



## Buchanan City Commission

Carla M. Cole, Mayor  
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Dale Toerne

Budget Presented By: William Marx, City Manager

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*Redbud City*



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## **City of Buchanan Mission Statement**

We, the elected officials of the City of Buchanan, believe in the dignity and worth of all people and in the right of every citizen to express their views and the responsibility of City government to respond to those views. As government representatives, we will demonstrate that “Life is Better Here” by holding high ethical standards, actively listening to community concerns, creative problem solving and by being good stewards of the human, natural and financial resources of the City.

We will:

- Provide leadership in focusing community resources to address community needs and opportunities.
- Present opportunities to continually improve services by cultivating partnerships that promote and sustain collaboration.
- Afford a stable environment for commerce and recreation for City residents and businesses.
- Celebrate and strengthen the diversity of our community, ensure the dignity of all citizens, and equitably deliver services.
- Provide for the safekeeping of persons and possessions.
- Offer dedicated and sound direction to ensure that children, families, and seniors thrive in our community.
- Maintain, develop, and improve City owned physical infrastructure.
- Enhance citizen’s quality of life using the City’s cultural, recreational, and occupational infrastructure.
- Offer superior quality municipal services efficiently, fairly, and courteously.
- Cultivate an environment that provides an open and fair exchange of ideas; which promotes employee and team excellence in delivery of City services.

Long Term Debt Summary

**Long Term Debt Summary as of Fiscal 2013-14 & Current Payment Obligations**

<b>Fund Servicing Debt</b>	<b>Description of Debt</b>	<b>Years to Pay</b>	<b>Term Ending Date</b>	<b>Outstanding as of 6-30-14</b>	<b>2014-2015 Principal Payment</b>	<b>2014-2015 Interest Payment</b>
General Fund - 2010 Fire Truck	7 Year Loan - Chemical Bank	4	2017	\$100,862	\$29,832	\$3,541
General Fund - 2013 Police Car	3 Year Lease - Ford Motor Credit	1	2015	\$9,637	\$9,637	\$626
Major Streets - Transfer to MTB Liberty Heights Fund	Act 175 MTB \$660,000 Street Bond Dated 4-1-2000 4.5% to 5.5%	1	2015	\$120,000	\$120,000	\$3,300
Water & Sewer Enterprise Fund	\$1,300,000 Revenue Bond dated 5-17-2000 4.5% to 6%	7	2021	\$630,000	\$75,000	\$35,238
Water & Sewer Enterprise Fund	\$1,767,000 Revenue Bond dated 6-22-09 2.5% (SRF)	16	2030	\$1,485,000	\$80,000	\$36,188
Water & Sewer Enterprise Fund	\$1,863,000 Revenue Bond dated 1-10-10 2.5% (DWRF)	16	2030	\$1,565,000	\$80,000	\$39,125
Water & Sewer Enterprise Fund	\$400,000 Loan from General Fund 3% for 10 years	9	2023	\$400,000	\$34,892	\$12,000
Total Outstanding Debt & Intergovernmental Loan				\$4,310,499		
Current Year's Principal Payments					\$429,361	
Current Year's Interest Payments						\$130,019
2014-2015 Combined Debt Service						\$559,380



## **CITY OF BUCHANAN 2014-15 City Commission Priorities**

### ***ADMINISTRATIVE SERVICES***

- Train staff and Board members to ensure proper implementation of policies and procedures and maintain staffing levels adequate to serve the public.

### ***PUBLIC SAFETY***

- Consider security webcams at city parks, cemetery, historic district, the Common, Bainton Mill, etc.
- Install a wireless speaker system at the Common and downtown
- Look at options for the Fire Department and Department of Public Works facilities

### ***PUBLIC SERVICES***

- East Front Street Resurfacing – follow up with grant research to fund the streetscape
- Develop comprehensive maintenance programs for the Water Department and Department of Public Works
- Change out 350 water meters in the next 12 months
- Develop Comprehensive Street Maintenance Program with GIS
- Continue high level of public satisfaction of services and dedication to public service

### ***ECONOMIC AND COMMUNITY DEVELOPMENT***

- Continue increased Code Enforcement efforts, particularly enforcing the property maintenance code to eliminate unhealthy and/or unsafe conditions and improve the appearance of the City
- Redbud trees planted on all streets approaching the City and at the Common in accordance with an approved landscape plan
- Reach out Ambassadors for the City to distribute pamphlets downtown and talk to visitors
- Keep a pulse on downtown real estate activity
- Create a destination within the downtown area

- Continue working on Welcome signs at all entrances to the City
- Research directional and information signage for Buchanan on US 12 and I-94

### ***RECREATION, PARKS, CULTURE***

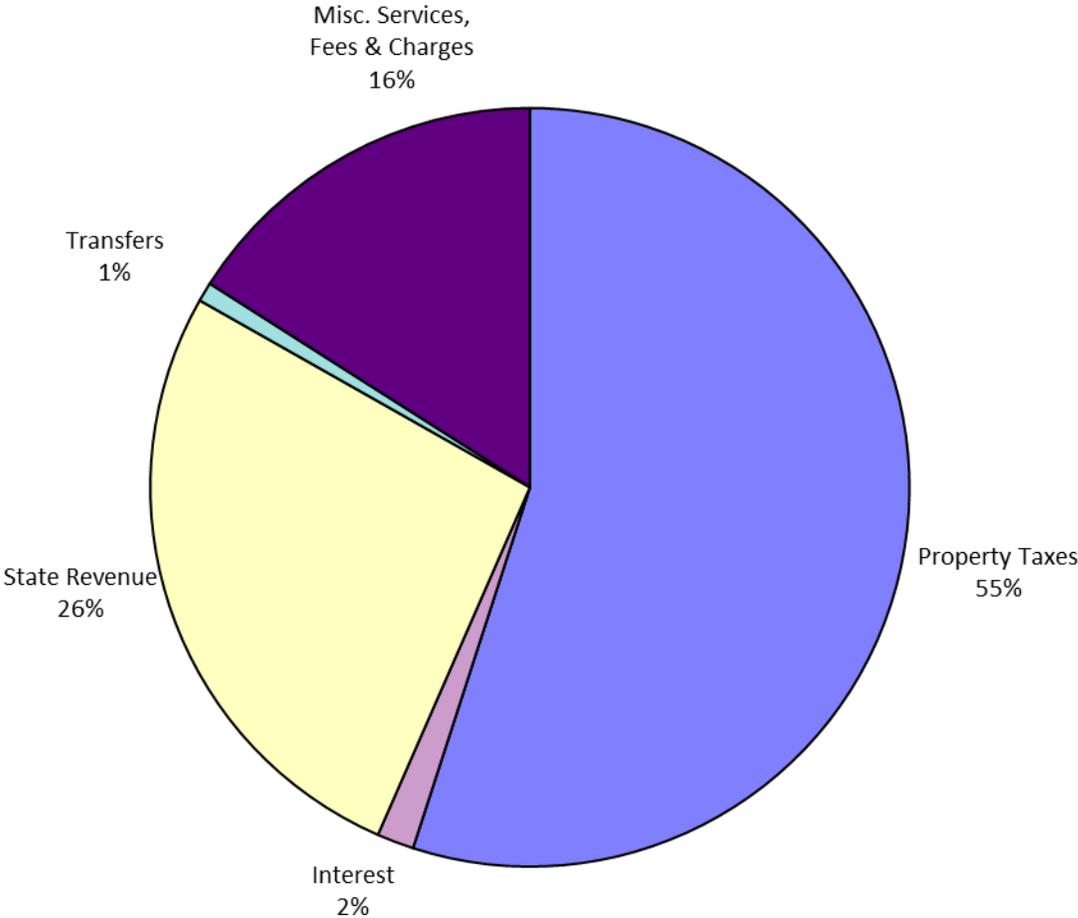
- Continue research to develop a Dog Park
- Make the Common a City Park and part of the City's park system
- Increase events and enhance the Common area including renovations for bathroom facilities and a certified kitchen at the City Center
- Explore expansion of the Farmers' Market utilizing the resources as the City Center
- Create a "place" at the Common with input from all involved parties
- Support festivals at the beginning and end of Summer
- Research Ice Skating Rink possibilities at the Common including synthetic ice
- Consider multiple uses for the Ross Sanders House
- Improve and enhance the Tin Shop for year around use
- Pursue return of City of Buchanan Fire Truck to the City.

### ***COMMUNITY OF CHOICE***

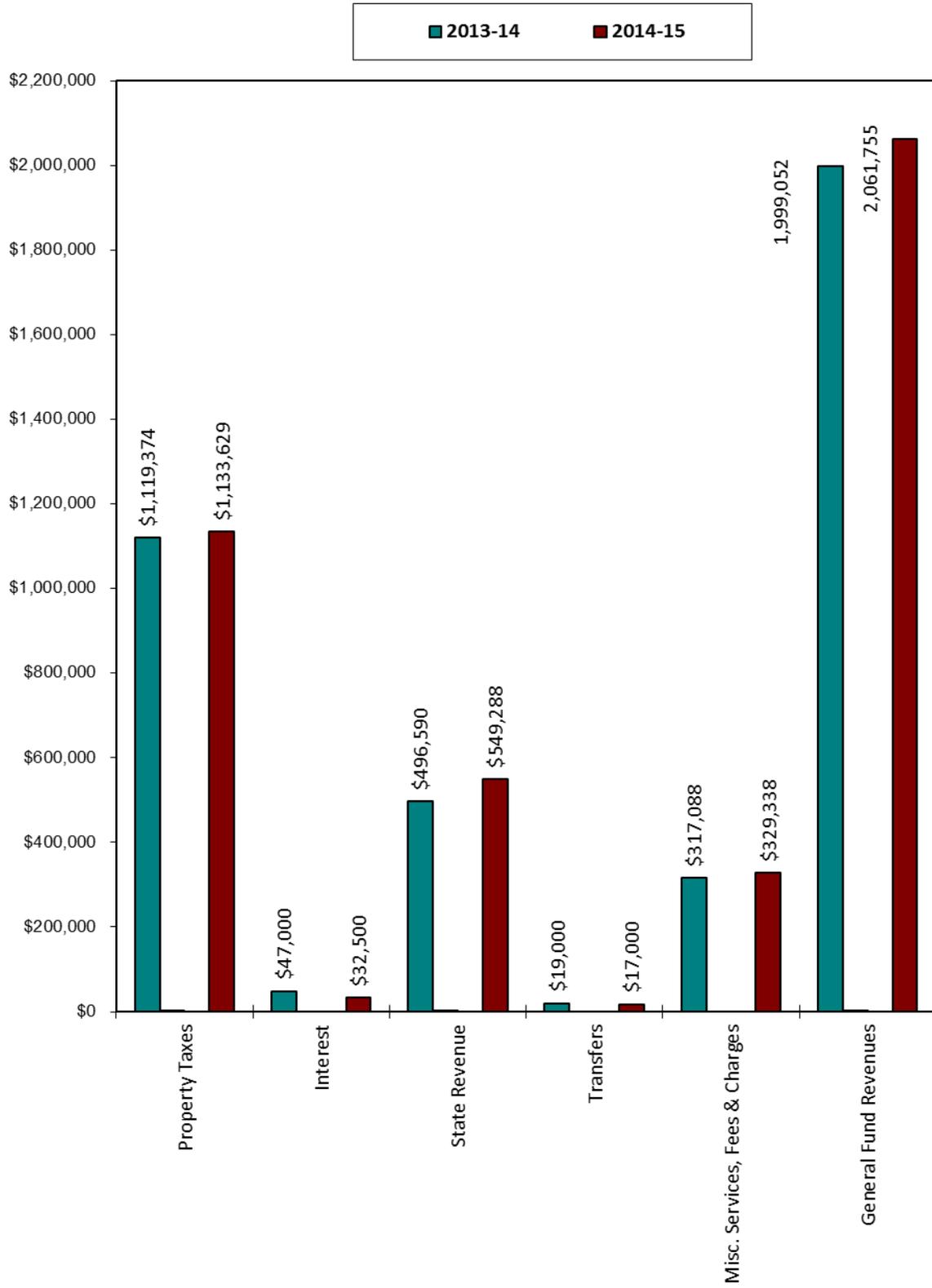
- Continue development of a Growth Plan – review and update Master Plan
- Institute community partnership with schools, health care, businesses, social groups and art community
- Research programs for youth involvement
- Promote safe community, good schools, family activities, health care and government services

### General Fund Revenues

<b>Property Taxes</b>	<b>\$1,133,629</b>	<b>55%</b>
<b>Interest</b>	<b>\$32,500</b>	<b>2%</b>
<b>State Revenue</b>	<b>\$549,288</b>	<b>26%</b>
<b>Transfers</b>	<b>\$17,000</b>	<b>1%</b>
<b>Misc. Services, Fees &amp; Charges</b>	<b>\$329,338</b>	<b>16%</b>
<b>Total General Fund Revenues</b>	<b>\$2,061,755</b>	<b>100%</b>



## 2013-14 VS. 2014-15 GENERAL FUND REVENUE COMPARISON



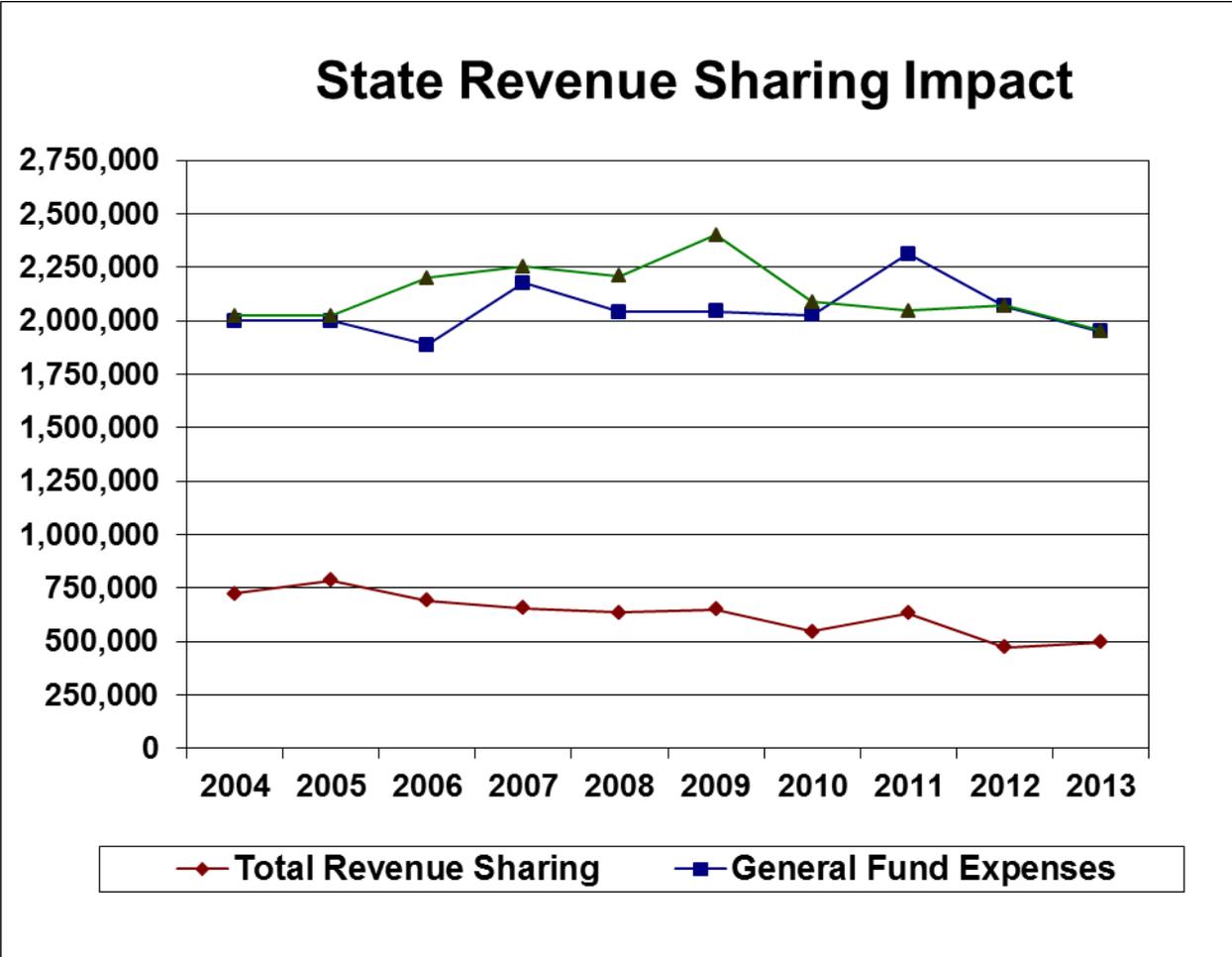
### General Fund Revenue Recap

Category	Amount	%
Property Taxes	\$1,133,629	55%
Interest	\$32,500	2%
State Revenue	\$549,288	26%
Transfers	\$17,000	1%
Misc. Services, Fees & Charges	\$329,338	16%
<b>Total General Fund Revenue</b>	<b>\$2,061,755</b>	<b>100%</b>

Line Item	Property Taxes	Interest	State Revenue	Transfers	Misc. Services Fees & Charges	Totals
DDA Reimbursement					\$8,000	\$8,000
Trans. from Perpetual Care				\$2,000		\$2,000
Trans. from Street Repair				\$15,000		\$15,000
Real Property Taxes	\$1,051,689					\$1,051,689
P.I.L.O.T.	\$69,068					\$69,068
Delinquent Property Taxes	\$800					\$800
Dial-A-Ride Adm Reimbursement					\$15,888	\$15,888
I.F.T.	\$12,072					\$12,072
Penalty & Interest - Taxes		\$7,500				\$7,500
Franchise Fee - Cable					\$36,500	\$36,500
Building Permits					\$17,000	\$17,000
Misc. License - Permits					\$1,700	\$1,700
State - Statutory Tax			\$199,668			\$199,668
State - Constitutional Tax			\$345,950			\$345,950
State - Liquor License			\$3,670			\$3,670
Administrative Fee - Taxes					\$39,600	\$39,600
Veterans Circle Cemetery Fee					\$100	\$100
Foundations - Cemetery					\$6,000	\$6,000
Grave Openings					\$30,000	\$30,000
Cemetery Tent Service					\$500	\$500
Columbarium & Plaques					\$500	\$500
Vault Setting Services					\$5,000	\$5,000
Weeds					\$3,500	\$3,500
Sales - Cemetery Lots					\$17,000	\$17,000
Copies					\$500	\$500
Sales - Surplus Property					\$500	\$500
Parking Violations					\$1,500	\$1,500
5th District Ordinance Violations					\$6,000	\$6,000
Interest Earned - Investments		\$25,000				\$25,000
Building Rent - Redbud City Center					\$2,000	\$2,000
Edgewater Lease Payments					\$13,950	\$13,950
Accident Reports					\$100	\$100
School Guards					\$11,000	\$11,000
CDBG. Administrative Transfer					\$0	\$0
Township Donations					\$0	\$0
Employee Co-Pay Ins. Reimb.					\$64,000	\$64,000
Worker's Compensation					\$8,000	\$8,000
Revenues / Donations					\$40,000	\$40,000
Park & Recreation Revenue					\$500	\$500
<b>General Fund Revenue Total</b>	<b>\$1,133,629</b>	<b>\$32,500</b>	<b>\$549,288</b>	<b>\$17,000</b>	<b>\$329,338</b>	<b>\$2,061,755</b>

**General Fund - Revenues  
Budget Comparison**

G.L. #	Line Item Description	2012-13	2013.-14	2013-14	2014-15	% Change
		Actual Budget	Amended Budget	Estimated YTD	Proposed Budget	
400.014	DDA Reimbursement	\$8,000	\$8,000	\$8,000	\$8,000	0%
401.003	Perpetual Care-Int. Transfer	\$1,701	\$4,000	\$2,000	\$2,000	-50%
401.011	Transfer -Street Repair	\$15,000	\$15,000	\$15,000	\$15,000	0%
401.046	Transfer from Capital Projects	\$80,000	\$0	\$0	\$0	0%
402.000	Real Property Taxes	\$1,045,333	\$1,066,856	\$1,045,333	\$1,051,689	-1%
414.000	P.I.L.O.T.	\$51,010	\$39,398	\$69,068	\$69,068	75%
417.000	Delinquent-Personal Taxes	\$2,256	\$1,000	\$800	\$800	-20%
418.000	Dial-A-Ride Adm Reimbursement	\$15,256	\$15,888	\$15,888	\$15,888	0%
420.000	Safer Grant Reimbursement	\$0	\$0	\$0	\$0	0%
437.000	I.F.T.-C.F.T.	\$11,590	\$12,120	\$12,072	\$12,072	0%
445.000	Penalties-Taxes	\$7,907	\$7,000	\$7,000	\$7,500	7%
452.000	Cable Franchise Fee	\$56,821	\$36,500	\$36,500	\$36,500	0%
477.000	Building Permits	\$14,518	\$20,000	\$17,000	\$17,000	-15%
482.000	Misc-License & Permits	\$2,012	\$2,000	\$1,700	\$1,700	-15%
575.000	St. Shared-Statutory Tax	\$182,804	\$172,525	\$193,753	\$199,668	16%
576.000	St. Shared-Constitutional	\$324,354	\$320,395	\$337,184	\$345,950	8%
577.000	St. Shared Liquor License	\$3,669	\$3,670	\$3,669	\$3,670	0%
618.000	Administrative Fee-Taxes	\$40,278	\$39,600	\$39,600	\$39,600	0%
632.000	Veterans Circle Cem. Fee	\$0	\$100	\$100	\$100	0%
633.000	Foundations-Cemetery	\$5,630	\$6,000	\$6,000	\$6,000	0%
634.000	Grave Openings	\$35,500	\$30,000	\$30,000	\$30,000	0%
635.000	Cemetery Tent Service	\$550	\$500	\$1,000	\$500	0%
636.000	Columbarium & Plaques	\$0	\$500	\$1,000	\$500	0%
640.000	Vault Setting Fees	\$5,400	\$5,000	\$5,000	\$5,000	0%
641.000	Weeds	\$2,280	\$3,500	\$4,500	\$3,500	0%
643.000	Sales-Cemetery Lots	\$16,026	\$17,000	\$17,000	\$17,000	0%
644.000	Copies	\$169	\$400	\$800	\$500	25%
645.000	Sales-Surplus Property	\$933	\$500	\$765	\$500	0%
657.000	Parking Violations	\$3,246	\$2,000	\$1,500	\$1,500	-25%
660.000	Ord. Violations-5th District	\$6,918	\$6,000	\$6,000	\$6,000	0%
665.000	Interest Earned-Investments	\$868	\$40,000	\$25,000	\$25,000	-38%
674.000	Redbud City Center Rental	\$1,600	\$1,000	\$3,000	\$2,000	100%
675.000	Esdgewater Lease Payments	\$0	\$0	\$13,950	\$13,950	100%+
676.000	Dare Grant	\$0	\$0	\$0	\$0	0%
677.000	Accident Report	\$0	\$100	\$100	\$100	0%
678.000	School Guard	\$14,157	\$11,000	\$11,000	\$11,000	0%
683.002	CDBG Adm. Reimb.	\$0	\$0	\$0	\$0	0%
685.000	Township Donation	\$0	\$0	\$0	\$0	0%
687.000	Employee's Ins.Co-Pay	\$63,505	\$64,000	\$63,024	\$64,000	0%
690.000	Worker's Compensation	\$4,643	\$5,000	\$10,627	\$8,000	60%
691.000	Miscellaneous Revenue	\$40,626	\$42,000	\$40,000	\$40,000	-5%
692.001	Park & Rec Revenue	\$644	\$500	\$500	\$500	0%
695.000	Proceeds from Long Term Debt	\$28,948	\$0	\$0	\$0	0%
<b>Total</b>		<b>\$2,094,150</b>	<b>\$1,999,052</b>	<b>\$2,045,433</b>	<b>\$2,061,755</b>	<b>3%</b>



**City of Buchanan  
State Revenue Sharing History**

***Compounded State Revenue Sharing Cuts since 2002-03 Fiscal = \$2,705,458***

<b>Fiscal Year Ending</b>	<b>State Revenue Sharing</b>	<b>% Change</b>	<b>Increase / Decrease</b>
Projected 2015	\$545,618	3%	\$14,681
Projected 2014	\$530,937	4%	\$20,110
2013	\$510,827	-5%	(\$27,098)
2012	\$537,925	-1%	(\$7,824)
2011	\$545,749	0%	(\$567)
2010	\$546,316	-16%	(\$102,684)
2009	\$649,000	2%	\$12,653
2008	\$636,347	-3%	(\$18,887)
2007	\$655,234	-5%	(\$36,878)
2006	\$692,112	-12%	(\$93,784)
2005	\$785,896	9%	\$63,386
2004	\$722,510	-11%	(\$90,927)
2003	\$813,437	-6%	(\$47,542)
2002	\$860,979	9%	\$71,703
2001	\$789,276	0%	(\$2,807)
2000	\$792,083	3%	\$25,673
1999	\$766,410	-4%	(\$29,645)
1998	\$796,055	20%	\$133,421
1997	\$662,634	0%	\$2,039
1996	\$660,595		

## General Fund Revenue Line Items Descriptions

The following are descriptions of each line item of the 2014-15 Revenue Budget for the General Fund:

101.000.400.014 Reimbursement from DDA	\$8,000 Reimbursement from DDA for administrative costs and downtown street lighting reimbursement.
101.000.401.003 Transfer from Perpetual Care	\$2,000 Interest earned transfer from the Perpetual Care Fund to assist with the cemetery expenses.
101.000.401.006 Trans. from Street Repair & Maintenance	\$15,000 Transfer from Street Repair & Maintenance Fund for administrative costs.
101.000.402.000 Real Property Taxes	\$1,051,689 Property tax revenue from the winter and summer tax cycle.
101.000.414.000 P.I.L.O.T.	\$69,068 Metea Court and Water and Sewer Enterprise Fund payment in lieu of taxes.
101.000.417.000 Delinquent Personal Property	\$800 Delinquent personal property taxes received from the County.
101.000.418.000 Dial-A-Ride Administrative Reimbursement	\$15,888 Reimbursement from Dial-A-Ride for City Administrative Expenses
101.000.437.000 Industrial Facility Tax	\$12,072 Industrial Facility Tax revenue collected from the local businesses with IFT/CFT certificates.
101.000.445.000 Penalty and Interest - Taxes	\$7,500 Revenue from penalty and interest collected on the winter and summer tax cycle.
101.000.452.000 Franchise Fee-Cable	\$36,500 TCI Cable franchise fee collected in March and August of each year.
101.000.477.000 Building Permits	\$17,000 Revenue collected from various building permits issued by the Building Inspector.
101.000.482.000 Misc. License - Permits	\$1,700 Revenue collected from garage sale permits, site plan permits and entertainment permits.
101.000.575.000 State Shared Statutory Tax (previously Income Tax)	\$199,668 Statutory Sales Tax revenue received from the state on a quarterly basis.

101.000.576.000 State-Constitutional Sales Tax (previously Sales Tax)	\$345,950 Constitutional Sales tax revenue received from the State on a quarterly basis.
101.000.577.000 State Shared Liquor License	\$3,670 Liquor license revenue received from the State in July of each year.
101.000.618.000 Administration Fee - Taxes	\$39,600 Revenue received from property taxes to cover administrative costs.
101.000.632.000 Veteran's Circle Cemetery Fees	\$100 fee associated with the sale of veteran's circle lots.
101.000.633.000 Foundations - Cemetery	\$6,000 Service charge for installing footing foundations for grave stones.
101.000.634.000 Grave Openings	\$30,000 Service charge for burial internments.
101.000.635.000 Cemetery Tent Service	\$500 Charge for the rental of the cemetery tent during burial services.
101.000.636.000 Columbarium and Plaques	\$500 for revenue received from columbarium and plaque sales.
101.000.640.000 Vault Setting Services	\$5,000 Fee associated with the vault setting services at the cemetery.
101.000.641.000 Weeds	\$3,500 for revenue received from weed mowing.
101.000.643.000 Sales - Cemetery Lots	\$17,000 Revenue from the sale of cemetery lots.
101.000.644.000 Copies	\$500 Copier machine & fax charges collected from City Hall and Police Dept.
101.000.645.000 Sales - Surplus Property	\$500 Revenue anticipated from the sale of various equipment no longer needed by the City.
101.000.657.000 Parking Violations	\$1,500 Revenue collected from parking violations administered by City police officers.
101.000.660.000 Ordinance Violations 5th District Court	\$6,000 City share of fines and costs collected by 5th District Court.
101.000.665.000 Earned-Investments	\$25,000 Interest earned from investments and cash management Interest account and interest earned on 2013 W&S loan.

101.000.674.000 Building Rent	\$2,000 Building rent received from the Buchanan Senior Center and miscellaneous building rentals.
101.000.675.000 Edgewater Lease Payments	\$13,950 Monthly lease payment from Edgewater Bank
101.000.677.000 Accident Reports	\$100 Revenue received from accident reports provided by the police and fire departments.
101.000.678.000 School Guards	\$11,000 Buchanan Community Schools 50% reimbursement for crossing guard costs.
101.000.683.002 CDBG Admin. Reimbursement	\$0 Administrative fee from the Buchanan Small Cities program.
101.000.685.000 Township Donation	\$0 Local Township donations: \$0 Park & Recreation-Buchanan Township
101.000.687.000 Co-Pay Insurance	\$64,000 Employee insurance co-payments withheld from payroll employee checks.
101.000.690.000 Comp. Insurance	\$8,000 - Dividend distribution from Michigan Municipal Worker's Workmen's Compensation Fund.
101.000.691.000 Revenues/Donations	\$40,000 Miscellaneous revenue from donations or services not included on other line items.
101.000.692.001 Park & Recreation Revenue	\$500 Park rental revenue.

**General Fund Budget Comparison**  
**FY 2013-14 VS. FY 2014-15**

Department	FY 2013-14 Original Budget	FY 2014-15 Proposed	Percent Change
101 City Commission	\$73,277	\$46,077	-37%
172 City Manager	\$99,078	\$101,909	3%
191 Elections	\$22,023	\$29,473	34%
209 Assessor	\$40,250	\$40,250	0%
215 City Clerk	\$57,680	\$57,680	0%
253 Treasurer	\$111,091	\$111,091	0%
265 Buildings and Grounds	\$65,097	\$65,350	0%
269 Rental Property	\$5,450	\$5,458	0%
271 Arts & Historical Buildings	\$9,550	\$10,406	9%
276 Cemetery	\$171,146	\$171,306	0%
301 Police	\$863,591	\$924,855	7%
315 Crossing Guards	\$28,289	\$31,609	12%
336 Fire Department	\$113,544	\$113,893	0%
371 Building Inspection	\$47,600	\$38,250	-20%
441 DPW/Streets	\$241,049	\$258,287	7%
756 Parks & Recreation	\$10,000	\$10,000	0%
864 Miscellaneous Costs/Transfers	\$37,800	\$40,737	8%
<b>General Fund Total:</b>	<b>\$1,996,515</b>	<b>\$2,056,631</b>	<b>3%</b>

<b>Projected Revenue FY 2014-15</b>	<b>\$2,061,755</b>
<b>Recommended Expenditure Budget FY 2014-15</b>	<b>\$2,056,631</b>
<b>Projected Surplus/Deficit FY 2014-15</b>	<b>\$5,124</b>

Projected Undesignated Fund Balance FY 2013-14	\$640,649
Less 30% Reserve of Operating Budget	(\$616,989)
Undesignated Funds Available for Special Projects FY 2014-15	\$23,660
Projected Surplus/Deficit FY 2014-15	\$5,124
Proposed Expenditures from General Fund Balance Reserves FY 2014-15	\$0
Undesignated Funds Available for Special Projects FY 2014-15	\$28,784

<b>Total Projected General Fund Balance 2014-15</b>	<b>Undesignated Fiscal</b>	<b>31% Reserve of Operating Budget</b>	<b>\$645,773</b>
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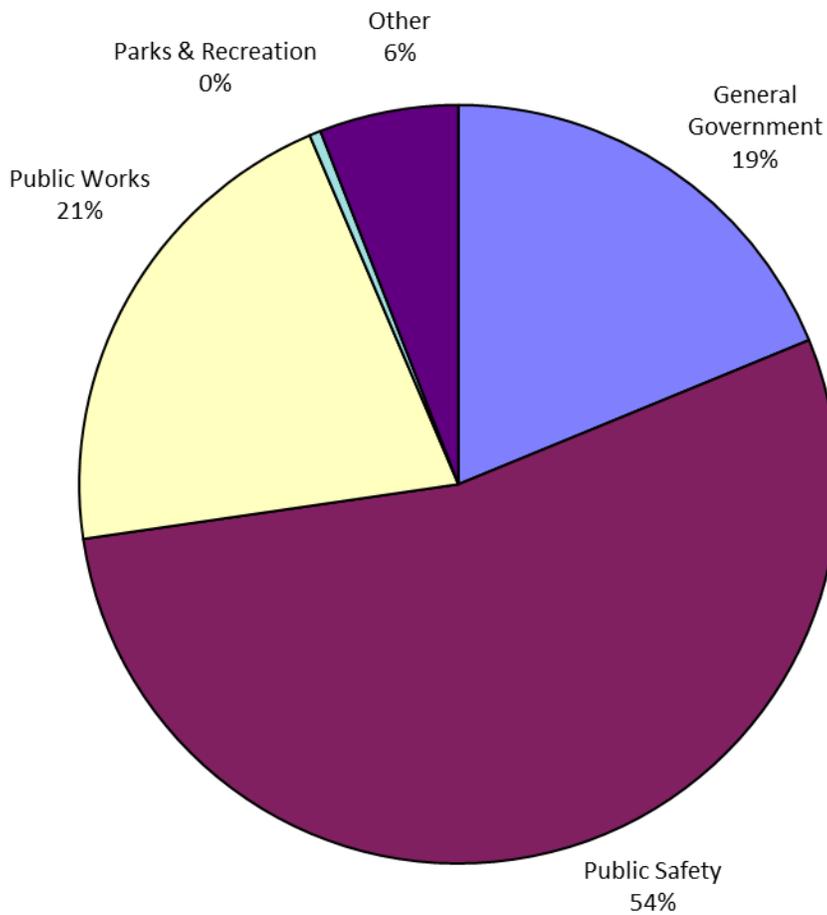
### General Fund Expenditure Recap

Category	Amount	%
General Government	\$386,480	19%
Public Safety	\$1,108,607	54%
Public Works & Cemetery	\$429,593	21%
Parks & Recreation	\$10,000	0%
Other	\$121,951	6%
<b>Total Expenditures</b>	<b>\$2,056,631</b>	<b>100%</b>

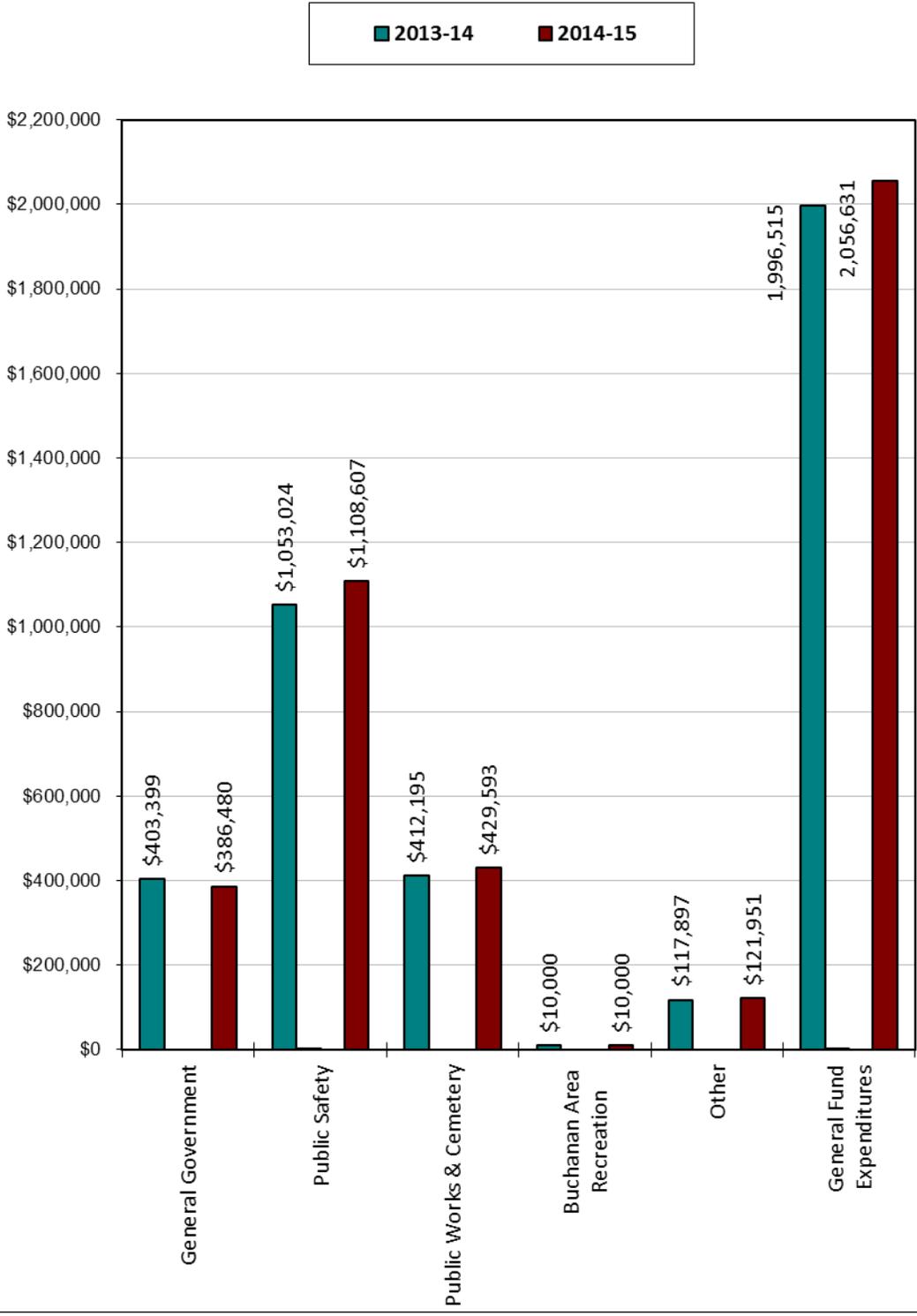
Department	General Gov't	Public Safety	DPW & Cemetery	Parks & Rec.	Other	Totals
City Commission	\$46,077					\$46,077
City Manager	\$101,909					\$101,909
Elections	\$29,473					\$29,473
Assessor	\$40,250					\$40,250
City Clerk	\$57,680					\$57,680
Treasurer	\$111,091					\$111,091
Building & Grounds					\$65,350	\$65,350
Rental Property					\$5,458	\$5,458
Arts & Historical					\$10,406	\$10,406
Cemetery			\$171,306			\$171,306
Police Department		\$924,855				\$924,855
School Crossing Guards		\$31,609				\$31,609
Fire Department		\$113,893				\$113,893
Building Inspection		\$38,250				\$38,250
DPW			\$258,287			\$258,287
Parks & Recreation				\$10,000		\$10,000
Misc. Costs/Transfers					\$40,737	\$40,737
<b>Totals</b>	<b>\$386,480</b>	<b>\$1,108,607</b>	<b>\$429,593</b>	<b>\$10,000</b>	<b>\$121,951</b>	<b>\$2,056,631</b>

## General Fund Expenditures

<b>General Government</b>	<b>\$386,480</b>	<b>19%</b>
<b>Public Safety</b>	<b>\$1,108,607</b>	<b>54%</b>
<b>Public Works &amp; Cemetery</b>	<b>\$429,593</b>	<b>21%</b>
<b>Parks &amp; Recreation</b>	<b>\$10,000</b>	<b>0%</b>
<b>Other</b>	<b>\$121,951</b>	<b>6%</b>
<hr/>		
<b>Total General Fund Expenditures</b>	<b>\$2,056,631</b>	<b>100%</b>



## 2013-14 VS. 2014-15 GENERAL FUND EXPENDITURE COMPARISON



**General Fund  
Expenditure Budget Comparison**

Department / Line Item						
<b>City Commission #101</b>						
706.001					Salaries - Full	
715.000					Fringe Benef	
818.000					Contractual	
826.000					Legal Fees	
831.000					Membership	
855.000					Safer Grant E	
856.000					Watershed P	
857.000					Grants & Spe	
858.000					MDNR TIF Tr	
859.000					New Police S	
864.000					Conferences	
885.000					Public Relati	
887.000					Streetscape	
888.000					Resurfacing	
962.000					Miscellaneous	
969.000					Transfer to R	
984.000					Local Public	
970.035					Fund Balanc	
<b>Total City Commission</b>						
<b>City Manager #172</b>						
706.001					Salaries - Full	
715.000					Fringe Benef	
717.000					MERS Retire	
728.000					Office Suppli	
730.000					Postage	
756.000					Miscellaneous	
826.000					Legal Fees	
831.000					Membership	
864.000					Conferences	
873.000					Travel & Car	
933.000					Maintenance	
962.000					Miscellaneous	
<b>Total City Manager</b>						
<b>Assessor # 209</b>						
715.000					Fringe Benef	
728.000					Office Suppli	
818.000					Contractual	
<b>Total Assessor</b>						
<b>Elections #191</b>						
706.001					Salaries - Full	
715.000					Fringe Benef	
728.000					Office Suppli	
818.000					Contractual	
864.000					Conferences	
903.000					Legal Notices	
		<b>2012-13</b>	<b>2013-14</b>	<b>2013-14</b>	<b>2014-15</b>	<b>%</b>

Department / Line Item	
<b>Elections #191 (Cont)</b>	
933.000	Maintenance
962.000	Miscellaneous
969.000	Transfer - Eq
<b>Total Elections</b>	
<b>City Clerk # 215</b>	
706.001	Salaries - Full
715.000	Fringe Benef
728.000	Office Suppli
826.000	Legal Fees
864.000	Conferences
873.000	Travel & Car
903.000	Legal Notices
945.000	Membership
962.00	Miscellaneous
<b>Total City Clerk</b>	
<b>Treasurer # 253</b>	
706.001	Salaries - Full
715.000	Fringe Benef
728.000	Office Suppli
730.000	Postage
807.000	Audit
818.000	Contractual
864.000	Conferences
873.000	Travel & Car
<b>Total Treasurer</b>	
<b>Building &amp; Grounds # 265</b>	
756.000	Miscellaneous
818.000	Contractual
853.000	Telephone
912.000	Fire and Liab
921.000	Utilities
931.000	Maintenance
934.000	Maint. - Offi
958.000	Office Equip
<b>Total Building and Grounds</b>	
<b>Rental Property # 269</b>	
818.000	Contractual
912.000	Fire and Liab
921.000	Utilities
931.000	Building Mai
962.000	Miscellaneous
970.001	Capital Outla
<b>Total Rental Property</b>	
<b>Arts &amp; Historical Buildings #271, Pears Mill # 271.430</b>	
731.000	Alarm Monit
756.014	Miscellaneous
853.000	Telephone
912.000	Fire & Liabil
921.000	Utilities
935.000	Building & G
970.000	Transfer - Ca

<b>Sub 'Total - Pear's Mill</b>	
<b>Farmers' Market - #271.435</b>	
756.014	Miscellaneous
912.000	Fire & Liability
921.000	Utilities
935.000	Building & Grounds
<b>Sub 'Total - Farmers' Market</b>	

<b>Department / Line Item</b>	
<b>Buchanan Common - #271.440</b>	
756.014	Miscellaneous
912.000	Fire & Liability
921.000	Utilities
935.000	Building & Grounds
970.000	Transfer - Capital

<b>Sub 'Total - Buchanan Common</b>	
<b>Harger Park #271.445</b>	
935.000	Building & Grounds

**Total - Arts & Historical Buildings**

<b>Cemetery #276</b>	
706.001	Salaries-Full
706.002	Salaries-Over
706.004	Salaries-Term
715.000	Fringe Benef
751.000	Gas and Oil
756.000	Miscellaneous
768.000	Uniforms
818.000	Contractual
831.000	Membership
853.000	Telephone
912.000	Fire & Liability
921.000	Utilities
931.000	Maintenance
932.000	Maintenance
933.000	Maintenance
939.000	Maintenance
961.000	Medical Exam
962.000	Miscellaneous
969.000	Transfer-Equ
970.001	Capital Outla

**Total - Cemetery**

<b>Police # 301</b>	
706.001	Salaries-Full
706.002	Salaries-Over
706.005	Salaries-Part
706.006	Salaries - Par
715.000	Fringe Benef
728.000	Office Suppli
751.000	Gas and Oil
756.000	Miscellaneous
767.000	Uniforms-Pa

768.000	Uniforms
769.000	Uniform Clean
818.000	Contractual
818.002	Reserve Train
818.003	Reserve Equip
826.000	Legal Fees
851.000	Radio Mainte
853.000	Telephone
864.000	Conferences
873.000	Travel & Car
886.000	Community I
912.000	Fire & Liabil
915.000	Target & Ran
921.000	Utilities

**Department / Line Item**

931.000	Maintenance
933.000	Maintenance
934.000	Maint.- Offic
939.000	Maintenance
957.000	Books & Mag
960.000	Education &
961.000	Medical Exa
962.000	Miscellaneous
962.003	D.A.R.E. Prog
967.000	Transfer-Buil
969.000	Transfer - Eq
970.001	Capital Outla
970.003	Capital Lease

**Total Police**

**Crossing Guards # 315**

706.001	Salaries-Full
715	Fringe Benef
756	Misc. Supplie

**Total Crossing Guards**

**Fire Department # 336**

706.003	Salaries - Vol
715.000	Fringe Benef
728.000	Office Suppli
751.000	Gas and Oil
756.000	Miscellaneous
768.000	Uniforms
831.000	Memberships
851.000	Radio Mainte
851.001	Equipment T
853.000	Telephone
864.000	Conferences
912.000	Fire & Liabil
921.000	Utilities
931.000	Maintenance
933.000	Maintenance
934.000	Maint.- Offic
939.000	Maintenance

957.000	Books & Mag
960.000	Education &
961.000	Medical Exar
962.000	Miscellaneous
967.000	Transfer - Bu
969.000	Transfer- Equ
970.001	Capital Outla
972.001	Fire Truck Pa

**Total Fire Department**

<b>Building Inspection # 371.001</b>	
706.001	Salaries-Full
715.000	Fringe Benef
728.000	Office Suppli
730.000	Postage
818.000	Contractual
826.000	Legal Fees
831.000	Membership
853.000	Telephone
864.000	Conferences

**Department / Line Item**

921.000	Utilities
934.000	Office Equipm
957.000	Books & Mag

**Total Building Inspection**

<b>Department of Public Works # 441</b>	
706.001	Salaries-Full
706.002	Salaries-Ove
706.004	Salaries-Tem
715.000	Fringe Benef
751.000	Gas and Oil
756.000	Miscellaneous
768.000	Uniforms
853.000	Telephone
864.000	Conferences
912.000	Fire & Liabil
921.000	Utilities
926.000	Street Lighti
931.000	Maintenance
932.000	Maintenance
933.000	Maintenance
939.000	Maintenance
952.000	Stormwater
961.000	Medical Exar
969.000	Transfer-Equ
970.000	Transfer-Cap
970.001	Capital Outla

**Total - Department of Public Works**

<b>Buchanan Area Recreation Board #756</b>	
706.004	Salaries - Ter
715.000	Fringe Benef
756.000	Miscellaneous
818.000	Contractual
864.000	Conferences
962.000	Miscellaneous

101-101  
City Commission

Position	2013-14		2014-15	
	Employees	FTE	Employees	FTE
Mayor	1	N/A	1	N/A
City Commission	<u>4</u>	<u>N/A</u>	<u>4</u>	<u>N/A</u>
	5	N/A	5	N/A

Buchanan's 1949 City Charter establishes a Council-Manager form of government for the community. The City Commission is the legislative arm of local government in the City of Buchanan, and is comprised of five City Commissioners. These individuals are elected at-large, on a non-partisan basis, to four-year overlapping terms. At the first meeting following each November election, the City Commission elects one of its members to serve as Mayor and one to serve as Mayor Pro-Tem for the following 24 months.

As the policy-making body for the City of Buchanan, the City Commission is assisted with input from a variety of citizen advisory boards and commissions, as well as City staff. The City Commission appoints the City Manager, City Treasurer, City Assessor, City Attorney and Auditor. All other City employees are hired by the City Manager, as Chief Administrative Officer of the City of Buchanan.

The City Commission holds twice-monthly regular meetings, on the second and fourth Mondays of each month. Commissioners are assisted in their deliberations with information gathered, analyzed and presented in written and verbal recommendations by the City Manager and staff.

The City Commission's budget provides funds for the Commissioners' compensation, as set by the City Charter, plus nominal hourly pay for special meetings, including special projects established in the annual goal setting session.

The Commission members and their terms are:

Commissioner	Term Expires
Carla M. Cole (Mayor)	2014
Joe Scanlon (Mayor Pro-Tem)	2014
Boyd "Bud" vanderLaan	2014
Dr. Patricia Moore	2016
Dale Toerne	2016

The following are descriptions of each line item of the City Commission budget for 2014-15:

101.101.706.001 Salaries - Full Time	\$3,825 for the Commissions' annual salary.
101.101.715.000 Fringe Benefits	\$652 for Commission fringe benefits.
101.101.730.000 Postage	\$0 for postage to mail quarterly City newsletter.
101.101.817.000 Building Facility Planning	\$0 Preliminary expenses to include: Architectural Study, Grant Research and Planning and finance costs.
101.101.818.000 Contractual	\$10,000 for contractual services to include: For on-going community visioning, website updates and hosting expenses, community group facilitation, and marketing and zoning ordinance update, capital improvement program and installment payment to SWMPC for Strategic Plan update due every five years.
101.101.826.000 Legal Fees	\$2,500 for various and routine legal fees
101.101.831.000 Membership and Dues	\$11,600 for membership dues, including: Annual MML Dues MML Services Environmental Affairs Assessment Legal Defense Fund State Joint Purchasing Program SMEGA Annual Membership Dues Chamber of Commerce Bench Marking Consortium
101.101.857.000 Grants and Special Projects	\$0 for contractual services for grant writing and special projects
101.101.864.000 Conferences & Workshops	\$3,500 to cover expenses associated with Commission Attendance at the MML's Annual Conference and Legislative Update and professional elected official trainings.

101.101.885.000 Public Relations	\$10,000 for promotional notices, Quarterly Newsletter, Holiday Lighting, Holiday Decorations, “Thrill on the Hill” and public relations activities throughout the fiscal year. \$6,000 to be used for Tin Shop programming and building maintenance.
101.101.962.000 Miscellaneous	\$2,000 for unanticipated expenses throughout the fiscal year.
101.101.984.000 Local Public Broadcasting	\$2,000 for Channel 99 programming expenses, and equipment upgrades.

101-172  
City Manager

Position	2013-14		2014-15	
	Employees	FTE	Employees	FTE
City Manager	1	0.30	1	0.30
Administrative Secretary	<u>1</u> 2	<u>0.50</u> 0.80	<u>1</u> 2	<u>0.50</u> 0.80

Appointed by the City Commission, the City Manager serves as Chief Administrative Officer of the City. The Manager has supervisory authority over all aspects of the City organization's day-to-day operations. The Manager's duties also include advising the Commission on policy issues, implementing and enforcing City policies and ordinances, appointing and supervising on a day-to-day basis all City employees, and developing and administering the annual budget.

The City Manager serves as staff director for the Brownfield Redevelopment Authority. The City Manager also serves as the City's representative or appoints a representative to the Southwestern Michigan Community Ambulance Service (SMCAS) Board, the Southeast Berrien County Landfill Authority Board and the Buchanan Area Recreation Board, and various committees. The position is also responsible for the City's economic development functions, including the marketing of lots at the Andrews Farm Industrial Park, and administration of the economic development revolving loan fund.

The General Fund budget includes 30% of the salaries and fringe benefits attributable to the City Manager and 50% of the Administrative Secretary's costs. The balance of funding for these positions comes from the City's Water & Sewer Fund and Major and Local Street Funds.

City Manager Mission Statement

The City Manager's office maintains high quality customer service through  
personal accountability and professional commitment  
and implements official policies of the City Commission by coordinating  
City services to meet the needs and enhance the quality of life of  
those who live in, work in and visit the City of Buchanan.

The following are descriptions of each line item of the City Manager budget for 2014-15:

101.172.706.001 Salaries - Full Time	\$43,850 includes 30% of the City Manager's wages and 50% of the Administrative Secretary's wages.
101.172.715.000 Fringe Benefits	\$17,609 for employee's FICA, health and life insurance premiums, workers compensation premiums, and unemployment premiums.
101.172.717.000 MERS Retirement	\$4,200 City Manager Retirement Benefit.
101.172.728.000 Office Supplies	\$500 for general office supplies, such as copier toner, computer ink, paper, ribbons, and other necessary supplies.
101.172.730.000 Postage	\$4,000 for costs associated with City Hall postage.
101.172.756.000 Miscellaneous Supplies	\$500 for City Manager-related supplies, such as business cards, signature stamps, newsletter and budget printing costs, etc.
101.172.826.000 Legal Fees	\$20,000 for various routine and special legal fees.
101.172.831.000 Membership and Dues	\$1,000 for annual membership fees and dues to the Michigan Local Government Management Association (MLGMA) and the International City/County Management Association (ICMA). It also covers the City Manager's membership dues for civic organizations.
101.172.864.000 Conferences & Workshops	\$4,000 for attendance at the ICMA Conference, MML's Annual Fall Conference, the MML's Winter Legislative Conference, and the Michigan Local Government Management Association (MLGMA) regional conference and workshops.
101.172.873.000 Travel & Car Allowance	\$5,250 City Manager's car allowance.
101.172.933.000 Maintenance – Equipment	\$500 for equipment repairs and maintenance.
101.172.962.000 Miscellaneous	\$500 for miscellaneous expenditures that may arise during the fiscal year.

101-191  
Elections

Position	2013-14		2014-15	
	Employees	FTE	Employees	FTE
City Clerk	<u>1</u>	<u>0.25</u>	<u>1</u>	<u>0.25</u>
	1	0.25	1	0.25

The Elections budget includes a portion of the City Clerk's salary and fringe benefits, plus monies for supplies, election training/travel costs, legal notices, and equipment maintenance. This budget reflects costs of maintenance agreements on the new election equipment as warranties have expired.

There will be 2 special elections proposed in this fiscal budget. August Primary and November General administered by the Clerk's Office.

Due to the added Federal restrictions and added complexity and liability, Berrien County will no longer perform the coding of the even-year August Primaries and the November General Elections. A private vendor will be performing the coding, at a higher cost.

This budget does not reflect any special election the Commission or citizens of Buchanan may request. This estimate is given in good faith that the Commission would approve a budget amendment should a special election be called.

The following are descriptions of each line item of the Elections budget for 2014-15:

101.191.706.001 Salaries	\$14,852 - 25% of the City Clerk's wages.
101.191.715.000 Fringe Benefits	\$4,801 - 25% of the City Clerk's, FICA, health and life insurance premiums, workers compensation premiums and unemployment premiums.
101.191.728.000 Office Supplies	\$500 for various election materials such as: ballots, applications for ballots, marking pens and pencils, absent voter materials, voter registration, voter cancellation, voter identification, etc.
101.191.818.000 Contractual	\$5,000 for election inspector wages for two (2) elections
101.191.864.000 Conference & Workshops	\$300 for election training and travel expenses
101.191.903.000 Legal Notices & Fees	\$200 for the publication of notices relating to elections.
101.191.933.000 Maintenance Equipment	\$820 – Annual service fee for election equipment. \$470 – Tabulator Service Fee \$200 – Automark Service Fee \$150 – Qualified Voter File computer hardware & software

101.191.962.000  
Miscellaneous

\$2,000 Miscellaneous election expense and services provided by a private vendor for Programming Fees. Berrien County will be doing Canvass Fees, and Miscellaneous election expenses.  
\$1,350 – Programming Fees  
\$400 – Canvassing Fees  
\$250 – Miscellaneous Fees

101.191.969.000  
Transfer-Equipment Reserves

\$1,000 for future election equipment replacement.  
(estimated for 2014)

101-209  
City Assessor

The City Assessor's office budget provides funding for a contract assessor to develop and maintain City property tax assessment records, and work with the City Treasurer and City Manager in administering local property taxes. Since July 1, 2002, the City has contracted with Berrien County Equalization Department for assessing services. The current contract expires on June 30, 2014.

With the passage of Proposal A by Michigan voters in November 1993, there have been many changes in Michigan's property tax system. The City Assessor's office is required to establish and maintain a database that identifies those properties that are homesteads and those properties that are non-homesteads within the community, due to differential tax rates for these two types of property.

Also, while the Assessor's office will have to continue to "track" market values through sales studies and neighborhood analyses, the application of new market data thus obtained will be constrained, due to the annual cap on assessment growth put in place by Proposal A. Still, current market data will be needed, as the Assessor's office is charged with increasing assessments to reflect "true cash value" whenever properties change hands. Properties must be maintained at 50% of market value or you cannot capture the increase in value. Unless a property sells, it can only increase by the rate of inflation or five percent (5%) per year, whichever is less.

There are still changes occurring as a result of Proposal A. 1996 is the first year sales were uncapped and placed on the roll at 1996 assessed value.

In the meantime, major duties of the City Assessor in maintaining City assessment records continue to be:

1. Collecting field data and determining appropriate values for new construction, additions, alterations and repairs to existing structures.
2. Conducting annual sales studies, to maintain equitable assessment levels within and between the various classes of taxable property.
3. Conducting personal property audits for commercial and industrial enterprises as needed.
4. Re-inspecting 20% of all taxable parcels on an annual basis, to assure that all assessment cards are updated within a five-year cycle.
5. Hold office hours on Tuesdays to meet with the public and return phone calls.
6. Hold annual Board of Reviews as required by law to hear public concerns and correct errors.

The City Assessor also assists local businesses with preparing tax abatement applications under Public Act 198 (Industrial Facilities Tax Exemptions, of which the City of Buchanan has granted 88 over the past 23 years), fields questions from the general public and area Realtors regarding property taxes on specific parcels, and furnishes special reports as needed by the City Manager and the City Commission.

Unlike many communities in the state, the City of Buchanan promotes the use of Mathieu-Gast exemptions by city homeowners, thereby encouraging residential renovation activities. Under Michigan's Mathieu-Gast Act, "replacement" type improvements can be exempted from taxation during the period of time the house in question is owned by the individual who made those improvements. When the property is sold, the value of such improvements is added to the taxable assessed value of the property. Buchanan presently has nearly 300 Mathieu-Gast certificates in effect.

There are approximately 1,900 parcels of taxable real property (residential, commercial, industrial) in the City of Buchanan. The Assessor's office also processes approximately 230 personal property tax statements each year, from local businesses.

The following are descriptions of each line item of the City Assessor budget for 2014-15:

101.209.715.000  
Fringe Benefits

\$150 for workers compensation premiums.

101.209.728.000  
Office Supplies

\$1,800 for office supplies:  
Postage, mailing of general correspondence  
change of assessment notices and personal property  
statements. Paper supplies for property records and  
reports - door hangers, printer ribbons, and updates on  
Equalizer Software programs, and Board of Review  
billings from the County.

101.209.818.000  
Contractual

\$38,300 for contractual items:  
\$36,000 – Assessor’s contract  
\$1,500 – Board of Review  
(\$100 - per day, per member)  
(\$300 - Board of Review training)  
\$800 – Equalizer Computer Program Support

101-215  
City Clerk

<u>Position</u>	2013-14		2014-15	
	Employees	FTE	Employees	FTE
City Clerk	<u>1</u>	<u>0.75</u>	<u>1</u>	<u>0.75</u>
	1	0.75	1	0.75

The City Clerk maintains an ongoing file to schedule agenda items, process notices of public hearings, job applications, publish and post ordinances and resolutions, execute/acknowledge contracts, certify legal documents and coordinate the recording of documents and prepares the official minutes for the City.

The City Clerk prepares and maintains voter registration records, plans, supervises and conducts municipal elections, and is responsible for all city records. The clerk is appointed by, and assists the City Manager whenever needed.

**Mission Statement for the City Clerk’s Department**

The City Clerk’s Office shall serve the interests of all the people and resist any distraction on the professional responsibilities of the Clerk’s Office.

It is the duty of the Clerk’s Office to treat all with respect, fairness and give equal services as trusted public servants for the Community.

The Clerk’s Office shall strive to provide accountability and deliver general and/or election services of which our Community is entitled to, and of which they can be proud.

The following are descriptions of each line item of the City Clerk budget for 2014-15:

101.215.706.001 Salaries	\$43,935 - 75% of the City Clerk's wages.
101.215.715.000 Fringe Benefits	\$11,695 - 75% of the City Clerk's FICA, health and life insurance premiums, workers compensation premiums and unemployment premiums.
101.215.728.000 Office Supplies	\$150 for typical office supplies and new official minute books.
101.215.826 Legal Fees	\$150 for various and routine legal fees
101.215.864.000 Conferences & Workshops	\$500 for Michigan Municipal Clerks Conference, Michigan Municipal League (MML) seminars, and related seminars. (Michigan Association of Municipal Clerks, Berrien County Clerks)
101.215.873.000 Travel & Car Allowance	\$200 for mileage reimbursement for trips to Courthouse in St. Joseph. Also reimbursement for mileage to out-of-town seminars and workshops.
101.215.903.000 Legal Notices	\$750 for the publication of notices regarding special meetings of City boards and commissions, employment, ordinance summaries, etc. Also recording fees at Berrien County Register of Deeds office.
101.215.945.000 Membership & Dues	\$200 for membership to the following organizations: \$25 - Berrien County Clerks Association \$75 - Michigan Association of Municipal Clerks \$100 - International Institute of Municipal Clerks
101.215.957.000 Books & Magazines	\$0 for publications (mostly from MML) to assist the Clerk and Commission in their duties.
101.215.962.000 Miscellaneous	\$100 for miscellaneous items.

101-253  
City Treasurer

Position	2013-14		2014-15	
	Employees	FTE	Employees	FTE
City Treasurer	1	0.50	1	0.50
Bookkeeper	<u>1</u> 2	<u>0.68</u> 1.18	<u>1</u> 2	<u>0.68</u> 1.18

The City Treasurer is responsible for the receipt, care, and disbursement of the City funds, as well as the supervision of workers involved in these tasks. Work is performed according to provisions of State Law, City Charter, and City Commission and supervised by the City Manager.

Currently the City Treasurer supervises the Bookkeeper and oversees the counter duties performed by the Clerk-Cashier. The Clerk-Cashier position is funded through the Water/Sewer Enterprise Fund.

**The Treasurer’s Department Mission Statement**

Realizing that Customer Service is an attitude,  
rather than a department,  
the Treasurer’s department provides  
courteous, understanding, efficient service  
to our utility customers, residents and internal departments  
we are privileged to serve.

The following are descriptions of each line item of the City Treasurer budget for 2014-15:

101.253.706.001 Salaries	\$65,985 - 50% of the Treasurer's wages and 68% of the Bookkeeper's wages.
101.253.715.000 Fringe Benefits	\$26,356 for Treasurer and Bookkeeper's FICA, health, and life insurance premiums, workers compensation premiums and unemployment premiums.
101.253.728.000 Office Supplies	\$1,400 for accounts payable checks, 1099 forms, tax envelopes, office supplies, printer ribbons, computer backup tapes, and accounts receivable billing forms.
101.253.730.000 Postage	\$1,600 for postage used to mail summer and winter tax bills and postage for accounts payable checks mailed to vendors.
101.253.807.000 Audit	\$11,000 for the Treasurer's portion of the annual audit conducted by Plante & Moran that includes GASB 34 reporting requirement costs.
101.253.818.000 Contractual	\$4,100 for contractual items: \$2,800 Information Systems computer services \$700 Micro Arizala's computer support fee (Balance to be paid from the Water and Sewer Enterprise Fund). \$600 SBF Enterprises – Tax bill printing & mailing
101.253.864.000 Conferences and Workshop	\$500 for the annual Michigan Municipal Treasurers Institute Seminar, computer workshops and various accounting courses.
101.253.873.000 Travel & Car Allowance	\$150 for mileage reimbursement for daily trips to the bank, post office, various trips to the County and to seminars and workshops.

101-265  
Buildings and Grounds

The Buildings and Grounds budget provides funding for building and grounds maintenance, cleaning services, HVAC system maintenance, office equipment maintenance, and utility expenses at the City Hall building. The insurance line item of this budget includes property coverage for the City Hall building, plus the City's general liability insurance premium.

The following are descriptions of each line item of the Building & Grounds budget for 2014-15.

101.265.756.000 Miscellaneous Supplies	\$4,000 for additional supplies to maintain buildings, offices, and grounds.
101.265.818.000 Contractual	\$4,000 for contractual services: Runner Rental for City Hall Pest Control Services Miscellaneous Services Trash Removal Services Copier Maintenance
101.265.853.000 Telephone	\$8,500 for expenses associated with telephone use, pagers and cellular phones.
101.265.912.000 Fire & Liability Insurance	\$14,850 for insurance premiums.
101.265.921.000 Utilities	\$20,000 for building utilities, including gas, electric, water and refuse pick-up.
101.265.931.000 Maintenance - Building	\$5,000 building maintenance, including replacement items, painting, HVAC maintenance, etc.
101.265.934.000 Maintenance - Office Equipment	\$8,000 for equipment maintenance, including copier quarterly surcharge, anti virus annual software, fax machine and computer maintenance contract.
101.265.958.000 Office Equipment	\$1,000 for future computer and network needs at City Hall.

101-269  
Rental Property

The Buchanan Redbud City Center is used as a Community Center for activities, meetings, and a rental facility. Updates to the kitchen and bathrooms are planned in the near future.

The following are descriptions of each line item of the Rental Property budget for 2014-15:

101.269.818.000 Contractual	\$900 for pest control services.
101.269.912.000 Fire & Liability Insurance	\$158 for insurance premiums.
101.269.921.000 Utilities	\$1,500 for building utilities of gas, electric, water and refuse pick-up.
101.269.931.000 Maintenance – Buildings	\$500 for building maintenance, floor stripping and cleaning and small repairs that arise during the fiscal year, including replacement items.
101.269.962.000 Miscellaneous	\$400 for unanticipated expenses that may arise during this fiscal year.
101.269.970.001 Capital Outlay	\$2,000 for purchasing necessary items to accommodate rentals for parties and other events.

101-271  
Arts and Historical

New in 2010, this Budget was created for properties acquired from the DDA on December 14, 2010. The City will maintain the buildings and the DDA will continue coordinating programs and events under the direction and approval of the City.

The following are descriptions of each line item in the Arts and Historical Expenditure budget for 2014-2015

**Pears Mill # 271.430**

271.430.731 Alarm Monitoring	\$400 for alarm monitoring & maintenance costs
271.430.756.014 Miscellaneous	\$250 for miscellaneous Pear's Mill expenses
271.430.853 Telephone	\$320 for Pear's Mill monthly telephone billings
271.430.912 Fire & Liability Insurance	\$281 for Pear's Mill annual fire & liability insurance premium
271.430.921 Utilities	\$350 for Pear's Mill monthly utility billings
271.430.935 Building & Ground Maintenance	\$500 for Pear's Mill building & ground maintenance
271.430.970 Transfer – Capital Reserve	\$3,000 for transfer to Capital Projects for future building repairs

**Farmers' Market #271.435**

271.435.756.014 Miscellaneous	\$300 for miscellaneous Farmers' Market expenses
271.435.912 Fire & Liability Insurance	\$205 for Farmers' Market annual fire & liability insurance premium
271.435.921 Utilities	\$150 for monthly utility billings for the Farmers' Market
271.435.935 Building & Ground Maintenance	\$500 for Farmers' Market building & ground maintenance

**Buchanan Commons #271.440**

271.440.756.014 Miscellaneous	\$200 for miscellaneous Buchanan Common expenses
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271.440.912  
Fire & Liability Insurance

\$150 for Buchanan Common's annual fire & liability insurance premium

271.440.9211  
Utilities

\$1,200 for Buchanan Common monthly utility billings

271.440.935  
Building & Ground Maintenance

\$500 for Buchanan Common building & ground maintenance

271.440.970  
Transfer – Capital Reserve

\$2,000 for transfer to Capital Projects for future building repairs

**Harger Park #271.445**

271.445.935  
Building & Ground Maintenance

\$100 for Harger Park building & ground maintenance

101-276  
Oak Ridge Cemetery

Position	2013-14 Employees	FTE	2014-15 Employees	FTE
Supervisor	1	0.50	1	0.50
Cemetery Maintenance	2	1.00	2	1.00
Summer Help	<u>2</u>	<u>N/A</u>	<u>2</u>	<u>N/A</u>
	5	1.50	5	1.50

Oak Ridge Cemetery has a total of 45 acres. In 2014-15, there will be an estimated 95 interments at the cemetery, with burials conducted year-round. Oak Ridge Cemetery is expecting to average 6 columbarium spaces sold per year.

Oak Ridge Cemetery is staffed by one full-time foreman, and two maintenance workers, with additional seasonal employees for the summer months. Much of the activities performed at the cemetery in the summer months consist of mowing and routine maintenance of the cemetery, as well as construction of monument foundations. In order to perform the work properly, it was necessary to increase the number of full and temporary employees in this division, as well as purchase additional lawn care and maintenance equipment. During the winter months, cemetery staff handles snow removal and ice control around City buildings, the plowing of City sidewalks, and tree trimming and removal along City streets.

The following are descriptions of each line item of the Oak Ridge Cemetery budget for 2014-15:

101.276.706.001 Salaries – Full Time	\$67,985 for all full-time employees’ wages.
101.276.706.002 Salaries - Overtime	\$3,000 for full-time employees’ overtime wages.
101.276.706.004 Salaries - Temporary	\$23,000 for two (2) temporary employees’ wages for six months.
101.276.715.000 Fringe Benefits	\$38,555 for all department employees’ benefits, such as FICA, health and life insurance, workers’ compensation and unemployment premiums.
101.276.751.000 Gas and Oil	\$8,000 for gasoline and oil for department vehicles. This includes other items such as, windshield washer solvent, gas line freeze, etc.
101.276.756.000 Miscellaneous Supplies	\$2,500 for miscellaneous supplies, such as plywood, grass seed, black dirt, pea stone, cement and small purchases.
101.276.768.000 Uniforms	\$1,295 for shirts, boots, and blue jean reimbursement.
101.276.818.000 Contractual	\$500 for computer software support annual fee.
101.276.831 Membership and Dues	\$100 for annual membership and dues fees.
101.276.853.000 Telephone	\$1,500 for telephone service and cell phones.
101.276.864.000 Conferences & Workshops	\$0 costs associated with attending conferences & workshops.
101.276.873.000 Travel & Car Allowance	\$0 for costs associated with travel to conferences and workshops.
101.276.912.000 Fire & Liability Insurance	\$2,871 for insurance premiums.
101.276.921.000 Utilities	\$2,500 for building utilities.

101.276.931.000 Maintenance – Buildings	\$2,500 for general building maintenance and repairs, including the chapel.
101.276.932.000 Maintenance – Grounds	\$3,500 for maintaining grounds and headstone replacement.
101.276.933.000 Maintenance – Equipment	\$3,000 for equipment maintenance of mowers, weed-eater, trimmers, chain saws and shovels.
101.276.939.000 Maintenance – Vehicles	\$3,000 for vehicle maintenance and repairs.
101.276.961.000 Medical Exams & Training	\$500 for physicals and CDL licenses.
101.276.962.000 Miscellaneous	\$1,500 for unanticipated expenses that may arise during this fiscal year.
101.276.969.000 Equipment Reserve	\$5,500 for annual reserves: \$1,000 – 2006 F350 \$500 – Bobcat/Backhoe \$1,000 – Tower Truck \$500 – Bobcat \$500– 6x4 Diesel Gator with Utility Vehicle \$1,000 – 2006 Dodge 2500 \$1,000 – 2011 Toolcat

101-301  
Police Department

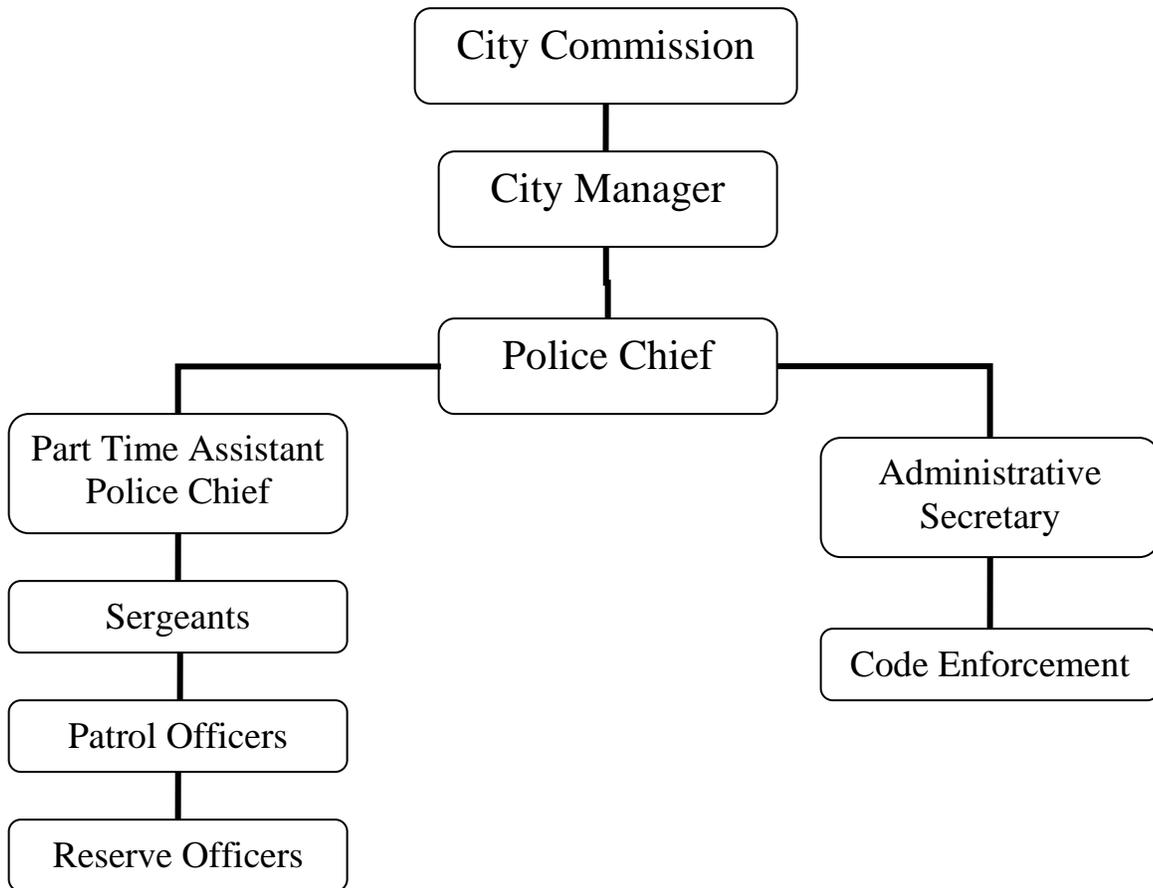
Position	2013-14		2014-15	
	Employees	FTE	Employees	FTE
Police Chief	1	0.10	1	0.10
Administrative Secretary	1	1.00	1	1.00
Sergeant	2	2.00	2	2.00
Patrol Officer	<u>6</u>	<u>6.00</u>	<u>6</u>	<u>6.00</u>
	10	9.10	10	9.10

The Buchanan City Police Department is in operation twenty-four (24) hours a day, seven (7) days a week, including all holidays. The Police Department believes that the protection of life and property is our highest goal. The Buchanan City Police Department is committed to fairness, compassion, and excellence while providing police services in accordance with the law.

2014-15 OBJECTIVES

1. The primary objective of the Buchanan City Police Department is to ensure a high quality of life for our citizens.
2. It is our objective to identify and investigate crime and charge and arrest criminals that affect the quality of life in this community.
3. It is our objective to maintain the public's expectation that our police officers will provide professional service when called upon.
4. It is our objective to maintain a high level of professional service through continued education and training.
5. It is our objective to develop programs to help educate and protect the citizens of the City of Buchanan from becoming a victim to criminals.
6. It is our objective to aggressively pursue and arrest individuals who erode the peace and tranquility of this community by the use and sale of illicit drugs.

# BUCHANAN POLICE DEPARTMENT ORGANIZATIONAL CHART



The following are descriptions of each line item of the Police Department budget for 2014-15:

101.301.706.001 Salaries	\$414,652 - 100% of all employees in the Police Department.
101.301.706.002 Overtime	\$10,000 for employees' overtime of the Police Department including bike patrol.
101.301.706.005 Salaries - Part-time	\$57,500 for part-time patrol officers and part-time assistant police chief's salaries.
101.301.706.006 Salaries – Code Enforcement Part time	\$20,000 for part time Code Enforcement Officers Salaries
101.301.715.000 Fringe Benefits	\$254,345 for all department employees' benefits, such as FICA, health and life insurance, workers compensation, MERS Contribution, and unemployment premiums.
101.301.728.000 Office Supplies	\$2,200 for office supplies and necessary forms, as well as typewriter and new file cabinets.
101.301.751.000 Gas and Oil	\$22,000 for gasoline and oil for department vehicles. This includes other items, such as windshield washer solvent, gas line freeze, etc.
101.301.756.000 Miscellaneous Supplies	\$1,800 for additional supplies to maintain office, such as the copy machine, fax machine, and computer items, as well as freight cost, photo finishing, public safety ads, keys, batteries, pepper spray, etc.
101.301.767.000 Uniforms - Part-time	\$600 for part-time officers' uniform cleaning.
101.301.768.000 Uniforms	\$1,800 for uniforms for new officers, replacement for worn uniforms and items for their uniforms.
101.301.769.000 Uniform Cleaning	\$1,500 for the cleaning of uniforms for police officers. This is an item in the collective bargaining agreement.
101.301.818.000 Contractual	\$7,360 for contractual agreements, trash removal service, the cost of OUIL blood tests and street directories and L.E.I.N licensing fees to State of Michigan, Alliance agreement, and mobile vision lease. This also includes the Annual Police Records Management software and network support.
101.301.818.002 Reserve Training	\$500 for in-service training of reserves.
101.301.818.003 Reserve Equipment	\$1,000 for replacement uniforms and items for reserve officers.

101.301.826.000  
Legal Fees \$5,000 for attorney costs for cases that require review, authorization of charges, and prosecution. This is also for legal assistance in disciplinary actions and labor contract disputes.

101.301.851.000  
Radio Maintenance \$8,700 for State user fee and any additional minor repairs that are not covered as well as batteries.

101.301.853.000  
Telephone \$10,000 for telephone service, fax line and computer phone lines to Berrien County computer.

101.301.864.000  
Conferences and Workshop \$1,500 for supervisor and management classes for the Chief and Command staff.

101.301.873.000  
Travel & Car Allowance \$800 for training and conferences. All personnel will use patrol vehicle for training when available.

101.301.886.000 \$2,500  
Community Policing

#### COMMUNITY OUTREACH PROGRAMS

1. Neighborhood Watch  
(Materials, literature, signs, etc.)
2. National Night Out
  - a. NNO promotional for children  
(i.e., whistles, frisbees, etc.)
  - b. NNO Registration
3. Buchanan Community Volunteers

#### CRIME PREVENTION & SAFETY

1. Crime prevention, drug awareness, & safety literature, materials, children's incentives

#### COMMUNITY RELATIONS PROJECTS

1. BPD promotional  
(i.e., sticker badges, etc.)
2. Citizen's Police Academy
3. Law Enforcement/Memorial Week
4. Community Volunteers

#### POLICE CHAPLAINS

1. Uniforms & Equipment
2. Training
3. Pager service
4. Annual Professional Memberships
  - a. International Conference of  
Police Chaplains
  - b. Michigan Police Chaplains  
Associations

101.301.912.000 Fire & Liability Insurance	\$24,135 for insurance premiums.
101.301.915.000 Target/Range Supplies	\$2,200 for firearms training supplies, which include targets and ammunition. The department holds quarterly firearm qualifications classes for full-time, part-time and reserve officers for liability issues.
101.301.921.000 Utilities	\$18,000 for building utilities of gas, electric, and refuse pickup.
101.301.931.000 Maintenance-Building	\$4,500 for building maintenance: carpet, bathroom flooring, interior & exterior painting costs, roof shingles & window repairs.
101.301.933.000 Maintenance-Equipment	\$1,000 for equipment maintenance of radars, tape recorders, and portable breath test instruments and cameras.
101.301.934.000 Maintenance-Office Equipment	\$1,000 for office equipment repairs on fax, copy machines, dictation equipment, and computers.
101.301.939.000 Maintenance-Vehicles	\$15,000 for vehicle maintenance, which includes routine service, snow tires, replacement or worn tires, batteries, washing, and repairs not covered under warranty.
101.301.957.000 Books & Magazines	\$400 for subscriptions to professional magazines and newspapers.
101.301.960.000 Education and Training	\$2,500 for officer's continued education and training required to maintain their skills. The State certification requires annual refresher training in First Aid/CPR; Hazardous Materials, Pressure Point Control Techniques, and Defensive Driving.
101.301.961.000 Medical Exams & Training	\$600 for pre-employment medical, psychological, and other job-related tests required.
101.301.962.000 Miscellaneous	\$2,500 for unanticipated expenses that may arise during this fiscal year. This account is also used for unexpected mandates not budgeted and for investigative purposes.
101.301.962.003 D.A.R.E. Program	\$1,500 for educational aids and material supplies for course.

101.301.967.000 Transfer – Building Reserves	\$4,000 to reserve for future capital improvements.
101.301.969.000 Transfer – Equipment Reserves	\$3,000 to reserve for future office and equipment purchases.
101.301.970.001 Capital Outlay	\$0 no expected purchases this year.
101.301.970.003 Capital Lease Payments	<p>\$20,763 for lease payments including:</p> <ul style="list-style-type: none"> <li>-2013 Ford Interception Sedan AWD (Final annual lease payment)</li> <li>-2014 police car to replace 46-03, 2008 Ford Crown Victoria (1<sup>st</sup> of three annual lease payments)</li> </ul>

101-315  
School Crossing Guards

Position	2013-14		2014-15	
	Employees	FTE	Employees	FTE
School Crossing Guards	<u>8</u>	<u>8.00</u>	<u>8</u>	<u>8.00</u>
	8	8.00	8	8.00

The City's eight (8) school crossing guards are charged with overseeing student safety at designated high-traffic intersections within the community. Four substitute crossing guards assist in this task, which is coordinated by the Police Department's Administrative Secretary. The Buchanan Community Schools assist in the funding of the program, reimbursing the City for 50% of its operating costs associated with salaries and fringes. The Buchanan Community Schools are billed for these services on a monthly basis during the school year.

They are very dependable, and can be counted on to be there in all types of weather to assure the safety of the school children. All crossing guards are trained prior to beginning their duties.

The following are descriptions of each line item of the Crossing Guards budget for 2014-15:

101.315.706.001 Salaries - Full Time	\$27,531 for crossing guards.
101.315.715.000 Fringe Benefits	\$3,578 for employee benefits, such as FICA, and workers compensation, and premiums.
101.315.756.000 Miscellaneous Supplies	\$500 for replacement costs of hand-held stop signs, vests, and walkie-talkies.

101-336  
Fire Department

Position	2013-14		2014-15	
	Employees	FTE	Employees	FTE
Fire Chief	0	0.00	0	0.00
Volunteer Firefighters	<u>17</u>	N/A	<u>17</u>	<u>N/A</u>
	17	0.00	17	0.00

The Buchanan City Fire Department is staffed by a volunteer chief and up to 20 volunteers. At the present time, the department has 17 volunteers. It is getting harder to recruit volunteers as the state requires volunteers to have Firefighter I certification before they go into a fire. This class consists of 285 hours of training in Berrien County, and while it makes fire-fighting safer, it costs money to train the fire fighters and is a big commitment for a young family.

The Department provides primary fire protection for the City and has a mutual aid agreement with Berrien County and surrounding areas 24 hours a day, 7 days a week.

Buchanan has an ISO rating of five. This is the rate factor that insurance companies charge for fire insurance. We are now waiting for the Insurance Service Organization to do a new study. All the questioners have been sent back with the flow chart that was done last summer, as well as with an updated water map. Other communities in the area with a class 5 are: City of Niles, City of St. Joseph, City of Benton Harbor, and St. Joseph Township.

The Fire Department is working very hard to become NIMS compliant.

### **Buchanan City Fire Department Mission Statement**

The Buchanan City Fire Department members dedicate their efforts of emergency response to protecting the citizens of Buchanan, their property and preserving the environment. The mitigation of these emergencies, whether they are small or large is accomplished through training, experience and the overall desire to help others.

The following are descriptions of each line item of the Fire Department budget for 2014-15:

101.336.706.003 Salaries - Volunteers	\$25,000 for fire calls and officers' pay.
101.336.715.000 Fringe Benefits	\$4,000 Fringe Benefit cost for Volunteer Firemen
101.336.728.000 Office Supply	\$1,000 for miscellaneous office supplies, software support and service awards
101.336.751.000 Gas and Oil	\$3,000 for gas, diesel fuel, and oil for fire equipment.
101.336.756.000 Miscellaneous Supplies	\$1,000 for first aid supplies, oil spill, clean-up supplies, paint, cleaning supplies, tools, and numerous other miscellaneous supplies.
101.336.768.000 Uniforms	\$1,500 for replacement of boots, gloves, helmets, hoods, firemen's and fire chief uniforms.
101.336.818.000 Contractual	\$0 for Fire Chief contractual services
101.336.831.000 Member ship & Dues	\$250 for membership to Michigan State Fireman's Association, Western Michigan Fire Chief's Association, and Berrien County Fire Chief's Association.
101.336.851.000 Radio Maintenance	\$7,000 for radio service contract, maintenance of sirens in trucks and batteries for portable radios and pagers
101.336.851.001 Equipment Testing	\$6,000 for self-contained breathing apparatus testing, tires, wheels, per MIOSHA standards.
101.336.853.000 Telephone	\$1,200 for telephone service at the fire station.
101.336.864.000 Conferences and Workshops	\$500 for training sessions, workshops, and conferences
101.336.912.000 Fire & Liability Insurance	\$3,669 for insurance premiums.

101.336.921.000 Utilities	\$7,000 for building utilities, including gas, electric, water, and refuse pick-up.
101.336.931.000 Maintenance – Building	\$2,000 for general building maintenance.
101.336.933.000 Maintenance – Equipment	\$500 for equipment maintenance costs.
101.336.934.000 Maintenance - Office Equipment	\$500 for computer and other office equipment maintenance.
101.336.939.000 Maintenance - Vehicles	\$7,000 for maintenance of fire truck fleet.
101.336.944.000 Hydrant Rental	\$0 for maintaining hydrants.
101.336.957.000 Books & Magazines	\$200 for informational books.
101.336.960.000 Education & Training	\$2,000 for training of department members.
101.336.961.000 Medical Exams & Training	\$500 for physicals and bloodborne pathogen inoculations.
101.336.962.000 Miscellaneous	\$700 for miscellaneous expenses.
101.336.967.000 Building Reserve	\$2,000 to reserve for future building improvements.
101.336.969.000 Equipment Reserve	\$4,000 - for annual reserve: \$2,000 - 2010 Pumper Truck \$2,000 - Future equipment purchase & repairs
101.336.970.001 Capital Outlay	\$0 Budget this fiscal year.
101.336.972.001 Fire Truck Payment	\$33,374 for Quarterly payments to Chemical Bank for 2010 Fire Rescue Pumper

101-371  
Building Inspection

Position	2013-14		2014-15	
	Employees	FTE	Employees	FTE
Zoning Administrator	1	.20	0	0.00
Building Inspector	<u>0</u>	<u>.00</u>	<u>0</u>	<u>0.00</u>
	1	.20	0	0.00

The Building Inspection Department is responsible for reviewing plans for new buildings, as well as making sure that ongoing repairs meet the building codes and local ordinances. This budget funds 100% of the contracted wages for the position of Building Inspector.

The following are descriptions of each line item of the Building Inspection Department budget for 2014-15:

101.371.706.001 Zoning Administrator	\$0 Budgets for Zoning Administer this fiscal budget.
101.371.715.000 Fringe Benefits	\$300 for fringe benefit costs for Building Inspector.
101.371.728.000 Office Supplies	\$900 for forms and general office supplies.
101.371.730.000 Postage	\$300 for mailings on variances, home occupation requests and special use permits, Plan Commission, Zoning Board of Appeals, and electrical permits.
101.371.818.000 Contractual	\$29,500 for Building Inspector contractual services.
101.371.826.000 Legal Fees	\$500 for title searches, attorney and engineering fees as needed.
101.371.831.000 Membership & Dues	\$300 for membership to International Code Council.
101.371.853.000 Telephone	\$2,500 for telephone, fax service and cellular phone (50% of cell phone is reimbursed by City of Niles).
101.371.864.000 Conferences and Workshop	\$1,000 for training in building inspection, building official and plan review.
101.371.921.000 Utilities	\$1,500 for building utilities of gas, electric, and refuse pickup.
101.371.934.000 Office Maintenance	\$250 for maintenance of the copy machine and other office equipment.
101.371.939.000 Maintenance - Vehicle	\$0 for vehicle maintenance.
101.371.957.000 Books & Magazines	\$1,200 for code books and manuals. (new code cycle and all new codes will start 3/2014. This is a State mandated purchase.).

101-441  
Public Works Department

Position	2013-2014		2014-15	
	Employees	FTE	Employees	FTE
Public Safety Director	1	0.08	1	0.08
Equipment Operators	<u>4</u>	<u>0.40</u>	<u>4</u>	<u>0.40</u>
	5	0.48	5	0.48

**Public Works & Parks**

The Public Works Department is responsible for year-round maintenance of the City’s streets, parks, publicly-owned parking lots, sanitary and storm collection systems, plus coordinating major construction projects and departmental responses to emergency situations. This division is staffed by one (1) Public Service Director and five (5) equipment operators.

The Public Works Department maintenance staff is also responsible for doing maintenance work at City parks and recreation facilities, and on the grounds around municipal buildings. During the winter months, staff handles snow removal, ice control and the plowing of City streets.

**The Department of Public Services Mission Statement**

The mission of Buchanan Public Services is to effectively maintain and develop public infrastructure within the City with the utmost of efficiency. We provide essential services in the areas of street and storm sewer maintenance, City fleet management, and management of public spaces. We will work to ensure that our City grows and develops to enhance the quality of life for our residents, businesses and visitors in the most practical, economical, safe and beneficial way.

The following are descriptions of each line item of the Public Works/Street Division budget for 2014-15:

101.441.706.001 Salaries - Full Time	\$42,568 for all full-time employees' wages in DPW.
101.441.706.002 Salaries - Overtime	\$6,000 for all full-time employees' overtime wages in DPW.
101.441.706.004 Salaries - Temporary	\$0 for a temporary employee wages.
101.441.715.000 Fringe Benefits	\$26,001 for all department employee benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
101.441.751.000 Gas and Oil	\$24,000 for gasoline and oil for department vehicles. This includes other items, such as windshield washer solvent, gas line freeze, etc.
101.441.756.000 Miscellaneous Supplies	\$2,500 for miscellaneous supplies in DPW.
101.441.768.000 Uniforms	\$3,000 for shirts, boots, and blue jean replacement.
101.441.853.000 Telephone	\$3,500 for telephone service and cell phones.
101.441.864.000 Conferences & Training	\$1,500 for employee training costs.
101.441.912.000 Fire & Liability Insurance	\$14,218 for insurance premiums.
101.441.921.000 Utilities	\$25,000 for building utilities and trash removal.
101.441.926 Street Lighting	\$50,000 for street lighting service, installation of additional lights, and repairs to downtown ornamental lights.
101.441.931.000 Maintenance - Buildings	\$5,000 for general building maintenance, lights, chemicals, doors, welding supplies, and fire extinguisher.

101.441.932.000 Maintenance - Grounds	\$2,000 for costs associated with purchases that are necessary to properly maintain and repair the grounds at DPW.
101.441.933.000 Maintenance - Equipment	\$12,000 for general equipment maintenance.
101.441.939.000 Maintenance - Vehicles	\$19,000 for general vehicle maintenance and repairs for DPW.
101.441.952.000 Stormwater Phase II	\$10,000 for mandatory storm water Phase II Permit Processing.
101.441.961.000 Medical Exams & Training	\$1,000 for physicals and CDL licenses.
101.441.969.000 Equipment Reserve	\$6,000 for annual reserves: \$1,000 – 2009 Dodge 1-ton \$1,000 – Future Replacement Pickup \$1,000 – 2008 International Dump Truck \$1,000 – Salt Truck \$1,000 – 2009 Sierra Pickup \$1,000 – Kubota Tractor
101.441.970.000 Capital Reserve	\$5,000 for improvements to the DPW building.
101.441.970.001 Capital Outlay	\$0 for Capital Outlay Expenditures this year.

Buchanan Area Recreation Board  
101-756

The City of Buchanan provides park and recreation services through a joint effort with the Buchanan Community Schools. All park and recreation facilities (68 acres of land) are maintained by the City through the Department of Public Works.

The City has in recent years allowed money for the capital improvements at the various City parks, halting years of decline at those facilities.

Recreation programming is the responsibility of the Buchanan Area Recreation Board (BARB), which was originally created under a 1973 agreement between the City of Buchanan Township and the Buchanan Community Schools. As a result of reorganization of positions at the school and the elimination of the Community Education Department, the Board became null and void. The City Commission recognized the importance of the BARB, and quickly set out to restructure the Bylaws and committee as recreation is paramount for the Commission and its priorities. The Board is comprised of seven members, as follows:

\*Four (4) members appointed by the City Commission, to include two (2) City residents and two (2) neighboring Township residents.

\*Two (2) members appointed by the School Board, to include one (1) City resident and one (1) neighboring Township resident.

\*The City Manager or his/her duly authorized designee.

Current on-going projects the BARB will be working on will be determined by success of grant applications to both private and public entities.

The City Manager or his/her duly authorized designee functions as the recreation director.

The following are descriptions of each line item in the Buchanan Area Recreation Board budget for 2014-15.

101.756.706.004 Salaries – Temporary	\$6,000 for temporary workers to assist in maintaining McCoy’s Creek Trail
101.756.715 Fringe Benefits	\$460 for FICA and Medicare costs for temporary employees
101.756.818.000 Contractual	\$2,540 For sanitation services at City parks
101.756.864.000 Conferences & Workshops	\$400 to cover the costs of registration fees for Michigan Recreation Parks Association.
101.756.962.000 Miscellaneous	\$600 for unanticipated expenses that may arise during this fiscal year.

101-864  
Miscellaneous Costs/Transfers

The Miscellaneous Costs/Transfers budget provides funding for a variety of City expenditures which do not readily fit into other departmental budgets.

1. A contingency for insurance settlements, to cover the deductible portion (\$1,000 per claim) of the City's general liability insurance coverage.
2. A contingency for delinquent real property taxes, proposed at \$3,000. This set aside covers an annual payment made to Berrien County to reimburse the County Delinquent Tax Revolving Fund for delinquent property taxes assigned to that fund (and reimbursed by that fund to the City) which have ultimately proven uncollectible. While most of these delinquent taxes are ultimately collected by the County, those that remain uncollected after a three-year period are then billed back to the City.
3. Funding for retiree insurance premiums. Retired City employees who left City service prior to July 1, 1988, are provided with City-paid health insurance coverage from this line item, per past City personnel policies.

The following are descriptions of each line item of the Miscellaneous Costs/Transfers budget for 2014-15:

101.864.912.001 Insurance Settlements	\$1,000 as a contingency for insurance settlements, to cover the deductible portion (\$1,000 per claim) of the City's general liability insurance coverage.
101.864.965.016 Delinquent Taxes	\$3,000 as a contingency for delinquent real property taxes. Covers an annual payment made to Berrien County to reimburse the County Delinquent Tax Revolving Fund for delinquent property taxes assigned to that fund (and reimbursed by that fund to the City), which have ultimately proven uncollectible. While most of these delinquent taxes are ultimately collected by the County, those that remain uncollected after a three-year period are then billed back to the City.
101.864.965.021 Retirees Insurance	\$36,737 for retiree insurance premiums. Employees who left the City prior to July 1, 1988 are provided with City paid health insurance coverage from this line item, per past City personnel policies.

202  
Major Streets

The Major Streets Fund provides monies for maintaining the 11.72 miles of designated major streets in the City of Buchanan. Funding for such maintenance activities is furnished through State-shared fuel and weight tax revenues, which are distributed to local communities based on both population and MDOT-certified major street mileage.

## Major Streets Recap

**Major Street  
Budget Comparison**

#202	Revenues	2012-13 Actual	2013-14 Amended	2013-14 Estimated	2014-15 Proposed	% Change
400.001	Gas and Weight Tax	\$246,966	\$246,130	\$246,130	\$233,270	-5%
665.000	Interest Earned-Investments	-\$738	\$1,800	\$1,800	\$1,800	0%
670.010	Transfer from St. Repair & Maint.	\$20,209	\$16,768	\$16,768	\$31,037	85%
670.011	Trans. from St. Repair-Liberty Hgts	\$120,538	\$119,625	\$119,625	\$123,300	3%
691.000	Miscellaneous Revenue/Donation	\$273	\$250	\$250	\$250	0%
<b>Total - Revenues</b>		<b>\$387,248</b>	<b>\$384,573</b>	<b>\$384,573</b>	<b>\$389,657</b>	<b>1%</b>

#202	Expenses	2012-13 Actual	2013-14 Amended	2013-14 Estimated	2014-15 Proposed	% Change
<b>Routine Street Maintenance #463</b>						
706.001	Salaries-Full Time	\$29,649	\$36,618	\$36,618	\$36,618	0%
706.002	Salaries-Overtime	\$1,480	\$1,000	\$1,000	\$1,000	0%
715.000	Fringe Benefits	\$20,991	\$26,728	\$26,728	\$26,728	0%
756.000	Miscellaneous Supplies	\$785	\$1,000	\$1,000	\$1,000	0%
782.000	Road Maint. Material & Supplies	\$6,941	\$6,202	\$6,202	\$6,202	0%
808.000	Street Maint./Resurface	\$0	\$0	\$0	\$0	0%
818.000	Contractual	\$2,116	\$3,000	\$3,000	\$3,000	0%
835.000	Sidewalk Replacement	\$0	\$1,700	\$1,700	\$1,700	0%
<b>Total - Routine Street Maintenance</b>		<b>\$61,962</b>	<b>\$76,248</b>	<b>\$76,248</b>	<b>\$76,248</b>	<b>0%</b>
<b>Tree &amp; Shrub Maintenance #468</b>						
706.001	Salaries-Full Time	\$13,714	\$17,816	\$17,816	\$17,816	0%
706.002	Salaries-Overtime	\$567	\$1,500	\$1,500	\$1,500	0%
706.004	Salaries- Temporary	\$9,500	\$14,100	\$14,100	\$14,100	0%
715.000	Fringe Benefits	\$7,657	\$10,240	\$10,240	\$10,240	0%
756.000	Miscellaneous Supplies	\$3,156	\$2,000	\$2,000	\$2,000	0%
818.000	Contractual	\$4,172	\$2,500	\$2,500	\$2,500	0%
<b>Total - Tree &amp; Shrub Maintenance</b>		<b>\$38,766</b>	<b>\$48,156</b>	<b>\$48,156</b>	<b>\$48,156</b>	<b>0%</b>
<b>Drainage #469</b>						
706.001	Salaries-Full Time	\$10,405	\$12,669	\$12,669	\$12,669	0%
706.002	Salaries-Overtime	\$587	\$500	\$500	\$500	0%
715.000	Fringe Benefits	\$6,675	\$8,776	\$8,776	\$8,776	0%
756.000	Miscellaneous Supplies	\$913	\$1,000	\$1,000	\$1,000	0%
<b>Total - Drainage</b>		<b>\$18,580</b>	<b>\$22,945</b>	<b>\$22,945</b>	<b>\$22,945</b>	<b>0%</b>
<b>Traffic Services- Maintenance #474</b>						
706.001	Salaries-Full Time	\$10,405	\$12,669	\$12,669	\$12,669	0%
706.002	Salaries-Overtime	\$587	\$500	\$500	\$500	0%
715.000	Fringe Benefits	\$6,675	\$8,776	\$8,776	\$8,776	0%
756.000	Miscellaneous Supplies	\$2,027	\$2,500	\$2,500	\$2,500	0%
818.000	Contractual	\$800	\$900	\$900	\$900	0%
921.000	Utilities	\$2,344	\$2,500	\$2,500	\$2,500	0%
932.000	Maintenance - Grounds	\$0	\$400	\$400	\$400	0%
962.000	Miscellaneous	\$434	\$500	\$500	\$500	0%
<b>Total - Traffic Services - Maintenance</b>		<b>\$23,272</b>	<b>\$28,745</b>	<b>\$28,745</b>	<b>\$28,745</b>	<b>0%</b>

	2012-13 Actual	2013-14 Proposed	2013-14 Estimated	2014-15 Proposed	% Change
<b>Winter Maintenance #478</b>					
706.001 Salaries-Full Time	\$22,343	\$27,850	\$27,850	\$27,850	0%
706.002 Salaries-Overtime	\$3,234	\$8,000	\$8,000	\$8,000	0%
715.000 Fringe Benefits	\$13,749	\$18,354	\$18,354	\$18,354	0%
756.000 Miscellaneous Supplies	\$17,024	\$15,000	\$15,000	\$15,000	0%
<b>Total - Winter Maintenance</b>	<b>\$56,350</b>	<b>\$69,204</b>	<b>\$69,204</b>	<b>\$69,204</b>	<b>0%</b>
<b>Admin. &amp; Record Keeping #482</b>					
706.001 Salaries-Full Time	\$13,122	\$14,500	\$14,500	\$14,500	0%
715.000 Fringe Benefits	\$3,958	\$4,500	\$4,500	\$5,909	31%
<b>Total - Admin. &amp; Record Keeping</b>	<b>\$17,080</b>	<b>\$19,000</b>	<b>\$19,000</b>	<b>\$20,409</b>	<b>7%</b>
<b>Debt Retirement #485</b>					
962.001 Bond Expense	\$275	\$650	\$650	\$650	0%
962.009 Bond Payable - 2000 MTB	\$105,000	\$110,000	\$110,000	\$120,000	9%
963.005 Interest on 2000 MTB	\$15,537	\$9,625	\$9,625	\$3,300	-66%
<b>Total - Debt Retirement</b>	<b>\$120,812</b>	<b>\$120,275</b>	<b>\$120,275</b>	<b>\$123,950</b>	<b>3%</b>
<b>Grand Total - Major Streets</b>	<b>\$336,822</b>	<b>\$384,573</b>	<b>\$384,573</b>	<b>\$389,657</b>	<b>1%</b>

The following are descriptions of each line item of the 2014-15 Revenue budget for Major Streets:

202.000.400.001 Gas & Weight Tax	\$233,270 for State Act 51 revenue projected using State of Michigan current average unit rate values.
202.000.665.000 Interest Earned - Investments	\$1,800 for interest earned from investments and cash management account.
202.000.670.010 Transfer from Street Repair & Maintenance	\$31,037 to assist with street maintenance costs.
202.000.670.011 Transfer from Street Repair & Maintenance – Bond Payment	\$123,300 transfer from Street Repair & Maintenance to pay 2000 MTB – Liberty Heights bond payment.
202.000.691.000 Misc. Revenue	\$250 revenue received from the sale of yard waste bags.

The following are descriptions of each line item of the Major Streets budget for 2014-15:

**Routine Street Maintenance**

202.463.706.001 Salaries - Full Time	\$36,618 for all full-time employees' wages.
202.463.706.002 Salaries Overtime	\$1,000 for all full time employees' overtime wages.
202.463.715.000 Fringe Benefits	\$26,728 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
202.463.756.000 Miscellaneous Supplies	\$1,000 for miscellaneous supplies associated with routine street maintenance.

202.463.782.000 Road Maint. Material & Supplies	\$6,002 for materials and supplies.
202.463.818.000 Contractual	\$3,000 for costs associated with NATS annual match and other miscellaneous contractual costs.
202.463.835.000 Sidewalk Replacement	\$1,700 for costs associated with the City's sidewalk replacement program.

**Tree & Shrub Maintenance**

202.468.706.001 Salaries - Full Time	\$17,816 for all full-time employees' wages.
202.468.706.002 Salaries - Overtime	\$1,500 for all full-time employees' overtime wages.
202.468.706.004 Salaries - Temporary	\$14,100 for temporary employee wages and seasonal leaf pick-up costs.
202.468.715.000 Fringe Benefits	\$10,240 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
202.468.756.000 Miscellaneous Supplies	\$2,000 for miscellaneous supplies associated with tree and shrub maintenance and yard waste bags.
202.468.818.000 Contractual	\$2,500 for yearly tree planting and replacement program.

**Drainage**

202.469.706.001 Salaries - Full Time	\$12,669 for all full-time employees' wages.
202.469.706.002 Salaries Overtime	\$500 for all full time employees' overtime wages.
202.469.715.000 Fringe Benefits	\$8,776 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
202.469.756.000 Miscellaneous Supplies	\$1,000 for miscellaneous supplies, such as pipe fittings, pipe, etc.

**Traffic Services - Maintenance**

202.474.706.001 Salaries - Full Time	\$12,669 for all full-time employees' wages.
202.474.706.002 Salaries - Overtime	\$500 for all full time employees' overtime wages.
202.474.715.000 Fringe Benefits	\$8,776 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
202.474.756.000 Miscellaneous Supplies	\$2,500 for supplies, such as paint supplies, traffic control, light bulbs, rental equipment, and outside contractors.
202.474.818.000 Contractual	\$900 for annual railroad maintenance costs.
202.474.921.000 Utilities	\$2,500 for fuel oil, water and electric.
202.474.932.000 Maintenance - Grounds	\$400 for grass seed, black dirt, and general maintenance.
202.474.962.000 Miscellaneous	\$500 for unanticipated expenses that may arise during this fiscal year.

**Winter Maintenance**

202.478.706.001  
Salaries - Full-Time

\$27,850 for full-time employees' wages.

202.478.706.002  
Salaries – Overtime

\$8,000 for full-time employees' overtime wages

202.478.715.000  
Fringe Benefits

\$18,354 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.

202.478.756.000  
Miscellaneous Supplies

\$15,000 for supplies, such as salt, sand, and calcium chloride flake.

**Admin. & Record Keeping**

202.482.706.001  
Salaries - Full-time

\$14,500 salary percentage for the City Manager, Administrative Secretary, and Bookkeeper.

202.482.715.000  
Fringe Benefits

\$5,909 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.

202.482.706.004  
Salaries - Temporary

\$0 for Summer Intern costs.

**Debt Retirement**

202.485.962.001  
Bond Expense

\$650 for bond expense costs for 93 MTB & 2000 MTB

202.485.962.009  
Bond Payable – 2000 MTB

\$120,000 for principal payment due to Bank of New York on October 2014 for 2000 MTB Liberty Heights project. Debt is scheduled to retire FY 2014-2015.

202.485.963.005  
Interest on MTB 2000

\$3,300 for interest payable to Bank of New York on 2000 MTB Liberty Heights.

203  
Local Streets

The City of Buchanan receives assistance from the State of Michigan, in the form of shared fuel and weight tax revenues, for maintenance of local streets. The City has 16.09 miles of local streets.

Local Streets Fund expenditures are divided into the same operating budgets used in the Major Street Fund; routine street maintenance, tree and shrub maintenance, drainage, traffic services, winter maintenance, and administrative services.

## Local Street Recap

**Local Street  
Budget Comparison**

#203	Revenues	2012-13 Actual	2013-14 Amended	2013-14 Estimated	2014-15 Proposed	% Change
400.001	Gas and Weight Tax	\$82,626	\$82,473	\$82,473	\$76,496	-7%
410.000	Telecommunication Annual Fee	\$16,014	\$17,764	\$17,764	\$17,764	0%
665.000	Interest Earned-Investments	-\$719	\$3,000	\$3,000	\$3,000	0%
670.010	Transf. from St. Repair & Maint.	\$127,764	\$123,213	\$123,213	\$129,190	5%
691.000	Misc. Revenue/Donation	\$248	\$280	\$280	\$280	0%
<b>Total - Revenues</b>		<b>\$225,933</b>	<b>\$226,730</b>	<b>\$226,730</b>	<b>\$226,730</b>	<b>0%</b>

#203	Expenses	2012-13 Actual	2013-14 Amended	2013-14 Estimated	2014-15 Proposed	% Change
<b>Routine Street Maintenance #463</b>						
706.001	Salaries-Full Time	\$34,875	\$41,714	\$41,714	\$41,714	0%
706.002	Salaries-Overtime	\$1,683	\$2,000	\$2,000	\$2,000	0%
715.000	Fringe Benefits	\$23,544	\$28,257	\$28,257	\$28,257	0%
756.000	Miscellaneous Supplies	\$801	\$1,000	\$1,000	\$1,000	0%
818.000	Contractual	\$1,957	\$2,000	\$2,000	\$2,000	0%
835.000	Sidewalk Replacement	\$65	\$2,000	\$2,000	\$2,000	0%
<b>Total - Routine Street Maintenance</b>		<b>\$62,924</b>	<b>\$76,971</b>	<b>\$76,971</b>	<b>\$76,971</b>	<b>0%</b>
<b>Tree &amp; Shrub Maintenance #468</b>						
706.001	Salaries-Full Time	\$14,956	\$17,785	\$17,785	\$17,785	0%
706.002	Salaries-Overtime	\$754	\$1,500	\$1,500	\$1,500	0%
706.004	Salaries- Temporary	\$11,211	\$14,100	\$14,100	\$14,100	0%
715.000	Fringe Benefits	\$10,006	\$13,425	\$13,425	\$13,425	0%
756.000	Miscellaneous Supplies	\$278	\$1,500	\$1,500	\$1,500	0%
818.000	Contractual	\$1,225	\$900	\$900	\$900	0%
962.000	Miscellaneous	\$0	\$250	\$250	\$250	0%
<b>Total - Tree &amp; Shrub Maintenance</b>		<b>\$38,430</b>	<b>\$49,460</b>	<b>\$49,460</b>	<b>\$49,460</b>	<b>0%</b>
<b>Drainage #469</b>						
706.001	Salaries-Full Time	\$8,858	\$10,788	\$10,788	\$10,788	0%
706.002	Salaries-Overtime	\$519	\$500	\$500	\$500	0%
715.000	Fringe Benefits	\$5,688	\$7,462	\$7,462	\$7,462	0%
756.000	Miscellaneous Supplies	\$1,162	\$1,500	\$1,500	\$1,500	0%
758.000	Street Sweeping	\$0	\$1,500	\$1,500	\$1,500	0%
<b>Total - Drainage</b>		<b>\$16,227</b>	<b>\$21,750</b>	<b>\$21,750</b>	<b>\$21,750</b>	<b>0%</b>
<b>Traffic Services #474</b>						
706.001	Salaries-Full Time	\$8,858	\$10,788	\$10,788	\$10,788	0%
706.002	Salaries-Overtime	\$519	\$500	\$500	\$500	0%
715.000	Fringe Benefits	\$5,715	\$7,462	\$7,462	\$7,462	0%
756.000	Miscellaneous Supplies	\$550	\$500	\$500	\$500	0%
<b>Total -Traffic Services</b>		<b>\$15,642</b>	<b>\$19,250</b>	<b>\$19,250</b>	<b>\$19,250</b>	<b>0%</b>

	2012-13 Actual	2013-14 Proposed	2013-14 Estimated	2014-15 Proposed	% Change
<b>Winter Maintenance #478</b>					
706.001 Salaries-Full Time	\$13,739	\$16,230	\$16,230	\$16,230	0%
706.002 Salaries-Overtime	\$2,840	\$5,000	\$5,000	\$5,000	0%
715.000 Fringe Benefits	\$8,205	\$10,925	\$10,925	\$10,925	0%
756.000 Miscellaneous Supplies	\$6,880	\$7,000	\$7,000	\$7,000	0%
<b>Total -Winter Maintenance</b>	<b>\$31,664</b>	<b>\$39,155</b>	<b>\$39,155</b>	<b>\$39,155</b>	<b>0%</b>
<b>Admin. &amp; Record Keeping #482</b>					
706.001 Salaries-Full Time	\$13,122	\$14,214	\$14,214	\$14,214	0%
716.004 Salaries-Temporary	\$0	\$0	\$0	\$0	0%
715.000 Fringe Benefits	\$3,924	\$5,930	\$5,930	\$5,930	0%
<b>Total - Admin. &amp; Record Keeping</b>	<b>\$17,046</b>	<b>\$20,144</b>	<b>\$20,144</b>	<b>\$20,144</b>	<b>0%</b>
<b>Grand Total - Local Streets</b>	<b>\$181,933</b>	<b>\$226,730</b>	<b>\$226,730</b>	<b>\$226,730</b>	<b>0%</b>

The following are descriptions of each line item of the 2014-15 Revenue budget for Local Streets:

203.000.400.001 Gas & Weight Tax	\$76,496 for State Act 51 revenue projected using State of Michigan current average unit rate values.
203.000.410.000 Telecommunication Annual Fee	\$17,764 received from State of Michigan for the annual maintenance to municipalities, PA 48 of 2002 (section 11).
203.000.665.000 Interest Earned - Investments	\$3,000 for interest earned from investments and cash management account.
203.000.670.010 Transfer from Street Repair & Maintenance	\$129,190 to assist with street maintenance costs.
203.000.691.000 Misc. Revenue	\$280 for revenue received from the sale of yard waste bags.

The following are descriptions of each line item of the Local Streets budget for 2014-15:

**Routine Street Maintenance**

203.463.706.001 Salaries - Full Time	\$41,714 for all full-time employees' wages.
203.463.706.002 Salaries-Overtime	\$2,000 for all full time employees overtime wages.
203.463.715.000 Fringe Benefits	\$28,257 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
203.463.756.000 Miscellaneous Supplies	\$1,000 for miscellaneous supplies associated with routine street maintenance.
203.463.818.000 Contractual	\$2,000 for costs associated with NATS annual match and other miscellaneous contractual items.
203.463.835.000 Sidewalk Replacement	\$2,000 for costs associated with the sidewalk replacement program.

**Tree & Shrub Maintenance**

203.468.706.001 Salaries - Full Time	\$17,785 for all full-time employees' wages.
203.468.706.002 Salaries – Overtime	\$1,500 for all full-time employees' overtime wages.
203.468.706.004 Salaries - Temporary	\$14,100 for temporary employee wages and seasonal leaf pick-up costs.
203.468.715.000 Fringe Benefits	\$13,425 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
203.468.756.000 Miscellaneous Supplies	\$1,500 for miscellaneous supplies associated with tree and shrub maintenance and yard waste bags.
203.468.818.000 Contractual	\$900 for yearly tree planting and replacement program.
203.468.962.000 Miscellaneous	\$250 for unanticipated expenses that may arise during this fiscal year.

**Drainage**

203.469.706.001 Salaries - Full Time	\$10,788 for all full-time employees' wages.
203.469.706.002 Salaries - Overtime	\$500 for all full time employees overtime wages.
203.469.715.000 Fringe Benefits	\$7,462 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
203.469.756.000 Miscellaneous Supplies	\$1,500 for miscellaneous supplies, such as pipe fittings and brick materials for catch basins and repair.
203.469.758.000 Street Sweeping	\$1,500 for hauling materials to the landfill.

**Traffic Services - Maintenance**

203.474.706.001 Salaries - Full Time	\$10,788 for all full-time employees' wages.
203.474.706.002 Salaries-Overtime	\$500 for all full time employees overtime wages
202.474.715.000 Fringe Benefits	\$7,462 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
203.474.756.000 Miscellaneous Supplies	\$500 for supplies, such as paint supplies, traffic control, light bulbs, and rental equipment.

**Winter Maintenance**

203.478.706.001 Salaries - Full-Time	\$16,230 for all full time employees' wages.
203.478.706.002 Salaries - Overtime	\$5,000 for all full-time employees' overtime wages.
203.478.715.000 Fringe Benefits	\$10,925 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.
203.478.756.000 Miscellaneous Supplies	\$7,000 for miscellaneous supplies, such as salt, sand, and calcium chloride flake.

**Admin. & Record Keeping**

203.482.706.001  
Salaries - Full-Time

\$14,214 - salary percentage for the City Manager, Administrative Secretary, and Bookkeeper.

203.482.715.000  
Fringe Benefits

\$5,930 for benefits, such as FICA, health, and life insurance, workers compensation, and unemployment premiums.

## Street Repair &amp; Maintenance

This fund was established in fiscal year 1989-90, when the City Commission decided to raise the City property tax levy by two mills, and to dedicate four mills to street repair, maintenance, and reconstruction activities. This fund has helped finance a variety of local street improvement projects, on a “pay as you go” basis.

The proposed 2014-15 budget for this fund proposes to continue the four-mill levy for street work, which, combined with some nominal interest earnings for this year, should generate \$326,075 in revenues. Proposed spending activity for this fund includes a transfer to Local Streets for \$129,190, \$31,037 for Major Streets, \$0 for Brownfield Authority, \$123,300 for MTB Liberty Heights (to Major Streets), and \$22,048 for the annual W&S Bond payment. This budget also includes an expenditure of \$5,500 for contracting out any construction work schedules for the fiscal year, as well as for consulting fees associated with the development of a City-wide street repair and maintenance plan.

**Street Repair & Maintenance  
Budget Comparison**

#214	Revenues	2012-13 Actual	2013-14 Amended	2013-14 Estimated	2014-15 Proposed	% Change
402.000	Real Property Taxes	\$321,537	\$321,537	\$321,537	\$321,537	0%
437.000	Taxes - IFT's	\$3,540	\$3,538	\$3,538	\$3,538	0%
665.000	Interest Earned - Investments	\$297	\$1,000	\$1,000	\$1,000	0%
<b>Total - Revenues</b>		<b>\$325,374</b>	<b>\$326,075</b>	<b>\$326,075</b>	<b>\$326,075</b>	<b>0%</b>

#214	Expenditures	Actual	Proposed	Estimated	Proposed	Change
700.015	Transfer To General	\$15,000	\$15,000	\$15,000	\$15,000	0%
700.017	Transfer To Major Streets	\$20,209	\$16,768	\$16,768	\$31,037	85%
700.019	Transfer to Brownfield-3rd St	\$26,428	\$19,821	\$19,821	\$0	-100%
700.020	Transfer to Major-Liberty Hgts	\$120,538	\$119,625	\$119,625	\$123,300	3%
700.021	Transfer to W&S for 2000 Bond	\$22,648	\$21,867	\$21,867	\$22,048	1%
818.000	Contractual	\$11,333	\$9,781	\$9,781	\$5,500	-44%
965.005	Transfer To Local Streets	\$127,764	\$123,213	\$123,213	\$129,190	5%
<b>Total - Expenditures</b>		<b>\$343,920</b>	<b>\$326,075</b>	<b>\$326,075</b>	<b>\$326,075</b>	<b>0%</b>

The following are descriptions of each line item of the Street Repair & Maintenance Revenue budget for 2014-15:

214.000.402.000 Real Property Taxes	\$321,537 Revenue generated from four-mill levy assessed to property owners.
214.000.437.000 Taxes - IFTs	\$3,538 Revenue generated from IFTs
214.000.665.000 Interest Earned Investments	\$1,000 Interest earned on investments

The following are descriptions of each line item of the Street Repair & Maintenance Expenditure budget for 2014-15:

214.000.700.015 Transfer to General	\$15,000 Transfer to General Fund.
214.000.700.017 Transfer to Major Streets	\$31,037 Transfer to Major Streets (Fund 202).
214.000.700.020 Transfer to Major Streets Liberty Heights	\$123,300 Transfer to Major Streets to pay for the Liberty Heights final bond payment.
214.000.700.019 Transfer to Brownfield Authority	\$0 Transfer to the Brownfield Authority to pay quarterly payments for 2000 CDBG loan issued May 1, 2002 and scheduled to retire in May 2014.
214.000.700.021 Transfer to W&S	\$22,048 Transfer to W&S (Fund 501) for annual bond payment on the 2000 Liberty Heights project.
214.000.818.000 Contractual	\$5,500 Contractual services for projects determined necessary by Commission
214.000.965.005 Transfer to Local Streets	\$129,190 Transfer to Local Streets (Fund 203).

Starting Fiscal 2005-06, all Brownfield Funds and activity have been consolidated to one fund, per auditor's recommendation.

November 13, 2000, the City Commission established three Brownfield Redevelopment plans to provide a mechanism to establish a tax increment financing district, as provided by law, and to assist in financing the cost for environmental remediation and redevelopment of environmentally contaminated properties within the City. Tax revenue generated by the tax increment financing district can be used to fund required environmental remediation and other necessary site preparation activities for contaminated properties within this district.

Third Street Brownfield

This plan documents the requirements of the Authority to establish a tax increment financing district for seven parcels including a portion of the former Clark Equipment Manufacturing facility and other properties located within the McCoy Creek Industrial Park.

Starting Fiscal 2004-05, Quarterly principal only payments will be paid for the May 2000 CDBG loan. This debt is scheduled to retire in May 2014. Payments will be paid by a transfer from Street Repair & Maintenance. MEDC revised this loan, waiving the 5% interest fee, all future payments will be principal only.

River Street Brownfield

This plan documents the requirements of the Authority to establish a tax increment financing district for five parcels of property located within the McCoy Creek Industrial Park, of which all were formally part of the Clark Equipment Company manufacturing facility.

Smith Street Brownfield

This plan documents the requirements of the Authority to establish a tax increment financing district for three parcels of property located within this plan, which includes the former Buchanan Steel site (owned by the City of Buchanan), Buchanan Metal Forming at 103 W. Smith Street and the NSRR (Norfolk Southern Railroad).

**Brownfield Authority TIF #109  
Budget Comparison**

		2012- 13	2013-14	2013-14	2014-15	%
<b>Revenues</b>		<b>Actual</b>	<b>Amended</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Change</b>
401.002	Transfer from General	\$0	\$0	\$0	\$0	0%
401.040.	ASAP Gov. Grant	\$0	\$0	\$0	\$0	0%
109.109.402	Real Property Taxes - 3rd Street	\$0	\$0	\$0	\$0	0%
109.111.440	Real Property Taxes - Smith Street	\$5,520	\$5,544	\$6,523	\$6,523	18%
665.000	Interest Earned - Investments	-\$235	\$1,000	\$500	\$500	0%
670.010	Transfer from Street Repair	\$26,428	\$19,821	\$19,821	\$0	-100%
691.000	Misc. Revenue	\$0	\$0	\$0	\$0	0%
<b>Total - Revenues</b>		<b>\$31,713</b>	<b>\$26,365</b>	<b>\$26,844</b>	<b>\$7,023</b>	<b>-73%</b>

<b>Expenditures</b>		<b>Actual</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Change</b>
<b>Department #109 Third Street Brownfield District</b>						
700.003	Expenditures	\$832	\$4,000	\$4,000	\$4,000	0%
788.000	Principal Payable	\$26,428	\$19,821	\$19,821	\$0	-100%
<b>Department #110 River Street Brownfield District</b>						
700.003	Expenditures	\$0	\$1,000	\$1,000	\$1,000	0%
<b>Department #111 Smith Street Brownfield District</b>						
700.003	Expenditures	\$0	\$1,544	\$1,544	\$2,023	31%
<b>Total - Expenditures</b>		<b>\$27,260</b>	<b>\$26,365</b>	<b>\$26,365</b>	<b>\$7,023</b>	<b>-73%</b>

The following are descriptions of each line item of the Brownfield TIF Authority Revenue budget for 2014-15:

109.111.440.000 Taxes – Smith Street	\$6,523 Tax revenue captured from Smith Street Brownfield.
109.000.665.000 Interest Earned	\$500 Interest earned on investments and cash management accounts

The following are descriptions of each line item of the Brownfield TIF Authority Expenditure budget for 2014-15:

Third Street Brownfield District

109.109.700.003 Expenditures	\$4,000 for expenses associated with implementing the 3 <sup>rd</sup> Street TIF Plan.
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River Street Brownfield District

109.110.700.003 Expenditures	\$1,000 for expenses associated with implementing River Street TIF Plan
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Smith Street Brownfield District

109.111.700.003 Expenditures	\$2,023 for expenses associated with implementing Smith Street TIF Plan.
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501  
Water & Sewer Maintenance & Operations

<u>Position</u>	2013-14		2014-15	
	<u>Employees</u>	<u>FTE</u>	<u>Employees</u>	<u>FTE</u>
Lab Technician	1	1.00	1	1.00
Water Operator	1	1.00	1	1.00
WWTP Operators	2	2.00	2	2.00
Equipment Operator	4	1.80	4	1.80
City Manager	1	0.50	1	0.50
Public Safety Director	1	0.50	1	0.50
Administrative Secretary	1	0.30	1	0.30
Treasurer	1	0.50	1	0.50
Bookkeeper	1	0.20	1	0.20
Clerk/Cashier	1	1.00	2	2.00
Water Dist. Foreman	<u>1</u>	<u>1.00</u>	<u>1</u>	<u>1.00</u>
Total	15	9.80	16	10.80

The City of Buchanan's Water/Wastewater Division provides utility services to those who reside or conduct business in Buchanan, as well as some areas of Buchanan Township. These services consist of providing customers with safe drinking water and sanitary waste disposal. This division has two areas of responsibility, Water Maintenance and Operations and Wastewater Maintenance and Operations. The following is an overview of each.

## ***WATER MAINTENANCE AND OPERATIONS***

This division operates and maintains three active groundwater wells with the capacity of delivering approximately 2,000 gallons per minute of potable water. Treatment consists of the addition of fluoride for the prevention of tooth decay and chlorine to insure the water is safe for human consumption. This process is regulated by the Michigan Department of Environmental Quality (MDEQ), which administers those requirements set forth by the Safe Drinking Water Act.

Monitoring of these wells is performed daily, seven days per week for pump run time, gallons pumped, fluoride and chlorine pounds used, fluoride residual, free and total chlorine residual. All treatment-related equipment is also inspected daily for lubrication, unusual noises or leaks, pump and motor temperatures, and fluoride and chlorine feed quantity. Weekly monitoring of aquifer static and draw-down levels were started and will continue as part of routine operation. In addition to the aforementioned testing requirements, the required testing of 20 samples for copper and lead will be continued.

The second component of this division is the distribution system. This includes 30 miles of water mains ranging in size from three-inch to twelve-inch, two elevated storage tanks, 1,800 user water meters, over 200 fire hydrants, and over 420 valves. Buchanan's user meters are all electronically read and billed monthly, starting with the November 2010 billing.

This division continues its twice-annual hydrant flushing program, which has eliminated most complaints of "black water" in the City's water system. Buchanan also continues to expand its service area with the completion of approximately two miles of water main out Rynearson Road to the Crescent View Subdivision and a booster pump station.

## ***WASTEWATER MAINTENANCE AND OPERATIONS***

The Wastewater Division operates and maintains Buchanan's 1.5 million gallons per day treatment plant and nine outlying pump stations. Its primary objective is to ensure that all requirements in Buchanan's National Pollutant Discharge Elimination System (NPDES) Permit are complied with. This facility utilizes a conventional activated sludge process with primary and secondary sedimentation, up flow clarification for tertiary treatment, ferrous chloride for phosphorus removal, chlorination, and sulfination. Solids processing consists of gravity thickening, anaerobic digestion, and sand beds for dewatering. Final disposal of solids is by landfilling.

Operations entail a daily routine, seven days per week of sample collection and analysis on influent, effluent, and process streams, approximately 51 analyses per day. These results are used to determine solids removal rates, process adjustments, and removal efficiencies. Additional operational requirements include a system of daily checks on pumps, motors, drive units, blowers, flow meters, and chemical feed systems.

**PROPOSED FY 2014-15 BUDGET**

The projected revenues are based on rate formulas recommended by Rehmann Robson’s 2005 Water and Sewer Utility Rate Study.

	<u>Current</u>	<u>Proposed</u>
<u>City</u>		
Water	\$3.30/1,000 gal.	\$3.50/1,000 gal.
Sewer	\$5.96/1,000 gal.	\$6.32/1,000 gal.
RTS (residential)	\$17.08 Monthly	\$18.10/Monthly
<u>Township</u>		
Water	\$3.85/1,000 gal.	\$4.08/1,000 gal.
Sewer	\$6.98/1,000 gal.	\$7.40/1,000 gal.
RTS (residential)	\$19.98 Monthly	\$21.18/Monthly

The delinquent penalty fee on all past due invoices is 10%.

**LIABILITIES**

Since fiscal year 2000-01, W&S makes annual installment payments for the Liberty Heights Project (water and sewer portion of 2000 W & S revenue bond) in the amount of \$110,238. This debt is scheduled to retire in fiscal year 2020-21.

Since fiscal year 2010-11, the city has been making annual principal payments and semi-annual interest payments for its 2009 SRF Bond #5328-1. In fiscal year 2014-15 W&S will pay \$75,000 in principal and \$36,188 in interest payments. This debt is scheduled to retire in fiscal year 2029-30.

Since fiscal year 2010-11, the city has been making annual principal payments and semi-annual interest payments for its 2010 DWRF Bond #7255-01. In fiscal year 2014-15 W&S will pay \$80,000 in principal and \$39,125 in interest payments. This debt is scheduled to retire in fiscal year 2029-30.

Fiscal 2013-14, the City loaned water & sewer \$400,000 to complete the Headworks Project. Annual payments of \$46,892 will be made to General Fund to repay loan-Due to expire in Dec 2023.

The following amounts are scheduled to be deposited into the Enterprise Funds cash reserve account set up by Plante & Moran.

Equipment Reserve - Water                      \$45,000 for equipment replacement with an anticipated life of ten years or less. Such items include vehicles, portable pumps, and compressor.

Equipment Reserve - Sewer                      \$45,000 for equipment replacement with an anticipated life of ten years or less. Such items include vehicles, portable pumps, and generators.

To be deposited to account number 501.001.006 Equipment Reserves

Capital Reserves - Sewer                      \$45,000 for future Sewer Capital Expenditures

Capital Reserves - Water                      \$45,000 for future Water Capital Expenditures

To be deposited to account number 501.001.005 - Capital Reserves

Overall, the Water/Wastewater Division remains stable in regards to its operations, but must increase reserve fund transfers to prepare for future major Wastewater and Water expenditures.

**Water & Sewer Maintenance & Operation  
Budget Comparison**

Revenues		2012-13 Actual	2013-14 Adopted	2013-14 Estimated	2014-15 Proposed	% Change
642.000	Water Sales	\$443,298	\$440,862	\$440,568	\$482,319	9%
643.001	Sewer Charges	\$564,372	\$622,136	\$622,136	\$645,077	4%
645.000	Suprplus Property Sales	\$0	\$0	\$0	\$0	0%
656.000	Penalties-Delinq.Collect	\$26,394	\$30,000	\$30,000	\$30,000	0%
661.000	Leachate Treatment	\$72,969	\$50,000	\$80,000	\$200,000	300%
662.000	Ready-to-Serve Charge	\$415,559	\$454,454	\$454,454	\$485,746	7%
663.000	Extension Service Fee	\$0	\$100	\$100	\$100	0%
665.000	Interest Earned - Investments	(\$3,099)	\$25,000	\$25,000	\$25,000	0%
666.000	Portable Toilet Pumping	\$8,110	\$10,000	\$7,000	\$0	-100%
667.001	Hydrant Rental	\$3,996	\$4,000	\$3,996	\$4,000	0%
667.003	Unclassified	\$44,431	\$50,000	\$50,000	\$50,000	0%
670.010	Transfer from Street Repair	\$22,647	\$22,475	\$22,475	\$22,048	-2%
<b>Total - Revenues</b>		<b>\$1,598,676</b>	<b>\$1,709,027</b>	<b>\$1,735,729</b>	<b>\$1,944,290</b>	<b>14%</b>

**Water & Sewer Maintenance & Operation  
Budget Recap**

<b>2014-15 Total Projected Water &amp; Sewer Revenues</b>	<b>\$1,944,290</b>
<b>2014-15 Total Projected Water &amp; Sewer Expenditures</b>	<b>(\$1,492,965)</b>
<b><i>Less Principal Bond Payments:</i></b>	
Principal Payment- 2000A Bond	<b>(\$75,000)</b>
Principal Payment- 2009 SRF Bond	<b>(\$80,000)</b>
Principal Payment- 2010 DWRP Bond	<b>(\$80,000)</b>
Principal Payment- Due to General Fund	<b>(\$34,892)</b>
<b><i>Less Reserves for Future Bond Payments &amp; Equipment</i></b>	
Capital Reserve - Sewer	<b>(\$45,000)</b>
Capital Reserve - Water	<b>(\$45,000)</b>
Equipment Reserves - Sewer	<b>(\$45,000)</b>
Equipment Reserves - Water	<b>(\$45,000)</b>
<b>Projected Revenues over Expenditures</b>	<b>\$1,433</b>

**Water & Sewer Maintenance & Operation  
Expenditure Budget Comparison**

<b>Bond Expenditures</b>		<b>2012-13</b>	<b>2013-14</b>	<b>2013-14</b>	<b>2014-15</b>	<b>%</b>
		<b>Actual</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Change</b>
501.968.002	Amoritization - Auditor Entry	\$6,262	\$0	\$0	\$0	0%
501.963.004	Interest payable -2013 Wastewater	\$0	\$12,000	\$12,000	\$12,000	0%
506.962.012	Interest payable -2009 SRF Bond	\$39,437	\$38,063	\$38,063	\$36,188	-5%
506.962.013	Interest payable -2010 DWRF Bond	\$43,062	\$41,125	\$41,125	\$39,125	-5%
506.962.011	Interest payable - 2000A Bond	\$42,591	\$39,335	\$39,335	\$35,238	-10%
<b>Total - Bond Expenditures</b>		<b>\$131,352</b>	<b>\$130,523</b>	<b>\$130,523</b>	<b>\$122,551</b>	<b>-6%</b>

<b>Sewer Expenditures</b>						
706.001	Salaries-Full Time	\$247,963	\$270,656	\$270,656	\$276,856	2%
706.002	Salaries-Overtime	\$29,827	\$25,000	\$35,000	\$44,445	78%
706.004	Salaries- Temporary	\$0	\$0	\$0	\$0	0%
715.000	Fringe Benefits	\$86,214	\$150,316	\$150,316	\$152,316	1%
728.000	Office Supplies	\$1,692	\$1,500	\$1,500	\$1,500	0%
730.000	Postage	\$4,549	\$5,000	\$5,000	\$5,000	0%
743.000	Chemicals	\$13,306	\$13,000	\$13,000	\$13,000	0%
751.000	Gas and Oil	\$5,608	\$4,000	\$4,000	\$4,000	0%
756.000	Miscellaneous Supplies	\$2,235	\$2,000	\$2,000	\$2,000	0%
757.000	Lab Supplies	\$8,638	\$7,000	\$9,000	\$7,000	0%
768.000	Uniforms	\$1,372	\$1,300	\$1,300	\$1,300	0%
802.000	Accounting Support	\$1,577	\$1,700	\$1,700	\$1,700	0%
807.000	Audit	\$8,000	\$10,000	\$10,000	\$10,000	0%
818.000	Contractual	\$44,580	\$30,000	\$30,000	\$30,000	0%
853.000	Telephone	\$2,741	\$5,000	\$5,000	\$5,000	0%
864.000	Conferences and Workshop	\$535	\$1,000	\$1,300	\$1,000	0%
873.000	Travel and Car Allowance	\$437	\$500	\$500	\$500	0%
912.000	Fire and Liability Insurance	\$18,612	\$21,573	\$21,573	\$20,180	-6%
916.000	Annual Permit Fee	\$5,760	\$6,500	\$6,500	\$6,500	0%
921.000	Utilities	\$78,252	\$86,000	\$86,000	\$86,000	0%
931.000	Maintenance - Buildings	\$6,513	\$10,000	\$15,000	\$10,000	0%
933.000	Maintenance - Equipment	\$26,735	\$20,000	\$40,000	\$40,000	100%
934.000	Maint. - Office Equipment	\$462	\$600	\$600	\$600	0%
936.000	Sludge Removal	\$15,277	\$8,000	\$15,000	\$10,000	25%
938.000	Maintenance - System	\$10,000	\$8,000	\$10,000	\$8,000	0%
939.000	Maintenance - Vehicle	\$774	\$1,000	\$1,000	\$1,000	0%
954.000	Saw Grant	\$0	\$0	\$5,000	\$0	0%
943.000	Equipment Rental	\$0	\$200	\$200	\$200	0%
960.000	Education and Training	\$2,458	\$3,000	\$3,000	\$3,000	0%
961.000	Medical Exams	\$339	\$400	\$400	\$400	0%
962.000	Miscellaneous	\$5,787	\$6,000	\$6,000	\$6,000	0%
963.000	Payment in lieu of taxes	\$22,965	\$22,965	\$22,965	\$22,965	0%
970.001	Capital Outlay	\$0	\$0	\$0	\$0	0%
970.026	Equipment Reserve Expenditures	\$6,462	\$0	\$1,000,000	\$40,000	100+%
<b>Total - Sewer Expenditures</b>		<b>\$659,670</b>	<b>\$722,210</b>	<b>\$1,773,510</b>	<b>\$810,462</b>	<b>12%</b>

**Water & Sewer Maintenance & Operation  
Expenditure Budget Comparison**

	2012-13	2013-14	2013-14	2014-15	%
<b>Water Expenditures</b>	<b>Actual</b>	<b>Adopted</b>	<b>Estimated</b>	<b>Proposed</b>	<b>Change</b>
706.001 Salaries-Full Time	\$222,886	\$219,900	\$219,900	\$222,985	1%
706.002 Salaries-Overtime	\$17,519	\$15,000	\$15,000	\$15,000	0%
706.004 Salaries- Temporary	\$0	\$0	\$0	\$0	0%
715.000 Fringe Benefits	\$105,395	\$118,939	\$118,939	\$128,566	8%
728.000 Office Supplies	\$2,347	\$1,500	\$2,000	\$1,500	0%
730.000 Postage	\$4,278	\$5,000	\$5,000	\$5,000	0%
743.000 Chemicals	\$9,098	\$4,000	\$4,000	\$4,000	0%
751.000 Gas and Oil	\$4,980	\$4,000	\$4,000	\$4,000	0%
756.000 Miscellaneous Supplies	\$1,108	\$1,100	\$1,300	\$1,100	0%
768.000 Uniforms	\$708	\$800	\$800	\$800	0%
802.000 Accounting Support	\$1,577	\$1,600	\$1,600	\$1,600	0%
807.000 Audit	\$8,000	\$10,000	\$10,000	\$10,000	0%
818.000 Contractual	\$22,921	\$15,000	\$18,000	\$15,000	0%
853.000 Telephone	\$5,294	\$6,000	\$6,000	\$6,000	0%
864.000 Conferences and Workshop	\$1,685	\$1,000	\$1,600	\$1,000	0%
873.000 Travel and Car Allowance	\$387	\$200	\$200	\$200	0%
912.000 Fire and Liability Insurance	\$6,698	\$7,545	\$7,545	\$7,545	0%
916.000 Annual Permit Fee	\$2,921	\$3,000	\$3,000	\$3,000	0%
921.000 Utilities	\$40,949	\$43,340	\$43,340	\$43,340	0%
931.000 Maintenance - Buildings	\$2,163	\$1,000	\$6,000	\$1,000	0%
933.000 Maintenance - Equipment	\$2,061	\$3,000	\$3,000	\$3,000	0%
934.000 Maint. - Office Equipment	\$65	\$400	\$400	\$400	0%
937.000 Meters - Hydrants - Fittings	\$11,618	\$10,000	\$10,000	\$16,000	60%
938.000 Maintenance - System	\$10,049	\$8,000	\$8,000	\$8,000	0%
939.000 Maintenance - Vehicle	\$136	\$1,500	\$1,500	\$1,500	0%
943.000 Equipment Rental	\$0	\$750	\$750	\$750	0%
960.000 Education and Training	\$1,055	\$1,000	\$1,000	\$1,000	0%
961.000 Medical Exams	\$140	\$250	\$250	\$250	0%
962.000 Miscellaneous	\$1,102	\$1,000	\$1,000	\$1,000	0%
963.000 Payment in lieu of taxes	\$5,416	\$5,416	\$5,416	\$5,416	0%
970.001 Capital Outlay	\$0	\$0	\$0	\$0	0%
968.001 Auditors Depreciation	\$442,207	\$0	\$0	\$0	0%
970.026 Equipment Reserve Expenditures	\$4,360	\$0	\$300,000	\$51,000	100%+
<b>Total - Water Expenditures</b>	<b>\$939,122</b>	<b>\$490,240</b>	<b>\$799,540</b>	<b>\$559,952</b>	<b>14%</b>
<b>Grand Total W&amp;S Expenditures</b>	<b>\$1,730,144</b>	<b>\$1,342,973</b>	<b>\$2,703,573</b>	<b>\$1,492,965</b>	<b>11%</b>

## Capital Outlay Expenditure Requests

		2014-15			
<u>Department Requests</u>		Critical	Recommended	Optional	<u>City Manager Recommendation - Approved and Funded</u>
<b>Department: Wastewater</b>					
Item/Reason	Amount	X			Recommended
North Clarifier Replacement	\$22,000				Recommended
Item/Reason	Amount	X			Recommended
High Pressure Pump Replacement	\$15,000				Recommended
Item/Reason	Amount	X			Recommended
Glaser Lift Station Repairs	\$3,000				Recommended
Item/Reason	Amount			X	Potential Liability
Schirmer Lift Station - Landfill Upgrades City Portion	\$105,000				Potential Liability
Item/Reason	Amount				
Item/Reason	Amount				
Item/Reason	Amount				
<b>Total Proposed</b>	<b>\$40,000</b>				

**Capital Outlay Expenditure Requests**

		<b>2014-15</b>			
<b>Department Requests</b>		<b>Critical</b>	<b>Recommended</b>	<b>Optional</b>	<b>City Manager Recommendation - Approved and Funded</b>

**Department: Water**

Item/Reason	Amount	X			Recommended
Meter Replacement Program 20% of City/Twp meters be replaced annually Year 3 of 5 year program New meters are warranted for 20 years	\$45,000				Recommended

Item/Reason	Amount	X			Recommended
New plow for 2009 Water Truck	\$6,000				Recommended

Item/Reason	Amount				

Item/Reason	Amount				

Item/Reason	Amount				

Item/Reason	Amount				

Item/Reason	Amount				

<b>Total Proposed</b>	<b>\$51,000</b>				
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The following are descriptions of each line item of the Water & Sewer Maintenance & Operations Expenditure budget for 2014-15

**Bond Obligations**

Interest Payments

501.506.962.011 \$35,238 Interest due on 2000A Revenue Bond.

Interest payable – 2000A

501.506.962.012 \$36,188 Interest due on 2009 SRF Bond.

Interest payable – 2009 SRF

501.506.952.013 \$39,125 Interest due on 2010 DWRP Bond.

Interest payable – 2010 DWRP

501.000.963.004 \$12,000 in interest due on loan from General Fund

Interest Payable-2013 Wastewater Project

Principal Payments

501.210.001 \$75,000 for principal payments due on 2000A  
2000A Principal Bond Payment Revenue Bond.

501.210.009 \$80,000 Principal payments due on 2009 SRF Bond.

2009 SRF Principal Bond  
Payment

501.210.010 \$80,000 Principal payments due on 2010 DWRP Bond.

2010 DWRP Principal Bond  
Payment

501.214.031 \$34,892 Principal payments due on 2013 loan from General Fund

2013 Wastewater Project

**Sewer Maintenance & Operations (501.590)**

501.590.706.001 \$276,856 wages for full-time employees as follows:

Salaries - Full Time

8% - All Public Works Employees

25% - City Manager

25% - Public Safety Director

15% - Administrative Secretary

50% - Clerk/Cashier

95% - Lab Technician and WWTP Trainee

90% - Wastewater Facility Operators

25% - Treasurer

10% - Bookkeeper

501.590.706.002 \$44,445 for all full time employees' overtime wages in the

Salaries - Overtime	sewer department.
501.590.706.004 Salaries - Temporary	\$0 wages for temporary or seasonal workers.
501.590.715.000 Fringe Benefits	\$152,316 for all employees' FICA, health, and life insurance premiums, workers compensation premiums and unemployment premiums.
501.590.728.000 Office Supplies	\$1,500 for general office items and supplies for use at the Office Wastewater facility and by the Billing Clerk.
501.590.730.000 Postage	\$5,000 for department mail service items, such as user billing, regulatory agency reports, shipping charges, and other mailings.
501.590.743.000 Chemicals	\$13,000 for chemicals used at the Wastewater facility and in the collection system. Such chemicals are Chlorine, Sulphur Dioxide, Polymer, and Ferrous Chloride.
501.590.751.000 Gas & Oil	\$4,000 for fuel, oil, and lubricants for use in vehicles and equipment.
501.590.756.000 Miscellaneous Supplies	\$2,000 for cleaning compounds, solvents, fasteners, and small size fittings.
501.590.757.000 Lab Supplies	\$7,000 for items purchased for use in Wastewater facility laboratory, such as reagents, paper filters, flasks, beakers, and other apparatus.
501.590.768.000 Uniforms	\$1,300 for employee uniform rental service and boots.
501.590.802.000 Accounting Support	\$1,700 for FundBalance Support Contract.
501.590.807.000 Audit	\$10,000 used by City Treasurer for auditor charges and GASB 34 Implementation, and SRF Bond Special Audit costs.
501.590.818.000 Contractual	\$30,000 for services received from non-City employees, such as outside labs, electricians, BNA subscriptions, computer maintenance contract and trash removal service.
501.590.853.000 Telephone	\$5,000 for phone service, fax, 13 alarm lines and employee cell phones.
501.590.864.000 Conferences and Workshop	\$1,000 for costs associated with sending employees to conferences and workshops

501.590.873.000 Travel & Car Allowance	\$500 for mileage reimbursement for use of personal vehicle to attend conferences and workshops.
501.590.912.000 Fire & Liability Insurance	\$20,180 for insurance premiums on the Wastewater facility and collection system.
501.590.916 Annual Permit Fee	\$6,500 for Annual Permit Fee.
501.590.921.000 Utilities	\$86,000 for building utilities of gas, electric, water and sewer, and refuse pickup.
501.590.931.000 Maintenance - Buildings	\$10,000 for expenses incurred in maintaining various department structures and buildings, such as paint, roofing, plumbing, doors, and windows.
501.590.933.000 Maintenance - Equipment	\$40,000 for expenses related to maintenance and repairs of non-motorized equipment at the Wastewater facility and outlying pump stations, such as pumps, motors, controls, valves, packing, seals, bearings, and meters.
501.590.934.000 Maintenance - Office Equipment	\$600 for required maintenance and repairs with office items, such as computers, copier, and fax machine.
501.590.936.000 Sludge Removal	\$10,000 for charges received for the disposal of sludge (landfill tipping fees). Anticipated increase per ton hauled.
501.590.938.000 Repair & Maintenance - System	\$8,000 for expenses in maintenance and/or replacement of collection system lines, laterals, and other related items and activities.
501.590.939.000 Vehicle Maintenance	\$1,000 for maintaining department motorized equipment and vehicles.
501.590.943.000 Equipment Rental	\$200 for rental of equipment, such as portable pumps and cranes.
501.590.960.000 Education and Training	\$3,000 for employee registration fees and other charges for schools and seminars as required.
501.590.961.000 Medical Exams & Testing	\$400 for employee physical exams, inoculations, and medical testing as required, such as Commercial Driver's License.
501.590.962.000 Miscellaneous	\$6,000 for unanticipated expenses that may arise during this fiscal year including additional MDEQ permit fees.

501.590.963.000 P.I.L.O.T.	\$22,965 for property taxes paid to City on Wastewater facility and collection systems.
501.590.970.001 Capital Outlay	\$0 No Capital Outlay Expenditures anticipated this fiscal year.
501.590.970.026 Equipment Reserve Expenditures	\$45,000 For Equipment Reserve Expenditures including: - \$27,000 North Clarifier Replacement - \$15,000 High Pressure Pump Replacement - \$ 3,000 Glaser Lift Station Repairs

**Water Maintenance & Operation (501.591)**

501.591.706.001 Salaries - Full Time	\$222,985 wages for full-time employees as follows: 10% - All Public Works Employees 25% - City Manager 25% - Public Safety Director 15% - Administrative Secretary 50% - Clerk/Cashier 5% - Lab Technician 10% - Wastewater Facility Operators 25% - Treasurer 10% - Bookkeeper 100% - Water Foreman and One Operator
501.591.706.002 Salaries - Overtime	\$15,000 for all full time employees' overtime wages in the Water Department.
501.591.706.004 Salaries - Temporary	\$0 wages for temporary or seasonal workers.
501.591.715.000 Fringe Benefits	\$128,566 for all employees' FICA, health, and life insurance premiums, workers compensation premiums and unemployment premiums.
501.591.728.000 Office Supplies	\$1,500 for general office items and supplies for use at the water office and by the Billing Clerk.
501.591.730.000 Postage	\$5,000 for departmental mail service items, such as user billing, regulatory agency reports, shipping charges, and other mailings.
501.591.743.000 Chemicals	\$4,000 for chemicals used at the wells in the distribution system. Such chemicals are Chlorine and Hydrofluisilicic acid.

501.591.751.000 Gas & Oil	\$4,000 for fuel, oil, and lubricants for use in vehicles and equipment.
501.591.756.000 Miscellaneous Supplies	\$1,100 for cleaning compounds, solvents, fasteners, and small-size fittings.
501.591.768.000 Uniforms	\$800 for employee uniform rental service and boots.
501.591.802.000 Accounting Support	\$1,600 For FundBalance Support Contract.
501.591.807.000 Audit	\$10,000 used by City Treasurer for auditor charges and GASB 34 Implementation.
501.591.818.000 Contractual	\$15,000 for services received from non-City employees, such as outside labs, electricians, BNA subscriptions, computer maintenance contract and trash removal service.
501.591.853.000 Telephone	\$6,000 for phone service, fax, alarm lines and employee cell phones.
501.591.864.000 Conferences and Workshops	\$1,000 for costs associated with sending employees to conferences and workshops.
501.591.873.000 Travel & Car Allowance	\$200 for mileage reimbursement for use of personal vehicle to attend conferences and workshops.
501.591.912.000 Fire & Liability Insurance	\$7,545 for insurance premiums on the wells, department structures, and distribution system.
501.591.916 Annual Permit Fee	\$3,000 for Annual Permit Fee.
501.591.921.000 Utilities	\$43,340 for building utilities of gas, electric, water and sewer, and refuse pickup.
501.591.931.000 Maintenance - Buildings	\$1,000 for expenses incurred in maintaining various department structures and buildings, such as paint, roofing, plumbing, doors, and windows.

501.591.933.000 Maintenance - Equipment	\$3,000 for expenses related to maintenance and repairs of non-motorized equipment at the wells, booster station, chemical feed system, and elevated storage towers.
501.591.934.000 Maintenance - Office Equipment	\$400 for required maintenance and repairs with office items, such as computers, copier, and fax machine.
501.591.937.000 Meters-Hydrants-Fittings	\$16,000 for charges received for water meters, hydrants, and other related items.
501.591.938.000 Repair & Maintenance - System	\$8,000 for expenses in maintenance and/or replacement of distribution system lines, services, and other related items and activities.
501.591.939.000 Vehicle Maintenance	\$1,500 for maintaining department motorized equipment and vehicles.
501.591.943.000 Equipment Rental	\$750 for rental of equipment, such as portable pumps and cranes.
501.591.960.000 Education and Training	\$1,000 for employee registration fees and other charges for schools and seminars as required.
501.591.961.000 Medical Exams & Testing	\$250 for employee physical exams, inoculations, and medical testing as required for, such as Commercial Driver License.
501.591.962.000 Miscellaneous	\$1,000 for unanticipated expenses that may arise during this fiscal year.
501.591.963.000 P.I.L.O.T	\$5,416 for property taxes paid to City on well field and distribution system.
501.591.970.001 Capital Outlay	\$0 No Capital Outlay Expenditures anticipated this fiscal.
501.591.970.026 Equipment Reserves	\$51,000 For Equipment Reserve Expenditures: - \$45,000 Year 3 of 5 year meter replacement program. Plan is to replace 20% of City meters annually for 5 years. New meters installed are warrantied for 20 years. - \$6,000 Plow Truck for Water

## DOWNTOWN DEVELOPMENT AUTHORITY

Pursuant to Public Act 197 of 1975, the City of Buchanan established the Downtown Development Authority (DDA) by ordinance in 1976. The DDA district encompasses the Central Business District for Uptown and Downtown and works closely with the City and business owners to make additions, add amenities and alterations within the district to create a more inviting atmosphere for existing and new businesses as well as allure for those seeking services located in the district.

For many years the DDA boundary included properties that were no longer operational or contained defunct businesses. As a result the DDA suffered a negative capture which prevented the DDA from having any tax revenues to utilize throughout its boundaries or to take any action on the approved Development plan; this situation also put the DDA in the position to rely upon the City to subsidize any of its projects and/or programs.

In January of 2007 the Buchanan City Commission formally approved and adopted both the DDA's revised boundaries and updated Development Plan. The DDA is expected to be able to stand alone with a positive balance in its budget and to start carrying out activities identified in its Development Plan. The DDA, in a further attempt to conform to the public act, adopted an Infrastructure Improvement Grant Program allowing business owners up to \$30,000 in grant funds for major interior repairs. It is believed that this program, when taken advantage of, will increase property values in turn increasing the TIFA capture affording the DDA more funds to put into the TIFA boundaries. The DDA's budget, while contained within the City of Buchanan's budget, is a separate entity and is developed by the DDA board for approval by the Buchanan City Commission. For the present time the DDA has opted to utilize the services of the City and staff for record keeping, banking and administrative support purposes. It is anticipated that the DDA will, in the near future, pull its funds from the City and provide all necessary financial and administrative functions independently of the City.

The DDA currently utilizes the City Manager as its executive director who oversees the Farmers' Market, Pears Mill, and the Common. However, it is the intention of the DDA to employ a full-time Director and a part-time promotions manager in the near future.