THE CITY OF CHARLOTTE MICHIGAN

PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, October 28, 2024

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: https://us02web.zoom.us/j/82006987301
One tap mobile: +16465588656,,82006987301#
Telephone: (312) 626-6799 Webinar ID: 820 0698 7301

1. **Call to Order**

2. **Roll Call**

3. **Invocation –** Chuck Jensen, West Carmel Church

4. **Pledge of Allegiance**

5. **Approval of Minutes**
   a. October 14, 2024 Regular Council Meeting

6. **Absence of Council Members -** motion to excuse

7. **Public Comment -** Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad

8. **Approval of Agenda**

9. **Communications and Committee Reports**
   a. City Manager Report
   b. Quarterly Financial Report
   c. Proclamation - Family Court Awareness Month
   d. Councilmember Committee Reports

10. **Consent Agenda**
    a. Approval of Claims and Expenditures totaling $398,563.11

11. **Business Agenda**

a. Consider Resolution 2024-40 To place delinquent payments for snow removal and to place those delinquent properties on the December property tax roll within the City of Charlotte
b. Consider Resolution 2024-41 To amend the operating and capital budget appropriation of funds fiscal year 2024-2025
c. Consider approval of the 2025 benefits for employee health care plans; Blue Care Network (BCN), Delta Dental and Vision Service Plan (VSP)
d. Consider approval of a sealed bid contract with Spalding DeDecker in the amount of $72,192.00 for public works director services
e. Consider approval of a sealed bid contract with Eric Rogers LLC in the amount of $42,500 for the airport snow removal for the runway and other areas
f. Consider approval of a sealed bid contract with Jett Pump & Valve in the amount of $38,530.97 for the replacement and installation of two (2) vertical dry-pit sewage pumps.
g. Consider approval of a sealed bid contract with Trojan Technologies in the amount of $18,442.60 for Trojan UV Lamps, Sleeves and Seals
h. Consider approval of the sealed bid contract with Axes and Irons in the amount of $21,797.56 for the purchase of Turnout Gear and Fire Boots
i. Consider approval of a sealed bid contract with Eric Rogers LLC in the amount of $18,400 for downtown snow removal
j. Consider approval of a $1,500.00 quarterly stipend for the VFD Deputy Fire Chief
k. Consider approval of the land split for the Fire Department training facility.

12. Public Comment - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad

13. Staff Comments

14. Mayor and Council Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

Comments shall be made only during times set aside for that purpose.
Each citizen may speak for up to 5 minutes during each public hearing and comments period.
Comments made during public hearings shall be relevant to the subject of the public hearing.
Comments shall be made from the podium unless otherwise directed by the Mayor.
Comments shall be directed to the Mayor and Council members.
Speakers shall begin by stating their name and indicate if they are a resident or non-resident of the City.
Speakers shall refrain from using vulgarity, hate speech or "fighting words."

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting 7:00 p.m.
October 14, 2024

CALL TO ORDER:

By Mayor Lewis on Monday October 14, 2024 at 7:00 p.m.

ROLL CALL:

Mayor Lewis, Mayor Pro-Tem Duweck, Council members, Fullerton, Christensen, Rodriguez and Chin. A quorum was met

City staff in attendance; City Clerk LaRocque, City Manager Hillard, and City Attorney Revore

INVOCATION:

Andy Shaver, Real Life Church, absent

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

a. September 23, 2024 Regular Council Meeting Minutes

Motion by Chin supported by Duweck to approve the September 23, 2024 Regular Council Meeting Minutes. Carried; Yea 6; Nay 0; Absent 1

ABSENCE OF COUNCIL MEMBERS:

Councilmember Scott

Motion by Duweck supported by Christensen to excuse Council member Scott from the October 14, 2024 regular council meeting. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

John Laupp, resident. Provided updates on the Shadow Season activities

Annie Williams, resident. Provided updates on the progress of the Social District

APPROVAL OF AGENDA:

Motion by Chin supported by Fullerton to approve the agenda,. Carried; Yea 6; Nay 0; Absent 1

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Attorney Report

b. Auditors Preliminary Governance Letter, receive and filed

c. Councilmember Committee Reports

Christensen, Camp Frances board is pursuing a reservation system change.

Chin, EATRAN is reviewing ridership numbers and planning a media promotion. Plans were discussed to install a bus shelter on the Courthouse Square grounds. City Manager Ad Hoc Committee – the form for the city manager evaluation should be finalized soon.

Rodriguez – DDA meeting is tomorrow, the Airport meeting was this morning and he was absent.

Fullerton – Park Board – they received citizen input to consider replacing the Bennet Park tennis courts with a parking lot to better serve the Charlotte Junior Oriole football games. Discussed the Eaton County Park Grants, Timepiece Park shall remain withing the park system, an RFP for design service for the Oak Park project will be issued and they plan another meeting this fall.

CONSENT AGENDA:

a. Approval of Claims and Expenditures totaling $562,642.81

b. Approval of Mayoral appointments

Motion by Chin and supported by Duweck to approve the consent agenda. Carried; Yea 6 Nay 0; Absent 1

BUSINESS AGENDA:

a. Consider approval of sealed bid purchase of backwash pump with Kennedy Industries totaling $55,785.00

Motion by Chin supported by Fullerton to approve sealed bid purchase of backwash pump with Kennedy Industries totaling $55,785.00. Carried; Yea 6; Nay 0; Absent 1

b. Consider approval sealed bid purchase of patrol vehicle outfitting with MacQueen Equipment totaling $23,995.20

Motion by Chin supported by Duweck to approve sealed bid purchase of patrol vehicle outfitting with MacQueen Equipment totaling $23,995.20 Carried; Yea 6; Nay 0; Absent 1

c. Consider approval of Resolution 2024-39 To authorize street closure and no parking areas for the Lighted Holiday Parade event to be held November 30, 2024 from 4:30 p.m. to 7:00 p.m.

Motion by Christensen supported by Fullerton to approve Resolution 2024-39 To authorize street closure and no parking areas for the Lighted Holiday Parade event to be held November 30, 2024 from 4:30 p.m. to 7:00 p.m. Carried; Yea 6; Nay 0; Absent 1

d. Consider approval of fireworks permit application for Charlotte High School Senior Night on October 25, 2024

Motion by Fullerton supported by Christensen to approve fireworks permit application for Charlotte High School Senior Night on October 25, 2024. Carried; Yea 6; Nay 0; Absent 1

e. Discussion on DDA TIF consulting services bid

Motion by Rodriguez supported by Christensen to rescind motion to approve sole source vendor for TIF planning services approved at the January 22, 2024 Council meeting. Carried; Yea 6; Nay 0; Absent 1

The Council directed administration to pursue a request for proposals by sealed bid for TIF planning services.

PUBLIC COMMENT:

JoDee Prudent, resident. Noted updates on website, wants policy established to answer public questions, and she approves of Christmas Parade street closure.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Christensen, thanked attendees in person and online. Thanked Mr. Hillard for all he does. He is looking at the possibility of a implementing a golf cart ordinance. He was impressed with the CFD Open house that he attended. He met with the Charlotte Plaza owner and reports the new owner is interested in pursuing other investment opportunities within Charlotte. Businesses along Lansing Street would like to establish a group to ensure their voices are heard and adequately represented. He raised important concerns regarding how to address illegal activities associated with various homeless camps. Lastly, he voiced his disagreement with Council members endorsing partisan candidates while using their official titles.

Fullerton highlighted the increasing number of responsibilities being assigned to the City Manager due to staff shortages. He emphasized the importance of allowing the City Manager the necessary time and space to effectively manage these tasks.

Duweck, recalled expressing to Hillard how pleased they were to have his expertise and leadership. He has certainly demonstrated his ability to take charge, and Duweck looks forward to continuing the implementation of the framework plan under his guidance.

Chin noted that the CFD Open House was well attended. He remains committed to ensuring that city policies are upheld and is dedicated to fostering transparency with the public. Chin aims to enhance public information efforts and encourage greater participation from the community moving forward.

Rodriguez expressed a desire to create a pamphlet addressing "how to access information." He also expressed his appreciation for Mr. Hillard's presence on the team. Additionally, a citizen reached out to him regarding the use of council member titles when endorsing political candidates.

Lewis shared that he was honored to accept an invitation to serve as the Mayor of "Whoville" for the Lighted Holiday Parade. He expressed his gratitude to Revore and Hillard for their hard work in finalizing all four collective bargaining unit agreements. Lewis also thanked City Clerk LaRocque and her staff for their dedication in managing office functions during a challenging time, particularly with the national election and staffing shortages. He commended Mr. Hillard for successfully navigating the organization through a crisis, showcasing his strong leadership and collaboration with the Council.

RECESS TO CLOSED SESSION:

a. Pursuant to section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure "information or records subject to the attorney-client privilege" being Confidential Attorney-Client Written Communication dated July 22, 2024, and October 10, 2024, regarding HUD inquiry.

Motion by Chin supported by Duweck for the City Council to convene in closed session under and pursuant to section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure "Information or records subject to the attorney-client privilege" being Confidential Attorney-Client Written Communication dated July 22, 2024, and October 10, 2024, regarding HUD inquiry. Carried by roll call vote; Yea 6; Nay 0; Absent 1 (Scott)

RECONVENE OPEN SESSION:

a. To authorize an Agreement in HUD case Nos. 05-23-0013-V, 05-23-0013-8, & 05-23-5410-V, in substantial form, and authorize Mayor Lewis to execute same.

Motion by Duweck supported by Chin to authorize an Agreement in HUD case Nos. 05-23-0013-V, 05-23-0013-8, & 05-23-5410-V, in substantial form, and authorize Mayor Lewis to execute same. Carried by roll call vote: Yea 6; Nay 0; Absent 1 (Scott)

ADJOURN:

Motion by Christensen supported by Chin to adjourn the meeting at 8:45 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted,

Mary LaRocque, City Clerk

THE CITY OF
CHARLOTTE
MICHIGAN

To: Honorable Mayor Lewis; City Council
From: Robert Hillard, City Manager
Re: City Manager's Report - October 2024

Honorable Mayor Lewis and City Council,

The following is the latest City Manager's Report. This report is not intended to cover all activities of the City Manager, but will attempt to cover certain items relevant to City Council proceedings and citizen interest. Thank you and please give me a call at (517) 543-8850 or rhillard@cityofcharlottemi.org, if you have any questions.

City Manager Community Outreach Efforts

Since the last City Manager's Report provided to the City Council, I continue to meet with the Mayor, City Councilmembers, Department Heads, staff, and consulting services. However, I have attended a variety of meetings and events in the community. This is not a complete list of community outreach efforts, but provides a majority of the activity. City Council (3), Parks Advisory Board, Airport Advisory Board, Downtown Development Authority (2), Fire Department Open House, Michigan Economic Development Corporation(MEDC)/Lansing Economic Area Partnership (LEAP), Shyft Group/Charlotte Schools, Charlotte Junior Orioles, MERS Annual Conference, Tri-County Regional Planning Commission, Rural Fire Association, and a number of site visits with downtown businesses. I appreciate all that have assisted me in introductions to the community.

Fall Leaf Collection

The curbside pick up for bagged leaves will continue through Thursday, October 31st, 2024, Monday, November 4th through Thursday, November 7th, 2024, and Monday, November 25th through Wednesday, November 27th, 2024. The bags must be placed curbside by 7:00A. No brush and no plastic bags are allowed. Please note it is against City Ordinance to rake leaves into the street. The last Saturday to drop off leaves and brush at the DPW garage will be November 2nd, 2024. Weekday hours for drop off will remain 8:00A -3:30P.

"The Framework" Update

Attached to this report is the most updated version of "The Framework". This is a critical document to assure the City Manager is working on priority projects and communicating these in partnership with the City Council.

Tree Maintenance Policy Review

The City Council identified "Tree Maintenance Policy Review" as a task in "The Framework". After reviewing the Tree Maintenance Ordinance and Policy, I have directed Public Works to inform residents when trees are scheduled to be trimmed or removed by placing notices at least two weeks in advance on their property. Exemptions can be made in the case of emergencies and other considerations. This will allow individuals to contact the City if they have questions. The notice that is placed on their property includes the

following statement, "Charlotte Department of Public Works (DPW) will be doing tree trimming or removing on the parkway trees in the near future. If you have any questions or concerns, please reach out to our office at (517) 543-8858. We appreciate your cooperation and understanding."

Street Light Program Review

The City Council identified "Street Light Program Review" as part of "The Framework". Consumers Energy reports that to install a standard cobra heads light fixture on existing poles, then the cost is $100 a piece. Cobra head LED streetlights are outdoor fixtures that are mounted to poles and are mainly used for street and roadway lighting but can be used for other general area lighting. Their distinctive "cobra head" design has been in use for decades but has now been updated with LED lighting technology. If the City of Charlotte wants to install street lights on certain sections of streets, the City will need to contact the Consumers Business Center. If citizens have requests, they should contact the Public Works at (517) 543-8858.

Community Development Director Job Solicitation Information

The following is an advertisement to solicit applications for the Community Development Director position, as a result of the "Planning/Economic Development Organizational Review" identified in "The Framework". Are you passionate about economic development and community relations? Do you thrive in a role where strategic planning meets tangible results? If so, we have an exciting opportunity for you as our Community Development Director. You'll work in a supportive environment where your ideas are valued, and your efforts directly impact our City's growth and prosperity. As a key member of our team, you will work closely with the City Manager to implement Charlotte's economic development goals and foster strong community relations. This role involves a blend of administrative, technical, and professional responsibilities aimed at driving the City's growth and prosperity. Key responsibilities include Coordinate the development of short and long-range economic development goals in collaboration with City Council, economic development committees, and community stakeholders; Strategically plan and execute initiatives to attract businesses and industries that align with Charlotte's vision; Provide expert guidance and support to businesses on site selection, tax incentives, marketing strategies, and workforce development; Maintain a comprehensive database of industrial and commercial properties to facilitate business expansion and relocation; Cultivate partnerships with regional and State economic development organizations to leverage resources and opportunities for Charlotte. Essential Qualifications and Skills include Strong interpersonal skills with the ability to build and maintain productive relationships in diverse settings; Excellent communication skills, both oral and written, including experience in presentations and negotiations; Proven experience in strategic planning and goal setting; Ability to handle complex and sensitive situations with initiative and resourcefulness; Proficiency in preparing accurate reports and written communications; A proactive approach to problem-solving and decision-making. Requirements include Associate's Degree or equivalent experience in Economic Development or related field; Minimum of three years' experience in economic development or marketing, preferably in municipal government; Valid Michigan Driver's License. Salary and benefits are $70k to $80k depending upon experience. The City offers a comprehensive benefits package, including hybrid pension, health, dental, optical and life insurance as well as paid time off. Apply Today: Applications accepted until position is filled. Interested candidates should submit a cover letter, resume, and a completed application to Human Resources.

Airport Engineering Services Bid Information

The City Council identified "Airport Improvements Review" as part of "The Framework". In speaking with the Michigan Department of Transportation - Aeronautics Division, they indicated the City of Charlotte must commit the federal funding as designated by March 2025. As a result we are advertising for engineering services as prescribed by MDOT. The City of Charlotte, Michigan, Fitch H Beach Airport, intends to select a consultant to assist in airport development projects. Interested consulting firms are requested to submit a Statement of Qualifications (SOQ) in duplicate, in a sealed envelope, to the City of Charlotte, Mary LaRocque, City Clerk, City of Charlotte, Michigan, by 4:00 PM on October 30, 2024. The SOQ should demonstrate the consultants' interest in providing airport planning, architectural/engineering design, and construction administration services focused on certain projects from the the City of Charlotte, Michigan, current Five-Year Airport Capital Improvement Plan (ACIP). Services will include general consulting on airport development issues including assistance in the following projects: 1) Parking Lot & Access Road Reconstruction, 2) Perimeter Fencing Installation, Apron-Terminal Rehabilitation, and Construct 8 Unit T-Hangars. This is a Quality Based Selection process, and services for each project will be negotiated independently. SOQ submittals shall exclude fees or costs. Not all the services or development items listed in this advertisement may be contracted nor eventually required. The Sponsor reserves the right to initiate additional procurement action for any services included in this procurement, but not under contract. Firms will be ranked in areas such as: familiarity and understanding of the airport needs; corporate history and background in aviation consulting; demonstrated experience with similar projects; key personnel professional qualifications; firms' ability to provide contact person with demonstrated aviation experience and overall project coordination; knowledge/familiarity with FAA and State regulations, policies, and procedures; and success of recent projects. Awards or special recognition achieved by the firm should be highlighted. Firms should demonstrate their reputation with other airports, by providing at least 3 airport references. Interviews may be conducted at the discretion of the Sponsor. Projects are anticipated to be initiated between 2024-2029 (5-year period). Projects are expected to be completed over several years and funded in full or in part with funds and/or multiple grants from the Federal Aviation Administration, State of Michigan, and/or local sources. Land acquisition consultant services necessary to acquire easements for approach clearing of existing approaches as depicted in the approved airport layout plan (ALP) is included in this advertisement provided the work is completed by a qualified and properly licensed land acquisition consultant. Land acquisition consultant services necessary for any new development project or new approaches not specifically described in this advertisement shall not be performed by the consultant selected under this advertisement and will require the sponsor to advertise for and select a separate qualified and properly licensed land acquisition consultant.

Oak Park Design Services Bid Information

The City Council identified "Oak Park Review" as part of "The Framework". In speaking with the Parks Advisory Board, they identified this as their number one priority, because they believe it is cost effective and warranted. Also, they believe with this effort, the project could be potentially submitted to Eaton County for a grant. As a result we are advertising for design services as indicated. The City of Charlotte, Michigan is seeking sealed bids for Oak Park Design Services. Please submit sealed bids to Mary LaRocque, City Clerk, City of Charlotte, Michigan, by 4:00P on October 31, 2024. The sealed bid shall include the vendor's name, a not to exceed cost to provide the services, a sample contract to be requested if selected, and any other relevant information that addresses the scope of services. The City is seeking design services related to Oak Park. The scope of services

includes coordinating with the Parks Advisory Board on identified improvements, preparing a preliminary design, providing cost estimates on improvements, and providing services to apply for grants to fund the final project. All vendors are encouraged to contact the City Manager's Office if planning on submitting a sealed bid. The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

Walnut Street Engineering and Construction Services Bid Information

The City Council identified "Walnut Street Review" as part of "The Framework". The City received a Michigan Department of Transportation Grant for this project last year. This project is part of the "Street Maintenance Program Review" as included in "The Framework". The review will include projects that include more "mill and fill" projects, similar to Walnut Street. The following is the advertisement to solicit bids to design and implement the project. The City of Charlotte, Michigan is seeking sealed bids for Walnut Street Engineering and Construction Services. Please submit sealed bids to Mary LaRocque, City Clerk, by 4:00P on November 6, 2024. The sealed bid shall include the vendor's name, a detailed not to exceed cost to provide the services, a sample contract to be requested if selected, and any other relevant information that addresses the scope of services. The professional services project relates to the design, grant implementation, and construction services related to a Michigan Department of Transportation, Transportation Economic Development Fund Category B, Community Service Infrastructure Fund Grant. The construction project includes the milling and resurfacing of the existing asphalt pavement with patches as required on Walnut Street from Lincoln Street to Shepherd Street including curb and gutter replacement as needed, and ADA ramp upgrades as needed to meet current standards. A copy of the grant application is available for review. All vendors are encouraged to contact the City Manager's Office if planning on submitting a sealed bid. The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

DDA - Strategic/Tax Increment Finance Plan Bid Information

Per directive by the City Council, and as identified within "The Framework", a bid is being solicited to develop a "Downtown Development Authority Strategic/Tax Increment Finance Plan". The following is the posted advertisement. The City of Charlotte, Michigan is seeking sealed bids for the development of the Downtown Development Authority Strategic/Tax Increment Finance Plan. Please submit sealed bids to Mary LaRocque, City Clerk, by 4:00P on November 12, 2024. The sealed bid shall include the vendor's name, a not to exceed cost to provide the services, a sample contract to be requested if selected, and any other relevant information that addresses the scope of services. The scope of services includes coordinating with the Downtown Development Authority on identifying strategies and improvements to the Downtown, preparing a strategic plan with time frames and cost estimates on improvements, and preparing a tax increment finance plan and accompanying legislation. All vendors are encouraged to contact the City Manager's Office if planning on submitting a sealed bid. If you have any questions, please contact (517) 543-8850. The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

Combs Industrial Park Street and Utility Design Services Bid Information

Per directive by the City Council, and as identified within "The Framework", a bid is being solicited to develop a "Combs Industrial Park Utility and Street Review". The following is the posted advertisement. The City of Charlotte, Michigan is seeking sealed bids for Combs Industrial Park Street and Utility Design Services. Please submit sealed bids to Mary LaRocque, City Clerk, City of Charlotte, Michigan, by 4:00P on November 13, 2024. The sealed bid shall include the vendor's name, a detailed not to exceed cost to provide the services, a sample contract to be requested if selected, and any other relevant information that addresses the scope of services. The scope of services includes developing a preliminary design for potential street and utility layouts, providing cost estimates on improvements, and providing services to apply for grants to fund the final project. All vendors are encouraged to contact the City Manager's Office if planning on submitting a sealed bid. The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

Transportation Improvement Program Street Submittal

The City submitted two projects eligible for grants to TRI-County Regional Planning Commission (TCRPC) for the Fiscal Years 2026 through 2029 Transportation Improvement Program (TIP). This is part of the flow of Federal and State transportation grants to locals. It only happens every three years (they always overlap one year for adjustments, meaning the current TIP is 2023-26). Charlotte's last project was Hall Road in FY23. The transportation grants are capped at $385,000 for each project with 20% minimum local match of participating costs. The City has usually paired this money with water and sewer repair to make a comprehensive infrastructure project. The identified projects are Harris (Sheldon to Cochran) in FY27 and Lovett (State to Clinton) in FY29. The City must hold the project places in line with this submittal, but can prioritize later. Further conversation is scheduled when we discuss the "Street Maintenance Program Review" as part of "The Framework".

MERS Annual Conference

I attended the 2024 Municipal Employees' Retirement System of Michigan (MERS) Annual Conference from October 10 through October 11, 2024. I attended a number of general and breakout sessions. They included a MERS Investment Portfolio Overview, Understanding Actuarial Basics and Annual Valuations, Social Security Overview, 25 Retirement Preparation Do's and Don'ts and Communicating Your Holistics Benefit Package. I networked with Jeb Burns, Chief Investment Officer, and discussed the rules related to qualified investments utilized by MERS, and strategies to maximize investments. I have arranged for MERS to visit Charlotte on November 25, to discuss the retirement program with the City Council. This subject is connected to the "MERS Retirement Program Review" as part of "The Framework".

City of Charlotte
"The Framework"
October 2024
City Services - Community Development - Neighborhood Enrichment

Public Works
Airport Improvements Review (November)
Oak Park Review (November)
Walnut Street Review (November)
Combs Industrial Park Utility and Street Review (November)
Information Technology Organization Review (November)
Street Maintenance Program Review
Bennett Park Area Review
Council Chamber Communication Support Review
Safe Routes to School Review
Parks Master Plan
Street Light Program Review
Tree Maintenance Policy Review
Downtown Sidewalk Snow Removal Review
Public Works Organization Review

Community Development
Planning/Economic Development Organizational Review (November)
Downtown Development Authority Strategic/Tax Increment Finance Plan (November)
Housing Initiatives Review (November)
Lansing Street/Road Business District Review
Downtown Truck Traffic Review
City Gateway Enhancement Review
Downtown Social District Review

Finance/Clerk
MERS Retirement Program Review (November)
Finance/Clerk Office Review (November)
Communication Transparency Review
Website Review
Special Assessment District Review

Police
High Street Traffic Review (November)
Downtown Parking Program Review
Lincoln Street Traffic Review

Fire
Community Master Plan (November)
Building Official Services Review
International Fire Code Review
Zoning Ordinance Review
Food Truck Review
Fire Agreement - Rural Fire Association Review
Code Enforcement/Rental Inspection Review
Ambulance Service Review

CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION
Fire Chief
111 E. Lawrence Ave., Charlotte MI 48813
Ph. 517-543-0241

CFD Monthly Report

DATE: October 23, 2024
SUBJECT: CFD Monthly Report
To: City Manager Rob Hillard, Honorable Mayor Lewis, and City Council

Item; Fire Department activities:

- Continuing training activities with new firefighters and full-time staff, you may have seen trucks out and about more in town.
- Continue to work with Eaton County Fire Training on plans and placement of the grant funded live fire training facility, construction should be with-in 6 months.
- Participated in multiple community events including fire prevention talks/demonstrations/station tours & downtown midnight-madness event.
- Fire Department Open house (Oct. 9th) was a record setting event. The volunteer members spend hours preparing and funded much of the event.
- Working on the Emergency Operations Plan for the City of Charlotte, we will work with Eaton County Emergency Management in the future on this plan.

Item; Fire Inspector

- Actively engaged in Fire Inspection and training the new Rental Inspector
- Reviewing the International Fire Code, making admirative changes, we hope to have the code adopted in December.
- Preparing application procedures for ALL code related uses. (Fire, Zoning & Rental)

Item; Rental Inspector Position

- Rental/Fire Inspector – Updating Procedures as it relates to the rental program.
- We have now under 15 rental properties in expiration, this was from 147 when the department took these over.

Item; Zoning/Code Administration

- We are continually improving the processes for Fire Inspections, Zoning, Code Enforcement and Rental.
- Preparing for November Planning commission meeting, 4 public hearings.
- Administrative review of the zoning code is underway.
- Held meeting with the City Attorney, establishing proper procedures regarding enforcement cases that end up in court. Working on new procedures now.
- Establishing a procedure to hire a contracted building official for use as it pertains to dangerous buildings with in the city. This position would only be used when needed and cost would be billed to the property in question.

CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241

CFD Monthly Report

EATON COUNTY 911

Events by Nature Code by Agency

Agency: CFD, Event date/Time range: 09/01/2024 00:00:00 - 09/30/2024 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	CARDIAC OR RESP ARREST	0	1	5	6	9%	0:00:19	0:03:11	0:16:59	2:02:57	0:20:30
	COMMERCIAL FIRE ALARM	0	0	6	6	9%	0:02:09	0:03:21	0:40:22	4:35:12	0:45:52
	COMMERCIAL STRUCTURE FIRE	0	0	1	1	1%	0:02:48	0:02:27	0:12:52	0:18:07	0:18:07
	COMPLAINT FIRE INVESTIGATION	0	3	2	5	7%	0:00:51	0:04:57	0:11:41	1:17:51	0:15:34
	MEDICAL ASSIST	0	1	14	15	21%	0:00:14	0:03:28	0:19:11	5:39:27	0:22:38
	MISCELLANEOUS FIRE RUN	0	6	4	10	14%	0:01:15	0:04:35	0:47:22	8:36:42	0:51:40
	ODOR INVESTIGATION	0	3	5	8	11%	0:02:00	0:04:45	0:19:47	3:20:48	0:25:06
	PERSONAL INJURY CRASH	0	0	10	10	14%	0:00:23	0:05:24	0:22:57	4:46:57	0:28:42
	RESIDENTIAL FIRE ALARM	0	0	1	1	1%	0:01:19	0:02:52	0:00:23	0:04:34	0:04:34
	SPECIAL RESCUE	0	0	1	1	1%	0:03:06	0:01:37	0:03:05	0:07:48	0:07:48
	STRUCTURE FIRE LARGE	0	0	4	4	6%	0:01:24	0:06:06	1:07:40	5:00:39	1:15:10
	VEHICLE FIRE	0	0	1	1	1%	0:02:33	0:06:33	0:33:13	0:42:19	0:42:19
	WIRES DOWN	0	1	1	2	3%	0:02:44	0:03:15	0:06:45	0:22:43	0:11:22
Subtotals for No Summary Code		**0**	**15**	**55**	**70**	**100%**	**0:01:37**	**0:04:02**	**0:23:15**	**36:56:04**	**0:28:25**
Subtotals for CFD		**0**	**15**	**55**	**70**	**100%**	**0:01:37**	**0:04:02**	**0:23:15**	**36:56:04**	**0:28:25**

Kevin Christiansen
Fire Chief
City of Charlotte Fire Department
111 E Lawrence Ave.
Charlotte, MI 48813
Station 517-543-0241
Cell 517-243-8332
www.charlottemi.org

Charlotte Police Department

111. E. Lawrence Ave., Charlotte, MI 48813
Phone: 517-543-1552 Fax: 517-543-8396
Paul Brentar, Chief of Police

September 2024 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- All officers completed their fall firearms training and qualifications.
- All officers continued with online training through Virtual Academy.
- All officers completed mandatory CJIS security training.
- Officer's Carroll & Fullerton attended Fraud Investigation training.

Staffing:

- Officer Troy Gardner started with the department on 09-30-2024. Troy comes to us with a wealth of knowledge and will be a great addition to the department. This still leaves one open officer position that we are still actively trying to fill.

Operational Highlights:

- On 09-01, officers assisted the Greenville Police Department with providing information on a suspect that they have in a retail fraud case.
- On 09-03, officers assisted the Michigan State Police and the Eaton County Sheriff's Office in attempting to locate a suspect involved in a domestic violence case out of Sunfield. The suspect was located at a local gas station and taken into custody and then turned over to MSP.
- On 09-06, officers received a threats complaint. After further investigation, the suspect was located in East Lansing and lodged at the jail for Terroristic Threats.
- On 09-08, officers assisted the Eaton County Sheriff's Office with traffic control on I-69 after 2 horses were hit by a semi-truck.
- On 09-09, Officer Callahan received a threats complaint where a child threatened kids at the school. The child was removed from the school and was eventually expelled. A report has been sent to the Prosecutor's office for criminal charges.
- On 09-09, officers responded to a personal injury crash at Quality Dairy for a bike versus car crash. The rider of the bike received minor injuries.
- On 09-13, an officer on patrol located a suspect in a local car dealership attempting to steal a car. The suspect resisted arrest, injuring the officer, and was lodged at the jail. This investigation is still on-going.
- On 09-14, officers responded to a personal injury crash at Cochran/Seminary. One of the drivers was transported to Sparrow Eaton with non-life-threatening injuries.
- On 09-17, officers were dispatched to check on an elderly female walking northbound on Cochran Ave. After making contacting with the female, she advised that she was walking to Walmart to get groceries

because her son wasn't able to take her. The officer then gave her a ride to Walmart so she could shop and then brought her back home later.

- On 09-19, officers responded to a motorcycle crash at Lawrence/Pleasant. The driver of the motorcycle lost control and received a broken leg. He was transported to Sparrow Main by EMS.
- On 09-20, during the Homecoming Parade, officers were alerted to an unresponsive subject at Shell. The male was having diabetic issues and was turned over to EMS.
- On 09-21, officers responded to a personal injury crash at Lansing St./Butternut Dr. Both drivers received minor injuries.
- On 09-21, officers assisted the Michigan State Police with a large fight on W. Five Point Hwy. Multiple arrests were made.
- On 09-22, officers responded to a 4-day old baby in cardiac arrest at a local hotel. The baby became responsive just as the officer arrived. The mother and baby were turned over to EMS.
- On 09-24, officers assist the Postal Inspector with a possible hostile home owner.
- On 09-24, officers assisted the Michigan State Police with recovering a stolen MDOT truck. The suspect was located and is facing multiple charges from both MSP and our office.
- On 09-27, officers responded to a local business for a subject making threats. This subject was intoxicated and admitted to driving there with her two children still in the car. She was arrested and lodged for OWI along with Child Endangerment.

Outreach/Public Events:

- Officers provided security for the Frontier Days Saloon.
- All officers provided traffic control and conducted PR for the Frontier Days Parade and the 5K.
- Captain Brooks was invited to speak at the MML conference on Mackinac Island on Active Violence.
- On 09-10, Chief Brentar, Captain Brooks, & SRO Callahan did a security walkthrough/review with the new High School administration.
- Officers provided traffic control and PR for the Homecoming Parade.
- Chief Brentar & Captain Brooks conducted Active Violence Training for Eaton County employees.

Respectfully,

Chief of Police

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
STATE CRIMES																	
SOVEREIGNTY													**0**	0	**0%**		
MILITARY													**0**	0	**0%**		
IMMIGRATION													**0**	0	**0%**		
Part I Crimes																	
CRIMES AGAINST PERSONS																	
HOMICIDE-MURDER(ATTEMPT)													**0**	0	**0%**		
NEGLIGENT HOMICIDE													**0**	1	**-100%**		
KIDNAPPING					1								**1**	0	**100%**		
PARENTAL KIDNAPPING													**0**	0	**0%**		
SEX. ASSAULT-ALL				3	4	1	3	3					**14**	18	**-22%**		**1**
ROBBERY		1	1	1									**3**	1	**200%**		
NON-AGG ASSAULT	18	11	15	10	17	14	11	8	1				**105**	115	**-9%**	**5**	**34**
AGGRAVATED ASSAULT	2		1	2	3	3	3	4	2				**20**	19	**5%**		**8**
INTIMIDATION/STALKING	9	14	12	10	11	15	15	12	17				**115**	99	**16%**		**2**
PROPERTY CRIMES																	
ARSON													**0**	1	**-100%**		
EXTORTION	1		1		1								**3**	6	**-50%**		
BURGLARY-FORCED		1	2	1	4	2	2	2	1				**15**	26	**-42%**	**2**	**2**
BURGLARY-W/O FORCE													**0**	1	**-100%**		
BURGLARY-ILLEGAL ENTRY		2		4	1	3	1	1					**12**	10	**20%**	**4**	**3**
POSS BURGLARY TOOLS													**0**	0	**0%**		
LARCENY	20	14	6	10	15	10	7	9	11				**102**	183	**-44%**	**5**	
MOTOR VEHICLE THEFT	1	3	1	3		1	1	2	2				**14**	9	**56%**		**3**
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE		1		1		1	1						**4**	6	**-33%**		
FORGERY/COUNTERFEIT-ING	1	1		2			1	2					**7**	13	**-46%**	**2**	
FRAUDULENT ACTIVITY	6	8	4	5	13	5	8	12	4				**65**	74	**-12%**	**5**	**2**
EMBEZZLEMENT					1	1							**2**	3	**-100%**		
REC/CONCEALING STOLEN PROPERTY					2			1	2				**5**	11	**-600%**	**1**	**1**
DESTRUCTION OF PROPERTY	2	8	5	9	5	10	5	6	5				**55**	50	**10%**		**2**
RETAIL FRAUD-ALL	6	5	14	10	17	12	6	20	12				**102**	47	**117%**	**4**	**7**
UCR TITLE	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUNE**	**JULY**	**AUG**	**SEPT**	**OCT**	**NOV**	**DEC**	**TOTAL**	**LAST YEAR**	**%**	**WARRANTS**	**ARRESTS**
MORALS/DECENCY CRIMES																	
V.C.S.A.	3	5	6	6	2	2	2	2	3				**31**	30	**3%**	**1**	**9**

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
SEX OFFENSE	1	1	1	1	2	2		1	3				12	14	-17%		
OBSCENITY													0	7	-100%		
FAMILY ABUSE/NEGLECT	6	5		1	7	3	2		3				27	34	-21%		4
FAMILY-NON SUPPORT													0	11	-100%		8
FAMILY-OTHER													0	0	0%		
GAMBLING													0	0	0%		
COMMERCIALIZED SEX OFFENSE													0	0	0%		
LIQUOR LICENSE VIOLATION					1								1	0	100%		
LIQUOR LAW VIOLATION		1	3		1		1	4	3				13	14	-8%		
PUBLIC ORDER CRIMES																	
OBSTRUCTING POLICE		3	1	3	1	2	2	2	2				16	16	0%	1	9
ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	1	1	3		3	1	2	7	5				23	119	-81%	85	89
BRIBERY													0	0	0%		
WEAPONS-CONCEALED	1		1	1			1						4	5	-20%		1
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER		2		1		2		1					6	5	20%		
PUBLIC PEACE	17	19	26	18	17	15	6	14	26				158	205	-23%		11
TRAFFIC-HIT AND RUN	7	1	4	6	5	4	5	6	2				40	49	-18%		
TRAFFIC-O.U.I.L./O.U.I.D	2	2	6	2		2	2	5	5				26	45	-42%		14
TRAFFIC-MISD	5	4		2	5	6	6		7				35	40	-13%	4	11
HEALTH/SAFETY VIOLATION	4	6	5	3	3	6	5	8	6				46	42	10%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY	2	6	11	5	9	5	9	8	5				60	87	-31%		6
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	1		4					2	3				10	5	100%		
VAGRANCY	1	2	1	2	2	10	4	8	8				38	49	-16%		
MISC. CRIMINAL OFFENSE													0	1	-100%		
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY													0	1	-100%		

End of Part II Crimes

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	6	26	14	7	6	7	5	11	17				**99**	129	**-23%**		
RUNAWAY	1	7	3	4	6	5	3	6	8				**43**	27	**59%**		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													**0**	0	**0%**		
INCAPACITATION			1		1	1	4	2	4				**13**	20	**-9%**		
INSANITY	16	16	11	14	14	10	16	13	19				**129**	121	**7%**		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	29	12	12	14	15	18	15	18	9				**142**	174	**-18%**		
CRASH-PI-PUBLIC ST	4	1	1	2	4	1	3	6	4				**26**	27	**-4%**		
CRASH-FATAL-PUBLIC ST													**0**	1	**-100%**		
CRASH-PD-PRIVATE	3	1	2	3	5	3	8	2	4				**31**	44	**-30%**		
CRASH-PI-PRIVATE						1							**1**	5	**-5%**		
CRASH-FATAL-PRIVATE PROPERTY													**0**	1	**-100%**		
CIVIL INFRACTION	48	43	23	24	26	14	9	11	20				**218**	157	**39%**		
PARKING VIOLATION	3	7	2	1	4	3	3	4	1				**28**	68	**-59%**		
Park. Tickets- 524-2021, 356-2023	62	7					6	4					**79**	20	295%		
ABANDONED VEHICLE	3	2	5	6	3	3	10	7	5				**44**	48	**-8%**		
TRAFFIC HAZARD INVES	13	5	5	13	11	6	2	8	7				**70**	73	**-4%**		
TRAFFIC DIRECTION	6	1	2	1	8	4			15				**37**	62	**-40%**		
TRAFFIC SAFETY PUBLIC APPEARANCE													**0**	0	**0%**		
BREATHALYSER TEST-													**0**	0	**0%**		
OTHER POLICE													**0**	0	**0%**		
ALARMS																	
ALARM-POLICE RESPONSE	9	19	16	11	21	7	23	9	8				**123**	101	**22%**		
ALARM-MALFUNCTION	1	1	1										**3**	2	**100%**		
ALARM-TEST	2	1	3						4				**2**	9	**-7%**		
ALARM-WATER & SEWER			1										**0**	0	**0%**		
FIRE																	
ACCIDENT-FIRE													**0**	0	**0%**		
ACCIDENT-EXPLOSION													**0**	0	**0%**		
ACCIDENT-CHEMICAL													**0**	0	**0%**		
HAZARDOUS FIRE COND.					2	2	6	1	3				**14**	12	**17%**	Fireworks	
FIRE REQULATION VIOL													**0**	0	**0%**		
ASSIST BUILDING DEPT					1		1						**2**	11	**-82%**		

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2023

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
ASSIST C.F.D.	3	1		1	1	5							11	21	-48%		
UCR TITLE	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUNE**	**JULY**	**AUG**	**SEPT**	**OCT**	**NOV**	**DEC**	**TOTAL**	**LAST YEAR**	**%**	**WARRANTS**	**ARRESTS**
ACCIDENTS																	
ACCIDENT-AIRCRAFT													0	0	0%		
ACCIDENT-HUNTING													0	0	0%		
ACCIDENT-SHOOTING													0	0	0%		
ACCIDENT-BOATING													0	0	0%		
ACCIDENT-WATER													0	0	0%		
ACCIDENT-OTHER									1				1	0	100%		
INSPECTIONS-																	
INVESTIGATIONS																	
INSPECT-BOAT													0	0	0%		
INSPECT-MOTOR VEHICLE	5	2	1	3	3	1			1				16	16	0%		
INSPECT-TRAFFIC CITATION													0	0	0%		
INSPECT-BUSINESS	35	34	8	26	29	25	29	17	14				217	425	-49%		
INSPECT-RESIDENCE	3	9	17	18	5	4	6	7	9				78	132	-41%		
INSPECT-HANDGUN	12	15	10	19	11		11	9	15				102	180	-43%		
INSPECT LIQUOR LICENSE		4		4					1				9	16	-44%		
INSPECT-OTHER/SOR CHECK	13	9	10	14	5	7	8	7	7				80	112	-29%		
INSPECT-CCW APPLIC													0	0	0%		
DOMESTIC DISPUTES	16	23	12	12	25	21	15	18	18				160	208	-23%		
CIVIL DISPUTE	8	16	14	19	20	20	19	12	15				143	169	-15%		
SUSPICIOUS SITUATION	82	81	82	95	100	111	120	90	111				872	1012	-14%		
FIELD INTERROGATION CARD													0	0	0%		
HAZARDOUS SITUATION													0	0	0%		
SUSPECTED NARCOTIC ACTIVITY	1	6	1	4	3	3	2	2	4				26	14	86%		
ABANDONED/RECOVERED PROPERTY	5	3	11	2	8	7	4	6	9				55	74	-26%		
DRUG OVERDOSE	1	2	3			2	5	3					16	12	50%		
BOMB THREAT													0	0	0%		
MISC. INCIDENTS																	
MISC/P.B.T.													0	0	0%		
SUICIDE	2		1			1	1						5	0	4%		
SUICIDE ATTEMPT	6	4	4	2	6	3	1	2	7				35	74	-53%		
DEATH-NATURAL	2	2	1	1	1	2			3				12	2	200%		
DEATH-UNDETERMINED							1		1				2	1	0%		
MISSING PERSON	3	1	3	1	1	1	2	2	4				18	8	125%		

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2023

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
NATURAL DISASTER													0	0	0%		
PUBLIC RELATIONS ACTIVITY													0	34	-100%		
PATROL INFORMATION	1				1			1					3	6	-50%		
UCR TITLE	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUNE**	**JULY**	**AUG**	**SEPT**	**OCT**	**NOV**	**DEC**	**TOTAL**	**LAST YEAR**	**%**	**WARRANTS**	**ARRESTS**
GENERAL ASSISTANCE																	
ASSIST CITIZEN	44	56	53	56	62	47	72	85	77				552	716	-23%		
ASSIST MOTORIST	7	5	8	5	5	7	5	5	4				51	33	55%		
ASSIST POLICE AGENCY	9	11	10	17	11	7	16	5	9				95	102	-7%		
ASSIST OTHER AGENCY	8	11	12	10	7	12	9	10	16				95	134	-29%		
ASSIST D.P.W.	4	1			1	2	4		1				13	14	-7%		
ESCORT-FUNERAL													0	0	0%		
ESCORT-MONEY									1				1	1	0%		
ESCORT-OTHER													0	0	0%		
TRANSPORT-PRISONER	22	12	12	17	18	21	22	29	20				173	147	18%		
TRANSPORT-PAPERWORK	4	6	3	3	1	3	1	2	3				26	58	-55%		
TRANSPORT-OTHER													0	3	0%		
LOCKOUT		3	1	2	4			1	2				13	5	160%		
SUBPOENA SERVICE	4	2	2	4	5	5	2	12	6				42	29	45%		
PERMISSION TO PARK	2	3	1	2	4		1	2	4				19	10	2%		
PATROL-FOUND DOOR OPEN	8	5	4	4	3		3	3	2				32	43	-26%		
PATROL-FOUND OPEN WINDOW							1						1	1	0%		
PATROL-FOUND B&E													0	0	0%		
ASSIST E.C.S.D.-	9	5	6	8	8	8	9	5	4				62	85	-27%		
GENERAL NON CRIMINAL																	
JUVENILE SAFETY VIOL													0	0	0%		
ANIMAL CONTROL	10	10	8	9	11	18	7	12	18				103	79	30%		
ZONING ORD VIOLATION	2						1						3	5	-40%		
TOTALS	**654**	**618**	**534**	**580**	**639**	**566**	**602**	**599**	**653**				**5445**	6580	-17%		
TRAFFIC STOPS	137	101	60	102	73	63	50	58	78				**722**	844	-14%		
OFFICER TRAINING HOURS	13	182	24	141	65	97.5	38	175	98				**833.5**	657.5	27%		
COMMUNITY HOURS	16	72.5	2	1.5	4.5	53	61	2	127				**339.5**	311	9%		
PAPERWORK HOURS	469.5	322.5	322	337	440	409.5	298	334	285				**3217.5**	3077	5%		

SRO STATS

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS

The SRO handled 40 incidents in September. They include:

1- Non-Agg. Assault, 4-Intimidation/Threat, 1-Destruction of Property, 1- Retail Fraud, 2- Liquor Law Violation,6- Public Peace

1- Health and Safety Violation, 7- Delinquent Minor, 3 Runaway, 1- Crash-PD Private Property, 3- Alarm-Test, 2 Suspicoius Situation

1- Suspected Narcotic Activity, 2 Suicide Attempted, 4- Assist Citizen, 1 Subpoena Service

VCSA STATS

During the month of September the Charlotte Police Department dealt with 7 VCSA incidents. They are the follows:

5-Meth, 1- Marijana, 1-Unknown

(This includes the VCSA, Suspected Narcotics Activity, and Drug Overdose Categories)

THE CITY OF CHARLOTTE MICHIGAN

To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: October 25, 2024
Re: City Clerk Department

For Answers to many voting related questions click here: Michigan Voter Information center

What's on Your Ballot?

- Preview your ballot here: Michigan Ballot Preview

How and Where to Vote:

- **Absentee Ballot:** To apply for an absentee ballot, visit: Absentee Ballot Application
- **Military and Overseas Voters:** Apply for an FVAP (MOVE) ballot at FVAP Michigan.
- **In-Person Voting:**
- **9-day Early Voting:**

Carmel Township Hall		
661 Beech St. (just past the County facilities)		
SATURDAY	10/26/2024	8 am - 4 pm
SUNDAY	10/27/2024	8 am - 4 pm
MONDAY	10/28/2024	9 am - 5pm
TUESDAY	10/29/2024	9 am - 5pm
WEDNESDAY	10/30/2024	9 am - 5pm
THURSDAY	10/31/2024	Noon - 8 pm
FRIDAY	11/1/2024	9 am - 5pm
SATURDAY	11/2/2024	8 am - 4 pm
SUNDAY	11/3/2024	8 am - 4 pm

- **Election Day:** November 5, 2024. Polls open at 7 a.m. and close at 8 p.m.

In-person Day of Election at your polling location	
Precinct 1	City Hall 111. E. Lawrence Ave. Community Room, lower level
Precinct 2	Westside Fire Station 911 W. Shepherd - Community Room

Absentee Ballot Statistics: As of October 24, 2024, we have issued 1,810 absentee ballots, with 632 returned.

Registering to Vote:

- In-person registration is available through November 5th with proof of residency.

Employment Opportunities:

The City is currently accepting applications for the following positions. To apply or for more information, visit: City Job Openings:

- Finance Director/Treasurer
- Community Development Director
- Deputy Treasurer
- Wastewater Treatment Operator
- DPW Laborer

Chicken Permit Update:

The ordinance for chicken permits allows a maximum of 10 active permits at any time. We have reached this limit. Current permit holders may renew their permits every two years.

THE CITY OF
CHARLOTTE
MICHIGAN

November meeting dates:

- Nov. 6th 7pm Planning Commission – Council Chambers
- Nov. 12th 7pm City Council – Council Chambers
- Nov. 19th 6:30 pm DDA – Council Chambers
- Nov. 25th 7pm City Council – Council Chambers

Memo

To: City Manager Rob Hillard; Honorable Mayor Lewis; City Council
From: Karen Lancaster, Interim Finance Director, The WoodHill Group
Date: October 28, 2024
Re: 1st Quarter 2024-25 Financial Report

Attached please find the Revenue and Expenditure Report as of 9-30-2024. In addition, please find the financial report that discusses certain items for Council review.

Please let me know if you have any questions or concerns.

REVENUE AND EXPENDITURE REPORT FOR CITY OF CHARLOTTE

PERIOD ENDING 09/30/2024

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Revenues							
Dept 000.000							
101-000.000-402.000	CURRENT PROPERTY TAXES	3,724,300.00	3,724,300.00	3,746,884.31	(22,584.31)	100.61	3,471,331.05
101-000.000-402.001	YARD WASTE PROPERTY TAX	49,030.00	49,030.00	45,315.95	3,714.05	92.42	44,184.06
101-000.000-404.000	PRIOR YEAR TAXES	(2,000.00)	(2,000.00)	682.71	(2,682.71)	(34.14)	0.00
101-000.000-412.000	DELINQUENT PERSONAL PROPERTY TAX	250.00	250.00	0.00	250.00	0.00	269.00
101-000.000-432.000	PAYMENT IN LIEU OF TAXES	18,000.00	18,000.00	0.00	18,000.00	0.00	0.00
101-000.000-434.000	TRAILER PARK TAX	800.00	800.00	1,434.00	(634.00)	179.25	672.00
101-000.000-445.000	TAXES - INTEREST & PENALTIES	9,000.00	9,000.00	1,727.56	7,272.44	19.20	0.00
101-000.000-447.000	TAXES - COLLECTION FEES	147,000.00	147,000.00	102,568.88	44,431.12	69.77	94,134.04
101-000.000-477.000	CABLE FRANCHISE FEES	35,000.00	35,000.00	5,736.24	29,263.76	16.39	0.00
101-000.000-490.003	ZONING PERMITS	0.00	0.00	2,070.00	(2,070.00)	100.00	0.00
101-000.000-490.004	OTHER PERMITS & FEES	750.00	750.00	100.00	650.00	13.33	90.00
101-000.000-543.001	LIQUOR LICENSE	11,000.00	11,000.00	4,522.10	6,477.90	41.11	11,048.95
101-000.000-543.100	STATE FUNDING-POLICE CPE	0.00	0.00	7,000.00	(7,000.00)	100.00	0.00
101-000.000-573.000	LOCAL COMM STBLZTN SHARE TAX	325,000.00	325,000.00	0.00	325,000.00	0.00	0.00
101-000.000-574.000	REVENUE SHARING	1,010,000.00	1,010,000.00	0.00	1,010,000.00	0.00	0.00
101-000.000-574.001	REVENUE SHARING - CVTRS	194,000.00	194,000.00	0.00	194,000.00	0.00	0.00
101-000.000-574.002	REVENUE SHARING - CVTRS PS	3,600.00	3,600.00	0.00	3,600.00	0.00	0.00
101-000.000-628.001	ACCIDENT, FOIA, COPIES	3,500.00	3,500.00	617.66	2,882.34	17.65	971.75
101-000.000-628.002	RENTAL REGISTRATION FEE	5,000.00	5,000.00	16,750.00	(11,750.00)	335.00	450.00
101-000.000-629.000	SCHOOL PARTICIPATION REIMB.	43,000.00	43,000.00	0.00	43,000.00	0.00	0.00
101-000.000-656.000	DISTRICT COURT FINES	7,000.00	7,000.00	2,134.00	4,866.00	30.49	422.40
101-000.000-656.001	PARKING FINES	4,000.00	4,000.00	0.00	4,000.00	0.00	220.00
101-000.000-665.000	INTEREST INCOME	100,000.00	100,000.00	48,052.99	51,947.01	48.05	32,012.24
101-000.000-667.001	RENT EARNED-CITY PROPERTY	880.00	880.00	160.00	720.00	18.18	180.00
101-000.000-673.000	GAIN/LOSS ON SALE OF ASSETS	0.00	0.00	0.00	0.00	0.00	196,843.00
101-000.000-676.000	REIMBURSEMENTS	0.00	0.00	2,008.57	(2,008.57)	100.00	10.37
101-000.000-680.000	SUNDRY REVENUE	15,000.00	15,000.00	4,965.11	10,034.89	33.10	2,041.16
101-000.000-680.001	RECONCILING DIFFERENCES	0.00	0.00	(53.58)	53.58	100.00	0.00
101-000.000-692.001	CONTRIBUTIONS FROM RETIREES	7,000.00	7,000.00	482.97	6,517.03	6.90	1,737.51
101-000.000-692.004	CONTRIBUTIONS - SCIENCE CAMP	800.00	800.00	305.25	494.75	38.16	0.00
101-000.000-699.510	CONTRIBUTION FROM W & S FUND	350,000.00	350,000.00	87,498.00	262,502.00	25.00	87,498.00
Total Dept 000.000		6,061,910.00	6,061,910.00	4,080,962.72	1,980,947.28	67.32	3,944,115.53
TOTAL REVENUES		6,061,910.00	6,061,910.00	4,080,962.72	1,980,947.28	67.32	3,944,115.53
Expenditures							
Dept 000.000							
101-000.000-999.999	ADDED FOR CR RECEIPT - EXRMB	0.00	0.00	0.00	0.00	0.00	(3,005.42)
Total Dept 000.000		0.00	0.00	0.00	0.00	0.00	(3,005.42)
Dept 101.000 - MAYOR, CITY COUNCIL & BOARDS							
101-101.000-708.000	COUNCIL COMPENSATION	12,650.00	12,650.00	2,840.85	9,809.15	22.46	2,709.91
101-101.000-721.000	FICA/MEDICARE - CITY SHARE	968.00	968.00	217.34	750.66	22.45	207.36
101-101.000-731.000	MATERIALS & SUPPLIES	1,000.00	1,000.00	26.00	974.00	2.60	102.79
101-101.000-956.000	MEETING EXPENSE	5,000.00	5,000.00	2,818.25	2,181.75	56.37	0.00
101-101.000-960.000	DUES & SUBSCRIPTIONS	5,000.00	5,000.00	5,960.00	(960.00)	119.20	0.00
101-101.000-965.000	CONFERENCES & TRAINING	7,500.00	7,500.00	186.40	7,313.60	2.49	1,613.00

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 101.000 - MAYOR, CITY COUNCIL & BOARDS		32,118.00	32,118.00	12,048.84	20,069.16	37.51	4,633.06
Dept 172.000 - CITY MANAGER							
101-172.000-703.000	ADMINSTRATIVE SALARIES	150,000.00	150,000.00	29,227.72	120,772.28	19.49	15,368.17
101-172.000-704.000	STAFF WAGES	0.00	0.00	0.00	0.00	0.00	1,900.00
101-172.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	0.00	0.00	0.00	230.33
101-172.000-709.420	MARIJUANA OVERSITE	0.00	0.00	181.50	(181.50)	100.00	0.00
101-172.000-710.000	COMPENSATED ABSENCES	0.00	0.00	0.00	0.00	0.00	30,401.76
101-172.000-718.000	AUTO ALLOWANCE	0.00	0.00	3,111.20	(3,111.20)	100.00	0.00
101-172.000-721.000	FICA/MEDICARE - CITY SHARE	11,475.00	11,475.00	2,440.73	9,034.27	21.27	3,477.29
101-172.000-723.000	VISION CARE	400.00	400.00	68.12	331.88	17.03	61.30
101-172.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	1,300.00	1,300.00	685.39	614.61	52.72	58.68
101-172.000-725.604	DENTAL & HEALTH BENEFITS	22,807.00	22,807.00	4,747.16	18,059.84	20.81	5,208.31
101-172.000-728.000	RETIREMENT PLANS	29,400.00	29,400.00	2,922.76	26,477.24	9.94	7,274.17
101-172.000-731.000	MATERIALS & SUPPLIES	300.00	300.00	89.00	211.00	29.67	0.00
101-172.000-732.000	POSTAGE	200.00	200.00	17.04	182.96	8.52	24.91
101-172.000-801.000	PROFESSIONAL SERVICES	80,000.00	80,000.00	16,798.02	63,201.98	21.00	40,393.53
101-172.000-850.000	TELEPHONE & INTERNET	6,500.00	6,500.00	1,806.21	4,693.79	27.79	1,640.22
101-172.000-861.000	MILEAGE ALLOWANCE	500.00	500.00	0.00	500.00	0.00	0.00
101-172.000-900.000	PRINTING & PUBLISHING	200.00	200.00	0.00	200.00	0.00	249.11
101-172.000-955.001	INSURANCE & BONDS	25.00	25.00	25.00	0.00	100.00	0.00
101-172.000-960.000	DUES & SUBSCRIPTIONS	1,800.00	1,800.00	0.00	1,800.00	0.00	729.00
101-172.000-963.000	MISCELLANEOUS	150,000.00	150,000.00	0.00	150,000.00	0.00	778.34
101-172.000-965.000	CONFERENCES & TRAINING	1,500.00	1,500.00	255.00	1,245.00	17.00	300.00
Total Dept 172.000 - CITY MANAGER		456,407.00	456,407.00	62,374.85	394,032.15	13.67	108,095.12
Dept 215.000 - CITY CLERK							
101-215.000-703.000	ADMINSTRATIVE SALARIES	61,952.00	61,952.00	15,282.40	46,669.60	24.67	13,290.60
101-215.000-704.000	STAFF WAGES	47,297.00	47,297.00	10,301.64	36,995.36	21.78	9,494.45
101-215.000-704.001	COUNCIL MEETING RECORDING	3,600.00	3,600.00	763.30	2,836.70	21.20	0.00
101-215.000-704.100	STAFF - OVERTIME	775.00	775.00	31.75	743.25	4.10	335.53
101-215.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	773.20	(773.20)	100.00	724.08
101-215.000-706.000	CITY LABOR - DPW	0.00	0.00	553.31	(553.31)	100.00	0.00
101-215.000-709.420	MARIJUANA OVERSITE	0.00	0.00	242.31	(242.31)	100.00	0.00
101-215.000-710.000	COMPENSATED ABSENCES	0.00	0.00	4,919.60	(4,919.60)	100.00	2,385.59
101-215.000-711.000	LONGEVITY	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00
101-215.000-719.000	CLOTHING ALLOWANCE	500.00	500.00	53.49	446.51	10.70	71.25
101-215.000-721.000	FICA/MEDICARE - CITY SHARE	8,358.00	8,358.00	2,474.70	5,883.30	29.61	1,955.89
101-215.000-722.000	ICMA - CITY SHARE	0.00	0.00	89.02	(89.02)	100.00	0.00
101-215.000-723.000	VISION CARE	0.00	0.00	125.07	(125.07)	100.00	167.40
101-215.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	2,400.00	2,400.00	1,132.89	1,267.11	47.20	180.39
101-215.000-725.603	RETIREMENT HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	845.54
101-215.000-725.604	DENTAL & HEALTH BENEFITS	30,379.00	30,379.00	6,260.45	24,118.55	20.61	10,657.38
101-215.000-728.000	RETIREMENT PLANS	29,021.00	29,021.00	6,261.90	22,759.10	21.58	5,562.87
101-215.000-728.001	RETIREMENT HEALTH SAVINGS	0.00	0.00	4,200.00	(4,200.00)	100.00	0.00
101-215.000-731.000	MATERIALS & SUPPLIES	5,000.00	5,000.00	665.15	4,334.85	13.30	550.93
101-215.000-732.000	POSTAGE	1,000.00	1,000.00	289.77	710.23	28.98	193.57
101-215.000-741.000	MAINTENANCE - EQ/BLDG/GRNDS	500.00	500.00	0.00	500.00	0.00	0.00
101-215.000-801.000	PROFESSIONAL SERVICES	8,000.00	8,000.00	1,550.00	6,450.00	19.38	618.95
101-215.000-810.000	CONTRACTUAL SERVICES	2,000.00	2,000.00	723.90	1,276.10	36.20	0.00
101-215.000-850.000	TELEPHONE & INTERNET	20,415.00	20,415.00	5,137.24	15,277.76	25.16	5,119.56

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-215.000-861.000	MILEAGE ALLOWANCE	500.00	500.00	0.00	500.00	0.00	389.18
101-215.000-900.000	PRINTING & PUBLISHING	10,000.00	10,000.00	170.20	9,829.80	1.70	1,532.43
101-215.000-941.000	MVP EQUIPMENT RENTAL	0.00	0.00	166.60	(166.60)	100.00	0.00
101-215.000-955.001	INSURANCE & BONDS	150.00	150.00	111.00	39.00	74.00	0.00
101-215.000-956.000	MEETING EXPENSE	500.00	500.00	0.00	500.00	0.00	0.00
101-215.000-960.000	DUES & SUBSCRIPTIONS	420.00	420.00	0.00	420.00	0.00	0.00
101-215.000-963.000	MISCELLANEOUS	100.00	100.00	346.21	(246.21)	346.21	0.00
101-215.000-965.000	CONFERENCES & TRAINING	5,500.00	5,500.00	978.12	4,521.88	17.78	533.00
Total Dept 215.000 - CITY CLERK		239,867.00	239,867.00	63,603.22	176,263.78	26.52	54,608.59
Dept 253.000 - FINANCE & TREASURY							
101-253.000-703.000	ADMINSTRATIVE SALARIES	90,000.00	90,000.00	0.00	90,000.00	0.00	6,906.25
101-253.000-704.000	STAFF WAGES	96,622.00	96,622.00	22,182.64	74,439.36	22.96	16,242.72
101-253.000-704.100	STAFF - OVERTIME	505.00	505.00	1,806.99	(1,301.99)	357.82	117.84
101-253.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	374.90	(374.90)	100.00	862.84
101-253.000-710.000	COMPENSATED ABSENCES	0.00	0.00	673.14	(673.14)	100.00	2,285.88
101-253.000-721.000	FICA/MEDICARE - CITY SHARE	14,277.00	14,277.00	1,856.66	12,420.34	13.00	1,931.91
101-253.000-723.000	VISION CARE	0.00	0.00	142.68	(142.68)	100.00	340.68
101-253.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	1,080.00	1,080.00	1,152.53	(72.53)	106.72	292.52
101-253.000-725.604	DENTAL & HEALTH BENEFITS	68,420.00	68,420.00	14,417.52	54,002.48	21.07	9,300.59
101-253.000-728.000	RETIREMENT PLANS	46,288.00	46,288.00	6,535.80	39,752.20	14.12	6,719.03
101-253.000-731.000	MATERIALS & SUPPLIES	3,000.00	3,000.00	750.05	2,249.95	25.00	300.19
101-253.000-732.000	POSTAGE	5,000.00	5,000.00	357.95	4,642.05	7.16	233.23
101-253.000-801.000	PROFESSIONAL SERVICES	45,000.00	45,000.00	26,782.82	18,217.18	59.52	441.00
101-253.000-810.000	CONTRACTUAL SERVICES	1,000.00	1,000.00	1,500.00	(500.00)	150.00	0.00
101-253.000-850.000	TELEPHONE & INTERNET	11,665.00	11,665.00	2,949.64	8,715.36	25.29	2,925.30
101-253.000-900.000	PRINTING & PUBLISHING	3,500.00	3,500.00	0.00	3,500.00	0.00	527.51
101-253.000-955.001	INSURANCE & BONDS	44,732.00	44,732.00	44,216.00	516.00	98.85	0.00
101-253.000-959.001	ANNEXATION TAX SHARING	79,500.00	79,500.00	56,005.15	23,494.85	70.45	49,101.83
101-253.000-960.000	DUES & SUBSCRIPTIONS	1,260.00	1,260.00	0.00	1,260.00	0.00	0.00
101-253.000-963.000	MISCELLANEOUS	5,000.00	5,000.00	50.00	4,950.00	1.00	20.58
101-253.000-965.000	CONFERENCES & TRAINING	3,500.00	3,500.00	0.00	3,500.00	0.00	0.00
101-253.000-974.000	CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	0.00	0.00	0.00	2,361.44
Total Dept 253.000 - FINANCE & TREASURY		520,349.00	520,349.00	181,754.47	338,594.53	34.93	100,911.34
Dept 257.000 - CITY ASSESSOR							
101-257.000-704.000	STAFF WAGES	51,266.00	51,266.00	8,146.76	43,119.24	15.89	9,373.88
101-257.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	295.69	(295.69)	100.00	307.36
101-257.000-709.000	OTHER COMPENSATION	1,800.00	1,800.00	52.50	1,747.50	2.92	52.50
101-257.000-710.000	COMPENSATED ABSENCES	0.00	0.00	2,982.68	(2,982.68)	100.00	1,279.49
101-257.000-711.000	LONGEVITY	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00
101-257.000-721.000	FICA/MEDICARE - CITY SHARE	3,922.00	3,922.00	867.91	3,054.09	22.13	831.09
101-257.000-723.000	VISION CARE	0.00	0.00	51.09	(51.09)	100.00	(10.03)
101-257.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	540.00	540.00	262.67	277.33	48.64	79.35
101-257.000-725.604	DENTAL & HEALTH BENEFITS	17,778.00	17,778.00	3,656.78	14,121.22	20.57	4,650.29
101-257.000-728.000	RETIREMENT PLANS	24,526.00	24,526.00	5,465.80	19,060.20	22.29	5,243.60
101-257.000-731.000	MATERIALS & SUPPLIES	600.00	600.00	1,561.74	(961.74)	260.29	0.00
101-257.000-732.000	POSTAGE	100.00	100.00	0.00	100.00	0.00	15.00
101-257.000-810.000	CONTRACTUAL SERVICES	50,500.00	50,500.00	11,250.00	39,250.00	22.28	9,786.00

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-257.000-850.000	TELEPHONE & INTERNET	5,835.00	5,835.00	1,478.78	4,356.22	25.34	1,463.28
101-257.000-900.000	PRINTING & PUBLISHING	1,300.00	1,300.00	0.00	1,300.00	0.00	188.41
101-257.000-960.000	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	400.00	0.00	0.00
101-257.000-965.000	CONFERENCES & TRAINING	1,200.00	1,200.00	0.00	1,200.00	0.00	0.00
101-257.000-974.000	CAPITAL OUTLAY - EQUIPMENT	900.00	900.00	0.00	900.00	0.00	0.00
101-257.000-975.000	CAP. OUTLAY - COMPUTER EQUIP	660.00	660.00	0.00	660.00	0.00	0.00
Total Dept 257.000 - CITY ASSESSOR		162,827.00	162,827.00	36,072.40	126,754.60	22.15	33,260.22
Dept 262.000 - ELECTIONS							
101-262.000-703.000	ADMINSTRATIVE SALARIES	7,000.00	7,000.00	323.08	6,676.92	4.62	0.00
101-262.000-704.000	STAFF WAGES	5,000.00	5,000.00	225.76	4,774.24	4.52	0.00
101-262.000-704.100	STAFF - OVERTIME	2,000.00	2,000.00	677.29	1,322.71	33.86	0.00
101-262.000-709.350	OTHER COMPENSATION	17,000.00	17,000.00	6,436.57	10,563.43	37.86	0.00
101-262.000-721.000	FICA/MEDICARE - CITY SHARE	918.00	918.00	583.38	334.62	63.55	0.00
101-262.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(15.65)	15.65	100.00	0.00
101-262.000-728.000	RETIREMENT PLANS	0.00	0.00	303.35	(303.35)	100.00	0.00
101-262.000-731.000	MATERIALS & SUPPLIES	5,000.00	5,000.00	1,626.91	3,373.09	32.54	510.20
101-262.000-732.000	POSTAGE	6,000.00	6,000.00	168.08	5,831.92	2.80	2,904.48
101-262.000-801.000	PROFESSIONAL SERVICES	6,000.00	6,000.00	0.00	6,000.00	0.00	0.00
101-262.000-810.000	CONTRACTUAL SERVICES	3,200.00	3,200.00	2,173.32	1,026.68	67.92	0.00
101-262.000-861.000	MILEAGE ALLOWANCE	500.00	500.00	0.00	500.00	0.00	0.00
101-262.000-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	873.70	126.30	87.37	1,442.83
101-262.000-941.000	MVP EQUIPMENT RENTAL	200.00	200.00	0.00	200.00	0.00	0.00
101-262.000-960.000	DUES & SUBSCRIPTIONS	100.00	100.00	0.00	100.00	0.00	0.00
101-262.000-963.000	MISCELLANEOUS	100.00	100.00	0.00	100.00	0.00	0.00
Total Dept 262.000 - ELECTIONS		54,018.00	54,018.00	13,375.79	40,642.21	24.76	4,857.51
Dept 265.000 - CITY HALL BUILDING & GROUNDS							
101-265.000-704.000	STAFF WAGES	0.00	0.00	2,124.96	(2,124.96)	100.00	0.00
101-265.000-706.000	CITY LABOR - DPW	1,000.00	1,000.00	750.30	249.70	75.03	458.82
101-265.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	87.79	(87.79)	100.00	34.81
101-265.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(53.03)	53.03	100.00	0.00
101-265.000-728.000	RETIREMENT PLANS	0.00	0.00	1,393.08	(1,393.08)	100.00	136.04
101-265.000-731.000	MATERIALS & SUPPLIES	8,000.00	8,000.00	324.77	7,675.23	4.06	1,260.86
101-265.000-741.000	MAINTENANCE - EQ/BLDG/GRNDS	0.00	0.00	379.62	(379.62)	100.00	0.00
101-265.000-810.000	CONTRACTUAL SERVICES	48,500.00	48,500.00	21,538.26	26,961.74	44.41	13,527.85
101-265.000-850.000	TELEPHONE & INTERNET	8,000.00	8,000.00	1,999.80	6,000.20	25.00	1,463.28
101-265.000-920.000	UTILITIES	130,000.00	130,000.00	13,328.12	116,671.88	10.25	29,670.12
101-265.000-941.000	MVP EQUIPMENT RENTAL	1,000.00	1,000.00	354.82	645.18	35.48	400.22
101-265.000-955.001	INSURANCE & BONDS	8,000.00	8,000.00	9,179.00	(1,179.00)	114.74	0.00
101-265.000-971.000	CAP. OUTLAY-IMPROVEMENTS	106,000.00	106,000.00	2,850.00	103,150.00	2.69	10,096.58
101-265.000-974.000	CAPITAL OUTLAY - EQUIPMENT	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00
Total Dept 265.000 - CITY HALL BUILDING & GROUNDS		320,500.00	320,500.00	54,257.49	266,242.51	16.93	57,048.58
Dept 271.000 - HEALTH INSURANCE EXPENSES							
101-271.000-727.000	HEALTH INSURANCE PREMIUMS	0.00	0.00	0.00	0.00	0.00	29,986.48

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 271.000 - HEALTH INSURANCE EXPENSES		0.00	0.00	0.00	0.00	0.00	29,986.48
Dept 272.000 - RETIREMENT HEALTH BENEFITS							
101-272.000-725.000	MEDICAL CLAIMS DEDUCTABLE	0.00	0.00	649.47	(649.47)	100.00	0.00
101-272.000-727.000	HEALTH INSURANCE PREMIUMS	27,490.00	27,490.00	7,083.51	20,406.49	25.77	0.00
Total Dept 272.000 - RETIREMENT HEALTH BENEFITS		27,490.00	27,490.00	7,732.98	19,757.02	28.13	0.00
Dept 301.000 - POLICE DEPARTMENT							
101-301.000-703.000	ADMINSTRATIVE SALARIES	161,585.00	161,585.00	28,065.38	133,519.62	17.37	15,907.33
101-301.000-704.000	STAFF WAGES	1,007,537.00	1,007,537.00	168,060.24	839,476.76	16.68	144,205.42
101-301.000-704.100	STAFF - OVERTIME	175,000.00	175,000.00	34,052.95	140,947.05	19.46	26,803.97
101-301.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	7,599.29	(7,599.29)	100.00	5,317.36
101-301.000-706.000	CITY LABOR - DPW	350.00	350.00	1,597.71	(1,247.71)	456.49	50.82
101-301.000-709.420	MARIJUANA OVERSITE	0.00	0.00	861.35	(861.35)	100.00	0.00
101-301.000-710.000	COMPENSATED ABSENCES	0.00	0.00	44,327.18	(44,327.18)	100.00	29,137.68
101-301.000-711.000	LONGEVITY	16,328.00	16,328.00	0.00	16,328.00	0.00	0.00
101-301.000-715.000	HEALTH REIMBURSEMENT	0.00	0.00	1,250.00	(1,250.00)	100.00	0.00
101-301.000-719.000	CLOTHING ALLOWANCE	500.00	500.00	53.51	446.49	10.70	71.25
101-301.000-721.000	FICA/MEDICARE - CITY SHARE	34,399.00	34,399.00	5,096.39	29,302.61	14.82	3,877.17
101-301.000-722.000	ICMA - CITY SHARE	17,500.00	17,500.00	3,603.23	13,896.77	20.59	1,958.22
101-301.000-723.000	VISION CARE	0.00	0.00	768.00	(768.00)	100.00	1,269.60
101-301.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	21,000.00	21,000.00	22,283.84	(1,283.84)	106.11	1,238.19
101-301.000-725.603	RETIREMENT HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	1,409.27
101-301.000-725.604	DENTAL & HEALTH BENEFITS	334,264.00	334,264.00	69,720.15	264,543.85	20.86	62,434.29
101-301.000-728.000	RETIREMENT PLANS	566,879.00	566,879.00	118,885.34	447,993.66	20.97	105,309.58
101-301.000-728.001	RETIREMENT HEALTH SAVINGS	0.00	0.00	174.84	(174.84)	100.00	0.00
101-301.000-730.000	SAFETY SUPPLIES	15,000.00	15,000.00	8,424.90	6,575.10	56.17	10,699.38
101-301.000-731.000	MATERIALS & SUPPLIES	16,000.00	16,000.00	11,829.98	4,170.02	73.94	2,286.93
101-301.000-732.000	POSTAGE	4,000.00	4,000.00	255.67	3,744.33	6.39	318.73
101-301.000-734.000	GASOLINE & OIL	60,000.00	60,000.00	7,097.48	52,902.52	11.83	10,649.38
101-301.000-740.000	VEHICLE MAINTENANCE	20,000.00	20,000.00	2,077.48	17,922.52	10.39	1,420.26
101-301.000-801.000	PROFESSIONAL SERVICES	65,000.00	65,000.00	10,696.00	54,304.00	16.46	13,111.00
101-301.000-810.000	CONTRACTUAL SERVICES	49,000.00	49,000.00	28,887.28	20,112.72	58.95	3,977.36
101-301.000-815.000	UNIFORM & CLEANING	22,000.00	22,000.00	2,083.00	19,917.00	9.47	4,904.85
101-301.000-850.000	TELEPHONE & INTERNET	57,650.00	57,650.00	16,133.83	41,516.17	27.99	14,115.13
101-301.000-861.000	MILEAGE ALLOWANCE	750.00	750.00	0.00	750.00	0.00	0.00
101-301.000-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	2,000.00	0.00	181.54
101-301.000-941.000	MVP EQUIPMENT RENTAL	100.00	100.00	499.80	(399.80)	499.80	0.00
101-301.000-955.001	INSURANCE & BONDS	25,000.00	25,000.00	26,597.00	(1,597.00)	106.39	0.00
101-301.000-960.000	DUES & SUBSCRIPTIONS	1,500.00	1,500.00	215.00	1,285.00	14.33	670.00
101-301.000-963.000	MISCELLANEOUS	500.00	500.00	0.00	500.00	0.00	0.00
101-301.000-965.000	CONFERENCES & TRAINING	27,500.00	27,500.00	4,289.22	23,210.78	15.60	1,080.00
101-301.000-965.100	POLICE CPE TRAINING	0.00	0.00	1,190.00	(1,190.00)	100.00	0.00
101-301.000-971.000	CAP. OUTLAY-IMPROVEMENTS	20,000.00	20,000.00	4,317.67	15,682.33	21.59	17,036.25
101-301.000-973.000	CAP. OUTLAY - MOTOR VEHICLES	125,000.00	125,000.00	103,994.00	21,006.00	83.20	81,630.00
101-301.000-974.000	CAPITAL OUTLAY - EQUIPMENT	62,500.00	62,500.00	0.00	62,500.00	0.00	14,804.50
Total Dept 301.000 - POLICE DEPARTMENT		2,908,842.00	2,908,842.00	734,987.71	2,173,854.29	25.27	575,875.46
Dept 336.000 - FIRE DEPARTMENT							

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-336.000-732.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	65.00
Total Dept 336.000 - FIRE DEPARTMENT		0.00	0.00	0.00	0.00	0.00	65.00
Dept 441.000 - PUBLIC WORKS ADMINISTRATION							
101-441.000-703.000	ADMINSTRATIVE SALARIES	58,016.00	58,016.00	20,100.47	37,915.53	34.65	8,829.12
101-441.000-704.000	STAFF WAGES	28,289.00	28,289.00	6,924.70	21,364.30	24.48	3,867.65
101-441.000-704.100	STAFF - OVERTIME	810.00	810.00	157.57	652.43	19.45	67.36
101-441.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	242.37	(242.37)	100.00	235.07
101-441.000-706.000	CITY LABOR - DPW	0.00	0.00	1,244.52	(1,244.52)	100.00	0.00
101-441.000-710.000	COMPENSATED ABSENCES	0.00	0.00	15,557.11	(15,557.11)	100.00	4,897.77
101-441.000-711.000	LONGEVITY	2,139.00	2,139.00	183.10	1,955.90	8.56	0.00
101-441.000-712.000	SPECIAL COMPENSATION	0.00	0.00	142.08	(142.08)	100.00	113.43
101-441.000-715.000	HEALTH REIMBURSEMENT	0.00	0.00	71.46	(71.46)	100.00	20.31
101-441.000-718.000	AUTO ALLOWANCE	950.00	950.00	84.84	865.16	8.93	194.54
101-441.000-719.000	CLOTHING ALLOWANCE	1,150.00	1,150.00	110.36	1,039.64	9.60	139.90
101-441.000-721.000	FICA/MEDICARE - CITY SHARE	6,602.00	6,602.00	3,428.59	3,173.41	51.93	1,420.35
101-441.000-722.000	ICMA - CITY SHARE	875.00	875.00	179.82	695.18	20.55	100.83
101-441.000-723.000	VISION CARE	0.00	0.00	205.40	(205.40)	100.00	248.54
101-441.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	4,200.00	4,200.00	9,809.37	(5,609.37)	233.56	304.62
101-441.000-725.603	RETIREMENT HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	1,409.25
101-441.000-725.604	DENTAL & HEALTH BENEFITS	21,563.00	21,563.00	3,848.67	17,714.33	17.85	153.19
101-441.000-728.000	RETIREMENT PLANS	33,610.00	33,610.00	18,548.68	15,061.32	55.19	7,294.19
101-441.000-728.001	RETIREMENT HEALTH SAVINGS	0.00	0.00	710.03	(710.03)	100.00	0.00
101-441.000-730.000	SAFETY SUPPLIES	1,200.00	1,200.00	0.00	1,200.00	0.00	0.00
101-441.000-731.000	MATERIALS & SUPPLIES	500.00	500.00	66.54	433.46	13.31	0.00
101-441.000-732.000	POSTAGE	3,000.00	3,000.00	170.45	2,829.55	5.68	274.16
101-441.000-801.000	PROFESSIONAL SERVICES	500.00	500.00	0.00	500.00	0.00	0.00
101-441.000-810.000	CONTRACTUAL SERVICES	9,000.00	9,000.00	1,167.06	7,832.94	12.97	565.30
101-441.000-850.000	TELEPHONE & INTERNET	25,850.00	25,850.00	7,636.86	18,213.14	29.54	6,293.52
101-441.000-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	0.00	2,000.00	0.00	125.00
101-441.000-955.001	INSURANCE & BONDS	1,400.00	1,400.00	1,559.00	(159.00)	111.36	0.00
101-441.000-960.000	DUES & SUBSCRIPTIONS	1,025.00	1,025.00	(412.00)	1,437.00	(40.20)	0.00
101-441.000-962.000	EATON COUNTY DRAIN ASSESSMENT	15,000.00	15,000.00	0.00	15,000.00	0.00	0.00
101-441.000-963.000	MISCELLANEOUS	50.00	50.00	0.00	50.00	0.00	0.00
101-441.000-965.000	CONFERENCES & TRAINING	2,600.00	2,600.00	269.31	2,330.69	10.36	20.00
Total Dept 441.000 - PUBLIC WORKS ADMINISTRATION		220,329.00	220,329.00	92,006.36	128,322.64	41.76	36,574.10
Dept 442.000 - PARKING LOTS							
101-442.000-704.100	STAFF - OVERTIME	1,515.00	1,515.00	6.77	1,508.23	0.45	0.00
101-442.000-706.000	CITY LABOR - DPW	0.00	0.00	1,262.61	(1,262.61)	100.00	0.00
101-442.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	97.09	(97.09)	100.00	0.00
101-442.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(15.81)	15.81	100.00	0.00
101-442.000-728.000	RETIREMENT PLANS	0.00	0.00	360.13	(360.13)	100.00	0.00
101-442.000-731.000	MATERIALS & SUPPLIES	700.00	700.00	0.00	700.00	0.00	0.00
101-442.000-810.000	CONTRACTUAL SERVICES	3,000.00	3,000.00	992.00	2,008.00	33.07	332.00
101-442.000-920.000	UTILITIES	8,000.00	8,000.00	833.71	7,166.29	10.42	1,229.44
101-442.000-941.000	MVP EQUIPMENT RENTAL	1,400.00	1,400.00	1,559.60	(159.60)	111.40	0.00
101-442.000-991.000	PRINCIPAL	50,000.00	50,000.00	0.00	50,000.00	0.00	0.00

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Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 442.000 - PARKING LOTS		64,615.00	64,615.00	5,096.10	59,518.90	7.89	1,561.44
Dept 443.000 - LEAF COLLECTION							
101-443.000-704.100	STAFF - OVERTIME	2,020.00	2,020.00	434.87	1,585.13	21.53	829.41
101-443.000-706.000	CITY LABOR - DPW	14,218.00	14,218.00	127.01	14,090.99	0.89	524.32
101-443.000-711.000	LONGEVITY	326.00	326.00	0.00	326.00	0.00	0.00
101-443.000-721.000	FICA/MEDICARE - CITY SHARE	1,088.00	1,088.00	42.79	1,045.21	3.93	102.71
101-443.000-722.000	ICMA - CITY SHARE	150.00	150.00	0.00	150.00	0.00	0.00
101-443.000-725.604	DENTAL & HEALTH BENEFITS	4,612.00	4,612.00	996.89	3,615.11	21.62	0.00
101-443.000-728.000	RETIREMENT PLANS	4,057.00	4,057.00	159.41	3,897.59	3.93	401.37
101-443.000-731.000	MATERIALS & SUPPLIES	200.00	200.00	0.00	200.00	0.00	0.00
101-443.000-810.000	CONTRACTUAL SERVICES	35,100.00	35,100.00	0.00	35,100.00	0.00	0.00
101-443.000-941.000	MVP EQUIPMENT RENTAL	14,700.00	14,700.00	0.00	14,700.00	0.00	1,405.80
Total Dept 443.000 - LEAF COLLECTION		76,471.00	76,471.00	1,760.97	74,710.03	2.30	3,263.61
Dept 444.000 - PARKING SERVICES/WINTER MAINT.							
101-444.000-704.100	STAFF - OVERTIME	1,515.00	1,515.00	0.00	1,515.00	0.00	0.00
101-444.000-706.000	CITY LABOR - DPW	7,109.00	7,109.00	185.72	6,923.28	2.61	0.00
101-444.000-711.000	LONGEVITY	163.00	163.00	0.00	163.00	0.00	0.00
101-444.000-721.000	FICA/MEDICARE - CITY SHARE	544.00	544.00	14.13	529.87	2.60	0.00
101-444.000-722.000	ICMA - CITY SHARE	75.00	75.00	0.00	75.00	0.00	0.00
101-444.000-725.604	DENTAL & HEALTH BENEFITS	2,306.00	2,306.00	496.00	1,810.00	21.51	0.00
101-444.000-728.000	RETIREMENT PLANS	2,028.00	2,028.00	52.69	1,975.31	2.60	0.00
101-444.000-731.000	MATERIALS & SUPPLIES	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00
101-444.000-941.000	MVP EQUIPMENT RENTAL	13,000.00	13,000.00	0.00	13,000.00	0.00	0.00
Total Dept 444.000 - PARKING SERVICES/WINTER MAINT.		30,740.00	30,740.00	748.54	29,991.46	2.44	0.00
Dept 445.000 - TREE WORK							
101-445.000-704.100	STAFF - OVERTIME	505.00	505.00	21.44	483.56	4.25	282.07
101-445.000-706.000	CITY LABOR - DPW	42,655.00	42,655.00	2,454.78	40,200.22	5.75	8,157.86
101-445.000-711.000	LONGEVITY	977.00	977.00	0.00	977.00	0.00	0.00
101-445.000-721.000	FICA/MEDICARE - CITY SHARE	3,263.00	3,263.00	188.25	3,074.75	5.77	641.31
101-445.000-722.000	ICMA - CITY SHARE	450.00	450.00	0.00	450.00	0.00	0.00
101-445.000-725.604	DENTAL & HEALTH BENEFITS	13,835.00	13,835.00	2,971.25	10,863.75	21.48	0.00
101-445.000-728.000	RETIREMENT PLANS	12,170.00	12,170.00	702.52	11,467.48	5.77	2,502.47
101-445.000-731.000	MATERIALS & SUPPLIES	1,900.00	1,900.00	206.69	1,693.31	10.88	854.69
101-445.000-801.000	PROFESSIONAL SERVICES	200.00	200.00	0.00	200.00	0.00	0.00
101-445.000-810.000	CONTRACTUAL SERVICES	13,300.00	13,300.00	180.00	13,120.00	1.35	0.00
101-445.000-941.000	MVP EQUIPMENT RENTAL	63,000.00	63,000.00	6,366.19	56,633.81	10.11	21,498.40
Total Dept 445.000 - TREE WORK		152,255.00	152,255.00	13,091.12	139,163.88	8.60	33,936.80
Dept 703.000 - COMMUNITY DEVELOPMENT							
101-703.000-703.000	ADMINSTRATIVE SALARIES	73,861.00	73,861.00	7,197.39	66,663.61	9.74	14,893.57
101-703.000-704.000	STAFF WAGES	59,033.00	59,033.00	13,944.64	45,088.36	23.62	11,639.72
101-703.000-704.100	STAFF - OVERTIME	515.00	515.00	313.63	201.37	60.90	196.33
101-703.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	204.00	(204.00)	100.00	1,056.32
101-703.000-706.000	CITY LABOR - DPW	7,109.00	7,109.00	2,495.84	4,613.16	35.11	755.29

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Fund 101 - GENERAL FUND							
Expenditures							
101-703.000-710.000	COMPENSATED ABSENCES	0.00	0.00	0.00	0.00	0.00	1,821.03
101-703.000-711.000	LONGEVITY	1,663.00	1,663.00	0.00	1,663.00	0.00	0.00
101-703.000-721.000	FICA/MEDICARE - CITY SHARE	10,710.00	10,710.00	1,003.73	9,706.27	9.37	2,264.45
101-703.000-722.000	ICMA - CITY SHARE	75.00	75.00	309.29	(234.29)	412.39	0.00
101-703.000-723.000	VISION CARE	0.00	0.00	384.00	(384.00)	100.00	122.60
101-703.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	525.00	525.00	200.60	324.40	38.21	106.65
101-703.000-725.604	DENTAL & HEALTH BENEFITS	25,113.00	25,113.00	5,304.20	19,808.80	21.12	5,853.90
101-703.000-728.000	RETIREMENT PLANS	39,579.00	39,579.00	7,833.40	31,745.60	19.79	8,622.26
101-703.000-728.001	RETIREMENT HEALTH SAVINGS	2,216.00	2,216.00	37.48	2,178.52	1.69	0.00
101-703.000-731.000	MATERIALS & SUPPLIES	2,500.00	2,500.00	997.25	1,502.75	39.89	578.29
101-703.000-732.000	POSTAGE	500.00	500.00	51.13	448.87	10.23	39.74
101-703.000-801.000	PROFESSIONAL SERVICES	60,027.00	60,027.00	2,805.00	57,222.00	4.67	15,314.23
101-703.000-810.000	CONTRACTUAL SERVICES	2,000.00	2,000.00	5,989.07	(3,989.07)	299.45	5,853.85
101-703.000-850.000	TELEPHONE & INTERNET	10,350.00	10,350.00	2,766.81	7,583.19	26.73	2,490.71
101-703.000-900.000	PRINTING & PUBLISHING	1,000.00	1,000.00	0.00	1,000.00	0.00	210.86
101-703.000-941.000	MVP EQUIPMENT RENTAL	0.00	0.00	2,631.34	(2,631.34)	100.00	2,092.01
101-703.000-955.001	INSURANCE & BONDS	0.00	0.00	1,138.00	(1,138.00)	100.00	0.00
101-703.000-956.001	SPECIAL PURPOSE EXPENSES	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00
101-703.000-960.000	DUES & SUBSCRIPTIONS	400.00	400.00	0.00	400.00	0.00	0.00
101-703.000-963.000	MISCELLANEOUS	100.00	100.00	0.00	100.00	0.00	0.00
101-703.000-965.000	CONFERENCES & TRAINING	1,500.00	1,500.00	0.00	1,500.00	0.00	0.00
101-703.000-974.000	CAPITAL OUTLAY - EQUIPMENT	0.00	0.00	627.42	(627.42)	100.00	0.00
Total Dept 703.000 - COMMUNITY DEVELOPMENT		300,276.00	300,276.00	56,234.22	244,041.78	18.73	73,911.81
Dept 751.000 - PARKS & RECREATION							
101-751.000-704.100	STAFF - OVERTIME	1,515.00	1,515.00	438.03	1,076.97	28.91	515.31
101-751.000-706.000	CITY LABOR - DPW	21,327.00	21,327.00	2,246.53	19,080.47	10.53	3,632.03
101-751.000-707.000	PART-TIME STAFF WAGES	6,060.00	6,060.00	5,935.94	124.06	97.95	0.00
101-751.000-711.000	LONGEVITY	489.00	489.00	0.00	489.00	0.00	0.00
101-751.000-721.000	FICA/MEDICARE - CITY SHARE	1,632.00	1,632.00	658.79	973.21	40.37	315.28
101-751.000-722.000	ICMA - CITY SHARE	225.00	225.00	0.00	225.00	0.00	0.00
101-751.000-725.604	DENTAL & HEALTH BENEFITS	6,918.00	6,918.00	1,449.69	5,468.31	20.96	0.00
101-751.000-728.000	RETIREMENT PLANS	6,085.00	6,085.00	761.60	5,323.40	12.52	1,229.66
101-751.000-731.000	MATERIALS & SUPPLIES	8,000.00	8,000.00	710.87	7,289.13	8.89	2,763.49
101-751.000-755.000	CONTRIBUTION TO OTHERS	15,500.00	15,500.00	0.00	15,500.00	0.00	0.00
101-751.000-757.000	SCIENCE CAMP EXPENSES	1,000.00	1,000.00	1,128.43	(128.43)	112.84	480.22
101-751.000-801.000	PROFESSIONAL SERVICES	9,000.00	9,000.00	0.00	9,000.00	0.00	1,608.75
101-751.000-810.000	CONTRACTUAL SERVICES	24,600.00	24,600.00	16,334.90	8,265.10	66.40	8,682.08
101-751.000-920.000	UTILITIES	12,500.00	12,500.00	462.10	12,037.90	3.70	1,393.43
101-751.000-941.000	MVP EQUIPMENT RENTAL	19,000.00	19,000.00	6,004.34	12,995.66	31.60	4,600.48
101-751.000-941.008	CAPITAL OUTLAY - POCKET PARK	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00
101-751.000-955.001	INSURANCE & BONDS	850.00	850.00	965.00	(115.00)	113.53	0.00
101-751.000-971.000	CAP. OUTLAY-IMPROVEMENTS	15,000.00	15,000.00	0.00	15,000.00	0.00	0.00
Total Dept 751.000 - PARKS & RECREATION		150,701.00	150,701.00	37,096.22	113,604.78	24.62	25,220.73
Dept 999.000 - TRANSFERS TO OTHER FUNDS							
101-999.000-995.203	CONTRIB. TO LOCAL STREET FUND	0.00	0.00	0.00	0.00	0.00	3,750.00
101-999.000-995.206	CONTRIB TO FIRE FUND	274,665.00	274,665.00	68,666.10	205,998.90	25.00	43,050.00
101-999.000-995.232	CONTRIB. TO POL. TRAINING FUN	0.00	0.00	0.00	0.00	0.00	1,215.00

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 101 - GENERAL FUND							
Expenditures							
101-999.000-995.295	CONTRIB TO AIRPORT FUND	69,440.00	69,440.00	0.00	69,440.00	0.00	0.00
Total Dept 999.000 - TRANSFERS TO OTHER FUNDS		344,105.00	344,105.00	68,666.10	275,438.90	19.95	48,015.00
TOTAL EXPENDITURES		6,061,910.00	6,061,910.00	1,440,907.38	4,621,002.62	23.77	1,188,819.43
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		6,061,910.00	6,061,910.00	4,080,962.72	1,980,947.28	67.32	3,944,115.53
TOTAL EXPENDITURES		6,061,910.00	6,061,910.00	1,440,907.38	4,621,002.62	23.77	1,188,819.43
NET OF REVENUES & EXPENDITURES		0.00	0.00	2,640,055.34	(2,640,055.34)	100.00	2,755,296.10
BEG. FUND BALANCE		2,566,218.61	2,566,218.61	2,566,218.61			2,566,218.61
NET OF REVENUES/EXPENDITURES - 2023-24				804,920.32	804,920.32		
END FUND BALANCE		2,566,218.61	2,566,218.61	6,011,194.27			5,321,514.71

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000.000							
202-000.000-418.000	COUNTY ROAD MILLAGE FUNDS	360,000.00	360,000.00	0.00	360,000.00	0.00	0.00
202-000.000-546.000	STATE AID	970,000.00	970,000.00	82,136.21	887,863.79	8.47	220,794.09
202-000.000-546.001	STATE REV SHARING-TRUNKLINES	12,000.00	12,000.00	0.00	12,000.00	0.00	0.00
202-000.000-548.000	METRO ACT	38,000.00	38,000.00	0.00	38,000.00	0.00	0.00
202-000.000-665.000	INTEREST INCOME	0.00	0.00	12,145.83	(12,145.83)	100.00	9,815.76
202-000.000-676.000	REIMBURSEMENTS	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00
202-000.000-680.000	SUNDRY REVENUE	800.00	800.00	0.00	800.00	0.00	0.00
Total Dept 000.000		1,381,800.00	1,381,800.00	94,282.04	1,287,517.96	6.82	230,609.85
TOTAL REVENUES		1,381,800.00	1,381,800.00	94,282.04	1,287,517.96	6.82	230,609.85
Expenditures							
Dept 446.000 - SIDEWALK MAINTENANCE							
202-446.000-706.000	CITY LABOR - DPW	3,100.00	3,100.00	619.03	2,480.97	19.97	134.80
202-446.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	47.10	(47.10)	100.00	10.20
202-446.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(7.18)	7.18	100.00	0.00
202-446.000-728.000	RETIREMENT PLANS	0.00	0.00	175.61	(175.61)	100.00	39.97
202-446.000-731.000	MATERIALS & SUPPLIES	5,000.00	5,000.00	310.47	4,689.53	6.21	0.00
202-446.000-801.000	PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00	0.00
202-446.000-941.000	MVP EQUIPMENT RENTAL	6,000.00	6,000.00	160.94	5,839.06	2.68	0.00
Total Dept 446.000 - SIDEWALK MAINTENANCE		16,100.00	16,100.00	1,305.97	14,794.03	8.11	184.97
Dept 460.000 - STREET MAINTENANCE							
202-460.000-704.100	STAFF - OVERTIME	605.00	605.00	115.32	489.68	19.06	0.00
202-460.000-706.000	CITY LABOR - DPW	21,327.00	21,327.00	3,475.21	17,851.79	16.29	2,355.87
202-460.000-711.000	LONGEVITY	489.00	489.00	0.00	489.00	0.00	0.00
202-460.000-721.000	FICA/MEDICARE - CITY SHARE	1,632.00	1,632.00	273.15	1,358.85	16.74	179.14
202-460.000-722.000	ICMA - CITY SHARE	225.00	225.00	0.00	225.00	0.00	0.00
202-460.000-725.604	DENTAL & HEALTH BENEFITS	6,918.00	6,918.00	1,450.01	5,467.99	20.96	0.00
202-460.000-728.000	RETIREMENT PLANS	6,085.00	6,085.00	1,018.61	5,066.39	16.74	698.52
202-460.000-731.000	MATERIALS & SUPPLIES	21,000.00	21,000.00	1,588.44	19,411.56	7.56	1,196.65
202-460.000-801.000	PROFESSIONAL SERVICES	76,500.00	76,500.00	(36,800.00)	113,300.00	(48.10)	0.00
202-460.000-810.000	CONTRACTUAL SERVICES	25,300.00	25,300.00	7,345.77	17,954.23	29.03	20,286.00
202-460.000-941.000	MVP EQUIPMENT RENTAL	33,000.00	33,000.00	9,463.95	23,536.05	28.68	6,170.86
202-460.000-942.000	HYDRANT RENTAL	9,300.00	9,300.00	0.00	9,300.00	0.00	8,525.00
202-460.000-971.000	CAP. OUTLAY-IMPROVEMENTS	500,000.00	500,000.00	2,508.47	497,491.53	0.50	36,989.29
Total Dept 460.000 - STREET MAINTENANCE		702,381.00	702,381.00	(9,561.07)	711,942.07	(1.36)	76,401.33
Dept 470.000 - TRAFFIC SERVICES							
202-470.000-704.100	STAFF - OVERTIME	100.00	100.00	349.45	(249.45)	349.45	0.00
202-470.000-706.000	CITY LABOR - DPW	0.00	0.00	914.43	(914.43)	100.00	1,486.88
202-470.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	97.61	(97.61)	100.00	113.29
202-470.000-722.000	ICMA - CITY SHARE	0.00	0.00	14.13	(14.13)	100.00	0.00
202-470.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(11.53)	11.53	100.00	0.00
202-470.000-728.000	RETIREMENT PLANS	0.00	0.00	357.61	(357.61)	100.00	440.88
202-470.000-731.000	MATERIALS & SUPPLIES	1,200.00	1,200.00	0.00	1,200.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Expenditures							
202-470.000-810.000	CONTRACTUAL SERVICES	9,400.00	9,400.00	0.00	9,400.00	0.00	1,292.74
202-470.000-941.000	MVP EQUIPMENT RENTAL	2,000.00	2,000.00	542.08	1,457.92	27.10	919.24
Total Dept 470.000 - TRAFFIC SERVICES		12,700.00	12,700.00	2,263.78	10,436.22	17.83	4,253.03
Dept 480.000 - WINTER STREET MAINTENANCE							
202-480.000-704.100	STAFF - OVERTIME	2,880.00	2,880.00	0.00	2,880.00	0.00	0.00
202-480.000-706.000	CITY LABOR - DPW	0.00	0.00	53.28	(53.28)	100.00	104.04
202-480.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	4.07	(4.07)	100.00	7.96
202-480.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(0.95)	0.95	100.00	0.00
202-480.000-728.000	RETIREMENT PLANS	0.00	0.00	15.12	(15.12)	100.00	30.85
202-480.000-731.000	MATERIALS & SUPPLIES	16,000.00	16,000.00	0.00	16,000.00	0.00	0.00
Total Dept 480.000 - WINTER STREET MAINTENANCE		18,880.00	18,880.00	71.52	18,808.48	0.38	142.85
Dept 490.000 - TRUNKLINE MAINTENANCE							
202-490.000-704.100	STAFF - OVERTIME	1,795.00	1,795.00	167.14	1,627.86	9.31	180.39
202-490.000-706.000	CITY LABOR - DPW	0.00	0.00	433.18	(433.18)	100.00	140.25
202-490.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	45.74	(45.74)	100.00	24.16
202-490.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(6.94)	6.94	100.00	0.00
202-490.000-728.000	RETIREMENT PLANS	0.00	0.00	170.30	(170.30)	100.00	95.06
202-490.000-920.000	UTILITIES	5,200.00	5,200.00	477.34	4,722.66	9.18	849.54
202-490.000-941.000	MVP EQUIPMENT RENTAL	9,000.00	9,000.00	1,529.16	7,470.84	16.99	1,276.08
202-490.000-942.000	HYDRANT RENTAL	3,000.00	3,000.00	0.00	3,000.00	0.00	2,750.00
Total Dept 490.000 - TRUNKLINE MAINTENANCE		18,995.00	18,995.00	2,815.92	16,179.08	14.82	5,315.48
Dept 520.000 - STREET ADMINISTRATION							
202-520.000-703.000	ADMINSTRATIVE SALARIES	39,475.00	39,475.00	5,161.64	34,313.36	13.08	6,173.32
202-520.000-704.000	STAFF WAGES	20,796.00	20,796.00	2,727.12	18,068.88	13.11	2,371.51
202-520.000-704.100	STAFF - OVERTIME	770.00	770.00	133.96	636.04	17.40	57.30
202-520.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	192.55	(192.55)	100.00	194.41
202-520.000-706.000	CITY LABOR - DPW	0.00	0.00	441.42	(441.42)	100.00	0.00
202-520.000-710.000	COMPENSATED ABSENCES	0.00	0.00	7,743.33	(7,743.33)	100.00	2,923.77
202-520.000-711.000	LONGEVITY	1,015.00	1,015.00	91.55	923.45	9.02	0.00
202-520.000-712.000	SPECIAL COMPENSATION	0.00	0.00	67.37	(67.37)	100.00	56.95
202-520.000-715.000	HEALTH REIMBURSEMENT	0.00	0.00	25.35	(25.35)	100.00	7.93
202-520.000-718.000	AUTO ALLOWANCE	419.00	419.00	42.40	376.60	10.12	97.30
202-520.000-719.000	CLOTHING ALLOWANCE	0.00	0.00	49.50	(49.50)	100.00	92.89
202-520.000-721.000	FICA/MEDICARE - CITY SHARE	4,611.00	4,611.00	1,280.15	3,330.85	27.76	921.77
202-520.000-722.000	ICMA - CITY SHARE	0.00	0.00	153.17	(153.17)	100.00	81.27
202-520.000-723.000	VISION CARE	0.00	0.00	42.87	(42.87)	100.00	50.77
202-520.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	1,650.00	1,650.00	2,148.29	(498.29)	130.20	55.93
202-520.000-725.604	DENTAL & HEALTH BENEFITS	14,656.00	14,656.00	3,069.89	11,586.11	20.95	2,392.98
202-520.000-728.000	RETIREMENT PLANS	23,392.00	23,392.00	7,111.37	16,280.63	30.40	4,888.56
202-520.000-728.001	RETIREMENT HEALTH SAVINGS	358.00	358.00	710.03	(352.03)	198.33	0.00
202-520.000-965.000	CONFERENCES & TRAINING	0.00	0.00	0.00	0.00	0.00	50.00
Total Dept 520.000 - STREET ADMINISTRATION		107,142.00	107,142.00	31,191.96	75,950.04	29.11	20,416.66

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 202 - MAJOR STREET FUND							
Expenditures							
Dept 999.000 - TRANSFERS TO OTHER FUNDS							
202-999.000-995.203	CONTRIB. TO LOCAL STREET FUND	100,000.00	100,000.00	24,999.00	75,001.00	25.00	24,999.00
Total Dept 999.000 - TRANSFERS TO OTHER FUNDS		100,000.00	100,000.00	24,999.00	75,001.00	25.00	24,999.00
TOTAL EXPENDITURES		976,198.00	976,198.00	53,087.08	923,110.92	5.44	131,713.32
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		1,381,800.00	1,381,800.00	94,282.04	1,287,517.96	6.82	230,609.85
TOTAL EXPENDITURES		976,198.00	976,198.00	53,087.08	923,110.92	5.44	131,713.32
NET OF REVENUES & EXPENDITURES		405,602.00	405,602.00	41,194.96	364,407.04	10.16	98,896.53
BEG. FUND BALANCE		1,403,087.93	1,403,087.93	1,403,087.93			1,403,087.93
NET OF REVENUES/EXPENDITURES - 2023-24				326,294.20	326,294.20		
END FUND BALANCE		1,808,689.93	1,808,689.93	1,770,577.09			1,501,984.46

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000.000							
203-000.000-451.000	SPECIAL ASSESSMENT REVENUE	3,500.00	3,500.00	0.00	3,500.00	0.00	218.17
203-000.000-474.000	ASSESSMENT/LIEN INTEREST	300.00	300.00	0.00	300.00	0.00	0.00
203-000.000-546.000	STATE AID	370,000.00	370,000.00	31,566.51	338,433.49	8.53	84,777.88
203-000.000-665.000	INTEREST INCOME	0.00	0.00	8,144.62	(8,144.62)	100.00	7,366.34
203-000.000-680.000	SUNDRY REVENUE	1,000.00	1,000.00	0.00	1,000.00	0.00	2,043.19
203-000.000-699.101	CONTRIBUTION FROM GENERAL FUND	15,000.00	15,000.00	0.00	15,000.00	0.00	3,750.00
203-000.000-699.202	CONTRIBUTION FROM MAJOR STREE	100,000.00	100,000.00	24,999.00	75,001.00	25.00	24,999.00
Total Dept 000.000		489,800.00	489,800.00	64,710.13	425,089.87	13.21	123,154.58
TOTAL REVENUES		489,800.00	489,800.00	64,710.13	425,089.87	13.21	123,154.58
Expenditures							
Dept 446.000 - SIDEWALK MAINTENANCE							
203-446.000-706.000	CITY LABOR - DPW	3,500.00	3,500.00	433.07	3,066.93	12.37	271.44
203-446.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	33.05	(33.05)	100.00	20.62
203-446.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(3.24)	3.24	100.00	0.00
203-446.000-728.000	RETIREMENT PLANS	0.00	0.00	122.85	(122.85)	100.00	80.50
203-446.000-731.000	MATERIALS & SUPPLIES	8,000.00	8,000.00	0.00	8,000.00	0.00	0.00
203-446.000-801.000	PROFESSIONAL SERVICES	4,000.00	4,000.00	0.00	4,000.00	0.00	0.00
203-446.000-941.000	MVP EQUIPMENT RENTAL	7,000.00	7,000.00	409.18	6,590.82	5.85	512.56
Total Dept 446.000 - SIDEWALK MAINTENANCE		22,500.00	22,500.00	994.91	21,505.09	4.42	885.12
Dept 460.000 - STREET MAINTENANCE							
203-460.000-704.100	STAFF - OVERTIME	1,360.00	1,360.00	33.09	1,326.91	2.43	0.00
203-460.000-706.000	CITY LABOR - DPW	35,546.00	35,546.00	5,979.56	29,566.44	16.82	3,021.44
203-460.000-711.000	LONGEVITY	814.00	814.00	0.00	814.00	0.00	0.00
203-460.000-721.000	FICA/MEDICARE - CITY SHARE	2,719.00	2,719.00	458.04	2,260.96	16.85	229.82
203-460.000-722.000	ICMA - CITY SHARE	375.00	375.00	0.00	375.00	0.00	0.00
203-460.000-725.604	DENTAL & HEALTH BENEFITS	11,529.00	11,529.00	2,421.77	9,107.23	21.01	0.00
203-460.000-728.000	RETIREMENT PLANS	10,142.00	10,142.00	1,705.76	8,436.24	16.82	895.85
203-460.000-731.000	MATERIALS & SUPPLIES	21,000.00	21,000.00	0.00	21,000.00	0.00	1,156.65
203-460.000-801.000	PROFESSIONAL SERVICES	2,000.00	2,000.00	(55,200.00)	57,200.00	(2,760.00)	0.00
203-460.000-810.000	CONTRACTUAL SERVICES	26,500.00	26,500.00	4,599.96	21,900.04	17.36	199.00
203-460.000-941.000	MVP EQUIPMENT RENTAL	82,000.00	82,000.00	15,707.55	66,292.45	19.16	11,224.66
203-460.000-942.000	HYDRANT RENTAL	16,700.00	16,700.00	0.00	16,700.00	0.00	15,301.00
Total Dept 460.000 - STREET MAINTENANCE		210,685.00	210,685.00	(24,294.27)	234,979.27	(11.53)	32,028.42
Dept 470.000 - TRAFFIC SERVICES							
203-470.000-704.100	STAFF - OVERTIME	100.00	100.00	12.79	87.21	12.79	0.00
203-470.000-706.000	CITY LABOR - DPW	0.00	0.00	3,710.68	(3,710.68)	100.00	526.24
203-470.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	284.79	(284.79)	100.00	40.07
203-470.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(33.46)	33.46	100.00	0.00
203-470.000-728.000	RETIREMENT PLANS	0.00	0.00	1,056.34	(1,056.34)	100.00	156.03
203-470.000-731.000	MATERIALS & SUPPLIES	1,200.00	1,200.00	859.40	340.60	71.62	0.00
203-470.000-810.000	CONTRACTUAL SERVICES	7,640.00	7,640.00	50.00	7,590.00	0.65	0.00
203-470.000-941.000	MVP EQUIPMENT RENTAL	1,300.00	1,300.00	2,332.80	(1,032.80)	179.45	528.50

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 203 - LOCAL STREET FUND							
Expenditures							
Total Dept 470.000 - TRAFFIC SERVICES		10,240.00	10,240.00	8,273.34	1,966.66	80.79	1,250.84
Dept 480.000 - WINTER STREET MAINTENANCE							
203-480.000-704.100	STAFF - OVERTIME	4,290.00	4,290.00	0.00	4,290.00	0.00	0.00
203-480.000-706.000	CITY LABOR - DPW	0.00	0.00	181.48	(181.48)	100.00	0.00
203-480.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	13.88	(13.88)	100.00	0.00
203-480.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(1.34)	1.34	100.00	0.00
203-480.000-728.000	RETIREMENT PLANS	0.00	0.00	51.48	(51.48)	100.00	0.00
203-480.000-731.000	MATERIALS & SUPPLIES	14,000.00	14,000.00	0.00	14,000.00	0.00	0.00
203-480.000-941.000	MVP EQUIPMENT RENTAL	18,000.00	18,000.00	232.16	17,767.84	1.29	0.00
Total Dept 480.000 - WINTER STREET MAINTENANCE		36,290.00	36,290.00	477.66	35,812.34	1.32	0.00
Dept 520.000 - STREET ADMINISTRATION							
203-520.000-703.000	ADMINSTRATIVE SALARIES	39,475.00	39,475.00	5,161.69	34,313.31	13.08	6,173.34
203-520.000-704.000	STAFF WAGES	23,065.00	23,065.00	3,289.94	19,775.06	14.26	2,812.30
203-520.000-704.100	STAFF - OVERTIME	830.00	830.00	165.44	664.56	19.93	70.74
203-520.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	205.99	(205.99)	100.00	207.97
203-520.000-706.000	CITY LABOR - DPW	0.00	0.00	693.24	(693.24)	100.00	0.00
203-520.000-710.000	COMPENSATED ABSENCES	0.00	0.00	8,299.28	(8,299.28)	100.00	2,927.51
203-520.000-711.000	LONGEVITY	1,095.00	1,095.00	91.57	1,003.43	8.36	0.00
203-520.000-712.000	SPECIAL COMPENSATION	0.00	0.00	96.06	(96.06)	100.00	62.40
203-520.000-715.000	HEALTH REIMBURSEMENT	0.00	0.00	39.81	(39.81)	100.00	10.24
203-520.000-718.000	AUTO ALLOWANCE	419.00	419.00	42.40	376.60	10.12	97.25
203-520.000-719.000	CLOTHING ALLOWANCE	0.00	0.00	68.60	(68.60)	100.00	72.30
203-520.000-721.000	FICA/MEDICARE - CITY SHARE	4,784.00	4,784.00	1,393.62	3,390.38	29.13	959.76
203-520.000-722.000	ICMA - CITY SHARE	0.00	0.00	176.67	(176.67)	100.00	81.78
203-520.000-723.000	VISION CARE	0.00	0.00	62.46	(62.46)	100.00	46.42
203-520.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	1,650.00	1,650.00	2,040.00	(390.00)	123.64	55.39
203-520.000-725.604	DENTAL & HEALTH BENEFITS	15,569.00	15,569.00	3,258.24	12,310.76	20.93	2,250.74
203-520.000-728.000	RETIREMENT PLANS	23,959.00	23,959.00	7,432.30	16,526.70	31.02	5,007.61
203-520.000-728.001	RETIREMENT HEALTH SAVINGS	358.00	358.00	710.04	(352.04)	198.34	0.00
Total Dept 520.000 - STREET ADMINISTRATION		111,204.00	111,204.00	33,227.35	77,976.65	29.88	20,835.75
TOTAL EXPENDITURES		390,919.00	390,919.00	18,678.99	372,240.01	4.78	55,000.13
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		489,800.00	489,800.00	64,710.13	425,089.87	13.21	123,154.58
TOTAL EXPENDITURES		390,919.00	390,919.00	18,678.99	372,240.01	4.78	55,000.13
NET OF REVENUES & EXPENDITURES		98,881.00	98,881.00	46,031.14	52,849.86	46.55	68,154.45
BEG. FUND BALANCE		1,045,824.08	1,045,824.08	1,045,824.08			1,045,824.08
NET OF REVENUES/EXPENDITURES - 2023-24				69,947.45	69,947.45		
END FUND BALANCE		1,144,705.08	1,144,705.08	1,161,802.67			1,113,978.53

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 206 - FIRE FUND							
Revenues							
Dept 000.000							
206-000.000-402.000	CURRENT PROPERTY TAXES	1,063,969.00	1,063,969.00	489,256.80	574,712.20	45.98	407,771.68
206-000.000-412.000	DELINQUENT PERSONAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	43.93
206-000.000-528.000	FEDERAL GRANTS - OTHER	378,560.00	378,560.00	0.00	378,560.00	0.00	0.00
206-000.000-540.000	STATE GRANTS	224,382.00	224,382.00	0.00	224,382.00	0.00	0.00
206-000.000-626.001	RURAL FIRE ASSOCIATION	428,906.00	428,906.00	0.00	428,906.00	0.00	0.00
206-000.000-626.004	CARMEL TWP CONTRACT REV	146,077.00	146,077.00	139,157.35	6,919.65	95.26	0.00
206-000.000-628.000	COST RECOVERY	15,000.00	15,000.00	65,384.01	(50,384.01)	435.89	(400.00)
206-000.000-630.000	HAZMAT REVENUE	0.00	0.00	0.00	0.00	0.00	137.76
206-000.000-631.000	FIRE INSPECTION FEE	50,000.00	50,000.00	4,150.00	45,850.00	8.30	0.00
206-000.000-665.000	INTEREST INCOME	0.00	0.00	1,221.25	(1,221.25)	100.00	1,857.48
206-000.000-680.000	SUNDRY REVENUE	0.00	0.00	2,945.55	(2,945.55)	100.00	0.00
206-000.000-690.000	Contributed Capital	257,837.00	257,837.00	0.00	257,837.00	0.00	0.00
206-000.000-693.000	GAIN ON SALE OF DEPRECIABLE FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	43,856.70
206-000.000-699.101	CONTRIBUTION FROM GENERAL FUND	274,665.00	274,665.00	68,666.10	205,998.90	25.00	43,050.00
Total Dept 000.000		2,839,396.00	2,839,396.00	770,781.06	2,068,614.94	27.15	496,317.55
TOTAL REVENUES		2,839,396.00	2,839,396.00	770,781.06	2,068,614.94	27.15	496,317.55
Expenditures							
Dept 336.000 - FIRE DEPARTMENT							
206-336.000-703.000	ADMINSTRATIVE SALARIES	160,000.00	160,000.00	14,674.77	145,325.23	9.17	2,979.07
206-336.000-704.000	STAFF WAGES	418,269.00	418,269.00	102,263.41	316,005.59	24.45	69,830.50
206-336.000-704.100	STAFF - OVERTIME	70,000.00	70,000.00	21,624.92	48,375.08	30.89	32,630.76
206-336.000-704.200	HOLIDAY COMPENSATION	30,000.00	30,000.00	4,314.33	25,685.67	14.38	3,101.73
206-336.000-706.000	CITY LABOR - DPW	0.00	0.00	17.45	(17.45)	100.00	0.00
206-336.000-707.000	PART-TIME STAFF WAGES	10,000.00	10,000.00	2,168.13	7,831.87	21.68	5,279.70
206-336.000-709.000	OTHER COMPENSATION	0.00	0.00	5,000.00	(5,000.00)	100.00	0.00
206-336.000-709.420	MARIJUANA OVERSITE	0.00	0.00	169.70	(169.70)	100.00	0.00
206-336.000-710.000	COMPENSATED ABSENCES	0.00	0.00	24,536.14	(24,536.14)	100.00	12,880.19
206-336.000-711.000	LONGEVITY	4,982.00	4,982.00	0.00	4,982.00	0.00	0.00
206-336.000-712.000	SPECIAL COMPENSATION	7,260.00	7,260.00	1,210.00	6,050.00	16.67	990.00
206-336.000-713.000	FIRE STIPEND	65,000.00	65,000.00	2,692.10	62,307.90	4.14	0.00
206-336.000-715.000	HEALTH REIMBURSEMENT	3,000.00	3,000.00	1,500.00	1,500.00	50.00	0.00
206-336.000-718.000	AUTO ALLOWANCE	9,600.00	9,600.00	0.00	9,600.00	0.00	0.00
206-336.000-721.000	FICA/MEDICARE - CITY SHARE	19,063.00	19,063.00	4,038.94	15,024.06	21.19	2,342.07
206-336.000-722.000	ICMA - CITY SHARE	3,500.00	3,500.00	644.69	2,855.31	18.42	535.56
206-336.000-723.000	VISION CARE	5,000.00	5,000.00	725.70	4,274.30	14.51	603.56
206-336.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	15,000.00	15,000.00	26,572.92	(11,572.92)	177.15	1,702.49
206-336.000-725.603	RETIREMENT HEALTH BENEFITS	0.00	0.00	0.00	0.00	0.00	1,033.44
206-336.000-725.604	DENTAL & HEALTH BENEFITS	167,133.00	167,133.00	46,688.38	120,444.62	27.93	28,886.52
206-336.000-728.000	RETIREMENT PLANS	306,835.00	306,835.00	82,315.73	224,519.27	26.83	64,840.17
206-336.000-728.001	RETIREMENT HEALTH SAVINGS	1,000.00	1,000.00	342.91	657.09	34.29	0.00
206-336.000-730.000	SAFETY SUPPLIES	10,000.00	10,000.00	1,567.56	8,432.44	15.68	0.00
206-336.000-731.000	MATERIALS & SUPPLIES	8,000.00	8,000.00	2,581.34	5,418.66	32.27	1,939.61
206-336.000-732.000	POSTAGE	750.00	750.00	112.62	637.38	15.02	19.83
206-336.000-734.000	GASOLINE & OIL	25,000.00	25,000.00	3,994.00	21,006.00	15.98	4,075.70
206-336.000-738.000	OPERATING SUPPLIES	38,000.00	38,000.00	7,500.13	30,499.87	19.74	1,023.81
206-336.000-738.001	HAZ-MAT SUPPLIES	5,000.00	5,000.00	631.00	4,369.00	12.62	282.16
206-336.000-740.000	VEHICLE MAINTENANCE	35,000.00	35,000.00	6,363.27	28,636.73	18.18	14,636.80
206-336.000-741.000	MAINTENANCE - EQ/BLDG/GRNDS	20,000.00	20,000.00	2,172.83	17,827.17	10.86	12,679.25

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 206 - FIRE FUND							
Expenditures							
206-336.000-801.000	PROFESSIONAL SERVICES	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00
206-336.000-810.000	CONTRACTUAL SERVICES	46,250.00	46,250.00	15,348.08	30,901.92	33.19	3,056.48
206-336.000-815.000	UNIFORM & CLEANING	12,000.00	12,000.00	2,734.89	9,265.11	22.79	2,636.85
206-336.000-835.000	EATON AREA EMS	68,822.00	68,822.00	0.00	68,822.00	0.00	35,522.00
206-336.000-850.000	TELEPHONE & INTERNET	20,000.00	20,000.00	5,451.63	14,548.37	27.26	16,101.64
206-336.000-851.000	INFORMATION TECHNOLOGY	14,750.00	14,750.00	3,643.99	11,106.01	24.71	0.00
206-336.000-861.000	MILEAGE ALLOWANCE	750.00	750.00	0.00	750.00	0.00	0.00
206-336.000-900.000	PRINTING & PUBLISHING	2,000.00	2,000.00	591.31	1,408.69	29.57	242.02
206-336.000-920.000	UTILITIES	40,000.00	40,000.00	3,003.18	36,996.82	7.51	6,458.20
206-336.000-941.000	MVP EQUIPMENT RENTAL	750.00	750.00	56.60	693.40	7.55	0.00
206-336.000-942.000	HYDRANT RENTAL	9,500.00	9,500.00	0.00	9,500.00	0.00	8,635.00
206-336.000-955.001	INSURANCE & BONDS	11,000.00	11,000.00	13,606.00	(2,606.00)	123.69	0.00
206-336.000-960.000	DUES & SUBSCRIPTIONS	2,500.00	2,500.00	774.03	1,725.97	30.96	0.00
206-336.000-963.000	MISCELLANEOUS	1,000.00	1,000.00	0.00	1,000.00	0.00	282.70
206-336.000-965.000	CONFERENCES & TRAINING	10,000.00	10,000.00	403.56	9,596.44	4.04	904.50
206-336.000-974.000	CAPITAL OUTLAY - EQUIPMENT	785,623.00	785,623.00	395,000.00	390,623.00	50.28	39,028.32
206-336.000-974.200	FIRE EQUIPMENT STATE GRANT 2023	0.00	0.00	0.00	0.00	0.00	46,898.87
206-336.000-991.000	PRINCIPAL	11,463.00	11,463.00	5,673.00	5,790.00	49.49	5,673.00
206-336.000-994.000	INTEREST EXPENSE	229.00	229.00	171.00	58.00	74.67	171.00
Total Dept 336.000 - FIRE DEPARTMENT		2,484,029.00	2,484,029.00	812,880.24	1,671,148.76	32.72	427,903.50
Dept 338.000 - FEMA SAFER GRANT							
206-338.000-704.000	STAFF WAGES	159,719.00	159,719.00	16,039.98	143,679.02	10.04	0.00
206-338.000-704.100	STAFF - OVERTIME	13,989.00	13,989.00	2,102.77	11,886.23	15.03	0.00
206-338.000-704.200	HOLIDAY COMPENSATION	5,000.00	5,000.00	840.48	4,159.52	16.81	0.00
206-338.000-709.350	OTHER COMPENSATION	763.00	763.00	0.00	763.00	0.00	0.00
206-338.000-721.000	FICA/MEDICARE - CITY SHARE	13,671.00	13,671.00	271.74	13,399.26	1.99	0.00
206-338.000-723.000	VISION CARE	1,220.00	1,220.00	0.00	1,220.00	0.00	0.00
206-338.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	8,389.00	8,389.00	856.14	7,532.86	10.21	0.00
206-338.000-725.604	DENTAL & HEALTH BENEFITS	54,406.00	54,406.00	0.00	54,406.00	0.00	0.00
206-338.000-728.000	RETIREMENT PLANS	121,402.00	121,402.00	10,519.92	110,882.08	8.67	0.00
Total Dept 338.000 - FEMA SAFER GRANT		378,559.00	378,559.00	30,631.03	347,927.97	8.09	0.00
TOTAL EXPENDITURES		2,862,588.00	2,862,588.00	843,511.27	2,019,076.73	29.47	427,903.50
Fund 206 - FIRE FUND:							
TOTAL REVENUES		2,839,396.00	2,839,396.00	770,781.06	2,068,614.94	27.15	496,317.55
TOTAL EXPENDITURES		2,862,588.00	2,862,588.00	843,511.27	2,019,076.73	29.47	427,903.50
NET OF REVENUES & EXPENDITURES		(23,192.00)	(23,192.00)	(72,730.21)	49,538.21	313.60	68,414.05
BEG. FUND BALANCE		22,200.89	22,200.89	22,200.89			22,200.89
NET OF REVENUES/EXPENDITURES - 2023-24				44,234.84	44,234.84		
END FUND BALANCE		(991.11)	(991.11)	(6,294.48)			90,614.94

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 230 - POLICE DRUG ENFORCEMENT							
Revenues							
Dept 000.000							
230-000.000-665.000	INTEREST INCOME	0.00	0.00	45.48	(45.48)	100.00	56.73
Total Dept 000.000		0.00	0.00	45.48	(45.48)	100.00	56.73
TOTAL REVENUES		0.00	0.00	45.48	(45.48)	100.00	56.73
Expenditures							
Dept 302.000 - ACT 302 POLICE TRAINING							
230-302.000-731.000	MATERIALS & SUPPLIES	1,500.00	1,500.00	0.00	1,500.00	0.00	336.27
Total Dept 302.000 - ACT 302 POLICE TRAINING		1,500.00	1,500.00	0.00	1,500.00	0.00	336.27
TOTAL EXPENDITURES		1,500.00	1,500.00	0.00	1,500.00	0.00	336.27
Fund 230 - POLICE DRUG ENFORCEMENT:							
TOTAL REVENUES		0.00	0.00	45.48	(45.48)	100.00	56.73
TOTAL EXPENDITURES		1,500.00	1,500.00	0.00	1,500.00	0.00	336.27
NET OF REVENUES & EXPENDITURES		(1,500.00)	(1,500.00)	45.48	(1,545.48)	3.03	(279.54)
BEG. FUND BALANCE		8,002.75	8,002.75	8,002.75			8,002.75
NET OF REVENUES/EXPENDITURES - 2023-24				(1,580.70)	(1,580.70)		
END FUND BALANCE		6,502.75	6,502.75	6,467.53			7,723.21

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 232 - ACT 302 POLICE TRAINING							
Revenues							
Dept 000.000							
232-000.000-546.000	STATE AID	5,000.00	5,000.00	0.00	5,000.00	0.00	0.00
232-000.000-665.000	INTEREST INCOME	400.00	400.00	141.86	258.14	35.47	93.99
232-000.000-699.101	CONTRIBUTION FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	1,215.00
Total Dept 000.000		5,400.00	5,400.00	141.86	5,258.14	2.63	1,308.99
TOTAL REVENUES		5,400.00	5,400.00	141.86	5,258.14	2.63	1,308.99
Expenditures							
Dept 303.000 - ACT 302 POLICE TRAINING							
232-303.000-802.001	302 TRAINING	4,000.00	4,000.00	0.00	4,000.00	0.00	(2,678.41)
232-303.000-965.000	CONFERENCES & TRAINING	1,400.00	1,400.00	0.00	1,400.00	0.00	1,130.00
Total Dept 303.000 - ACT 302 POLICE TRAINING		5,400.00	5,400.00	0.00	5,400.00	0.00	(1,548.41)
TOTAL EXPENDITURES		5,400.00	5,400.00	0.00	5,400.00	0.00	(1,548.41)
Fund 232 - ACT 302 POLICE TRAINING:							
TOTAL REVENUES		5,400.00	5,400.00	141.86	5,258.14	2.63	1,308.99
TOTAL EXPENDITURES		5,400.00	5,400.00	0.00	5,400.00	0.00	(1,548.41)
NET OF REVENUES & EXPENDITURES		0.00	0.00	141.86	(141.86)	100.00	2,857.40
BEG. FUND BALANCE		11,735.31	11,735.31	11,735.31			11,735.31
NET OF REVENUES/EXPENDITURES - 2023-24				8,397.61	8,397.61		
END FUND BALANCE		11,735.31	11,735.31	20,274.78			14,592.71

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND							
Revenues							
Dept 000.000							
243-000.000-402.002	TAX CAPTURE	105,000.00	105,000.00	0.00	105,000.00	0.00	70,844.57
243-000.000-665.000	INTEREST INCOME	0.00	0.00	1,033.77	(1,033.77)	100.00	1,080.26
Total Dept 000.000		105,000.00	105,000.00	1,033.77	103,966.23	0.98	71,924.83
TOTAL REVENUES		105,000.00	105,000.00	1,033.77	103,966.23	0.98	71,924.83
Expenditures							
Dept 000.000							
243-000.000-957.000	TAX EXPENDITURES	90,000.00	90,000.00	0.00	90,000.00	0.00	0.00
Total Dept 000.000		90,000.00	90,000.00	0.00	90,000.00	0.00	0.00
TOTAL EXPENDITURES		90,000.00	90,000.00	0.00	90,000.00	0.00	0.00
Fund 243 - BROWNFIELD REDEVELOPMENT AUTHORITY FUND:							
TOTAL REVENUES		105,000.00	105,000.00	1,033.77	103,966.23	0.98	71,924.83
TOTAL EXPENDITURES		90,000.00	90,000.00	0.00	90,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		15,000.00	15,000.00	1,033.77	13,966.23	6.89	71,924.83
BEG. FUND BALANCE		37,781.52	37,781.52	37,781.52			37,781.52
NET OF REVENUES/EXPENDITURES - 2023-24				25,022.81	25,022.81		
END FUND BALANCE		52,781.52	52,781.52	63,838.10			109,706.35

PERIOD ENDING 09/30/2024

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 244 - ECONOMIC DEVELOPMENT FUND							
Revenues							
Dept 000.000							
244-000.000-665.000	INTEREST INCOME	0.00	0.00	1,928.37	(1,928.37)	100.00	446.82
244-000.000-667.001	RENT EARNED-CITY PROPERTY	10,100.00	10,100.00	0.00	10,100.00	0.00	0.00
Total Dept 000.000		10,100.00	10,100.00	1,928.37	8,171.63	19.09	446.82
TOTAL REVENUES		10,100.00	10,100.00	1,928.37	8,171.63	19.09	446.82
Expenditures							
Dept 728.000 - ECONOMIC DEVELOPMENT							
244-728.000-706.000	CITY LABOR - DPW	0.00	0.00	297.77	(297.77)	100.00	0.00
244-728.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	22.78	(22.78)	100.00	0.00
244-728.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(4.79)	4.79	100.00	0.00
244-728.000-728.000	RETIREMENT PLANS	0.00	0.00	84.48	(84.48)	100.00	0.00
244-728.000-810.000	CONTRACTUAL SERVICES	33,000.00	33,000.00	(15,946.00)	48,946.00	(48.32)	899.00
244-728.000-941.000	MVP EQUIPMENT RENTAL	0.00	0.00	363.90	(363.90)	100.00	0.00
Total Dept 728.000 - ECONOMIC DEVELOPMENT		33,000.00	33,000.00	(15,181.86)	48,181.86	(46.01)	899.00
TOTAL EXPENDITURES		33,000.00	33,000.00	(15,181.86)	48,181.86	(46.01)	899.00
Fund 244 - ECONOMIC DEVELOPMENT FUND:							
TOTAL REVENUES		10,100.00	10,100.00	1,928.37	8,171.63	19.09	446.82
TOTAL EXPENDITURES		33,000.00	33,000.00	(15,181.86)	48,181.86	46.01	899.00
NET OF REVENUES & EXPENDITURES		(22,900.00)	(22,900.00)	17,110.23	(40,010.23)	74.72	(452.18)
BEG. FUND BALANCE		62,266.35	62,266.35	62,266.35			62,266.35
NET OF REVENUES/EXPENDITURES - 2023-24				174,064.26	174,064.26		
END FUND BALANCE		39,366.35	39,366.35	253,440.84			61,814.17

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000.000							
248-000.000-402.000	CURRENT PROPERTY TAXES	14,175.00	14,175.00	14,231.59	(56.59)	100.40	44,962.49
248-000.000-451.000	SPECIAL ASSESSMENT REVENUE	10,000.00	10,000.00	0.00	10,000.00	0.00	1,171.50
248-000.000-652.000	PARKING PERMITS	1,000.00	1,000.00	20.00	980.00	2.00	0.00
248-000.000-665.000	INTEREST INCOME	0.00	0.00	628.01	(628.01)	100.00	330.19
Total Dept 000.000		25,175.00	25,175.00	14,879.60	10,295.40	59.10	46,464.18
TOTAL REVENUES		25,175.00	25,175.00	14,879.60	10,295.40	59.10	46,464.18
Expenditures							
Dept 728.000 - ECONOMIC DEVELOPMENT							
248-728.000-704.100	STAFF - OVERTIME	150.00	150.00	0.00	150.00	0.00	0.00
248-728.000-706.000	CITY LABOR - DPW	7,109.00	7,109.00	509.64	6,599.36	7.17	190.56
248-728.000-711.000	LONGEVITY	163.00	163.00	0.00	163.00	0.00	0.00
248-728.000-721.000	FICA/MEDICARE - CITY SHARE	544.00	544.00	38.86	505.14	7.14	14.43
248-728.000-722.000	ICMA - CITY SHARE	75.00	75.00	0.00	75.00	0.00	0.00
248-728.000-725.604	DENTAL & HEALTH BENEFITS	2,306.00	2,306.00	(5.95)	2,311.95	(0.26)	0.00
248-728.000-728.000	RETIREMENT PLANS	2,028.00	2,028.00	144.59	1,883.41	7.13	56.50
248-728.000-731.000	MATERIALS & SUPPLIES	0.00	0.00	71.02	(71.02)	100.00	717.00
248-728.000-810.000	CONTRACTUAL SERVICES	20,000.00	20,000.00	1,050.51	18,949.49	5.25	4,599.21
248-728.000-941.000	MVP EQUIPMENT RENTAL	0.00	0.00	235.79	(235.79)	100.00	11.45
Total Dept 728.000 - ECONOMIC DEVELOPMENT		32,375.00	32,375.00	2,044.46	30,330.54	6.31	5,589.15
TOTAL EXPENDITURES		32,375.00	32,375.00	2,044.46	30,330.54	6.31	5,589.15
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		25,175.00	25,175.00	14,879.60	10,295.40	59.10	46,464.18
TOTAL EXPENDITURES		32,375.00	32,375.00	2,044.46	30,330.54	6.31	5,589.15
NET OF REVENUES & EXPENDITURES		(7,200.00)	(7,200.00)	12,835.14	(20,035.14)	178.27	40,875.03
BEG. FUND BALANCE		239,100.52	239,100.52	239,100.52			239,100.52
NET OF REVENUES/EXPENDITURES - 2023-24				59,761.37	59,761.37		
END FUND BALANCE		231,900.52	231,900.52	311,697.03			279,975.55

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 250 - LDFA							
Revenues							
Dept 000.000							
250-000.000-665.000	INTEREST INCOME	5,000.00	5,000.00	8,464.13	(3,464.13)	169.28	8,279.93
250-000.000-696.003	LOAN REPAYMENT	229.00	229.00	171.00	58.00	74.67	171.00
Total Dept 000.000		5,229.00	5,229.00	8,635.13	(3,406.13)	165.14	8,450.93
TOTAL REVENUES		5,229.00	5,229.00	8,635.13	(3,406.13)	165.14	8,450.93
Expenditures							
Dept 728.000 - ECONOMIC DEVELOPMENT							
250-728.000-801.000	PROFESSIONAL SERVICES	50,000.00	50,000.00	0.00	50,000.00	0.00	1,750.00
250-728.000-971.000	CAP. OUTLAY-IMPROVEMENTS	450,000.00	450,000.00	0.00	450,000.00	0.00	0.00
Total Dept 728.000 - ECONOMIC DEVELOPMENT		500,000.00	500,000.00	0.00	500,000.00	0.00	1,750.00
TOTAL EXPENDITURES		500,000.00	500,000.00	0.00	500,000.00	0.00	1,750.00
Fund 250 - LDFA:							
TOTAL REVENUES		5,229.00	5,229.00	8,635.13	(3,406.13)	165.14	8,450.93
TOTAL EXPENDITURES		500,000.00	500,000.00	0.00	500,000.00	0.00	1,750.00
NET OF REVENUES & EXPENDITURES		(494,771.00)	(494,771.00)	8,635.13	(503,406.13)	1.75	6,700.93
BEG. FUND BALANCE		1,176,951.13	1,176,951.13	1,176,951.13			1,176,951.13
NET OF REVENUES/EXPENDITURES - 2023-24				32,689.23	32,689.23		
END FUND BALANCE		682,180.13	682,180.13	1,218,275.49			1,183,652.06

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 285 - CAMP FRANCES							
Revenues							
Dept 000.000							
285-000.000-665.000	INTEREST INCOME	300.00	300.00	123.75	176.25	41.25	105.81
285-000.000-667.001	RENT EARNED-CITY PROPERTY	3,200.00	3,200.00	1,350.00	1,850.00	42.19	1,560.00
Total Dept 000.000		3,500.00	3,500.00	1,473.75	2,026.25	42.11	1,665.81
TOTAL REVENUES		3,500.00	3,500.00	1,473.75	2,026.25	42.11	1,665.81
Expenditures							
Dept 751.000 - PARKS & RECREATION							
285-751.000-731.000	MATERIALS & SUPPLIES	500.00	500.00	0.00	500.00	0.00	0.00
285-751.000-810.000	CONTRACTUAL SERVICES	2,000.00	2,000.00	0.00	2,000.00	0.00	100.00
285-751.000-920.000	UTILITIES	1,000.00	1,000.00	63.41	936.59	6.34	326.63
285-751.000-955.001	INSURANCE & BONDS	0.00	0.00	44.00	(44.00)	100.00	0.00
Total Dept 751.000 - PARKS & RECREATION		3,500.00	3,500.00	107.41	3,392.59	3.07	426.63
TOTAL EXPENDITURES		3,500.00	3,500.00	107.41	3,392.59	3.07	426.63
Fund 285 - CAMP FRANCES:							
TOTAL REVENUES		3,500.00	3,500.00	1,473.75	2,026.25	42.11	1,665.81
TOTAL EXPENDITURES		3,500.00	3,500.00	107.41	3,392.59	3.07	426.63
NET OF REVENUES & EXPENDITURES		0.00	0.00	1,366.34	(1,366.34)	100.00	1,239.18
BEG. FUND BALANCE		13,812.67	13,812.67	13,812.67			13,812.67
NET OF REVENUES/EXPENDITURES - 2023-24				3,173.18	3,173.18		
END FUND BALANCE		13,812.67	13,812.67	18,352.19			15,051.85

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 286 - FEDERAL & STATE GRANTS FUND							
Revenues							
Dept 000.000							
286-000.000-522.000	CDBG	236,000.00	236,000.00	0.00	236,000.00	0.00	0.00
286-000.000-665.000	INTEREST INCOME	0.00	0.00	157.61	(157.61)	100.00	156.87
Total Dept 000.000		236,000.00	236,000.00	157.61	235,842.39	0.07	156.87
TOTAL REVENUES		236,000.00	236,000.00	157.61	235,842.39	0.07	156.87
Expenditures							
Dept 729.000 - MSHDA GRANT							
286-729.000-801.000	PROFESSIONAL SERVICES	36,000.00	36,000.00	0.00	36,000.00	0.00	0.00
286-729.000-963.000	MISCELLANEOUS	200,000.00	200,000.00	0.00	200,000.00	0.00	0.00
Total Dept 729.000 - MSHDA GRANT		236,000.00	236,000.00	0.00	236,000.00	0.00	0.00
TOTAL EXPENDITURES		236,000.00	236,000.00	0.00	236,000.00	0.00	0.00
Fund 286 - FEDERAL & STATE GRANTS FUND:							
TOTAL REVENUES		236,000.00	236,000.00	157.61	235,842.39	0.07	156.87
TOTAL EXPENDITURES		236,000.00	236,000.00	0.00	236,000.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	157.61	(157.61)	100.00	156.87
BEG. FUND BALANCE		21,702.63	21,702.63	21,702.63			21,702.63
NET OF REVENUES/EXPENDITURES - 2023-24				680.54	680.54		
END FUND BALANCE		21,702.63	21,702.63	22,540.78			21,859.50

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 295 - AIRPORT FUND							
Revenues							
Dept 000.000							
295-000.000-528.000	FEDERAL GRANTS - OTHER	14,400.00	14,400.00	0.00	14,400.00	0.00	0.00
295-000.000-529.000	FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	42,122.86
295-000.000-645.000	FUEL SALES	65,000.00	65,000.00	22,511.61	42,488.39	34.63	30,737.47
295-000.000-667.000	AIRPORT HANGER RENT	44,000.00	44,000.00	10,235.00	33,765.00	23.26	9,800.00
295-000.000-667.001	RENT EARNED-CITY PROPERTY	8,000.00	8,000.00	0.00	8,000.00	0.00	0.00
295-000.000-699.101	CONTRIBUTION FROM GENERAL FUND	69,440.00	69,440.00	0.00	69,440.00	0.00	0.00
Total Dept 000.000		200,840.00	200,840.00	32,746.61	168,093.39	16.30	82,660.33
TOTAL REVENUES		200,840.00	200,840.00	32,746.61	168,093.39	16.30	82,660.33
Expenditures							
Dept 595.000 - AIRPORT							
295-595.000-704.100	STAFF - OVERTIME	505.00	505.00	0.00	505.00	0.00	0.00
295-595.000-706.000	CITY LABOR - DPW	0.00	0.00	497.92	(497.92)	100.00	0.00
295-595.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	38.08	(38.08)	100.00	0.00
295-595.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(8.04)	8.04	100.00	0.00
295-595.000-728.000	RETIREMENT PLANS	0.00	0.00	141.27	(141.27)	100.00	0.00
295-595.000-731.000	MATERIALS & SUPPLIES	2,000.00	2,000.00	532.51	1,467.49	26.63	0.00
295-595.000-734.000	GASOLINE & OIL	60,000.00	60,000.00	240.45	59,759.55	0.40	44,231.74
295-595.000-741.000	MAINTENANCE - EQ/BLDG/GRNDS	2,000.00	2,000.00	26.96	1,973.04	1.35	895.42
295-595.000-743.000	TAXES	13,000.00	13,000.00	5,715.89	7,284.11	43.97	6,838.05
295-595.000-801.000	PROFESSIONAL SERVICES	5,000.00	5,000.00	47,524.66	(42,524.66)	950.49	23,453.53
295-595.000-810.000	CONTRACTUAL SERVICES	36,000.00	36,000.00	10,590.55	25,409.45	29.42	8,006.45
295-595.000-850.000	TELEPHONE & INTERNET	5,835.00	5,835.00	1,458.60	4,376.40	25.00	1,463.28
295-595.000-920.000	UTILITIES	13,000.00	13,000.00	720.36	12,279.64	5.54	1,851.49
295-595.000-941.000	MVP EQUIPMENT RENTAL	4,000.00	4,000.00	301.27	3,698.73	7.53	0.00
295-595.000-955.001	INSURANCE & BONDS	11,000.00	11,000.00	2,364.00	8,636.00	21.49	0.00
295-595.000-963.000	MISCELLANEOUS	2,500.00	2,500.00	1,361.80	1,138.20	54.47	1,058.80
295-595.000-971.000	CAP. OUTLAY-IMPROVEMENTS	46,000.00	46,000.00	0.00	46,000.00	0.00	860,205.00
Total Dept 595.000 - AIRPORT		200,840.00	200,840.00	71,506.28	129,333.72	35.60	948,003.76
TOTAL EXPENDITURES		200,840.00	200,840.00	71,506.28	129,333.72	35.60	948,003.76
Fund 295 - AIRPORT FUND:							
TOTAL REVENUES		200,840.00	200,840.00	32,746.61	168,093.39	16.30	82,660.33
TOTAL EXPENDITURES		200,840.00	200,840.00	71,506.28	129,333.72	35.60	948,003.76
NET OF REVENUES & EXPENDITURES		0.00	0.00	(38,759.67)	38,759.67	100.00	(865,343.43)
BEG. FUND BALANCE		(284,395.50)	(284,395.50)	(284,395.50)			(284,395.50)
NET OF REVENUES/EXPENDITURES - 2023-24				(27,437.76)	(27,437.76)		
END FUND BALANCE		(284,395.50)	(284,395.50)	(350,592.93)			(1,149,738.93)

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 304 - 2008 FACILITY BLDG G.O. BOND							
Revenues							
Dept 000.000							
304-000.000-402.000	CURRENT PROPERTY TAXES	183,700.00	183,700.00	205,807.83	(22,107.83)	112.03	222,592.56
304-000.000-573.000	LOCAL COMM STBLZTN SHARE TAX	15,000.00	15,000.00	0.00	15,000.00	0.00	0.00
304-000.000-665.000	INTEREST INCOME	5,000.00	5,000.00	1,177.99	3,822.01	23.56	1,460.58
Total Dept 000.000		203,700.00	203,700.00	206,985.82	(3,285.82)	101.61	224,053.14
TOTAL REVENUES		203,700.00	203,700.00	206,985.82	(3,285.82)	101.61	224,053.14
Expenditures							
Dept 906.000 - DEBT SERVICE							
304-906.000-991.000	PRINCIPAL	165,000.00	165,000.00	0.00	165,000.00	0.00	0.00
304-906.000-994.000	INTEREST EXPENSE	38,700.00	38,700.00	19,350.00	19,350.00	50.00	21,750.00
Total Dept 906.000 - DEBT SERVICE		203,700.00	203,700.00	19,350.00	184,350.00	9.50	21,750.00
TOTAL EXPENDITURES		203,700.00	203,700.00	19,350.00	184,350.00	9.50	21,750.00
Fund 304 - 2008 FACILITY BLDG G.O. BOND:							
TOTAL REVENUES		203,700.00	203,700.00	206,985.82	(3,285.82)	101.61	224,053.14
TOTAL EXPENDITURES		203,700.00	203,700.00	19,350.00	184,350.00	9.50	21,750.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	187,635.82	(187,635.82)	100.00	202,303.14
BEG. FUND BALANCE		105,555.96	105,555.96	105,555.96			105,555.96
NET OF REVENUES/EXPENDITURES - 2023-24				53,738.92	53,738.92		
END FUND BALANCE		105,555.96	105,555.96	346,930.70			307,859.10

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 403 - REVOLVING FUND SPECIAL ACCOUNT							
Revenues							
Dept 000.000							
403-000.000-665.000	INTEREST INCOME	12,000.00	12,000.00	4,628.80	7,371.20	38.57	4,136.90
Total Dept 000.000		12,000.00	12,000.00	4,628.80	7,371.20	38.57	4,136.90
TOTAL REVENUES		12,000.00	12,000.00	4,628.80	7,371.20	38.57	4,136.90
Fund 403 - REVOLVING FUND SPECIAL ACCOUNT:							
TOTAL REVENUES		12,000.00	12,000.00	4,628.80	7,371.20	38.57	4,136.90
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		12,000.00	12,000.00	4,628.80	7,371.20	38.57	4,136.90
BEG. FUND BALANCE		822,858.19	822,858.19	822,858.19			822,858.19
NET OF REVENUES/EXPENDITURES - 2023-24				18,517.02	18,517.02		
END FUND BALANCE		834,858.19	834,858.19	846,004.01			826,995.09

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 510 - WATER & SEWER FUND							
Revenues							
Dept 000.000							
510-000.000-540.000	STATE GRANTS	0.00	0.00	0.00	0.00	0.00	20,723.66
510-000.000-626.003	SEWER-CLEANOUT & AUGERING	9,000.00	9,000.00	1,530.00	7,470.00	17.00	2,380.00
510-000.000-642.000	WATER-UTILITY BILLING	1,658,000.00	1,658,000.00	367,878.44	1,290,121.56	22.19	424,630.61
510-000.000-642.001	WATER BILLING - SPRINKLING	66,000.00	66,000.00	17,915.06	48,084.94	27.14	43,443.10
510-000.000-642.002	WATER SYSTEM EQUITY CHARGE	7,600.00	7,600.00	2,850.00	4,750.00	37.50	950.00
510-000.000-642.003	WATER - SALES TO CITY	86,124.00	86,124.00	0.00	86,124.00	0.00	86,124.00
510-000.000-642.004	WATER - METERS SOLD	6,500.00	6,500.00	1,806.00	4,694.00	27.78	1,734.00
510-000.000-643.000	SEWER-UTILITY BILLING	2,800,000.00	2,800,000.00	536,437.66	2,263,562.34	19.16	745,987.58
510-000.000-643.001	SEWER SYSTEM EQUITY CHARGE	10,500.00	10,500.00	5,250.00	5,250.00	50.00	1,750.00
510-000.000-656.002	WATER-PENALTIES AND FINES	25,000.00	25,000.00	6,566.67	18,433.33	26.27	5,894.55
510-000.000-656.003	SEWER-PENALTIES & FINES	45,000.00	45,000.00	10,707.44	34,292.56	23.79	10,151.64
510-000.000-665.000	INTEREST INCOME	37,000.00	37,000.00	23,787.87	13,212.13	64.29	20,496.47
510-000.000-679.001	WATER - MISCELLANEOUS CHARGES	11,000.00	11,000.00	3,200.00	7,800.00	29.09	3,987.34
510-000.000-679.002	WATER-SUNDRY	100.00	100.00	40.00	60.00	40.00	100.00
510-000.000-680.000	SUNDRY REVENUE	14,000.00	14,000.00	420.00	13,580.00	3.00	1,047.60
Total Dept 000.000		4,775,824.00	4,775,824.00	978,389.14	3,797,434.86	20.49	1,369,400.55
TOTAL REVENUES		4,775,824.00	4,775,824.00	978,389.14	3,797,434.86	20.49	1,369,400.55
Expenditures							
Dept 537.000 - SEWER ADMINISTRATION							
510-537.000-703.000	ADMINSTRATIVE SALARIES	100,893.00	100,893.00	25,866.74	75,026.26	25.64	25,958.75
510-537.000-704.000	STAFF WAGES	87,702.00	87,702.00	7,300.72	80,401.28	8.32	5,583.40
510-537.000-704.100	STAFF - OVERTIME	1,030.00	1,030.00	133.95	896.05	13.00	57.27
510-537.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	636.96	(636.96)	100.00	633.55
510-537.000-706.000	CITY LABOR - DPW	0.00	0.00	4,986.34	(4,986.34)	100.00	0.00
510-537.000-710.000	COMPENSATED ABSENCES	0.00	0.00	21,145.90	(21,145.90)	100.00	15,195.21
510-537.000-711.000	LONGEVITY	3,683.00	3,683.00	122.06	3,560.94	3.31	0.00
510-537.000-712.000	SPECIAL COMPENSATION	0.00	0.00	461.09	(461.09)	100.00	443.08
510-537.000-715.000	HEALTH REIMBURSEMENT	0.00	0.00	661.35	(661.35)	100.00	460.54
510-537.000-718.000	AUTO ALLOWANCE	620.00	620.00	56.58	563.42	9.13	129.78
510-537.000-719.000	CLOTHING ALLOWANCE	0.00	0.00	474.22	(474.22)	100.00	673.62
510-537.000-721.000	FICA/MEDICARE - CITY SHARE	14,428.00	14,428.00	4,703.66	9,724.34	32.60	3,824.26
510-537.000-722.000	ICMA - CITY SHARE	0.00	0.00	261.79	(261.79)	100.00	266.07
510-537.000-723.000	VISION CARE	0.00	0.00	572.57	(572.57)	100.00	766.23
510-537.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	5,775.00	5,775.00	4,641.02	1,133.98	80.36	511.25
510-537.000-725.604	DENTAL & HEALTH BENEFITS	42,388.00	42,388.00	8,832.10	33,555.90	20.84	39,286.77
510-537.000-728.000	RETIREMENT PLANS	66,101.00	66,101.00	19,789.88	46,311.12	29.94	16,125.82
510-537.000-728.001	RETIREMENT HEALTH SAVINGS	1,790.00	1,790.00	2,436.48	(646.48)	136.12	0.00
510-537.000-731.000	MATERIALS & SUPPLIES	300.00	300.00	0.00	300.00	0.00	152.97
510-537.000-732.000	POSTAGE	0.00	0.00	1,219.25	(1,219.25)	100.00	1,041.39
510-537.000-801.000	PROFESSIONAL SERVICES	500.00	500.00	0.00	500.00	0.00	0.00
510-537.000-850.000	TELEPHONE & INTERNET	35,260.00	35,260.00	8,814.90	26,445.10	25.00	8,842.32
510-537.000-900.000	PRINTING & PUBLISHING	2,700.00	2,700.00	593.87	2,106.13	22.00	602.88
510-537.000-942.000	HYDRANT RENTAL	23,850.00	23,850.00	0.00	23,850.00	0.00	21,868.00
510-537.000-955.001	INSURANCE & BONDS	10,500.00	10,500.00	12,300.00	(1,800.00)	117.14	0.00
510-537.000-960.000	DUES & SUBSCRIPTIONS	2,000.00	2,000.00	190.00	1,810.00	9.50	296.40
510-537.000-963.000	MISCELLANEOUS	100.00	100.00	0.00	100.00	0.00	0.00
510-537.000-965.000	CONFERENCES & TRAINING	4,000.00	4,000.00	165.00	3,835.00	4.13	0.00

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 510 - WATER & SEWER FUND							
Expenditures							
Total Dept 537.000 - SEWER ADMINISTRATION		403,620.00	403,620.00	126,366.43	277,253.57	31.31	142,719.56
Dept 540.000 - SEWER MAINTENANCE							
510-540.000-704.100	STAFF - OVERTIME	2,100.00	2,100.00	410.02	1,689.98	19.52	274.12
510-540.000-706.000	CITY LABOR - DPW	63,982.00	63,982.00	6,403.63	57,578.37	10.01	8,418.55
510-540.000-711.000	LONGEVITY	1,466.00	1,466.00	0.00	1,466.00	0.00	0.00
510-540.000-721.000	FICA/MEDICARE - CITY SHARE	4,895.00	4,895.00	520.05	4,374.95	10.62	652.28
510-540.000-722.000	ICMA - CITY SHARE	675.00	675.00	0.00	675.00	0.00	0.00
510-540.000-725.604	DENTAL & HEALTH BENEFITS	20,753.00	20,753.00	4,397.11	16,355.89	21.19	0.00
510-540.000-728.000	RETIREMENT PLANS	18,255.00	18,255.00	1,933.02	16,321.98	10.59	2,577.36
510-540.000-731.000	MATERIALS & SUPPLIES	7,500.00	7,500.00	1,470.27	6,029.73	19.60	1,458.55
510-540.000-810.000	CONTRACTUAL SERVICES	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00
510-540.000-941.000	MVP EQUIPMENT RENTAL	83,000.00	83,000.00	8,665.00	74,335.00	10.44	19,948.99
Total Dept 540.000 - SEWER MAINTENANCE		205,626.00	205,626.00	23,799.10	181,826.90	11.57	33,329.85
Dept 545.000 - LIFT STATIONS							
510-545.000-704.100	STAFF - OVERTIME	4,640.00	4,640.00	945.41	3,694.59	20.38	524.67
510-545.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	54.14	(54.14)	100.00	0.00
510-545.000-706.000	CITY LABOR - DPW	14,218.00	14,218.00	2,906.17	11,311.83	20.44	2,208.52
510-545.000-711.000	LONGEVITY	326.00	326.00	0.00	326.00	0.00	0.00
510-545.000-721.000	FICA/MEDICARE - CITY SHARE	1,088.00	1,088.00	299.56	788.44	27.53	207.38
510-545.000-722.000	ICMA - CITY SHARE	150.00	150.00	55.12	94.88	36.75	0.00
510-545.000-725.604	DENTAL & HEALTH BENEFITS	4,612.00	4,612.00	951.74	3,660.26	20.64	0.00
510-545.000-728.000	RETIREMENT PLANS	4,057.00	4,057.00	1,043.60	3,013.40	25.72	799.23
510-545.000-731.000	MATERIALS & SUPPLIES	9,000.00	9,000.00	2,340.98	6,659.02	26.01	166.80
510-545.000-810.000	CONTRACTUAL SERVICES	27,000.00	27,000.00	13,299.27	13,700.73	49.26	5,106.44
510-545.000-920.000	UTILITIES	72,000.00	72,000.00	4,063.01	67,936.99	5.64	11,257.36
510-545.000-941.000	MVP EQUIPMENT RENTAL	11,000.00	11,000.00	1,484.51	9,515.49	13.50	2,887.40
Total Dept 545.000 - LIFT STATIONS		148,091.00	148,091.00	27,443.51	120,647.49	18.53	23,157.80
Dept 550.000 - W.W.T.P. OPERATIONS							
510-550.000-704.100	STAFF - OVERTIME	11,615.00	11,615.00	2,567.69	9,047.31	22.11	2,828.81
510-550.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	378.98	(378.98)	100.00	443.09
510-550.000-706.000	CITY LABOR - DPW	184,837.00	184,837.00	37,760.05	147,076.95	20.43	26,634.70
510-550.000-707.000	PART-TIME STAFF WAGES	7,500.00	7,500.00	0.00	7,500.00	0.00	0.00
510-550.000-711.000	LONGEVITY	4,235.00	4,235.00	0.00	4,235.00	0.00	0.00
510-550.000-721.000	FICA/MEDICARE - CITY SHARE	14,140.00	14,140.00	3,129.93	11,010.07	22.14	2,264.49
510-550.000-722.000	ICMA - CITY SHARE	1,950.00	1,950.00	652.72	1,297.28	33.47	0.00
510-550.000-725.604	DENTAL & HEALTH BENEFITS	59,952.00	59,952.00	12,450.95	47,501.05	20.77	0.00
510-550.000-728.000	RETIREMENT PLANS	52,736.00	52,736.00	10,794.09	41,941.91	20.47	8,303.18
510-550.000-731.000	MATERIALS & SUPPLIES	37,000.00	37,000.00	5,508.59	31,491.41	14.89	6,253.22
510-550.000-738.000	OPERATING SUPPLIES	66,000.00	66,000.00	15,573.64	50,426.36	23.60	43,789.96
510-550.000-739.000	LABORATORY SUPPLIES	30,000.00	30,000.00	5,705.20	24,294.80	19.02	3,492.81
510-550.000-801.000	PROFESSIONAL SERVICES	33,000.00	33,000.00	4,280.00	28,720.00	12.97	8,702.64
510-550.000-810.000	CONTRACTUAL SERVICES	132,600.00	132,600.00	25,679.48	106,920.52	19.37	20,659.21
510-550.000-920.000	UTILITIES	160,000.00	160,000.00	17,389.62	142,610.38	10.87	26,414.73
510-550.000-941.000	MVP EQUIPMENT RENTAL	9,000.00	9,000.00	1,428.79	7,571.21	15.88	1,827.85
510-550.000-965.000	CONFERENCES & TRAINING	2,500.00	2,500.00	876.40	1,623.60	35.06	1,230.00

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 510 - WATER & SEWER FUND							
Expenditures							
Total Dept 550.000 - W.W.T.P. OPERATIONS		807,065.00	807,065.00	144,176.13	662,888.87	17.86	152,844.69
Dept 555.000 - WATER ADMINISTRATION							
510-555.000-703.000	ADMINSTRATIVE SALARIES	100,893.00	100,893.00	18,668.84	82,224.16	18.50	19,439.70
510-555.000-704.000	STAFF WAGES	53,657.00	53,657.00	7,736.01	45,920.99	14.42	6,432.72
510-555.000-704.100	STAFF - OVERTIME	1,010.00	1,010.00	173.34	836.66	17.16	74.14
510-555.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	441.08	(441.08)	100.00	430.03
510-555.000-706.000	CITY LABOR - DPW	0.00	0.00	4,431.54	(4,431.54)	100.00	0.00
510-555.000-710.000	COMPENSATED ABSENCES	0.00	0.00	19,375.13	(19,375.13)	100.00	16,325.80
510-555.000-711.000	LONGEVITY	3,045.00	3,045.00	122.07	2,922.93	4.01	0.00
510-555.000-712.000	SPECIAL COMPENSATION	0.00	0.00	421.54	(421.54)	100.00	534.12
510-555.000-715.000	HEALTH REIMBURSEMENT	0.00	0.00	629.47	(629.47)	100.00	474.97
510-555.000-718.000	AUTO ALLOWANCE	620.00	620.00	56.55	563.45	9.12	129.79
510-555.000-719.000	CLOTHING ALLOWANCE	0.00	0.00	400.06	(400.06)	100.00	779.88
510-555.000-721.000	FICA/MEDICARE - CITY SHARE	11,823.00	11,823.00	3,999.95	7,823.05	33.83	3,504.55
510-555.000-722.000	ICMA - CITY SHARE	0.00	0.00	278.27	(278.27)	100.00	299.06
510-555.000-723.000	VISION CARE	0.00	0.00	585.87	(585.87)	100.00	772.53
510-555.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	5,775.00	5,775.00	6,764.33	(989.33)	117.13	621.07
510-555.000-725.604	DENTAL & HEALTH BENEFITS	32,862.00	32,862.00	6,873.51	25,988.49	20.92	19,357.25
510-555.000-728.000	RETIREMENT PLANS	60,872.00	60,872.00	18,394.82	42,477.18	30.22	15,845.20
510-555.000-728.001	RETIREMENT HEALTH SAVINGS	1,790.00	1,790.00	2,436.49	(646.49)	136.12	0.00
510-555.000-731.000	MATERIALS & SUPPLIES	250.00	250.00	0.00	250.00	0.00	49.26
510-555.000-732.000	POSTAGE	0.00	0.00	1,211.68	(1,211.68)	100.00	1,040.95
510-555.000-801.000	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	159,148.68
510-555.000-810.000	CONTRACTUAL SERVICES	19,000.00	19,000.00	1,217.70	17,782.30	6.41	2,435.40
510-555.000-900.000	PRINTING & PUBLISHING	3,800.00	3,800.00	593.84	3,206.16	15.63	873.67
510-555.000-942.000	HYDRANT RENTAL	23,850.00	23,850.00	0.00	23,850.00	0.00	21,868.00
510-555.000-955.001	INSURANCE & BONDS	4,600.00	4,600.00	5,239.00	(639.00)	113.89	0.00
510-555.000-960.000	DUES & SUBSCRIPTIONS	1,700.00	1,700.00	825.00	875.00	48.53	1,719.00
510-555.000-965.000	CONFERENCES & TRAINING	1,900.00	1,900.00	0.00	1,900.00	0.00	180.00
Total Dept 555.000 - WATER ADMINISTRATION		327,447.00	327,447.00	100,876.09	226,570.91	30.81	272,335.77
Dept 560.000 - WATER MAINTENANCE							
510-560.000-704.100	STAFF - OVERTIME	5,860.00	5,860.00	775.61	5,084.39	13.24	631.45
510-560.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	243.60	(243.60)	100.00	0.00
510-560.000-706.000	CITY LABOR - DPW	113,746.00	113,746.00	19,480.00	94,266.00	17.13	23,208.48
510-560.000-710.000	COMPENSATED ABSENCES	0.00	0.00	1,400.70	(1,400.70)	100.00	0.00
510-560.000-711.000	LONGEVITY	2,606.00	2,606.00	0.00	2,606.00	0.00	0.00
510-560.000-721.000	FICA/MEDICARE - CITY SHARE	8,702.00	8,702.00	1,675.14	7,026.86	19.25	1,804.04
510-560.000-722.000	ICMA - CITY SHARE	1,200.00	1,200.00	45.71	1,154.29	3.81	0.00
510-560.000-725.604	DENTAL & HEALTH BENEFITS	36,893.00	36,893.00	7,780.08	29,112.92	21.09	0.00
510-560.000-728.000	RETIREMENT PLANS	32,453.00	32,453.00	5,873.92	26,579.08	18.10	7,068.51
510-560.000-731.000	MATERIALS & SUPPLIES	75,000.00	75,000.00	10,528.07	64,471.93	14.04	31,385.13
510-560.000-810.000	CONTRACTUAL SERVICES	40,000.00	40,000.00	0.00	40,000.00	0.00	12,400.00
510-560.000-941.000	MVP EQUIPMENT RENTAL	130,000.00	130,000.00	46,227.23	83,772.77	35.56	62,769.75
Total Dept 560.000 - WATER MAINTENANCE		446,460.00	446,460.00	94,030.06	352,429.94	21.06	139,267.36
Dept 561.000 - WATER METER READING							
510-561.000-704.100	STAFF - OVERTIME	505.00	505.00	0.00	505.00	0.00	0.00

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 510 - WATER & SEWER FUND							
Expenditures							
510-561.000-706.000	CITY LABOR - DPW	14,218.00	14,218.00	5,412.41	8,805.59	38.07	3,445.02
510-561.000-711.000	LONGEVITY	326.00	326.00	0.00	326.00	0.00	0.00
510-561.000-721.000	FICA/MEDICARE - CITY SHARE	1,088.00	1,088.00	420.21	667.79	38.62	267.51
510-561.000-722.000	ICMA - CITY SHARE	150.00	150.00	120.07	29.93	80.05	89.71
510-561.000-725.604	CITY LABOR - DPW	4,612.00	4,612.00	965.91	3,646.09	20.94	0.00
510-561.000-728.000	RETIREMENT PLANS	4,057.00	4,057.00	1,388.93	2,668.07	34.24	881.04
510-561.000-941.000	MVP EQUIPMENT RENTAL	17,200.00	17,200.00	2,578.52	14,621.48	14.99	1,885.48
Total Dept 561.000 - WATER METER READING		42,156.00	42,156.00	10,886.05	31,269.95	25.82	6,568.76
Dept 562.000 - WATER PRODUCTION AND OPERATION							
510-562.000-704.100	STAFF - OVERTIME	9,090.00	9,090.00	2,021.61	7,068.39	22.24	2,560.54
510-562.000-706.000	CITY LABOR - DPW	85,309.00	85,309.00	16,858.33	68,450.67	19.76	11,124.18
510-562.000-711.000	LONGEVITY	1,955.00	1,955.00	0.00	1,955.00	0.00	0.00
510-562.000-721.000	FICA/MEDICARE - CITY SHARE	6,526.00	6,526.00	1,447.44	5,078.56	22.18	1,040.08
510-562.000-722.000	ICMA - CITY SHARE	900.00	900.00	192.09	707.91	21.34	299.60
510-562.000-725.604	DENTAL & HEALTH BENEFITS	27,670.00	27,670.00	5,792.82	21,877.18	20.94	0.00
510-562.000-728.000	RETIREMENT PLANS	24,340.00	24,340.00	5,124.44	19,215.56	21.05	3,581.01
510-562.000-731.000	MATERIALS & SUPPLIES	3,500.00	3,500.00	119.99	3,380.01	3.43	2,465.84
510-562.000-738.000	OPERATING SUPPLIES	70,000.00	70,000.00	14,094.00	55,906.00	20.13	24,959.77
510-562.000-739.000	LABORATORY SUPPLIES	3,000.00	3,000.00	0.00	3,000.00	0.00	0.00
510-562.000-801.000	PROFESSIONAL SERVICES	3,000.00	3,000.00	15,224.00	(12,224.00)	507.47	0.00
510-562.000-810.000	CONTRACTUAL SERVICES	63,500.00	63,500.00	77,098.70	(13,598.70)	121.42	12,915.72
510-562.000-850.000	TELEPHONE & INTERNET	2,655.00	2,655.00	663.60	1,991.40	24.99	665.82
510-562.000-920.000	UTILITIES	86,000.00	86,000.00	5,591.96	80,408.04	6.50	16,605.07
510-562.000-941.000	MVP EQUIPMENT RENTAL	22,000.00	22,000.00	5,889.34	16,110.66	26.77	4,538.49
510-562.000-965.000	CONFERENCES & TRAINING	1,800.00	1,800.00	95.00	1,705.00	5.28	70.00
Total Dept 562.000 - WATER PRODUCTION AND OPERATION		411,245.00	411,245.00	150,213.32	261,031.68	36.53	80,826.12
Dept 565.000 - SEWER SERVICE NEW							
510-565.000-731.000	MATERIALS & SUPPLIES	22,500.00	22,500.00	0.00	22,500.00	0.00	0.00
Total Dept 565.000 - SEWER SERVICE NEW		22,500.00	22,500.00	0.00	22,500.00	0.00	0.00
Dept 566.000 - SEWER REPLACEMENT MAINS							
510-566.000-706.000	CITY LABOR - DPW	0.00	0.00	0.00	0.00	0.00	53.75
510-566.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	0.00	0.00	0.00	4.07
510-566.000-728.000	RETIREMENT PLANS	0.00	0.00	0.00	0.00	0.00	15.94
510-566.000-731.000	MATERIALS & SUPPLIES	5,000.00	5,000.00	6,554.13	(1,554.13)	131.08	0.00
510-566.000-941.000	MVP EQUIPMENT RENTAL	100.00	100.00	0.00	100.00	0.00	47.60
Total Dept 566.000 - SEWER REPLACEMENT MAINS		5,100.00	5,100.00	6,554.13	(1,454.13)	128.51	121.36
Dept 570.000 - WATER SERVICES NEW							
510-570.000-731.000	MATERIALS & SUPPLIES	69,000.00	69,000.00	2,880.00	66,120.00	4.17	775.00
510-570.000-941.000	MVP EQUIPMENT RENTAL	200.00	200.00	0.00	200.00	0.00	0.00
Total Dept 570.000 - WATER SERVICES NEW		69,200.00	69,200.00	2,880.00	66,320.00	4.16	775.00

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Fund 510 - WATER & SEWER FUND							
Expenditures							
Dept 571.000 - WATER TOWER							
510-571.000-801.000	PROFESSIONAL SERVICES	15,000.00	15,000.00	0.00	15,000.00	0.00	0.00
510-571.000-810.000	CONTRACTUAL SERVICES	2,700.00	2,700.00	1,082.00	1,618.00	40.07	244.00
Total Dept 571.000 - WATER TOWER		17,700.00	17,700.00	1,082.00	16,618.00	6.11	244.00
Dept 572.000 - WATER REPLACEMENT SERVICES							
510-572.000-704.100	STAFF - OVERTIME	100.00	100.00	0.00	100.00	0.00	0.00
510-572.000-706.000	CITY LABOR - DPW	7,109.00	7,109.00	121.80	6,987.20	1.71	0.00
510-572.000-711.000	LONGEVITY	163.00	163.00	0.00	163.00	0.00	0.00
510-572.000-721.000	FICA/MEDICARE - CITY SHARE	544.00	544.00	9.18	534.82	1.69	0.00
510-572.000-722.000	ICMA - CITY SHARE	75.00	75.00	0.00	75.00	0.00	0.00
510-572.000-725.604	DENTAL & HEALTH BENEFITS	2,306.00	2,306.00	498.20	1,807.80	21.60	0.00
510-572.000-728.000	RETIREMENT PLANS	2,028.00	2,028.00	34.55	1,993.45	1.70	0.00
510-572.000-731.000	MATERIALS & SUPPLIES	30,000.00	30,000.00	1,207.58	28,792.42	4.03	374.00
510-572.000-810.000	CONTRACTUAL SERVICES	130,000.00	130,000.00	8,725.00	121,275.00	6.71	16,036.26
510-572.000-941.000	MVP EQUIPMENT RENTAL	4,000.00	4,000.00	703.80	3,296.20	17.60	0.00
Total Dept 572.000 - WATER REPLACEMENT SERVICES		176,325.00	176,325.00	11,300.11	165,024.89	6.41	16,410.26
Dept 573.000 - WATER REPLACEMENT EQUIPMENT							
510-573.000-810.000	CONTRACTUAL SERVICES	6,000.00	6,000.00	0.00	6,000.00	0.00	0.00
510-573.000-941.000	MVP EQUIPMENT RENTAL	800.00	800.00	0.00	800.00	0.00	0.00
Total Dept 573.000 - WATER REPLACEMENT EQUIPMENT		6,800.00	6,800.00	0.00	6,800.00	0.00	0.00
Dept 574.000 - WELLHEAD PROTECTION							
510-574.000-810.000	CONTRACTUAL SERVICES	400.00	400.00	0.00	400.00	0.00	0.00
Total Dept 574.000 - WELLHEAD PROTECTION		400.00	400.00	0.00	400.00	0.00	0.00
Dept 901.000 - SEWER CAPITAL OUTLAY							
510-901.000-974.627	CAPITAL OUTLAY - COUNTY LIFT STATION	75,000.00	75,000.00	0.00	75,000.00	0.00	0.00
510-901.000-974.628	CAPITAL OUTLAY - TIRRELL LIFT	50,000.00	50,000.00	0.00	50,000.00	0.00	0.00
510-901.000-974.631	CAPITAL OUTLAY - WWTP	45,000.00	45,000.00	0.00	45,000.00	0.00	6,300.00
510-901.000-974.661	CAPITAL OUTLAY - WATER P&O	40,000.00	40,000.00	0.00	40,000.00	0.00	0.00
510-901.000-974.673	CAP OUTLAY - SEWER RPL MAINS	400,000.00	400,000.00	0.00	400,000.00	0.00	316,015.00
510-901.000-974.681	CAPITAL OUTLAY - WATER TOWER	150,000.00	150,000.00	0.00	150,000.00	0.00	0.00
510-901.000-974.682	CAPITAL OUTLAY - WTR RPLC MAI	350,000.00	350,000.00	0.00	350,000.00	0.00	449,980.00
Total Dept 901.000 - SEWER CAPITAL OUTLAY		1,110,000.00	1,110,000.00	0.00	1,110,000.00	0.00	772,295.00
Dept 999.000 - TRANSFERS TO OTHER FUNDS							
510-999.000-995.101	CONTRIB. TO GENERAL FUND	350,000.00	350,000.00	87,498.00	262,502.00	25.00	87,498.00
Total Dept 999.000 - TRANSFERS TO OTHER FUNDS		350,000.00	350,000.00	87,498.00	262,502.00	25.00	87,498.00

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 510 - WATER & SEWER FUND							
Expenditures							
TOTAL EXPENDITURES		4,549,735.00	4,549,735.00	787,104.93	3,762,630.07	17.30	1,728,393.53
Fund 510 - WATER & SEWER FUND:							
TOTAL REVENUES		4,775,824.00	4,775,824.00	978,389.14	3,797,434.86	20.49	1,369,400.55
TOTAL EXPENDITURES		4,549,735.00	4,549,735.00	787,104.93	3,762,630.07	17.30	1,728,393.53
NET OF REVENUES & EXPENDITURES		226,089.00	226,089.00	191,284.21	34,804.79	84.61	(358,992.98)
BEG. FUND BALANCE		16,467,926.60	16,467,926.60	16,467,926.60			16,467,926.60
NET OF REVENUES/EXPENDITURES - 2023-24				1,473,796.85	1,473,796.85		
END FUND BALANCE		16,694,015.60	16,694,015.60	18,133,007.66			16,108,933.62

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 518 - RECYCLING FUND							
Revenues							
Dept 000.000							
518-000.000-402.000	CURRENT PROPERTY TAXES	26,140.00	26,140.00	24,143.40	1,996.60	92.36	23,558.11
518-000.000-412.000	DELINQUENT PERSONAL PROPERTY TAX	0.00	0.00	0.00	0.00	0.00	0.77
518-000.000-573.000	LOCAL COMM STBLZTN SHARE TAX	1,110.00	1,110.00	0.00	1,110.00	0.00	0.00
518-000.000-581.000	COUNTY/LOCAL GRANTS	26,000.00	26,000.00	8,263.02	17,736.98	31.78	10,854.67
518-000.000-644.000	SALE OF RECYCLABLE MATERIAL	17,000.00	17,000.00	7,376.70	9,623.30	43.39	2,149.80
518-000.000-665.000	INTEREST INCOME	2,000.00	2,000.00	1,107.47	892.53	55.37	816.75
518-000.000-680.000	SUNDRY REVENUE	18,000.00	18,000.00	4,268.12	13,731.88	23.71	3,681.50
Total Dept 000.000		90,250.00	90,250.00	45,158.71	45,091.29	50.04	41,061.60
TOTAL REVENUES		90,250.00	90,250.00	45,158.71	45,091.29	50.04	41,061.60
Expenditures							
Dept 530.000							
518-530.000-704.000	STAFF WAGES	0.00	0.00	1,722.37	(1,722.37)	100.00	120.25
518-530.000-706.000	CITY LABOR - DPW	0.00	0.00	448.04	(448.04)	100.00	93.44
518-530.000-707.000	PART-TIME STAFF WAGES	40,400.00	40,400.00	8,025.10	32,374.90	19.86	8,675.03
518-530.000-721.000	FICA/MEDICARE - CITY SHARE	0.00	0.00	779.92	(779.92)	100.00	679.87
518-530.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	1,050.00	1,050.00	1,096.98	(46.98)	104.47	0.00
518-530.000-725.604	DENTAL & HEALTH BENEFITS	0.00	0.00	(5.80)	5.80	100.00	0.00
518-530.000-728.000	RETIREMENT PLANS	0.00	0.00	127.10	(127.10)	100.00	63.36
518-530.000-731.000	MATERIALS & SUPPLIES	2,900.00	2,900.00	(56.08)	2,956.08	(1.93)	116.49
518-530.000-810.000	CONTRACTUAL SERVICES	5,500.00	5,500.00	1,467.71	4,032.29	26.69	1,683.07
518-530.000-920.000	UTILITIES	3,600.00	3,600.00	392.42	3,207.58	10.90	717.67
518-530.000-941.000	MVP EQUIPMENT RENTAL	1,900.00	1,900.00	581.50	1,318.50	30.61	190.86
518-530.000-955.001	INSURANCE & BONDS	100.00	100.00	82.00	18.00	82.00	0.00
518-530.000-974.000	CAPITAL OUTLAY - EQUIPMENT	84,500.00	84,500.00	0.00	84,500.00	0.00	0.00
Total Dept 530.000		139,950.00	139,950.00	14,661.26	125,288.74	10.48	12,340.04
TOTAL EXPENDITURES		139,950.00	139,950.00	14,661.26	125,288.74	10.48	12,340.04
Fund 518 - RECYCLING FUND:							
TOTAL REVENUES		90,250.00	90,250.00	45,158.71	45,091.29	50.04	41,061.60
TOTAL EXPENDITURES		139,950.00	139,950.00	14,661.26	125,288.74	10.48	12,340.04
NET OF REVENUES & EXPENDITURES		(49,700.00)	(49,700.00)	30,497.45	(80,197.45)	61.36	28,721.56
BEG. FUND BALANCE		97,451.24	97,451.24	97,451.24			97,451.24
NET OF REVENUES/EXPENDITURES - 2023-24				40,863.50	40,863.50		
END FUND BALANCE		47,751.24	47,751.24	168,812.19			126,172.80

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GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 601 - MOTOR VEHICLE POOL							
Revenues							
Dept 000.000							
601-000.000-651.003	BILLINGS TO DEPARTMENTS	555,000.00	555,000.00	116,476.76	438,523.24	20.99	144,736.68
601-000.000-665.000	INTEREST INCOME	11,000.00	11,000.00	3,410.09	7,589.91	31.00	3,432.14
601-000.000-673.000	GAIN/LOSS ON SALE OF ASSETS	30,000.00	30,000.00	0.00	30,000.00	0.00	0.00
601-000.000-680.000	SUNDRY REVENUE	500.00	500.00	0.00	500.00	0.00	0.00
Total Dept 000.000		596,500.00	596,500.00	119,886.85	476,613.15	20.10	148,168.82
TOTAL REVENUES		596,500.00	596,500.00	119,886.85	476,613.15	20.10	148,168.82
Expenditures							
Dept 580.000 - MVP ADMINISTRATION							
601-580.000-703.000	ADMINSTRATIVE SALARIES	8,754.00	8,754.00	1,309.48	7,444.52	14.96	1,172.58
601-580.000-704.100	STAFF - OVERTIME	125.00	125.00	23.63	101.37	18.90	281.92
601-580.000-704.200	HOLIDAY COMPENSATION	0.00	0.00	440.44	(440.44)	100.00	163.89
601-580.000-706.000	CITY LABOR - DPW	0.00	0.00	363.99	(363.99)	100.00	333.19
601-580.000-710.000	COMPENSATED ABSENCES	0.00	0.00	2,841.60	(2,841.60)	100.00	3,248.74
601-580.000-711.000	LONGEVITY	210.00	210.00	0.00	210.00	0.00	0.00
601-580.000-712.000	SPECIAL COMPENSATION	0.00	0.00	114.61	(114.61)	100.00	126.85
601-580.000-715.000	HEALTH REIMBURSEMENT	0.00	0.00	72.56	(72.56)	100.00	26.01
601-580.000-719.000	CLOTHING ALLOWANCE	840.00	840.00	101.14	738.86	12.04	147.37
601-580.000-721.000	FICA/MEDICARE - CITY SHARE	670.00	670.00	497.36	172.64	74.23	448.52
601-580.000-722.000	ICMA - CITY SHARE	0.00	0.00	54.26	(54.26)	100.00	67.02
601-580.000-723.000	VISION CARE	0.00	0.00	100.50	(100.50)	100.00	96.01
601-580.000-724.000	LIFE, WORK COMP, UNEMPLOYMENT	1,575.00	1,575.00	1,148.69	426.31	72.93	145.15
601-580.000-725.604	DENTAL & HEALTH BENEFITS	2,203.00	2,203.00	453.42	1,749.58	20.58	5,580.35
601-580.000-728.000	RETIREMENT PLANS	4,098.00	4,098.00	1,771.78	2,326.22	43.24	1,791.00
601-580.000-728.001	RETIREMENT HEALTH SAVINGS	119.00	119.00	236.68	(117.68)	198.89	0.00
Total Dept 580.000 - MVP ADMINISTRATION		18,594.00	18,594.00	9,530.14	9,063.86	51.25	13,628.60
Dept 581.000 - MVP EQUIPMENT MAINTENANCE							
601-581.000-704.100	STAFF - OVERTIME	255.00	255.00	34.26	220.74	13.44	19.06
601-581.000-706.000	CITY LABOR - DPW	56,873.00	56,873.00	11,047.78	45,825.22	19.43	8,638.78
601-581.000-711.000	LONGEVITY	1,303.00	1,303.00	0.00	1,303.00	0.00	0.00
601-581.000-721.000	FICA/MEDICARE - CITY SHARE	4,351.00	4,351.00	841.65	3,509.35	19.34	655.24
601-581.000-722.000	ICMA - CITY SHARE	600.00	600.00	0.00	600.00	0.00	0.00
601-581.000-725.604	DENTAL & HEALTH BENEFITS	18,447.00	18,447.00	3,806.66	14,640.34	20.64	0.00
601-581.000-728.000	RETIREMENT PLANS	16,227.00	16,227.00	3,143.96	13,083.04	19.37	2,567.08
601-581.000-731.000	MATERIALS & SUPPLIES	72,000.00	72,000.00	14,901.82	57,098.18	20.70	23,557.75
601-581.000-734.000	GASOLINE & OIL	52,000.00	52,000.00	9,462.69	42,537.31	18.20	15,658.72
601-581.000-810.000	CONTRACTUAL SERVICES	15,000.00	15,000.00	1,993.34	13,006.66	13.29	1,802.24
601-581.000-955.001	INSURANCE & BONDS	18,000.00	18,000.00	18,189.00	(189.00)	101.05	0.00
601-581.000-973.000	CAP. OUTLAY - MOTOR VEHICLES	220,000.00	220,000.00	23,680.00	196,320.00	10.76	105,164.00
601-581.000-974.000	CAPITAL OUTLAY - EQUIPMENT	22,000.00	22,000.00	4,525.00	17,475.00	20.57	0.00
Total Dept 581.000 - MVP EQUIPMENT MAINTENANCE		497,056.00	497,056.00	91,626.16	405,429.84	18.43	158,062.87
Dept 582.000 - DPW GARAGE BLDG & GROUNDS							
601-582.000-704.100	STAFF - OVERTIME	505.00	505.00	609.53	(104.53)	120.70	205.88

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Fund 601 - MOTOR VEHICLE POOL							
Expenditures							
601-582.000-706.000	CITY LABOR - DPW	14,218.00	14,218.00	2,165.32	12,052.68	15.23	1,302.42
601-582.000-711.000	LONGEVITY	326.00	326.00	0.00	326.00	0.00	0.00
601-582.000-721.000	FICA/MEDICARE - CITY SHARE	1,088.00	1,088.00	115.28	972.72	10.60	114.35
601-582.000-722.000	ICMA - CITY SHARE	150.00	150.00	0.00	150.00	0.00	0.00
601-582.000-725.604	DENTAL & HEALTH BENEFITS	4,612.00	4,612.00	981.36	3,630.64	21.28	0.00
601-582.000-728.000	RETIREMENT PLANS	4,057.00	4,057.00	428.71	3,628.29	10.57	447.22
601-582.000-731.000	MATERIALS & SUPPLIES	6,300.00	6,300.00	349.21	5,950.79	5.54	787.60
601-582.000-810.000	CONTRACTUAL SERVICES	15,000.00	15,000.00	2,978.29	12,021.71	19.86	1,822.00
601-582.000-850.000	TELEPHONE & INTERNET	5,835.00	5,835.00	1,458.60	4,376.40	25.00	1,463.28
601-582.000-920.000	UTILITIES	38,000.00	38,000.00	819.16	37,180.84	2.16	2,130.81
601-582.000-941.000	MVP EQUIPMENT RENTAL	300.00	300.00	0.00	300.00	0.00	0.00
Total Dept 582.000 - DPW GARAGE BLDG & GROUNDS		90,391.00	90,391.00	9,905.46	80,485.54	10.96	8,273.56
TOTAL EXPENDITURES		606,041.00	606,041.00	111,061.76	494,979.24	18.33	179,965.03
Fund 601 - MOTOR VEHICLE POOL:							
TOTAL REVENUES		596,500.00	596,500.00	119,886.85	476,613.15	20.10	148,168.82
TOTAL EXPENDITURES		606,041.00	606,041.00	111,061.76	494,979.24	18.33	179,965.03
NET OF REVENUES & EXPENDITURES		(9,541.00)	(9,541.00)	8,825.09	(18,366.09)	92.50	(31,796.21)
BEG. FUND BALANCE		1,367,746.66	1,367,746.66	1,367,746.66			1,367,746.66
NET OF REVENUES/EXPENDITURES - 2023-24				140,904.55	140,904.55		
END FUND BALANCE		1,358,205.66	1,358,205.66	1,517,476.30			1,335,950.45

PERIOD ENDING 09/30/2024

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 666 - INFORMATION TECHNOLOGY POOL FUND							
Revenues							
Dept 000.000							
666-000.000-651.003	BILLINGS TO DEPARTMENTS	235,850.00	235,850.00	53,522.97	182,327.03	22.69	61,248.06
666-000.000-665.000	INTEREST INCOME	6,000.00	6,000.00	1,557.79	4,442.21	25.96	1,808.40
Total Dept 000.000		241,850.00	241,850.00	55,080.76	186,769.24	22.77	63,056.46
TOTAL REVENUES		241,850.00	241,850.00	55,080.76	186,769.24	22.77	63,056.46
Expenditures							
Dept 228.000 - INFORMATION TECHNOLOGY							
666-228.000-731.000	MATERIALS & SUPPLIES	5,000.00	5,000.00	808.53	4,191.47	16.17	1,049.64
666-228.000-801.000	PROFESSIONAL SERVICES	100,000.00	100,000.00	6,655.43	93,344.57	6.66	18,975.00
666-228.000-810.000	CONTRACTUAL SERVICES	80,000.00	80,000.00	30,526.46	49,473.54	38.16	23,884.20
666-228.000-850.000	TELEPHONE & INTERNET	20,000.00	20,000.00	11,951.75	8,048.25	59.76	5,190.04
666-228.000-975.000	CAP. OUTLAY - COMPUTER EQUIP	44,000.00	44,000.00	21,388.12	22,611.88	48.61	868.76
Total Dept 228.000 - INFORMATION TECHNOLOGY		249,000.00	249,000.00	71,330.29	177,669.71	28.65	49,967.64
TOTAL EXPENDITURES		249,000.00	249,000.00	71,330.29	177,669.71	28.65	49,967.64
Fund 666 - INFORMATION TECHNOLOGY POOL FUND:							
TOTAL REVENUES		241,850.00	241,850.00	55,080.76	186,769.24	22.77	63,056.46
TOTAL EXPENDITURES		249,000.00	249,000.00	71,330.29	177,669.71	28.65	49,967.64
NET OF REVENUES & EXPENDITURES		(7,150.00)	(7,150.00)	(16,249.53)	9,099.53	227.27	13,088.82
BEG. FUND BALANCE		304,154.02	304,154.02	304,154.02			304,154.02
NET OF REVENUES/EXPENDITURES - 2023-24				(3,712.44)	(3,712.44)		
END FUND BALANCE		297,004.02	297,004.02	284,192.05			317,242.84

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 736 - PUBLIC EMPLOYEE HEALTH CARE FUND							
Revenues							
Dept 000.000							
736-000.000-669.000	INVESTMENT GAINS & LOSSES	0.00	0.00	0.00	0.00	0.00	(2,578.17)
Total Dept 000.000		0.00	0.00	0.00	0.00	0.00	(2,578.17)
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	(2,578.17)
Expenditures							
Dept 000.000							
736-000.000-963.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	3,006.29
Total Dept 000.000		0.00	0.00	0.00	0.00	0.00	3,006.29
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	3,006.29
Fund 736 - PUBLIC EMPLOYEE HEALTH CARE FUND:							
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	(2,578.17)
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	3,006.29
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	(5,584.46)
BEG. FUND BALANCE		218,423.00	218,423.00	218,423.00			218,423.00
NET OF REVENUES/EXPENDITURES - 2023-24				72,075.06	72,075.06		
END FUND BALANCE		218,423.00	218,423.00	290,498.06			212,838.54

REVENUE AND EXPENDITURE REPORT FOR CITY OF CHARLOTTE

PERIOD ENDING 09/30/2024

*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2024-25 ORIGINAL BUDGET	2024-25 AMENDED BUDGET	YTD BALANCE 09/30/2024 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED	YTD BALANCE 09/30/2023 NORM (ABNORM)
Fund 800 - CHARLOTTE AREA REC CO-OP							
Revenues							
Dept 000.000							
800-000.000-692.002	CONTRIBUTIONS FROM OTHERS	31,000.00	31,000.00	16,067.06	14,932.94	51.83	0.00
Total Dept 000.000		31,000.00	31,000.00	16,067.06	14,932.94	51.83	0.00
TOTAL REVENUES		31,000.00	31,000.00	16,067.06	14,932.94	51.83	0.00
Expenditures							
Dept 751.000 - PARKS & RECREATION							
800-751.000-731.000	MATERIALS & SUPPLIES	500.00	500.00	0.00	500.00	0.00	0.00
800-751.000-755.000	CONTRIBUTION TO OTHERS	0.00	0.00	5,590.00	(5,590.00)	100.00	0.00
800-751.000-810.000	CONTRACTUAL SERVICES	3,300.00	3,300.00	1,800.00	1,500.00	54.55	1,280.00
800-751.000-955.001	INSURANCE & BONDS	2,650.00	2,650.00	2,797.00	(147.00)	105.55	2,784.00
Total Dept 751.000 - PARKS & RECREATION		6,450.00	6,450.00	10,187.00	(3,737.00)	157.94	4,064.00
TOTAL EXPENDITURES		6,450.00	6,450.00	10,187.00	(3,737.00)	157.94	4,064.00
Fund 800 - CHARLOTTE AREA REC CO-OP:							
TOTAL REVENUES		31,000.00	31,000.00	16,067.06	14,932.94	51.83	0.00
TOTAL EXPENDITURES		6,450.00	6,450.00	10,187.00	(3,737.00)	157.94	4,064.00
NET OF REVENUES & EXPENDITURES		24,550.00	24,550.00	5,880.06	18,669.94	23.95	(4,064.00)
BEG. FUND BALANCE		88,613.94	88,613.94	88,613.94			88,613.94
NET OF REVENUES/EXPENDITURES - 2023-24				21,587.56	21,587.56		
END FUND BALANCE		113,163.94	113,163.94	116,081.56			84,549.94
TOTAL REVENUES - ALL FUNDS		17,315,274.00	17,315,274.00	6,497,975.27	10,817,298.73	37.53	6,854,632.30
TOTAL EXPENDITURES - ALL FUNDS		17,149,106.00	17,149,106.00	3,428,356.25	13,720,749.75	19.99	4,758,379.31
NET OF REVENUES & EXPENDITURES		166,168.00	166,168.00	3,069,619.02	(2,903,451.02)	1,847.30	2,096,252.99
BEG. FUND BALANCE - ALL FUNDS		25,797,018.50	25,797,018.50	25,797,018.50			25,797,018.50
END FUND BALANCE - ALL FUNDS		25,963,186.50	25,963,186.50	32,204,575.89			27,893,271.49

City of Charlotte
Quarterly Financial Report

To: **Mayor and City Council**
Rob Hillard, City Manager

From: **Karen Lancaster, Interim Finance Director, The WoodHill Group**

Date: **October 28, 2024**

SUBJECT: **Financial Reports for the First Quarter Ending 9/30/2024**

The following financial reports are for the 1st quarter ending September 30, 2024. The statements cover the period beginning July 1, 2024, and ending September 30, 2024. Highlights of the financial statements follow.

Note: *References to funds being over or below budget are based upon one quarter of the fiscal year being completed; hence an assumption is made that 25% of the line item should be realized. This assumption does not apply in all cases, as revenues and expenditures may be seasonal. At this stage of the budget year, a 10% variance is considered a normal occurrence.*

The Revenue and Expenditure Report is designed to show the status of the current year sources and uses of revenue, including a comparison to the annual budget. The difference between the revenues and expenditures is reflected as the net effect; a positive would reflect a net income/surplus for the year, and a negative would reflect an over budget for the year.

General Fund

- As of September 30, 2024, the City has collected approximately 67% of its anticipated General Fund revenue. Property Tax revenue has been fully collected.

- As of September 30, 2024, overall General Fund expenditures are at 24%. A budget amendment for the purchase of BS&A software for $11,265, as approved by Council on June 10, 2024 is included. Another budget amendment in the amount of $120,863 for the settled union contracts is distributed across departments, along with an amendment for $31,280 for transfers out to the Airport and Fire Funds to help fund the settled union contracts. Specific General Fund Department expenditure highlights are below:

    - The Mayor, City Council & Boards Department is at 38% of budget. This is primarily because dues have already been paid in full.
    - The Finance & Treasury Department is at 35% of budget. This is primarily due to annexation tax sharing costs being front loaded.
    - The Public Works Department is at 40% of budget in part due to a leave balance payout for the departing Director.

Non-General Funds

Major Street Fund (Fund 202): Revenues are at 7% due to the timing of revenue from the County road millage and State revenue sharing being collected two months in arrears. Expenditures are at 5%. This is primarily because the Capital Outlay Improvements budget of $500,000 is mostly unspent at this stage. An expenditure budget amendment in the amount of $7,740 for the settled union contracts is included, along with an amendment for $51,500 for engineering services from ROWE pertaining to the Safe Routes to School (SR2S) project.

Local Street Fund (Fund 203): Revenues are at 13% as much of the revenue budget is made up of State revenue that is collected two months in arrears. Expenditures are at 5%. A budget amendment in the amount of $11,265 for the settled union contracts is included, along with an amendment for $51,500 for engineering services from ROWE pertaining to the SR2S project.

Fire Fund (Fund 206): Revenues are at 27%. Because Fire has a special assessment, more than half their millage revenue is reflected in the December tax bill. Expenditures are at 29%. A budget expenditure amendment in the amount of $72,480 for the settled union contracts is included, along with a revenue amendment in the amount of $29,236 for a transfer in from the General Fund to help fund the contract settlements.

Brownfield Redevelopment Authority Fund (Fund 243): Revenues are at less than 1% of budget due to distribution not occurring until October.

Downtown Development Authority (Fund 248): Revenues are at 59% as property tax revenue has been fully collected. Expenditures are at 6%. An expenditure budget amendment in the amount of $1,506 for the settled union contracts is included.

LDFA Fund (Fund 250): Revenues are at 165% as interest income has already exceeded the budgeted amount. The expenditure budget is composed of professional services and Capital Improvements, and nothing has been spent so far.

Airport Fund (Fund 295): Revenues are at 16% of budget mostly due to the general fund contribution not having occurred yet. Expenditures are at 36% of budget due to higher professional services costs than budgeted. These costs will be monitored. Budget amendments in the amount of $8,884 for revenue and expenditures to cover the costs of the settled union contracts is included.

Water & Sewer Fund (Fund 510): Revenues are 20% of budget and expenditures are at 17% mostly due to no capital outlay costs occurring yet. An expenditure budget amendment in the amount of $102,384 for the settled union contracts is included.

Motor Vehicle Pool (Fund 601): An expenditure budget amendment in the amount of $15,441 for the settled union contracts is included.

PROCLAMATION

FAMILY COURT AWARENESS MONTH

WHEREAS, the mission of Family Court Awareness Month (FCAM) is to raise awareness about the importance of a family court system that prioritizes child safety and acts in the best interests of children. FCAM also aims to improve recognition among court professionals, legislators, and the public that family court decisions have profound and lasting impacts on the lives of children and families, making it essential that these decisions are informed by the latest research and best practices in child safety;

WHEREAS, an estimated 58,000 children in the U.S. are ordered into unsupervised contact with abusive parents each year, resulting in hundreds of child murders during visitation with a dangerous parent. In Michigan, 39 children have been killed by a parent since 2008 during divorce or custody disputes;

WHEREAS, in August 2024, 6-year-old Rowan Morey of Caledonia, Michigan, was not returned to his mother after his father's parenting time. A search led police to discover that Rowan had been shot and killed by his father, who then took his own life. Rowan's mother had previously reported the father's abusive behavior to both family court and Child Protective Services;

WHEREAS, in August 2022, 16-month-old Chaos Demilo McCarthy was murdered by his father in Genesee County. A Genesee County judge had awarded the father temporary custody just weeks before the boy's death, despite the father's prior felony conviction;

WHEREAS, in September 2021, 3-year-old Dylan Thebo was fatally shot by his father in a murder-suicide during court-ordered visitation in Kent County. Dylan's mother had made repeated efforts to report her ex-husband's abuse and threats to six different entities;

WHEREAS, in 2015, the Tsimhoni children's abuse claims were dismissed by the Oakland County Family Court, and the children were sent to juvenile hall for resisting visitation with their father. Controversial reunification therapy was ordered, which mandates reconciliation with alleged abusers. This therapy, which is not evidence-based, has been shown to be detrimental and despite findings of judicial misconduct in the case, reunification therapy is still frequently ordered by family courts;

WHEREAS, Kent County, Michigan, following six domestic violence-related homicides within three months in 2021, recognized the need for a specialized Domestic Violence Court. This court, staffed by individuals knowledgeable about the intricacies of domestic violence, aims to support victims and families, hold offenders accountable, and prevent further homicides;

WHEREAS, the mission of Family Court Awareness Month (FCAM) is to promote judicial education and awareness about the necessity of using scientifically validated, evidence-based treatment programs that are proven to be safe and effective. This education should include training on domestic violence, child abuse (emotional, psychological, physical, and sexual), childhood trauma, coercive control, and post-separation abuse for judges and all professionals involved in family court cases;

WHEREAS, FCAM is dedicated to educating judges and family court professionals on the importance of incorporating evidence-based, peer-reviewed research into their decision-making. This includes the Adverse Childhood Experiences (ACEs) Study (Vincent Felitti, Kaiser Permanente-CDC), Child Custody Evaluators' Beliefs About Domestic Abuse Allegations (Daniel Saunders, University of Michigan), and Child Custody Outcomes in Cases Involving Parental Alienation and Abuse Allegations (Joan S. Meier, GW Law School). This research reveals a prevalent gender bias against mothers who report abuse in family courts, despite false allegations being rare, and emphasizes the need for impartial decision-making to protect children's well-being;

WHEREAS, Family Court Awareness Month aims to encourage collaboration among legislators, advocates, professionals, and the community to improve family court practices, ensuring they are guided by evidence-based research and prioritize the safety and best interests of children;

NOW, **THEREFORE**, I, Mayor Tim Lewis, hereby declare the Month of NOVEMBER to be FAMILY COURT AWARENESS MONTH.

PROCLAMATION

FAMILY COURT AWARENESS MONTH

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: October 23, 2024
Re: Claims and Expenditures for Council approval on Monday October 28, 2024

Background
Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds.

Recommendation
A report of claims is provided to council for review on the Wednesday preceding a council meeting at which the claims are approved. Questions about these claims should be directed to the City Manager and answers resolved by the Friday preceding said council meeting. Claims and expenditures are budgeted items and/or larger purchases pre-approved by Council. While review is recommended, approval should not be hindered.

Answers to Council inquiries, if any, are included in the meeting packet.

Financial Impacts

HRA Insurance claims week of October 14, 2024	$ 407.37
HRA Insurance Claims week of October 21, 2024	$ 3,789.33
Payroll paid Friday October 18, 2024	$238,060.65
Invoiced claims as of October 23, 2024	$156,305.76
Total	**$398,563.11**

Suggested Motion
Motion to approve Claims and Expenditures in the amount of **$398,563.11**

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 10/10/2024 - 10/23/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Vendor Code	Vendor Name / Invoice	Description	Amount
02015	ADVANTAGE FLEET, LLC		
	103002	BUSINESS CARDS	182.50
	1075	EMERGENCY LIGHTS FOR TRUCKS	968.00
	1131	HELMET, FIRE HOG	375.00
TOTAL FOR: ADVANTAGE FLEET, LLC			1,525.50
01764	AMAZON CAPITAL SERVICES		
	19FK-H7M3-LFRG	ACCOUNT # A264N6SLCWDWHU (UNISEX HANDICAP RES	31.49
	1GNK-JRTR-PL9J	ACCOUNT # A264N6SLCWDWHU (COPY PAPER)	122.30
	1HKK-19Q1-9DWW	ACCOUNT # A264N6SLCWDWHU (BATTERIES)	23.98
	1TDP-9V36-39FL	ACCOUNT # A264N6SLCWDWHU (VACUUM)_	229.99
	1TL1-JHMD-96T4	ACCOUNT # A264N6SLCWDWHU (ANTIBACTERIAL SOAP,	175.25
	1WJH-N7C1-GV1C	ACCOUNT # A264N6SLCWDWHU (ALUMINUM RESTROC	12.99
TOTAL FOR: AMAZON CAPITAL SERVICES			596.00
02036	AMAZON CAPITAL SERVICES		
	11DC-RC3J-JP9V	ACCT # A1K517P63NLQUT(POLICE) INDOOR OUTDOOR I	110.52
	179Q-KQCM-4XT7	ACCT # A1K517P63NLQUT(POLICE) COUNTERTOP MICR(	199.98
	1J7W-J39G-63JG	ACCT # A1K517P63NLQUT(POLICE) RETURN TO INVOICE	(103.95)
	1LFW-6W4W-JGVR	ACCT # A1K517P63NLQUT(POLICE) SHIPPING LABELS	39.56
	1MTC-F4NW-3PKV	ACCT # A1K517P63NLQUT(POLICE) LEGAL PADS	27.14
	1PY3-X1P3-GCFG	ACCT # A1K517P63NLQUT(POLICE) SEAL FLAP ENVELOPI	35.95
	1TKP-QNGX-KL34	ACCT # A1K517P63NLQUT(POLICE) HEAVY DUTY INDUST	255.14
	1VG9-PR79-HDLD	ACCT # A1K517P63NLQUT(POLICE) PAPER PLATES, PAPE	170.73
TOTAL FOR: AMAZON CAPITAL SERVICES			735.07
01915	APEX SEPTIC & EXCAVATING, INC.		
	1729	SERVICE FOR 518 FOREST ST	4,019.40
	1731	SERVICE FOE 335 PLEASANT	5,370.28
TOTAL FOR: APEX SEPTIC & EXCAVATING, INC.			9,389.68
01635	AT&T LONG DISTANCE		
	131573146S	AIRPORT INTERNET SEPT 27-OCT 26	51.38
	5175432288100	AIRPORT MODEM LINE SEPT 14 - OCT 13,2024	173.94
	5175438396100	CITY HALL MAIN LINE SEPT 14 - OCT 13, 2024	243.32
	5175438874100	DPW CALLOUT SEPT 14 - OCT 13, 2024	53.11
TOTAL FOR: AT&T LONG DISTANCE			521.75
01602	BEAVER RESEARCH COMPANY		
	0376384-IN	WEATHER PROOF WAX, FLAT BLACK PAINT, GLOSS BLACK	671.66
TOTAL FOR: BEAVER RESEARCH COMPANY			671.66

01576	BOUND TREE		
	85522360	BLUE NITRILE GLOVES	215.80
TOTAL FOR: BOUND TREE			215.80
01694	BRYNER'S SEPTIC SERVICE, LLC		
	10.17.2024	2 MONTH 2 PORTABLES AT BALL DIAMONDS	240.00
TOTAL FOR: BRYNER'S SEPTIC SERVICE, LLC			240.00
01561	BS&A SOFTWARE		
	156640	HUMAN RESOURCE & TAX SYSTEM ANNUAL SUPPORT, FE	2,481.00
TOTAL FOR: BS&A SOFTWARE			2,481.00
00669	BSB COMMUNICATIONS		
	184843	OCTOBER 2024	2,052.73
TOTAL FOR: BSB COMMUNICATIONS			2,052.73
01555	BYRUM ACE HARDWARE		
	345834	CONDUIT, COUPLING	24.57
	349905	WOOD PRUNING TOOLS	53.97
	399362	LINK CHAIN, CHAIN PROOF	44.31
	400711	WEED KILLER	49.99
	400800	PROPANE CYCLINDERS	6.59
	401599	DRYER CONNECTOR	52.97
	401601	BLACKTOP SEALANT	25.98
	401844	COMPUTER SURGE PROTECTOR	41.98
	402267	PAINT TRAYSET	66.58
	403320	BLACKTOP CRACKSTOP	38.97
	403344	2X4X8 WOOD STUD	45.54
TOTAL FOR: BYRUM ACE HARDWARE			451.45
01548	CANDY FORD, INC.		
	142050	FUEL CAP	3.16
TOTAL FOR: CANDY FORD, INC.			3.16
01954	CAPITAL CITY JANITORIAL LLC		
	1796	CONTRACTUAL CLEANING MONTH OF: OCTOBER	253.51
TOTAL FOR: CAPITAL CITY JANITORIAL LLC			253.51
01520	CITY OF CHARLOTTE		
	10281-10.01.2024	1310 S. COCHRAN AVE.	351.71
	11516-10.01.2024	301 TIRRELL HWY	477.53
	11517-10.01.2024	301 TIRRELL HWY DPW	405.24
	11518-10.01.2024	313 TIRRELL REAR	290.92
	11519-10.01.2024	313 TIRREL HWY SCRE	6,166.25
	14288-10.01.2024	911 W. SHEPHERD ST.	1,566.81
	14995-10.01.2024	1225 S. COCHRAN AVE.	445.61
	15517-10.01.2024	620 W. SHEPHERD ST.	373.30
TOTAL FOR: CITY OF CHARLOTTE			10,077.37

01489	CMP DISTRIBUTORS INC		
	017601	MENS TACTICAL PANTS	139.90
TOTAL FOR: CMP DISTRIBUTORS INC			139.90
01486	CONSULTANTS ON CALL, LLC		
	2024-20379	AIRPORT FUEL MASTER MODEM, AIRPORT LAPTOP, FLOC	1,404.75
TOTAL FOR: CONSULTANTS ON CALL, LLC			1,404.75
01471	CONSUMERS ENERGY		
	201275655091	620 W SHEPHERD ST	16.00
	201631562311	1225 S COCHRAN AVE	129.70
	201720560006	1310 S COCHRAN AVE	136.60
	202165511599	508 N. SHELDON ST.	62.48
	202432501619	301 TIRRELL RD	385.24
	202432501620	301 TIRRELL RD R2	256.20
	202432501621	301 TIREELL RD MAINTENANCE	18.38
	202699452721	619 W SHEPHERD ST	113.70
	202699452722	620 W SHEPHERD ST	106.30
	203055409587	811 CHADS WAY	17.59
	203144414493	1213 S COCHRAN AVE	61.58
	203144414494	1216 S COCHRAN AVE	19.96
	203144414495	1216 1/2 S COCHRAN AVE	16.00
	203144414496	1216 S COCHRAN AVE	16.00
	203322393210	1152 S COCHRAN AVE CAMP FRANCIS	87.82
	203589373137	103 VAN LIEU ST	41.89
	203767336455	1064 NORTHWAY	41.72
	203856345655	1325 ISLAND HWY GATE-AIRPORT	35.16
	204123309057	526 W STODDARD ST	30.78
	204479257385	1325 ISLAND HWY	505.11
	204479257386	1329 1/2 ISLAND HWY	38.87
	204657239957	111 E LAWRENCE AVE	163.45
	204835218451	811 CHADS WAY	110.19
	204924215348	911 W SHEPHERD ST FIRE DEPT 2	2,729.63
	205102159112	1167 E CLINTON TRAIL	70.47
	205636055449	700 LANSING RD	31.96
	205636056805	108 E LAWRENCE AVE	51.30
	205636056806	108 E LAWRENCE AVE	41.29
	205725072414	1325 ISLAND HWY #C	101.92
	206169932362	1227 S COCHRAN AVE	5,310.60
	206347777573	201 HALL ST	61.05
	206347796137	201 HALL ST (AREA LIGHTING)	111.05
	206525683221	1005 PAINE DR. FRNT GEN CHARLOTTE	45.51
	206525684575	1005 PAINE DR	28.67
	206525700976	245 S COCHRAN AVE	23.96
	206614677454	112 1/2 S COCHRAN	28.77
	206792553310	1800 PACKARD HWY	42.05
	206970341572	203 HALL ST	69.12
	207059146037	1104 MIKESELL ST	203.11

	207059146041	544 LANSING ST/WWTP LIFT STATION	22.34
	207059146042	544 LANSING ST	766.22
	207059146043	700 E. SHEPHERD ST.	143.93
	207059146048	1075 INDEPENDENCE BLVD	237.71
	207059146051	1305 S COCHRAN AVE	36.60
	207059146085	1216 S COCHRAN AVE	2,107.82
	207059146130	111 E LAWRENCE AVE	4,676.08
	207059155971	1005 PAINE DR	10,883.30
	207147691065	076 - 12 TRAFFIC LIGHTS	467.46
	207147691066	AREA LIGHTING	662.61
	207147691067	076 - 2 TRAFFIC LIGHTS	3.13
	207147691068	065 & 068 -460 STREETLIGHTS	5,609.11
	207147691069	TULLY BROWN DR (AREA LIGHTING)	148.06
TOTAL FOR: CONSUMERS ENERGY			37,125.55
01459	CRB CRANE SERVICES		
	0061613-IN	ANNUAL CRANE INSPECTION	633.08
TOTAL FOR: CRB CRANE SERVICES			633.08
01446	CUSTOM TRUCK ONE SOURCE		
	2024007166614	PERFORM ANNUAL INSPECTION	1,958.00
TOTAL FOR: CUSTOM TRUCK ONE SOURCE			1,958.00
02138	DAVE COLE DECORATORS INC		
	9633-1	TORQUE TUBE PAINTING	7,141.00
TOTAL FOR: DAVE COLE DECORATORS INC			7,141.00
01429	DELAU FIRE & SAFETY INC		
	71158	ANNUAL FIRE INSPECTION	1,290.00
TOTAL FOR: DELAU FIRE & SAFETY INC			1,290.00
01414	DORNBOS SIGN & SAFETY INC.		
	INV78677	CHARLOTTE SIGNS	219.00
	INV78678	RESERVED HANDICAP SYMBOL SIGNS	68.00
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			287.00
01382	EATON COUNTY-CLERK		
	2024-00000039	AUGUST 6, 2024 PRIMARY ELECTION	779.68
TOTAL FOR: EATON COUNTY-CLERK			779.68
01381	ELECTRICAL TERMINAL SERVICES		
	1816270-00	HOSE CLAMPS, HEAVY DUTY ADHESIVE,	234.21
TOTAL FOR: ELECTRICAL TERMINAL SERVICES			234.21
01358	FAMILY FARM & HOME		
	001911/C	LINCH PINS, TOP LINK PIN	14.66
	001913/C	SLIP HOOK WITH LATCH	30.96
TOTAL FOR: FAMILY FARM & HOME			45.62

01322	GALE BRIGGS, INC.		
	M2033	CONCRETE, LIMESTONE IN CONCRETE	1,140.78
	M2077	CONCRETE, LIMESTONE IN CONCRETE	216.25
	M2091	CONCRETE, LIMESTONE IN CONCRETE,CHLORIDE	216.25
TOTAL FOR: GALE BRIGGS, INC.			1,573.28
01319	GARDENSCAPES LAWN & LANDSCAPE		
	01817	MEMEORIAL PARK SEPTEMBER 2024 WEED CONTROL, M	350.00
TOTAL FOR: GARDENSCAPES LAWN & LANDSCAPE			350.00
01438	HASSEL FREE FUELS		
	CFSI-11291	ACCOUNT # 010109 (FIRE) FUEL	1,130.51
TOTAL FOR: HASSEL FREE FUELS			1,130.51
02037	HASSEL FREE FUELS		
	CFSI-11239	ACCNT #010107 (DPW/WWTP) FUEL	2,042.48
TOTAL FOR: HASSEL FREE FUELS			2,042.48
01252	INDEPENDENT BANK		
	5867-10.10.2024	SEPTEMBER 2024	5,392.67
TOTAL FOR: INDEPENDENT BANK			5,392.67
01242	JACK DOHNEY COMPANIES, INC		
	238096	CLAMPS, NOZZLE ASSEMBLY	1,431.29
TOTAL FOR: JACK DOHNEY COMPANIES, INC			1,431.29
02141	JR BADGES		
	20563	JR POLICE BADGES	269.00
TOTAL FOR: JR BADGES			269.00
01215	KANE'S HEATING INC.		
	90066	NO HEAT IN LOBBY @ AIRPORT	140.00
TOTAL FOR: KANE'S HEATING INC.			140.00
01883	KENYON AND SONS LLC		
	#26-10/12/2024	WEEKLY LAWN MOWING:OCTOBER 6 TO OCTOBER 12	2,755.00
	#27-10/19/2024	OCTOBER 13 TO OCTOBER 19	1,210.00
	10.04.2024	LANDSCAPING	1,475.00
TOTAL FOR: KENYON AND SONS LLC			5,440.00
01195	KONICA MINOLTA BUSINESS		
	296451145	MAINTENANCE AGREEMENT 09.17.2024 - 10.16.2024	7.78
	296459663	MONTHLY MAINTENANCE BILLING PERIOD 10.17.2024 - 1	60.98
TOTAL FOR: KONICA MINOLTA BUSINESS			68.76
01182	LANSING UNIFORM CO.		
	104705-A	SHOULDER PATCHES	275.00
	104898-A	LONG SLEEVE UNIFORM SHIRTS	599.50
TOTAL FOR: LANSING UNIFORM CO.			874.50

01173	LEA'S AUTO BODY		
	8920	INTERSTATE BATTERY, OIL CHANGE 2021 CHEVROLET TAI	306.88
TOTAL FOR: LEA'S AUTO BODY			306.88
02016	MACQUEEN EMERGENCY		
	E00876	WIRELESS HEADSETS	2,850.00
	P04265	HURST TOOL SERVICE	775.00
TOTAL FOR: MACQUEEN EMERGENCY			3,625.00
02072	MANER COSTERISAN		
	59292	2024 AUDIT SERVICES	16,800.00
TOTAL FOR: MANER COSTERISAN			16,800.00
01141	MAXI MUFFLER		
	49534	REPLACE TRANS COOLING LINE TRUCK 317	976.75
TOTAL FOR: MAXI MUFFLER			976.75
01102	MICHIGAN COMPANY, INC.		
	0000298-909817	NATHROOM CLEANER,DIINFECTANT CLEANER,WHIT PAEI	672.03
TOTAL FOR: MICHIGAN COMPANY, INC.			672.03
01096	MICHIGAN DEPT. OF TREASURY		
	10.13.2024	RENEW ASSESSOR CERTIFICATION FOR 2025	175.00
TOTAL FOR: MICHIGAN DEPT. OF TREASURY			175.00
01082	MICHIGAN NETWORK CONSULTANTS		
	2024-20377	CONTRACT FOR PROFESSIONAL IT SERVICES	1,250.00
	2024-20378	CONTRACT FOR PROFESSIONAL IT SERVICES WEEKLY VISI	1,250.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS			2,500.00
01412	MUNICIPAL EMERGENCY SERVICES		
	1133	CODE OFFICER BSA TRAINING	2,253.46
TOTAL FOR: MUNICIPAL EMERGENCY SERVICES			2,253.46
02103	MUNIVATE LLC		
	1125.	BS&A TRAINING & SETUP	1,807.21
TOTAL FOR: MUNIVATE LLC			1,807.21
01536	NAPA MPEC		
	272837	BATTERY, CORE FOR BATTERY	128.89
	272877	CORE DEPOSIT BATTERY CREDIT	(18.00)
	273147	BRASS PUSH STARTER	9.76
TOTAL FOR: NAPA MPEC			120.65
01032	NELSON TANK & ENGINEERING		
	2799	SOUTH WATER TOWER RE-PAINT ENGINEERING/CONSUL	6,730.00
TOTAL FOR: NELSON TANK & ENGINEERING			6,730.00

01021	NORTHERN SAFETY CO., INC.		
	906456986/103148547	ORANGE DISPOSABLE GLOVES, WIPERS, CLEANSER TOWE	334.80
TOTAL FOR: NORTHERN SAFETY CO., INC.			334.80
01007	O'REILLY AUTOMOTIVE INC		
	4651-445712	CONDUIT,WIRE, FUSE HOLDER PARTS FOR TRUCK 306 &3	28.47
TOTAL FOR: O'REILLY AUTOMOTIVE INC			28.47
01997	POTTERVILLA APPLIED TECHNOLOGY		
	29723	UPDATING WEBSITE	150.00
	30023	WEBSITE UPDATE	37.50
TOTAL FOR: POTTERVILLA APPLIED TECHNOLOGY			187.50
00972	PRO-TECH SECURITY SALES		
	INV4226	VERTIVAL FOREGRIP MOUNT KIT	230.00
TOTAL FOR: PRO-TECH SECURITY SALES			230.00
01030	QUADIENT FINANCE USA, INC.		
	10.23.2024	POSTAGE FUNDING	1,525.58
TOTAL FOR: QUADIENT FINANCE USA, INC.			1,525.58
02136	ROBERT HILLARD		
	10.14.2024	MERS ANNUAL CONFERENCE	409.32
TOTAL FOR: ROBERT HILLARD			409.32
00946	ROBERT RICH		
	10.15.2024	MERS CONFERENCE	83.84
TOTAL FOR: ROBERT RICH			83.84
01989	ROTARY MULTIFORMS, INC.		
	0192170	TICKET BOOKS FOR DISTRICT COURT	55.00
	0192171	MUNICIPAL CIVIL INFRACTION TICKET BOOKS	216.49
TOTAL FOR: ROTARY MULTIFORMS, INC.			271.49
00913	SANBORN SIGNCRAFTERS		
	51119	INSTALL LETTEWRING AND GRAPHICS ON NEW CPD PATR	1,230.00
TOTAL FOR: SANBORN SIGNCRAFTERS			1,230.00
00873	SOUTH CENTRAL MI WTR ASSOC.		
	10.11.2024	SCMWA ANNUAL MEETING/TRAINING	225.00
TOTAL FOR: SOUTH CENTRAL MI WTR ASSOC.			225.00
01829	SPECTRUM PRINTERS, INC.		
	82731	SECRECY ENVELOPED FOR ELECTION	414.10
TOTAL FOR: SPECTRUM PRINTERS, INC.			414.10
00865	SPENCER MANUFACTURING INC		
	18625	NOZZLE REBUILD	579.14
TOTAL FOR: SPENCER MANUFACTURING INC			579.14

01108	STATE OF MICHIGAN		
	591-11281326	AIRPORT WEATHER OBS DATA SYSTEM	589.73
TOTAL FOR: STATE OF MICHIGAN			589.73
00847	SWANSON ELECTRIC		
	1548.52	NEW WASHER & DRYER CONNECTION	3,244.00
TOTAL FOR: SWANSON ELECTRIC			3,244.00
02140	TITLE RESOURCE AGENCY		
	TRA-181205	MOSONIC TEMPLE TITLE TRANSFER	30.00
TOTAL FOR: TITLE RESOURCE AGENCY			30.00
00820	TRACE ANALYTICAL LABORATORIES		
	4100449	WATER ANALYSIS	493.00
	4100489	WWTP QUARTERLY ANALYSIS	525.50
	4100697	WWTP -ANALYSIS	56.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			1,074.50
00810	TRUCK & TRAILER SPECIALTIES		
	DSO015086	HITCH, 2"RECEIVER	456.69
TOTAL FOR: TRUCK & TRAILER SPECIALTIES			456.69
00809	TRUGREEN #2801		
	201395485	VEGETATION CONTROL @ 111 E LAWRENCE AVE	46.45
TOTAL FOR: TRUGREEN #2801			46.45
00791	USA BLUE BOOK		
	INV00508789	LAB SUPPLIES	551.36
TOTAL FOR: USA BLUE BOOK			551.36
00785	VERIZON WIRELESS		
	9975273270	SEPT 01- OCT 01	1,590.73
TOTAL FOR: VERIZON WIRELESS			1,590.73
00761	WILLIAMS FARM MACHINERY, INC.		
	28979	TRIMMER	302.99
	29453	SPARK PLUGS,TENSIONER, AIR FILTER, CHAIN CATCH,COV	293.73
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			596.72
00758	WINDEMULLER		
	238995	INSTALL/PROGRAM VALVE ACTUATORS	3,565.00
TOTAL FOR: WINDEMULLER			3,565.00
02139	WINDSOR TOWNSHIP EMERGENCY SERVICES		
	01-093024	EMT CLASS	1,800.00
TOTAL FOR: WINDSOR TOWNSHIP EMERGENCY SERVICES			1,800.00
00753	WOLVERINE PEST SERVICE		

	128318	PREVENTIVE SERVICES FOR GARAGE	50.00
TOTAL FOR: WOLVERINE PEST SERVICE			50.00
02137	ZERO9 HOLSTERS		
	INV#6125-B2B	EQUIPMENT POUCHES	2,258.40
TOTAL FOR: ZERO9 HOLSTERS			2,258.40
TOTAL - ALL VENDORS			156,305.76

COMMERCIAL CREDIT CARD STATEMENT 2024

September, 2024

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Griffith, M	8/30/2024	WM SuperCenter	Office Supplies	510-550.000-731.000	$ 32.73
	9/9/2024	Meijer	TMDL Event	101-751.000-956.000	$ 68.73
				Subtotal	**$ 101.46**
City Manage	9/1/2024	Google Suite	Google Monthlly Subscription	666-228.000-810.000	$ 1,019.57
				Subtotal	**$ 1,019.57**
Brooks, S	8/29/2024	FSP Michigan	Negotiator Conference	101-301.000-965.000	$ 190.00
				Subtotal	**$ 190.00**
Perry, S	9/5/2024	LED Lighting	Safety Lights Tuck #72, #12	601-581.000-731.000	$ 353.43
				Subtotal	**$ 353.43**
Smith, A	8/29/2024	Interstate Batteries	Merchandise Return	202-470.000-731.000	$ (275.17)
				203-470.000-731.000	$ (275.18)
	8/16/2024	Insterstate Batteries	Batteries For Baricade Flashers	202-470.000-731.000	$ 325.50
				203-470.000-731.000	$ 325.50
	8/20/2024	WF Gear	Dickie Barricade Lights	203-470.000-731.000	$ 290.00
				202-470.000-731.000	$ 290.00
	8/28/2024	Interstate Batteries		203-470.000-731.000	$ 166.95
				203-470.000-731.000	$ 166.95
	8/29/2024	Meijer	Water	510-560.000-731.000	$ 11.18
				Subtotal	**$ 1,025.73**
Brentar, P	8/26/2024	Arby's	Lunch Command Class	101-301.000-965.000	$ 12.50
	8/28/2024	Panda Express	Lunch Command Class	101-301.000-965.000	$ 13.14
	8/27/2024	Qdoba	Lunch Command Class	101-301.000-965.000	$ 13.44
				Subtotal	**$ 39.08**
Larocque,M	9/9/2024	YOUR MEMBERSHIP	Michigan Municipal Classified Ad	101-215.000-900.000	$ 199.00
				Subtotal	**$ 199.00**
Christiansen	8/19/2024	The Home Depot	Washer/Dryer	206-336.000-741.000	$ 2,059.46
	8/29/2024	The Home Depot	Wash Bay Plumbing parts	101-265.000-741.000	$ 267.49
	9/10/2024	USPS	Air Sampl Fill Station	206-336.000-732.000	$ 12.45
	9/10/2024	Michigan Assoc. Fire Chi	Membership Renewal	206-336.000-960.000	$ 125.00
				Subtotal	**$ 2,464.40**

Total	**$ 5,392.67**

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis and the City Council

From: City Manager Hillard

Date: October 28, 2024

Re: Delinquent Snow Removal Invoices to the Tax Roll-$1,319.16

Introduction

As part of a review of the City of Charlotte's delinquent invoices, Finance determined several snow removal special assessment invoices from 2023 were unpaid. Per the City ordinances, these invoices can be added to the tax roll. The City Attorney prepared the attached resolution for the City Council's consideration.

Recommendation
We are recommending the City Council approve the attached resolution.

Financial Impacts
The $1,319.16 will be recovered through the tax roll.

Suggested Motion
The City Council moves to approve the resolution.

Population: All Records
Aging as of 09/30/24

Certified by: _____ 10/14/2024
Anthony Meyaard, Assessor — Date

CUSTOMER # / NAME	PARCEL #	INVOICE #	SERVICE DATE	TOTAL
200-000-023-130-00 125 S COCHRAN LLC 125 S COCHRAN CHARLOTTE, MI 48813	200-000-023-130-00	24-0001582	12/1/2023	60
200-000-024-075-00 DELEEUW, MATTHEW & JENNIFER 1247 KRISTINA DR CHARLOTTE, MI 48813		24-0001601	12/1/2023	42
200-000-031-070-02 HUGHES, MARK O & VALERIE K 210 S COCHRAN AVE CHARLOTTE, MI 48813		24-0001625	12/1/2023	19
200-000-023-070-00 MCNAMARA, DAVID BRIAN 108 S WASHINGTON ST. CHARLOTTE, MI 48813	200-000-023-070-00	24-0001577	12/1/2023	23
200-000-019-111-00 MCNAMARA, ROSEABLA 205 E LAWRENCE AVE CHARLOTTE, MI 48813	200-000-019-111-00	24-0001566	12/1/2023	380
200-000-024-060-02 OMAR'S REAL ESTATE LLC 2954 CAMERON DR OLIVET, MI 49076	200-000-024-060-02	24-0001599	12/1/2023	38
200-042-500-101-00 REDMAN, RONNY & CHAD 2698 MORENO LANSING, MI 48911	200-042-500-101-00	24-0001656	12/1/2023	142
200-000-024-254-00 SCHWALBACH, TRACEY L 106 W LOVETT ST CHARLOTTE, MI 48813		24-0001616	12/1/2023	79.14
200-000-023-240-00 UNCLE COLLINS ENTERPRISE INC 6222 SPARTAN LN CHARLOTTE, MI 48813	200-000-023-240-00	24-0001591	12/1/2023	40

200-000-031-010-00 US POST OFFICE 117 W LOVETT ST CHARLOTTE, MI 48813	24-0001622	12/1/2023	496
	GRAND TOTALS:		1,319.16

1,319.16
0

BILLING ITEM BREAKDOWN

SNOW	1,319.16	1,319.16

CITY OF CHARLOTTE
EATON COUNTY, MICHIGAN

RESOLUTION NO. 2024-40

A RESOLUTION TO PLACE DELINQUENT PAYMENTS FOR SNOW REMOVAL AND TO PLACE THOSE DELINQUENT PROPERTIES ON THE DECEMBER PROPERTY TAX ROLL WITHIN THE CITY OF CHARLOTTE

WHEREAS, the City of Charlotte, pursuant to the provisions of a Special Assessment provided for snow removal to benefit the property owners and protect the health, welfare and safety of its citizens; and

WHEREAS, several property owners have failed to pay their Special Assessments for snow removal as required by law; and

WHEREAS, pursuant to Section 54-13(A) of the City Code, the Special Assessment and all interest until paid shall be and remain a lien upon the property of the same character and effect as a lien created for county, school, and city taxes; and

WHEREAS, the treasurer has provided a list, attached to this Resolution, of properties for which the assessments have been unpaid, and seeks the authorization that these unpaid assessments be placed upon the December property tax roll whereon these assessments will be collected in the same manner as the property taxes;

NOW, THEREFORE, BE IT RESOLVED that the properties identified by the treasurer as set forth in the attached list of delinquent snow removal assessments shall be placed on the December property tax roll.

The foregoing Resolution was moved for adoption by Council Member _____ and seconded by Council Member _____ and declared adopted by the following roll call vote:

AYES:
NAYES:
ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
:ss.
COUNTY OF EATON)

I, the undersigned, the duly qualified Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlotte at a regularly scheduled meeting held on Monday, October 28 2024, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 28th day of October, 2024.

_____

Mary LaRocque, City Clerk
City of Charlotte
Eaton County, Michigan

Approved as to form:

_____

Thomas M. Hitch (P25558)
City Attorney

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Karen Lancaster, Interim Finance Director, The WoodHill Group
Date: October 28, 2024
Re: 1st Quarter 2024-25 Budget Amendments

Introduction
The Uniform Budget and Accounting Act of 1968, as amended, requires the City to make amendments to the budget when appropriations exceed the current budget. These amendments must be approved by the City Council.

In the General Fund, the City Council adopts a budget for each department, so the amendments address any budget needs by department, rather than by fund total. For all non-General Funds, a budget amendment is only necessary if the Council finds the total fund appropriation will exceed the budget adopted by the Council.

Attached please find the recommended budget amendment resolution and detail for the first quarter of 2024-25.

Recommendation:
City staff recommends the City Council approve the budget amendment resolution.

Financial Impacts
As listed in the attached detail.

Suggested Motion
City Council moves to approve the fiscal year 2024-25 budget amendments for the year ending 6/30/25.

Attachment
10/28/2024
Fiscal Year 2024-2025 Proposed Budget Amendments

General Fund (Fund 101)

Summary	**Current Budget**	**Proposed Budget Amendment**	**New Budget**
Revenues	6,061,910	-	6,061,910
Expenditures:	6,061,910	170,248	6,232,158
Excess Revenues/(Expenditures)	**-**	**(170,248)**	**(170,248)**
Beginning Fund Balance 6/30/2024 (unaudited)	**3,371,139**		**3,371,139**
Ending Fund Balance 6/30/2025 (budget)	**3,371,139**	**(170,248)**	**3,200,891**

Detail		**Increase**	**Decrease**
Revenue:			
Expenditure:	**Increase Finance & Treasury Department Expenditure Budget for Purchase of BS&A Software Module approved June 10, 2024**		
101-253.000-960.000	Dues & Subscriptions	11,265	
	Increase Finance & Treasury Department Expenditure Budget for Impact of Union Settlements		
101-253.000-706.000	City Labor	37,269	
	Increase Police Department Expenditure Budget for Impact of Union Settlements		
101-301.000-706.000	City Labor	64,020	
	Increase Leaf Collection Department Expenditure Budget for Impact of Union Settlements		
101-443-000-706.000	City Labor	3,011	
	Increase Parking Services Winter Maintenance Department Expenditure Budget for Impact of Union Settlements		
101-444-000-706.000	City Labor	1,506	
	Increase Tree Work Department Expenditure Budget for Impact of Union Settlements		
101-445-000-706.000	City Labor	9,034	
	Increase Community Development Department Expenditure Budget for Impact of Union Settlements		
101-703-000-706.000	City Labor	1,506	
	Increase Parks & Recreation Department Expenditure Budget for Impact of Union Settlements		
101-751-000-706.000	City Labor	4,517	
	Increase Transfers to Other Funds Deparment Expenditure Budget to Fund Impact of Union Settlements for Fire and Airport Funds		
101-999.000-995.206	Transfer Out	29,236	
101-999.000-995.295	Transfer Out	8,884	

Major Street Fund (Fund 202)

Summary	**Current Budget**	**Proposed Budget Amendment**	**New Budget**
Revenues	1,381,800		1,381,800
Expenditures:	976,198	59,240	1,035,438
Excess Revenues/(Expenditures)	**405,602**	**(59,240)**	**346,362**
Beginning Fund Balance 6/30/2024 (unaudited)	**1,729,382**		**1,729,382**
Ending Fund Balance 6/30/2025 (budget)	**2,134,984**	**(59,240)**	**2,075,744**

Attachment
10/28/2024
Fiscal Year 2024-2025 Proposed Budget Amendments

Detail		Increase	Decrease
Revenue:			
Expenditure:	**Increase Expenditures for ROWE Engineering Services for SR2S Project**		
202-446.000-801.000	Professional Services	51,500	
	Increase Expenditure Budget for Impact of Union Settlements		
202-460.000-706.000	City Labor	7,740	

Local Street Fund (Fund 203)

Summary	Current Budget	Proposed Budget Amendment	New Budget
Revenues:	489,800	-	489,800
Expenditures:	390,919	62,765	453,684
Excess Revenues/(Expenditures)	**98,881**	**(62,765)**	**36,116**
Beginning Fund Balance 6/30/2024 (unaudited)	**1,115,771**		**1,115,771**
Ending Fund Balance 6/30/2025 (budget)	**1,214,652**	**(62,765)**	**1,151,887**

Detail		Increase	Decrease
Revenue:			
Expenditure:	**Increase Expenditures for ROWE Engineering Services for SR2S Project**		
203-446.000-801.000	Professional Services	51,500	
	Increase Expenditure Budget for Impact of Union Settlements		
203-460.000-706.000	City Labor	11,265	

Fire Fund (Fund 206)

Summary	Current Budget	Proposed Budget Amendment	New Budget
Revenues:	2,839,396	29,236	2,868,632
Expenditures:	2,862,588	72,480	2,935,068
Excess Revenues/(Expenditures)	**(23,192)**	**(43,244)**	**(66,436)**
Beginning Fund Balance 6/30/2024 (unaudited)	**66,436**		**66,436**
Ending Fund Balance 6/30/2025 (budget)	**43,244**	**(43,244)**	**-**

Detail		Increase	Decrease
Revenue:	**Increase Needed to fund contract settlements**		
206-000.000-699.101	Transfer from General Fund	29,236	
Expenditure:	**Increase Expenditure Budget for Impact of Union Settlements**		
206-336.000-704.000	Staff Wages	72,480	

Downtown Development Authority (Fund 248)

Summary	Current Budget	Proposed Budget Amendment	New Budget
Revenues:	25,175	-	25,175
Expenditures:	32,375	1,506	33,881

Excess Revenues/(Expenditures)		**(7,200)**	**(1,506)**	**(8,706)**
Beginning Fund Balance 6/30/2024 (unaudited)		**298,862**		**298,862**
Ending Fund Balance 6/30/2025 (budget)		**291,662**	**(1,506)**	**290,156**

Detail		**Increase**	**Decrease**
Revenue:			
Expenditure:	**Increase Expenditure Budget for Increased Wages due to Union Contracts**		
248-728.000-706.000	City Labor	1,506	

Airport Fund (Fund 295)-combined with the General Fund for audit purposes

Summary	**Current Budget**	**Proposed Budget Amendment**	**New Budget**
Revenues:	200,840	8,884	209,724
Expenditures:	200,840	8,884	209,724
Excess Revenues/(Expenditures)	**-**	**-**	**-**
Beginning Fund Balance 6/30/2024 (unaudited)	**(311,834)**		**(311,834)**
Ending Fund Balance 6/30/2025 (budget)	**(311,834)**	**-**	**(311,834)**

Detail		**Increase**	**Decrease**
Revenue:	**To fund budget amendment**		
295-000.000-699.101	Transfer from General Fund	8,884	
Expenditure:	**Increase Expenditure Budget for Painting Airport Fuel Tank**		
295-595.000-810.000	Contractual Services	8,884	

Water & Sewer Fund (Fund 510)

Summary	**Current Budget**	**Proposed Budget Amendment**	**New Budget**
Revenues:	4,775,824	-	4,775,824
Expenditures:	4,549,735	102,384	4,652,119
Excess Revenues/(Expenditures)	**226,089**	**(102,384)**	**123,705**
Beginning Unrestricted Net Assets 6/30/2024 (unaudited)	**3,520,244**		**3,520,244**
Ending Unrestricted Net Assets 6/30/2025 (budget)	**3,746,333**	**(102,384)**	**3,643,949**

Detail		**Increase**	**Decrease**
Revenue:			
Expenditure:	**Increase Expenditure Budget for Impact of Union Settlements**		
510-550.000-706.000	City Labor	102,384	

Motor Vehicle Pool (Fund 601)

Attachment
10/28/2024
Fiscal Year 2024-2025 Proposed Budget Amendments

Summary	**Current Budget**	**Proposed Budget Amendment**	**New Budget**
Revenues:	596,500	-	596,500
Expenditures:	606,041	15,441	621,482
Excess Revenues/(Expenditures)	**(9,541)**	**(15,441)**	**(24,982)**
Beginning Fund Balance 6/30/2024 (unaudited)	**1,508,652**		**1,508,652**
Ending Fund Balance 6/30/2025 (budget)	**1,499,111**	**(15,441)**	**1,483,670**

Detail		**Increase**	**Decrease**
Revenue:			
Expenditure:	**Increase Expenditure Budget for Impact of Union Settlements**		
601-581.000-706.000	City Labor	15,441	

STATE OF MICHIGAN
CITY OF CHARLOTTE
EATON COUNTY

A RESOLUTION AMENDING THE OPERATING AND CAPITAL BUDGET APPROPRIATION OF FUNDS FISCAL YEAR 2024-2025

RESOLUTION 2024-41

At a regular meeting of the City of Charlotte City Council, Eaton County, Michigan, held in City Council Chambers of Charlotte City Hall, at 111 E. Lawrence Avenue, Charlotte, Michigan, 48813, on the 28th day of October 2024 at 7:00 p.m.

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act of 1968, as amended, the legislative body shall adopt a balanced budget including all supplemental appropriation approvals; and

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act of 1968, as amended, a balanced budget is defined as estimated total expenditures including an accrued deficit shall not exceed estimated total revenues including a surplus; and

WHEREAS, the City Council has the sole authority to adopt and amend the budget;

NOW, THEREFORE BE IT RESOLVED, that the general appropriations of the City of Charlotte for the fiscal year beginning July 1, 2024 and ending June 30, 2025, complies with the balanced budget requirements and the following fund appropriations are therefore amended and approved as attached hereto:

	Revenues	**Expenditures**
General Fund (Fund 101)	-	170,248
Major Streets (Fund 202)	-	59,240
Local Streets (Fund 203)	-	62,765
Fire Fund (Fund 206)	29,236	72,480
DDA (Fund 248)	-	1,506
Airport Fund (Fund 295)	8,884	8,884
Water & Sewer Fund (Fund 510)	-	102,384
Motor & Vehicle Pool Fund (Fund 601)	-	15,441

Motion to approve Resolution 2024-41 was offered by _____ and seconded by _____. Carried by roll call vote: Yea ; Nay ; Absent .

CERTIFICATE

I, Mary LaRocque, the acting Clerk of the City of Charlotte, hereby certify that the foregoing resolution was adopted by the City Council, as presented at a meeting on October 28, 2024 at which meeting a quorum was present by a roll call vote of said members as herein set forth; that said resolution was ordered to take immediate effect.

_____
Mary LaRocque, City of Charlotte Clerk

THE CITY OF
CHARLOTTE
MICHIGAN

Staff Memo

To: City Manager Hillard, Honorable Mayor Lewis and Council members
From: Mary LaRocque, City Clerk
Date: October 18, 2024
Subject: 2025 Cost of benefits for employee health care plans; Blue Care Network (BCN), Delta Dental and Vision Service Plan (VSP)

Background

I wanted to share the results of our analysis on the projected costs for the employee health care plans for 2025. All three plans are listed as the designated provider in all of our collective bargaining unit agreements. Maintaining these plans are essential for workforce satisfaction and retention.

Recommendation

It is recommended that the Council approve the healthcare plans

Financial Impact

The projected cost for the BCN plan in 2025 shows an increase compared to 2024. This change is mainly due to rising inflation, healthcare costs, and increased claims.

Net Effect Comparison:

BCN Contract Year	Gross Cost	Hard Cap Limit - City cost	Over (under) Hard Cap - Employee cost
2024	$858,271.00	$815,837.00	$42,434.00
2025	$957,809.00	$815,370.00	$142,439.00

PA 152 Hard Cap Overview: The Publicly Funded Health Insurance Contribution Act (PA 152) sets limits on how much public employers can pay for employee health insurance premiums (excluding dental and vision), known as "hard caps." The formula for the caps are calculated and provided by the state. If the costs go over these limits, employees will have to cover the extra expenses through payroll deductions, rather than the City. The hard cap limit for 2025 is slightly lower than in 2024, which means the cost to the City is reduced this year. As a result, employees will see a net increase in their contributions. ***Point of Interest*:** There are currently active discussions at the state to change PA 152, which could involve altering the employer/employee cost-sharing ratio or updating the hard cap limit on employer contributions to relieve the burden on employees with an expectation to see these changes as early as 2026.

Plan	2024	2025
Delta Dental	$55,203	$57,079
VSP	$20,052	$20,052

Delta Dental's annual premium shows a slight increase, while VSP remains unchanged. The City pays 100% of the full premium for eligible employees, in accordance with the collective bargaining unit agreements.

Proposed Motion

Motion to approve our continued participation in the BCN, Delta Dental, and VSP health plans for 2025, and authorize the Clerk to proceed with open enrollment for the 2025 benefit year.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Mayor Lewis and City Councilmembers
From: Robert Hillard, City Manager
Date: October 25, 2024
Re: Public Works Service Memo

Background

As we continue to review the Public Works Department services, and seek out a permanent Public Works Director, I placed bids for the services from consulting groups for a six month contract to secure leadership in this critical area. This position is very complex, managing multiple disciplines and completing tasks in regulatory timeframes. Plus, to define a specific scope was difficult, because of all the unknowns related to the department. We did receive two bids for services however. I am recommending the services of Spalding DeDecker to complete a not to exceed six month contract. The contract provides hourly rates for a variety of positions, depending on the needs of the department. The main staffer would be John Brady, PE, two days a week in the office in Charlotte. If the City Council approves the contract, I will assign him as the Interim Public Works Director for up to six months. Also, I would recommend Scott DeVries, PE, be utilized four hours a week to provide additional experience. Once the team is settled, and expectations are established, we will solicit for the permanent position, with Spalding DeDecker staff providing additional back up support for a period of time.

Financial Impact

The financial impact of these services will depend on the services required. The contract will secure a number of positions based on the needs of the City. But as an example, Mr. Brady's rate is $138 an hour and Mr. DeVries is $200 an hour. Assuming six months of services, two days a week, eight hours a day, at $138 an hour, the basic cost for working with Mr. Brady will be approximately $52,992. Adding Mr. DeVries at a rate of $200 an hour, at four hours a week, for six months, the amount this component would be $19,200. Adding these two numbers equates to $72,192. However, this does not include other costs depending on the project and reports required.

Recommendation

Authorize the contract with Spalding DeDecker as provided per comments by the City Attorney, for a six month period.

SPALDING DEDECKER
Engineering & Surveying Excellence since 1954

October 9, 2024

Mr. Robert Hillard
City Manager
City of Charlotte
111 E. Lawrence Ave
Charlotte, MI 48813

Re: Bid Proposal for Professional Engineering Services – Public Works Director Services

Dear Mr. Hillard:

Spalding DeDecker (SD) is pleased to provide the following bid proposal for Professional Engineering services to the City of Charlotte.

BACKGROUND

The former DPW Director, Amy Gilson, retired on July 31, 2024. SD has been assisting the City since then by providing limited role Interim DPW Director services to respond to priority needs. The initial plan was to provide part-time assistance for just the most critical functions for a period of 30 to 45 days. We have had to stretch this period beyond two months. In order to stretch the budget to this length, we have had to perform as much of the work remotely as possible and have had to focus on just the most urgent needs. This approach helped in the short run; however, this is not sustainable for a longer term. There are lower-level priorities that cannot be delayed indefinitely. Moving forward, it is recommended that one to two days a week should be conducted on-site to assist City staff with keeping up with the most critical functions. Additional time is also necessary, but some functions can still be supported remotely. Even at this level, it is apparent that full-time replacement of the DPW Director is necessary and has been identified as the City's end goal.

APPROACH

Option 1 – Filling the Fulltime Position and Provide Supplemental Assistance.
The City identified in the Request for Bids that it intends to find a full-time replacement for the DPW Director within six months. Most often, this type of position matches the skill set of a Professional Engineer. The local engineering market has been tight for a few years. Based on our contacts within the industry, we have become aware of at least two individuals with extensive public works and municipal administrative experience that are potential candidates. However, neither candidate is an engineer. Based on work experience, they both appear to be potentially suited to the duties of the position. We have worked with them in the past and they appear to possess the right mindset and ability. Professional Engineering support (Engineer of Record) can be contracted as needed. Both individuals have years of experience with local government agencies in road and utility infrastructure, permitting, plan review, state reporting, and project/public administration. We have inquired with them confidentially, and both have expressed interest in the city's position if it is open to application. Since the individuals are currently engaged in service to other mid-Michigan agencies, we are not able to provide their information publicly. Although it is likely possible to contract one of these individuals through SD, we believe it would

be most cost effective and, in the City's best interest to assist in facilitating and potentially accelerate the long-term goal of filling the DPW Director position permanently.

We have structured Option 1 of our proposal assuming one of these individuals (or another candidate) can be in direct employment in an accelerated time frame. Under this option, SD would aid with current duties initially for two to three months with the overall objective of transitioning most regular duties to the new DPW Director. Supplemental engineering services (Engineer of Record) could be provided once the Director transition is complete for more limited complex issues after that. It is anticipated that a new Director hire would be able to start in December or January.

Option 2 – Longer Term (up to six months Interim DPW Director services)
In order for the City to sustain a longer time period of up to six months of contracted Interim DPW Director services provided by SD, the City needs more time devoted to the Interim Director role. We propose to introduce less experienced engineering staff to a larger portion of the on-site role to be supplemented with senior level staff for reference, guidance, and resources. With this arraignment, the senior level staff can likely split time with the staff level engineer. For example, the time could be split one third/two thirds (or less) depending on the circumstances. Some items can be handled remotely with administrative and graduate engineering staff as appropriate.

PROJECT TEAM
SD proposes the following individuals for the project team:

Scott DeVries, PE – Sr. Project Manager
Scott has over 34 years of experience in municipal infrastructure. Scott served as the City Engineer/DPW Director for the City Williamston for over 13 years until 2023 when he returned to consulting. Scott has 21 years of consulting experience and has served as design, project engineer, and project manager for water and wastewater infrastructure, roads, parks, water and sewer lines, pump stations, airport stormwater, water wells, and MDOT funded projects. He has extensive construction engineering experience and is experienced in city operations. While at the City of Williamston, he oversaw the Public Works Department, Utilities staff (WWTP), parks, City facilities, and was the Operator in Charge of the Water Treatment Plant and wells. He created the City's Capital Improvement Plan which included the equipment fleet as well as the physical infrastructure. He is familiar with BS&A software, Sensus water meters (AMR/AMI systems), and administration of State and Federally funded projects. Scott is based out of the Lansing office and lives northwest of Jackson.

Dan Troia, PE – Project Manager
Dan has over 35 years of experience in street and highway design, project management, and construction. He has a background in pavement design, soils and geotechnical engineering. He specializes in pavement rehabilitation and construction. He was an engineer with the Ingham County Road Dept for 23 years and was with MDOT for 10 years prior. Dan is also based out of the Lansing office.

John Brady, PE – Project Engineer
John has over nine years of experience in municipal infrastructure projects with primary focus on roads, sewers, pump stations, water mains, and storm systems. He is PASER (street rating) certified

and very familiar with EGLE and MDOT permitting as well as MDOT local agency project requirements.

Bruce Carlson, PE – Project Engineer
Bruce has eight years of experience in municipal design and construction of roadways, water mains, sanitary and storm sewers, as well as site grading.

Lansing Office Staff - Administrative and Graduate Engineering Support

SCOPE OF SERVICES

Regardless of which approach is taken, the City needs assistance with the regular functions of the Director of Public Works. This includes weekly, monthly, and seasonal tasks. We will provide assistance and support for the City's infrastructure maintenance and operations as well as assistance with various issues that arise.

Anticipated task-oriented items include:

- Schedule weekly time onsite for in-person interaction as needed.
- Report to and coordinate activities with City Manager. Provide advice on DPW and Utility needs.
- Assist in scheduling and directing seasonal activities.
- Assist in response to regulatory (EGLE) requests and submissions.
- Comment and assist with development inquiries and plan reviews.
- Assist City staff with operational and maintenance issues in the road system, water supply, WWTP, and collection system.
- Assist with compliance submission for roads (MDOT Act 51) and Environmental Programs (Pollution Plans, SARA Title III, etc.).
- Assist with asset management, Capital Improvement Planning, budgeting, and potential funding opportunities.
- Assist with storm sewers, streets, trees, parks, and water service investigations as needed.
- Assist City Staff with background infrastructure information related to current or past large scale construction projects.
- Assist with existing outsourced engineering Infrastructure projects in providing City support.
- Construction site visits to advise on emergency water and sewer repairs or unusual circumstances.

In addition, there are some important items coming up that we have discussed with the City. We anticipate that these items require particular attention:

- The City has been awarded MDOT Category B grant funds for Walnut Street. This project appears to be well suited to a Log style project which is cheaper to implement.
- There is increased attention to the required lead and galvanized water service replacement program with new notification and reporting requirements. It is anticipated that it would be in the City's best interest to accelerate the replacement program and complete it sooner.
- The City anticipates upcoming needs at the Fitch H. Beach Airport that include fencing, apron repair, and road/parking lot improvements. SD is experienced in working with airport projects.

- The City may consider upgrading to an automated meter reading process. The City utilizes Sensus meters which are capable of remote reading capability with the use of transmitter devices. Our staff has experience with smart meter systems (specifically Sensus) and options to convert to Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI). We are experienced in troubleshooting inaccuracies in Utility Billing database records as this becomes critical in AMR/AMI system operation.
- We understand the City is exploring the use of the Project Management module in the BS&A software for use with Planning and Zoning. Scott is familiar with the Utility Billing module and would be able to adapt to another module.
- Our proposed project team is very experienced in pavement evaluation and development of roadway improvement plans. We anticipate that the Annual PASER rating and an improvement plan could be developed during the time that our staff would be on site as an added value.

FEES
As requested, we have attached our 2024 Standard Rates schedule.

CONTRACT
Attached is a draft sample contract for the proposed services as requested. If selected, this proposal and the agreed to scope (hours/budget) will be included in the contract agreement.

We have included an overview of SD and In-House engineering assistance services that we are currently providing elsewhere. Thank you for your consideration of our proposal to provide critical assistance to the Department of Public Works and Utility operations. Please feel free to contact us should you have any questions or require further clarification. We look forward to the possibility of continuing to serve the City of Charlotte.

Sincerely,
SPALDING DEDECKER

Scott DeVries, PE
Sr. Project Manager

SCOTT DEVRIES, PE

Sr. Project Manager | Lead Utilities Engineer

EDUCATION

Masters of Science in Civil Engineering, Michigan State University, 1995

Bachelor of Science in Civil Engineering, Michigan State University, 1990

REGISTRATION / CERTIFICATIONS

Professional Engineer, Michigan, 1994

MI Cert. Water Operator-D-2/S-3, 2012

TRAINING

Nassco PACP and MACP Training and Certification, 2008

XP- Software, Inc training for XP-SWMM, 2008

MWEA Odor Control/ Corrosion Seminars, 2007 & 2006

WEF Collections Specialty Conference, 2006

XL Design – Professional Liability Education Program, 2005

PSMJ Project Managers Bootcamp, 2001, 2008, 2024

Confined Space Entry, 1995

PROFESSIONAL AFFILIATIONS

MI Section American Water Works Association (AWWA)

Michigan Water Environment Association (MWEA)

American Society of Civil Engineers (ASCE)

Water Environment Federation (WEF)

Mr. DeVries is a professional municipal engineer with over 34 years of experience in both the public and private sectors. **For over 13 years, he served for a municipality in the role of city engineer/director of public works.** He is highly experienced in Local, State, and Federally funded programs, public engagement, permitting, and all aspects of a project, from design to delivery. Scott's expertise lies in sanitary sewer and water distribution studies, groundwater and hydrologic studies, water system design, and management of complex municipal infrastructure projects.

RELEVANT EXPERIENCE

- **Lansing Board of Water & Light, Lansing, MI – Project Manager -** for outsourced survey and design of water main extensions for the Customer Projects Department. Projects include the following: Grand River Ave, Lowell Rd., and Ingersoll Rd., Watertown Twp.: 10,700 lf of 16-inch DIP, 800 lf of 18-inch directional drilled HDPE, and 2,900 lf of 12-inch DIP water main. College Rd., Delhi Twp.: 13,800 lf of 12-inch DIP and 2,100 lf of 14-inch directional-drilled HDPE water main. S. Cedar St., Delhi Twp.: 3,200 lf of 12-inch DIP water main. Airport Rd., Watertown Twp.: 4,800 lf of 16-inch DIP and 700 lf of 18-inch directional-drilled HPDE water main. DeWitt US-27 Interconnect: 7,500 lf of 16-inch DIP water main.
- **Michigan State University, Lansing, MI – Project Manager -** for a water project consisting of 950 lf of 6-inch water main.
- **East Riverside Street infrastructure and Street Improvements, City of Williamston – Project Manager –** The project involves the complete reconstruction of the infrastructure within the right-of-way including sanitary, storm and water utilities, curb and gutter, streets and sidewalk. Coordination for relocation of utility poles was required.
- **City of Williamston, MI – Project Manager and City Engineer –** Series of investigations and projects to eliminate infiltration and inflow sources to sanitary sewers within the City. Worked with City staff to identify connections from roof and storm drains downtown. Assisted in flow monitoring of sewers downstream of the adjacent Township connection to the City. Involved in the design and replacement of sanitary sewers located within the Red Cedar River floodplain to eliminate significant infiltration and inflow to the wastewater treatment plant.
- **Delta Township Sewer System Study, Delta Charter Township, MI – Project Manager** – study involving three pump station districts within the Township sewer system. Historical pump station and sewer system records have been evaluated to identify existing system capacities and I&I problems.
- **Delta Township Sanitary Sewer and Water Distribution Systems, Delta Charter Township, MI – Client Manager** - The study involved developing computer models of the systems and preparing long-term master plans for system expansion and future upgrades.
- **Waverly Road Sewage Lift Station, Delhi Charter Township - Project Manager and Lead Engineer** for the design and construction of a 5.4 MGD regional pump station facility. Project featured the following:
  - Cut and fill modifications to FEMA floodway requiring HEC-RAS modeling and Certification of the hydraulic capacity of the adjacent county drain.
  - 24" Influent interceptor sewer at 30' depth adjacent to the Gilbert Drain and 16" discharge force main.
  - Challenging soil conditions with high ground water table requiring extensive dewatering system, excavation shoring system, and mud matt for the wet well installation.
  - Cast-in-place reinforced concrete wet well (21'x21.5'x35'D) featured a bisecting

SCOTT DEVRIES, PE

Sr. Project Manager | Lead Utilities Engineer

RELEVANT EXPERIENCE, continued

wall and splitter channels with gates for maintenance operations.
  - Four Hydrostal submersible pumps with pre-rotation basins to provide 5.4 MGD firm capacity.
  - Above grade building featuring brick and hip roof architecture to house above grade valving and piping, magnetic flow meter, air/vacuum relief, SCADA controls, VFDs, electric systems, natural gas standby generator, and restroom facilities.
- **Southern Clinton County Municipal Utilities Authority – Project Manager and Engineer** for sanitary sewer replacement project of failing sewers originally installed in very poor soils (deep deposits of marl and peat). Project has been in successful service for over 20 years and included the following:
  - Significant temporary bypass pumping and construction dewatering wells adjacent to sensitive environmental areas (regulated wetland areas and Park Lake)
  - Installation of manhole structures as well as structural spans of pipe installed on deep pile (Steel H) systems with pile caps supporting manholes and pipe saddle fabrications. Bridging structural spans of sewer pipes constructed of Ductile Iron pipe with H2S protective ceramic epoxy coatings and wrapped stone bedding assembly.
  - Three project sites: E. Twinbrook 24" Interceptor sewer, Lift Station 102/Prairie View 16" Influent sewer, and Lift Station 204/Park Lake Rd 12" Influent sewer and force main.
  - Six manholes required pile foundations and 65 pile supported pipe saddle assemblies were required to support over 1,550 LF of 20 ft pipe spans at depths up to 20 feet.
- **City of Saline**
  - Project Manager for the 2001 Street and Water Main Projects consisting of three miles of road reconstruction and resurfacing and 8,600 ft of water main replacement. The storm and sanitary sewers were video inspected for evaluation. As a result, 4,400 lf of storm sewer ranging from 12-inch to 24-inch and 7,800 lf of 8, 10, and 12-inch sanitary sewer were included for replacement or extension of service. The project included bituminous resurfacing and sealing of a concrete box beam bridge over the Saline River.
  - Project Manager/Engineer for a project consisting of 3,300 lf of 8-inch water main and 4,500 ft of 8, 12, and 15-inch sanitary sewer in a residential area. The project replaced existing 4-inch water mains and included street reconstruction in several areas.
- **Watertown Charter Township: Project Manager** for Stoll Road sanitary sewer and Lift Station 405. Hosted over six months of facilitation working sessions with the Township and four developers to foster a development agreement for the regional portion of the project. A cost sharing agreement was produced for the Township to proceed with the public constructed portion of the project to open up a new area to development.
  - Sanitary interceptor sewer with depths up to 28' deep consisting of 18" GRP (fiberglass reinforced) and 18" PVC pipe.
  - Duplex submersible pump lift station featuring 10'x16' rectangular precast concrete wet well, 35' deep with protective epoxy liner system, VFD's, 1001 GPM firm capacity, on-site standby generator, and 12" HDPE discharge force main.
- **Airport Road Interceptor Sewer Reconstruction, Watertown Charter Township - Project Manager** for evaluation and replacement of the failing sanitary sewer due to severe hydrogen sulfide attack.
  - Above grade temporary bypass system.
  - Replacement of 14 manholes with polymer concrete structures and installation of a fiberglass (grouted in place) insert for one critical junction manhole.
  - Installation of new 15" PVC sanitary sewer, jack and bored casing for a critical road crossing, and rebuilt failed ductile iron force main discharge with HDPE.
  - Pipe burst over 3,100' of existing 18" concrete pipe with 24" HDPE, installed 18" CIPP liner in 540'.
- **Pollution Control Facility Odor Abatement, Saline, MI – Construction Engineer -** The project consisted of the placement of aluminum covers over two primary clarifiers and fiberglass covers over the weir troughs in the secondary clarifiers. Air ducts were installed from the primary clarifiers and rotating biological contactors to air scrubber units. An existing scrubber unit was relocated inside of a new building along with a new scrubber unit.
- **Carris Park/Cherry Street Wetland Study, DeWitt, MI – Project Manager/Lead Engineer -** The study identified causes of the drying up of a state regulated wetland in a residential area adjacent to Lake Geneva. Available historical data of the geology, soils, precipitation, flooding events, construction activity, and watershed hydrology was analyzed, and field investigations conducted to provide recommendations for restoration options.

DANIEL TROIA, PE

Project Manager | Lead Road Design Engineer

EDUCATION

BS, Civil and Environmental Engineering, University of Wisconsin- Madison, 1989

REGISTRATION

Professional Engineer, Michigan, 1995

TRAINING

County Engineer's Workshop (Annual), MTU-CTT (2002 – 2023)

Flexible Pavement Design, MSU

Repair and Maintenance of Concrete Bridges, UW-Madison

AASHTO Bicycle Facility Design Training, MDOT

Storm Sewer and Sediment Basin Design, UW-Madison

Designing Streets for Pedestrian Safety, FHWA

Maximizing Public Support, The Rossman Group

Intersection Safety Workshop, FHWA

QUALIFICATIONS

Highly experienced in transportation design projects

Extensive knowledge of AASHTO and MDOT guidelines

Mr. Troia has more than 34 years of expertise in the disciplines of highway design, project development, and construction project engineering, with a background in soils and geotechnical engineering. He has led the design of highway projects ranging from rural county roads to urban streets and signalized intersections. Mr. Troia is also experienced in scoping and design of bridge rehabilitation and prefabricated structure replacement projects. He has managed and produced numerous design approval documents, plans, specifications, and contract documents for municipal and locally administered Federal Aid projects, as well as performed all aspects of project development, including NEPA clearance documents, right-of-way acquisition, and environmental permitting. He is extensively familiar with MDOT design guides and standards as well as AASHTO standards. Mr. Troia enjoys working closely with others to develop innovative and proven transportation solutions. He is experienced in the facilitation and management of public outreach activities, including meetings, open houses, and formal public hearings for transportation projects.

RELEVANT EXPERIENCE

- **Cedar Street - College Rd to Holbrook Dr, Ingham County, MI - Lead Road Design, Consultant Coordination (Trail) –** 2.4 miles of 3-lane conversion (from 4-lane divided highway) and non-motorized trail with HMA resurfacing, drainage, MS4 storm water treatment/detention features, traffic signal modernization, ADA ramp upgrades, phased construction. Project development included right-of-way acquisition, NEPA clearance and formal public hearing for lane conversion.
- **Meridian Township Local Road Program, Meridian Township, MI - Lead Design Engineer-** Project includes design and construction oversite for major hot mix asphalt (HMA) pavement reconstruction within Meridian Township starting with the 2024 construction season. The design work includes HMA resurfacing on crushed and shaped HMA and cement stabilized bases. Assisted in the development of strategies to reduce the per mile pavement reconstruction cost, as well as find new treatments to take the place of chip seals in the preventative maintenance toolbox.
- **Waverly Road, Lansing, MI - Lead Road Design and MDOT Coordination –** 0.9 miles of road reconstruction and HMA resurfacing, including freeway interchange reconfiguration, RR coordination and force account, storm sewer, non-motorized trail, ADA ramp upgrades, and traffic signal modernization. Project included TAP and HSIP grant coordination with Delta and Lansing Townships, Ingham County Parks Department and Eaton County Road Commission; coordination with MDOT University Region Design team for inclusion with I-496 bid contract. Project development included right-of-way acquisition, utility relocation, and NEPA clearance.
- **Holt Road, Ingham County, MI - Lead Road Design, Consultant Coordination (Trail), Construction Project Engineer –** 3.1 miles of 4 to 3-lane conversion with HMA resurfacing, fiber reinforced chip seal interlayer, geosynthetic reinforced IBFSA lightweight fill, storm sewer, concrete sidewalk, non-motorized trail, traffic signal modernization and coordination, ADA ramp upgrades. Project development included right-of-way acquisition, utility relocation, NEPA clearance and public hearings for lane conversion.
- **Jolly Road, Okemos, MI - Lead Road Design, Construction Project Engineer –** 2.5 miles of HMA resurfacing with full depth reclamation, widening for paved shoulders, vertical profile correction, cement stabilized subgrade, culvert, storm sewer, ADA ramp upgrades, temporary stream bypass and multi-plate aluminum box culvert & headwall, geosynthetic reinforced culvert headwall and reinforced slopes, and guardrail installation.

JOHN BRADY, PE

Project Engineer

EDUCATION

BS, Civil Engineering, Michigan State University, 2015

REGISTRATION

Professional Engineer Michigan, 2023

TRAINING

ACI Concrete Field Testing Technician, Grade I, 2017-2025

Pavement Surface Evaluation and Rating, Training & Certification, 2024

Construction Pedestrian Facilities for Accessibility Workshop, 2018

MDOT – Design Basic Training – Focus on Traffic and Safety, 2018

AFFILIATIONS

Michigan Society of Professional Engineers (MSPE)
Flint Chapter President 2020, 2021, 2022, 2023, 2024

Mr. Brady has more than 9 years of experience in municipal design working with MDOT and local municipalities, and is responsible for design, drafting plans, writing specifications, creating estimates, completing and submitting permits, and overseeing construction engineering. He is experienced in Microsoft Windows Operating Systems, AutoCAD- C3D, MERL, ProjectWise, FieldBook, Synchro, Bluebeam, Adobe, Microsoft Office Suite, Google Earth Pro, county specific and SESC permits and is proficient in stormwater management, wastewater design, and Michigan EGLE permits and MDOT permit gateway. Mr. Brady is extensively familiar with MDOT design and standard specifications, MDOT local agency programs guidelines for geometrics on local agency projects, as well as AASHTO standards including the Geometric Design of Highways and Streets.

RELEVANT EXPERIENCE

- **Wastewater Pump Station Improvements, Oscoda Charter Township, MI - Assistant Project Engineer -** Design – Provided design for refurbishment of wastewater pump stations by updating controls on 18 pump stations and by converting dry can stations into submersible pump stations and full replacement of entire pump stations.
- **Research Park Drive Resurfacing, Ann Arbor, MI - Project Engineer -** Design – Survey together with design and construction engineering services for approximately 1.1 miles of roadway rehabilitation involving full depth HMA removal and replacement, intermittent curb and gutter and driveway approach replacements, drainage structure repairs, and ADA ramp and sidewalk upgrades. Other items of work include permanent pavement markings, replacing and adjusting utility structure cover and monument boxes, and maintaining traffic. This project is a Transportation Economic Development Fund (TEDF) – Category A project that went through the direct grant process rather than the MDOT LAP although it followed the same process and documentation.
- **Sheridan Avenue Resurfacing, Saginaw, MI - Assistant Project Engineer -** Design – Pavement design, water main layout, plans, specifications, and estimate for the resurfacing of Sheridan Ave. from Treanor St. to Rust Ave., including replacing water main, reconstructing intersections and curb and gutter repair.
- **Sanitary Sewer System Improvements, DeTour Village, MI - Assistant Project Engineer** - Design – Provided engineering assistance to rehabilitate two and completely replace one existing pump stations with replacement of pumps, valves, piping, and electrical controls.
- **SRF Sewer Improvements, Village of Columbiaville, MI - Assistant Project Engineer** - Design – Assisted in design of a new pump station. Completed design for relining of sanitary lagoon with earthwork volumes. Completed plans and estimate for both and related permits.
- **16th St Lift Station Rehab, Port Huron, MI - Assistant Project Engineer -** Design – Rehabilitation of the 16th St. Lift Station. Tasks included working with pump distributor on sizing for replacement pumps and electrical controls. Work also consisted of regrading site and stormwater improvements.
- **Hancock and Ames Reconstruction, Saginaw, MI - Assistant Project Engineer -** Design – Created plans, estimate, and modified specifications for the reconstruction of Hancock St. from N. Michigan Ave. to N. Niagara and Ames St. from Hamilton St. to N. Niagara St. Design included water main as well as filling underground coal vaults and working with the structures group on a new stairwell
- **Fort Street Reconstruction, Port Huron, MI - Assistant Project Engineer -** Design – Developed plans, specifications and estimate for the reconstruction of Fort St. from Quay St. to Beers St. which included new water main.

BRUCE CARLSTROM, PE

Project Engineer | Utility Engineer

EDUCATION

BS, Environmental Engineering, Michigan Technological University, 2017

REGISTRATION

Professional Engineer Michigan, 2021 **No. 10147**

TRAINING

Comprehensive Soil Erosion and Sedimentation Control (SESC), DEQ

SESC Storm Water Management, DEQ

Concrete Field Testing, Level I, MCA

MDOT Density Technology, Ferris State University

Concrete Field Testing Technician, Grade I, ACI

Nuclear Gauge Safety, Troxler

PASER, TAMC

PACP and MACP, NASSCO, Inc.

CIPP, NASSCO, Inc.

QUALIFICATIONS

He is experienced in the development of road and utility design and construction inspection and is proficient in Civil 3D and KYPipe.

Mr. Carlstrom has more than 7 years of experience in Municipal Engineering and is responsible for design and development of roadway and utility design plans, including drainage, watermain, and storm design. Bruce is very familiar with MDOT standards, ADA requirements, specifications, policies, and procedures as well as AASHTO standards & policies. Mr. Carlstrom is extensively familiar with MDOT design and standards as well as AASHTO standards.

RELEVANT EXPERIENCE

- **Madison Road, Grand Rapids, MI - Project Engineer –** Madison Road project includes Rotomill and overlay with partial replacement of water main and water services as well as partial replacement of combined sewer for future connection to separated storm system and sanitary sewer. Responsibilities included design of on street parking, bus stop, and road railroad crossing.
- **Miller Road Improvements from Ballenger Highway to Hammerberg Road, Flint, MI - Project Engineer –** MDOT 3R resurfacing project for 1.4 miles of 4-lane to 3-lane re-configuration including complete traffic sign replacement and re-configuration, curb and gutter replacement and profile milling to attain 2% cross slope. Project also included major utility coordination for water main replacement, storm sewer replacement, and ADA sidewalk improvements. Responsibilities include putting together the base file, water main design, and detail grading.
- **Eastern Ave- Ardmore St to Oakdale St, City of Grand Rapids, MI - Project Engineer -** Design of a MDOT Local Agency Program funded resurfacing, water main replacement, road diet, bike lanes, and sewer reconstruction of Eastern Ave from Ardmore St to Oakdale St. Residential two-way street with parking on both sides. This project also included a Bike Lane evaluation under Grand Rapids Bike Action Plan.
- **Robert T. Longway Boulevard Resurfacing, from Chavez Dr to E. Boulevard Drive, City of Flint, MI - Project Engineer –** Responsibilities involved 500 feet of water main design, 0.28 miles of hot mix asphalt cold milling and resurfacing, storm sewer, concrete box culvert, bridge railing, sidewalk repairs, concrete pavement, driveway, curb, gutter, sidewalk, and ramps, guardrail, signing, and pavement markings on Robert T. Longway Boulevard from Chavez Drive to East Boulevard Drive in City of Flint, Genesee County.
- **Oakridge and Blakely Utility Rehabilitation, Jackson, MI - Project Engineer -** designed 450 feet of water main replacement and the reconstruction of Oakridge Drive from Glen Drive to Grovedale Drive and 650 feet of total road and utility reconstruction along Blakely Avenue from North Elm Street to North Pleasant Street in the City of Jackson. Sanitary sewer, storm sewer,and water main were replaced. Blakely was also widened between Orange Street and North Pleasant Street, and sidewalk gaps were completed.
- **Alger Pressure District Improvements, Grand Rapids, MI - Project Engineer -** provided engineering services to the City of Grand Rapids to perform a condition assessment, analysis, and design services through bidding for three pressure regulating valve chambers for the Alger Pressure District.
- **Lake Eastbrook Boulevard, Grand Rapids, MI - Project Engineer -** Project includes, road reconstruction, replacement of water main, roundabout design, pedestrian crossing design, green infrastructure, and bike lane design. The project was administered through the MDOT LAP program and required right of way with four properties, permitting, including MDEQ water permits, SESC permits, and MDOT ROW. Additionally, CCTV video inspection of the City's storm and sanitary networks the geotechnical investigation was performed. Pedestrian and bicycle connectivity was a major consideration on this project.

SPALDING DEDECKER

Hourly Fee Schedule Effective January 1, 2024

PROFESSIONAL SERVICES

Where it is agreed that fees for our services will be based upon the time worked on the project, such fees will be computed at the following Hourly Rates, for each of the following classified services.

CLASSIFICATION	HOURLY
Project Executive	$223.00
Senior Project Manager	$200.00
Project Manager	$183.00
Senior Planner	$166.00
Senior Project Engineer 3	$175.00
Senior Project Engineer 2 / Assistant Project Manager +	$166.00
Senior Project Engineer +	$150.00
Associate Planner	$124.00
Project Engineer +	$138.00
Engineer +	$126.00
Planner +	$92.00
Graduate Engineer +	$110.00
Senior Designer +	$139.00
Designer +	$116.00
Senior Mapping Specialist +	$137.00
Mapping Specialist +	$125.00
Senior CAD Technician +	$115.00
CAD Technician 2 +	$106.00
CAD Technician 1 +	$100.00
Engineering Technician +	$96.00
Sr. Project Surveyor +	$165.00
Project Surveyor +	$140.00
Senior Survey Technician +	$135.00
Survey Technician +	$125.00
Senior Survey Assistant +	$85.00
Survey Assistant +	$75.00
One (1) Person Survey Crew (W/ Robotic Equipment) +	$140.00
Two (2) Person Survey Crew +	$200.00
Contract Administrator / Resident Project Representative +	$134.00
Construction Technician 3 +	$115.00
Construction Technician 2 +	$102.00
Construction Technician 1 +	$88.00
Confined Space Specialist +	$144.00
2 Person O & M Crew +	$310.00
Office Technician +	$125.00
Soil Erosion Inspector +	$94.00
Professional Traffic Engineer	$168.00
Graduate Traffic Engineer +	$123.00
Senior Landscape Architect	$150.00
Landscape Architect	$125.00
Recreation Planner	$120.00
Landscape Designer/Horticulturist	$100.00

SPALDING DEDECKER

Hourly Fee Schedule Effective January 1, 2024

Landscape Designer 2	$90.00
Landscape Designer 1	$75.00
Design Technician	$50.00

GENERAL CONDITIONS – SPALDING DEDECKER ASSOCIATES, INC.

1. For classifications indicated with "+", overtime work will be charged at a rate 1.3 times the indicated rate, for time worked in excess of 8 hours per day.

2. If a Retainer is paid to initialize the Project, the retainer will be credited toward the final payment due for the Project.

3. Fees are due and payable monthly, within 30 days after the date of the invoice. All fees not paid within 30 days of the invoice date will be subject to an additional late-payment charge of 1% (of the invoiced amount) per month, beginning from said thirtieth day. SDA reserves the right to suspend or terminate its work upon failure of the Client to pay invoices as due.

4. All drawings and other documents produced under the terms of this Agreement are instruments of service belonging to SDA, and they cannot be used for any reason other than for this Project.

5. The Client agrees to limit SDA's liability to the Client, due to SDA's negligent acts, errors, or omissions, such that the total aggregate liability of SDA shall not exceed $10,000 or SDA's total fee for the service rendered on this Project, whichever is greater.

6. In consideration of substantial costs incurred by SDA to stop and restart work on a project once it has begun, should SDA's work be halted by the Client at any time, a project restart fee of $500 will be due and payable immediately.

7. The Client affirms that it has secured legal rights to work on the property upon which the Project will be built or that such rights will be secured within a reasonable time period. The Client further acknowledges that non-payment of fees owed under this agreement may result in a mechanics lien being placed on the property upon which the work is being done.

8. All fees and hourly rates shown on this Hourly Fee Schedule may be increased by annually.

REIMBURSABLE EXPENSES

The following items are reimbursable to the extent of 110% of actual expenses (including subcontracting expense) accrued for the project:

1. Special materials and equipment unique to the project.
2. Printing and reproductions.
3. Geotechnical Engineering and/or other Subcontracted Services.
4. Shipping and handling.

Agreement Date: _____

PROFESSIONAL SERVICES AGREEMENT BETWEEN
SPALDING DeDECKER
AND _____
FOR _____ SERVICES

This agreement ("Agreement") is between _____, a Michigan corporation, having its offices at _____ ("CLIENT"), and Spalding DeDecker, ("Consultant"), a Michigan Corporation, with its address at 905 South Boulevard East, Rochester Hills, Michigan 48307. CLIENT and Consultant are referred to collectively herein as the "Parties." The Parties agree as follows:

I. DEFINITIONS

Administering Service Area/Unit means Public Services Area/Engineering Unit.

Deliverables means DOCUMENTS developed for and delivered to CLIENT by Consultant under this Agreement.

II. DURATION

Consultant shall commence performance on _____ ("Commencement Date") and services shall continue until _____, unless this Agreement is terminated as provided for in Article XI. The terms and conditions of this Agreement shall apply to the earlier of the Effective Date or Commencement Date.

III. SERVICES

A. The Consultant agrees to provide _____ ("Services") inconnection with the Scope of Services as described in Exhibit A. The CLIENT retains the right tomake changes to the quantities of service within the general scope of the Agreement at any time by a written order. If the changes add to or deduct from the extent of the services, the compensation shall be adjusted accordingly. All such changes shall be executed under the conditions of the original Agreement.

B. The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by Consultant's practicing in the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the project.

C. The Consultant shall perform its Services for the Project in compliance with all statutory, regulatory, and contractual requirements now or hereafter in effect as may be applicable to the rights and obligations set forth in the Agreement.

D. The Consultant may rely upon the accuracy of reports, surveys, or any other documents provided to it by the CLIENT and shall not be held liable for errors or omissions that occur as a result of inaccuracies or errors that were in the reports, surveys, or any other documents.

IV. INDEPENDENT CONTRACTOR

The Parties agree that at all times and for all purposes under the terms of this Agreement each Party's relationship to any other Party shall be that of an independent contractor. Each Party willbe solely responsible for the acts of its own employees, agents, and servants. No liability, right, or benefit arising out of any employer/employee relationship, either express or implied, shall ariseor accrue to any Party as a result of this Agreement.

Consultant does not have any authority to execute any contract or agreement on behalf of the CLIENT, and is not granted any authority to assume or create any obligation or liability on the CLIENT's behalf, or to bind the CLIENT in any way.

V. COMPENSATION OF CONSULTANT

A. The Consultant shall be paid in the manner set forth in Exhibit B. Payment shall be made monthly, unless another payment term is specified in Exhibit B, following receipt of invoices submitted by the Consultant, and approved by the Contract Administrator.

B. The Consultant will be compensated for Services performed in addition to the Services described in Article III, only when the scope of and compensation for those additional Services have received prior written approval of the Contract Administrator.

C. The Consultant shall keep complete records of work performed (e.g. tasks performed, hours allocated, etc.) so that the CLIENT may verify invoices submitted bythe Consultant. Such records shall be made available to the CLIENT upon request andsubmitted in summary form with each invoice.

VI. JOBSITE SAFETY

Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall relieve the general contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The CLIENT agrees that the general contractor shall be solely responsible for jobsite safety, and warrants that this intent shall be carried out in the CLIENT'S contract with the general contractor. The CLIENT also agrees that the CLIENT, the consultant and it subconsultants shall be indemnified by the general contractor and shall be made additional insureds under the general contractor's policies of general liability insurance.

VII. INSURANCE/INDEMNIFICATION

A. The Consultant shall procure and maintain from the Effective Date orCommencement Date of this Agreement (whichever is earlier) through the conclusion of this Agreement,

such insurance policies, including those set forth inExhibit C, as will protect itself and the CLIENT from all claims for bodily injuries, deathor property damage that may arise under this Agreement; whether the act(s) or omission(s) giving rise to the claim were made by the Consultant, any subconsultant, or anyone employed by them directly or indirectly. Prior to commencement of work under this Agreement, Consultant shall provide to the CLIENT documentation demonstrating it has obtained the policies and endorsements required byExhibit C. When requested, Consultant shall provide the same documentation for its subconsultant(s) (if any).

B. Any insurance provider of Consultant shall be authorized to do business in the State of Michigan and shall carry and maintain a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" Overall and a minimum Financial SizeCategory of "V". Insurance policies and certificates issued by non-authorized insurance companies are not acceptable unless approved in writing by the CLIENT.

C. The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors and employees (collectively, CLIENT) against all damages or liabilities, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Consultant is legally liable.

D. The CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages or liabilities, to the extent caused by the CLIENT'S negligent acts, errors or omissions in connection with the Project as well as the acts, errors or omissions of its contractors, subcontractors or consultants or anyone for whom the CLIENT is legally liable.

E. Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

F. The Consultant warrants that it has no personal or financial interest in the Project other than the fee it is to receive under this Agreement. The Consultant further certifies that it shall not acquire any such interest, direct or indirect, which would conflict in any manner with the performance of the Services it is to provide pursuantto this Agreement. Further Consultant agrees and certifies that it does not and willnot employ or engage any person with a personal or financial interest in this Agreement.

G. The Consultant warrants that it is not and shall not become overdue or in default to the CLIENT for any contract, debt, or any other obligation to the CLIENT including real and personal property taxes. Further, Consultant agrees that the CLIENT shall have the right to set off any such debt against compensation awarded for Services under this Agreement.

H. The Consultant warrants that its proposal for services was made in good faith, it arrived at the costs of its proposal independently, without consultation, communication, or agreement, for the purpose of restricting completion as to any matter relating to such fees with any competitor for these Services; and no attempthas been made or shall be made by the Consultant to induce any other person orfirm to submit or not to submit a proposal for the purpose of restricting competition.

I. The person signing this Agreement on behalf of Consultant represents that she/he has express authority to sign this Agreement for Consultant and agrees to hold the CLIENT harmless for any costs or consequences of the absence of actual authority to sign.

VIII. LIMITATION OF LIABILITY:

In recognition of the relative risks and benefits of the Project to both the CLIENT and the Consultant, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the Consultant and Consultant 's officers, directors, partners, employees, shareholders, owners and subconsultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the Consultant and Consultant's officers, directors, partners, employees, shareholders, owners and subconsultants shall not exceed $25,000, or the Consultant 's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

IX. OBLIGATIONS OF THE CLIENT

A. The CLIENT agrees to give the Consultant access to the Project area and other CLIENT-owned properties as required to perform the necessary Services under this Agreement.

B. The CLIENT shall notify the Consultant of any defects in the Services of which the Contract Administrator has actual notice.

X. OWNERSHIP OF DOCUMENTS

Upon completion or termination of this Agreement, all documents (i.e., Deliverables) prepared by or obtained by the Consultant as provided under the terms of this Agreement shall be delivered to and become the property of the CLIENT. Original basic survey notes, sketches, charts, drawings, partially completed drawings, computations, quantities, and other data shall remain in the possession of the Consultant as instruments of service unless specifically incorporated in a deliverable, but shall be made available, upon request, to the CLIENT without restriction or limitationon their use. The CLIENT acknowledges that the documents are prepared only for the Project. Prior to completion of the contracted Services, the CLIENT shall have a recognized proprietary interest in the work product of the Consultant.

XI. TERMINATION OF AGREEMENT

A. If either party is in breach of this Agreement for a period of fifteen (15) days following receipt of notice from the non-breaching party with respect to a breach, the non-breaching party may pursue any remedies available to it against the breaching party under applicable law, including but not limited to, the right to terminate this Agreement without further notice. The waiver of any breach by anyparty to this Agreement shall not waive any subsequent breach by any party.

B. The CLIENT may terminate this Agreement, on at least thirty (30) days advance notice,for any reason, including convenience, without incurring any penalty, expense, or liability to

Consultant, except the obligation to pay for Services actually performed under the Agreement before the termination date. In the event the CLIENT terminates for convenience, the CLIENT shall pay the Consultant within seven (7) calendar days of receipt of the Consultant's invoices for all services rendered and all reimbursable costs up to the date of termination. In addition, the CLIENT shall pay the Consultant for all expenses reasonably incurred by the Consultant in connection with the orderly termination of this Agreement, including but not limited to associated overhead costs and all other expenses directly resulting from the termination.

C. Consultant acknowledges that, if this Agreement extends for several fiscal years, continuation of this Agreement is subject to appropriation of funds for this Project.If funds to enable the CLIENT to effect continued payment under this Agreement are not appropriated or otherwise made available, the CLIENT shall have the right to terminate this Agreement without penalty at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Consultant. The Contract Administrator shall give Consultant written notice of such non-appropriation within thirty (30) days after it receives notice of such non-appropriation.

D. The provisions of Articles VI and VIII shall survive the expiration or earlier termination of this Agreement for any reason. The expiration or termination of thisAgreement, for any reason, shall not release either party from any obligation or liability to the other party, including any payment obligation that has already accrued and Consultant's obligation to deliver all Deliverables due as of the date of termination of the Agreement.

XII. DISPUTE RESOLUTION

Any claims or disputes made during design, construction or post-construction between the CLIENT and Consultant shall be submitted to non-binding mediation. CLIENT and Consultant agree to include a similar mediation agreement with all contractors, sub-contractors, sub-consultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties. The mediation shall be governed by the then current Construction Industry Mediation Rules of the American Arbitration Association ("AAA"). Mediation shall be a condition precedent to the initiation of any other dispute resolution process, including court actions.

XIII. REMEDIES

A. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties.

B. All rights and remedies provided in this Agreement are cumulative and notexclusive, and the exercise by either party of any right or remedy does not preclude the exercise of any other rights or remedies that may now or subsequently be available at law, in equity, by statute, in any agreement between the parties or otherwise.

C. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition,

or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiverby either Party shall subsequently affect its right to require strict performance of this Agreement.

XIV. NOTICE

All notices and submissions required under this Agreement shall be delivered to the respective party in the manner described herein to the address stated below or such other address as either party may designate by prior written notice to the other. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by next day express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the person listed below.Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent next day express delivery service orpersonal delivery; or (3) three days after mailing first class or certified U.S. mail.

If Notice is sent to the CONSULTANT, it shall be addressed and sent to:

Spalding DeDecker Associates, Inc.
905 E South Boulevard Rochester Hills, Michigan 48307

If Notice is sent to the CLIENT, it shall be addressed and sent to:

_____
_____
_____

XV. CHOICE OF LAW AND FORUM

This Agreement will be governed and controlled in all respects by the laws of the State of Michigan, including interpretation, enforceability, validity, and construction, excepting the principles of conflicts of law.

XVI. CONFLICTS OF INTEREST OR REPRESENTATION

Consultant certifies it has no financial interest in the Services to be provided under this Agreementother than the compensation specified herein. Consultant further certifies that it presently has nopersonal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner with its performance of the Services under this Agreement.

Consultant agrees to advise the CLIENT if Consultant has been or is retained to handle any matter inwhich its representation is adverse to the CLIENT. The CLIENT's prospective consent to the Consultant's representation of a client in matters adverse to the CLIENT, as identified above, will not apply in any instance where, as the result of Consultant's representation, the Consultant has obtained sensitive, proprietary, or otherwise confidential information of a non-public nature that, if known toanother client of the Consultant, could be used in any such other matter by the other client to thematerial disadvantage of the CLIENT. Each matter will be reviewed on a case-by-case basis.

XVII. SEVERABILITY OF PROVISIONS

Whenever possible, each provision of this Agreement will be interpreted in a manner as to be effective and valid under applicable law. However, if any provision of this Agreement or the application of any provision to any party or circumstance will be prohibited by or invalid under applicable law, that provision will be ineffective to the extent of the prohibition or invalidity withoutinvalidating the remainder of the

provisions of this Agreement or the application of the provision to other parties and circumstances.

XVIII. EXTENT OF AGREEMENT

This Agreement, together with Exhibits A, B, and C, constitutes the entire understanding between the CLIENT and the Consultant with respect to the subject matter of the Agreement and it supersedes, unless otherwise incorporated by reference herein, all prior representations, negotiations, agreements or understandings whether written or oral. Neither party has relied on any prior representations, of any kind or nature, in entering into this Agreement. No terms or conditions ofeither party's invoice, purchase order or other administrative document shall modify the terms andconditions of this Agreement, regardless of the other party's failure to object to such form. This Agreement shall be binding on and shall inure to the benefit of the parties to this Agreement andtheir permitted successors and permitted assigns and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement. This Agreement may only be altered, amended, or modified by written amendment signed by the Consultant and the CLIENT. This Agreement may be executed in counterparts, each of which shallbe deemed an original, but all of which together shall be deemed to be one and the same agreement.

XIX. ELECTRONIC TRANSACTION

The parties agree that signatures on this Agreement may be delivered electronically in lieu of anoriginal signature and agree to treat electronic signatures as original signatures that bind them tothis Agreement. This Agreement may be executed and delivered by facsimile and upon such delivery, the facsimile signature will be deemed to have the same effect as if the original signaturehad been delivered to the other party.

XX. EFFECTIVE DATE

This Agreement will become effective when all parties have signed it. The Effective Date of this Agreement will be the date this Agreement is signed by the last party to sign it.

FOR CONSULTANT

By_____

Its_____

Date: _____

FOR THE CLIENT OF _____

By_____

Its_____

Date: _____

EXHIBIT A
SCOPE OF SERVICES

EXHIBIT B COMPENSATION

General

Notes:

1. Rates may be adjusted annually.

EXHIBIT C INSURANCE REQUIREMENTS

From the earlier of the Effective Date or the Commencement Date of this Agreement, and continuing without interruption during the term of this Agreement, Consultant shall have, at a minimum, the following insurance, including all endorsements necessary for Consultant to have or provide the required coverage.

A. The Consultant shall have insurance that meets the following minimum requirements:

1. Professional Liability Insurance or Errors and Omissions Insurance protecting the Consultant and its employees in an amount not less than $5,000,000.

2. Worker's Compensation Insurance in accordance with all applicable state and federal statutes. Further, Employers Liability Coverage shall be obtained in the following minimumamounts:

Bodily Injury by Accident - $1,000,000 each accident Bodily Injury by Disease - $1,000,000 each employee Bodily Injury by Disease - $1,000,000 each policy limit

3. Commercial General Liability Insurance equivalent to, as a minimum, Insurance ServicesOffice form CG 00 01 04 13 or current equivalent. The CLIENT shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the CLIENT's protections as an additional insured under the policy. Further, the following minimum limits of liability are required:

$1,000,000	Each occurrence as respect Bodily Injury Liability or Property Damage Liability, or both combined
$2,000,000	Per Project General Aggregate
$1,000,000	Personal and Adv. Injury

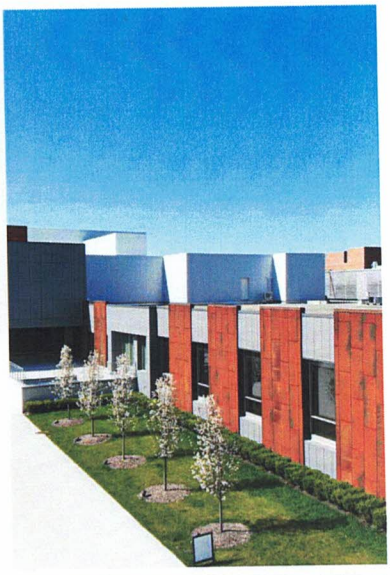
4. Motor Vehicle Liability Insurance equivalent to, as a minimum, Insurance Services Officeform CA 00 01 10 13 or current equivalent. Coverage shall include all owned vehicles, allnon-owned vehicles and all hired vehicles. The CLIENT shall be an additional insured. There shall be no added exclusions or limiting endorsements that diminish the CLIENT's protections as an additional insured under the policy. Further, the limits of liability shall be $1,000,000 for each occurrence as respects Bodily Injury Liability or Property Damage Liability, or both combined.

5. Umbrella/Excess Liability Insurance shall be provided to apply in excess of the Commercial General Liability, Employers Liability and the Motor Vehicle coverage enumerated above, for each occurrence and for aggregate in the amount of $10,000,000.

B. Insurance required under A.3 and A.4 above shall be considered primary as respects any other valid or collectible insurance that the CLIENT may possess, including any self-insured retentions the CLIENT may have; and any other insurance the CLIENT does possess shall be considered excess insurance only and shall not be required to contribute with this insurance.Further, the Consultant agrees to waive any right of recovery by its insurer against the CLIENT forany insurance listed herein.

SPALDING DEDECKER

Business Organization



FIRM PROFILE

About Us

Spalding DeDecker is an engineering and surveying consulting firm specializing in infrastructure, land development, and transportation. With offices in Rochester Hills, Novi, Detroit, Grand Rapids, and Lansing, Michigan, we support diverse clients across the nation with our broad range of services. Established in 1954, we have aspired to set the benchmark of engineering and surveying excellence. Spalding DeDecker's dedicated teams in Transportation, Municipal Engineering, Land Development, Planning, Surveying, Construction Engineering, and Landscape Architecture create safe, practical, and sustainable solutions for the unique needs of each client.

Services

Infrastructure

- Asset Management
- Construction Engineering
- Municipal Engineering
- Pavement Management Systems (PMS)
- Transportation Engineering
- Water/Wastewater Engineering
- GIS Management

Land Development

- LEED® Project Design for Certification of Green Facilities through the US Green Building Council
- Site Engineering & Infrastructure Design
- Site Planning
- Urban Planning
- Site Selection & Development Feasibility Studies
- Stormwater Management Plans and Studies
- Landscape Architecture

Survey & Mapping

- 3-D Laser Scanning
- ALTA / NSPS Land Title Surveys
- Aerial Control Surveys
- Boundary & Topographical Surveys
- Construction Layout
- Industrial, Aviation, and Transportation Surveying

Our Team

Our people are our greatest asset. With more than 160 employees on our team, we have the expertise, depth, and support to provide our clients with unparalleled quality and customer service.

Federal ID

38-1598901

Employees by Discipline

23	Administrative
11	CAD Technician
31	Civil Engineer
04	Planner
19	Construction Inspector
01	Hydrographic Surveyor
32	Land Surveyor
05	Landscape Architect
25	Project Manager
08	Technician/Analyst
04	Transportation Engineer
01	Water Resources Engineer

Locations

Rochester Hills
Headquarters
905 East South Blvd
Rochester Hills, MI 48307
P: 248.844.5400
F: 248.844.5404

Detroit
119 State St, Suite 500
Detroit, MI 48226
P: 313.305.9120
F: 313.305.9121

Novi
27333 Meadowbrook Rd
Suite 210
Novi, MI 48377
P: 248.662.9399

Grand Rapids
525 Ottawa Ave NW
Grand Rapids, MI 49503
P: 616.885.5802

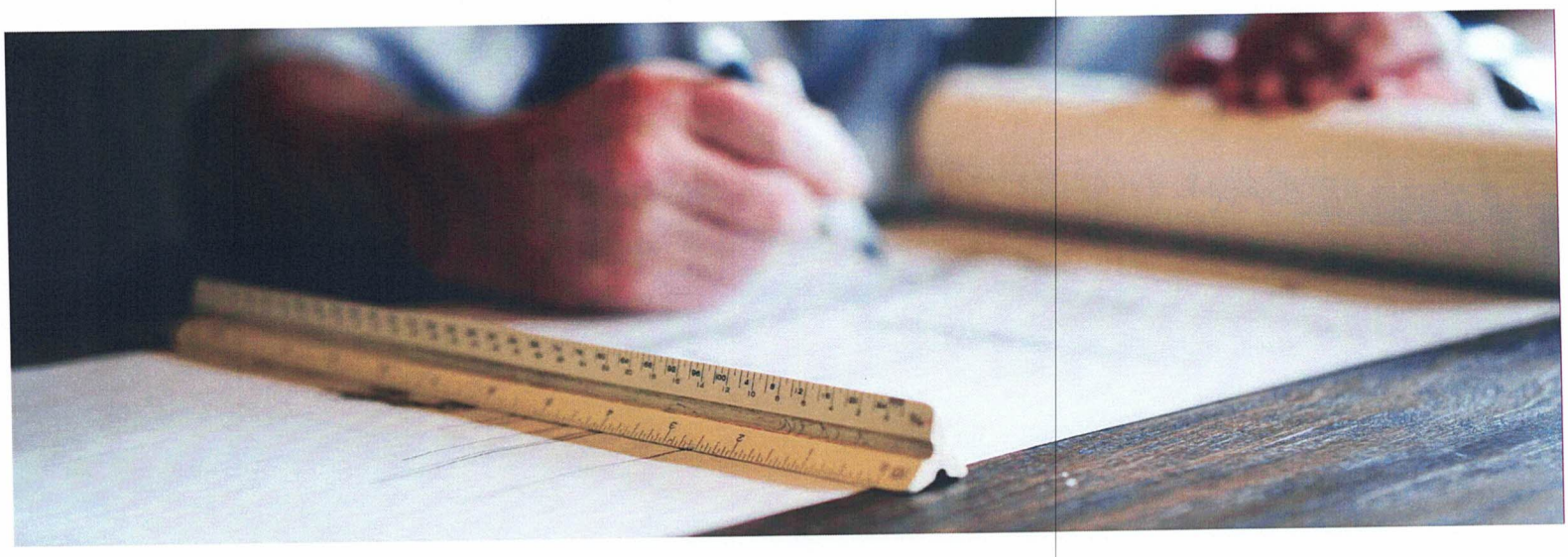
Lansing
313 N. Capitol Ave
Suite 100
Lansing, MI 48933
P: 517.679.4400
F: 517.679.4401

Flint
615 S. Saginaw St, Suite 7012
Flint, MI 48502
P: 800.598.1600

100% Employee-Owned | ISO 9001-2008 Based for Quality | MUST Certified for Drug Compliance

SPALDING DEDECKER

Client References and Project Experience



Spalding DeDecker stands as a versatile partner in municipal engineering, seamlessly integrating as the in-house engineer, program manager, plan reviewer, and project manager for several esteemed municipal clients, including Ann Arbor, Novi, Plymouth, Armada Township, and Canton.

TAILORED ENGINEERING SOLUTIONS

IN-HOUSE PROJECT MANAGEMENT

IN-HOUSE PLAN REVIEW

IN-HOUSE PROGRAM MANAGEMENT

IN-HOUSE ENGINEERING

City of Ann Arbor
In-House Project Managers
In-House Plan Review

City of Novi
In-House Program Managers
In-House Plan Review

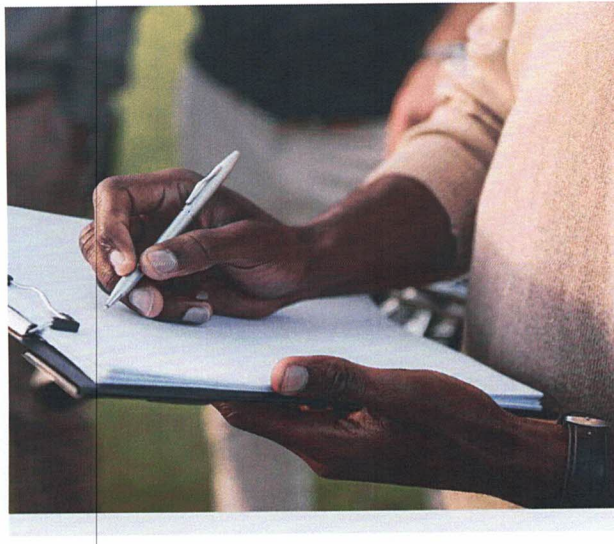
Plymouth
In-House Plan Review
In-House Engineering

Armada Township
In-House Plan Review
In-House Engineering

CantonTownship
In-House Program Managers

EXPERT IN-HOUSE STAFF

Our team is adeptly equipped with the expertise and a robust staff, ensuring we deliver tailored, high-quality engineering solutions. Our ability to perform these multifaceted roles demonstrates our commitment to fostering strong, enduring partnerships with each client, providing reliable, top-tier service across all projects.



DLZ
ARCHITECTURE • ENGINEERING • PLANNING
SURVEYING • CONSTRUCTION SERVICES

INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

October 9, 2024

Mr. Rob Hillard
City Manager
City of Charlotte
111 E. Lawrence
Charlotte, MI 48813

Re: City of Charlotte - Proposal for Public Works Director Transition Services

Dear Mr. Hillard:

DLZ Michigan, Inc. (DLZ) is pleased to submit this proposal to the City of Charlotte (CITY) to perform professional services for Public Works Transition Services. This proposal is intended for initial services over a six (6) month term.

BACKGROUND

DLZ is pleased to provide you with a scope of services, associated staff hours, and estimated budgets to be performed as reflected in the Rate Schedule (Exhibit A). As previously stated, all fees mentioned herein are intended to serve as budgets. Actual costs will be determined on an hourly basis for tasks completed at your discretion and desired level of our involvement.

The following agreement between DLZ and the CITY is separate and distinct from any other agreement between DLZ and CITY.

PROJECT UNDERSTANDING

The CITY has a vacant Director Public Works position and is looking for a consultant to serve on a temporary basis for six (6) months to provide professional services, as well as manage and assess current personnel and associated processes. Our understanding is that the CITY is looking for a firm that can be multi-faceted and review the CITY from a broad lens in providing stability and long-term solutions that can be carried forward once a permanent Director can fill the role.

DLZ understands that the CITY is in an exciting position to mold the shape of the DPW and Engineering Department for years to come. DLZ stands ready and is enthusiastic about the prospect of looking after the best interests of the CITY.. DLZ provides a unique array of services and has the advantage of having a staff member who can provide in-person administrative services at competitive rates.

SCOPE OF SERVICES

- DLZ will provide personnel on a basis that is in the best interest of the CITY with subject matter experts.
    - These subjects could vary from water & sewer related issues, road project and MDOT compliancy, MS4 stormwater compliance, CITY administrative responsibilities and any other related matters the CITY may require assistance.

- The CITY currently possesses quality personnel that are certified and trained to perform their job responsibilities, but it is understood there is a transitionary phase forthcoming over the next few years that will require a strategically effective and experienced evaluation to identify the planning of next steps to consider in better preparing the CITY for future personnel transitions.
- DLZ is prepared to provide personnel with expertise in water main and sanitary sewer with vast experience in matters such as lead service replacement, water rate studies, sanitary sewer pump stations and other matters that are relevant to the CITY DPW.
- DLZ primary personnel to include:

Personnel	Job Descriptions	Job Classifications
Zachary Haapala, MPA	Point Person with the CITY	Project Controls Specialist III
Samuel Willis (Lansing)	GIS	GIS Specialist
Lauren Holtz (Lansing)	Transportation Planning	Planner
Carrie Hamel, P.E. (Lansing)	Bridge Engineer	Engineer IV
Doug Westgate, P.S. (Lansing)	Professional Surveyor	Surveyor III
Megan McReynolds (Waterford)	Storm Water Management	Scientist I
Kyle Gall, P.E. (Waterford)	Municipal Services Support	Engineer III
Ed Haapala, ODP (Waterford)	Organizational Management SME	Project Manager II
Shannon Filarecki, P.E. (Waterford)	Former DPW Director & Subject Matter Expert (SME)	Division Manager

PROPOSAL

We are proposing Mr. Zachary Haapala, MPA, to be the primary contact and liaison with the CITY. Mr. Haapala has been operating in the desired capacity for the City of Pontiac, Michigan for the last year and has direct employment experience with the City of Troy, Michigan. Mr. Haapala is well equipped to assess and evaluate the responsibilities and the hierarchy of the Department of Public Works and Engineering Services. Zach is familiar with Act 51 requirements for road funding, BS&A for finances, MS4 stormwater compliancy, engineering design standards, plan review requirements, CITY codes and ordinances, and construction contract administration. Mr. Haapala's resume is attached along with the standard terms and rate schedule. Resumes for other staff can be provided upon request.

Based on our initial discussions with your office, we would recommend holding office hours one (1) to three (3) days a week to start. This would allow a chance for Mr. Haapala to meet with DPW team members, clearly identify what work can be completed remotely and build a repour with the team that will facilitate an open line of communication to ensure that their needs are met and any assistance required is provided in a timely fashion. Once a repour has been established, in-person hours can be adjusted to meet the City's needs.

DLZ understands that there will be unknowns with respect to traveling this new path being proposed by the City. Our team has years of experience in providing these types of as-needed services of our valued clients.

We understand the need to be flexible and to work closely with each community to adjust our services to meet their unique needs. This proposal is intended to be a recommendation and we are open to discussing any modifications that the CITY may deem appropriate.

TERMS AND CONDITIONS

The Standard Terms and Conditions, as set forth and attached in Exhibit A, are incorporated herein and made a part of this Work Order Proposal. The Client referred to in the Standard Terms and Conditions means the City of Charlotte.

PROFESSIONAL FEE

Given the fluid nature of the CITY's needs and the associated scope of services, DLZ proposes operating on a time and materials basis in accordance with the attached rate schedule. This will afford the CITY the opportunity to evaluate their needs, identify services that can be completed during a 6-month interim period, and select other services that may be needed until a permanent Director can be hired directly.

If you approve and accept this Proposal, please sign, date, and return one copy of this Proposal for our records. Should you prefer to issue a Purchase Order as your official acceptance, we request that you reference this Proposal in your paperwork.

DLZ appreciates the consideration for the proposed professional services. This offer will remain open for acceptance for 60 days. If for any reason you should have questions, please do not hesitate to call Zachary Haapala, MPA at (248) 673-7373.

Sincerely,
DLZ MICHIGAN, INC.

Manoj Sethi, P.E.
President

Attachments:
Exhibit A: Standard Terms and Conditions
Exhibit B: Rate Schedule
Exhibit C: Zachary Haapala Resume – Point Person

Approved and Accepted

Signature _____

Printed Name _____

Title _____

Date _____

EXHIBIT [A]

DLZ'S STANDARD TERMS AND CONDITIONS

1. **INVOICES AND PAYMENT:** Unless the parties have agreed otherwise, DLZ will submit monthly invoices to CLIENT for services performed in the prior month. Except to the extent CLIENT disputes in good faith all or a portion of a DLZ invoice, CLIENT will pay DLZ the invoiced amount within thirty (30) days from the date of the invoice; and, in default of such payment, agrees to pay all cost of collection, including reasonable attorney's fees, regardless of whether legal action is initiated. Invoiced amounts not in dispute will accrue interest at eight percent (8%) per annum after they have been outstanding for over thirty (30) days. If an invoiced amount not in dispute remains unpaid sixty (60) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, suspend all project services until all unpaid invoiced amounts not in dispute are paid in full. If an invoice remains unpaid ninety (90) days after the date of the invoice, DLZ may, upon giving seven (7) days written notice of its intent to do so, declare CLIENT to be in breach of this agreement.

2. **CONSTRUCTION SERVICES:** If DLZ's scope of services includes providing professional services during the project's construction phase, DLZ will not have control over or be responsible for contractor means, methods, techniques, sequences, procedures, or schedule, or the contractor's failure to comply with the construction contract documents or applicable laws, ordinances, rules or regulations. If DLZ provides construction inspection or observation services, DLZ will report to CLIENT all contractor deviations from the construction contact documents that come to DLZ's attention. However, such services are solely intended to enable DLZ to maintain familiarity with, and keep CLIENT informed of, the general progress and quality of the contractor's work, and not to require DLZ to perform exhaustive inspections of contractor work for its compliance with the construction contract documents, which shall remain solely contractor's responsibility.

3. **CHANGES IN REQUIREMENTS:** In the event additional services are required due to a change, after the date of this agreement, in CLIENT's requirements, or in the applicable law, standards, or governmental requirements or policies, DLZ will be entitled to additional compensation for such additional services.

4. **SURVEY STAKING:** If DLZ's scope of services includes survey layout, DLZ will not be responsible for subsequent disturbances of its layout except to the extent caused by DLZ or persons for whom it is responsible.

5. **MISCELLANEOUS EXPENSES:** Except to the extent otherwise provided in this agreement, CLIENT is responsible for all third-party fees and charges including, without limitation, fees and charges for inspections, zoning or annexation applications, assessments, soils engineering, soils testing, aerial topography, permits, rights-of-entry, bond premiums, title company charges, blueprint and reproduction costs, and all other third-party fees and charges.

6. **CHANGE OF SCOPE:** DLZ's scope of services in this agreement is based on facts known at the time of execution of this agreement, including, if applicable, information supplied by CLIENT. DLZ will promptly notify CLIENT in writing of any perceived changes to its scope of services required by new information or by persons or circumstances beyond DLZ's control, and the parties shall negotiate modifications to this agreement before DLZ begins performance of the revised scope.

7. **SAFETY:** DLZ will take reasonable steps to protect the safety of its employees, and to perform its services in a safe manner. DLZ is not responsible for project safety other than with regard to its own services.

8. **REUSE OF PROJECT DELIVERABLES:** CLIENT's use of any project documents or DLZ deliverables, including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaption by DLZ for the specific purpose intended, will be at CLIENT's sole risk.

9. **OPINIONS OF CONSTRUCTION COST:** Any opinion of construction costs prepared by DLZ is supplied for the general guidance of the CLIENT only. Since DLZ has no control over competitive bidding or market conditions, DLZ cannot guarantee the accuracy of such opinions as compared to contractor bids or actual cost to CLIENT.

10. **INSURANCE:** During the performance of its services and for two years thereafter, DLZ will maintain the following minimum insurance coverage: General Liability- $2,000,000 per occurrence, $4,000,000 general aggregate, $4,000,000 products/completed operations aggregate, $2,000,000 personal/advertising injury aggregate; Automobile Liability- $2,000,000 combined single limit; Workers Compensation and Employers Liability- in conformance with statutory requirements, and $1,000,000 employers liability; and Professional Liability- $5,000,000 per claim and in the aggregate. Certificates evidencing such coverage will be provided to CLIENT upon request. If DLZ is providing construction phase services, CLIENT agrees to require its contractor to include DLZ as an additional insured on the contractor's General Liability and Automobile Liability insurance policies, and DLZ's above-listed coverage will be excess over the contractor's coverage, which will be primary.

11. **INDEMNITY:** To the fullest extent permitted by law, each of the parties agrees to indemnify and save harmless the other party from and against all liability, damages, and expenses, including reasonable attorney's fees, sustained by the other party by reason of injury or death to persons or damage to tangible property, to the proportionate extent caused by the negligent acts or omissions of the indemnifying party or its employees.

12. **CONSEQUENTIAL DAMAGES:** Neither party will be liable to the other for consequential, special, incidental, indirect, liquidated, or punitive damages.

13. **LIABILITY:** No employee of DLZ or of its parent, subsidiary, or affiliated companies will be personally liable to CLIENT. DLZ's total liability to CLIENT, and any coverage of CLIENT as an additional insured under any of DLZ's insurance policies, for injuries, claims, losses, expenses or damages arising out of DLZ's services or this agreement from any causes including, but not limited to, DLZ's negligence, error, omissions, strict liability, or breach of contract, will not exceed the total compensation received by DLZ under this agreement.

14. **DISPUTES:** Any claim or controversy arising out of or relevant to this agreement, or the breach thereof, shall be settled by binding arbitration in the state in which the project is located, in accordance with the rules of the American Arbitration Association, and judgment upon any award rendered by the arbitrator(s) may be rendered in any court having jurisdiction thereof.

15. **STATUTE OF LIMITATIONS:** The parties agree that the time period for bringing claims regarding DLZ's Service's under this agreement expires on the earlier of one year after completion of the project, or two years after completion of DLZ's project services.

16. **DELAYS:** DLZ is not responsible for delays caused by persons or circumstances for which DLZ is not responsible.

17. **SHOP DRAWINGS:** If DLZ's scope of services includes reviewing shop drawings, such reviews are solely with regard to their general conformance with the design concept, and not for the purpose of reviewing or approving their accuracy, completeness, dimensions, quantities, constructability, compatibility with other construction components, or compliance with the requirements of the construction contract documents, all of which remain the contractor's responsibility. DLZ is not responsible for reviewing or approving the contractor's safety precautions or construction means, methods, sequences or procedures.

18. **ACCEPTANCE:** Both parties will consider DLZ's initiation of services prior to execution of this agreement in order to accommodate CLIENT, at CLIENT's request, as CLIENT's formal acceptance of all of the terms and conditions in this agreement.

19. **STANDARD OF CARE:** DLZ will perform its services with the care and skill ordinarily exercised by members of its profession currently practicing under similar conditions in the same locale. DLZ does not make, and expressly disclaims, any other warranties, express or implied, relating to its services including, without limitation, warranties of merchantability and fitness for a particular purpose. DLZ shall be entitled to rely on all CLIENT-provided information except to the extent otherwise stated in the agreement.

Exhibit B

DLZ MICHIGAN, INC. City of Charlotte Proposed 2024 Fee Schedule	
Employee Classification	***Hourly Rate***
Project Controls Specialist III (Remote) - Zach Haapala	**$140.00**
Project Controls Specialist III (On-site) - Zach Haapala	**$190.00**
Division Manager/Principal Architect/Senior Project Manager	$245.00
Department Manager	$215.00
Project Manager II	$190.00
Project Manager I	$180.00
Engineer VI/Architect VI/Landscape Architect VI/ Planner VI/Scientist VI/Geologist VI / Surveyor VI	$200.00
Engineer V/Architect V/Landscape Architect V/ Planner V/Scientist V/Geologist V / Surveyor V	$185.00
Engineer IV/Architect IV/Landscape Architect IV/ Planner IV/Scientist IV/Geologist IV/Surveyor IV	$175.00
Engineer III/Architect III/Landscape Architect III/ Planner III/Scientist III/Geologist III/Surveyor III/Designer IV	$160.00
Engineer II/Architectural Associate II/Landscape Architect II/ Planner II/Designer III/Scientist II/Geologist II/Surveyor II	$130.00
Engineer I/Architectural Associate I/Landscape Architect I/ Planner I/Scientist I/Geologist I/Surveyor I	$110.00
Project Controls Specialist II	$102.38
Project Controls Specialist I	$95.00
Programmer	$175.00
Senior GIS Analyst	$156.00
GIS Specialist	$105.00
Clerical	$80.00
Rates are subject to revision on January 1, 2025 Cost of living/inflation increases based on Federal Guidelines **All rates shown above are for remote services unless otherwise identified** On-site rates can be provided for other individuals/services upon request	

Exhibit C

DLZ
ARCHITECTURE • ENGINEERING • PLANNING
SURVEYING • CONSTRUCTION SERVICES

ZACHARY HAAPALA, MPA

PROJECT CONTROLS SPECIALIST III

MR. HAAPALA HAS 6 YEARS OF PROGRESSIVE SURVEYING AND INSPECTION EXPERIENCE. HAS WORKED IN A VARIETY OF CAPACITIES FROM STARTING AS AN INTERN, PROGRESSING FROM AN INSTRUMENT PERSON TO A SURVEY CREW CHIEF, PROVIDING CONSTRUCTION OBSERVATION AND NOW SERVING AS A MANAGER IN THIS ROLE. MR. HAAPALA IS EXPERIENCED IN UNDERSTANDING CONTRACT LANGUAGE AND PROCESSES INVOLVED IN ADMINISTRATION, SURVEYING, INSTALLATION, AND CLOSEOUT. HE HAS BEEN INVOLVED IN MUNICIPAL AND PRIVATE PROJECTS CONSISTING OF CORRIDOR MAPPING FOR ROAD AND UTILITY IMPROVEMENTS, PRIVATE DEVELOPMENT, CONSTRUCTION STAKING, UTILITY INSPECTION, ALTA SURVEYS, P.A. 132 SURVEYS, GIS MAPPING, ACT 51 FUNDING, ROAD CONSTRUCTION OVERSIGHT, MDOT CONTRACT ADMINISTRATION, MUNICIPAL BUDGETING, INCLUDING CAPITAL IMPROVEMENT AND ASSET MANAGEMENT PLANNING.

EDUCATION

B.A. Management, Albion College, 2018

MPA Local Government, Oakland University, 2023 (Master's Thesis in Asset Management)

SPECIAL TRAINING

10 OSHA Training

CTA Rail Certified 2019

Asset Management Champion Graduate – MIC

LACP, MACP & PACP Certified

PROJECT EXPERIENCE

- **Budget Preparation, City of Pontiac, Michigan.** Project Manager. Prepared, submitted and received full approval for Engineering, Public Works Operations, Building Department, Major Roads, Local Roads and Capital Improvement budgets from City Council for the 24/25 FY. Budgets exceeded $44 million in total appropriations. (2024)

- **MDOT Contract Administration, City of Pontiac, Michigan.** Project Manager. Reviewed and submitted approved Resolutions to Pontiac City Council for MDOT Contract Agreements, Construction Easements and Professional Service contracts pertaining to Golf & Bagley Road Construction, Auburn Road 3R, Bridge Inspections, Pedestrian Countdown Signals, Traffic Signal Modernization, MLK Bridge Design Engineering and ARPA related projects. (2024)

- **Department of Public Works Stormwater Asset Management Planning, City of Pontiac, Michigan.** Project Manager. Oversees the integration of PACP, MACP and GIS data to create a Multi-Year Stormwater Asset Management Plan (SAMP). Currently working with DLZ GIS team to enhance the City's CityWorks CMMS and ArcOnline GIS platforms to better suit the Department of Public Works' needs. (2024)

- **Department of Public Works Traffic Asset Management Plan, City of Pontiac, Michigan**. Project Manager. Coordinating the data collection of road network assets utilizing LiDAR to be integrated into the City's GIS network. This data will assist in the improvement of the City's existing Traffic Asset Management Plan (TAMP) that is required by the Transportation Asset Management Committee (TAMC). (2024)

- **West Bloomfield Township Police Addition, West Bloomfield, Michigan.** Construction Observer.

Inspected the installation of directionally drilled fire suppression for a new police addition at the West Bloomfield Town Hall. (2022)

- **West Bloomfield Township Simsbury Watermain Replacement, West Bloomfield, Michigan.** Construction Observer. Inspected initial pipe bursting method of ductile iron watermain. After the initial method, inspected the lining of the remainder watermain. Handled pay applications, change orders, and progress meetings (2021-2022)

- **West Bloomfield CDBG Safety Paths, West Bloomfield Township, Michigan.** Construction Observer. Inspected the replacement and improvement of sidewalk and pedestrian crosswalks to ensure ADA requirements were met. Tracked quantities for pay applications, coordinated with Oakland County Road Commission, and performed Davis Bacon Interviews. (2022)

- **Calhoun County Wastewater Treatment Plant Improvements, Albion, Michigan.** Construction Observer Manager. Assisted in overseeing the installation of a new wastewater treatment plant and aeration for Calhoun County. Attended progress meetings, coordinated scheduling, and assisted in reviewing change orders. (2021)

- **Independence Township Pump Station, Independence Township, Michigan.** Construction Observer Manager. Served as the Project Manager reviewing change orders, setting up progress meetings, and coordinating between the client, contractor, and PE. (2021)

- **White Lake Township DWRF, White Lake, Michigan.** Crew Chief. Set site control and leveled from publish NGS Benchmarks. Located right-of-way monumentation and performed corridor mapping for 10,000 feet of proposed sanitary pressure sewer. Assisted with utility structure measure downs. (2020)

- **West Bloomfield Township Emergency Access Drive, West Bloomfield, Michigan.** Crew Chief. Set site control and performed topographic map for Emergency Access Drive design. Locate plat monumentation to establish project limits. Investigated site utilities. (2020)

- **Muskegon County, Michigan.** Crew Chief. Mapped 5,000 feet for proposed water transmission main across Lake Michigan Sand Dunes within Muskegon State Park. Tied in government section corners. Provided survey and CAD support. Prepare easements as required. (2020)

- **AK Steel, Dearborn, Michigan.** Survey Assistant. Assisted with setting site control to monitor multiple settlement plates. Adhered to strict safety procedures. Obtained and wore Fire Rated (FR) clothing. (2020)

- **West Bloomfield Pump Station 1 and 3, West Bloomfield, Michigan.** Crew Chief. Set site control and performed Wet Well, Building, and Sanitary Sewer Layout under the supervision of a Professional Surveyor. (2020)

- **Green Line Rail, Chicago, Illinois.** Survey Assistant. Set site control and performed topographic mapping of the rail route. Assisted senior staff with day-to-day field work. Followed strict safety protocol. Obtain

CTA Rail Certification. (2019)

- **City of Flint Asset Management Project for Sanitary and Storm Sewer Infrastructure, Flint, Michigan**. Survey Assistant. Sanitary and storm sewer structures were GPS-located and inspected according to NASSCO standards and the data was then imported into GIS. (2016 - 2017)

OTHER

- From July of 2022 to May of 2023, Mr. Haapala served as the Project Manager for The City of Troy's Streets & Drains Department. In this role, Mr. Haapala was responsible for:
    - Drafting new contract documents for capital improvement projects.
    - Preparing, reviewing, and approving bids.
    - Submitting memos and resolutions for the budget.
    - Submitting an annual budget for the Department.
    - Utilizing CityWorks and ArcPro GIS daily to track work for capital improvement projects.
    - Conducting Pre-construction meetings, tracking quantities, reviewing change orders, and approving pay applications.

City of Charlotte, Michigan
Seeking Sealed Bids for Public Works Director Services

The City of Charlotte, Michigan is seeking sealed bids **for Public Works Director Services.** Please submit sealed bids to Mary LaRocque, City Clerk, City of Charlotte, Michigan, 111 E. Lawrence Avenue, by 4:00P on October 9, 2024. The sealed bid shall include the vendor's name, a listing of hourly rates, a sample contract to be requested if selected, and any other relevant information that addresses the scope of services.

The City is seeking Public Works Director services for a six month period. The scope of services includes coordinating the public works and utilities (Water, Sanitary Sewer, Storm Sewer), providing schedules and directing seasonal activities, completing a number of State and organizational reports, payroll review, budget preparation and implementation, State mandated activities, and other duties as assigned and required on behalf of the City of Charlotte Public Works Department.

All vendors are encouraged to contact the City Manager's Office if planning on submitting a sealed bid. If you have any questions, please contact (517) 543-8850 or rhillard@charlottemi.org.

The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

Mary LaRocque
City Clerk
111 E. Lawrence Avenue
City of Charlotte, Michigan 48813-9358
mlarocque@charlottemi.org
517-543-8843

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Mayor Lewis and City Councilmembers
From: Robert Hillard, City Manager
Date: October 25, 2024
Re: Snow Removal - Airport Runway and Other Areas

Background
Because of staffing limitations in Public Works, I bid out the snow removal for one year from the runway and other critical areas at the airport. The City received four bids, with the lowest being Eric Rogers LLC with the annual amount of $42,500. The scope of the services were carefully developed by the Public Works Supervisor and the Airport Manager. After the City Council decides on the issue, the City will again meet with the vendor and review the scope. In the past, the Public Works removed the snow. However, because we are down two CDL drivers, and one employee as we approach the snow season, I am recommending the use of this service. This will increase overall city services in other areas of the City during the snow season.

Financial Impact
The financial impact of these services will increase the airport fund by $42,500. However, the City will be receiving $45,000 from MDOT through reimbursement from the 2021 Coronavirus Response and Relief Supplemental Appropriations (CRRSA - $13,000) and American Rescue Plan Act (ARPA - $32,000) this fiscal year.

Recommendation
Authorize the purchase of services from Eric Rogers LLC in the amount of $42,500, to remove snow from the airport runway and other critical areas for the 2024/25 snow season.

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	Airport Snow Removal for the Runway and Other Areas
PROJECT NO:	
BID ISSUES DATE:	9/24/2024
BID OPENING DATE/TIME:	10/15/24 4:00 p.m.

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	LOWEST
Eric Rogers	$ 42,500.00	x
Xact Excavating	$ 45,000.00	
Apex Septic & Excavating, Inc.	$ 48,000.00	
Lansing Real Green	$ 89,982.00	

City of Charlotte, Michigan
Seeking Sealed Bids for the Airport Snow Removal for the Runway and Other Areas
2024/25 Season

The City of Charlotte, Michigan is seeking sealed bids **for the Airport Snow Removal for the Runway and Other Areas for the 2024/25 Season.** Please submit sealed bids to Mary LaRocque, City Clerk, City of Charlotte, Michigan, 111 E. Lawrence Avenue, by 4:00P on October 15, 2024. The sealed bid shall include the vendor's name, amount of the proposal, and any relevant information. The snow removal season, for the purpose of this proposal is November 15, 2024, through April 15, 2025. The scope of the work that is required includes plowing the airport runway and other areas around the airport. The snow removal shall be completed as necessary to keep surfaces clear and passable during the periods of time specified in this agreement. This is understood to mean free of snow and ice that poses a danger or impediment to planes, vehicles, and pedestrians. It is understood that effective snow removal may require a combination of larger and smaller mechanical equipment. And shall not include salt on the runway or areas around airplanes. For more detailed requirements, please see the full bid attachment. The Contractor shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his/her hire, tenure, terms, conditions or privileges for employment because of his/her race, color, religion, national origin, or ancestry. Breach of this covenant may be regarded as a material breach of this contract. All vendors are expected to contact the Public Works Department if planning on submitting a sealed bid. If you have any questions, please contact (517) 543-8858. The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

Mary LaRocque
City Clerk
111 E. Lawrence Avenue
City of Charlotte, Michigan 48813-9358
mlarocque@charlottemi.org
517-543-8843

CONTRACTOR REQUIREMENTS

Contractors are expected to meet the following requirements:

1. Have preferred experience performing similar work in an airport setting;
2. Provide all relevant equipment and materials for completing the work as described;

- No Salt Boxes allowed in snow removal equipment on airport surfaces.
- If vehicles have excessive salt and road slush buildup it must be washed off before entering the airfield surfaces.
- All equipment must have hazard lights
- All equipment must have two communications between equipment

3. Provide ability to communicate via two-way radio with airport traffic via VHF 123.00 and coordinate operations airport staff when working *within* the airport fence;
4. Snow removal priorities and requirements.

- Priorities
  - 1 Runway
  - 2 Parallel Taxiway
  - 3 Ramp Area
  - 4 Taxi Streets
  - 5 Drive & Parking Lot
  - Short connectors streets between taxi streets and hangar doors do not require cleaning
- Requirements
  - No snowbank within 10 feet of any hard surface over 18”
  - No snowbank on runway ends
  - Post snow removal season any and all snowplow damage cleanup required.
  - Any damage to airport lighting system must be reported to airport manager ASAP and contractor will be liable for those repairs of said equipment/property.

5. Contractors should expect to familiarize themselves with the terrain surrounding the airfield before and identify any areas which may require specialized equipment or pose significant challenges in advance;
6. If the City approves a request for proposal, the contractor will be expected to perform a site visit before bidding so as to clearly understand the requirements of the snow removal operations at the airport. The Airport manager and city DPW manager is willing to schedule on-site visits and provide access to the airfield, when requested in advance;
7. Indicate contractors ability to provide relevant liability coverage listing the airport, it’s staff and officers, and the City of Charlotte as additional insured on it’s policy.

Charlotte Airport Management Todd Cotter 517-712-8177

City of Charlotte MI DPW Manager Tom Archer 517-231-2048 or Brandon Young’s 517-281-3763

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council

From: Scott Perry, Assistant Superintendent of Utilities

Date: October 17, 2024

Re: Approval for Replacement and Installation of Vertical Dry-Pit Sewage Pumps (County Lift Station)

Background

The County Lift Station, constructed in 1975, is responsible for pumping sewage from the Eaton County Complex located at 1075 Independence Blvd. Over the years, we have rebuilt these pumps multiple times; however, we have now reached a point where replacement parts are no longer available. Funding for the replacement of the two operational pumps has been allocated in the FY 24/25 budget.

Financial Impact

The necessary funds for the pump replacement are included in the FY 24/25 budget. The city has advertised and solicited sealed bids for this project. Two vendors submitted proposals:

- **Jett Pump & Valve, LLC:** $35,530.97 (lowest bid)
- **T.H. Eifert Mechanical Contractors:** $96,720.00

Recommendation

It is recommended to authorize payment to Jett Pump & Valve, LLC for the new pumps at the County Lift Station, ensuring the continued provision of service.

Suggested Motion

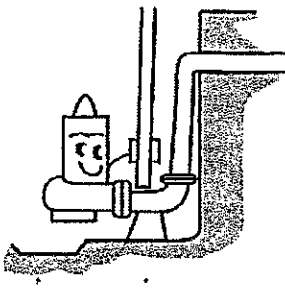
Motion to award the sealed bid proposal from Jett Pump & Valve, LLC in the amount of $35,530.97 for the purchase of new pumps for the County Lift Station.

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	Verticle Dry-Pit Sewage Pumps Replacement and Installation of two (2)
PROJECT NO:	
BID ISSUES DATE:	9/19/2024
BID OPENING DATE/TIME:	10/15/24 4:00 p.m.

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	LOWEST
Jett Pump & Valve 4770 Pontiac Lake Rd. Waterford, MI 48328	$ 38,530.97	
T.H. Eifert Mechanical Contractors 3302 W. St. Joseph Lansing, MI	$ 96,720.00	



JETT
Pump & Valve, L.L.C.

4770 Pontiac Lake Rd.
Waterford, MI 48328

Phone: 248-673-2530
Fax: 248-673-2574
e-mail: sales@jettpump.com
web: www.jettpump.com

October 15th, 2024

Matt Griffith
Superintendent
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

RE: Replacement and Installation of Two Vertical Dry-Pit Sewage Pumps; 24B-11358

Matt,

JETT Pump and Valve would like to thank The City of Charlotte for the opportunity to provide you with our proposal for the Pump Replacement project. As requested by the station specifications provided in the bid packet, and from information gathered on our site visit, JETT Pump and Valve proposes our scope for the replacement of your existing Fairbanks Morse Dry-Pit pumps. If a rain event occurs and the vault floods, the WILO pumps we offer are also capable of being submerged and therefore the pumps will not be damaged. We have included installation per the bid specifications and a day of start-up and training. As a bonus, an option to convert the station into a wet well with an above-ground valve house is included and a couple of optional supplies. As always, we value you as a customer and appreciate your business.

Scope of Supply: REPLACEMENT Wilo Dry Pit Sewage Pump

Two (2) WILO EMU FA Dry Pit Sewage Pumps- Capable of Submergence:
- Duty Point: 125gpm @ 73'tdh, 4" ANSI Discharge and Suction
- 4" ANSI Discharge, Single Vane Impeller, 1700 rpm
- 10.2 hp, 230v/3ph with ft Power Cable
- Wilo Suction Elbow with Freestanding Pedestal

LOT (X) Materials for Installation:
- 4" Stainless Steel Schedule 40 Weld Pipe
  - Lengths, Fittings, and Flanges

LOT (X) Regular Service Labor for Installation:
- JETT Pump will provide the appropriate number of technicians to complete the job correctly, safely, & efficiently under MIOSHA Confined Space Procedure.
- JETT Pump will enter the pump well to remove the existing pumps and bases. Filler flanges between the check and plug valves shall be removed to allow for fit.
- JETT Pump will secure the new pump bases to the floor using stud anchors and mount the new pump on top of the stand.
- JETT Pump will secure the discharge piping to the new pump using weld fittings to make the connections from the pump to the auxiliary valves.
- JETT Pump will terminate the power cords into the existing control panel.

One (1) Day of Start-Up Assistance and Training:

- JETT Pump will test and run the station to make sure that it is operating properly.
- JETT Pump will conduct an overview of operations and maintenance to the owner's personnel during the station commissioning.

Equipment: $ 25,745.97
Est. Freight: $ 580.00
Installation Labor: $ 10,340.00
Confined Space Entry: $ 825.00
Start-Up Assistance: $ 1,040.00
REPLACEMENT TOTAL: $ 38,530.97
Lead Time ARO/Approved Submittals: 4-6 Weeks

T.H. EIFERT
MECHANICAL
CONTRACTORS

Proposal

Date: 10-15-24

Job Name: Two Vertical Dry-Pit
Sewage Pump Replacements

Offered To: City of Charlotte
111 E. Lawrence Avenue
Charlotte, Michigan 48813

Phone: (517) 231-2324 E-mail: mlarocque@charlottemi.org Attn: Mary LaRocque

T.H. Eifert, Inc. offers to furnish Skilled Labor, Material, Insurance's, Tools, Equipment, and Permits (if applicable) to complete the following services. All work to be performed during the hours of 8:00 a.m. and 4:30 p.m. Overtime work will be charged as an extra and pre-approved by the owner.

1. **Scope of work includes:**
   - Provide labor, material and equipment to replace 2 – 4" Fairbanks Morse Dry-Pit Solids Handling Pumps. The replacement pumps will be 10 HP 230/460V/3PH/60 HZ Motor.
   - Perform initial start-up.

2. **Work Excludes:**
   - Asbestos abatement, if required.
   - Removal or disposal of any materials classified as hazardous waste, unless specifically included in item (1) above.
   - Service, labor or materials required for any existing equipment other than specified in proposal.
   - Service, labor, equipment or materials required for any bypass pumping, or pit cleaning.
   - Service, labor or materials required for any additional repair to the existing sewage system.
   - Service, labor or material required for any electrical, or controls work.
   - Manufacture certified start-up.
   - Service labor or materials required for any bonds, allowances, engineering, or certified payroll.

3. **Notes:**
   - Major equipment shall be submitted for owner approval before ordering.

This Proposal is firm for 30 days. If accepted, please return signed copy to our office.

Total Price ..... $ 96,720.00

Accepted by: _____ Date: _____

Proposal prepared by: Tim Somerville
Tim Somerville Field Superintendent

This proposal is subject to our standard payment terms of net thirty (30) days unless other contractual arrangements are made. If customer fails to timely pay any invoice customer also agrees to pay finance charges at 1.5% per month, and will also pay reasonable actual attorney fees of T.H. Eifert, Inc. should collection activity be necessary.

T.H. EIFERT
MECHANICAL
CONTRACTORS

RESOLUTION OF THE BOARD OF DIRECTORS

The undersigned hereby certifies that the following described Resolution was officially and legally adopted at the duly authorized official meeting of the Board of Directors of T.H. Eifert, LLC, a Michigan Corporation, on May 25, 2017 to pass said Resolution.

WHEREAS, the Board of Directors wishes to assign complete and binding authority to its estimators and project managers, when signing offers for sale of services, such as proposals; bulletin quotations; and sealed bid documents.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby recognizes and assigns the authority and validity of the signature(s) of said designated personnel. T.H. Eifert, LLC, at the time of this resolution, specifically recognizes the following named individuals –

Jason Burkholder
Robert Campbell
Jeremy Harrison
Justin Jensen
Erin Sills
Tim Somerville

RESOLVED FURTHER, that these rights of signature and representation are immediately and automatically revoked upon cessation of employment with the Company, and do not extend to the realm of legal or corporate matters; nor does this resolution grant unlimited authority for authorizing purchases of goods or services, beyond those considered normally required for day to day procurement activities.

Signed and Sealed on this day, May 25, 2017

Thomas H. Eifert, President

Jeremy Harrison, General Manager

CORPORATE SEAL

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council

From: Matt Griffith, Superintendent of Utilities

Date: October 22, 2024

Re: Trojan UV – Wastewater Disinfection

Background

The Ultraviolet Disinfection System (UV) that was installed in 2015 at the Wastewater Treatment Plant (WWTP) is the final treatment before the clean water is discharged into the Battle Creek River. There are banks of UV lamps and sleeves in two channels that are reaching the end of their useful life. Wastewater staff has requested the that the UV lamps and sleeves be replaced in Bank (channel) #2 as part of an ongoing replacement program.

Financial Impact

Funds were budgeted in the FY 24-25 budget to replace UV bulbs and sleeves in Channel #2. The City offered the opportunity for suppliers to submit sealed bids to the City. Trojan Technologies supplied the City with the low bid of $18,442.60.

Recommendation

Approve authorizing payment to Trojan Technologies as necessary for providing equipment essential for the treatment of the wastewater prior to discharging into the environment.

Suggested Motion

City Council approves authorizing the purchase of new UV lamps and sleeves in the amount of $18,442.60 from Trojan UV.

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	Trojan UV Lamps, Sleeves and Seals
PROJECT NO:	
BID ISSUES DATE:	9/30/2024
BID OPENING DATE/TIME:	10/21/2024

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	LOWEST
Trojan Technologies 3020 Gore Rd. London, ON N5V-4T7	$ 18,442.60	x

TROJAN
technologies™

Oct 1, 2024

To whom it may concern:

Please see the following enclosed documents for bid review:

- City of Charlotte bid specification letter
- Lamp Specs- 3rd party validation of EOLL in accordance with NWRI guidelines
- TrojanUV Sole Source Letter
- TrojanUV Angle-Base Red Lamps IP Letter
- Quote QO001478 with kit and cost breakdown

Please do not hesitate to reach out if there are any questions.

Thank you,

LISA ELLIOTT | Inside Sales Account Manager
MUNICIPAL AFTERMARKET PARTS

midwestus@trojantechnologies.com

City of Charlotte, Michigan
Seeking Sealed Bids for Trojan UV Lamps, Sleeves and Seals

The City of Charlotte, Michigan is seeking sealed bids for the replacement of the Trojan Ultraviolet Lamps and Sleeves & Seals **for 32 Trojan UV Lamps & 32 Sleeves plus sensor sleeve (Item # 331014-003) and 4 - Trojan UV Seal Kits (Item # 327122-010). The UV system is the UV3000 Plus.** Please submit sealed bids to Mary LaRocque, City Clerk, City of Charlotte, Michigan, 111 E. Lawrence Avenue, by 4:00P on October 20, 2024. The sealed bid shall include the vendor's name, a breakdown of the cost for Item # 331014-003 and a breakdown for the cost of Item # 327122-010. The decision to procure services from the vendor will be based on the lowest and best bidder. All vendors are encouraged to contact the City Manager's Office if planning on submitting a sealed bid. If you have any questions, please contact (517) 231-2324 or mgriffith@charlottemi.org.

The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

Mary LaRocque
City Clerk
111 E. Lawrence Avenue
City of Charlotte, Michigan 48813-9358
mlarocque@charlottemi.org
517-543-8843

TROJAN UV
WATER CONFIDENCE™

TrojanUV3000Plus™ Lamp Specification – Amalgam Part Number: 794447	Last Update: November 22, 2010

A. Pre-qualification Requirements

1. Seven (7) days prior to lamp bid or procurement approval, any alternate UV lamp manufacturer that is not Trojan approved must submit the following for use on the TrojanUV3000Plus™ system:
   i. A Third Party Validation of End of Lamp Life (EOLL) UV output percentage. Validation to commence at 100hrs and demonstrate EOLL output that exceeds 98%, on average, after 12,000 hours. Validation protocol for EOLL lamp testing shall be in accordance with NWRI (NWRI/AwwaRF "Ultraviolet Disinfection Guidelines for Drinking Water and Water Reuse" (2nd Edition, May 2003).
   ii. A list of thirty (30) operational TrojanUV3000Plus™ reference sites, indicating lamp type, make and model to demonstrate reliable performance.
   iii. Evidence that all below noted technical specifications are being met.
2. 2. In addition, the alternate lamp manufacturer must declare willingness to assume full liability of Trojan's Disinfection Performance Guarantee as certified to <Site Name> to the limits of <Dose Delivered>mJ/cm2 for the life of the system.

B. Technical Specifications

1. Lamps shall be type G64T6H.
2. Arc length: 58 inches or 147 cm.
3. Lamps shall emit on average 98% of the 100hrs output for 12,000hrs of operation.
4. On/Off cycles shall be limited to four (4) per day.
5. 90% of the UV output shall be within the wavelengths of 230 and 275nm.
6. UV irradiance at a distance of 2.89 meters in air shall be at least 107±3 $\mu w/cm^2$ peak at 100hr when operating at 240W electrical power.
7. Three (3) Teflon rings shall be equally spaced along the arc length to center the lamp in the quartz sleeve.
8. Electrical connection shall consist of four (4) pins at one end only.
9. Lamp external wiring material shall be white 20 AWG Teflon insulated stranded wire.
10. Lamp wall composition shall be rated to produce zero (0) levels of ozone.
11. Lamp bases, adhesives and wiring shall be of materials that do not break down or off-gas when exposed to UV light, moisture or ozone.
12. The lamp base shall incorporate a dielectric barrier or pin isolator. The pin isolator shall consist of a non-conductive divider placed between the lamp pins to prevent direct arcing across the pins in moist conditions. The barrier shall be dielectrically tested for 2kV RMS.
13. The filament shall be sufficiently rugged to withstand shock and vibration.
14. The lamp shall be started with a constant current preheat circuit.
15. The lamp base shall incorporate pins that are at an angle to the longitudinal axis of the lamp.
16. The lamp shall be capable of operating continuously at any power level between 240W and 144W and can remain at any value in this range indefinitely.

TROJANUV
WATER CONFIDENCE™

October 1, 2024
Charlotte WWTP

Trojan System: Trojan UV3000Plus '07 Replacement Parts

In the Engineered Submittal Package for the Trojan System, Trojan provided an equipment performance guarantee stating that the system will meet the required level of disinfection provided that the system is operated and maintained in accordance with recommendations made by Trojan Technologies.

In order for this equipment guarantee to be maintained, it is imperative that the appropriate components and replacement parts be used in the system. There are key replacement parts and system components that directly influence the performance and reliability of the system. Among these critical replacement parts are the UV lamps, sleeves, electronic ballasts, wiper seals, Acti-Clean Gel, printed circuitry etc. Without using lamps, ballasts, and other components that are approved and validated by Trojan Technologies, we cannot guarantee that the system will provide the required germicidal output. Subsequently, we cannot guarantee that the required UV dose is being delivered, if lamp output, ballast efficiency and system programming is unknown.

In order to keep the equipment performance guarantee intact, it is recommended that specialized system component(s) and Service are solely purchased and contracted from Trojan Technologies, located in London, ON. Trojan purchases only validated system components, from our suppliers and only those component(s) meeting our performance standards are passed on to our customers.

If you have any questions regarding this matter or require any additional information, please do not hesitate to email me at midwestus@trojantechnologies.com

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Best regards,

LISA ELLIOTT | Inside Sales Account Manager
MUNICIPAL AFTERMARKET PARTS
226-374-8683 *cell*

10-01-2024

City of Charlotte, MI– Project 511960

Sub: TrojanUV Angle-Base Red Lamps (#794447-0RD)

We encourage you to use genuine angle-base red lamps purchased from a Trojan authorized representative only. Trojan owns the patent on the replacement angle base lamp (part #794447-0RD) that is typically used for TrojanUV3000Plus, TrojanUVSwiftSC, TrojanUVPhox, and TrojanUVFit systems. Trojan invests heavily in R&D and manufacturing quality to drive innovation and provide reliable, high-quality, safe, and compliant lamps to our UV systems. To protect this investment, we frequently patent our lamps and other technology. Patents allow us to prevent others from "making, selling, or using" our inventions.

Trojan Technologies and a US-based lamp manufacturer have settled their disputes involving Technologies '654 Patent. As part of that settlement, the US-based lamp manufacturer has withdrawn its previous challenges to the validity of the '654 Patent. Additionally, the US-based lamp manufacturer is immediately discontinuing all sales to its third parties.

We have noticed that a few TrojanUV system users who used 3rd party UV lamps (promoted as local and cheaper alternatives 'equivalent' to TrojanUV lamps) have experienced performance issues and have faced problems due to incorrectly sized pins (oversized pins may cause permanent damage to lamp socket; undersized pins may cause arcing). Trojan's angle base lamp is designed to provide the best connection fit and therefore, is covered by patent for its safe and reliable features.

We appreciate you may not have been aware of the potential risks incurred by using non-approved non-genuine lamps that pose equivalent of our 'patent-protected lamps' in your TrojanUV system. To ensure compliance with product certifications, performance guarantees, and component warranty validities, please contact an authorized Trojan representative or channel partner to learn more about the right lamps for your UV system.

Sincerely,

Trojan Technologies

TROJAN technologies™

QUOTATION
QO0014748

TROJAN TECHNOLOGIES
3020 GORE ROAD
LONDON, ON N5V 4T7
CANADA
T. 519-457-3400
www.trojantechnologies.com

Sold to
CITY OF CHARLOTTE
111 EAST LAWRENCE AVENUE
Charlotte MI 48813-1573
UNITED STATES

Ship to
CITY OF CHARLOTTE
1005 PAINE DRIVE
Charlotte MI 48813-0001
UNITED STATES

Customer Service Contact : tuvcustomerservice@trojantechnologies.com
Payment Terms : 0% / 00 / 30 net
Delivery Terms : DELIVERED DUTY PAID
Carrier/LSP :

Internal Sales Rep : LISA ELLIOTT
Customer No. : 100003146
Reference :
Quote Date : 09-10-2024
Quote Expiry Date : 12-31-2024

Line	Project / Item / Description	Quantity	Price / Discount %		Unit Net Price / Net Amount	Tax Rate / Tax Amount	Amount
10	331014-003 LAMP P, SLV KIT 0RD 3+ 4PKG Kit includes the following parts: qty 4 PN 794447-0RD GA64T6HE Angle Base Lamp qty 4 PN 316136 Quartz Sleeve 28x25x1958 qty 4 PN 316144 O-RING, SLEEVE SEAL UV3+ qty 4 PN 002268-28A4B O-RING, 28X4.5 mm NBR qty 4 PN 901376 SPRING, COMPRESSION SST Price breakdown $507.2625 each x 4= $2029.05	8.00	2,029.05/	EA	2,029.05 16,232.40	0.00% 0.00	16,232.40
40	327122-010 SEAL KIT, UV3+07 CAN 010 BULK Includes the following parts: qty 20 PN 327818 SEAL ASSY, UV3+ WIPER qty 20 PN 327118 O-RING, UV3+ WIPER CANISTE qty 40 PN 327030 327030 qty 1 PN DC000601-047 INSTR, WIPER SEAL REPL 3P EN Price Breakdown $38.38/ each x 10= $383.80	4.00	383.80/	EA	383.80 1,535.20	0.00% 0.00	1,535.20
50	FREIGHT FREIGHT & HANDLING	1.00	675.00/	EA	675.00 675.00	0.00% 0.00	675.00

Goods	17,767.60	Discount	0.00	Tax Amount		Total USD
Costs	675.00	Subtotal	18,442.60		0.00	18,442.60

TROJAN technologies™
TROJAN TECHNOLOGIES
3020 GORE ROAD
LONDON, ON N5V 4T7
CANADA
T. 519-457-3400
www.trojantechnologies.com

QUOTATION
QO0014748

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QUOTATION
QO0014748

Terms and Conditions

All purchases of Trojan products and/or services are expressly and without limitation subject to Trojan's Terms and Conditions of Sale ("Trojan" or "SELLER"), incorporated herein by reference and published on Trojan's website https: www.trojantechnologies.com/sales-terms-conditions/

Trojan TCS are incorporated by reference into each of Trojan's offers or quotations, order acknowledgments, and invoice and shipping documents. The first of the following acts shall constitute an acceptance of Trojan's offer and not a counteroffer and shall create a contract of sale ("Contract") in accordance with the Trojan TCS, subject to Trojan's final credit approval: (i) Buyer's issuance of a purchase order document against Trojan's offer or quotation; (ii) Trojan's acknowledgement of Buyer's order; or (iii) commencement of any performance by Trojan in response to Buyer's order. Provisions contained in Buyer's purchase documents that materially alter, add to or subtract from the provisions of the Trojan's TCS shall be null and void and not considered part of the Contract.

www.trojantechnologies.com/sales-terms-conditions

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council, and City Manager
From: Fire Chief – Kevin Christiansen
Date: October 23, 2024
Re: Grant – Turnout Gear & Boots

Background: On July 31, 2023 Michigan Governor Gretchen Whitmer signed the state fiscal year budget for 2023 to 2024. In that budget, there were 15 million dollars allocated for all full-time firefighters in the state of Michigan to receive funding toward the purchase of an additional set of fire gear. Recently the Labor and Economic Opportunity (LEO) division for the state released the application and process for receiving these dollars. The outline in the RFP that was provided by LEO was up to 3,500 dollars per firefighter toward the purchase of a turnout coat, pants, and boots.

Recommendation: The fire department placed a second sealed bid request in October, 2024 requesting bids for 4 sets of tan gear, 2 sets of red gear, 4 pairs of boots, 6 sets of gloves for turnout gear. We received one bid back from Axes & Irons that is in line with all department requirements as well as the State of Michigan requirements to receive funding. We are requesting the council's approval to proceed with the bid that was received from Axes & Irons. Application along with bids were due to the City of Charlotte no later than 11:00, October 23, 2024.

Financial Impacts: With approval from the council, the fire department will submit to LEO all appropriate quotes and documentation. With the approval from LEO the city will receive funds totaling $21,000. The remaining portion of $797.56 will come out of the Fire Department Uniform & Cleaning account. These funds will then be used to pay the vendor Axes & Irons for the turnout gear requested in the bid process.

Suggested Motion: Consider approval of the sealed bid contract with Axes and Irons in the amount of $21,797.56 for the purchase of Turnout Gear and Fire Boots

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	Turnout Gear & Fire Boots
PROJECT NO:	
BID ISSUES DATE:	9/24/2024
BID OPENING DATE/TIME:	10/23/2024 11:00 a.m.

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	LOWEST
Fire Dex - Axes and Irons Coopersville, MI	$ 21,797.56	single bid

ESTIMATE

Vehicle Alliance Group
920 OMalley Dr
Coopersville, MI 49404

newman@advfleet.com
+1 (616) 997-4053
www.axesandirons.com

Charlotte Fire Department:Charlotte Fire Sealed Bid

Bill to
Kevin Christiansen
Charlotte Fire Department
911 W Shepard
Charlotte, MI 48813 USA

Estimate details
Estimate no.: 1446
Estimate date: 10/17/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		**Axes And Irons**	FXR Coat & Pants (tan)(#79712)	4	$2,997.61	$11,990.44
2.		**Axes And Irons**	FCR Coat & Pants (red)(#41110)	2	$3,762.50	$7,525.00
3.		**Axes And Irons**	Dex-Pro 3D Leather Gloves (#79705)	6	$113.08	$678.48
4.		**Axes And Irons**	FDXL200 Red Leather Boots (#79708)	4	$400.91	$1,603.64
5.		**Shipping Fee**	SHIPPING TBD UPON DELIVERY	1	$0.00	$0.00

Total **$21,797.56**

Accepted date **Accepted by**

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Mayor Lewis and City Councilmembers
From: Robert Hillard, City Manager
Date: October 25, 2024
Re: Sidewalk Snow Plowing Services with Eric Rogers LLC

Background

In November 2020, the City of Charlotte created a Special Assessment District to pay for snow removal from sidewalks in the Downtown District. This was successfully accomplished, which allows for this valuable service to support businesses during the snow season. However, because of staffing limitations in Public Works this fiscal year, and efforts to enhance "City Services", I bid out the sidewalk snow removal to include sidewalk areas adjacent to the public parking lots. This was proposed to be a one year service arrangement. As a result, the City received two bids. The low bid was received from Eric Rogers LLC from Charlotte, in the amount of $18,400. The Downtown Development Authority met with the vendor to discuss this service, and the Public Works Supervisor is scheduled to meet as well.

Financial Impact

The financial impact is an additional $7,400 annual cost to the City. This is a direct cost to the General Fund, since it would be paid for outside of the special assessment district. The previous cost for services that was charged to the special assessment district was $11,000.

Recommendation

Authorize the purchase of services from Eric Rogers LLC in the amount of $18,400, to remove snow from the downtown sidewalks as identified.

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	Downtown Snow Removal for the 2024/25 Season
PROJECT NO:	
BID ISSUES DATE:	9/5/2024
BID OPENING DATE/TIME:	10/7/24 4 p.m.

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	LOWEST
Kenyon & Sons LLC 308 S. Sheldon St. Charlotte, MI 48813	$ 28,400.00	
Eric Rogers, LLC PO Box 190 Charlotte, MI 48813	$ 18,400.00	x

City of Charlotte, Michigan
Seeking Sealed Bids for Downtown Snow Removal for the 2024/25 Season

The City of Charlotte, Michigan is seeking sealed bids **for Downtown Snow Removal for the 2024/25 Season.** Please submit sealed bids to Mary LaRocque, City Clerk, City of Charlotte, Michigan, 111 E. Lawrence Avenue, by 4:00P on October 7, 2024. The sealed bid shall include the vendor's name, amount of the proposal, and any relevant information.

The snow removal season, for the purpose of this proposal, is November 15, 2024, through April 15, 2025. A more complete packet of information is available in the Public Works Department Office at 111 E. Lawrence Avenue, Charlotte MI. In general, the scope of the work that is required includes the area designated by the City. The snow removal shall be completed as necessary to keep sidewalks and other areas clear and passable.

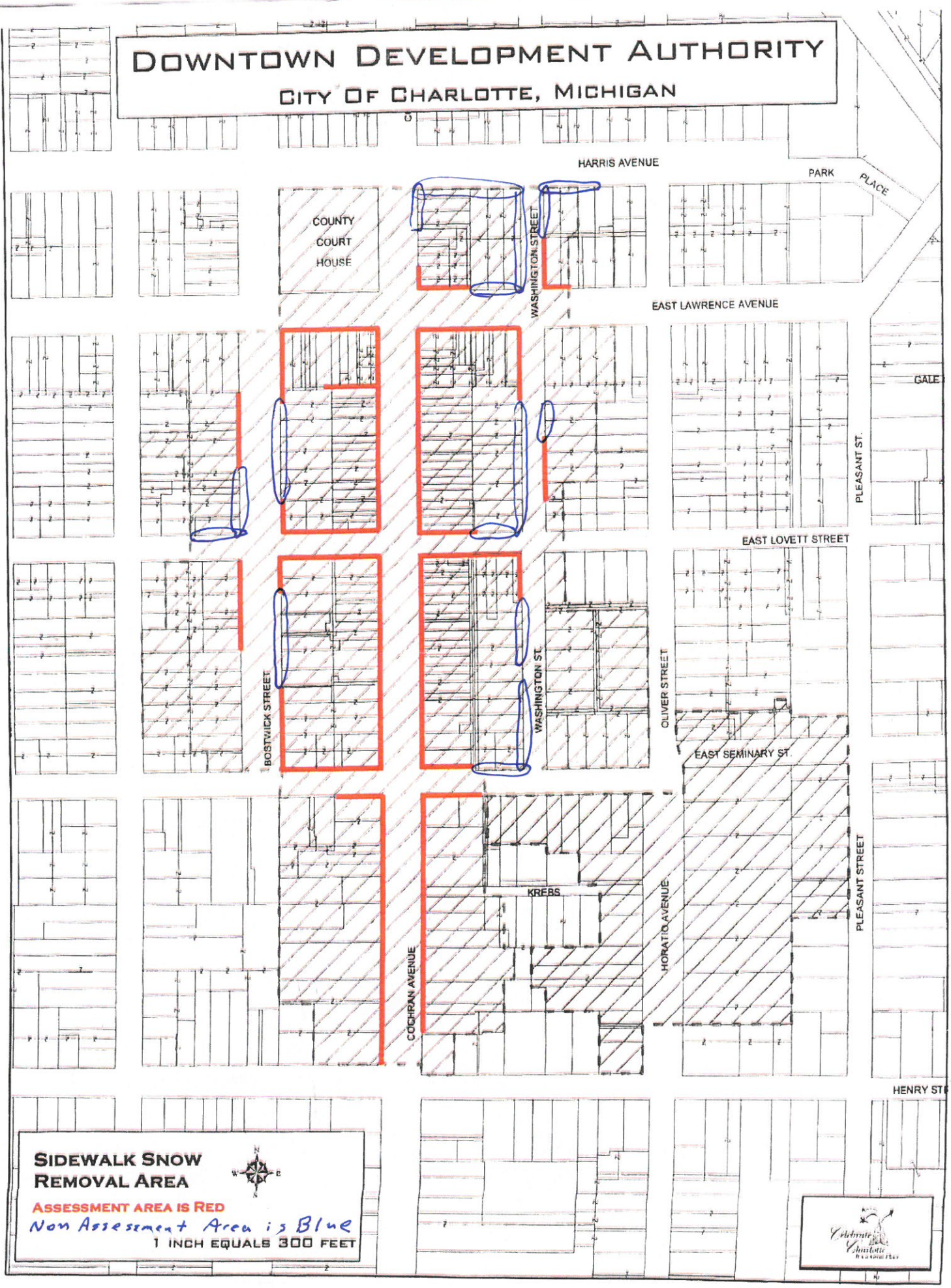
All vendors are encouraged to contact the Public Works Department if planning on submitting a sealed bid. If you have any questions, please contact (517) 543-8858.

The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

Mary LaRocque
City Clerk
111 E. Lawrence Avenue
City of Charlotte, Michigan 48813-9358
mlarocque@charlottemi.org
517-543-8843

DOWNTOWN DEVELOPMENT AUTHORITY

CITY OF CHARLOTTE, MICHIGAN



SIDEWALK SNOW REMOVAL AREA

ASSESSMENT AREA IS RED

Non Assessment Area is Blue

1 INCH EQUALS 300 FEET

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council, and City Manager
From: Fire Chief Kevin Christiansen
Date: October 18, 2024
Re: Volunteer Firefighter Stipends & Dues

Background; The Volunteer Firefighter Association has requested a new appointment for the position of Volunteer Deputy Fire Chief. This position is in support of the volunteer Firefighters who are the backbone of our department. With the Deputy Fire Chief and his dedication to the department, we are able to function in many ways better than some full-time departments without the cost put on to the tax payers. With that in mind, we need to do everything possible to maintain that dedication and response level. Historically, this volunteer position has just received a quarterly stipend/reimbursement for the number of responses within that quarter. These are based off of the "All Call" alarms, not the medicals or squad runs. The CFD Constitution Bylaws of 9-18-23 Article II Section 2 has this position being filled by a Volunteer member. This position is a Command Officer position. A Fire Department officers span of control is 3-7 with 5 being optimal, with 31 active volunteer members his position is of utmost importance for the life and safety of our members. A deputy fire chief is appointed to assist the fire chief and assistant fire chief in managing the operations of a fire department, providing leadership and oversight in specific areas like fire prevention, emergency response, or administration, and acting as the chief's representative when they are unavailable, essentially serving as a second-in-command to ensure smooth functioning of the department across various situations.

Recommendation; The Charlotte Fire Department needs City Council to consider approval of the proposed resolution for the volunteer deputy fire chief stipend. We believe that this stipend will help us retain our volunteer deputy fire chief as his experience, dedication and willingness to train and help volunteer firefighters progress is unremarkable. The time and effort he has put in has increased and is becoming more time consuming.

Financial Impacts; The fire department administration has recognized the short fall we have been providing for this position and requests this Stipend to be approved, during budget preparations, we anticipated this request and the current budget reflects this increase. Demands on the Fire Department has increased, and the economical reward of a person in this position is paying for things out of their own pocket, such as fuel, clothing, lost food, vehicle equipment, wear and tear, etc. On top of those demands, the state has increased requirements to maintain firefighter, fire instructor, and fire officer certifications. The requirement is 36 hours of continuous education credits in 3 years, plus 12 more hours for being a firefighter Instructor, and 12 more hours for being a fire officer. Which now requires more training and time spent not dealing with the emergencies, however the number of emergency calls is continuing to increase as well.

Suggested Motion; Please adopt the Stipend for this position that has been established November 13, 2023 with a previous City Manager.

CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION
Fire Chief
111 E. Lawrence Ave., Charlotte MI 48813
Ph. 517-543-0421

DATE: November 13, 2023
SUBJECT: Deputy Fire Chief Appointment
To: Kevin Fullerton & City Manager Troy Bell

Position: Deputy Fire Chief of the Charlotte Fire Department

Job description: The Deputy Chief's duties are supervisory and skilled firefighting work in directing the activities of fire companies and in assisting the fire chief in exercising command over the entire uniformed personnel, apparatus and equipment of the fire department. The major responsibility is for assisting the fire chief in supervising all phases of departmental operations and for assuming and exercising command of firefighting operations of all fire companies unless relieved of command by the fire chief. To assist in coordinating assigned activities with other City departments and outside agencies; and to provide highly responsible and complex executive level support to the Fire Chief as a member of the Fire Chief's management team. Responsible to stand in for the Assistant Fire Chief and/or the Fire Chief in their absence.

Start date: November 13, 2023

Position hours: A Volunteer Member with a Stipend.

Salary: $1500 Quarterly as agreed upon with the Charlotte Volunteer Fire Department Association.

Additional conditions: As defined in the Charlotte Volunteer Fire Department Constitution.

We kindly ask you to review these conditions and reply with your acceptance or declination within two weeks of receiving this letter. Please send your reply to Fire Chief Kevin Christiansen, which you can contact at the following email address: kchristiansen@charlottemi.org

We look forward to hearing from you and thank you again for your time and correspondence with the City of Charlotte Fire Department.

Regards,

Kevin Christiansen
Fire Chief
City of Charlotte Fire Department
111 E Lawrence Ave.
Charlotte, MI 48813
Station 517-543-0241
Cell 517-243-8332
www.charlottemi.org

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council, and City Manager
From: Fire Chief – Kevin Christiansen
Date: October 24, 2024
Re: Land Split for Fire Department Training Facility

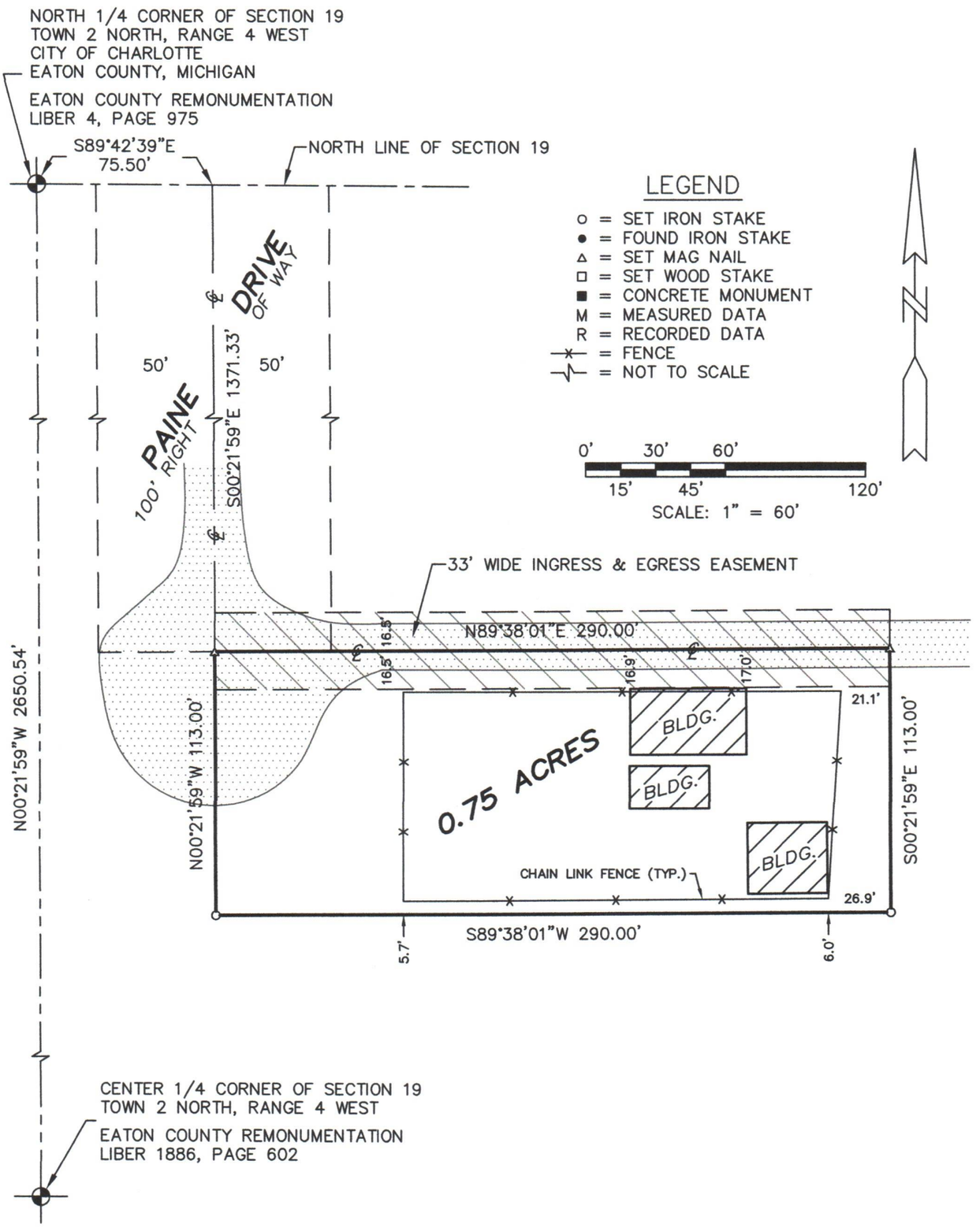
Background: Recently the Eaton County Training Committee was awarded a grant through State Representative Angela Witwer for a live burn training building for fire departments throughout the county and surrounding counties to use for training. The live fire facility is going to be located at the Cal Fullerton training facility, located in Charlotte at the end of Paine Dr. Currently this training facility sits on the same parcel as the City of Charlotte's Water Department.

Recommendation: The City Council approve the land split so that we can arrange for the facility to be leased to the Eaton County Fire Training Committee. We are requesting the approval from council to split .75 acers of land from the current 61.47 acers to create a separate parcel for the training facility. This would be a City of Charlotte to City of Charlotte deed transfer. This will allow the training facility to have its own address separate from the water department, and insure separation between the training facility and the water department for any future lease agreements. Future lease agreements for this property would be similar to the fairgrounds and CJO football lease agreements.

Financial Impacts: There is minimal financial impact to this land split. $1900 for survey that was completed. $30 Registration fee to County. That is very minimal for a Live Fire Training Facility.

Suggested Motion: City Council approve the Land Split for Fire Department Training Facility.

CERTIFICATE OF SURVEY



NOTE: LAND DIVISION IS SUBJECT TO MUNICIPAL APPROVAL

RD MILLER
LAND SURVEYING, PLLC
rdmillerlandsurveying@gmail.com
PO BOX 309
OLIVET, MI 49076
(517) 652-3103

CLIENT: CITY OF CHARLOTTE

JOB NO:	DATE:
24-0478	AUGUST 19, 2024
SCALE: 1" = 60'	DRAWN BY: RWM

I HEREBY CERTIFY THAT I HAVE SURVEYED AND MAPPED THE FOLLOWING DESCRIBED PARCEL(S) OF LAND IN ACCORDANCE WITH PUBLIC ACT 132 OF 1970, AS AMMENDED, AND THAT THE RELATIVE POSITIONAL PRECISION OF EACH CORNER IS WITHIN THE LIMITS ACCEPTED BY THE PRACTICE OF PROFESSIONAL SURVEYING.

STATE OF MICHIGAN
RYAN WALLACE MILLER
License No. 4001061890
LICENSED PROFESSIONAL SURVEYOR

RYAN W. MILLER, PS 61890

CERTIFICATE OF SURVEY

DESCRIPTION:

A parcel of land in the Northeast 1/4 of Section 19, Town 2 North, Range 4 West, City of Charlotte, Eaton County, Michigan, described as:

Commencing at the North 1/4 Corner of Section 19, Town 2 North, Range 4 West; thence S89°42'39"E along the North line of said Section 19 a distance of 75.50 feet to the centerline of Paine Drive; thence S00°21'59"E parallel to the North-South quarter line of said Section 19 and along the centerline of Paine Drive, 1371.33 feet to the end of Paine Drive and the point of beginning of this parcel; thence N89°38'01"E, 290.00 feet; thence S00°21'59"E, 113.00 feet; thence S89°38'01"W, 290.00 feet to the extension of Paine Drive; thence N00°21'59"W along said extension, 113.00 feet to the point of beginning.

SUBJECT TO AND TOGETHER WITH a 33 feet wide easement lying 16.5 feet each side of the following described centerline: Commencing at the North 1/4 Corner of Section 19, Town 2 North, Range 4 West; thence S89°42'39"E along the North line of said Section 19 a distance of 75.50 feet to the centerline of Paine Drive; thence S00°21'59"E parallel to the North-South quarter line of said Section 19 and along the centerline of Paine Drive, 1371.33 feet to the end of Paine Drive and the point of beginning; thence N89°38'01"E, 290.00 feet and the point of ending.

SUBJECT to the rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

SUBJECT to easements and restrictions of record.

NOTE: LAND DIVISION IS SUBJECT TO MUNICIPAL APPROVAL

RD MILLER
LAND SURVEYING, PLLC
rdmillerlandsurveying@gmail.com
PO BOX 309
OLIVET, MI 49076
(517) 652-3103

CLIENT: CITY OF CHARLOTTE

JOB NO:	DATE:
24-0478	AUGUST 19, 2024
SCALE:	DRAWN BY:
	RWM

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STATE OF MICHIGAN
RYAN WALLACE MILLER
License No. 4001061890
LICENSED PROFESSIONAL SURVEYOR

RYAN W. MILLER, PS 61890