALANCE | | 81,862 | 81,862 | 423,050 | 423,050 | 423,050 |
| ENDING FUND BALANCE | | 81,862 | 423,050 | 423,050 | 423,050 | 423,050 |

CITY OF MUSKEGON HEIGHTS – FY2021

SHERMAN BLVD. GRANT FUND

The City of Muskegon Heights received a State of Michigan MEDC (Michigan Economic Development Corp.) grant during FY2019. The project is a complete road replacement of Sherman Blvd. from Getty Street to Glade Street that includes some water and sewer repairs/replacements.

The entire project was expected to be completed by January 31, 2021; however the State has allowed for an extension. The City has requested an extension until June 30, 2021 to complete the project and utilize all of the grant funding. The balance expected to be carried over from FY2020 to FY2021 is \$150,000.00.

There is quarterly progress reports due to the State of Michigan MEDC during the entire project.

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User: LORI
DB: Muskegon Height

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
Fund: 205 SHERMAN BLVD GRANT FUND

FY2021 RECOMMENDED BUDGET
Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--------------------------|-----------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 205-000-569.000 | STATE GRANTS - OTHER | 2,965,000 | 1,845,541 | 150,000 | 150,000 | |
| | Totals for dept 000 - | 2,965,000 | 1,845,541 | 150,000 | 150,000 | |
| TOTAL ESTIMATED REVENUES | | | | | | |
| | | 2,965,000 | 1,845,541 | 150,000 | 150,000 | |

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 205 SHERMAN BLVD GRANT FUND

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|---|-----------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 205-001-801.000 | PROFESSIONAL SERVICES | 222,500 | 189,516 | | | |
| 205-001-970.000 | CAPITAL OUTLAY | 2,742,500 | 1,680,865 | 150,000 | 150,000 | |
| Totals for dept 001 - ADMINISTRATION | | 2,965,000 | 1,870,381 | 150,000 | 150,000 | |
| TOTAL APPROPRIATIONS | | 2,965,000 | 1,870,381 | 150,000 | 150,000 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 205 | | | (24,840) | | | |
| BEGINNING FUND BALANCE | | | | (24,840) | (24,840) | (24,840) |
| ENDING FUND BALANCE | | | (24,840) | (24,840) | (24,840) | (24,840) |

Fund #209 Mona View
Cemetery

Fund #211 Mona Lake Boat
Launch

CITY OF MUSKEGON HEIGHTS – FY2021

CEMETERY FUND

REVENUES

#209-000-602 Charges-Cost \$ 5,000.00

Revenues received for the setting of head stones on cemetery plots

#209-000-626 Charges-Services \$ 73,000.00

Revenues received for burial service charges-increases in fees approved in FY2020.

#209-000-642 Charges-Sales \$ 43,000.00

Revenues received for the sales of cemetery plots-increases in fees approved in FY2020.

#209-000-665 Interest Earned \$ 800.00

Interest in the Cemetery fund is earned on the pre-need sale of plots and a transfer of interest earned on the monies in the Cemetery Perpetual Care Fund. Recommend a Fund Campaign for future needs – FY2022 (\$40,000.00 for road) and FY2023 (\$40,000.00)

EXPENSES

#209-001-741 Operating Supplies \$ 800.00

Irrigation system repair parts, replacement section markers, street patching material

| | | |
|------------------|---|--------------|
| #209-001-801 | Professional Services | \$ 36,000.00 |
| | Services provided by West MI Burial Vault for the digging of cemetery plots | |
| #209-001-818 | Contractual Services | \$ 35,000.00 |
| | Lawn care maintenance contract for Mona View Cemetery and security system annual fees (\$2,000.00). | |
| #209-001-965-101 | Contributions to Other Funds | \$ 10,000.00 |
| | Contribution to the General Fund for overhead costs, equipment usage (if necessary). | |

Staffing Level

1/2 Clerical Position shared with the Major/Local Street Funds

Overtime of DPW union staff as needed for late burials

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 DB: Muskegon Height

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 209 CEMETERY FUND

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--------------------------|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 209-000-400.000 | APPROPRIATION OF FUND BALANCE | 10,000 | | | | |
| 209-000-602.000 | CHARGES - COST | 2,500 | 9,171 | | 5,000 | |
| 209-000-626.000 | CHARGES - SERVICES | 65,000 | 73,439 | 78,000 | 73,000 | |
| 209-000-642.000 | CHARGES - SALES | 35,000 | 37,804 | 47,000 | 43,000 | |
| 209-000-665.000 | INTEREST EARNED | 1,600 | 782 | | 800 | |
| Totals for dept 000 - | | 114,100 | 121,196 | 125,000 | 121,800 | |
| TOTAL ESTIMATED REVENUES | | 114,100 | 121,196 | 125,000 | 121,800 | |

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 209 CEMETERY FUND
 FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 209-001-702.000 | SALARIES & WAGES | 12,625 | 11,503 | 16,796 | 16,796 | |
| 209-001-705.000 | SICK PAY | | 667 | | | |
| 209-001-706.000 | VACATION PAY | | 567 | | | |
| 209-001-708.000 | HOLIDAY PAY | | 713 | | | |
| 209-001-709.000 | OVERTIME | 1,000 | 1,788 | 3,000 | 2,000 | |
| 209-001-715.000 | SOCIAL SECURITY | 1,042 | 1,197 | 1,514 | 1,438 | |
| 209-001-717.000 | LIFE INSURANCE | | | 36 | 36 | |
| 209-001-718.000 | RETIREMENT (MERS/ICMA) | | | 5,554 | 5,200 | |
| 209-001-719.000 | WORKER'S COMPENSATION | 135 | 47 | 292 | 292 | |
| 209-001-720.000 | UNEMPLOYMENT | | 5 | | | |
| 209-001-721.000 | OTHER FRINGE BENEFITS | | 587 | 324 | 324 | |
| 209-001-727.000 | OFFICE SUPPLIES | 200 | | 200 | 200 | |
| 209-001-741.000 | OPERATING SUPPLIES | 800 | 255 | 800 | 800 | |
| 209-001-775.000 | REPAIR & MAINTENANCE SUPPLIES | 150 | 187 | 300 | 300 | |
| 209-001-801.000 | PROFESSIONAL SERVICES | 40,000 | 30,760 | 36,000 | 36,000 | |
| 209-001-818.000 | CONTRACTUAL SERVICES | 30,700 | 31,591 | 35,000 | 35,000 | |
| 209-001-850.000 | COMMUNICATIONS | 2,000 | 796 | 1,000 | 1,000 | |
| 209-001-901.000 | PRINTING/PUBLISHING/ADVERTISI | 300 | | 300 | 300 | |
| 209-001-910.000 | INSURANCE | 2,500 | 2,512 | 2,600 | 2,600 | |
| 209-001-920.000 | UTILITIES | 11,000 | 5,750 | 9,000 | 7,500 | |
| 209-001-930.000 | REPAIR & MAINTENANCE CONTRACT | 1,600 | 308 | 1,600 | 1,000 | |
| 209-001-964.000 | REFUND | | 1,190 | | | |
| 209-001-965.101 | CONTRIBUTIONS TO OTHER FUNDS | 10,000 | 7,500 | 10,000 | 10,000 | |
| Totals for dept 001 - ADMINISTRATION | | 114,052 | 97,923 | 124,316 | 120,786 | |
| TOTAL APPROPRIATIONS | | 114,052 | 97,923 | 124,316 | 120,786 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 209 | | 48 | 23,273 | 684 | 1,014 | |
| BEGINNING FUND BALANCE | | (631) | (631) | 22,642 | 22,642 | 22,642 |
| ENDING FUND BALANCE | | (583) | 22,642 | 23,326 | 23,656 | 22,642 |

CITY OF MUSKEGON HEIGHTS – FY2021

MONA LAKE BOAT LAUNCH

REVENUES

| | | |
|--------------|------------------|--------------|
| #211-000-453 | Boat Launch Fees | \$ 10,000.00 |
|--------------|------------------|--------------|

Boat launch fees include the daily passes at \$10.00 per day resident & \$15.00 per day non-resident, annual passes for residents are \$45.00 and non-residents are \$65.00 and senior citizen passes at \$28.00 for residents and \$40 for non-resident.

EXPENSES

| | | |
|--------------|--------------------|-----------|
| #211-001-741 | Operating Supplies | \$ 500.00 |
|--------------|--------------------|-----------|

Miscellaneous supplies for the boat ramp

| | | |
|--------------|-------------------------------|-----------|
| #211-001-775 | Repair & Maintenance Supplies | \$ 700.00 |
|--------------|-------------------------------|-----------|

Dock repair parts

| | | |
|--------------|---------------------------------|-----------|
| #211-001-901 | Printing/Publishing/Advertising | \$ 800.00 |
|--------------|---------------------------------|-----------|

Printing of annual and daily passes for the boat launch.

| | | |
|--------------|-------------------------------|-----------|
| #211-001-930 | Repair & Maintenance Contract | \$ 700.00 |
|--------------|-------------------------------|-----------|

Stripe boat launch parking lot.

As revenues are monitored, it is the desire of the staff to expense Capital Outlay dollars toward new boat ramp docks. With the increased lake levels and the age of the current docks, it would be great to address the need for new docks.

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 211 MONA LAKE BOAT LAUNCH
 FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--------------------------|-----------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 211-000-453.000 | BOAT LAUNCH FEES | 5,800 | 12,931 | 10,000 | 10,000 | |
| 211-000-569.211 | GRANTS-OTHER (FOUNDATION BOAT RAM | | 17,000 | | | |
| | Totals for dept 000 - | 5,800 | 29,931 | 10,000 | 10,000 | |
| TOTAL ESTIMATED REVENUES | | 5,800 | 29,931 | 10,000 | 10,000 | |

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 211 MONA LAKE BOAT LAUNCH
 FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 211-001-741.000 | OPERATING SUPPLIES | 500 | | 500 | 500 | |
| 211-001-775.000 | REPAIR & MAINTENANCE SUPPLIES | 700 | | 700 | 700 | |
| 211-001-901.000 | PRINTING/PUBLISHING/ADVERTISI | 800 | 890 | 1,000 | 1,000 | |
| 211-001-930.000 | REPAIR & MAINTENANCE CONTRACT | 700 | | 700 | 700 | |
| 211-001-970.000 | CAPITAL OUTLAY | | 4,190 | | | |
| Totals for dept 001 - ADMINISTRATION | | 2,700 | 5,080 | 2,900 | 2,900 | |
| TOTAL APPROPRIATIONS | | 2,700 | 5,080 | 2,900 | 2,900 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 211 | | 3,100 | 24,851 | 7,100 | 7,100 | |
| BEGINNING FUND BALANCE | | 97,896 | 97,896 | 122,747 | 122,747 | 122,747 |
| ENDING FUND BALANCE | | 100,996 | 122,747 | 129,847 | 129,847 | 122,747 |

Fund #280
Downtown Development
Authority

12/12/2020 09:08 AM
 User: LORI
 DB: Muskegon Height

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 280 DOWNTOWN DEVELOPMENT AUTHORITY

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--------------------------|--------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 280-000-403.000 | TAX LEVY - REAL PROPERTY | 26,000 | 27,534 | 23,000 | 23,000 | |
| 280-000-569.000 | STATE GRANTS - OTHER | 65,000 | | | | |
| 280-000-665.000 | INTEREST EARNED | | 58 | | | |
| 280-000-668.000 | RENT | 43,690 | 35,809 | 44,088 | 44,088 | |
| Totals for dept 000 - | | 134,690 | 63,401 | 67,088 | 67,088 | |
| TOTAL ESTIMATED REVENUES | | 134,690 | 63,401 | 67,088 | 67,088 | |

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 280 DOWNTOWN DEVELOPMENT AUTHORITY

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|---|-----------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 280-001-702.000 | SALARIES & WAGES | | 286 | | | |
| 280-001-715.000 | SOCIAL SECURITY | | 22 | | | |
| 280-001-741.000 | OPERATING SUPPLIES | 1,000 | | 500 | 500 | |
| 280-001-801.000 | PROFESSIONAL SERVICES | 85,000 | 5,890 | | | |
| 280-001-804.000 | DUES & SUBSCRIPTIONS | 10,000 | | | | |
| 280-001-920.000 | UTILITIES | | 980 | 1,200 | 1,200 | |
| 280-001-955.000 | PROPERTY TAX EXPENSE | 7,800 | 2,128 | | | |
| 280-001-956.001 | MISC - BANK FEES | | 2 | | | |
| 280-001-970.000 | CAPITAL OUTLAY | 30,000 | | 65,000 | 65,000 | |
| Totals for dept 001 - ADMINISTRATION | | 133,800 | 9,308 | 66,700 | 66,700 | |
| TOTAL APPROPRIATIONS | | 133,800 | 9,308 | 66,700 | 66,700 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 280 | | 890 | 54,093 | 388 | 388 | |
| BEGINNING FUND BALANCE | | 36,308 | 36,308 | 90,401 | 90,401 | 90,401 |
| ENDING FUND BALANCE | | 37,198 | 90,401 | 90,789 | 90,789 | 90,401 |

Fund #286 Senior Millage Program

Fund #296 46th Year CDBG

Fund #297 47th Year CDBG

Muskegon County Senior Millage (MCSM) Program
Budget Narrative

Fiscal Year: 2021
Projected Allocation: \$132,237

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| MCSM Administration Provides funding for overall administration and costs associated with the general administration of MCSM Programs. | 286-001-801.000 | \$25,000 | \$25,000 |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Home Repair - MAJOR Provides funding for housing rehabilitation contractual services and repairs for Seniors. | 286-205-982.000 | \$85,000 | \$85,000 |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Home Repair - MAJOR Provides funding for supplies and services for exterior improvements for Seniors. | 286-245-982.000 | \$22,237 | \$22,237 |

| | |
|--------------------------------|------------------|
| Total Projected Budget: | \$132,237 |
| Total Actual Budget: | \$132,237 |

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 User: LORI
 DB: Muskegon Height

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 286 SENIOR MILLAGE FUND
 FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--------------------------|-----------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 286-000-569.000 | STATE GRANTS - OTHER | 192,500 | 298,865 | 112,000 | 112,000 | |
| 286-000-569.001 | SENIOR MILLAGE MUNICIPALITY FUNDI | | 20,237 | 20,237 | 20,237 | |
| | Totals for dept 000 - | 192,500 | 319,102 | 132,237 | 132,237 | |
| TOTAL ESTIMATED REVENUES | | 192,500 | 319,102 | 132,237 | 132,237 | |

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 286 SENIOR MILLAGE FUND
 FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|---|-----------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 286-001-801.000 | PROFESSIONAL SERVICES | 19,190 | 42,520 | 25,000 | 25,000 | |
| Totals for dept 001 - ADMINISTRATION | | 19,190 | 42,520 | 25,000 | 25,000 | |
| Dept 205 - MODERATE REPAIR | | | | | | |
| 286-205-982.000 | REHABILITATION COST | 128,310 | 168,985 | 85,000 | 85,000 | |
| Totals for dept 205 - MODERATE REPAIR | | 128,310 | 168,985 | 85,000 | 85,000 | |
| Dept 245 - CITY WIDE PAINT PROGRAM | | | | | | |
| 286-245-982.000 | REHABILITATION COST | 45,000 | 23,470 | 22,237 | 22,237 | |
| Totals for dept 245 - CITY WIDE PAINT PROGRAM | | 45,000 | 23,470 | 22,237 | 22,237 | |
| TOTAL APPROPRIATIONS | | 192,500 | 234,975 | 132,237 | 132,237 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 286 | | | 84,127 | | | |
| BEGINNING FUND BALANCE | | 38,748 | 38,748 | 122,875 | 122,875 | 122,875 |
| ENDING FUND BALANCE | | 38,748 | 122,875 | 122,875 | 122,875 | 122,875 |

Community Development Block Grant Program
Budget Narrative
December 11, 2019

CDBG 46th Program Year: (07/01/20 - 06/30/21)
FY' 2020: (07/01/20-12/31/20)
Projected Allocation: \$459,506

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| General Administration | 296-001 | \$91,901 | T-B-D |
| Provides for overall administration and costs associated with the general administration of CDBG Programs. (21A-570.206) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| Rehab Administration | 296-009 | \$99,137 | T-B-D |
| Provides for HUD, CDBG housing rehabilitation services, IDIS set-up, management, reporting and implementation. (14H-570.202) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Priority Rehab | 296-200-982.000 | \$63,939 | T-B-D |
| Provides financing for minor repairs for owner occupied housing units, and building supplies for wheel chair ramps. (14A-570.202) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Acquisition and/or Development/Resale | 296-203-801.000 | \$50,000 | T-B-D |
| Provides for homeownership opportunity for income eligible persons. | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Moderate Rehab | 296-205-982.000 | \$68,000 | T-B-D |
| Provides financing for one major repair for owner occupied housing units. (14A-570.202) | | | |

| Program | Fund-Program | Projected Budget | Actual Budget |
|--|-----------------|------------------|---------------|
| Smoke Detectors | 296-240-840.000 | \$0 | T-B-D |
| Provides funding assistance for installation of smoke detectors and other relevant supplies that assist with fire safety for homeowner occupied housing. (03-570.201(c)) | | | |

Community Development Block Grant Program
Budget Narrative Continued
December 11, 2019

CDBG 46th Program Year: (07/01/20 - 06/30/21)
FY' 2020: (07/01/20-12/31/20)
Projected Allocation: 459,506

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| Paint/Siding Rehab | 296-245-840.000 | \$70,250 | T-B-D |
| Provides for supplies and services for exterior improvements for owner occupied housing units. (14A-570.202) | | | |

| Program | Fund-Program | Projected Budget | Actual Budget |
|--|-----------------|------------------|---------------|
| Code Enforcement | 296-252-801.000 | | |
| Neighborhood CleanUp | 296-252-801.000 | \$0 | T-B-D |
| Provides funding assistance for area wide abatement of litter and blight. (570.201(f)) | | | |
| Provides funding for environmental code compliance, inspections and nuisance abatement. (15-570-202 (c)) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| Homebuyer Assistance / Education | 296-261-985.000 | \$5,000 | T-B-D |
| Provides for affordable housing opportunity, homebuyer assistance (i.e., down payment and/or closing cost) and/or education for income eligible persons. | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Fair Housing | 296-380-818.000 | \$1,279 | T-B-D |
| Provides funding for gaps and services that may impede fair housing objectives. (21D-570.206) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Demolition | 296-400-801.000 | \$10,000 | T-B-D |
| Provides funding for the removal of blighted influences, dilapidated and/or dangerous structures/units. (04-570.201(d)) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Public Facilities Improvements | 296-751-801.000 | \$0 | T-B-D |
| Provides for enhancements/improvements, equipment, expansion, and/or development. This too includes park renovations and expansion. | | | |

Community Development Block Grant Program
Budget Narrative Continued
December 11, 2019

CDBG 46th Program Year: (07/01/20 - 06/30/21)
FY' 2020: (07/01/20-12/31/20)
Projected Allocation: 459,506

Total Projected Budget: \$229,753 (i.e., ½ of the FY' and/or 6 months and/or ½ of Fund Year 296 and/or a CDBG Program Year)

Total Actual Budget: T-B-D

The budget estimates for the 46th Program Year are highly speculative due to it being approximately 1 year away from the Federal Budget being approved. Moreover, this budget too is only a representation of a 6 month timeframe necessary for completing the 2 year budget projections. The remaining 6 months will be budgeted in 2021 which will cover the remaining program year period of 01/01/21-06/30/21) using the balance of the projected allocation referenced above which is equal to the total projected budget for the 1st half-year.

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--------------------|--------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 296-000-589.000 | FEDERAL GRANTS | 229,753 | | 260,044 | 260,044 | |
| 296-000-690.000 | PROGRAM INCOME | | 8,877 | | | |
| | Totals for dept 000 - | <u>229,753</u> | <u>8,877</u> | <u>260,044</u> | <u>260,044</u> | |
| | TOTAL ESTIMATED REVENUES | <u>229,753</u> | <u>8,877</u> | <u>260,044</u> | <u>260,044</u> | |

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------|-----------------------------|-----------------------|-------------------------|----------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 296-001-702.000 | SALARIES & WAGES | 28,480 | 19,649 | 26,386 | 26,386 | |
| 296-001-703.000 | LONGEVITY | 1,719 | 3,485 | 1,743 | 1,743 | |
| 296-001-706.000 | VACATION PAY | | 212 | | | |
| 296-001-708.000 | HOLIDAY PAY | | 846 | | | |
| 296-001-715.000 | SOCIAL SECURITY | 2,387 | 1,851 | 2,152 | 2,152 | |
| 296-001-716.000 | HOSPITALIZATION | 3,684 | 3,793 | 3,743 | 3,743 | |
| 296-001-717.000 | LIFE INSURANCE | 90 | 75 | | | |
| 296-001-718.000 | RETIREMENT (MERS/ICMA) | 3,289 | 7,074 | 13,264 | 13,264 | |
| 296-001-719.000 | WORKER'S COMPENSATION | 137 | 69 | 124 | 124 | |
| 296-001-720.000 | UNEMPLOYMENT | | | 45 | 45 | |
| 296-001-721.000 | OTHER FRINGE BENEFITS | 717 | 228 | 166 | 166 | |
| 296-001-727.000 | OFFICE SUPPLIES | 500 | 150 | 100 | 100 | |
| 296-001-728.000 | COPY COST | 500 | | 100 | 100 | |
| 296-001-730.000 | POSTAGE | 500 | | 100 | 100 | |
| 296-001-741.000 | OPERATING SUPPLIES | 250 | | | | |
| 296-001-801.000 | PROFESSIONAL SERVICES | 250 | | | | |
| 296-001-804.000 | DUES & SUBSCRIPTIONS | 500 | | | | |
| 296-001-901.000 | PRINTING/PUBLISHING/ADVERTISI | 500 | | 100 | 100 | |
| 296-001-940.000 | LEASE PAYMENTS | 500 | 361 | | | |
| 296-001-957.000 | EDUCATION & TRAINING | 500 | | 200 | 200 | |
| Totals for dept 001 - ADMINISTRATION | | 44,503 | 37,793 | 48,223 | 48,223 | |
| Dept 009 - REHAB ADMINISTRATION | | | | | | |
| 296-009-702.000 | SALARIES & WAGES | 28,408 | 30,279 | 32,972 | 32,972 | |
| 296-009-703.000 | LONGEVITY | 230 | 466 | 240 | 240 | |
| 296-009-705.000 | SICK PAY | | 224 | | | |
| 296-009-706.000 | VACATION PAY | | 1,356 | | | |
| 296-009-708.000 | HOLIDAY PAY | | 1,614 | | | |
| 296-009-715.000 | SOCIAL SECURITY | 2,191 | 2,560 | 2,541 | 2,541 | |
| 296-009-716.000 | HOSPITALIZATION | 7,366 | 6,908 | 7,485 | 7,485 | |
| 296-009-717.000 | LIFE INSURANCE | 54 | 38 | 54 | 54 | |
| 296-009-718.000 | RETIREMENT (MERS/ICMA) | 3,019 | 1,134 | 2,583 | 2,583 | |
| 296-009-719.000 | WORKER'S COMPENSATION | 126 | 46 | 146 | 146 | |
| 296-009-720.000 | UNEMPLOYMENT | | | 45 | 45 | |
| 296-009-721.000 | OTHER FRINGE BENEFITS | 717 | 228 | 343 | 343 | |
| 296-009-727.000 | OFFICE SUPPLIES | 310 | | 150 | 150 | |
| 296-009-728.000 | COPY COST | | 295 | | | |
| 296-009-730.000 | POSTAGE | 250 | | 250 | 250 | |
| 296-009-860.000 | TRANSPORTATION | 600 | | 200 | 200 | |
| 296-009-873.000 | TRAVEL EXPENSE | 200 | | 100 | 100 | |
| 296-009-881.000 | REGISTRATION FEES | | 100 | | | |
| 296-009-901.000 | PRINTING/PUBLISHING/ADVERTISI | 500 | | 250 | 250 | |
| 296-009-930.000 | REPAIR & MAINTENANCE CONTRACT | | 41 | | | |
| 296-009-957.000 | EDUCATION & TRAINING | 1,000 | | 500 | 500 | |
| Totals for dept 009 - REHAB ADMINISTRATION | | 44,971 | 45,289 | 47,859 | 47,859 | |
| Dept 200 - CITY WIDE EMERGENCY REHAB | | | | | | |
| 296-200-982.000 | REHABILITATION COST | 30,000 | 14,316 | 20,000 | 20,000 | |
| Totals for dept 200 - CITY WIDE EMERGENCY REHAB | | 30,000 | 14,316 | 20,000 | 20,000 | |
| Dept 203 - ACQUISITION/REHAB | | | | | | |
| 296-203-801.000 | PROFESSIONAL SERVICES | 25,000 | | | | |
| Totals for dept 203 - ACQUISITION/REHAB | | 25,000 | | | | |

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------|----------------------|-----------------------------|-----------------------|-------------------------|----------------------|
| APPROPRIATIONS | | | | | | |
| Dept 205 - MODERATE REPAIR | | | | | | |
| 296-205-982.000 | REHABILITATION COST | 34,000 | 15,390 | 66,000 | 66,000 | |
| Totals for dept 205 - MODERATE REPAIR | | 34,000 | 15,390 | 66,000 | 66,000 | |
| Dept 245 - CITY WIDE PAINT PROGRAM | | | | | | |
| 296-245-801.000 | PROFESSIONAL SERVICES | | 14,752 | | | |
| 296-245-840.000 | MATERIALS & SUPPLIES | 35,000 | 11,851 | 35,000 | 35,000 | |
| 296-245-982.000 | REHABILITATION COST | | 7,435 | | | |
| Totals for dept 245 - CITY WIDE PAINT PROGRAM | | 35,000 | 34,038 | 35,000 | 35,000 | |
| Dept 250 - CODE ENFORCEMENT | | | | | | |
| 296-250-702.000 | SALARIES & WAGES | | 5,252 | | | |
| 296-250-715.000 | SOCIAL SECURITY | | 402 | | | |
| Totals for dept 250 - CODE ENFORCEMENT | | | 5,654 | | | |
| Dept 252 - CODE ENFORCE-BLIGHT PROJ | | | | | | |
| 296-252-801.000 | PROFESSIONAL SERVICES | | 3,997 | 18,500 | 18,500 | |
| Totals for dept 252 - CODE ENFORCE-BLIGHT PROJ | | | 3,997 | 18,500 | 18,500 | |
| Dept 261 - DOWNPAYMENT ASSISTANCE | | | | | | |
| 296-261-985.000 | INFILL-NEW CONSTRUCTION | 5,000 | | | | |
| Totals for dept 261 - DOWNPAYMENT ASSISTANCE | | 5,000 | | | | |
| Dept 380 - FAIR HOUSING | | | | | | |
| 296-380-818.000 | CONTRACTUAL SERVICES | 1,279 | | 4,462 | 4,462 | |
| Totals for dept 380 - FAIR HOUSING | | 1,279 | | 4,462 | 4,462 | |
| Dept 400 - DEMOLITION/BUILDING CLEARANCE | | | | | | |
| 296-400-801.000 | PROFESSIONAL SERVICES | 10,000 | | 20,000 | 20,000 | |
| Totals for dept 400 - DEMOLITION/BUILDING CLEARANC | | 10,000 | | 20,000 | 20,000 | |
| TOTAL APPROPRIATIONS | | 229,753 | 156,477 | 260,044 | 260,044 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 296 | | | (147,600) | | | |
| BEGINNING FUND BALANCE | | | | (147,600) | (147,600) | (147,600) |
| ENDING FUND BALANCE | | | (147,600) | (147,600) | (147,600) | (147,600) |

Community Development Block Grant Program
Budget Narrative

CDBG 47th Program Year: (07/01/2021 – 06/30/2022)
Estimated: FY' 2021 Allocation: \$442,751

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| General Administration | 297-001 | \$88,550.20 | \$88,550.20 |
| Provides for overall administration and costs associated with the general administration of CDBG Programs. (21A-570.206) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| Rehab Administration | 297-009 | \$75,000 | \$75,000 |
| Provides for HUD, CDBG housing rehabilitation services, IDIS set-up, management, reporting and implementation. (14H-570.202) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Priority Rehab | 297-200-982.000 | \$50,000 | \$50,000 |
| Provides financing for minor repairs for owner occupied housing units, and building supplies for wheel chair ramps. (14A-570.202) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Acquisition and/or Development/Resale | 297-203-801.000 | \$0 | T-B-D |
| Provides for homeownership opportunity for income eligible persons. | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Moderate Rehab | 297-205-982.000 | \$100,000 | \$100,000 |
| Provides financing for one major repair for owner occupied housing units. (14A-570.202) | | | |

| Program | Fund-Program | Projected Budget | Actual Budget |
|--|-----------------|------------------|---------------|
| Code Enforcement - Smoke Detectors | 297-240-840.000 | \$0 | T-B-D |
| Provides funding assistance for installation of smoke detectors and other relevant supplies that assist with fire safety for homeowner occupied housing. (03-570.201(c)) | | | |

Community Development Block Grant Program
Budget Narrative Continued

CDBG 47th Program Year: (07/01/21 - 06/30/22)
FY 2021 Allocation: \$442,751

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| Paint/Siding Rehab | 297-245-840.000 | \$70,000 | \$70,000 |
| Provides for supplies and services for exterior improvements for owner occupied housing units. (14A-570.202) | | | |

| Program | Fund-Program | Projected Budget | Actual Budget |
|--|-----------------|------------------|---------------|
| Code Enforcement | 297-252-801.000 | | |
| Neighborhood Clean-Up | 297-252-801.000 | \$23,500 | \$23,459.80 |
| Provides funding assistance for area wide abatement of litter and blight. (570.201(f)) | | | |
| Provides funding for environmental code compliance, inspections and nuisance abatement. (15-570-202 (c)) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| Homebuyer Assistance / Education | 297-261-985.000 | \$0 | T-B-D |
| Provides for affordable housing opportunity, homebuyer assistance (i.e., down payment and/or closing cost) and/or education for income eligible persons. | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Fair Housing | 297-380-818.000 | \$5,741 | \$5,741 |
| Provides funding for gaps and services that may impede fair housing objectives. (21D-570.206) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|---|------------------|------------------|---------------|
| Demolition | 297-400-801.000 | \$30,000 | \$30,000 |
| Provides funding for the removal of blighted influences, dilapidated and/or dangerous structures/units. (04-570.201(d)) | | | |

| Line Item | General Ledger # | Projected Budget | Actual Budget |
|--|------------------|------------------|---------------|
| Public Facilities Improvements | 297-751-801.000 | \$0 | T-B-D |
| Provides for enhancements/improvements, equipment, expansion, and/or development.. This too includes park renovations and expansion. | | | |

Total Actual Budget:

\$442,751

Community Development Block Grant Program
Budget Narrative Continued

CDBG 47th Program Year: (07/01/21 - 06/30/22)
FY' 2021 Allocation: \$442,751

The preceding budget narrative is reflective of the 47th Fiscal Year 2021's allocation proposed program expense. Programs listed but have a zero balance, subject to carryout may be administered utilizing prior year(s) or re-programmed funding. Projects that may also be administered during the program year, but are not listed include: Neighborhood Improvement and Crime Prevention Programs. The projects proposed or referenced herein, not only meet, but are in direct alignment with the City's Regional Consolidated Plan.

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 297 47TH YEAR CDBG
 FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--------------------------|-----------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 297-000-589.000 | FEDERAL GRANTS | | | 266,129 | 266,129 | |
| | Totals for dept 000 - | | | 266,129 | 266,129 | |
| TOTAL ESTIMATED REVENUES | | | | 266,129 | 266,129 | |

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|---|-------------------------------|----------------------|-----------------------------|-----------------------|-------------------------|----------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 297-001-702.000 | SALARIES & WAGES | | | 23,386 | 23,386 | |
| 297-001-703.000 | LONGEVITY | | | 1,743 | 1,743 | |
| 297-001-715.000 | SOCIAL SECURITY | | | 1,922 | 1,922 | |
| 297-001-716.000 | HOSPITALIZATION | | | 3,812 | 3,812 | |
| 297-001-717.000 | LIFE INSURANCE | | | 90 | 90 | |
| 297-001-718.000 | RETIREMENT (MERS/ICMA) | | | 20,085 | 20,085 | |
| 297-001-719.000 | WORKER'S COMPENSATION | | | 111 | 111 | |
| 297-001-721.000 | OTHER FRINGE BENEFITS | | | 166 | 166 | |
| 297-001-727.000 | OFFICE SUPPLIES | | | 100 | 100 | |
| 297-001-728.000 | COPY COST | | | 100 | 100 | |
| 297-001-730.000 | POSTAGE | | | 100 | 100 | |
| 297-001-901.000 | PRINTING/PUBLISHING/ADVERTISI | | | 100 | 100 | |
| Totals for dept 001 - ADMINISTRATION | | | | 51,715 | 51,715 | |
| Dept 009 - REHAB ADMINISTRATION | | | | | | |
| 297-009-702.000 | SALARIES & WAGES | | | 32,972 | 32,972 | |
| 297-009-703.000 | LONGEVITY | | | 240 | 240 | |
| 297-009-715.000 | SOCIAL SECURITY | | | 2,541 | 2,541 | |
| 297-009-716.000 | HOSPITALIZATION | | | 7,624 | 7,624 | |
| 297-009-717.000 | LIFE INSURANCE | | | 54 | 54 | |
| 297-009-718.000 | RETIREMENT (MERS/ICMA) | | | 5,182 | 5,182 | |
| 297-009-719.000 | WORKER'S COMPENSATION | | | 146 | 146 | |
| 297-009-721.000 | OTHER FRINGE BENEFITS | | | 343 | 343 | |
| 297-009-727.000 | OFFICE SUPPLIES | | | 150 | 150 | |
| 297-009-730.000 | POSTAGE | | | 250 | 250 | |
| 297-009-860.000 | TRANSPORTATION | | | 200 | 200 | |
| 297-009-873.000 | TRAVEL EXPENSE | | | 500 | 500 | |
| 297-009-901.000 | PRINTING/PUBLISHING/ADVERTISI | | | 250 | 250 | |
| Totals for dept 009 - REHAB ADMINISTRATION | | | | 50,452 | 50,452 | |
| Dept 200 - CITY WIDE EMERGENCY REHAB | | | | | | |
| 297-200-982.000 | REHABILITATION COST | | | 20,000 | 20,000 | |
| Totals for dept 200 - CITY WIDE EMERGENCY REHAB | | | | 20,000 | 20,000 | |
| Dept 205 - MODERATE REPAIR | | | | | | |
| 297-205-982.000 | REHABILITATION COST | | | 66,000 | 66,000 | |
| Totals for dept 205 - MODERATE REPAIR | | | | 66,000 | 66,000 | |
| Dept 245 - CITY WIDE PAINT PROGRAM | | | | | | |
| 297-245-840.000 | MATERIALS & SUPPLIES | | | 35,000 | 35,000 | |
| Totals for dept 245 - CITY WIDE PAINT PROGRAM | | | | 35,000 | 35,000 | |
| Dept 252 - CODE ENFORCE-BLIGHT PROJ | | | | | | |
| 297-252-801.000 | PROFESSIONAL SERVICES | | | 18,500 | 18,500 | |
| Totals for dept 252 - CODE ENFORCE-BLIGHT PROJ | | | | 18,500 | 18,500 | |
| Dept 380 - FAIR HOUSING | | | | | | |
| 297-380-818.000 | CONTRACTUAL SERVICES | | | 4,462 | 4,462 | |
| Totals for dept 380 - FAIR HOUSING | | | | 4,462 | 4,462 | |
| Dept 400 - DEMOLITION/BUILDING CLEARANCE | | | | | | |
| 297-400-801.000 | PROFESSIONAL SERVICES | | | 20,000 | 20,000 | |
| Totals for dept 400 - DEMOLITION/BUILDING CLEARANC | | | | 20,000 | 20,000 | |

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS

Fund: 297 47TH YEAR CDBG

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| APPROPRIATIONS | | | | | | |
| TOTAL APPROPRIATIONS | | | | 266,129 | 266,129 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 297 | | | | | | |
| | BEGINNING FUND BALANCE | (6,733) | (6,733) | (6,733) | (6,733) | (6,733) |
| | ENDING FUND BALANCE | (6,733) | (6,733) | (6,733) | (6,733) | (6,733) |

Fund #590
Sewer Fund

CITY OF MUSKEGON HEIGHTS – FY2021

SEWER FUND

EXPENSES

| | | |
|--------------|--|----------------|
| #590-001-730 | Postage | \$ 11,025.00 |
| | Monthly postage costs split with the water fund for the mailing of monthly billings and late notices. | |
| #590-001-741 | Operating Supplies | \$ 20,000.00 |
| | Janitorial supplies, safety vests, glasses, rain coats, asphalt for sewer repairs, saw cutting of streets for repairs. | |
| #590-001-775 | Repair & Maintenance Supplies | \$ 16,000.00 |
| | Sewer truck and sewer vehicle repairs and maintenance. | |
| #590-001-801 | Professional Services | \$ 30,000.00 |
| | Sewer televising (from SAW project), watershed consulting fees, stormwater education program. | |
| #590-001-805 | Permit Fees | \$ 9,500.00 |
| | Muskegon County Stormwater Fee (\$3,500.00) and MDEQ Stormwater Permit Fee (\$6,000.00) | |
| #590-001-924 | Wastewater Usage Charges | \$1,027,301.00 |
| | Payment to Muskegon County for treatment of discharged water from residential/commercial accounts | |
| #590-001-940 | Lease Payments | \$ 5,156.00 |
| | Lease of a John Deere backhoe. Expense is split between sewer, water and water supply funds. | |

| | | |
|------------------|---|---------------|
| #590-001-965.101 | Contributions from Other Funds | \$ 126,000.00 |
| | Contribution to General Fund for administrative expenses (processing of payroll, accounts payable, etc) | |
| #590-001-970 | Capital Outlay | \$ 50,000.00 |
| | Repairs to the City's Vactor (used for sewer line cleaning and is currently 14 years old) is necessary to extend its useful life (\$40,000.00); Safety signs, cones & barricades; confined space air monitor w/harness, blower & tripod; manhole casting program. | |
| #590-001-991 | Principal | \$ 50,000.00 |
| #590-001-996 | Interest | \$ 25,415.00 |

Principal & interest payments are for the bonds for the Meter Replacement project from FY2018. This amount is one half of the payment due for FY2021-the Water Fund is expensed for the other half. The outstanding balance at 12/31/20 is \$1,849,110.00 (split with Water Fund #591). This bond will be paid off in FY2032.

Staffing Levels

The Sewer Department staffing consists of a full time Account Clerk II (Billing Department), two full time Sewer Equipment Operators and Water/Sewer/DPW Supervisor/WSF Director.

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 590 SEWER FUND

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--------------------------|-----------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 590-000-626.000 | CHARGES - SERVICES | 1,600 | 534 | | | |
| 590-000-642.000 | CHARGES - SALES | 1,227,808 | 1,368,849 | 1,382,000 | 1,423,460 | |
| 590-000-642.002 | SALES - WATER/SEWER DEBT | 357,000 | 324,964 | 357,000 | 357,000 | |
| 590-000-643.000 | PENALTIES | 70,000 | 63,032 | 70,000 | 70,000 | |
| 590-000-677.716 | HEALTH INS CO-PAY REIMBURSE | 6,663 | 4,626 | | 5,104 | |
| Totals for dept 000 - | | 1,663,071 | 1,762,005 | 1,809,000 | 1,855,564 | |
| TOTAL ESTIMATED REVENUES | | 1,663,071 | 1,762,005 | 1,809,000 | 1,855,564 | |

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------|-----------------------------|-----------------------|-------------------------|----------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 590-001-702.000 | SALARIES & WAGES | 134,951 | 99,258 | 134,368 | 134,768 | |
| 590-001-703.000 | LONGEVITY | 3,550 | 3,225 | 2,700 | 2,700 | |
| 590-001-704.000 | OTHER PAY | 5,200 | 6,739 | 3,650 | 5,200 | |
| 590-001-705.000 | SICK PAY | | 5,853 | | | |
| 590-001-706.000 | VACATION PAY | | 9,598 | | | |
| 590-001-708.000 | HOLIDAY PAY | | 7,042 | | | |
| 590-001-709.000 | OVERTIME | 10,000 | 3,182 | 10,200 | 5,000 | |
| 590-001-715.000 | SOCIAL SECURITY | 11,758 | 10,613 | 11,339 | 11,282 | |
| 590-001-716.000 | HOSPITALIZATION | 33,316 | 27,439 | 24,320 | 26,000 | |
| 590-001-716.100 | HOSPITALIZATION - RETIREES | 19,530 | 11,738 | 9,600 | 9,600 | |
| 590-001-717.000 | LIFE INSURANCE | 351 | 233 | 351 | 351 | |
| 590-001-718.000 | RETIREMENT (MERS/ICMA) | 46,797 | 32,053 | 59,695 | 59,695 | |
| 590-001-719.000 | WORKER'S COMPENSATION | 2,359 | 1,852 | 2,147 | 2,147 | |
| 590-001-720.000 | UNEMPLOYMENT | 19 | 18 | 135 | 135 | |
| 590-001-721.000 | OTHER FRINGE BENEFITS | 2,130 | 968 | 1,060 | 1,068 | |
| 590-001-722.000 | CLOTHING ALLOWANCE | 625 | 288 | 500 | 500 | |
| 590-001-727.000 | OFFICE SUPPLIES | 1,000 | 423 | 1,000 | 1,000 | |
| 590-001-728.000 | COPY COST | 200 | | 200 | 200 | |
| 590-001-730.000 | POSTAGE | 10,500 | 9,909 | 11,025 | 11,025 | |
| 590-001-741.000 | OPERATING SUPPLIES | 21,100 | 4,720 | 20,000 | 20,000 | |
| 590-001-775.000 | REPAIR & MAINTENANCE SUPPLIES | 24,000 | 2,809 | 16,000 | 16,000 | |
| 590-001-801.000 | PROFESSIONAL SERVICES | 37,500 | 508 | 30,000 | 30,000 | |
| 590-001-804.000 | DUES & SUBSCRIPTIONS | 1,400 | 95 | 500 | 500 | |
| 590-001-805.000 | PERMIT FEES | 9,500 | 3,000 | 9,500 | 9,500 | |
| 590-001-818.000 | CONTRACTUAL SERVICES | 2,800 | 2,918 | 3,500 | 3,500 | |
| 590-001-850.000 | COMMUNICATIONS | 4,000 | 2,097 | 4,000 | 4,000 | |
| 590-001-860.000 | TRANSPORTATION | 7,000 | 3,420 | 5,000 | 5,000 | |
| 590-001-873.000 | TRAVEL EXPENSE | 800 | | 800 | 800 | |
| 590-001-901.000 | PRINTING/PUBLISHING/ADVERTISI | 6,200 | 1,414 | 6,200 | 3,000 | |
| 590-001-910.000 | INSURANCE | 6,500 | 4,912 | 6,800 | 6,000 | |
| 590-001-924.000 | WASTEWATER USAGE CHARGES | 997,380 | 821,487 | 1,027,301 | 1,027,301 | |
| 590-001-930.000 | REPAIR & MAINTENANCE CONTRACT | 2,500 | 1,132 | 2,500 | 2,500 | |
| 590-001-940.000 | LEASE PAYMENTS | 3,500 | 2,308 | 3,500 | 5,156 | |
| 590-001-941.000 | RENTAL PAYMENTS | 300 | | | | |
| 590-001-955.000 | PROPERTY TAX EXPENSE | | 508 | | | |
| 590-001-957.000 | EDUCATION & TRAINING | 2,100 | | | 2,000 | |
| 590-001-965.101 | CONTRIBUTIONS TO OTHER FUNDS | 126,000 | 94,500 | 126,000 | 126,000 | |
| 590-001-970.000 | CAPITAL OUTLAY | 50,000 | 5,957 | 50,000 | 50,000 | |
| 590-001-991.000 | PRINCIPAL | 50,000 | 47,500 | 50,000 | 50,000 | |
| 590-001-996.000 | INTEREST EXPENSE | 28,000 | 27,030 | 28,000 | 25,415 | |
| Totals for dept 001 - ADMINISTRATION | | 1,662,866 | 1,256,746 | 1,661,891 | 1,657,343 | |
| TOTAL APPROPRIATIONS | | 1,662,866 | 1,256,746 | 1,661,891 | 1,657,343 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 590 | | 205 | 505,259 | 147,109 | 198,221 | |
| BEGINNING FUND BALANCE | | 662,906 | 662,906 | 1,168,165 | 1,168,165 | 1,168,165 |
| ENDING FUND BALANCE | | 663,111 | 1,168,165 | 1,315,274 | 1,366,386 | 1,168,165 |

Fund #591
Water Fund

CITY OF MUSKEGON HEIGHTS – FY2021

WATER FUND

REVENUES

| | | |
|------------------|---|----------------|
| #591-000-400 | Appropriation of Fund Balance | \$ 150,000.00 |
| | Appropriation of previous year's fund balance to support the Capital Outlay proposed expenditures | |
| #591-000-642 | Charges-Sales | \$1,112,400.00 |
| | Revenues received through utility billing for the water charges to Muskegon Heights residents based on the metered water usage. The current rate for water usage is \$3.66 per one thousand gallons. An increase of 3% (\$0.11 per 1,000 gallons usage) is included in this budget. The last Water increase for usage was in January of 2018 (from \$3.18 to \$3.66). | |
| #591-000-642.002 | Sales-Water/Sewer Debt | \$ 490,000.00 |
| | Ready to serve charges at the rate of \$9.73 per month for the average household meter. These rates had been increased in June of FY2020. No recommended increases for FY2021. | |
| #591-000-643 | Penalties | \$ 67,000.00 |
| | Penalties assessed on the past due water billing portion of the utility billing. | |
| #591-000-677-716 | Health Insurance Co-pay Reimbursement | \$ 8,472.00 |
| | The reimbursement is the 20% health insurance co-pay paid by full time employees per bargaining unit agreements. The City pays 80% of health insurance premiums. | |

CITY OF MUSKEGON HEIGHTS – FY2021

WATER FUND

EXPENSES

| | | |
|--|--|---------------|
| #591-001-925 | Water Purchases | \$ 724,000.00 |
| | Purchases of bulk water from the Filtration Plant per the billed usage of the City's residential/commercial accounts | |
| #591-001-965-592 | Contribution to Other Funds | \$ 300,000.00 |
| | Contribution to WSF for the 2005/2006 Revenue bond payments for the FY2000 water plant expansion. | |
| <u>Utility Billing (Admin) Department</u> | | |
| #591-536-730 | Postage | \$ 12,000.00 |
| | Monthly postage costs shared with the Sewer Fund for the mailing of utility billings. | |
| #591-536-901 | Printing/Publishing/Advertising | \$ 2,000.00 |
| | Shared costs with the Sewer Fund for the printing of the monthly utility billings. | |
| #591-536-930 | Repair & Maintenance Contracts | \$ 4,000.00 |
| | Maintenance & support costs for the BS&A Utility Billing Program and Boss Business Solutions for copier maintenance. | |

Distribution Department

| | | |
|------------------|---|---------------|
| #591-538-741 | Operating Supplies | \$ 32,000.00 |
| | Janitorial supplies, safety vests, glasses, rain coats, asphalt for water repairs, saw cutting of streets for repairs, meter repair parts, valves, MDEQ Annual System Assessment | |
| #591-538-775 | Repair & Maintenance Supplies | \$ 15,000.00 |
| | Tires and repairs on water vehicles | |
| #591-538-801 | Professional Services | \$ 46,500.00 |
| | Water service replacements (6); cross connection inspections; concrete cutting at water service repair locations; water system leak detection services. | |
| #591-538-940 | Lease Payments | \$ 5,156.00 |
| | Lease payment on a John Deere backhoe. Expense is split between Sewer, Water and Water Supply funds. | |
| #591-538-965.101 | Contributions from Other Funds | \$ 110,000.00 |
| | Contribution to General Fund for administrative expenses (processing of payroll, accounts payable, etc) | |
| #591-538-970 | Capital Outlay | \$ 85,000.00 |
| | Safety signs, cones & barricades; replacement of two (2) trucks. The two current water vehicles are 19 and 25 years old respectively. Each of these trucks will be priced between \$40K and \$45K, depending on the size of the truck and the bed installed tool box. | |

| | | |
|--------------|-----------|--------------|
| #591-538-991 | Principal | \$ 50,000.00 |
| #591-538-996 | Interest | \$ 25,415.00 |

Principal & interest payments are for the bonds for the Meter Replacement project from FY2018. This amount is one half of the payment due for FY2021-the Sewer Fund is expensed for the other half. The outstanding balance at 12/31/20 is \$1,849,110.00 (split with Sewer Fund #590). This bond will be paid off in FY2032.

Staffing Level

The Water Department staffing consists of a part time Account Clerk II (Billing Department-split time and expenses with the Assessor's Office), three full time Water Service Technicians and Water/Sewer/DPW Supervisor/WSF Director.

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 591 WATER FUND

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 591-000-400.000 | APPROPRIATION OF FUND BALANCE | | | | 150,000 | |
| 591-000-626.000 | CHARGES - SERVICES | 7,000 | 3,585 | 6,000 | 6,000 | |
| 591-000-642.000 | CHARGES - SALES | 1,100,000 | 958,999 | 1,080,000 | 1,112,400 | |
| 591-000-642.002 | SALES - WATER/SEWER DEBT | 400,000 | 474,227 | 473,000 | 490,000 | |
| 591-000-643.000 | PENALTIES | 50,000 | 48,987 | 67,000 | 67,000 | |
| 591-000-665.000 | INTEREST EARNED | 1,000 | | | | |
| 591-000-677.716 | HEALTH INS CO-PAY REIMBURSE | 9,415 | 3,963 | | 8,472 | |
| Totals for dept 000 - | | 1,567,415 | 1,489,761 | 1,626,000 | 1,833,872 | |
| Dept 538 - WATER DISTRIBUTION | | | | | | |
| 591-538-677.000 | REIMBURSEMENTS | | 485 | | | |
| Totals for dept 538 - WATER DISTRIBUTION | | | 485 | | | |
| TOTAL ESTIMATED REVENUES | | 1,567,415 | 1,490,246 | 1,626,000 | 1,833,872 | |

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------|-----------------------------|-----------------------|-------------------------|----------------------|
| APPROPRIATIONS | | | | | | |
| Dept 001 - ADMINISTRATION | | | | | | |
| 591-001-925.000 | WATER PURCHASES | 742,500 | 540,797 | 724,000 | 724,000 | |
| 591-001-965.592 | CONTRIBUTIONS TO OTHER FUNDS | | | | 300,000 | |
| Totals for dept 001 - ADMINISTRATION | | 742,500 | 540,797 | 724,000 | 1,024,000 | |
| Dept 536 - UTILITY BILLING ADMINISTRATION | | | | | | |
| 591-536-702.000 | SALARIES & WAGES | 19,003 | 14,338 | 19,445 | 19,445 | |
| 591-536-705.000 | SICK PAY | | 283 | | | |
| 591-536-706.000 | VACATION PAY | | 790 | | | |
| 591-536-708.000 | HOLIDAY PAY | | 1,246 | | | |
| 591-536-715.000 | SOCIAL SECURITY | 1,454 | 1,296 | 1,488 | 1,488 | |
| 591-536-716.000 | HOSPITALIZATION | 3,622 | 2,700 | 3,800 | 3,800 | |
| 591-536-716.100 | HOSPITALIZATION - RETIREES | 3,536 | 3,241 | 3,045 | 3,045 | |
| 591-536-717.000 | LIFE INSURANCE | 54 | 54 | 33 | 33 | |
| 591-536-718.000 | RETIREMENT (MERS/ICMA) | 4,328 | 2,725 | 5,116 | 5,116 | |
| 591-536-719.000 | WORKER'S COMPENSATION | 86 | 56 | 84 | 84 | |
| 591-536-720.000 | UNEMPLOYMENT | 6 | 3 | 23 | 23 | |
| 591-536-721.000 | OTHER FRINGE BENEFITS | 347 | 138 | 167 | 167 | |
| 591-536-727.000 | OFFICE SUPPLIES | 700 | 24 | 500 | 500 | |
| 591-536-730.000 | POSTAGE | 10,500 | 9,917 | 12,000 | 12,000 | |
| 591-536-741.000 | OPERATING SUPPLIES | 500 | 475 | 500 | 500 | |
| 591-536-801.000 | PROFESSIONAL SERVICES | 2,000 | | 1,000 | 1,000 | |
| 591-536-818.000 | CONTRACTUAL SERVICES | 4,100 | 2,918 | 4,500 | 4,500 | |
| 591-536-850.000 | COMMUNICATIONS | 400 | 400 | 400 | 400 | |
| 591-536-901.000 | PRINTING/PUBLISHING/ADVERTISI | 6,000 | 93 | 2,000 | 2,000 | |
| 591-536-930.000 | REPAIR & MAINTENANCE CONTRACT | 4,000 | 1,038 | 4,000 | 4,000 | |
| 591-536-941.000 | RENTAL PAYMENTS | 500 | | 500 | 500 | |
| 591-536-957.000 | EDUCATION & TRAINING | 1,000 | | 500 | 500 | |
| Totals for dept 536 - UTILITY BILLING ADMINISTRATI | | 62,136 | 41,335 | 59,101 | 59,101 | |
| Dept 538 - WATER DISTRIBUTION | | | | | | |
| 591-538-702.000 | SALARIES & WAGES | 137,483 | 108,791 | 141,636 | 142,236 | |
| 591-538-703.000 | LONGEVITY | 1,250 | 500 | 500 | 500 | |
| 591-538-704.000 | OTHER PAY | 5,200 | 6,739 | 5,200 | 5,200 | |
| 591-538-705.000 | SICK PAY | | 5,658 | | | |
| 591-538-706.000 | VACATION PAY | | 7,614 | | | |
| 591-538-708.000 | HOLIDAY PAY | | 7,180 | | | |
| 591-538-709.000 | OVERTIME | 10,000 | 6,885 | 8,000 | 8,000 | |
| 591-538-715.000 | SOCIAL SECURITY | 11,776 | 11,263 | 11,986 | 11,929 | |
| 591-538-716.000 | HOSPITALIZATION | 43,454 | 50,890 | 42,360 | 43,240 | |
| 591-538-716.100 | HOSPITALIZATION - RETIREES | 19,530 | 6,435 | 6,085 | 6,085 | |
| 591-538-717.000 | LIFE INSURANCE | 351 | 176 | 414 | 414 | |
| 591-538-718.000 | RETIREMENT (MERS/ICMA) | 51,941 | 19,390 | 68,860 | 68,860 | |
| 591-538-719.000 | WORKER'S COMPENSATION | 5,569 | 4,071 | 5,681 | 5,681 | |
| 591-538-720.000 | UNEMPLOYMENT | 19 | 7 | 135 | 135 | |
| 591-538-721.000 | OTHER FRINGE BENEFITS | 1,871 | 1,328 | 3,114 | 1,772 | |
| 591-538-722.000 | CLOTHING ALLOWANCE | 875 | 160 | 750 | 750 | |
| 591-538-727.000 | OFFICE SUPPLIES | 900 | 423 | 900 | 900 | |
| 591-538-728.000 | COPY COST | 500 | | 200 | 200 | |
| 591-538-741.000 | OPERATING SUPPLIES | 30,000 | 18,933 | 32,000 | 32,000 | |
| 591-538-775.000 | REPAIR & MAINTENANCE SUPPLIES | 9,000 | 4,549 | 15,000 | 15,000 | |
| 591-538-801.000 | PROFESSIONAL SERVICES | 45,000 | 30,385 | 46,500 | 46,500 | |
| 591-538-804.000 | DUES & SUBSCRIPTIONS | 2,500 | | 500 | 500 | |
| 591-538-850.000 | COMMUNICATIONS | 4,000 | 3,640 | 4,600 | 4,600 | |

FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|---|-------------------------------|----------------------|-----------------------------|-----------------------|-------------------------|----------------------|
| APPROPRIATIONS | | | | | | |
| Dept 538 - WATER | DISTRIBUTION | | | | | |
| 591-538-860.000 | TRANSPORTATION | 11,000 | 6,547 | 11,660 | 11,660 | |
| 591-538-873.000 | TRAVEL EXPENSE | 500 | | 500 | 500 | |
| 591-538-901.000 | PRINTING/PUBLISHING/ADVERTISI | 1,800 | 935 | 2,000 | 2,000 | |
| 591-538-910.000 | INSURANCE | 10,000 | 6,276 | 10,600 | 10,600 | |
| 591-538-920.000 | UTILITIES | | 53,933 | 45,000 | 45,000 | |
| 591-538-930.000 | REPAIR & MAINTENANCE CONTRACT | 5,600 | 95 | 6,000 | 6,000 | |
| 591-538-940.000 | LEASE PAYMENTS | 5,500 | 2,308 | 6,000 | 5,156 | |
| 591-538-941.000 | RENTAL PAYMENTS | 800 | | | | |
| 591-538-955.000 | PROPERTY TAX EXPENSE | | 508 | | | |
| 591-538-957.000 | EDUCATION & TRAINING | 5,250 | 50 | 2,000 | 2,000 | |
| 591-538-965.101 | CONTRIBUTIONS TO OTHER FUNDS | 110,000 | 82,500 | 110,000 | 110,000 | |
| 591-538-970.000 | CAPITAL OUTLAY | 142,000 | 12,414 | 100,000 | 85,000 | |
| 591-538-991.000 | PRINCIPAL- 2018 METER BONDS | 50,000 | 47,500 | | 50,000 | |
| 591-538-996.000 | INTEREST EXPENSE | 28,000 | 27,030 | | 25,415 | |
| Totals for dept 538 - WATER DISTRIBUTION | | 751,669 | 535,113 | 688,181 | 747,833 | |
| TOTAL APPROPRIATIONS | | 1,556,305 | 1,117,245 | 1,471,282 | 1,830,934 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 591 | | 11,110 | 373,001 | 154,718 | 2,938 | |
| BEGINNING FUND BALANCE | | (2,409,157) | (2,409,157) | (2,036,156) | (2,036,156) | (2,036,156) |
| ENDING FUND BALANCE | | (2,398,047) | (2,036,156) | (1,881,438) | (2,033,218) | (2,036,156) |

Fund #592

Water Supply Fund

CITY OF MUSKEGON HEIGHTS – FY2021

WATER SUPPLY FUND

REVENUES

| | | |
|------------------|--|---------------|
| #592-000-400 | Appropriation of Fund Balance | \$ 300,000.00 |
| | Appropriation of previous year's fund balance to support the Capital Outlay proposed expenditures | |
| #592-000-642 | Charges-Sales | \$ 724,000.00 |
| | Bulk water sales to the City of Muskegon Heights for resale to its residential/commercial customers | |
| #592-000-676-591 | Contributions from Other Funds | \$ 300,000.00 |
| | Contribution from the Water Fund to pay for the 2005/2006 Revenue bond payment for the FY2000 plant expansion | |
| #592-000-677-716 | Health Insurance Co-pay Reimbursement | \$ 8,730.00 |
| | The reimbursement is the 20% health insurance co-pay paid by full time employees per bargaining unit agreements. The City pays 80% of health insurance premiums. | |

CITY OF MUSKEGON HEIGHTS – FY2021

WATER SUPPLY FUND

EXPENSES

| | | |
|--------------|--|---------------|
| #592-537-750 | Chemicals | \$ 30,000.00 |
| | Purchase of chemicals to treat raw water pumped from Lake Michigan | |
| #592-537-751 | Laboratory Supplies | \$ 18,000.00 |
| | Lab supplies required to maintain the lab's ability to test water samples | |
| #592-537-818 | Contractual Services | \$ 25,000.00 |
| | HVAC maintenance; Elevator maintenance; Generator maintenance; Lab calibration & maintenance | |
| #592-537-930 | Repair & Maintenance Contracts | \$ 10,000.00 |
| | Maintenance & support costs for software maintenance; quarterly copier maintenance. | |
| #592-537-940 | Lease Payments | \$ 5,156.00 |
| | Lease payment on a John Deere backhoe. Expense is split between Sewer, Water and Water Supply funds. | |
| #591-538-970 | Capital Outlay | \$ 150,000.00 |
| | Upgrades to electronic entry system for the plant (the computer and software are original to the 2001 plant upgrades- \$8,000.00); Clean the north sludge lagoon. The lagoon system is used to store and dewater processed waste water in preparation for disposal. One lagoon remains in service while the other is drying. The sludge, once dried, needs to be removed and taken to the landfill. The costs for the north lagoon cleaning is estimated to be \$112,000.00; Rebuild the rapid | |

mixer. The plant has 2 inline rapid mixers. These units are necessary for disbursing the treatment chemicals for our process. The mixers were installed in 2001 as part of the plant expansion and are reaching the end of their service life. They have been repaired several times over the last 3 years. The costs from FHC to rebuild these units is about \$25K each or \$45K to purchase new units. The recommendation is to rebuild 1 of the 2 units this year.

Staffing Level

The Filtration Plant staffing consists of 4 Plant Operators/Maintenance (one operator is expecting to retire in FY2021) and 50% salary/benefit costs for Water/Sewer/DPW Supervisor/WSF Director.

BUDGET REPORT FOR CITY OF MUSKEGON HEIGHTS
 Fund: 592 WATER SUPPLY FUND
 FY2021 RECOMMENDED BUDGET
 Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|---------------------------------|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| ESTIMATED REVENUES | | | | | | |
| Dept 000 | | | | | | |
| 592-000-400.000 | APPROPRIATION OF FUND BALANCE | 493,936 | | | 300,000 | |
| 592-000-642.000 | CHARGES - SALES | 742,500 | 540,797 | 724,000 | 724,000 | |
| 592-000-665.000 | INTEREST EARNED | 10,000 | 4,893 | | 5,000 | |
| 592-000-676.591 | CONTRIBUTIONS FROM OTHER FUND | 100,000 | | | 300,000 | |
| 592-000-677.716 | HEALTH INS CO-PAY REIMBURSE | 7,822 | 9,151 | | 8,730 | |
| Totals for dept 000 - | | 1,354,258 | 554,841 | 724,000 | 1,337,730 | |
| TOTAL ESTIMATED REVENUES | | 1,354,258 | 554,841 | 724,000 | 1,337,730 | |

FY2021 RECOMMENDED BUDGET
Calculations as of 12/31/2020

| GL NUMBER | DESCRIPTION | 2020 ORIGINAL BUDGET | 2020 ACTIVITY THRU 12/31/20 | 2021 REQUESTED BUDGET | 2021 RECOMMENDED BUDGET | 2021 APPROVED BUDGET |
|--|-------------------------------|----------------------------|-----------------------------------|-----------------------------|-------------------------------|----------------------------|
| APPROPRIATIONS | | | | | | |
| Dept 537 - WATER SUPPLY FILTRATION | | | | | | |
| 592-537-702.000 | SALARIES & WAGES | 249,911 | 192,398 | 230,998 | 240,498 | |
| 592-537-703.000 | LONGEVITY | 3,543 | 4,262 | 3,560 | 3,560 | |
| 592-537-704.000 | OTHER PAY | 5,200 | 6,547 | 4,200 | 5,200 | |
| 592-537-705.000 | SICK PAY | | 7,013 | | | |
| 592-537-706.000 | VACATION PAY | | 9,088 | | | |
| 592-537-708.000 | HOLIDAY PAY | | 12,298 | | | |
| 592-537-709.000 | OVERTIME | 5,000 | 3,663 | 5,000 | 5,000 | |
| 592-537-715.000 | SOCIAL SECURITY | 20,361 | 18,585 | 18,265 | 19,455 | |
| 592-537-716.000 | HOSPITALIZATION | 49,962 | 40,042 | 92,714 | 46,130 | |
| 592-537-716.100 | HOSPITALIZATION - RETIREES | 70,402 | 49,990 | | | |
| 592-537-717.000 | LIFE INSURANCE | 289 | 358 | 600 | 600 | |
| 592-537-717.100 | LIFE INSURANCE-RETIREE | 56 | 51 | 60 | 60 | |
| 592-537-718.000 | RETIREMENT (MERS/ICMA) | 102,098 | 71,314 | 71,415 | 81,038 | |
| 592-537-719.000 | WORKER'S COMPENSATION | 10,008 | 6,697 | 8,476 | 9,030 | |
| 592-537-720.000 | UNEMPLOYMENT | 27 | 24 | 225 | 225 | |
| 592-537-721.000 | OTHER FRINGE BENEFITS | 2,107 | 1,417 | 4,743 | 1,832 | |
| 592-537-722.000 | CLOTHING ALLOWANCE | 1,000 | 295 | 1,000 | 1,000 | |
| 592-537-727.000 | OFFICE SUPPLIES | | 179 | 200 | 200 | |
| 592-537-730.000 | POSTAGE | 500 | 300 | 400 | 400 | |
| 592-537-741.000 | OPERATING SUPPLIES | 2,000 | 3,751 | 5,500 | 5,500 | |
| 592-537-750.000 | CHEMICALS | 30,000 | 18,951 | 30,000 | 30,000 | |
| 592-537-751.000 | LABORATORY SUPPLIES | 15,000 | 8,947 | 18,000 | 18,000 | |
| 592-537-775.000 | REPAIR & MAINTENANCE SUPPLIES | 8,500 | 8,392 | 10,000 | 10,000 | |
| 592-537-801.000 | PROFESSIONAL SERVICES | 12,000 | 3,192 | 6,000 | 6,000 | |
| 592-537-804.000 | DUES & SUBSCRIPTIONS | 250 | 224 | 300 | 300 | |
| 592-537-805.000 | PERMIT FEES | 500 | 5,764 | 500 | 500 | |
| 592-537-818.000 | CONTRACTUAL SERVICES | 20,000 | 14,757 | 25,000 | 25,000 | |
| 592-537-850.000 | COMMUNICATIONS | 8,244 | 7,386 | 8,700 | 8,700 | |
| 592-537-860.000 | TRANSPORTATION | 3,000 | 2,651 | 3,465 | 3,465 | |
| 592-537-873.000 | TRAVEL EXPENSE | 3,500 | | 3,500 | 3,500 | |
| 592-537-901.000 | PRINTING/PUBLISHING/ADVERTISI | 500 | 98 | 400 | 400 | |
| 592-537-910.000 | INSURANCE | 50,000 | 52,722 | 55,885 | 55,885 | |
| 592-537-920.000 | UTILITIES | 235,000 | 201,432 | 240,000 | 240,000 | |
| 592-537-930.000 | REPAIR & MAINTENANCE CONTRACT | 2,000 | 7,458 | 10,000 | 10,000 | |
| 592-537-940.000 | LEASE PAYMENTS | 4,000 | 3,844 | 4,200 | 5,156 | |
| 592-537-940.001 | LEASE - OFFICE EQUIPMENT | 500 | | | | |
| 592-537-955.000 | PROPERTY TAX EXPENSE | | 508 | 1,000 | 1,000 | |
| 592-537-956.000 | MISCELLANEOUS EXPENSE | | | 5,000 | 5,000 | |
| 592-537-956.001 | MISC - BANK FEES | | 115 | | | |
| 592-537-957.000 | EDUCATION & TRAINING | 2,000 | | 2,000 | 2,000 | |
| 592-537-965.101 | CONTRIBUTIONS TO OTHER FUNDS | 140,000 | 105,000 | 140,000 | 140,000 | |
| 592-537-970.000 | CAPITAL OUTLAY | 145,000 | 33,738 | 150,000 | 150,000 | |
| 592-537-996.000 | INTEREST EXPENSE | 150,000 | 142,226 | | 145,000 | |
| 592-537-999.000 | PAYING AGENT FEES | 1,800 | 1,500 | | 1,500 | |
| Totals for dept 537 - WATER SUPPLY FILTRATION | | 1,354,258 | 1,047,177 | 1,161,306 | 1,281,134 | |
| TOTAL APPROPRIATIONS | | 1,354,258 | 1,047,177 | 1,161,306 | 1,281,134 | |
| NET OF REVENUES/APPROPRIATIONS - FUND 592 | | | (492,336) | (437,306) | 56,596 | |
| BEGINNING FUND BALANCE | | 9,555,679 | 9,555,679 | 9,063,343 | 9,063,343 | 9,063,343 |
| ENDING FUND BALANCE | | 9,555,679 | 9,063,343 | 8,626,037 | 9,119,939 | 9,063,343 |