



OFFICE OF THE CITY MANAGER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: 2017-2018 Budget
Date: April 28, 2017

The draft 2017-2018 Manager Proposed Budget is presented for your review. This year the budget is presented in a binder, in hopes that a new presentation will help the process. Also provided in the binder is a copy of the 5 year model (with updated rate study) and the Treasurer's Reports for 2016-2017. A copy of the draft 2018-2019 budget will be provided for the next work session.

This memo will focus on changes that impact more than one fund. Individual fund memos can be found with the budget under each tab.

General Fund and Municipal Street Fund Revenue

Taxable value for 2016 – 225,518,118
Taxable value for 2017 – 232,009,413
DDA capture – 21,049,065
Total General Fund/Street Fund value without DDA - 210,960,348

The personal property tax reimbursement is shown in a separate revenue line item called Local Community Stabilization Share in General Fund and Municipal Streets. The spreadsheet used to calculate last year's payment was used to estimate the 2017-2018 payment.

The City's maximum millage rate per the Charter is 17.5 mills: a cap of 12.5 mills for General Fund and 5 mills for Streets. The current allowable millage rates after Headlee rollbacks are 12.339 for General Fund and 4.9356 for Streets.

The final payment for the GO Bond was made in May 2017. The millage rate will no longer be collected starting in 2017-2018. Council will need to determine whether to add the 0.6581 mills to the General Fund millage rate. This would generate \$136,000 while keeping the overall millage rate the same.

Proposed Millage Rate Summary

	Current 2016-2017	Proposed 2017-2018
General Fund	10.2406	10.2406
Streets	3.4075	3.4075
GO Bond	0.6581	0
Total	14.3062	13.6481

Updates to Existing Expenses Impacting General Fund, Major/Local/Municipal Streets, Water and Sewer

Since the closing of the defined benefit program, the City MERS contribution is based on a flat rate. For 2017-2018 the flat rate is \$9,767 per month or \$117,204 per year. The defined benefit program now covers

8 active employees. For the past several years the City has been paying more than the minimum in an attempt to lower the unfunded liability and ease the cost burden in future years as the amortization period for the unfunded liability continues to be reduced. The 2016 actuarial valuation should be available from MERS in June 2017. Provided for Council's review are three MERS funding options: 1) minimum payment, 2) the recommended payment to be fully funded in 10 years (used in the draft budget) and 3) estimated payment using a 5.75% return on investments. In past years, a percentage of benefits paid has been used to create the options.

As in the past, \$75,000 is budgeted from general fund for retiree health care; a total of \$25,600 is budgeted from roads, water and sewer.

Due to the change in the renewal date, our new health care rates will not take effect until January 1, 2018. A 5% rate increase was used in the 2017-2018 budget.

The employee salary spreadsheet for fiscal year 2017-2018 is provided for your review. The wage spreadsheet now includes the union increases attributable to the overall 2.5% increase and annual step increases for those still receiving them. Also attached is a breakdown of the salaries/benefits paid by the municipal, sewer and water funds.



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Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: 2017-2018 Budget – General Fund
Date: April 28, 2017

General Fund Revenue

Revenue from the General Fund millage rate increased \$65,400.

The property tax administration fee was kept at 1%. A copy of the breakdown of services covered by the fee is attached.

No substantial revenue changes have been proposed.

General Fund Expense

Updates to Existing Expenses in General Fund

Per the contract with the Washtenaw County Sheriff the cost of a police service unit will increase 1% in January 2018.

The current Dexter Area Fire Department payment is \$172,459 per quarter for the calendar year. To estimate the 2017-2018 budget the two remaining payments of \$172,459 were used, plus two payments with a 5% increase bringing the budget to \$707,000.

Last year, a line was added to the budget for fire department capital equipment. We have decided to change the way this is accounted for and show it as a \$100,000 transfer out to the Equipment Replacement Fund. It will be stored in a separate cash account within the Equipment Replacement Fund and as an expense in that Fund when it is needed by DAFD.

The City will hold at least two elections in FY 17-18 in August 2017 and November 2017. The Dexter Community Schools millage issue is the only item on the ballot in August 2017 so they will be required to reimburse our expenses. The expenses for the August 2017 election are offset by a revenue line.

General Fund Budget Discretionary Expenses

Certain expenses, such as additional payments to MERS and OPEB could be considered discretionary because they are not statutorily required. I do not consider them discretionary because they are essential to maintain the long term fiscal health of the City. In general fund those payments are:

- \$25,201 – Additional payment to MERS beyond what is required
- \$75,000 - OPEB (retiree health care)

The following new one time expenses were included:

\$30,000 for First Street Park. This is the grant match for the potential Passport Grant. Notification of the grant award will occur in October 2017.

\$25,000 for the Master Plan update. This cost will be further refined after the "plan to plan" meeting that will be held by Carlisle Wortman with Planning Commission and Council.

\$7,500 for the Economic Preparedness Plan Update. Proposals for this project are due back in May.

\$5,900 to repaint 8050 Main (Hotel Hickman)

\$10,000 for grant assistance from JJR for Mill Creek Park Phase II grants. We anticipate applying for Transportation Alternatives Program (TAP) and Natural Resources Trust Fund grants in FY 17-18.

\$8,000 for signage for Lion's Park. This estimate is for a stone based kiosk similar to the signage in Mill Creek Park.

\$3,500 for replacement of the internal workings of the downtown clock. The clock has become less reliable over time and a replacement of its parts is necessary.

The following one time expenses were not included:

\$8,000 for a stone based kiosk for First Street Park. This request from Parks & Recreation Commission can be included in the 2018-2019 budget, since construction in that area will be occurring next summer if we get the grant.

\$6,600 request from the Parks & Recreation Commission to create a landscape plan for the Mill Creek Park stairway/slope (behind 8140 Main)

\$10,000 request from the Arts, Culture & Heritage Committee to fund a permanent sculpture. If a sculpture is found for the LaFontaine Art Pad, \$5,000 of this would be offset by the \$5,000 in escrow from LaFontaine.

\$5,000 request from the DPW to start replacement of the lights in the landscaping beds downtown.

Hopefully the agreement to remove the DTE substation will be finalized soon. The funds for the initial payment were not included in the first draft of the budget, however we have \$145,000 in restricted reserves to cover the first two payments.

Additional Information

Two budget related items were brought up by Council Members at the April 24, 2017 meeting:

- Council Member Fisher raised the issue of our annual contribution to the Senior Center which is a \$1,000 donation. We also pay \$6,840 in rent each year.
- Council Member Carson provided additional information from WAVE with the actual cost of the service provided. We currently pay WAVE \$35,000 per year (\$16,500 for community connector; \$18,500 for door to door).

The current revenue over expense in the proposed 2017-2018 budget is \$7,400.

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: 2016-2017 Budget – General Fund Projection
Date: April 28, 2017

Projected 2016-2017 General Fund Revenue and Expenses

The projected revenue over expense in General Fund is approximately \$365,800.

\$145,000 of this is the restricted funds for the DTE substation removal

\$85,600 is the restricted reserve from the Local Community Stabilization revenue to offset any shortfall next year

\$135,200 is attributable to the following items:

Revenue is anticipated to be \$28,000 more than budgeted; we are also owed approximately \$13,000 from the railroad as a refund from the Border to Border Trail project (this revenue has not been factored into the budget in the current projection)

The following departments had lower expenditures than were expected:

Council – publication of less newsletters than budgeted

Manager – did not hire year round intern and received a credit on our health care bill for an overpaid premium

Clerk – reduced cost of ordinance recodification and ad publication

Police Services – reduced overtime expense

Planning – less spent on professional services than budgeted

DPW – signage replacement less than budgeted

Parks – did not do First Street Park project; equipment rentals less than budgeted

Contingency – have not used the \$15,000 contingency

If the estimates come in as predicted it would raise the unrestricted general fund reserve from approximately \$455,000 to approximately \$590,000.

Tax Bill Administrative Fee

According to Michigan Law taxing jurisdictions can levy up to a 1% administrative fee on taxes to cover the cost incurred in assessing property values, collecting property tax levies, and in the review and appeal process.

1% Administrative Fee on All Taxes Collected	\$117,379
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Uses of Funds

Assessing Contract	(31,440.00)
Managers Salary (\$78,628*5%)	(3,931.40)
Treasurers Salary (\$80,375*30%)	(24,112.50)
Office Staff Salary (\$95519*20%)	(19,103.80)
Tax Bill/Assessment Notice Mailing	(8,000.00)
Misc. Assessor Expense	(500.00)
BSA Software Annual Maintenance (Tax & Assessing, Online Access)	(4,519.00)
Board of Review Stipends	(1,000.00)
Tax Tribunal Defense	(25,000.00)
	(117,606.70)

2017-2018 MERS Payments

Required 2017/2018 Payment			\$117,204		
Recommended Payment from MERS to be Fully Funded in 10 Years			\$163,872		
Payment if Investment Return is 5.75% Instead of 7.75% Assumption			\$219,936		
	Percent of Salary Based on Current DB Employees	2016-2017 Payment **	Option 1 - Minimum Payment	Option 2 - MERS Recommendation (Used in Draft Budget)	Option 3 - 5.75% Investment Return Assumption
General	54%	\$85,000	\$63,290	\$88,491	\$118,765
Municipal Streets	20%	\$31,500	\$23,441	\$32,774	\$43,987
Sewer	17%	\$27,000	\$19,925	\$27,858	\$37,389
Water	9%	\$14,200	\$10,548	\$14,748	\$19,794
Total City Contribution		\$157,700	\$117,204	\$163,872	\$219,936
Estimated Employee Contribution - 5% of salary		\$26,000	\$26,000	\$26,000	\$26,000
Total MERS Contribution		\$183,700	\$143,204	\$189,872	\$245,936
Total Benefits Paid Out in 2016		\$211,561			
Investment Income in 2016		\$313,136			
**Additional Lump Sum Payment in March 2017		\$81,917			

Salary Breakdown

	Amounts Budgeted in Each Fund								
	Salary in 17-18	General	Solid Waste	Major	Local	Municipal	Sewer	Water	
Erin Aiken	\$53,385.28	\$53,385.28							\$53,385.28
Michelle Aniol	\$57,387.32	\$57,387.32							\$57,387.32
Justin Breyer	\$51,000.00	\$51,000.00							\$51,000.00
Andrea Dorney	\$67,243.28						\$50,432.46	\$16,810.82	\$67,243.28
Eric Hartman	\$58,110.86						\$43,583.14	\$14,527.71	\$58,110.86
Bob Mester	\$52,395.61						\$39,296.70	\$13,098.90	\$52,395.61
Courtney Nicholls	\$78,628.00	\$78,628.00							\$78,628.00
Dan Schlaff	\$90,200.00	\$7,216.00	\$1,804.00	\$13,530.00	\$13,530.00		\$31,570.00	\$22,550.00	\$90,200.00
Rick Chabot	\$41,622.61						\$20,811.30	\$20,811.30	\$41,622.61
Marie Sherry	\$80,375.00	\$80,375.00							\$80,375.00
Tim Stewart	\$53,793.56				\$5,379.36			\$48,414.20	\$53,793.56
Brenda Tuscano	\$42,134.47	\$42,134.47							\$42,134.47
Todd Viebahn	\$55,690.47						\$27,845.23	\$27,845.23	\$55,690.47
Kurt Augustine	\$81,335.80	\$36,601.11	\$12,200.37	\$16,267.16	\$16,267.16				\$81,335.80
Harold Gross	\$47,559.06	\$21,401.58	\$7,133.86	\$9,511.81	\$9,511.81				\$47,559.06
Jason Trinkle	\$33,353.54	\$15,009.09	\$5,003.03	\$6,670.71	\$6,670.71				\$33,353.54
Shawn Chamberlain	\$35,076.68	\$15,784.50	\$5,261.50	\$7,015.34	\$7,015.34				\$35,076.68
Total Salary	\$979,291.52	\$458,922.35	\$31,402.76	\$52,995.01	\$58,374.37	\$0.00	\$213,538.85	\$164,058.18	\$979,291.52
Summer Help		\$11,700.00	\$5,000.00	\$1,300.00	\$2,600.00				\$20,600.00
Office Intern		\$10,000.00							\$10,000.00
Landscapers Downtown		\$9,500.00							\$9,500.00
Landscapers Mill Creek Park		\$9,500.00							\$9,500.00
							Budgeted Salary		\$1,028,891.52
	Amounts Taking Into Account Enterprise Fund Fees								
	Salary in 17-18	General	Solid Waste	Major	Local	Municipal	Sewer	Water	
Erin Aiken	\$53,385.28	\$5,338.53	\$2,669.26			\$2,669.26	\$21,354.11	\$21,354.11	\$53,385.28
Michelle Aniol	\$57,387.32	\$57,387.32							\$57,387.32
Justin Breyer	\$51,000.00	\$48,450.00	\$2,550.00						\$51,000.00
Andrea Dorney	\$67,243.28						\$50,432.46	\$16,810.82	\$67,243.28
Eric Hartman	\$58,110.86						\$43,583.14	\$14,527.71	\$58,110.86
Bob Mester	\$52,395.61						\$39,296.70	\$13,098.90	\$52,395.61
Courtney Nicholls	\$78,628.00	\$66,047.52				\$4,717.68	\$3,931.40	\$3,931.40	\$78,628.00
Dan Schlaff	\$90,200.00	\$7,216.00	\$1,804.00	\$13,530.00	\$13,530.00		\$31,570.00	\$22,550.00	\$90,200.00
Rick Chabot	\$41,622.61						\$20,811.30	\$20,811.30	\$41,622.61
Marie Sherry	\$80,375.00	\$35,365.00				\$12,860.00	\$16,075.00	\$16,075.00	\$80,375.00
Tim Stewart	\$53,793.56				\$8,069.03			\$45,724.52	\$53,793.56
Brenda Tuscano	\$42,134.47	\$31,600.85	\$2,106.72				\$4,213.45	\$4,213.45	\$42,134.47
Todd Viebahn	\$55,690.47						\$27,845.23	\$27,845.23	\$55,690.47
Kurt Augustine	\$81,335.80	\$36,601.11	\$12,200.37	\$16,267.16	\$16,267.16				\$81,335.80
Harold Gross	\$47,559.06	\$21,401.58	\$7,133.86	\$9,511.81	\$9,511.81				\$47,559.06
Jason Trinkle	\$33,353.54	\$15,009.09	\$5,003.03	\$6,670.71	\$6,670.71				\$33,353.54
Shawn Chamberlain	\$35,076.68	\$15,784.50	\$5,261.50	\$7,015.34	\$7,015.34				\$35,076.68
Total Salary	\$979,291.52	\$340,201.50	\$38,728.75	\$52,995.01	\$61,064.05	\$20,246.94	\$259,112.81	\$206,942.46	\$979,291.52
Summer Help		\$11,700.00	\$5,000.00	\$1,300.00	\$2,600.00				\$20,600.00
Office Intern		\$10,000.00							\$10,000.00
Landscapers Downtown		\$9,500.00							\$9,500.00
Landscaper Mill Creek Park		\$9,500.00							\$9,500.00
							Budgeted Salary		\$1,028,891.52

Administration Fees

	Quarter Salary	Quarter Total Benefits	Total Salaries & Benefits	% Time Solid Waste	% Time Streets	% Time Sewer	% Time Water
Erin	\$ 13,346.25	\$ 10,562.09	\$ 23,908.34	5%	5%	40%	40%
Marie	\$ 20,093.75	\$ 8,355.25	\$ 28,449.00	0%	16%	20%	20%
Courtney	\$ 19,657.00	\$ 3,553.40	\$ 23,210.40	0%	6%	5%	5%
Justin	\$ 12,750.00	\$ 4,081.01	\$ 16,831.01	5%	0%	0%	0%
Brenda	\$ 10,533.50	\$ 10,894.82	\$ 21,428.32	5%	0%	10%	10%

	Administration Charges			
Quarterly	\$ 3,108.38	\$ 7,139.88	\$ 18,556.49	\$ 18,556.49
Annual	\$ 12,433.53	\$ 28,559.52	\$ 74,225.95	\$ 74,225.95

City of Dexter
FY 16 WAVE Programmatic Expenses

This worksheet illustrates Dexter resident ridership of local programs and associated costs to the City.

City of Dexter Programs:	<u>Total Cost of Program</u>	<u>Local Rides</u>	<u>% of Ridership</u>	<u>Dexter Expenses</u>
Dexter Door-to-Door	94,869	3,438	62.60%	59,388
Lifeline Door-to-Door (County-wide travel)	69,197	62	5.67%	3,923
Community Connector (fixed route service)	189,706	3,918	33.33%	63,229
				<u>126,540</u>

Local Funding Calculation:

Programs	126,540
5311 Funding (State/Federal) at .5164%	<u>-65,345</u>
	61,195
Fares for Dexter Programs:	<u>-15,208</u>
	45,987
Dexter Service Organization Contributions:	<u>-2,000</u>
Remaining City of Dexter Expenses	43,987

Recommended City of Dexter Funding: 44,000

Current City Funding 35,000



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Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: 2017-2018 Budget – Street Funds
Date: April 28, 2017

Road Fund Revenue

City road dollars are held in four funds: Major Streets, Local Streets, Municipal Streets and the Road Bond Debt Service Fund. Act 51 dollars are deposited directly into Major and Local Streets as required by the State. Road millage proceeds are deposited into the Municipal Street Fund and transferred to Major and Local Streets as needed. Revenue from the Municipal Street Fund is also transferred to the Road Bond Debt Service Fund to make the bond payment for the 2014 road bond.

Overall road fund revenue generated from taxes and Act 51 is anticipated to increase \$79,000.

Generally we would request our County road millage payment in October, following the construction season. This year due to the Shield Road water main project, we requested it in April 2017. This means that we received two payments in fiscal year 2016-2017. To get back on the schedule of requesting it after completion of summer road work, revenue from that millage is not included in the 17-18 budget.

Road Fund Expenses

A copy of the street fund summary spreadsheet is provided to show the overall impact of the following expenditures on the three budgets.

The most significant road fund expense for FY 17-18 is \$400,000 for the Hudson Street Project which is budgeted in Major Streets. This project is expected to go out to bid in May so we will be able to finalize the budget number before the budget is adopted in June.

Other projects included for 2017-2018 include:

\$70,000 was included between local and major streets to continue sidewalk repairs, intersection re-alignments and ramp improvements in 2017-2018. Lacaria has agreed to hold their bid prices and we hope to start this project shortly after July 1.

\$80,000 for the Dan Hoey/Shield/Baker project. The Road Commission will be providing a cost estimate in the next couple of weeks. The \$80,000 will be used to cover our share of the cost of the design and inspection for the project. Some of this work may occur in May/June 2017 and will be paid for in the current fiscal year.

\$20,000 to relocate the traffic signal pole at Main and Baker. Staff solicited a quote from OHM to relocate the mast arm at Main and Baker that is frequently hit by trucks turning from Baker to Ann Arbor Street. The cost estimate is attached along with an email from OHM with an updated number based on replacing the pole with the same style that is there currently. One other possibility could be to upgrade the signal to

have a yellow turn arrow (similar to the Zeeb/Dexter Ann Arbor intersection). If Council is interested in pursuing this, staff can request a quote for the update from Carrier and Gable and Dan Dapprich.

\$25,000 to topsoil and seed the areas of dead sod on Central and Ann Arbor. A significant amount of the sod from the Ann Arbor/Central Street project has died or is in bad condition. Staff is working on a plan to possibly salvage some of the areas, however it is likely that some total reseeded will be necessary. This number will be further refined before the budget is adopted.

\$42,000 for lighting at the Baker Road Island. Council has discussed adding lighting around the pedestrian island on Baker. The cost estimate for that work is attached.

\$18,000 for the SAW Grant match for storm water planning. The City is required to provide a 10% match for SAW grant activities.

City of Dexter Street Funds Account Activity

	Fund Balance at the end of 2015-2016	\$248,555	
2016-2017			
Revenue	Expected Millage	\$686,300	Estimated Year End
Revenue	Personal Property Reimbursement	\$41,600	Estimated Year End
Revenue	Major/Local Streets Act 51/Interest	\$329,919	Estimated Year End
Revenue	Employee Health Care Cost Share	\$6,400	Estimated Year End
Revenue	Premium Reimbursement from BCN	\$1,700	Estimated Year End
Revenue	Refund from MDOT for Central St Project	\$5,664	Estimated Year End
Revenue	Countywide Road Millage (2016)	\$115,100	Estimated Year End
Revenue	Countywide Road Millage (2017)	\$84,300	Estimated Year End
Revenue	Excess Personal Property Reimbursement	\$77,200	Estimated Year End
Revenue	Dexter Crossing	\$10,000	Estimated Year End
Expense	Local Streets Operating	(\$165,900)	Estimated Year End
Expense	Major Streets Operating	(\$218,500)	Estimated Year End
Expense	Municipal Streets Admin	(\$75,100)	Estimated Year End
Expense	Additional MERS Payment	(\$77,200)	Estimated Year End
Expense	Sidewalk Repair	(\$102,100)	Estimated Year End
Expense	Bond Payment	(\$87,600)	Estimated Year End
Expense	Crack Seal	(\$20,000)	Estimated Year End
Expense	Shield Road Water Main (including design/inspection)	(\$137,900)	Estimated Year End
Expense	Final Payment to Cadillac	(\$3,500)	Estimated Year End
Expense	Hudson St Design	(\$25,000)	Estimated Year End
Expense	Road Improvement & Maintenance Plan	(\$366,176)	Estimated Year End
	Expected Fund Balance at the end of 2016-2017	\$327,762	Estimated Year End
2017-2018			
Revenue	Expected Millage	\$706,900	Budget
Revenue	Major/Local Streets Act 51/Interest	\$387,500	Budget
Revenue	Personal Property Reimbursement	\$42,400	Budget
Revenue	Contribution - Dexter Crossing	\$5,000	Budget
Revenue	Employee Health Care Cost Share	\$6,400	Budget
Expense	Local Streets Operating	(\$179,500)	Budget
Expense	Major Streets Operating	(\$206,200)	Budget
Expense	Major/Local Contingency	(\$20,000)	Budget
Expense	SAW Grant Match	(\$18,000)	Budget
Expense	Sidewalks	(\$70,000)	Budget
Expense	Municipal Streets Admin	(\$79,800)	Budget
Expense	Bond Payment	(\$87,000)	Budget
Expense	Dan Hoey/Baker/Shield Project	(\$80,000)	Budget
Expense	Crack Seal	(\$20,000)	Budget
Expense	Relocation of Baker/Main Signal Pole	(\$20,000)	Budget
Expense	Replacement of Grass on Ann Arbor/Central	(\$25,000)	Budget
Expense	Baker Rd Crosswalk Lighting	(\$42,000)	Budget
Expense	Road Improvement & Maintenance Plan	(\$400,000)	Budget
	Expected Fund Balance at the end of 2017-2018	\$228,462	Budget
2018-2019			
Revenue	Expected Millage	\$706,900	Estimate
Revenue	Major/Local Streets Act 51/Interest	\$387,500	Estimate
Revenue	Personal Property Reimbursement	\$38,300	Estimate
Revenue	Employee Health Care Cost Share	\$6,000	Estimate
Revenue	Countywide Road Millage (2018)	\$84,300	Estimate
Expense	Central Street Design	(\$85,000)	Estimate
Expense	Local Streets Operating	(\$184,885)	Estimate
Expense	Major Streets Operating	(\$212,386)	Estimate
Expense	Major/Local Contingency	(\$20,000)	Estimate
Expense	Municipal Streets Admin	(\$82,194)	Estimate
Expense	Bond Payment	(\$86,970)	Estimate
Expense	Central St Federal Funding Match	(\$104,000)	Projected Federal Funding Amount = \$520,000
Expense	Central Street Non-Participating (Lighting/Parking)	(\$235,000)	Estimate
Expense	Central Street CA/CE/Inspection	(\$85,000)	Estimate
Expense	Road Improvement & Maintenance Plan	(\$200,000)	Estimate
	Expected Fund Balance at the end of 2018-2019	\$156,027	Estimate
2019-2020			
Revenue	Expected Millage	\$706,900	Estimate
Revenue	Major/Local Streets Act 51/Interest	\$387,500	Estimate
Revenue	Personal Property Reimbursement	\$38,300	Estimate
Revenue	Employee Health Care Cost Share	\$6,000	Estimate
Revenue	Countywide Road Millage	\$84,300	Estimate
Expense	Local Streets Operating	(\$190,432)	Estimate
Expense	Major Streets Operating	(\$218,758)	Estimate
Expense	Major/Local Contingency	(\$20,000)	Estimate
Expense	Municipal Streets Admin	(\$89,579)	Estimate
Expense	Bond Payment	(\$86,970)	Actual
Expense	Road Improvement & Maintenance Plan	(\$200,000)	Estimate
	Expected Fund Balance at the end of 2019-2020	\$573,289	Estimate



Client: CITY OF DEXTER
 Project: Baker Road Crosswalk Lighting
 OHM JN: 0130-17-0011
 Sheet: ENGINEER'S OPINION OF PROBABLE COST
 Date: 3/6/2017 By: PMD
 Checked: PMD

PROJECT WORK SHEET

architects. engineers. planners.

This estimate includes estimated project costs to install 4 decorative light poles adjacent to the existing crosswalk on Baker Road adjacent to Creekside and Bates Schools.

1. Conduit will be bored under Baker Road.
2. A new panel will be placed near the crosswalk.
3. Light pole spacing is 100' (pole to pole)
4. Areas will be restored with topsoil, sed and mulch.

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
1	Mobilization, 5%	LS	1	\$ 3,000.00	\$3,000.00
2	DTE Connection	LS	1	\$ 1,000.00	\$1,000.00
3	Metered Service / Panel	LS	1	\$ 6,000.00	\$6,000.00
4	Foundation	Ea	4	\$ 500.00	\$2,000.00
5	Hh, Square	Ea	2	\$ 520.00	\$1,040.00
6	Luminaire	Ea	4	\$ 3,700.00	\$14,800.00
7	Directional Bore	Ft	40	\$ 16.00	\$640.00
8	Cable	Ft	400	\$ 2.00	\$800.00
9	Conduit	Ft	200	\$ 8.00	\$1,600.00
10	Restoration	Syd	100	\$ 5.00	\$500.00
11	Traffic Maintenance and Control	LS	1	\$ 3,000.00	\$3,000.00
12	Soil Erosion and Sedimentation Control	LS	1	\$ 1,500.00	\$1,500.00
SUBTOTAL					\$35,880.00
CONTINGENCY 15%					\$5,382.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$41,262.00

SUBJECT	BY	SHEET NO.	JOB NUMBER
	DATE <u>3/6/2017</u>	<u>1</u> OF <u>1</u>	. .

(print date)

memorandum

Date: March 8, 2017

To: Courtney Nicholls, City Manager

cc: Mayor Shawn Keough, City Council

From: Patrick M. Droze

Re: Main & Baker Traffic Signal

Over the years, there have been a significant number of incidents where the existing traffic signal pole located at the southeast corner of Main Street and Baker Road has been struck. Generally, this occurs during turning movements of semi-trucks turning right onto Ann Arbor Street from northbound Baker Road. The existing traffic signal pole is located a few feet from the curb which can place it in the path of the trailer. The number of strikes over the years has damaged the pole as well as the decorative shroud that covers the base of the pole. Currently, the pole appears slightly out of level with a slight lean to the east.

In response to this, OHM met with the DPW and Dan Dappich (the City's traffic signal maintainer) to discuss potential options. The prevailing recommendation was to relocate the pole from its current location to the south a few feet from the sidewalk within a corridor between the sidewalk and the sanitary sewer. This relocation will allow for the mast arm and lights to be salvaged. The remaining question is whether a new pole should be purchased or whether the existing pole can be reused. If a new pole is provided, it is recommended that a new mast arm is also obtained as the existing pole is no longer available commercially. Estimates for each option are attached to this memorandum based on average unit pricing.



PHOTO 1 – CURRENT LOCATION (LOOKING EAST)



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.
34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Baker & Ann Arbor Rd
 LOCATION: Village of Dexter
 WORK: Traffic signal modifications - SE corner

DATE: _____
 PROJECT #: _____
 ESTIMATOR: _____
 CHECKED BY: _____
 CURRENT ENR: _____

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
CATEGORY 1 -NEW MAST ARM					
8100304	Mast Arm	Ea	1	\$ 4,500.00	\$ 4,500.00
8100305	Mast Arm Std	Ea	1	\$ 4,500.00	\$ 4,500.00
8100307	Mast Arm Std Fdn, Uncased	Ft	12	\$ 400.00	\$ 4,800.00
8100560	Mast Arm, Rem	Ea	1	\$ 350.00	\$ 350.00
8100570	Mast Arm Std, Rem	Ea	1	\$ 350.00	\$ 350.00
8190027	Conduit, DB, 1, 1 1/2 inch	Ft	10	\$ 12.00	\$ 120.00
8190032	Conduit, DB, 2, 3 inch	Ft	10	\$ 14.00	\$ 140.00
8200065	Fdn, Rem	Ea	1	\$ 400.00	\$ 400.00
8200177	TS, Mast Arm Mtd, Rem	Ea	2	\$ 150.00	\$ 300.00
8200359	TS, One Way Mast Arm Mtd (LED)	Ea	1	\$ 950.00	\$ 950.00
8207050	TS, One Way Mast Arm Mtd, Five Sect (LED)	Ea	1	\$ 1,150.00	\$ 1,150.00
SUBTOTAL FOR CATEGORY 1 -NEW MAST ARM					\$ 17,560.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$ 17,560.00



OPINION OF PROBABLE CONSTRUCTION COST

ORCHARD, HILTZ & McCLIMENT, INC.
34000 Plymouth Road, Livonia, Michigan, 48150

Telephone: (734) 522-6711 FAX: (734) 466-4557

PROJECT: Baker & Ann Arbor Rd
 LOCATION: Village of Dexter
 WORK: Traffic signal modifications - SE corner

DATE: _____
 PROJECT #: _____
 ESTIMATOR: _____
 CHECKED BY: _____
 CURRENT ENR: _____

ITEM CODE	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	COST
CATEGORY 2 -SALV. MAST ARM					
8100307	Mast Arm Std Fdn, Uncased	Ft	12	\$ 400.00	\$ 4,800.00
8100560	Mast Arm, Rem	Ea	1	\$ 350.00	\$ 350.00
8100570	Mast Arm Std, Rem	Ea	1	\$ 350.00	\$ 350.00
8107050	Mast Arm Std, Salv	Ea	1	\$ 1,500.00	\$ 1,500.00
8107050	Mast Arm, Salv	Ea	1	\$ 1,500.00	\$ 1,500.00
8190027	Conduit, DB, 1, 1 1/2 inch	Ft	10	\$ 12.00	\$ 120.00
8190032	Conduit, DB, 2, 3 inch	Ft	10	\$ 14.00	\$ 140.00
8200065	Fdn, Rem	Ea	1	\$ 400.00	\$ 400.00
8200177	TS, Mast Arm Mtd, Rem	Ea	2	\$ 150.00	\$ 300.00
8200359	TS, One Way Mast Arm Mtd (LED)	Ea	1	\$ 950.00	\$ 950.00
8207050	TS, One Way Mast Arm Mtd, Five Sect (LED)	Ea	1	\$ 1,150.00	\$ 1,150.00
SUBTOTAL FOR CATEGORY 2 -SALV. MAST ARM					\$ 11,560.00
TOTAL OPINION OF PROBABLE CONSTRUCTION COST =					\$ 11,560.00

Courtney Nicholls

From: Patrick Droze <pat.droze@ohm-advisors.com>
Sent: Thursday, April 27, 2017 11:02 AM
To: Courtney Nicholls (cnicholls@dextermi.gov)
Subject: FW: Dexter mast arm & pole

PATRICK DROZE | OHM Advisors®

D. (313) 481-1252 | C. (248) 761-8108 | O. (313) 481-1250

pat.droze@ohm-advisors.com | OHM-Advisors.com

From: Andrew Sherwood
Sent: Thursday, March 23, 2017 10:10 AM
To: Patrick Droze <pat.droze@ohm-advisors.com>
Subject: FW: Dexter mast arm & pole

Patrick

Here is the quote for the Dexter mast arms. This would be materials only, probably about \$20,000 installed. This would include a new decorative base.

Andy

T 734.466.4442
C 248.866.5421

From: Ryan Faron [<mailto:ffaryan@aol.com>]
Sent: Wednesday, March 22, 2017 12:20 PM
To: Andrew Sherwood <Andrew.Sherwood@ohm-advisors.com>
Subject: Re: Dexter mast arm & pole

Hi Andy,
Sorry for not getting back to you on this. The Valmont quotes guy quit and people are trying to cover for him. This assembly in a 4 bolt is going to be around \$16,000. That's a fluted pole, curved mast arm, painted (standard powder coat) and decorative base. Did you want me to check on 6 bolt assembly in Cat III? Let me know. We'll see you a little later if you want to chat then. Thanks
Ryan

Sent from my iPhone

On Mar 14, 2017, at 11:50 AM, Andrew Sherwood <Andrew.Sherwood@ohm-advisors.com> wrote:

Ryan

Welcome back winter!

Circling back on the mast arm and pole that we discussed last week...I am looking for a ballpark cost for a new fluted, painted, 4 anchor bolt assembly.

Andy

T 734.466.4442

C 248.866.5421

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: 2017-2018 Budget – Other Funds
Date: April 28, 2017

The City has various minor funds that are included together in this tab.

Solid Waste Collection Fund

The solid waste fund tracks the expenditures for residential and commercial trash/recycle/compost pick up by Waste Management and brush pick-up/leaf collection by the Department of Public Works.

No significant revenue or expenditure changes are proposed.

Equipment Replacement Fund

The equipment replacement fund is used to track the hours of use of our Department of Public Works equipment. The hours are multiplied by a usage rate (as determined by MDOT) and that amount of revenue is transferred from either General Fund, Major Streets, Local Streets or Solid Waste to the Equipment Replacement Fund.

The Equipment Replacement Fund will now show a \$100,000 per year transfer in from General Fund to build a reserve to pay for the future capital equipment needs of the fire department.

The significant purchases proposed for this year in the equipment replacement fund are the new leaf equipment and a new broom for the Kubota. Council approved the purchase of the leaf equipment several months ago and it will be delivered after July 1.

Tree Replacement Fund

The Tree Replacement Fund is used to offset the cost of expenditures for the planting of trees in general fund. The annual contribution to the general fund of \$8,000 has not changed.

Facility Bond Debt Service Fund

Funds to pay off the Facility Bond are transferred in the Facility Bond Debt Service Fund from General Fund.



OFFICE OF THE CITY MANAGER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: 2017-2018 Budget – Sewer Fund
Date: April 28, 2017

Sewer Fund Revenue

Sewer fund utility bills revenue is coming in slightly over projection, using the current data with an estimate for the next two reads. The 2017-2018 estimate used a 3% increase on this projected amount. The actual billing data for March and April will be available for the May 17, 2017 work session.

2017-2018 Tap Fees:

36.4 REUs are estimated in sewer. This includes Doors & Drawers, Northern United, Rainbow Childcare, Mill Creek Adventure, Variety Tool & Die, DexTech, Dexter Family Dentistry (2nd of 3 payments), Victoria Condos and remaining homes in Dexter Crossing and West Ridge.

Tap fees have not been included for Grandview Commons and 150 Jeffords due to the unknown timing on those projects.

Sewer Expenses

The following projects are included in the sewer budget:

\$22,500 for the cleaning of the mud well and replacement of the mud well pump. The mud well catches excess water that comes off the sand filters, which is then pumped back to the head of the plant for treatment. Sand builds up in the mud well and needs to be cleaned out periodically. \$15,000 of the cost is the estimate to remove and dispose of the sand; \$7,500 is for the replacement of the pump

\$17,500 for replacement of the RAS (return activated sludge) and WAS (waste activated sludge) flow meters. These meters are process control tools that monitor the activated sludge that is either returned to the head of the plant or sent to the digester. These flow meters began to show signs of failure during their 2016 calibration.

\$11,500 to rebuild one of the two RAS/WAS pumps. The pump has seals that are failing.

\$6,000 to upgrade the ferric pump. The ferric pump is used to add ferric chloride to the waste stream to reduce the amount of phosphorous.

\$7,000 to replace the SCADA remote terminal unit (RTU) at the Dexter Crossing lift station and \$3,400 to upgrade the electrical service at the Industrial Park lift station.

Memorandum

To: Mayor Keough and City Council
From: Courtney Nicholls, City Manager
Re: 2017-2018 Budget – Water Fund
Date: April 28, 2017

Water Revenue

Water fund utility bills revenue is coming in slightly over projection, using the current data with an estimate for the next two reads. The 2017-2018 estimate used a 3% increase on this projected amount. The actual billing data for March and April will be available for the May 17, 2017 work session.

2017-2018 Tap Fees:

33.4 REUs are estimated in water. This includes Doors & Drawers, Northern United, Rainbow Childcare, Loranger Chiropractic, Variety Tool & Die, DexTech, Dexter Family Dentistry (2nd of 3 payments), Victoria Condos and remaining homes in Dexter Crossing and West Ridge.

Tap fees have not been included for Grandview Commons and 150 Jeffords due to the unknown timing on those projects.

Water Expense

Previously several water/sewer employees salaries were distributed between the water and sewer funds based on a preset formula. Starting in 2017-2018 employees will track their actual hours spent in the two funds. While we don't anticipate this to have a significant impact on the current distribution of the salaries, it will provide a more accurate picture of the true personnel cost for each department.

The main expense in the water department is \$100,000 replace a filter at the filter building. Due to the condition of the filter we rehabilitated last year, staff is recommending that our other 1977 filter be completely replaced.

The water fund also includes \$7,000 to the SCADA remote terminal unit (RTU) at the Ryan Drive wellhouse and \$5,000 to power wash the outside of the water tower.

Funds are also included to pull and service one well and one high service pump as part of our preventative maintenance program.