



CITY OF
TRAVERSE CITY



THE CITY MANAGER'S
ANNUAL BUDGET
RECOMMENDATION
FY 2024-2025

Prepared by the City Treasurer's Office

City of Traverse City, Michigan – Budget Report

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CAPITAL IMPROVEMENT PLAN - See: <https://www.traversecitymi.gov/government/city-departments/planning-and-zoning/capital-improvements-plan.html>

- Capital Improvement Plan 2024-2025



The City of Traverse City

Communication to the City Commission

FOR THE REGULAR CITY COMMISSION MEETING OF JUNE 3, 2024

TO: Mayor and City Commission
FROM: Elizabeth Vogel, City Manager
DATE: June 3, 2024
SUBJECT: FY 24-25 Budget Overview and Key Additions

I am pleased to present the proposed budget for the fiscal year 2024-2025 for the City of Traverse City. This budget reflects our continued commitment to strategic, collaborative, and community-focused financial planning. Our team has worked diligently to align our financial resources with the priorities and needs of our residents, ensuring a balanced and sustainable fiscal outlook.

Collaborative Approach

The preparation of this budget involved extensive collaboration across all city departments. By engaging in open dialogue, conducting thorough reviews, and leveraging the expertise within our team, we have crafted a budget that addresses current needs while preparing for future challenges. This inclusive approach has enabled us to maintain fiscal discipline while making targeted investments that enhance the quality of life for our community.

Key Budget Changes and Additions

1. **Community Police Officer:** To further our commitment to public safety and community engagement, we are introducing a new Community Police Officer position. This role will focus on building stronger relationships between law enforcement and residents, fostering trust, and enhancing our ability to respond to community concerns proactively.
2. **Social Worker in the Police Department:** Building on the success of the Quick Response Team (QRT), we are adding a dedicated social worker to the Police Department. This position will support the ongoing efforts of the QRT by providing specialized expertise in mental health and social services, ensuring that individuals in crisis receive the appropriate support and interventions. This addition aims to reduce repeat incidents and improve overall community well-being. Although we have budgeted for the full wages and fringes for this position, we are optimistic that the Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) grant may fund this position in full or part.
3. **Budget for Beds at Addiction Treatment Services:** To continue to respond to the opioid epidemic and to support individuals with substance use disorder, we are allocating funds specifically for two dedicated transitional beds at Addiction Treatment Services. These flexible beds will address issues related to barriers with insurance funding, gaps between

treatment entrance dates, and other time-sensitive treatment-related barriers experienced by those attempting to engage with recovery services beyond what withdrawal management can offer. The goal with these beds is to remove provider barriers to allow for a smoother transition into long-term and comprehensive recovery support, which is a critical component of the continuum of care. In addition, discussions will continue between the QRT and ATS to explore opportunities to address challenges for other vulnerable individuals, including those with co-occurring mental health disorders and individuals experiencing crises.

4. **Strategic Planning Budget:** In recognition of the importance of forward-thinking and proactive governance, we are introducing a \$160,000 budget for strategic planning. This allocation will enable us to engage in comprehensive planning efforts, including community engagement, data analysis, and long-term visioning. By investing in strategic planning, we aim to create a roadmap that guides our city's growth and development in a sustainable and inclusive manner.
5. **Additional Payment to the MERS Retirement System:** We are committing an additional \$250,000 payment to the Municipal Employees' Retirement System (MERS). This payment is part of our ongoing efforts to ensure the long-term sustainability of our retirement system, demonstrating our commitment to the financial security of our employees. This proactive measure will help reduce unfunded liabilities and strengthen our overall fiscal health.

Conclusion

The FY 24-25 budget is a reflection of our shared commitment to the City of Traverse City's future. Through collaborative efforts and strategic investments, we are addressing immediate needs while laying the groundwork for long-term prosperity. I extend my sincere gratitude to all team members, department heads, and community stakeholders who contributed to this budget. Your input and dedication have been invaluable in shaping a budget that truly serves the best interests of our community.

I look forward to discussing this proposal in more detail and working together to achieve our shared goals for the upcoming fiscal year.

Respectfully submitted,

Elizabeth Vogel
City Manager, Traverse City



City Commission

2023 - 2025

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



Amy Shamroe
Mayor



Mark Wilson
Mayor Pro Tem



Jackie Anderson
City Commissioner



Heather Shaw
City Commissioner



Mi Stanley
City Commissioner



Mitchell Treadwell
City Commissioner



Tim Werner
City Commissioner

City of Traverse City, Michigan
City Commission
Mission Statement

The Mission of the Traverse City Commission is to guide the preservation and development of the City's infrastructure, services, and planning based on extensive participation by its citizens coupled with the expertise of the City's staff.

The Commission will both lead and serve Traverse City in developing a vision for sustainability and the future that is rooted in the hopes and input of its citizens and organizations, as well as cooperation from surrounding units of government.

Adopted: February 22, 2000

**CITY
MANAGER**

ELIZABETH VOGEL

CITY CLERK

Benjamin Marentette

**CITY TREASURER
FINANCE DIRECTOR**

Heidi Scheppe

CITY ATTORNEY

Lauren Tribble-Laucht

DEPARTMENT DIRECTORS

CITY ASSESSOR

Polly Cairns

PUBLIC SERVICES DIRECTOR

Frank Dituri

DIRECTOR OF MUNICIPAL UTILITIES

Arthur Krueger

CITY ENGINEER

Anne Pagano

POLICE CHIEF

Matthew Richmond

FIRE CHIEF

James Tuller

PLANNING DIRECTOR

Shawn Winter

HUMAN RESOURCE DIRECTOR

Kristine Bosely

ADDITIONAL CITY OFFICIALS

LIGHT & POWER EXECUTIVE DIRECTOR

Brandie Ekren

DDA INTERIM CHIEF EXECUTIVE OFFICER

Harry Burkholder

Fund Descriptions

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

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

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

Capital Project Funds – account for financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary funds.

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

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

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

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

**CITY OF TRAVERSE CITY
FUNDS, DEPARTMENTS AND ACTIVITIES**

GENERAL OPERATING FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECT FUNDS	PERMANENT FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUND
<p>City Commission (101-101) City Manager (101-172) Human Resources (101-173) DPS Director and Asset Management (101-174) G.I.S. (101-176/101-261) City Assessor (101-209/101-257) City Attorney (101-210/101-266) City Clerk (101-215) City Treasurer (101-253) Police Department (101-300/101-301) Fire Department (101-335/101-336) City Engineering (101-449/101-447) Parks and Recreation (101-691/101-751) Planning & Zoning Dept (101-800/101-701) Oakwood Cemetery (101-276/101-567) Street Administration (101-441) Governmental Center & Facilities (101-265) Appropriations (101-901/101-272) Contingencies (101-941) Transfers to Other Funds (101-946/101-966)</p>	<p>GASB 54 Funds Budget Stabilization (102) Hazardous Materials (206/103) Carnegie Building (250/104) Coast Guard Committee (283/108) Senior Center Operations & Maintenance (275 & 278/105) Brown Bridge Maintenance (279/106) Opera House (296/110) Banner Program (292/109) Economic Development (565/112) Public Arts Commission (282/107) Other Special Revenue Funds Major Streets (202) Local Streets (203) State Trunkline (204/202) ARPA Coronavirus Fiscal Recovery (284/285) Act 302 Police Training (207/214) College Parking (231) Act 345 Millage (233) PEG Capital (264/251) McCauley Estate (722/217) County Wide Road Millage (243/446) Brown Bridge Trust Parks Improvement (239) Tree Ordinance (211) CDBG Grant SEFA #14.218 (272) EMS - Ambulance (210) Traverse City/Garfield Joint Planning (241)</p>	<p>Parking Bond Debt Retirement (306) Sidewalk & Trail Debt Retirement (309)</p>	<p>Governmental Capital Projects (245/499) Senior Center Building (277) Boardman Lake Trail (491/488) Special Assessments (801/812)</p>	<p>Brown Bridge Trust (710/153) Cemetery Trust (711/152) Cemetery Perpetual Care (712/151)</p>	<p>Wastewater (590) Water (591) Hickory Hills (504) Marina (594) Autoparking System (585/514)</p>	<p>Municipal Garage (661)</p>

FUND NUMBERS ARE LISTED BESIDE FUND DESCRIPTIONS IN PARENTHESIS. TO COMPLY WITH STATE CHART OF ACCOUNT UPDATES, MANY FUNDS ARE CHANGING NUMBERS. THE FUNDS THAT ARE CHANGING HAVE THE CURRENT FUND, THEN A SLASH, FOLLOWED BY THE NEW FUND. EX) FUND 206 CHANGES TO FUND 103 AND APPEARS AS (206/103)

City of Traverse City
Fiscal Year End June 30, 2025
Budgeted Capital Outlay & Equipment Related Purchases Summary by Fund

Description	Amount
Fund 101 General Operating Fund:	
Governmental Center Office Renovations	\$ 25,000
IT Domain Upgrade	40,000
Server Upgrade	15,000
Boiler at MSU Extension Building	110,000
City Owned Cameras - Police	46,000
Lifepak Monitor - Fire	44,000
Lucas Chest Compression System - Fire	25,000
Lithium Battery Charging & Storage Station - Fire	16,000
Current Year Contributions to Capital Projects Fund:	
Annual Streets Millage Allocation	856,000
Computer Hardware	55,000
Park Master Plan	215,000
Lot B & X	7,500
Grandview TART extension construction	272,000
Meridian Barrier supplemental contribution	30,000
	1,756,500
Total General Operating Fund 101	\$ 1,756,500
 Fund 206/103 Haz Mat Special Revenue Fund:	
Hazardous material mitigation equipment	\$ 9,700
 Fund 239 Brown Bridge Trust Parks Special Revenue Fund:	
Brown Bridge:	
Interperative and Navigational Signs	\$ 10,000
Boardman River Recreation Plan	5,000
North Parking Lot improvements	25,000
Current Year Contributions to Capital Projects Fund:	
Highland Park	30,000
Park Bath House Upgrades	85,000
	155,000
Total Brown Bridge Trust Parks Fund 239	\$ 155,000

City of Traverse City
Fiscal Year End June 30, 2025
Budgeted Capital Outlay & Equipment Related Purchases Summary by Fund

Description	Amount
Fund 243/446 County Wide Road Millage Special Revenue Fund:	
Veterans Drive City Share	\$ <u><u>531,300</u></u>
Fund 245/499 Capital Projects Fund:	
Ashton Park	\$ 27,000
Barlow St redesign completion	186,100
Grandview Parkway TART extension construction	1,242,900
Hannah Park improvements	142,300
Hickory Hills Phase II completion	46,900
Highland Park	30,000
Meridian Traffic Barriers	180,000
Network Upgrade and Redesign - City Share	27,300
Park Master Plan	215,000
City-wide Park Bathroom Upgrades	85,000
Park Sign Fabrication and Replacement	187,900
Rose & Boyd Triangle Park	21,500
West End Beach Bathhouse completion	363,000
West End Beach Parking Repair/Replace	120,000
Computer Hardware	44,400
Green Community Challenge	3,000
Traffic Calming - safety improvements	25,000
Traffic Signal study	135,000
Union Street Dam Inspection	35,900
Annual Street Reconstruction	<u>144,000</u>
	<u><u>\$ 3,262,200</u></u>
Fund 264/251 PEG Special Revenue Fund:	
LIAA contribution	\$ <u><u>7,000</u></u>
Fund 277 Senior Center Building Fund:	
Senior Center Building Construction Project Completion	\$ <u><u>6,000,000</u></u>

City of Traverse City
Fiscal Year End June 30, 2025
Budgeted Capital Outlay & Equipment Related Purchases Summary by Fund

Description	Amount
Fund 284/285 ARPA Coronavirus Fiscal Recovery Fund:	
Tree Program FYE 25 Estimate	133,800
Sanitary Sewer I & I	250,000
	250,000
	\$ 383,800
 Fund 565/112 Economic Development Fund:	
8th & Garfield Social District	59,500
	59,500
	\$ 59,500
 Fund 585/514 Autoparking Enterprise Fund:	
Single Space Meter Replacement and expansion	\$ 140,000
Hardy Deck camera and HVAC updates	25,000
Old Town Deck camera updates	10,000
Bike infrastructure expansion	10,000
Mobility access upgrades	15,000
	15,000
	\$ 200,000
 Fund 590 Wastewater Fund:	
Distribution	
Grandview Parkway US 31 Project FYE 25 estimate	\$ 228,800
East Bay Park storm upgrade	50,000
Ramsdell Storm upgrade	50,000
Westside Sanitary Sewer Lining	\$ 1,200,000
Plant	
Solar panel project - grant funded	1,429,600
Headworks and UV upgrade - SRLF program	6,400,000
SCADA and PLC updates	350,000
Structural condition assessment	50,000
MBR Chemical Feed Upgrade	40,000
	40,000
	\$ 9,798,400

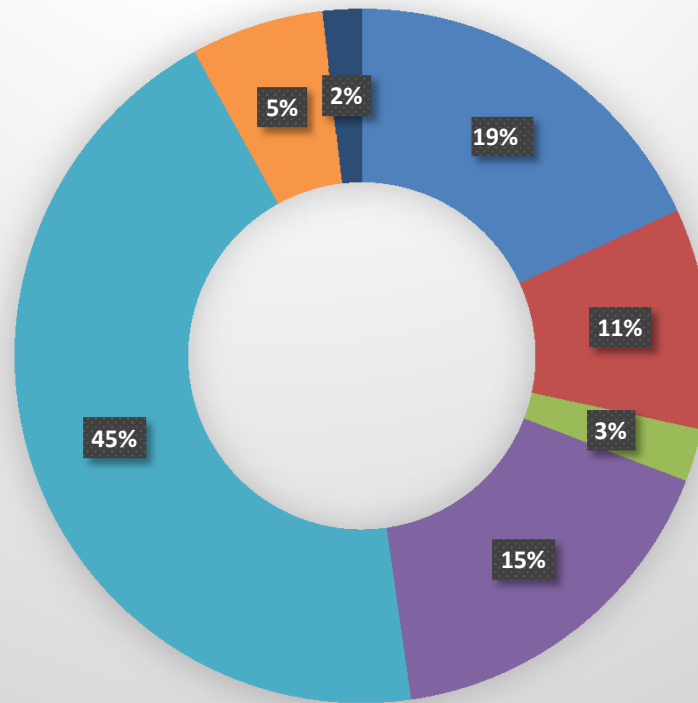
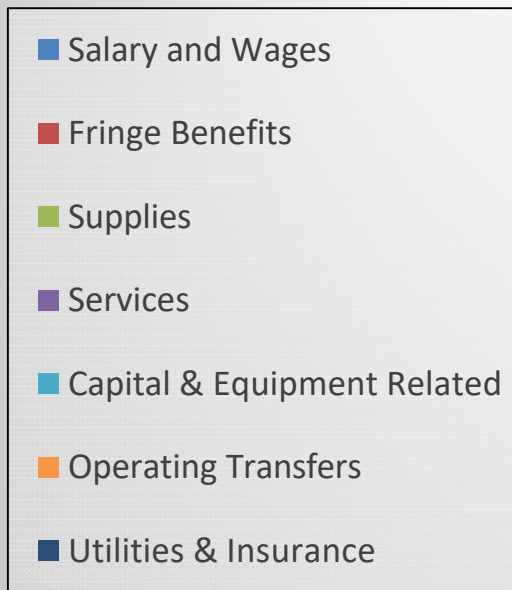
City of Traverse City
Fiscal Year End June 30, 2025
Budgeted Capital Outlay & Equipment Related Purchases Summary by Fund

Description	Amount
Fund 591 Water Fund:	
Distribution	
Galvanized Water Services Replacement (State Revolving Loan Project)	\$ 1,780,000
Bloomfield Booster Station	120,000
Cass & 9th waterline repair	120,000
Wayne Hill booster station	647,000
Veterans Drive Watermain	750,000
US 31 Reconstruction FYE 25 estimate	623,000
Division St Watermain 14th St to City Limits	1,200,000
	<hr/>
	\$ 5,240,000
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 Fund 661 Garage Internal Service Fund:	
6 patrol ready police vehicles	\$ 380,000
Marina/Hickory Hybrid/electric Pickup	48,000
Street Dump box truck	84,000
Street Global Sweeper	265,000
Parks dump truck w plow	85,600
Street sign bucket truck	200,000
Street Dump box truck	84,000
TCLP hybrid bucket truck	320,000
TCLP hybrid bucket truck	353,000
2 Street John Deere 524L	220,000
Street John Deere 644K hybrid	388,920
Parking Kubota tractor	38,000
TCLP electric Hi-Lo	100,000
Street asphalt recycler	100,000
2 Fire/EMS ambulances	700,000
2 electric police patrol motorcycles	56,000
TCLP electric pickup	48,000
Garage electric Hi-Lo	70,000
Cemetery compressor	35,000
Street dozer blade attachment	35,000
Street Equipment Trailer	40,000
TCLP dump box truck	80,000
Parks beach cleaner	135,000
2 parks mowers	62,000
Garage hoist replacement	417,780
	<hr/>
	\$ 4,345,300
	<hr/> <hr/>

City of Traverse City
Fiscal Year End June 30, 2025
Budgeted Capital Outlay & Equipment Related Purchases Summary by Fund

Description	Amount
Fund 710/153 Brown Bridge Trust:	
Land Purchase Grant Match	\$ <u>750,000</u>
Fund 801/812 Special Assessment Fund:	
Pave Alley N. of Front between Peninsula and Garfield	332,000
Decorative Lighting	<u>24,400</u>
	<u>\$ 356,400</u>

City of Traverse City Primary Government 2025 Budgeted Use of Funds



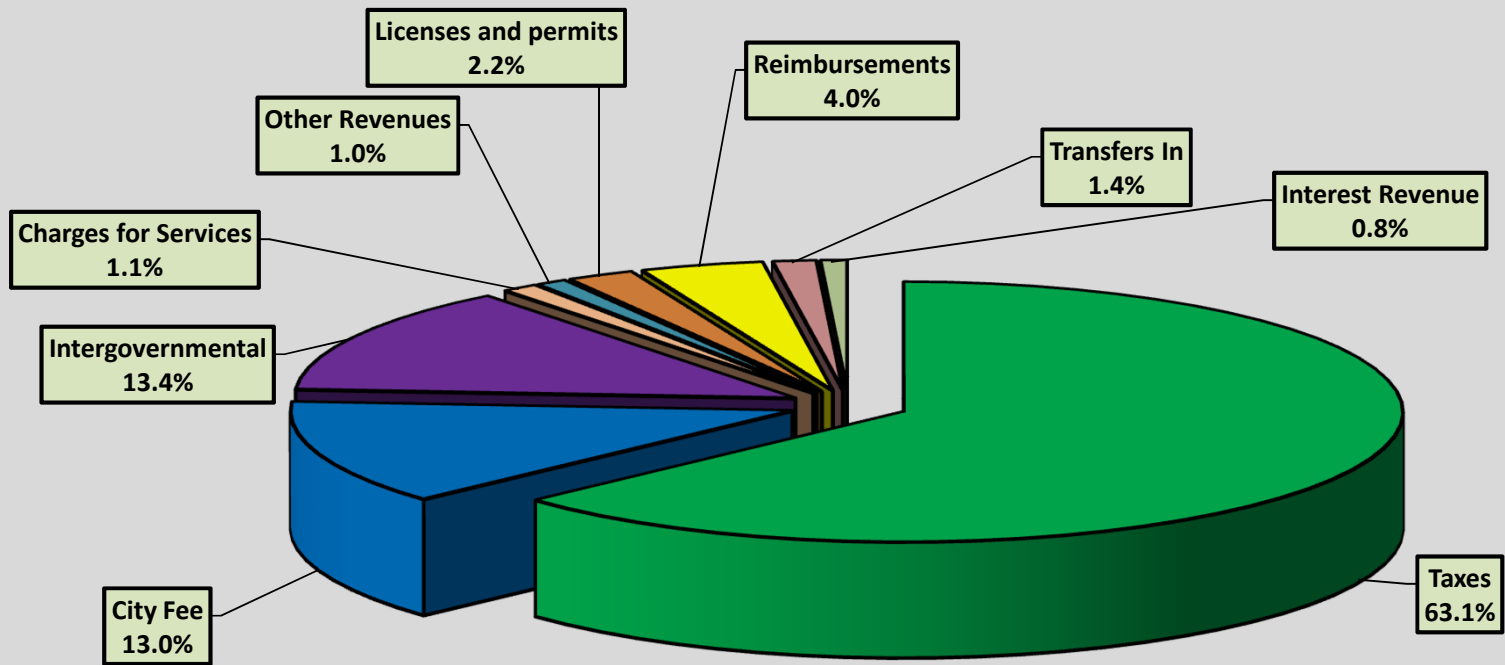
City of Traverse City Taxable Value History



City of Traverse City

**General Operating
Fund**

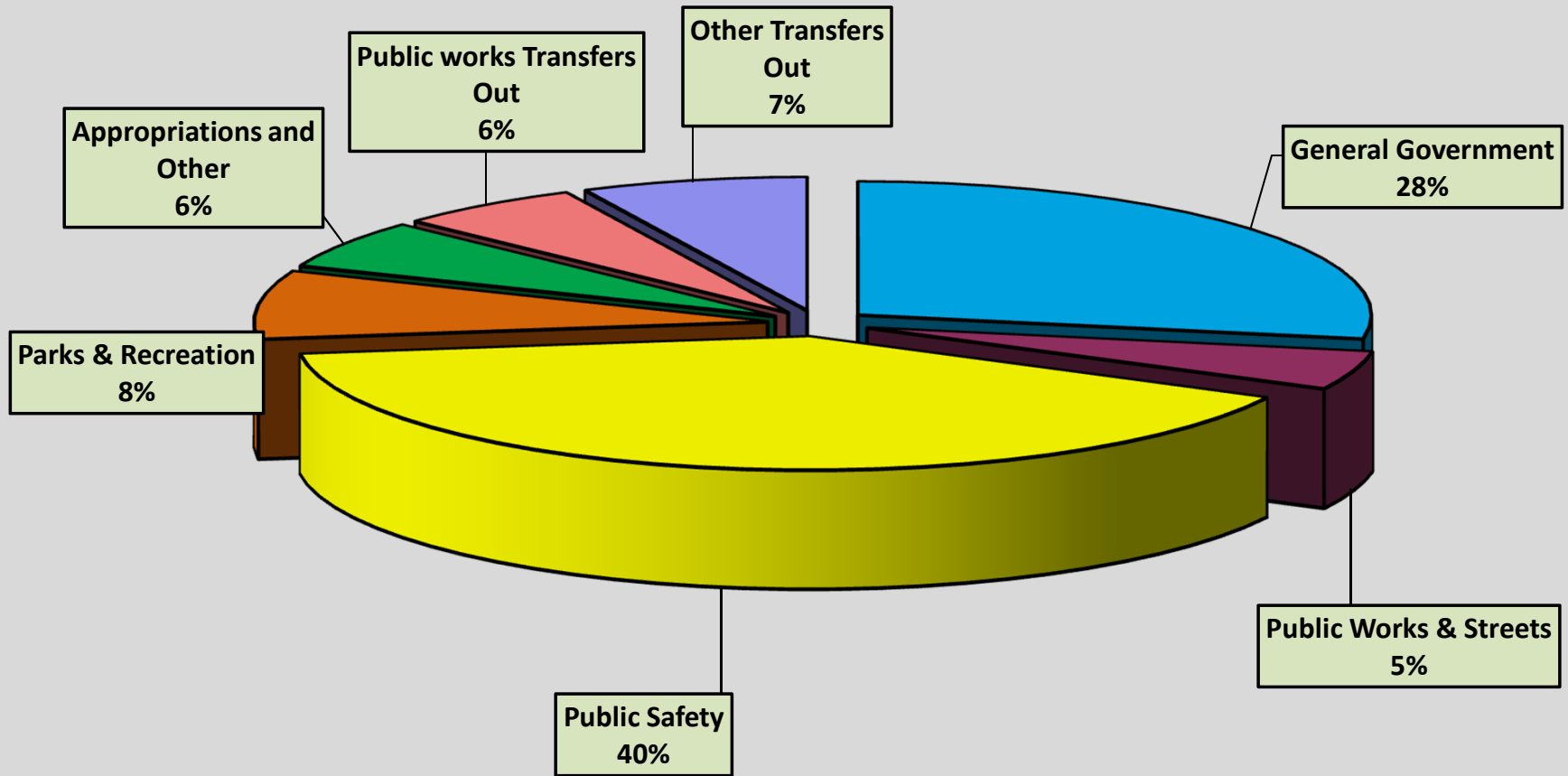
**City of Traverse City, Michigan
General Operating Fund
24-25 Budgeted Revenues**



City of Traverse City, Michigan
GENERAL OPERATING FUND (101)
Budgeted Revenues

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
TAXES				
Real Estate / Personal Property	\$ 13,096,190	\$ 13,891,700	\$ 14,111,500	\$ 14,384,200
Collection Fees	312,000	325,000	342,100	352,800
Penalties and Interest on Taxes	155,750	150,000	165,000	165,000
Total Taxes	13,563,940	14,366,700	14,618,600	14,902,000
LICENSES AND PERMITS				
Business Licenses and Permits	305,460	237,400	212,700	208,900
Franchise Fees	224,590	225,000	213,000	220,000
Non-Business Permits	82,190	87,100	85,400	87,900
Total Licenses & Permits	612,240	549,500	511,100	516,800
INTERGOVERNMENTAL				
Federal Grants	128,700	105,600	105,600	100,000
State Revenues				
State Sales and Use Taxes	1,903,850	1,987,800	1,982,400	1,994,400
State Local Community Stabilization	295,100	164,000	295,100	295,100
Cannabis Excise Tax	740	828,800	712,800	712,800
State Liquor Licenses	53,820	54,000	52,000	53,000
Total Intergovernmental	2,382,210	3,140,200	3,147,900	3,155,300
CHARGES FOR SERVICES				
General Fees and Services	56,770	49,300	54,500	53,000
Use and Admission Fees	172,940	211,000	164,500	177,600
Sale of Fixed Assets	9,190	-	-	-
Ordinance Fines and Costs	35,240	42,000	39,500	40,000
Total Charges for Services	274,140	302,300	258,500	270,600
FINES AND FORFEITURES				
Parking Violations	1,760	5,000	2,000	2,500
INTRAGOVERNMENTAL-City Fee	3,114,000	2,943,400	3,037,300	3,065,500
OTHER REVENUE				
Interest Revenue	122,680	75,000	175,000	200,000
Change in Fair Value of Investments	(58,900)	-	-	-
Rents and Royalties	55,290	55,000	54,900	101,200
Contributions-Public Sources	473,150	548,000	170,000	60,000
Contributions-Private Sources	58,790	10,000	10,600	52,000
Other Income	29,340	20,000	21,600	21,000
Total Other revenue	680,350	708,000	432,100	434,200
REIMBURSEMENTS	709,710	660,000	800,000	939,400
TRANSFERS IN				
Brown Bridge Trust Fund	206,200	191,800	279,300	280,000
Other Funds	33,670	33,000	33,000	48,400
Total Transfers In	239,870	224,800	312,300	328,400
TOTAL REVENUES	\$ 21,578,220	\$ 22,899,900	\$ 23,119,800	\$ 23,614,700

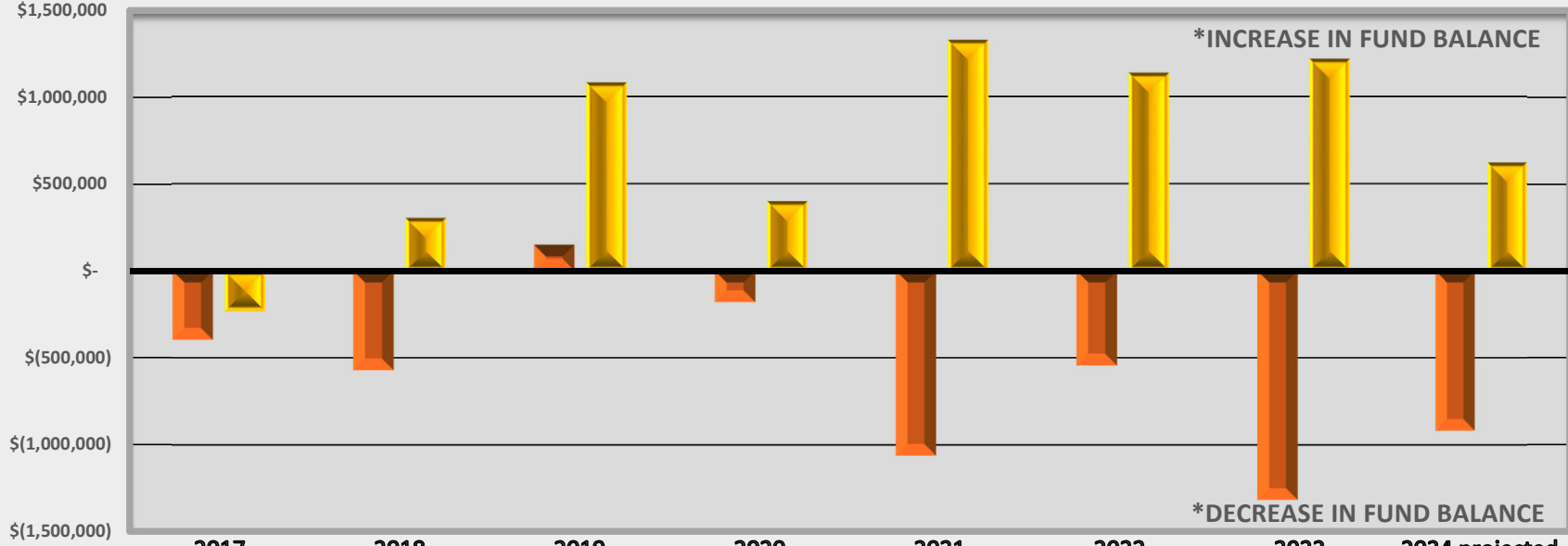
**City of Traverse City, Michigan
General Operating Fund (101)
2024-25 Budgeted Expenditures**



City of Traverse City, Michigan
GENERAL OPERATING FUND (101)
 Departmental Budgets Summary

Department	FY 22/23	FY 23/24	FY 23/24	FY 24/25	% Change	
	Actual	Budget	Projected	Requested	FY 24/25 Requested - FY 23/24 Projected	24/25 Requested vs. 23/24 Projected
City Commission	\$ 97,960	\$ 118,300	\$ 137,400	\$ 308,600	\$ 171,200	125%
City Manager Department	589,510	520,800	514,600	592,000	77,400	15%
Human Resources Department	306,020	423,900	420,400	463,800	43,400	10%
DPS Director and Asset Management Department	377,260	411,600	393,800	473,100	79,300	20%
GIS Department	158,000	186,100	181,500	213,900	32,400	18%
City Assessor Department	483,030	531,900	436,600	528,400	91,800	21%
City Attorney Department	372,010	447,400	418,400	594,300	175,900	42%
City Clerk Department	681,890	837,400	786,700	925,200	138,500	18%
City Treasurer Department	440,120	462,200	520,200	567,500	47,300	9%
Police Department	4,639,190	4,881,500	4,809,900	5,600,600	790,700	16%
Fire Department	3,640,980	4,181,400	3,922,200	4,309,800	387,600	10%
Engineering Department	909,000	995,900	925,700	1,172,200	246,500	27%
Planning and Zoning Department	612,860	785,100	649,500	803,300	153,800	24%
Parks and Recreation Department	1,847,670	1,991,600	1,897,200	2,032,800	135,600	7%
Oakwood Cemetery Division	452,600	382,700	439,500	417,300	(22,200)	-5%
Streets Administration Department	614,010	760,000	605,100	679,800	74,700	12%
Government Owned Buildings	121,890	178,500	216,700	330,400	113,700	52%
Appropriations	1,210,420	2,036,600	1,531,600	1,441,700	(89,900)	-6%
Contingencies	-	232,000	232,000	120,000	(112,000)	-48%
Total Departmental Expenditures	17,554,420	20,364,900	19,039,000	21,574,700	2,535,700	13%
Operating Transfers Out						
Transfers Out - Capital Projects	1,279,100	1,832,600	1,832,600	1,435,500	(397,100)	-22%
Transfers Out - Other	1,528,570	1,619,100	1,623,900	1,749,400	125,500	8%
Total Operating Transfers Out	2,807,670	3,451,700	3,456,500	3,184,900	(271,600)	-8%
Total General Fund Expenditures & Transfers Out	20,362,090	23,816,600	22,495,500	24,759,600	2,264,100	10%
EXCESS OF REVENUES & TRANSFERS IN OVER/ (UNDER) EXPENDITURES & TRANSFERS OUT	1,216,130	(916,700)	624,300	(1,144,900)	(1,769,200)	-283%
Beginning Fund Balance	7,204,850	8,420,980	8,420,980	9,045,280	624,300	7%
Ending Fund Balance	\$ 8,420,980	\$ 7,504,280	\$ 9,045,280	\$ 7,900,380	\$ (1,144,900)	-13%

*City of Traverse City
General Operating Fund (101)
Change in Fund Balance - Increase (Decrease)
Budget ■ Vs. Actual ■*



	2017	2018	2019	2020	2021	2022	2023	2024 projected
■ Budget	\$(395,600)	\$(569,550)	\$149,250	\$(180,000)	\$(1,060,620)	\$(542,400)	\$(1,315,700)	\$(916,700)
■ Actual	\$(233,200)	\$306,488	\$1,082,704	\$402,843	\$1,326,901	\$1,138,003	\$1,217,220	\$624,300

Fiscal Year End 6/30

City of Traverse City, Michigan
GENERAL OPERATING FUND (101)
Expenditures by Type

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
Salaries and Wages	\$ 9,289,680	\$ 10,244,070	\$ 9,619,100	\$ 11,093,500
Fringe Benefits	2,348,280	2,628,700	2,583,200	2,956,800
Office/Operating Supplies	481,350	634,000	541,300	686,600
Professional Services	1,073,690	1,305,500	1,348,600	1,685,800
County Records Contract	213,310	194,000	213,000	200,200
Communication	117,380	141,300	127,800	151,300
Transportation	270,620	312,200	290,700	298,500
Professional Development	143,980	257,820	200,400	284,500
Community Promotion	-	2,000	10,900	1,000
Printing and Publishing	52,840	78,610	61,500	117,100
Insurance and Bonds	120,940	117,810	127,500	131,600
Utilities	301,750	240,000	285,600	322,000
Repairs and Maintenance	318,430	247,400	245,400	244,100
Rentals	1,534,380	1,512,300	1,342,400	1,534,600
Miscellaneous	25,080	23,590	22,100	26,500
Police Reserves	5,650	4,500	3,000	3,900
Appropriations	1,210,420	2,036,600	1,531,600	1,441,700
Contingencies	-	232,000	232,000	120,000
Equipment/Capital Outlay	46,640	152,500	252,900	275,000
Transfers Out	2,807,670	3,451,700	3,456,500	3,184,900
Total	\$ 20,362,090	\$ 23,816,600	\$ 22,495,500	\$ 24,759,600

CITY COMMISSION

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



The City Commission is the legislative body for the City of Traverse City. The primary function of the City Commission is to establish the direction and policies by which the City operates through its boards, commissions and departments.

The priorities of the Commission are reflected through the adopted budget in keeping with the policy of maintaining the economic well being of the City.

The City Commission consists of six (6) members and a Mayor, all elected at large. Commissioners each have four-year terms of office and the Mayor has a two-year term of office. At the annual organizational meeting, the City Commission meets and chooses one of its members as Mayor Pro Tem for one year until the following organizational meeting. The City Commission elected terms are arranged so that not more than four members shall be retired at any one time.

The Mayor presides at the meetings of the City Commission and has a voice and a vote in its proceedings, but no veto power. The Mayor authenticates by signature such instruments as the City Commission, City Charter or the laws of the State require.

The City Commission meetings are held in the Commission Chambers on the 2nd Floor of the Governmental Center, 400 Boardman Avenue, Traverse City. Regular Meetings are held the first and third Monday of each month. Possible Study Sessions are held on the second and fourth Monday of each month. Special meetings are scheduled as needed.

Within this portion of the budget is included the salaries paid to the City Commissioners, funds for the General Fund portion of the City Audit, and membership to the Michigan Municipal League.

SUMMARY OF SIGNIFICANT BUDGET CHANGES

Strategic Planning in the amount of \$160,000 was added to the budget.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
CITY COMMISSION (101-101)				
Salaries and Wages	\$ 53,340	\$ 56,500	\$ 61,400	61,200
Fringe Benefits	4,180	4,400	4,800	4,800
Office Supplies	650	600	700	700
Professional Services	33,220	39,500	52,000	233,000
Professional Development	5,460	12,100	4,000	6,000
Community Promotion	-	2,000	10,900	1,000
Printing and Publishing	-	1,000	-	-
Insurance and Bonds	330	700	400	400
Miscellaneous	780	1,500	3,200	1,500
Total City Commission	\$ 97,960	\$ 118,300	\$ 137,400	\$ 308,600

CITY MANAGER DEPARTMENT

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

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

This Department specifically includes the functions of:

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

The City Manager's department is staffed by:

City Manager

Assistant City Manager

Executive Assistant to the City Manager/Purchasing Agent

GOALS

1. Implement City Commission policies and objectives
2. Work with other Governmental Entities and scientists on the Fish Passage/Union Street Dam project
3. Work with other Governmental Entities on the Construction of a new Senior Center
4. Work with other Governmental Entities to establish a new regional Metropolitan Planning Organization (MPO)
5. Develop and implement Economic Development strategies
6. Continue NAGPRA compliance activities with respect to the Con Foster Collection
7. Plan for future infrastructure improvements

SUMMARY OF BUDGET CHANGES

No significant changes from prior year.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
CITY MANAGER DEPARTMENT (101-172)				
Salaries and Wages	\$ 411,890	\$ 371,800	\$ 266,000	\$ 420,700
Fringe Benefits	90,370	87,900	54,500	106,600
Office Supplies	2,070	2,500	2,500	10,000
Professional Services	68,000	34,500	169,000	35,000
Communications	2,750	2,800	2,500	2,500
Transportation	1,320	2,500	8,500	2,500
Professional Development	7,130	12,300	5,000	8,000
Printing and Publishing	3,270	3,500	3,700	3,600
Insurance and Bonds	2,080	2,000	2,000	2,100
Miscellaneous	630	1,000	900	1,000
Total City Manager Department	\$ 589,510	\$ 520,800	\$ 514,600	\$ 592,000

HUMAN RESOURCE DEPARTMENT 101-173

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

The City Human Resource office provides personnel management, benefit administration and payroll services for City employees and benefit administration and payroll services to Light and Power employees. Payroll services are also provided for part-time, temporary and seasonal positions during the fiscal year. In addition, retiree benefit services are provided to retirees. Human Resources assists the City Manager in representing the City's interests in collective bargaining and on-going labor agreement interpretation and administration with its six bargaining units.

Responsibilities of the Human Resource Department include:

- Employment, recruiting and interviewing
 - Selection / Recruitment processes
 - Internal promotional processes
 - Temporary workforce coordination
- Compensation
 - Wage and salary administration
 - Payroll administration
- Benefits Administration
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Life Insurance
 - Short Term Disability
 - Long Term Disability
 - Flexible Savings Account
 - Health Care Savings Plan
 - Deferred Compensation Plans
 - MERS Retirement Plan
 - Employee Assistance Program
 - COBRA Administration
 - Educational Reimbursement Plan
 - Retirement Administration and Assistance
- Employee Relations
 - Equal Employment Opportunity Coordinator
 - Labor Relations
 - Labor Agreement Administration and Compliance
- Personnel/Human Resource Records
 - Personnel record keeping
 - HR Information Systems
 - Legal compliance
- Health and Safety
 - Workers Compensation Administration
 - Health and Fitness Program
 - Drug Free Workforce Testing
 - Safety Committee

The Human Resource Department is staffed by:

Kristine Bosley, MSA, IPMA-CP – Human Resource Director

Allison Geisert – Human Resource Generalist

Jason Johnson – Human Resource Specialist

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
HUMAN RESOURCES DEPARTMENT (101-173)				
Salaries and Wages	\$ 158,890	\$ 255,100	\$ 275,100	\$ 304,200
Fringe Benefits	45,590	80,400	70,800	75,800
Office Supplies	2,900	17,000	16,000	20,000
Professional Services	92,440	59,200	47,000	42,500
Communications	2,610	1,700	3,700	3,900
Transportation	700	3,000	2,100	5,000
Professional Development	1,500	4,700	3,500	8,900
Printing and Publishing	610	400	600	600
Insurance and Bonds	780	900	1,400	1,400
Miscellaneous	-	1,500	200	1,500
Total Human Resources Function	\$ 306,020	\$ 423,900	\$ 420,400	\$ 463,800

DEPARTMENT OF PUBLIC SERVICES (101-174)

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

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

The Director coordinates departmental activities with other City staff and synchronizes projects between divisions and departments. The Director works with employees and supervisors to develop policies, procedures and programs, oversees contracts, collective bargaining agreements, budgets, training, safety, and infrastructure maintenance.



The Director works with the Asset Management/GIS Analyst and the Asset Management Technician to inform management decisions/plans for all City assets.

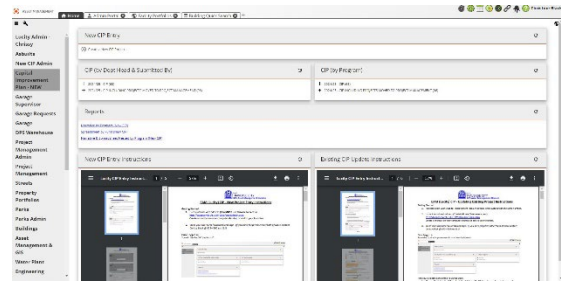
SUMMARY OF SIGNIFICANT CHANGES

- No significant budget changes.

ASSET MANAGEMENT (101-174)

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

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



SUMMARY OF SIGNIFICANT CHANGES

- No significant budget changes.

City of Traverse City, Michigan
GENERAL FUND
2024-25 Departmental Budgets

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
DIRECTOR OF PUBLIC SERVICES AND ASSET MANAGEMENT DEPARTMENT (101-174)				
Salaries and Wages	\$ 281,010	\$ 302,500	\$ 290,200	\$ 337,500
Fringe Benefits	71,310	72,400	74,900	82,300
Office/Operation Supplies	1,480	4,600	2,500	4,600
Professional Services	15,730	16,300	18,500	33,200
Communications	2,360	2,600	2,300	2,600
Transportation	1,330	2,500	1,400	2,500
Professional Development	850	8,000	2,500	8,000
Printing and Publishing	60	500	100	500
Insurance and Bonds	1,140	1,200	1,300	1,400
Rentals	-	500	-	-
Miscellaneous	1,990	500	100	500
Total DPS Director & Asset Management	\$ 377,260	\$ 411,600	\$ 393,800	\$ 473,100

CITY IT DEPARTMENT (101-176/101-261)

Mission Statement: *To administer and coordinate Information Technology (IT) services across city departments and ensure efficient use of various technologies.*

The City's IT Department is responsible for organizing and administering the City's IT policies, serving as the City's representative to outside organizations, specifically Grand Traverse County's Information Technology Department. Other tasks including developing short and long term goals, detailed strategic planning and multi-year budgeting for the City. The IT Division is responsible for purchasing computer hardware and advises software purchases to ensure optimal operations throughout all City departments. In addition, the City's GIS Division falls within the IT Department. GIS Division mission, responsibility and function is found on the next page.

This Department specifically includes the functions of:

- Acts as liaison to the City's managed services providers in all areas of IT and communications, including, software, equipment, telecommunications networks and devices, and audio/visual equipment.
- Coordinates end user and higher-level support with the city's IT managed services providers.
- Provides employee on and off boarding to include IT equipment and devices, IT policy and procedure, email, telecommunication devices, and cyber security.
- At the direction of the City Manager, manages the procurement and replacement of IT devices and equipment and is responsible for equipment and software inventory to include the disposition of equipment, devices, and software.
- Leads strategic technological planning to achieve City's goals by prioritizing technology initiatives and coordinating the evaluation, deployment, and management of current and future technologies.
- Collaborates with all City departments to develop and maintain a technology plan that supports their needs.

The City IT Department is staffed by:

Jerry Swanson, GIS & IT Administrator

CITY GIS DIVISION (101-176/101-261)

Mission Statement: *To collaborate, coordinate and maintain the use of city wide Geographic Information System (GIS) data to increase efficiency and assist in decision making,*

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

This Division specifically includes the functions of:

- Develop and provide support materials for GIS Steering Committee meetings including agenda and minutes, project status and summaries, new data/applications for consideration, and other topics.
- Develop annual GIS Program plans and budgets as assigned by the City Manager.
- Develop and provide routine and special reports as requested by the City Manager and/or Assistant City Manager.
- Develop and manage GIS Program policies, procedures and standards.
- Project manager to develop a GIS Strategic Plan and Capital Improvement Plan for the City, individual departments, and component unit(s) encompassing medium to long range goals and resource planning for GIS Program sustainability.
- Schedule, collate materials, and facilitate GIS Team meetings.
- Work directly with department heads & agency liaisons to identify, analyze, and promote GIS data and applications.
- Act as liaison with Traverse City Light & Power, Grand Traverse County MIS for the development, installation and administration of any shared GIS server technology.
- Provide training to departments and a broad base of users from general use to high-level editing and analysis.
- Maintain and monitor the enterprise GIS database infrastructure.
- Primary management of the data content and quality of the enterprise GIS database.
- GIS database schema determination and enhancements.
- Primary data quality control officer for final data validation and optimization, including overseeing the establishment of routines, procedures, and tools.
- Maintain and monitor the GIS applications infrastructure.
- Develop client/server applications and mobile apps as needed
- Front line support for GIS application issues.
- Serve as technical lead on aerial photography layering project.
- Act as project manager and administrator for all GIS internal and external applications; including those for water distribution, sanitary sewer collection, storm water collection, property, parks and recreation, streets, etc.
- Lead person in researching and investigating new and updated technologies in the GIS field and develops plans for testing and implementing software/system upgrades, new systems and system enhancements.

The City GIS division is staffed by:

Jerry Swanson, GIS & IT Administrator

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
IT DEPARTMENT & GIS DIVISION (101-176/101-261)				
Salaries and Wages	\$ 92,880	\$ 100,600	\$ 102,400	\$ 119,800
Fringe Benefits	16,550	16,800	19,000	19,400
Office/Operation Supplies	680	5,500	5,400	3,000
Professional Services	44,190	55,700	50,400	63,800
Communications	1,410	1,600	1,600	1,900
Transportation	-	300	-	300
Professional Development	1,690	3,000	1,200	3,100
Printing and Publishing	70	500	100	500
Insurance and Bonds	530	600	600	600
Repairs and Maintenance	-	500	300	500
Miscellaneous	-	1,000	500	1,000
Total IT& GIS Department	\$ 158,000	\$ 186,100	\$ 181,500	\$ 213,900

CITY ASSESSOR DEPARTMENT (101-209/101-257)

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

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

Assessing Department Team:

Polly (Watson) Cairns, City Assessor * MMAO & Certified General Real Estate Appraiser

Erik Sandy, Deputy Assessor * MAAO

Dan Tollefson, Appraiser I * MAAO - MCAO required

VACANT, Senior Assessor * MCAO (*Assessing Department has been down a person since June 2023*)

City Assessing Department maintains fair and equitable assessment practices, performing these services efficiently and professionally. Efficiency and compliance are measured annually.

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

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

- Meets/exceeds annual state certification educational requirements
- Processing of deeds/transfers of ownerships, property transfer affidavits, principal residence exemptions/rescinds, boundary line adjustments/splits/combinations, verification of tax/legal descriptions, and updating map descriptions.
- Maintain current records of real and personal property within the City.
- Prepare Tax roll for City Treasurer – summer & winter season
- Monitor real estate transactions, trends, reports, and construction costs for annual property valuation.
- Preparing appraisals of new or remodeled commercial, industrial, and residential buildings; inspecting buildings; evaluating construction blueprints and specifications; preparing sketches and descriptions, ...
- Conducting annual canvassing/review of personal property via statements & auditing of accounting records.
- Meet with property owners to answer assessment/taxable value questions, and explain the appeal process
- Staff Board of Review meetings
- Assigning addresses for properties with the City of Traverse City, Grand Traverse County
- Defend property appeals - Representing the City before State Tax Commission & Michigan Tax Tribunal.
- Prepare cost estimates spread for Special Improvement Districts
- Prepare compliance reports for Liquor Commission for Liquor License Registration, State Tax Commission, Department of Treasury, MEDC, Grand Traverse and Leelanau County Equalization.
- Review/Process PILOT (Payment in Lieu of Tax), Industrial Facilities Tax (IFT) requests, NEZ...
- Preparing annual budget reports for general operating revenue.
- Updating Department website and working to enhance the City's Tax Parcel Viewer application continually
- Advising and assisting the City on matters relating to property acquisition or disposal.

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

Staff is responsible for maintaining inventory of all property located within the City of Traverse City, managing approximately 12,000 parcels. Nearly 68% of the City's General Fund Revenue is a direct result of the work provided through the Assessing Department.

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

Mass appraisal is the process utilized to establish true cash values on groups of properties as of a given date using standardized procedures and statistical testing. Its purpose is the equitable and efficient appraisal of property for ad valorem purposes. This process involves data collection, market analysis, and quality control. The annual established assessed valuations are used in conjunction with millage rates to determine property taxes. The value assigned to a property may differ from the amount for which it was sold or purchased, depending on factors of the sale and market conditions in the area. Assessors recalculate the values of property each year, as of tax day, 12/31. True cash value reflects a property's usual selling price. While property is assessed at one-half (50%) of true cash value, State of Michigan law limits the amount by which taxable value can increase in a given year to the lesser of five percent (5%) or the rate of inflation, as determined annually by the State of Michigan. New construction or demolition will also affect the calculation of capped value. As a result, three values are assigned to every property: assessed value (also known as State Equalized Value, "SEV"), capped value, and taxable value, which is the value used to determine the amount of property tax levied annually.

The City Assessing Department assists in accomplishing the City Commission's Goals and Objectives, by continuing to educate and make available State Tax Commission updates, changes in Property Tax Laws, sales, and other pertinent information to our customers. In 2019, the City Commission approved a 6-year contract to obtain annual aerial imagery through Pictometry aka EagleView ConnectExplorer, which assists in enhancing City Departments and services overall to the public. The contract was updated in 2021 to include additional services and enhancements, sketch verification, and area tiles for the Hickory Hills area, at a reduced annual cost from the original contract, and again in 2023 for a winter flyover project. Additionally, with this service data is shared with Grand Traverse County 911/Emergency Services, in continuation of our cooperative relationship.

GOALS

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

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

SUMMARY OF BUDGET CHANGES

No significant changes were requested for the 2024/2025 budget; minor requests for re-alignment of line items under the control of the City Assessor, regarding services fees increases.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
CITY ASSESSOR DEPARTMENT (101-209/101-257)				
Salaries and Wages	\$ 330,570	\$ 340,800	\$ 287,700	\$ 340,400
Fringe Benefits	112,310	110,900	99,100	120,300
Office Supplies	1,420	16,500	3,500	4,600
Professional Services	23,310	41,500	28,500	35,300
Communications	6,170	7,500	6,100	8,500
Transportation	1,040	3,000	2,400	3,500
Professional Development	350	3,500	1,000	4,000
Printing and Publishing	6,320	6,600	6,600	10,000
Insurance and Bonds	1,540	1,600	1,700	1,800
Miscellaneous	-	-	-	-
Total City Assessor Department	\$ 483,030	\$ 531,900	\$ 436,600	\$ 528,400

CITY ATTORNEY DEPARTMENT (101-210/101-266)

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

The City Attorney acts as the legal advisor to, and attorney and counsel for, the City and all its officers in matters relating to their official duties. The City Attorney's role as the chief legal advisor is to interpret and apply relevant laws with the primary goal of protecting the interests of the City.

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

This Department specifically:

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

The City Attorney Department consists of the City Attorney, Lauren Tribble-Laucht, and Legal Assistant Cindy Laurell.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
CITY ATTORNEY DEPARTMENT (101-210/101-266)				
Salaries and Wages	\$ 221,680	\$ 235,000	\$ 256,000	\$ 286,400
Fringe Benefits	47,540	46,800	62,900	68,000
Office Supplies	750	1,200	1,200	1,200
Professional Services	95,450	158,400	92,500	232,200
Communications	1,190	1,000	1,300	1,300
Transportation	-	500	200	500
Professional Development	3,450	2,200	2,200	2,200
Printing and Publishing	630	500	400	500
Insurance and Bonds	1,200	1,300	1,400	1,500
Miscellaneous	120	500	300	500
Total City Attorney Department	\$ 372,010	\$ 447,400	\$ 418,400	\$ 594,300

CITY CLERK DEPARTMENT (101-215)

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

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

Here's a snapshot of our primary responsibilities:

- Federal, State and local elections administrator – planning, organizing and executing all aspects of elections
- Clerk to the City Commission - legislative process administration; in collaboration with the City Manager's Office, preparing briefing packets for all official sessions of the City Commission; tracking, expediting and completing documentation for all City Commission business items, including various contractual terms
- Corporate Officer – reviewing and providing final authorization for all financial disbursements, including Traverse City Light and Power which totals approximately \$150 million annually; executing official legal documents, including contracts, leases and various permissions and tracking contractual terms and various business touch points/transactions
- Liability insurance and risk administrator – managing the City's liability and specialty insurance programs (protecting over \$155M in City assets); analyzing and recommending insurance policy requirements (approximately \$1 billion annually in various endeavors); handling all insurance claims against the City and administering all cross-claims against other parties, pursuing subrogation, etc.; and all aspects of enterprise-wide risk management, protecting the City's financial poise
- General City-Wide Customer Service: with approximately 30,000 interactions each year, functioning as a primary service point for residents, visitors, business owners, nonprofit agencies, internal customers, and anyone who needs assistance on a wide range of issues, many of which are not direct City services. With a smile, we assist tens of thousands of inquiries by email, phone, web, in-person, etc.
- License and permit authority – managing all phases of the City's 30 key licenses and permits, including approximately 50 special events per year
- Providing professional communications services to the entire city organization and community in order to drive engagement, transparency and awareness, including managing the City's digital and social media platforms
- Record manager for the City's vital records, reviewing items for completeness and cataloging them in the City's authenticated document management system
- Freedom of Information Act Coordinator – ensuring compliance with public records disclosure requirements

- HIPAA (Health Insurance Portability and Accountability Act) Privacy Official – managing the security of, and proper access to all HIPAA-protected records under the City’s care and performing compliance functions as mandated by HIPAA
- Title VI Non-Discrimination Compliance Officer, ensuring compliance with non-discrimination requirements under Federal Title VI
- Open Meetings Act compliance officer
- Coordinating the recruitment and appointment process for all Mayoral and City Commission appointments; and staffing other special City Commission Ad Hoc Committees as requested

Our department team members:

Benjamin Marentette, MMC, City Clerk
Sarah Lutz, MiPMC, Deputy City Clerk
Colleen Paveglio, Communications Manager
Rebecca Adler, Operations Coordinator
Laurie Peet, Administrative Specialist
Vacant, Licensing and Election Specialist

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
CITY CLERK DEPARTMENT (101-215)				
Salaries and Wages	\$ 417,650	\$ 484,200	\$ 483,100	\$ 533,500
Fringe Benefits	127,320	155,300	144,300	146,900
Office Supplies	44,050	66,000	55,000	70,000
Professional Services	38,940	71,200	58,300	88,300
Communications	8,920	10,200	9,300	10,200
Transportation	760	2,000	800	1,500
Professional Development	19,550	10,900	6,500	6,600
Printing and Publishing	20,710	32,000	25,000	64,000
Insurance and Bonds	2,520	2,700	3,100	3,200
Repairs and Maintenance	180	-	-	-
Rentals	1,290	2,900	1,300	1,000
Total City Clerk Department	\$ 681,890	\$ 837,400	\$ 786,700	\$ 925,200

CITY TREASURER DEPARTMENT (101-253)

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

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

This office handles:

- Billing and collection of payments for utility customers monthly.
- Billing and collection of tax parcel payments in both the summer and winter.
- Invoicing for miscellaneous services performed by City departments.
- Collection of assessments on parcels, which have special improvement districts.
- Payroll is processed and disbursed from the department on a bi-weekly basis.
- Payment of all City expenses.

In addition to the accounting functions, this Department is responsible for:

- Preparation of the City's budget, assisting various departments on key aspects of budget preparation and guidance on treatment of certain budget matters.
- Preparation of the City's annual financial statements.
- The City's financial reporting for both internal and external purposes. Includes, but is not limited to federal and state agencies, and nationally recognized municipal securities information repositories.
- Investment of excess funds.
- Assisting with monitoring the internal control of the City as a whole.
- Administering an independent and state authorized retirement system for its police and firefighters with active members and retired members or beneficiaries.
- Reporting to bond rating agencies.

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

City Treasurer/Finance Director, Deputy City Treasurer/Assistant Finance Director
Financial Analyst/Compliance Officer, Accounting Assistant, Utility Manger,
Utility Billing Clerk, Accounts Payable Clerk,
Senior Customer Service Representative/Collections Clerk, Customer Service Representative (2)

GOALS

1. Convert General Ledger to the State of Michigan Chart of Accounts.
2. Implement Account verification to increase the security of ACH payment processing to limit the risk of fraud.
3. Explore Procurement Card capabilities & needs

ACCOMPLISHMENTS

Software Implementation – Now that we have implemented the new utility billing module and have integration of multiple BS&A modules, look for ways to improve processes and create efficiencies. Review the initial payment portal set up for City customers, and look for ways to improve customer experience and reconciliation controls.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
CITY TREASURER DEPARTMENT (101-253)				
Salaries and Wages	\$ 262,150	\$ 284,300	\$ 285,100	\$ 336,800
Fringe Benefits	65,330	68,200	67,100	77,400
Office Supplies	13,700	14,500	16,500	16,600
Professional Services	83,940	79,000	132,400	110,600
Communications	4,330	4,000	5,200	6,000
Professional Development	5,590	5,490	5,400	10,600
Printing and Publishing	1,100	2,210	1,100	2,000
Insurance and Bonds	2,860	3,110	3,200	3,200
Repairs and Maintenance	270	400	300	400
Rentals	850	900	900	900
Miscellaneous	-	90	3,000	3,000
Total City Treasurer Department	\$ 440,120	\$ 462,200	\$ 520,200	\$ 567,500

POLICE DEPARTMENT (101-300/101-301)

Mission Statement: *Excellence in public service and safety through community policing.*



As a part of the entire City services, the Police Department continues to put forth the organizational strategy of being community-based with unlimited partnerships in a unified effort to solve problems. The primary function of serving and protecting the citizens of this City has evolved to a service level where we are part of a team that serves our citizens and works to raise the quality of life in our City.

Currently, the Police Department consists of the Police Chief, Administrative Assistant, Administrative Clerk, (2) Captains, Lieutenant, (4) Road Patrol Sergeants, (4) Detectives, School Liaison Officer, Downtown Community Police Officer, North Boardman Community Police Officer, Traffic Officer, Crime Prevention Officer, Narcotics Officer, (12) Patrol Officers, a Police Social Worker and nine Reserve officers.

GOALS

1. Reduce the occurrence of crime.
2. Identify, arrest, and assist in the prosecution of people who commit crimes.
3. Facilitate diversion programs as determined by the Social Services Division of the Department.
4. Recover lost or stolen property, identify its owner, and ensure prompt return.
5. Facilitate the safe and orderly movement of people and vehicles throughout the City.
6. Assist and provide appropriate services for those that cannot care for themselves.
7. Ensure the taxpayers of the City receive the greatest benefit for their dollars.
8. Create and maintain a feeling of confidence and support for the Department from those organizations with which we come in contact, particularly those organizations that are part of the total criminal justice system.
9. Establish and maintain mutual trust through community partnerships.
10. Make appropriate decisions and to perform their duties in a professional, productive and efficient manner.
11. Mobilize the City resources needed to address citizen concerns and problems.
12. Encourage community involvement in identifying and resolving problems.
13. Maintain Michigan Law Enforcement Accreditation through the Michigan Law Enforcement Accreditation Commission (MLEAC) and the Michigan Association of Chiefs of Police.
14. Provide continuous training and education to provide our officers with the knowledge and tools necessary.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
POLICE DEPARTMENT (101-300/101-301)				
Salaries and Wages	\$ 2,693,680	\$ 2,777,470	\$ 2,682,500	\$ 3,299,500
Fringe Benefits	936,500	938,700	924,600	1,071,200
Office/Operation Supplies	87,910	122,300	116,400	156,600
Professional Services	164,230	170,400	174,000	190,200
County Records Contract	213,310	194,000	213,000	200,200
Communications	40,780	44,800	48,700	50,800
Transportation	74,040	60,000	67,900	63,000
Professional Development	32,970	65,830	55,800	67,300
Printing and Publishing	6,920	8,000	7,700	7,900
Insurance and Bonds	46,030	47,000	46,400	47,000
Utilities	330	300	800	2,000
Repairs and Maintenance	40	6,200	5,000	2,000
Rentals	315,870	318,000	332,500	428,000
Miscellaneous	20,930	13,500	11,400	11,000
Equipment	-	110,500	120,200	-
Police Reserves	5,650	4,500	3,000	3,900
Total Police Department	\$ 4,639,190	\$ 4,881,500	\$ 4,809,900	\$ 5,600,600

FIRE DEPARTMENT (101-335/101-336)

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



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

Services the Traverse City Fire Department provides:

- **Fire Suppression** – TCFD personnel are trained in all aspects of fire suppression including: industrial, commercial, residential, wildland, aircraft, chemical, vehicle, and boat.
- **Advanced Life Support** – 20 of our 25 personnel are Paramedics licensed through the State of Michigan, providing to our Community the highest level of pre-hospital care available in the nation. The other 5 are EMT's who have committed to obtaining their Paramedic license with 36 months of their hire date. Rescue 01, located at 500 West Front Street transported 104 patients to Munson Medical Center during the 2023 calendar year.
- **Fire Prevention/Inspection:** – Fire code compliance and safety inspections performed in the City of Traverse City are under the Fire Prevention/Inspection Section. Plans for all new construction/re-modeling within the City are reviewed for fire/life safety concerns. This year we were able to move one of our firefighters from suppression crew to a full time Fire Inspector.
- **Public Education** - Public Education includes fire safety awareness classes for various organizations and businesses, tours of our fire stations, an annual "Fire Safety Open House," a Juvenile Fire Setter Counseling Program, fire extinguisher training and certified child car seat installation. With the addition of a Fire Inspector, we have been able to reach several classrooms during school hours to create "Firefighter Familiarization", especially during Fire Prevention Week in October.
- **Hazardous Materials and Weapons of Mass Destruction (WMD) Teams** - Every firefighter is HazMat and WMD trained. Due to financial support received through a subscription fee process, the HazMat team responds to HazMat incidents in a 4-county area. The WMD team covers Michigan's Region 07, which includes 17 counties, for terrorism incidents.
- **Technical Rescue** – Personnel are cross-trained in varying aspects of technical rescue. This includes: Confined Space Rescue, High Angle Rope Rescue, Water and Ice Rescue, Trench Rescue, and Vehicle Extrication.

- **Community Engagement** - Free blood pressure checks at the fire stations and Senior Center, a Christmas Toy Program, the “Fill the Boot” program for MDA, antique fire truck rides at Friday Night Live and “Special Kids Day” at the Cherry Festival, Career Days at area junior and senior high schools as well as hosted at the Fire Station.

The Fire Department consists of the Fire Chief, An Administrative Assistant to the Fire Chief, 4 Captains (1 who serves as Fire Marshal), 4 Lieutenants (1 who serves as Training Officer), 1 Fire Inspector and 15 Firefighters.

GOALS

1. To meet National Fire Protection Association (NFPA) Standard 1710, response for EMS to be less than eight minutes ninety percent of the time.
2. To phase in Primary Advanced Life Support Transport, as voted in by the electors during the November 2023 election, over the 12-24 months since that election. This will include the purchase of 2 new ambulances, the hiring of 9 firefighter/paramedics and one EMS Captain, and various related medical equipment.
3. To replace our current Marine 01 water rescue vessel, a 1984 Avon rigid hull inflatable.

PERFORMANCE MEASUREMENTS

Output & Efficiency	Performance Indicators	2019	2020	2021	2022	2023
	Total fire related responses	54	53	73	54	46
	Fire code inspections (Construction, Code Compliance, Special Events, Short Term Rental Homes)	657	346	376	202	200
	Plan Reviews	306	272	174	115	140
	Public Education Events	27	4	5	25	324
	EMS calls for service	2441	2147	2466	2361	2465

SUMMARY OF BUDGET CHANGES

Salaries and Wages/Fringe Benefits – In the 2023 calendar year, 3 personnel were hired on to the Traverse City Fire Department; 1 FF/Paramedic and 2 FF/EMT-Basics, 1 of which is currently in a local Paramedic school. Since January 1, 2024, one employee, hired on January 22, 2024 resigned on February 4, 2024. Another employee, with 4 years on the department, intends to resign in July 2024 to move their family out of state. It is the department’s intention to fill the two vacancies as soon as possible within the current 2023-2024 budget year.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
FIRE DEPARTMENT (101-335/101-336)				
Salaries and Wages	\$ 2,207,500	\$ 2,524,900	\$ 2,294,500	\$ 2,408,700
Fringe Benefits	448,820	564,100	676,400	709,400
Office/Operation Supplies	200,390	220,300	175,200	218,100
Professional Services	68,610	92,700	89,900	149,300
Communications	19,350	25,700	15,500	24,000
Transportation	24,190	26,900	23,500	36,000
Professional Development	38,940	82,000	75,000	101,600
Printing and Publishing	540	2,300	2,300	2,300
Insurance and Bonds	14,390	14,700	17,000	17,500
Utilities	27,020	24,200	25,200	42,500
Repairs and Maintenance	53,460	78,800	70,000	94,700
Rentals-Equip and Hydrants	505,770	506,800	440,000	419,700
Miscellaneous	630	1,000	700	1,000
Equipment	31,370	17,000	17,000	85,000
Total Fire Department	\$ 3,640,980	\$ 4,181,400	\$ 3,922,200	\$ 4,309,800

ENGINEERING DEPARTMENT (101-449/101-447)



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

The work performed by the Engineering Department includes:

- Administration and inspection of right-of-way permits, stormwater runoff control permits, and soil erosion permits
 - Utility reviews in conjunction with land use permits, right-of-way permits, stormwater runoff control permits, and soil erosion permits
- Motorized and non-motorized traffic counts and studies
 - Stop warrants
 - Speed Studies
 - Effectiveness and usage of pedestrian safety
- Engineering design and/or oversight of City infrastructure projects such as:
 - Street and Parking Lot Reconstruction and Resurfacing
 - Storm Water Quality, Sewer, and Water Systems
 - Bridge and Culvert Inspection, Construction, and Rehabilitation
 - City Building Construction, Rehabilitation, and Renovation
 - Sidewalk Improvements, Repair, and Infill
 - Bike Paths and Trails
 - City Park and Bayfront Improvements
- Construction engineering and project monitoring
- Contract administration
- Development of City engineering reports and guidelines for engineering best practices
- Collaboration with numerous entities within the City limits
- Has representatives for numerous multi-jurisdictional committees
- Assists in several other aspects of the City, including:
 - Ordinance Compliance and Development
 - Economic Development Projects
 - Budgeted Capital Improvements
 - Grant Applications

The Department is staffed by:

- | | |
|------------------------|--|
| ➤ City Engineer | ➤ Engineering Public Services |
| ➤ Deputy City Engineer | ➤ Assistant Engineering Aide/CAD |
| ➤ Civil Engineer II | ➤ Engineering Aide/GIS |
| ➤ Civil Engineer I | ➤ Engineering Administrative Assistant |

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
ENGINEERING DEPARTMENT (101-449/101-447)				
Salaries and Wages	\$ 637,770	\$ 680,000	\$ 628,500	\$ 799,400
Fringe Benefits	193,300	196,500	189,400	227,100
Office/Operating Supplies	12,080	25,800	21,000	29,800
Professional Services	27,800	40,900	34,500	66,300
Communications	9,820	9,500	9,900	9,900
Transportation	1,510	3,500	11,100	3,000
Professional Development	3,200	13,000	9,500	12,600
Printing and Publishing	3,030	4,600	3,600	3,600
Insurance and Bonds	3,650	3,900	3,400	5,000
Repairs and Maintenance	140	1,000	1,800	1,000
Rentals	16,700	16,200	12,500	13,500
Miscellaneous	-	1,000	500	1,000
Total Engineering Department	\$ 909,000	\$ 995,900	\$ 925,700	\$ 1,172,200

PLANNING & ZONING DEPARTMENT (101-800/101-701)

Mission Statement:

The Planning Department's primary purpose is to guide the City's land use and planning in order to enhance the quality of life in the community and ensure it remains a place where both citizens and businesses love to call home.

Overview:

The Planning & Zoning Department is responsible preparing the City's Master Plan, which influences the regulations and standards in the zoning ordinance and any future changes to it, they are the responsible for zoning districts and appropriate enforced regulations, code enforcement, and approval of site plans. In addition, the Planning Department administers the Capital Improvement Plan (CIP) program by working with all City Departments on project submissions and coordinating reports.



(Source: TC Tourism)

Responsibilities:

The annual department budget provides the financial support to advance the programs and operations of the department, such as:

- Helping to develop, write and administer the City of Traverse City Master Plan, a document that guides City zoning, land use, urban design and physical improvements, such as buildings, streets and parks, along with any applicable sub-area and/or sub-topic plans;
- Providing administrative staff for the Planning Commission, Grand Traverse Commons Joint Planning Commission, Board of Zoning Appeals, City Commission, Historic Districts Commission, all Planning Commission-initiated committees, and as needed elsewhere within the City's government structure.
- Coordinating and managing the Six-Year Capital Improvement Plan for the City;
- Playing a key role in advancement of community and economic development plans and participation on the Community Development Team;
- Administering the Design Team which bring together the City's development-related staff on a weekly basis to design and review public capital projects, qualifying private developments, and commission-initiated projects;
- Providing community engagement on conceptual designs for street reconstruction efforts;
- Providing research and reports on emerging issues to internal departments and to the community;

- Administering and enforcing the Zoning, Sign, and Historic Districts Ordinances and other land use regulations;
- Reviewing building site plans and preparing reports and recommendations to the Planning Commission for Zoning Map amendments, Zoning Ordinance text amendments, site plan reviews, special land use permits and planned unit developments;
- Providing public support on zoning and land use questions, and interpreting land use principles, and planning and zoning regulations;
- Monitoring short term rental usage;
- Working with property owners and developers, other agencies and other City departments to ensure that development plans are consistent with the Master Plan and Zoning Ordinance regarding size and placement of buildings, signs, parking areas and landscaping requirements;
- Inspecting multi-family rental dwellings, rooming houses, proper anchoring of boats on the near shore of Grand Traverse Bay, property maintenance code violations, and general nuisance complaints;
- Managing of Redevelopment Ready Communities program through MEDC;
- Administering, at least for the time being, the City's Community Development Block Grant (CDBG) entitlement grantee program;
- Serving as a central point of organization for the City's sustainability efforts;
- Managing and assisting in the grant applications and administration;
- Developing community education and engagement programs for planning efforts, zoning regulations, and conceptual street design; and
- Providing representatives at speaking engagements to community organizations.



(Source: American Planning Association)



(Source: Creative Coast)



(Source: American Planning Association)



(Source: Midwest Living)

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
PLANNING AND ZONING DEPARTMENT (101-800/101-701)				
Salaries and Wages	\$ 340,910	\$ 427,700	\$ 379,700	\$ 488,100
Fringe Benefits	86,780	111,200	95,400	133,700
Office/Operation Supplies	7,750	15,500	11,100	15,000
Professional Services	151,170	167,000	121,500	84,100
Communications	3,490	12,000	7,300	12,000
Transportation	420	7,500	6,000	8,000
Professional Development	9,330	20,000	14,500	30,300
Printing and Publishing	3,490	10,000	5,000	15,000
Insurance and Bonds	2,060	2,200	2,500	2,600
Rentals	7,460	10,000	5,200	10,000
Miscellaneous	-	2,000	1,300	4,500
Total Planning and Zoning Dept.	\$ 612,860	\$ 785,100	\$ 649,500	\$ 803,300

PARKS & RECREATION DIVISION (101-691/101-751)

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



The Parks and Recreation Division is staffed by: 1 Parks & Recreation Superintendent, 1 Parks Supervisor/Arborist, 1 Hickory Hills Manager; 9 maintenance employees, 1 Administrative Assistant shared among the 4 Department of Public Services Divisions, 1 Cemetery Office Clerk and 1 part-time office clerk. The seasonal staff includes 10 Parks Maintenance workers, 4 Cemetery Maintenance workers, 29 Hickory Hills workers and 1 Recreation Program staff.

Parks staff is responsible for snow removal at the Water Treatment Plant, Carnegie Building, Fire Station # 1 and # 2, the Senior Center, and 26 parking lots in addition to 8 bridges and 4 bridge sidewalks. Parks Division Certified Arborist is responsible for maintaining the urban forest canopy for all city owned trees, updating the tree inventory and assessing tree health. Staff is responsible for performing year-round tree pruning, maintenance and removals. Employees facilitate annual tree and flower planting, mowing, trash removal, playground repair, beach grooming, irrigation repair and general property maintenance.

Staff is responsible for administering an average of 160 Low Impact Park Usage Permits for 15 parks most of which occur in the summer months.

SUMMARY OF SIGNIFICANT CHANGES

- Parks and Recreation Operation and Master Plan Update
- Bathroom upgrades to all park bathrooms
- Senior Center Construction
- Park Signage Redesign, Fabrication and Installation
- Ashton Park New Playground
- Hannah Park Stairs and Overlook
- Bayfront Bathrooms Construction
- West End Parking Lot
- New roofs for Slabtown Corner and Carnegie building
- Jupiter Gardens improvements
- Irrigation for the Grandview Parkway in coordination with MDOT
- FishPass Construction

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
PARKS AND RECREATION DIVISION (101-691/101-751)				
Salaries and Wages	\$ 657,600	\$ 806,700	\$ 719,900	\$ 757,100
Fringe Benefits	210,570	246,000	211,000	224,600
Office/Operation Supplies	71,840	60,800	57,500	72,000
Professional Services	112,920	205,200	185,600	222,100
Communications	4,620	6,300	4,700	6,300
Transportation	34,720	39,000	35,100	39,000
Professional Development	7,890	8,000	8,000	8,000
Printing and Publishing	170	400	200	500
Insurance and Bonds	12,550	13,200	13,200	13,200
Utilities	204,830	120,000	187,000	200,000
Repairs and Maintenance	96,850	75,000	75,000	72,000
Rentals	433,110	411,000	400,000	418,000
Total Parks and Recreation	\$ 1,847,670	\$ 1,991,600	\$ 1,897,200	\$ 2,032,800

OAKWOOD CEMETERY (101-276/101-567)

The Traverse City Parks and Recreation Division administers all operations at Oakwood Cemetery on an annual basis. Oakwood Cemetery is 91 acres and currently has approximately 20,000-30,000 graves. The Sexton provides administrative oversight and burial services along with conducting sales of burial rights for in-ground plots, cremation niches and mausoleum crypts.

Oakwood Cemetery is staffed by:
1 Parks & Recreation Superintendent, 1 Parks Supervisor/Arborist, 1 Sexton, 1 Office Clerk, a full-time laborer split with Parks, and 4 seasonal maintenance employees and 1 part-time office clerk.



The City's Oakwood staff also performs the administration, burial services and grounds maintenance for the Oakwood Catholic Diocesan Cemetery. Both cemeteries are administered by the City in the Diocesan-owned office building within the cemetery. In addition, the Cemetery staff assists with genealogy inquiries, installation of monument foundations, and performs grounds maintenance. A maintenance building within the cemetery houses all cemetery vehicles, equipment and supplies securely on site. Also periodically Parks & Recreation maintenance employees complete work onsite such as tree trimming and other specialty work as required. Every Memorial Day holiday, Oakwood Cemetery staff partner with American Legion to place flags on military headstones.

SUMMARY OF SIGNIFICANT CHANGES

- Begin project with consultant to map graves, develop GIS database
- Data entry into BS&A

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
PARKS AND RECREATION DEPARTMENT				
OAKWOOD CEMETERY DIVISION (101-276/101-567)				
Salaries and Wages	\$ 200,140	\$ 202,200	\$ 198,800	\$ 213,700
Fringe Benefits	42,860	45,600	50,900	54,300
Office/Operation Supplies	13,320	15,000	21,500	17,500
Professional Services	25,090	25,700	46,300	30,700
Communications	4,340	4,100	3,400	3,500
Transportation	3,510	4,000	3,200	3,700
Professional Development	120	500	300	300
Printing and Publishing	60	100	100	100
Insurance and Bonds	3,910	4,000	3,500	3,500
Utilities	15,630	18,000	15,300	18,000
Repairs and Maintenance	67,530	7,500	7,500	7,500
Rentals	60,820	56,000	53,000	64,500
Equipment/Capital Outlay	15,270	-	35,700	-
Total Oakwood Cemetery Division	\$ 452,600	\$ 382,700	\$ 439,500	\$ 417,300

STREETS ADMINISTRATION (101-441)

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

The Streets Division is staffed by: 1 Superintendent, 1 Supervisor lead, 14 equipment operators, 3 part-time and 1 full time (borrowed from the Sewer/Water Division) sidewalk snow removal equipment operators. During winter there is someone working 24 hours per day on weekdays, and from 4:00-8:00 a.m. on weekends and Holidays. Additional staff is called in on weekends to plow snow and sand unsafe roads, depending on the weather.



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

- Snow removal.
- Repairing and cleaning of 28.78 miles of Major Streets, 49.54 miles of local streets, 7.2 miles of State Highways, 22.5 miles of alleys, 95.3 miles of sidewalk and 10.18 miles of multi-use trails. (mileage totals as of 2/20/2024)
- Maintenance and cleaning/repairing of 2,039 catch basins and 1,179 storm manholes including all system related pipes.
- Maintenance and cleaning of 101 storm treatment systems.
- Spring and Fall leaf collection and composting program.
- Mowing large amounts of non-parkland property along our City's right-of-ways.
- Maintenance and repair/installation of 5,238 signs on City property and parking lots.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
STREET ADMINISTRATION DEPARTMENT (101-441)				
Salaries and Wages	\$ 322,020	\$ 394,300	\$ 408,200	\$ 386,500
Fringe Benefit Allocation	(151,050)	(116,500)	(161,900)	(165,000)
Office/Operation Supplies	20,360	45,900	35,300	46,900
Professional Services	28,360	18,000	22,000	22,000
Communications	5,240	7,500	6,300	7,900
Transportation	127,080	157,500	128,500	130,000
Professional Development	5,960	6,300	6,000	7,000
Printing and Publishing	5,860	6,000	5,000	6,000
Insurance and Bonds	25,200	18,500	26,200	27,000
Utilities	4,400	4,500	4,500	4,500
Repairs and Maintenance	28,070	28,000	28,000	28,000
Rentals	192,510	190,000	97,000	179,000
Total Street Administration Department	\$ 614,010	\$ 760,000	\$ 605,100	\$ 679,800

This budget reflects expenditures of the City's streets, alley's, sidewalks, and bike paths. Major, Local or State Trunkline special revenue funds are charged labor, benefits, and equipment rental fees (at state equipment rates) based on actual time dedicated to those activities. Spring/fall leaf pick-up are charged to the Local Streets Fund.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
GOVERNMENT OWNED BUILDINGS (101-265)				
Insurance and Bonds	\$ 170	\$ 200	\$ 200	\$ 200
Professional services	290	30,300	26,200	47,200
Utilities	49,540	73,000	52,800	55,000
Repairs and Maintenance	71,890	50,000	57,500	38,000
Equipment/Capital Outlay	-	25,000	80,000	190,000
Total Gvt. Owned Bldgs.	\$ 121,890	\$ 178,500	\$ 216,700	\$ 330,400

Expenses related to the operation and maintenance of City owned and operated facilities. The primary facility covered is the Governmental Center.

APPROPRIATIONS/PROJECTS (101-901/101-272)				
MERS Closed Division Retirement Contribution	971,900	954,400	954,400	1,263,200
Green Rate Initiatives	6,030	150,000	150,000	-
Carbon Neutral Goal Achievement Plan		75,000	75,000	-
Street Improvement Plan	-	75,000	75,000	-
Stormwater Management Plan Update	-	75,000	75,000	-
Housing/Land Services & Uses	-	50,000	50,000	-
Two Transitional Beds at ATS	-	-	-	100,000
Facilities Evaluation (supplement to County Study)	-	75,000	75,000	-
Fire Station Design and EMS Organization Study	3,000	500,000	-	-
Human Rights Commission	4,940	5,000	5,000	5,000
Joint Planning Commission	-	-	-	-
Independence Day Fireworks	3,500	3,500	3,500	3,500
Grandview Parkway TART Trail Design	150,000	-	-	-
Land Information Access Association	71,050	73,700	68,700	70,000
Total Appropriations	\$ 1,210,420	\$ 2,036,600	\$ 1,531,600	\$ 1,441,700

This budget reflects the allocation of General Fund proceeds for specific functions which are not necessarily part of the daily activities of any specific department. Beginning with fiscal year end June 30, 2022 the MERS closed division retirement contribution is reported as a separate line item, in prior periods the payment was allocated among departments.

**City of Traverse City, Michigan
GENERAL OPERATING FUND
2024-25 Departmental Budgets**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
CONTINGENCIES (101-941)				
Contingencies	\$ -	\$ 232,000	\$ 232,000	\$ -
TRANSFERS OUT (101-946/101-966)				
MVH - Streets Funds	\$ 719,510	\$ 778,000	\$ 782,800	\$ 915,800
Capital Projects Fund *	1,279,100	1,832,600	1,832,600	1,435,500
Sidewalk Debt Service Fund	377,160	378,700	378,700	375,000
Public Arts Commission	30,000	30,000	30,000	30,000
Coast Guard Committee Fund	-	-	-	-
Hickory Hills Fund	326,300	356,800	356,800	370,000
Opera House Fund	17,000	17,000	17,000	-
Carnegie Building Fund	58,600	58,600	58,600	58,600
Total Transfers Out	\$ 2,807,670	\$ 3,451,700	\$ 3,456,500	\$ 3,184,900

* 24/25 Capital Projects Fund Transfer Detail :

Annual Street Millage	\$ 856,000
Grandview Parkway TART Extension	272,000
Park Master Plan	215,000
Computer Hardware	55,000
Lot B & X Redevelopment Planning	7,500
Meridian Barriers Supplement	30,000
	<u>\$ 1,435,500</u>

City of Traverse City

Special Revenue Funds

City of Traverse City, Michigan
SPECIAL REVENUE FUND
BUDGET STABILIZATION FUND (102)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Interest Revenue	\$ 17,810	\$ 17,800	\$ 21,800	\$ 31,800
Change in Fair Value of Investments	(8,230)	-	-	-
TOTAL REVENUES	9,580	17,800	21,800	31,800
OTHER FINANCING USES				
Transfers Out - General Fund	17,810	17,800	21,800	31,800
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(8,230)	-	-	-
Beginning Fund Balance	753,300	745,070	745,070	745,070
Ending Fund Balance	\$ 745,070	\$ 745,070	\$ 745,070	\$ 745,070

This fund was approved by City ordinance pursuant to Public Act 30 of 1978. The only revenues are transfer from the General Fund and interest on investments of the fund. Such transfers can only be made when a surplus exists in the General Fund from an excess of revenues over expenditures. The money in the Budget Stabilization Fund cannot exceed the smaller of 15% of the City's General Fund budget for the most recent year or an average of the five most recent years. Monies in this fund may be used to cover a General Fund deficit, prevent a reduction in the level of public services or to cover the expenses of a natural disaster. However, these monies are not to be used as part of a general capital improvement program.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
HAZARDOUS MATERIAL RESPONSE TEAM FUND (206/103)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Grants from Local Units	\$ 17,770	\$ 17,800	\$ 15,400	\$ 15,400
Charges for Services Rendered	390	500	900	900
Interest Revenue	750	-	-	-
TOTAL REVENUES	18,910	18,300	16,300	16,300
EXPENDITURES				
Operation Supplies	22,650	11,000	13,000	11,000
Professional Services	-	1,500	-	1,500
Communications	-	1,000	-	1,000
Transportation	-	200	-	200
Professional Development	280	4,000	300	4,000
Printing and Publishing	-	300	-	300
Insurance and Bonds	880	900	900	900
Repairs and Maintenance	1,690	3,500	4,000	3,500
Rental	-	-	26,700	26,700
Equipment/Capital Outlay	-	9,700	9,700	9,700
TOTAL EXPENDITURES	25,500	32,100	54,600	58,800
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(6,590)	(13,800)	(38,300)	(42,500)
Beginning Fund Balance	92,590	86,000	86,000	47,700
Ending Fund Balance	\$ 86,000	\$ 72,200	\$ 47,700	\$ 5,200

This fund was created in 1994 for the purpose of recording revenues and expenditures related to emergency response calls to hazardous material spills. Revenues are derived from annual "subscriber" fees and from billings to the person(s), or entity(s), that caused the hazardous material emergency incident.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
CARNEGIE BUILDING FUND (250/104)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Federal Grants	\$ -	\$ -	\$ -	\$ -
State Grants	-	-	-	-
Rental Revenue	50,200	51,200	51,200	51,200
Contributions-Public	-	-	-	-
Reimbursements	-	-	-	-
TOTAL REVENUE	50,200	51,200	51,200	51,200
EXPENDITURES				
Office Supplies	2,960	3,000	3,000	3,000
Professional Services	12,850	62,700	35,200	34,100
Communications	2,730	3,000	2,800	3,000
Insurance and Bonds	3,380	3,600	3,500	3,600
Public Utilities	26,260	32,800	26,300	29,100
Rental expense	2,410	2,700	2,500	2,800
Repairs and Maintenance	19,370	74,500	74,000	15,400
TOTAL EXPENDITURES	69,960	182,300	147,300	91,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(19,760)	(131,100)	(96,100)	(39,800)
OTHER FINANCING SOURCES				
Transfers In - McCauley Trust	-	94,000	-	-
Transfers In - General Fund	58,600	58,600	58,600	58,600
TOTAL OTHER FINANCING SOURCE	58,600	152,600	58,600	58,600
NET CHANGE IN FUND BALANCE	38,840	21,500	(37,500)	18,800
Beginning Fund Balance	58,580	97,420	97,420	59,920
Ending Fund Balance	\$ 97,420	\$ 118,920	\$ 59,920	\$ 78,720

The objective of the Carnegie Building was to collect, preserve and present the cultural history of the Grand Traverse region. For 2023-24, rental agreements with The Crooked Arts Council and the Grand Traverse Rock and Mineral Club will be combined with contributions from the General Fund to cover operational costs of the building and provide for future significant building repairs.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
COUNTY SENIOR CENTER FUND (275 & 278/105)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Contributions-Public Sources	\$ 10,680	\$ 10,600	\$ 795,400	\$ 43,700
TOTAL REVENUES	10,680	10,600	795,400	43,700
EXPENDITURES				
Salaries and Wages	10,470	1,000	1,100	1,100
Professional Services	7,050	6,000	600	6,000
Repairs and Maintenance	1,170	1,500	-	1,500
Insurance and Bonds	520	600	500	600
Public Utilities	-	-	-	33,000
Rentals	7,750	1,500	1,800	1,500
TOTAL EXPENDITURES	26,960	10,600	4,000	43,700
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(16,280)	-	791,400	-
OTHER FINANCING SOURCES				
Transfers in - General Fund	-	-	-	-
NET CHANGE IN FUND BALANCE	(16,280)	-	791,400	-
Beginning Fund Balance	76,040	59,760	59,760	851,160
Ending Fund Balance	\$ 59,760	\$ 59,760	\$ 851,160	\$ 851,160

This fund was created to account for the Senior Center management contract between Grand Traverse County and City of Traverse City. The contribution reflects money provided by Grand Traverse County to subsidize repairs and maintenance of the building. Prior to year end 6/30/2021 the Senior Center Director was a City employee whose wages and fringes were reported in this fund. Currently salary and wages are based on time spent on Senior Center maintenance by parks and streets division employees.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
BROWN BRIDGE MAINTENANCE FUND (279/106)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Rental Income	\$ 100,950	\$ 101,100	\$ 106,400	\$ 106,800
Interest Income	2,910	700	2,500	2,500
Change in Fair Value of Investments	-	-	-	-
Reimbursements	-	-	-	-
TOTAL REVENUES	103,860	101,800	108,900	109,300
EXPENDITURES				
Salaries and Wages	-	-	400	500
Professional and Contractual	42,520	42,500	42,500	50,000
Transportation	-	2,000	-	-
Public Utilities	820	800	800	900
Repairs and Maintenance	14,250	25,000	15,000	25,000
Rentals	2,870	3,900	4,400	4,400
TOTAL EXPENDITURES	60,460	74,200	63,100	80,800
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	43,400	27,600	45,800	28,500
Beginning Fund Balance	258,950	302,350	302,350	348,150
Ending Fund Balance	\$ 302,350	\$ 329,950	\$ 348,150	\$ 376,650

This fund is used to account for the repairs and maintenance cost at the Brown Bridge Quiet Area. It is funded by cell tower leases.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
PUBLIC ARTS COMMISSION FUND (282/107)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Contributions-Public	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Contributions-Private	-	-	-	-
Interest income	1,190	-	1,000	1,000
TOTAL REVENUES	1,190	15,000	16,000	16,000
EXPENDITURES				
Office Supplies	-	-	-	-
Professional and Contractual	14,540	33,000	33,000	64,000
Repair and Maintenance	2,040	2,000	2,000	2,000
Capital Outlay	16,400	-	-	-
TOTAL EXPENDITURES	32,980	35,000	35,000	66,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(31,790)	(20,000)	(19,000)	(50,000)
OTHER FINANCING SOURCES				
Transfer In - General Fund	30,000	30,000	30,000	30,000
NET CHANGE IN FUND BALANCE	(1,790)	10,000	11,000	(20,000)
Beginning Fund Balance	131,790	130,000	130,000	141,000
Ending Fund Balance	\$ 130,000	\$ 140,000	\$ 141,000	\$ 121,000

This fund is used to account for amounts from which expenditures may be made for the acquisition, commission exhibition, and maintenance of works of art .

City of Traverse City, Michigan
SPECIAL REVENUE FUND
COAST GUARD COMMITTEE FUND (283/108)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Contributions-Private Sources	\$ -	\$ -	\$ -	\$ -
Contributions-Public Sources	-	-	-	-
Other income	300	300	200	200
TOTAL REVENUES	300	300	200	200
EXPENDITURES				
Operating Materials	5,140	1,500	200	500
Professional Services	-	-	-	-
TOTAL EXPENDITURES	5,140	1,500	200	500
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(4,840)	(1,200)	-	(300)
OTHER FINANCING SOURCES				
Transfers in - General Fund	-	-	-	-
Transfers out - General Fund	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
NET CHANGE IN FUND BALANCE	(4,840)	(1,200)	-	(300)
Beginning Fund Balance	11,060	6,220	6,220	6,220
Ending Fund Balance	\$ 6,220	\$ 5,020	\$ 6,220	\$ 5,920

The fund was created to account for the activities of the United States Coast Guard Committee, as established by Ordinance Chapter 279. The United States Coast Guard Committee serves in an advisory capacity and makes recommendations to the City Commission on matters related to the operation, development and planning of the United States Coast Guard services, facilities and programs within the City. The committee is staffed by the City Clerk's Office.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
BANNER PROGRAM FUND (292/109)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Contributions-Private	\$ 1,700	\$ 1,700	\$ 1,600	\$ 1,700
EXPENDITURES				
Repairs and Maintenance	-	1,700	-	1,700
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	1,700	-	1,600	-
Beginning Fund Balance	6,830	8,530	8,530	10,130
Ending Fund Balance	\$ 8,530	\$ 8,530	\$ 10,130	\$ 10,130

City of Traverse City, Michigan
SPECIAL REVENUE FUND
CITY OPERA HOUSE FUND (296/110)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Rental Income	\$ 124,650	\$ 116,600	\$ 135,400	\$ 142,400
Contributions	-	-	-	-
Reimbursements	4,240	4,200	700	-
TOTAL REVENUES	128,890	120,800	136,100	142,400
EXPENDITURES				
Professional/Contractual	5,760	20,800	5,200	5,600
Insurance and Bonds	6,570	6,900	6,600	7,200
Public Utilities	56,610	49,500	61,800	62,900
Repairs and Maintenance	20,510	38,500	20,500	35,000
Miscellaneous	15,880	16,800	16,900	17,500
Capital outlay	-	-	-	-
TOTAL EXPENDITURES	105,330	132,500	111,000	128,200
EXCESS OF REVENUES OVER/ (UNDER) EXPENSES	23,560	(11,700)	25,100	14,200
OTHER FINANCING SOURCES				
Transfers in - General Fund	17,000	17,000	17,000	-
NET CHANGE IN FUND BALANCE	40,560	5,300	42,100	14,200
Beginning Fund Balance	144,390	184,950	184,950	227,050
Ending Fund Balance	\$ 184,950	\$ 190,250	\$ 227,050	\$ 241,250

This fund was created to reflect the lease revenues and related expenses for the general operation of the City Opera House. Rent is received from local businesses occupying the first floor of the Opera House Building.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
ECONOMIC DEVELOPMENT FUND (565/112)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Other Revenue	\$ -	\$ -	\$ -	-
Interest Revenue	37,690	30,600	30,600	23,600
Sale of Fixed Assets	319,700	-	-	-
TOTAL REVENUE	357,390	30,600	30,600	23,600
EXPENDITURES				
Professional Services	51,500	52,000	361,800	61,500
Utilities	990	1,500	1,300	1,500
Miscellaneous	-	-	-	-
TOTAL EXPENDITURES	52,490	53,500	363,100	63,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	304,900	(22,900)	(332,500)	(39,400)
OTHER FINANCING SOURCES (USES)				
Transfer out	-	-	-	-
NET CHANGE IN FUND BALANCE	304,900	(22,900)	(332,500)	(39,400)
Beginning Fund Balance	1,590,010	1,894,910	1,894,910	1,562,410
Ending Fund Balance	\$ 1,894,910	\$ 1,872,010	\$ 1,562,410	\$ 1,523,010

This fund was originally created in 1949 to account for the sale of lots in industrial parks developed by the City and funded by federal grants. Currently, the City does not have any industrial parks under development or lots for sale. In recent years this fund has been renamed the Economic Development Fund. Primarily, this fund has been used to provide inter-fund loans to other funds, such as the Marina fund and the Opera House fund, in situations where municipal bonding does not make financial sense. Presently this fund has an inter-fund loan outstanding of \$561,970 to the Marina fund and \$480,000 to Traverse City Light and Power - Fiber Fund.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
SUMMARY OF GENERAL FUND STREET DEPARTMENT AND SPECIAL REVENUE STREET FUNDS
(202, 203, 204/202 & 101-441)

For the Budget Year 2024-25

	<u>Grand Total</u>	<u>Major Street</u>	<u>Local Street</u>	<u>Trunkline</u>	<u>Street Admin.</u>	<u>Total Prior Year Budget</u>
REVENUES						
State Sources	\$ 2,662,900	\$ 1,774,700	\$ 600,400	\$ 287,800	\$ -	\$ 2,481,900
Metro Authority	72,000	-	72,000	-	-	68,000
Reimbursement	-	-	-	-	-	-
Interest & Dividend	8,000	8,000	-	-	-	100
General Fund Direct Support	679,800	-	-	-	679,800	760,000
Transfer from General Fund	915,800	-	915,800	-	-	778,000
TOTAL REVENUES	<u>\$ 4,338,500</u>	<u>\$ 1,782,700</u>	<u>\$ 1,588,200</u>	<u>\$ 287,800</u>	<u>\$ 679,800</u>	<u>\$ 4,088,000</u>
EXPENDITURES						
Salaries & Wages	\$ 1,091,300	\$ 288,100	\$ 358,900	\$ 57,800	\$ 386,500	\$ 1,100,600
Fringe Benefits	406,400	235,300	294,300	41,800	(165,000)	317,300
Office/Operation Supplies	291,300	112,400	105,000	27,000	46,900	280,000
Professional Services	789,900	427,900	305,000	35,000	22,000	687,900
Communications	7,900	-	-	-	7,900	7,500
Transportation	130,000	-	-	-	130,000	157,500
Professional Development	7,000	-	-	-	7,000	6,300
Printing & Publishing	6,000	-	-	-	6,000	6,000
Insurance & Bonds	27,000	-	-	-	27,000	18,500
Utilities	23,300	17,600	-	1,200	4,500	23,800
Repairs & Maintenance	28,000	-	-	-	28,000	28,000
Rentals	1,354,000	525,000	525,000	125,000	179,000	1,346,000
Transfers Out	-	-	-	-	-	-
TOTAL EXPENDITURES	<u>\$ 4,162,100</u>	<u>\$ 1,606,300</u>	<u>\$ 1,588,200</u>	<u>\$ 287,800</u>	<u>\$ 679,800</u>	<u>\$ 3,979,400</u>

City of Traverse City, Michigan
SPECIAL REVENUE FUND
MOTOR VEHICLE HIGHWAY - MAJOR STREETS FUND (202)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
State Sources	\$ 1,672,380	\$ 1,627,100	\$ 1,627,100	\$ 1,774,700
Interest Revenue	8,510	100	8,000	8,000
Reimbursements	-	-	300	-
TOTAL REVENUES	1,680,890	1,627,200	1,635,400	1,782,700
EXPENDITURES				
Personnel Services	489,590	502,400	501,500	523,400
Operating Materials	104,980	107,100	102,000	112,400
Professional Services	261,600	382,900	235,000	427,900
Utilities	17,180	17,600	17,000	17,600
Rentals	505,800	525,000	532,000	525,000
	1,379,150	1,535,000	1,387,500	1,606,300
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	301,740	92,200	247,900	176,400
OTHER FINANCING SOURCES				
Transfers In - General Fund	-	-	-	-
Transfers Out	-	-	-	-
TOTAL OTHER FINANCING SOURCE	-	-	-	-
NET CHANGE IN FUND BALANCE	301,740	92,200	247,900	176,400
Beginning Fund Balance	1,068,420	1,370,160	1,370,160	1,618,060
Ending Fund Balance	\$ 1,370,160	\$ 1,462,360	\$ 1,618,060	\$ 1,794,460

This fund was created to account for the operations of the major street (28.3 miles) portion of the Street Maintenance Department. Financing is provided by special revenues from Public Act 51 State Shared Gas and Weight Taxes and other revenues.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
MOTOR VEHICLE HIGHWAY - LOCAL STREETS FUND (203)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Metro Authority Fee	\$ 71,750	\$ 68,000	\$ 71,000	\$ 72,000
State Sources	564,060	570,800	570,800	600,400
Reimbursements	350	-	-	-
TOTAL REVENUES	636,160	638,800	641,800	672,400
EXPENDITURES				
Personnel Services	609,900	545,800	643,600	653,200
Operating Materials	105,640	100,000	104,000	105,000
Professional Services	131,670	260,000	120,000	305,000
Rentals	508,460	511,000	557,000	525,000
TOTAL EXPENDITURES	1,355,670	1,416,800	1,424,600	1,588,200
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(719,510)	(778,000)	(782,800)	(915,800)
OTHER FINANCING SOURCES				
Transfers In - General Fund	719,510	778,000	782,800	915,800
NET CHANGE IN FUND BALANCE	-	-	-	-
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -

This fund was created to account for the operations of the local street (48.3 miles) portion of the Street Maintenance Department. Financing is provided by special revenues from Public Act 51 State Shared Gas and Weight Taxes, contributions from other funds, and other revenues.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
MOTOR VEHICLE HIGHWAY - STATE TRUNKLINE FUND (204/202)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
State Sources	\$ 338,320	\$ 284,000	\$ 270,000	\$ 287,800
Interest Revenue	-	-	-	-
Reimbursements	-	-	-	-
TOTAL REVENUES	338,320	284,000	270,000	287,800
EXPENDITURES				
Personnel Services	106,200	91,900	84,900	99,600
Operating Materials	19,400	27,000	20,400	27,000
Professional Services	22,920	27,000	27,000	35,000
Utilities	1,200	1,700	1,200	1,200
Rentals	147,670	120,000	130,000	125,000
TOTAL EXPENDITURES	297,390	267,600	263,500	287,800
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	40,930	16,400	6,500	-
OTHER FINANCING USES				
Transfers Out - Major Street Fund	-	-	-	-
NET CHANGE IN FUND BALANCE	40,930	16,400	6,500	-
Beginning Fund Balance	74,490	115,420	115,420	121,920
Ending Fund Balance	\$ 115,420	\$ 131,820	\$ 121,920	\$ 121,920

This Fund was created to account for the operations of the State trunkline (8.7 miles) portion of the Street Maintenance Department. The State reimburses the City for expenses related to work performed on State Highways by City personnel.

**City of Traverse City, Michigan
SPECIAL REVENUE FUND
EMS - AMBULANCE FUND (210)
For the Budget Year 2024-25**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Property Taxes	\$ -	\$ -	\$ -	\$ 1,216,700
TOTAL REVENUES	-	-	-	1,216,700
EXPENDITURES				
Rentals/Equipment purchases	-	-	-	476,500
TOTAL EXPENDITURES	-	-	-	476,500
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	-	-	-	740,200
OTHER FINANCING SOURCES				
Transfer In - General Fund	-	-	-	-
NET CHANGE IN FUND BALANCE	-	-	-	740,200
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ 740,200

This fund was established to track the use of a voter approved millage to provide first reponse ambulance and paramedic services to City residents. Expenditures will increase as the program is implemented in a multi phase process.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
TREE ORDINANCE FUND (211)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
State Grants	\$ -	\$ -	\$ -	\$ -
Contributions from Private Sources	8,110	5,800	17,600	1,500
Ordinance Fines and Costs	14,700	8,000	7,500	8,000
Interest Income	430	-	600	600
TOTAL REVENUES	23,240	13,800	25,700	10,100
EXPENDITURES				
Capital Outlay	75,450	21,600	21,600	5,000
TOTAL EXPENDITURES	75,450	21,600	21,600	5,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(52,210)	(7,800)	4,100	5,100
OTHER FINANCING SOURCES (USES)				
Transfer In - Garage Fund Contribution	6,600	7,800	7,800	7,200
Transfer Out - Capital Projects Fund	-	-	-	-
TOTAL OTHER FINANCING SOURCES	6,600	7,800	7,800	7,200
NET CHANGE IN FUND BALANCE	(45,610)	-	11,900	12,300
Beginning Fund Balance	72,560	26,950	26,950	38,850
Ending Fund Balance	\$ 26,950	\$ 26,950	\$ 38,850	\$ 51,150

This fund was separately established in 2022 to account for the collection of proceeds related to the City's Tree Ordinance and track expansion of the City's tree canopy.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
ACT 302 POLICE TRAINING FUND (207/214)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
State Grants	\$ 6,700	\$ 10,560	\$ 10,400	\$ 10,600
EXPENDITURES				
Professional Development	3,540	10,560	10,600	10,600
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	3,160	-	(200)	-
Beginning Fund Balance	1,700	4,860	4,860	4,660
Ending Fund Balance	\$ 4,860	\$ 4,860	\$ 4,660	\$ 4,660

This fund was established to track police training activity related to Public Act 302 Training Program.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
McCAULEY ESTATE TRUST FUND (722/217)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Interest Revenue	\$ 1,400	\$ 2,600	\$ 3,000	\$ 4,000
Contributions-private	-	-	-	-
TOTAL REVENUES	1,400	2,600	3,000	4,000
OTHER FINANCING USES				
Transfers Out - Senior Center Construction	-	(96,600)	(150,000)	(5,200)
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES AND USES	1,400	(94,000)	(147,000)	(1,200)
Beginning Fund Balance	146,800	148,200	148,200	1,200
Ending Fund Balance	\$ 148,200	\$ 54,200	\$ 1,200	\$ -

This fund is used to account for the City's share of distribution from the Edwin D. McCauley Trust. Expenditures are to be made to public welfare or civic improvement organizations designated by the City Commission.

**City of Traverse City, Michigan
SPECIAL REVENUE FUND
COLLEGE PARKING FUND (231)
For the Budget Year 2024-25**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Parking Fees-Coin	\$ 1,500	\$ 2,000	\$ 1,500	\$ 1,500
Parking Fines	5,200	5,200	3,500	1,000
TOTAL REVENUES	6,700	7,200	5,000	2,500
EXPENDITURES				
Professional Services	9,420	7,200	5,000	2,500
TOTAL EXPENDITURES	9,420	7,200	5,000	2,500
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(2,720)	-	-	-
Beginning Fund Balance	2,720	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -

This fund was created in the 1992-93 fiscal year to account for funds received and expended to enforce parking at Northwestern Michigan College. The College entered into a contractual agreement with the City to provide for this enforcement. The Professional Services line item reflects the net amount that is split between the City and NMC. The City amount is placed into the General Fund.

**City of Traverse City, Michigan
SPECIAL REVENUE FUND
ACT 345 MILLAGE FUND (233)
For the Budget Year 2024-25**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Property Taxes	\$ 2,576,220	\$ 2,748,000	\$ 2,787,900	\$ 2,867,000
Local Community Stabilization	30,890	30,900	36,700	38,000
Interest Income	14,290	7,800	13,100	11,000
Change in Fair Value of Investments	-	-	-	-
TOTAL REVENUES	2,621,400	2,786,700	2,837,700	2,916,000
EXPENDITURES				
Retirement Costs	2,340,790	2,426,500	2,426,500	2,713,300
TOTAL EXPENDITURES	2,340,790	2,426,500	2,426,500	2,713,300
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	280,610	360,200	411,200	202,700
OTHER FINANCING SOURCES				
Transfer In - General Fund	-	-	-	-
NET CHANGE IN FUND BALANCE	280,610	360,200	411,200	202,700
Beginning Fund Balance	343,990	624,600	624,600	1,035,800
Ending Fund Balance	\$ 624,600	\$ 984,800	\$ 1,035,800	\$ 1,238,500

This fund is used to account for the Act 345 millage that is designated for police and fire retirement cost.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
BROWN BRIDGE TRUST PARKS IMPROVEMENT FUND (239)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Contributions-Private	\$ -	\$ -	\$ -	\$ -
Interest Revenue	5,380	1,500	5,000	5,000
Change in Fair Value of Investments	-	-	-	-
Rents and Royalties	167,540	206,000	218,000	218,000
Total Revenues	172,920	207,500	223,000	223,000
EXPENDITURES				
Equipment/Capital Outlay	16,450	36,000	-	40,000
Total Expenditures	16,450	36,000	-	40,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	156,470	171,500	223,000	183,000
OTHER FINANCING SOURCES (USES)				
Transfer Out - Capital Projects Fund	(147,000)	(180,000)	(200,000)	(115,000)
TOTAL OTHER FINANCING SOURCES (USES)	(147,000)	(180,000)	(200,000)	(115,000)
NET CHANGE IN FUND BALANCE	9,470	(8,500)	23,000	68,000
Beginning Fund Balance	508,590	518,060	518,060	541,060
Ending Fund Balance	\$ 518,060	\$ 509,560	\$ 541,060	\$ 609,060

As of March 31, 2024 The fund balance available is committed to pending capital improvements at the Brown Bridge Quite Area and City park improvement projects totaling approximately \$175,000.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
TRAVERSE CITY / GARFIELD JOINT PLANNING FUND (241)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Contribution-Public Sources	\$ -	\$ -	\$ -	\$ -
EXPENDITURES				
Professional Services	-	1,500	1,500	1,500
Printing and Publishing	-	-	-	-
TOTAL EXPENDITURES	-	1,500	1,500	1,500
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	-	-	(1,500)	(1,500)
Beginning Fund Balance	20,100	20,100	20,100	18,600
Ending Fund Balance	\$ 20,100	\$ 20,100	\$ 18,600	\$ 17,100

This fund was created to account for the Joint Planning Commission costs such as packets, public notification and legal fees. Contributions, when required, are shared equally between the City of Traverse City and Charter Township of Garfield.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
COUNTY WIDE ROAD MILLAGE FUND (243/446)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Contributions From Other Governments	\$ 1,142,450	\$ 1,162,800	\$ 1,287,400	\$ 1,235,700
Interest Revenue	25,270	2,800	22,000	22,000
Change in Fair Value of Investments	-	-	-	-
	<u>1,167,720</u>	<u>1,165,600</u>	<u>1,309,400</u>	<u>1,257,700</u>
EXPENDITURES				
Capital Outlay	<u>202,220</u>	<u>2,000,000</u>	<u>1,423,600</u>	<u>531,300</u>
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	965,500	(834,400)	(114,200)	726,400
OTHER FINANCING SOURCES				
Transfer out - capital projects fund	<u>(106,500)</u>	<u>-</u>	<u>(534,200)</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	859,000	(834,400)	(648,400)	726,400
Beginning Fund Balance	<u>1,651,690</u>	<u>2,510,690</u>	<u>2,510,690</u>	<u>1,862,290</u>
Ending Fund Balance	<u><u>\$ 2,510,690</u></u>	<u><u>\$ 1,676,290</u></u>	<u><u>\$ 1,862,290</u></u>	<u><u>\$ 2,588,690</u></u>

This fund was established to track proceeds from the Grand Traverse County Road Commission for the City's share of a voter approved Road Improvement Millage.

**City of Traverse City, Michigan
SPECIAL REVENUE FUND
PEG CAPITAL FUND (264/251)
For the Budget Year 2024-25**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Contribution-Private Sources	\$ 21,980	\$ 21,500	\$ 20,300	\$ 19,500
Contribution-Public Sources	1,770	-	-	-
Interest income	1,030	-	1,000	1,000
TOTAL REVENUE	24,780	21,500	21,300	20,500
EXPENDITURES				
Equipment/Capital Outlay	9,220	70,500	69,700	7,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	15,560	(49,000)	(48,400)	13,500
Beginning Fund Balance	110,910	126,470	126,470	78,070
Ending Fund Balance	\$ 126,470	\$ 77,470	\$ 78,070	\$ 91,570

This fund was created to account for the franchise fees received from the local cable provider related to providing the public education and government channel. Proceeds are used to upgrade equipment used to provide programming for the channel.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
CDGB Grant SEFA #14.218 (272)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Federal Award	\$ -	\$ -	\$ -	\$ 370,000
Interest revenue	-	-	-	-
TOTAL REVENUES	-	-	-	370,000
EXPENDITURES				
Professional and Contractual	-	-	-	66,000
TOTAL EXPENDITURES	-	-	-	66,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	-	-	-	304,000
OTHER FINANCING USES (USES)				
Transfers to other funds	-	-	-	-
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	-	-	-	304,000
Beginning Fund Balance	-	-	-	-
Ending Fund Balance	\$ -	\$ -	\$ -	\$ 304,000

This fund was established in 2024 to account for the City's participation in the CDBG entitlement grant program.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
ARPA CORONAVIRUS FISCAL RECOVERY FUND (284/285)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Federal Award	\$ 55,070	\$ 551,200	\$ 566,200	\$ 952,600
Interest revenue	21,910	-	-	-
TOTAL REVENUES	76,980	551,200	566,200	952,600
EXPENDITURES				
Professional and Contractual	35,070	551,200	66,200	952,600
TOTAL EXPENDITURES	35,070	551,200	66,200	952,600
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	41,910	-	500,000	-
OTHER FINANCING USES (USES)				
Transfers to other funds	(20,000)	-	(500,000)	-
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	21,910	-	-	-
Beginning Fund Balance	480	22,390	22,390	22,390
Ending Fund Balance	\$ 22,390	\$ 22,390	\$ 22,390	\$ 22,390

This fund was separately established in 2022 to account for receipt and use of the State and Local Fiscal Recovery Funds the City received as part of the Coronavirus American Rescue Plan Act.

City of Traverse City

Debt Service Funds

City of Traverse City, Michigan
DEBT SERVICE FUND
PARKING BOND DEBT RETIREMENT FUND - TAX EXEMPT (306)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Contribution - TIF 97	\$ 973,060	\$ 953,400	\$ 953,400	\$ 913,800
TOTAL REVENUES	973,060	953,400	953,400	913,800
EXPENDITURES				
Principal	860,000	860,000	860,000	840,000
Interest Expense and Fees	112,960	93,400	93,400	73,800
TOTAL EXPENDITURES	972,960	953,400	953,400	913,800
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	100	-	-	-
Beginning Fund Balance	3,600	3,700	3,700	3,700
Ending Fund Balance	\$ 3,700	\$ 3,700	\$ 3,700	\$ 3,700

This fund is established to account for the payment of the debt service of the tax exempt portion of limited tax general obligation bonds outstanding for the Hardy Parking Deck and related projects.

City of Traverse City, Michigan
DEBT SERVICE FUND
SIDEWALK AND TRAIL DEBT RETIREMENT FUND (309)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Reimbursements	\$ -	\$ -	\$ -	\$ -
Contributions	71,500	61,600	61,600	51,200
TOTAL REVENUES	71,500	61,600	61,600	51,200
EXPENDITURES				
Principal	565,000	585,000	585,000	605,000
Interest Expense and Fees	188,420	170,300	171,800	151,200
TOTAL EXPENDITURES	753,420	755,300	756,800	756,200
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(681,920)	(693,700)	(695,200)	(705,000)
OTHER FINANCING SOURCES (USES)				
Operating Transfers In	682,160	693,700	693,700	705,000
NET CHANGE IN FUND BALANCE	240	-	(1,500)	-
Beginning Fund Balance	1,400	1,640	1,640	140
Ending Fund Balance	\$ 1,640	\$ 1,640	\$ 140	\$ 140

City of Traverse City

**Capital Project
Funds**

City of Traverse City, Michigan
CAPITAL PROJECTS FUND (245/499)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Federal Grants	\$ 142,900	\$ -	\$ 255,400	\$ -
State Grants	288,280	223,000	25,000	700,500
Interest Revenue	3,410	2,500	5,000	5,000
Contributions - Public Entities	1,130,680	1,636,000	1,089,000	290,000
Contributions - Private Sources	195,260	55,000	163,900	121,500
Other Revenue	-	-	-	-
TOTAL REVENUES	1,760,530	1,916,500	1,538,300	1,117,000
EXPENDITURES				
Professional Services	361,960	2,000	2,900	2,000
Capital Outlay	2,243,360	5,636,600	3,652,100	3,262,200
TOTAL EXPENDITURES	2,605,320	5,638,600	3,655,000	3,264,200
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(844,790)	(3,722,100)	(2,116,700)	(2,147,200)
OTHER FINANCING SOURCES				
Transfer In - Brown Bridge Trust Parks	65,000	112,000	112,000	115,000
Transfer In - General Fund	1,487,600	1,900,600	2,140,400	1,435,500
Transfers Out	(1,320)	-	(6,300)	-
TOTAL OTHER FINANCING SOURCES	1,551,280	2,012,600	2,246,100	1,550,500
NET CHANGE IN FUND BALANCE	706,490	(1,709,500)	129,400	(596,700)
Beginning Fund Balance	2,962,860	3,669,350	3,669,350	3,798,750
Ending Fund Balance	\$ 3,669,350	\$ 1,959,850	\$ 3,798,750	\$ 3,202,050

This fund was created to account for revenues and expenditures associated with property development and public improvement construction projects. This fund holds the funding for those projects associated with the City's General Fund as well as multi source funded projects.

City of Traverse City, Michigan
SPECIAL REVENUE FUND
SENIOR CENTER BUILDING FUND (277)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
State Grants	\$ -	\$ 7,000,000	\$ 3,500,000	\$ 3,500,000
Contributions-Public Sources	-	-	42,500	-
Contributions-Private Sources	1,340	-	-	250,000
Interest Revenue	6,180	2,200	4,000	2,000
Change in Fair Value of Investments	-	-	-	-
TOTAL REVENUES	7,520	7,002,200	3,546,500	3,752,000
EXPENDITURES				
Capital Outlay	169,720	7,850,500	3,500,000	6,000,000
TOTAL EXPENDITURES	169,720	7,850,500	3,500,000	6,000,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(162,200)	(848,300)	46,500	(2,248,000)
OTHER FINANCING SOURCES				
Transfers in	1,320	-	650,000	1,370,000
NET CHANGE IN FUND BALANCE	(160,880)	(848,300)	696,500	(878,000)
Beginning Fund Balance	343,550	182,670	182,670	879,170
Ending Fund Balance	\$ 182,670	\$ (665,630)	\$ 879,170	\$ 1,170

This fund was created in 2007 to account for contributions related to the eventual renovation or replacement of the Senior Center Building.

City of Traverse City, Michigan
CAPITAL PROJECT FUND
BOARDMAN LAKE TRAIL CONSTRUCTION (491/488)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
State Grants	\$ 150,000	\$ -	\$ -	\$ -
Contributions - private	-	-	-	-
Contributions - public	64,750	-	650,200	-
Interest Revenue	-	-	-	-
TOTAL REVENUES	214,750	-	650,200	-
EXPENDITURES				
Capital Outlay	583,500	-	102,000	-
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(368,750)	-	548,200	-
OTHER FINANCING SOURCES (USES)				
Operating Transfers In	-	-	-	-
Operating Transfer out	(305,000)	(315,000)	(315,000)	(330,000)
TOTAL OTHER FINANCING (USES)	(305,000)	(315,000)	(315,000)	(330,000)
NET CHANGE IN FUND BALANCE	(673,750)	(315,000)	233,200	(330,000)
Beginning Fund Balance	2,345,440	1,671,690	1,671,690	1,904,890
Ending Fund Balance	\$ 1,671,690	\$ 1,356,690	\$ 1,904,890	\$ 1,574,890

This fund is established to account for the sources and uses of the limited tax general obligation bond undertaken for the construction of the West Boardman Lake Trail Loop. After completion of the trail annual transfers to the debt service fund will be made from available fund balance.

City of Traverse City, Michigan
CAPITAL PROJECT FUND
SPECIAL ASSESSMENT FUND (801/812)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Interest Revenue	\$ 13,100	\$ 4,600	\$ 14,000	\$ 16,000
Change in Fair Value of Investments	-	-	-	-
Contributions - Public Entities	-	-	-	-
Special Assessment	27,400	22,000	27,400	44,600
TOTAL REVENUES	40,500	26,600	41,400	60,600
EXPENDITURES				
Capital Outlay	71,080	26,600	15,000	356,400
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	(30,580)	-	26,400	(295,800)
OTHER FINANCING SOURCES (USES)				
Transfer Out-Capital Projects Fund	-	-	-	-
NET CHANGE IN FUND BALANCE	(30,580)	-	26,400	(295,800)
Beginning Fund Balance	746,740	716,160	716,160	742,560
Ending Fund Balance	\$ 716,160	\$ 716,160	\$ 742,560	\$ 446,760

This fund was created to account for financing of various public improvements to benefit specific property owners. The City Commission approves all special assessment projects and specifies the cost to be paid by special assessments to the benefited property owners and the cost to be paid by the City at large. Additional pro-rata assessments can be made by the City Commission for costs in excess of estimates. Assessment estimates in excess of costs by more than 5% must be refunded pro-rata. The period of payment varies between five to ten years and actual interest rates for an assessment is based 2% above the relevant Treasury bill rate but not to exceed 6%. This fund was established during 1988 when the City implemented the provisions of the Governmental Accounting Standards Board Statement Number 6, which eliminates the special assessment fund type.

Unpaid assessments as of April 1, for the prior year, are added to the City tax roll and become a lien on the prop

City of Traverse City

Permanent Funds

City of Traverse City, Michigan
PERMANENT FUND
BROWN BRIDGE TRUST FUND (710/153)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Interest Revenue	\$ 215,390	\$ 192,000	\$ 280,000	\$ 280,000
Change in Fair Value of Investments	(141,820)	-	-	-
Rents and Royalties	-	-	-	-
TOTAL REVENUES	73,570	192,000	280,000	280,000
EXPENDITURES				
Capital Outlay	\$ -	\$ 750,000	\$ -	\$ 750,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	73,570	(558,000)	280,000	(470,000)
OTHER FINANCING (USES)				
Transfers Out-General Fund	(206,200)	(192,000)	(280,000)	(280,000)
NET CHANGE IN FUND BALANCE	(132,630)	(750,000)	-	(750,000)
Beginning Fund Balance	11,598,260	11,465,630	11,465,630	11,465,630
Ending Fund Balance	\$ 11,465,630	\$ 10,715,630	\$ 11,465,630	\$ 10,715,630

This fund was created with a charter amendment to Section 129, adopted November 7, 1978. In 2014 a voter approved ballot proposal amended the distribution guidelines to provide that money derived from oil, gas or mineral exploration at the Brown Bridge property be deposited in the Brown Bride Park Improvement Fund. As initially established, the interest income from the remaining balance in Brown Bridge Trust Fund is used to supplement City taxes as a credit against the General Fund levy.

City of Traverse City, Michigan
PERMANENT FUND
CEMETERY TRUST FUND (711/152)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Charges for Services-Sales	\$ 17,350	\$ 17,000	\$ 30,000	\$ 25,000
Interest Revenue	7,380	7,400	7,400	7,600
Change in Fair Value of Investments	(8,470)	-	-	-
TOTAL REVENUES	16,260	24,400	37,400	32,600
EXPENDITURES				
Capital Outlay	6,500	150,000	-	-
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	9,760	(125,600)	37,400	32,600
OTHER FINANCING SOURCES (USES)				
Transfers Out - General Fund	(7,380)	(7,400)	(24,600)	(7,600)
NET CHANGE IN FUND BALANCE	2,380	(133,000)	12,800	25,000
Beginning Fund Balance	323,420	325,800	325,800	338,600
Ending Fund Balance	\$ 325,800	\$ 192,800	\$ 338,600	\$ 363,600

For each lot or crypt sale 15% of the proceeds are deposited in the Cemetery Perpetual Care Fund, 42 1/2% is deposited in the Cemetery Trust Fund, and the remaining 42 1/2% is deposited in the General Fund. Interest income in this fund is transferred to the General Fund annually to help offset the costs associated with operating the cemetery.

City of Traverse City, Michigan
PERMANENT FUND
CEMETERY PERPETUAL CARE TRUST FUND (712/151)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
REVENUES				
Charges for Services-Fees	\$ 6,760	\$ 8,000	\$ 13,000	\$ 8,700
Interest Revenue	8,490	8,200	9,300	10,000
Change in Fair Value of Investments	(4,080)	-	-	-
TOTAL REVENUES	11,170	16,200	22,300	18,700
EXPENDITURES				
Professional services	-	-	22,000	48,000
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	11,170	16,200	300	(29,300)
OTHER FINANCING SOURCES (USES)				
Transfers Out - General Fund	(8,490)	(8,200)	(9,300)	(9,000)
NET CHANGE IN FUND BALANCE	2,680	8,000	(9,000)	(38,300)
Beginning Fund Balance	445,310	447,990	447,990	438,990
Ending Fund Balance	\$ 447,990	\$ 455,990	\$ 438,990	\$ 400,690

For each lot or crypt sale 15% of the proceeds are deposited in the Cemetery Perpetual Care Fund, 42 1/2% is deposited in the Cemetery Trust Fund, and the remaining 42 1/2% is deposited in the General Fund. Interest income in this fund is transferred to the General Fund annually to help offset the costs associated with operating the cemetery.

City of Traverse City

Enterprise Funds

PARKING SYSTEM FUND (585/514)

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



The Traverse City Parking System (TCPS) operates the Auto Parking enterprise fund. The 2024-25 budget includes revenues and expenses for operation of the entire parking system, including two parking garages. The Parking Fund is vulnerable being an enterprise fund where performance is based solely on use of the system. The last two budget cycles had a slight increase in revenues over the prior two COVID budgets where the fund deferred maintenance to not rely on surplus funds. All areas of parking revenue (meters, permits, hourly admissions, and enforcement) remain affected by the pandemic, and systemwide usage has not returned to pre-pandemic levels. This is the first budget cycle since the pandemic that we are operating with the new normal of projected revenues. Maintenance projects that have been scaled back will proceed and rely on the use of surplus funds.

In 2022-2023, the DDA continued its initiative to move forward with the West End Parking Structure as identified in the TIF plan. The use of parking funds to purchase five properties in the included an inter-departmental loan using TIF funds to complete the purchase. The loan was paid in full in the 2023-2024 budget cycle.

Continuing to make systemwide changes using the Managed Parking Systems (MPS) Approach based on the Revised Transportation Demand Management Report will increase efficient utilization of existing parking spaces to maintain net zero parking. Planned changes will emphasize park once initiatives, and the use of public transit and non-motorized ways to get to and from downtown. The MPS approach will continue to evaluate utilization for short-term parking and continue the seasonal meter rates to shift demand into underutilized areas to create better use of the overall system.

Hardy and Old Town Garage funds will include expenses will include deferred maintenance to pedestrian stair towers as part of the five-year restoration repairs. The cosmetic fixes to repaint all pedestrian stair towers, handrails and reseal all floors will provide a renewed appearance.

Permit rates have been scheduled to increase nominally over the next three years beginning January 2025. These increases are estimated to generate an additional \$20,000 in permit revenue combined for surface, Hardy and Old Town.

The DDA managed Traverse City Parking Services consists of the following positions:
Transportation Mobility Director (1 FT)
Parking Operations Supervisor (1 FT)
Parking Support Specialist (3 FT)

Parking Specialist (5 FT, 1 PT and 1 FT Seasonal)
Field Services Supervisor (1 FT)
Parking Ambassadors (2 FT, 1 FT Seasonal)
Facilities Supervisor (1 FT)
Maintenance Technicians (2 FT, 1 FT Seasonal)

GOALS

1. Provide a successful, attractive parking environment that supports economic growth and tourism downtown
 - a. Support the return of employees to downtown to increase the growth in total permits sold/spaces utilized
 - b. Support businesses to increase open hours to increase the growth in meter revenue
 - c. Foster private investment in the Downtown Development Authority district, which is indicative of confidence in our parking system
 - d. Continually invest in parking infrastructure to maintain a high-quality experience
2. Promote a higher quality of life through reduced reliance on surface parking and increase parking alternatives
 - a. Reduce the amount of surface spaces in the Downtown Development Authority district by repurposing surface parking lots for redevelopment
 - b. Increase bicycle parking in the Downtown Development Authority district
 - c. Increase participation and ridership of the Destination Downtown program
 - d. Increase commuter amenities and multi-modal initiatives.
 - e. Make efficient use of resources by partnering with other agencies

SUMMARY OF BUDGET CHANGES

REVENUES

Parking Garage Hourly Proceeds – Revenues are expected to remain consistent as the past two budget cycles with minimal increase.

Parking Fees-Coin – Revenues are expected to increase as we anticipate increased tourism in the area.

Permits – Surface Lots – Revenues are expected to decrease due to the waitlist and no new surface permits being offered. Existing surface permits may be renewed, but no new requests will be issued.

Permits – Parking Garages – Revenue is expected to remain the same until employees return to downtown offices and increase the employee use of the parking structures. A minimal increase over the next three years beginning in January 2025 is expected to maintain current revenues.

Parking Fines – Revenues are expected to remain the same.

EXPENSES

Salaries, Wages and Fringe Benefits – Salaries, wages and fringe benefits will increase to reflect the Parking Services employees that are now reflected directly in the Auto Parking Fund in all areas of operations including Administration, Office Operations, Field Operations, and Maintenance Operations. This increase is reflected with the termination of the Parking Management contract with the DDA.

Professional Services – This line item has decreased with the termination of the Parking Management agreement with the DDA.

Information Technology – The increased expenses include the renewal of the Parking Management software, additional smart meters and the Parking Access and Revenue Control Systems software contracts.

Public Utilities – This expense is expected to remain the same as the previous year.

Repair and Maintenance – The increase includes major repairs to both the Hardy and Old Town Parking Structures as part of the five-year condition assessment and restoration repairs.

Rentals – Rentals overall increased to reflect required rental rates for the Garage Fund to finance future equipment purchases of the Parking System.

Equipment – Expenditures includes the five-year capital improvement project for Phase 3 of the smart meter purchase, and additional cameras to supplement the traffic circulation changes at Hardy.

NONOPERATING REVENUES (EXPENSES)

Transfer Out – City Fee – The City fee of 5% of the General (585) parking revenues. This is the second year the fee is 5% down from 10%. The reasons for the decrease and restricting to parking general include: 1) 5% is in alignment with other enterprise fund fees, and 2) the aging parking structures will rely more on the revenue to cover maintenance in the coming years.

City of Traverse City, Michigan
ENTERPRISE FUND PARKING
SYSTEM FUND (585/514)
For the Budget Year 2024-25

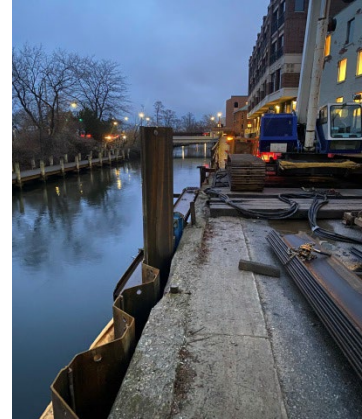
	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
OPERATING REVENUES				
Parking Deck Proceeds	\$ 438,430	\$ 320,000	\$ 400,000	\$ 390,000
Parking Fees-Meters	2,022,900	1,800,000	1,980,000	2,000,000
Permits - Surface Lots	232,130	202,200	171,400	202,200
Permits - Parking Deck	323,770	250,000	225,000	245,000
Parking Fines	331,520	225,000	310,000	250,000
Rents and Royalties	-	30,000	-	30,000
Reimbursements	12,030	6,000	8,000	-
Miscellaneous Income	3,710	1,700	500	-
TOTAL OPERATING REVENUES	3,364,490	2,834,900	3,094,900	3,117,200
OPERATING EXPENSES				
Salaries and Wages	14,870	12,900	14,200	883,200
Fringe Benefits	1,500	1,000	1,200	366,600
Office/Operation Supplies	76,490	61,000	81,000	85,500
Professional Services	1,234,990	1,376,100	1,433,000	697,700
Communications	24,420	29,200	29,100	43,800
Transportation	5,230	5,000	3,000	5,000
Professional Development	1,250	3,000	-	17,000
Printing and Publishing	2,970	14,000	14,000	14,000
Insurance and Bonds	27,390	28,900	28,900	15,000
Utilities	115,430	120,000	90,000	87,000
Repairs and Maintenance	141,380	608,600	332,500	1,293,000
Rentals	84,050	85,500	91,300	109,000
Miscellaneous	21,780	50,000	92,000	-
Field Equipment	300	130,000	130,500	207,000
Depreciation Expense	485,140	538,100	538,100	538,100
TOTAL OPERATING EXPENSES	2,237,190	3,063,300	2,878,800	4,361,900
OPERATING INCOME (LOSS)	1,127,300	(228,400)	216,100	(1,244,700)
NON-OPERATING REVENUES				
Gain on Sale of Assets	2,322,020	-	6,700	-
Interest Revenue	101,400	66,000	103,000	66,000
Change in Fair Value of Investments	(167,300)	-	-	-
TOTAL NON-OPERATING REVENUES	2,256,120	66,000	109,700	66,000
INCOME BEFORE TRANSFERS	3,383,420	(162,400)	325,800	(1,178,700)
Transfer Out - City Fee	(336,280)	(141,700)	(160,000)	(130,000)
TOTAL TRANSFERS OUT	(336,280)	(141,700)	(160,000)	(130,000)
CHANGE IN NET POSITION	3,047,140	(304,100)	165,800	(1,308,700)
Net Position, Beginning of year	24,235,940	27,283,080	27,283,080	27,448,880
Net Position, End of year **	\$ 27,283,080	\$ 26,978,980	\$ 27,448,880	\$ 26,140,180

** Ending net position represents the difference between total assets (including long-term fixed assets) and total liabilities the cash and investment balance at 6/30/23 was \$10,625,200 pending a \$5,555,900 short term loan repayment made in fye 24

DEPARTMENT OF MUNICIPAL UTILITIES (590 & 591)

Mission Statement: *Preserve and enhance the safety, health and quality of life for the people of Traverse City through the effective management and maintenance of its drinking water and wastewater infrastructure.*

The Director of Municipal Utilities oversees the activities of three divisions including the Water Treatment Plant, Water and Sewer Maintenance and Wastewater Treatment Plant. The Director is responsible for planning, directing and supervising all aspects of the City's Public Utilities, including wastewater collections and transmission systems, storm water collection and treatment systems, and water treatment, distribution and water storage systems, as well as providing oversight for the wastewater treatment plant operations agreement, currently with Jacobs. Other responsibilities include establishing project priorities, estimating project costs, exploring grant and project funding sources and assisting with construction project administration.



The Director coordinates departmental activities with other City staff and synchronizes projects between departments/divisions and works with employees and supervisors to develop and implement policies, procedures and programs as well as oversees contracts, collective bargaining agreements, budgets, training, safety and infrastructure replacement, expansion and maintenance.

The Director also works with the Asset Management/GIS Analyst and the Asset Management Technician on asset management plans for City assets including water & sewer utilities, water system reliability, modeling and other long term infrastructure related assets.



GOALS

1. Continue to evaluate and incorporate into our Asset Management Program the remaining sewer collection system (approximately 50%) that was not included in the SAW Grant (completed May 2017).
2. Successfully secure adequate funding source(s) to complete scheduled Capital Improvement Projects for our critical water and wastewater infrastructure.
3. Continue to foster close relationships with our neighboring partnering Townships and the Grand Traverse County Board of Public Works by effectively administering the Bulk Water and Master Sewer Agreements.
4. Work toward implementing a fair and equitable funding source to effectively manage our storm water collection and treatment systems.

WASTEWATER FUND (590)

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

Traverse City and the surrounding townships are leading the way with environmental leadership and in executing their responsibility to reflect the local environmental ethic in its policies.

The Wastewater Treatment Plant treats sewage from the City of Traverse City and the townships of Acme, East Bay, Elmwood, Garfield, Peninsula, and Blair. All are parties to the Master Sewer Agreement, original adopted in 1987, revised in 2001, and amended and restated in 2017. The City has a unique and central role under that agreement; the plant is located in the City, the City is responsible for its operation, and holds the NPDES permit to



discharge to the Boardman River. The City is also the entity to which the role of “Control Authority” is delegated by the other parties, that is, the City administers the system-wide Industrial Pretreatment Program (IPP) and enforces township as well as City sewer use ordinances. The above is accomplished through a management contract with Jacobs.

The Traverse City Regional Wastewater Plant was upon start up, the largest operating plant on the continent using membrane bioreactor technology. It has the capacity to meet area growth needs into the foreseeable future and produces an effluent of extraordinary clarity so that it will have no impact on the receiving waters.

GOALS – WWTP and Pump Stations

1. Complete or assist in completing the approved Capital Improvement Projects identified for the current fiscal year. Such projects as digester cleanings, boiler and chemical feed room upgrades will all aid in reducing operating cost.
2. Perform an analysis of the biological treatment process(s) to determine inhibiting factors related to biological phosphorus removal. To date we have completed a comprehensive treatment plant process sampling campaign for calibration our plant computer model. Next step is to enter this data and calibrate the model and run various analysis to determine process deficiencies. The goal here is to reduce ferric chloride usage by sustaining biological phosphorus removal for longer periods of time.
3. Complete a digester gas reuse study per Jacobs contract with the City.
4. Rooftop solar panel installation, estimated to reduce the plants annual power consumption by 10 %. Anticipated completion of solar portion by end of 2024.

5. Bid chemical supply services to obtain lowest cost supplier.
6. Complete the upgrade of one aeration blower per Jacob's contract with the City resulting in reduced energy consumption. Anticipated completion in 2024.
7. Upgrading 488 lighting fixtures to LED per Jacobs contract with the City. Through 2023 we have upgraded or replaced nearly 50% of the 488 fixtures.

PERFORMANCE MEASUREMENTS – WWTP AND PUMP STATIONS

Performance Measurements-WWTP and Pump Stations						
	Performance Indicator	2019	2020	2021	2022	2023
Output	Billions of gallons treated	2.05	2.16	1.77	1.66	1.66
	Millions of pounds of BOD treated	3.05	2.53	3.06	3.28	3.10
	Recordable safety incidents	0	0	0	0	0
Efficiency	Percentage of effluent in compliance with NPDES permit	100%	100%	100%	100%	100
	Kilowatt hours used/pound of BOD treated	1.93	2.12	1.61	1.53	1.65
	Kilowatt hours used/gallon of sewage treated	0.0028	0.0025	0.0028	0.0029	0.0031
	Total recordable rates	0.00%	5.80%	0.00%	0.00%	0
	Days away or on restricted duty	0	8	0	0	0
<p>As shown above, the influent flow at the facility (Billions of gallons treated) remained consistent with flow volumes received in 2022. The pounds of BOD treated decreased slightly but aligned with historical trends. Electrical usage in kilowatt hours per pound of BOD and per gallon of sewage increased from 2022, which was a result of increased membrane fouling experienced in spring of 2023. The characteristics of this event align with those seen in previous years, beginning in 2011 and reappearing unpredictably through the years, with the last noticeable event in early 2020. As in the past we were able to maintain permeability rates that not only met but exceeded daily flow averages. We accomplish this through the use of various operational tools such as membrane backpulsing, increasing air scouring (10 sec on / 10 sec off) vs (10 sec on / 30 sec off), and membrane maintenance cleanings. Note: Increasing the scour air cycle to 10/10 does aid in improving permeability, but it also significantly increases electrical consumption due to the increase in the number of scour air blowers required to meet demand. Though the system was designed for 10/10 scour aeration initially, Jacobs team has accrued tremendous electrical savings from switching to 10/30 scour aeration (upwards of 30% reduction in electrical consumption) since implementation around 2007. Therefore, we limit the use of 10/10 aeration, using this function only as necessary. The facility remained in 100% compliance with NPDES permit requirements for the entirety of 2023. We have worked over 1,400 days with a recordable or lost time incident. ..</p>						

WASTEWATER FUND (590) – MAINTENANCE AND REPAIRS

Mission Statement: *To maintain the sanitary sewer collection system, while holding paramount the health, safety and welfare of the public.*

Responsibilities include:

- Cleaning, televising and repairing 90 miles of gravity sewer; maintaining 4.8 miles of force main sanitary sewer.
- Cleaning and maintaining 1,902 sewer manholes.
- Administering the Cross-Connection Inspection Program.
- Locating all water, sanitary and storm lines for MISS DIG.
- Assisting all DPS Divisions with confined space entries.

GOALS – MAINTENANCE AND REPAIRS

1. Continue to televise and evaluate sewers for condition assessment.
2. Continue with installing the AMI metering system to improve sewer billing accuracy.
3. Increase efforts to reduce the number of sewer calls by cleaning approximately 30 percent of the sanitary system on an annual basis.

PERFORMANCE MEASUREMENTS - MAINTENANCE AND REPAIRS

	Performance Indicators	2019-20	2020-21	2021-22	2022-23	2023-24 to date
Output	Sewer maintenance calls	71	80	120	80	52
	Footage of Sewers CCTV's	12,320	13,830	16,000	2,500	4000
	Footage of sewers cleaned	61,275	65,860	60,000	80,000	77,000
Efficiency	Percentage of maintenance calls responded to within one hour	100%	100%	100%	100%	99%
	Percentage of sewer backups that were homeowner responsibility	71%	72%	76%	75%	79%
	Percentage of annual sewers cleaned	15%	16%	14%	17%	17%

City of Traverse City, Michigan
ENTERPRISE FUND
WASTEWATER FUND (590)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
OPERATING REVENUES				
Federal Grant	\$ 450,020	\$ 419,800	\$ 462,000	\$ 997,500
State Grant	408,750	-	168,500	1,516,900
Sewer Service Charges	6,815,970	6,719,000	6,995,000	7,191,700
Public Authority	1,772,730	2,306,700	2,670,700	2,077,100
Industrial Pretreatment	18,760	20,000	20,000	20,000
Septage Treatment	20,260	26,100	28,600	22,200
Forfeited Discounts	5,770	-	-	-
Miscellaneous	930	400	600	800
TOTAL OPERATING REVENUES	9,493,190	9,492,000	10,345,400	11,826,200
OPERATING EXPENSES				
WWTP AND PUMP STATIONS				
Salaries and Wages	29,830	30,800	32,000	34,500
Fringe Benefits	5,540	5,500	5,400	5,800
Professional Services	3,877,410	5,104,000	5,688,300	5,276,700
Industrial Pretreatment Costs	24,020	12,000	12,000	12,000
Insurance and Bonds	75,250	79,300	67,200	75,000
Total WWTP and Pump Stations	4,012,050	5,231,600	5,804,900	5,404,000
MAINTENANCE AND REPAIRS				
Salaries and Wages	463,910	480,500	462,000	502,900
Fringe Benefits	326,130	205,600	198,600	222,000
Office/Operation Supplies	31,870	50,400	28,000	50,000
Professional Services	95,970	121,000	82,200	121,000
Communications	1,650	2,000	2,000	2,000
Transportation	5,250	6,500	6,500	6,500
Professional Development	4,510	6,500	6,600	9,000
Public Utilities	7,560	10,000	9,000	9,000
Insurance and Bonds	680	800	700	700
Repairs and Maintenance	23,650	35,000	7,500	35,000
Rentals	148,940	140,000	140,000	135,000
Total Maintenance and Repairs	1,110,120	1,058,300	943,100	1,093,100

**City of Traverse City, Michigan ENTERPRISE
FUND WASTEWATER FUND (590) CONTINUED
For the Budget Year 2024-25**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
ADMINISTRATIVE AND GENERAL				
Salaries and Wages	110,720	164,600	140,300	190,000
Fringe Benefits	42,840	63,100	47,100	66,900
Office/Operation Supplies	15,880	8,000	12,500	12,900
Professional Services	60,520	39,800	35,500	30,500
Communication	23,130	24,000	24,000	24,000
Professional Development	-	-	-	-
Printing and Publishing	2,350	800	-	500
Rentals	50	200	-	-
Collection Costs	120	200	100	100
Transportation	-	-	-	-
Miscellaneous	60	200	-	200
Depreciation & Amortization	686,180	675,100	685,500	685,500
Total Administrative and General	941,850	976,000	945,000	1,010,600
TOTAL OPERATING EXPENSES	6,064,020	7,265,900	7,693,000	7,507,700
OPERATING INCOME	3,429,170	2,226,100	2,652,400	4,318,500
NON OPERATING REVENUES (EXPENSES)				
Reimbursements	40,000	40,000	76,000	20,000
Interest Revenue	7,600	-	7,600	7,600
Interest/Finance Charges	-	-	(13,000)	(40,000)
Total Non-Operating Revenues (Expenses)	47,600	40,000	70,600	(12,400)
Income Before Transfers	3,476,770	2,266,100	2,723,000	4,306,100
Transfers Out - City Fee	(411,960)	(429,200)	(506,900)	(501,400)
CHANGE IN NET POSITION	3,064,810	1,836,900	2,216,100	3,804,700
Net position, beginning of year	23,577,590	26,642,400	26,642,400	28,858,500
Net position, end of year **	\$ 26,642,400	\$ 18,688,226	\$ 28,858,500	\$ 32,663,200

** Ending net position represents the difference between total assets (including long-term fixed assets) and total liabilities the cash balance at 6/30/23 was \$ 1,936,200.

Note: For Budgeting purposes certain plant costs that are shared with townships that may be classified as capital assets for annual financial statement reporting are reported as professional services in this budget. Adjustments will be made at year end based on the City's capitalization policies.

Note: Bond proceeds and capital purchases other than as described above, are not reported as revenue or expenditures for enterprise financial reporting and are not included in this budget.

WATER FUND (591) – PLANT, STORAGE TANKS AND BOOSTER STATIONS

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

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

The Water Treatment Plant (WTP) produces and supplies approximately 2.0 billion gallons of drinking water annually. Plant personnel operate a state-certified laboratory to monitor water quality and provide bacteriological testing for the plant and surrounding Township owned water systems. The water treatment plant laboratory performs daily tests for pH, hardness, calcium hardness, alkalinity, chloride, sulfates, chlorine, fluoride, iron, turbidity, conductivity and suspended solids. Operators are required to be licensed by the Michigan Department of Environment, Great Lakes, and Energy (EGLE) through examination and to maintain certification through continuing education.

The Water Plant is staffed by:

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



GOALS – PLANT, STORAGE TANKS AND BOOSTER STATIONS

Continued focus on Energy Efficiency and Capital Improvement Projects (CIP) as recommended in the 2021 Water System Reliability Study and the 2021 Drinking Water State Revolving Fund (DWSRF) Five-Year Project Plan including construction of new East-West 24-inch water transmission mains (phased plan), and the Wayne Hill Booster Station Upgrade. Other planned maintenance and equipment upgrades include repair of one high service and low service pump annually, install a VFD control on a high and low service pump.

PERFORMANCE MEASUREMENTS – PLANT, STORAGE TANKS AND BOOSTER STATIONS

	Performance Indicators	2020	2021	2022	2023
Output	Million gallons of water pumped	1,774.36	1,959.56	1,883.00	2,014.82
	Chemical costs	\$48,148	\$52,851	\$60,798	\$64,961
	Electrical demand - kWh (kiloWatt-hours)	2,092,204	2,377,040	2,219,229	2,408,880
Efficiency	Chemical cost per million gallons water pumped	\$27.14	\$26.97	\$32.29	\$32.24
	Gallons / kWh	848.08	824.37	848.49	836.42

SUMMARY OF SIGNIFICANT BUDGET CHANGES – PLANT, STORAGE TANKS AND BOOSTER STATIONS

No significant changes compared to the previous year's budget line items except for the \$722,000.00 construction cost for the Wayne Hill Booster Station Upgrade project (Construction contract already approved by the City Commission and awarded).

WATER FUND (591) – DISTRIBUTION

Mission Statement: *To distribute abundant, clean and safe potable water to our customers and provide adequate fire protection for the City of Traverse City.*

Responsibilities include:

- Maintaining, repairing and flushing of water mains
- Maintaining, repairing and exercising main line water valves
- Installing and maintaining water services/meters
- Flushing, repairing and draining of fire hydrants
- Tapping water mains for new service leads as required
- Administering the Cross Connection Inspection Program
- Locating all water, sanitary and storm lines for MISS DIG
- Assisting all DPS Divisions with confined space entries



The Division's staff includes:

- 1 Superintendent
- 1 Office Coordinator
- 1 Chief Water/Sewer Maintenance Operator
- 7 Utility Systems Specialists
- 1 Utility Systems Apprentice

SUMMARY OF SIGNIFICANT BUDGET CHANGES – DISTRIBUTION

Repair and Maintenance – No significant changes in the operations budget.

GOALS

1. Continue working with the Water Committee exploring and brainstorming on improving efficiencies in the water system, including the reduction of the annual amount of water loss.
2. Continued enforcement of residential & commercial cross connection inspections and illicit sump pump discharge connections.
3. Continued deployment of the AMI meter reading system using our own work force to improve water billing accuracy.
4. Exercise 20% of water system valves.
5. Continue to work with GIS/Asset Management Division to improve utility location maps and utility locating abilities (Miss Dig).

City of Traverse City, Michigan
ENTERPRISE FUND
WATER FUND (591)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
OPERATING REVENUES				
Federal Grant	\$ 7,000	\$ -	\$ -	\$ -
State Grant	110,140	1,012,300	1,394,400	-
Water Sales	4,433,830	4,179,700	4,354,200	4,461,300
Water Hydrant Fees	700	3,000	700	700
Public Authority	1,131,940	1,159,900	1,135,200	1,191,800
Merchandise and Jobbing	56,510	45,000	70,000	70,000
Taps, Meters and Pits	8,210	13,000	5,000	5,000
Contributions	-	-	-	-
Miscellaneous	75,560	76,000	83,700	76,700
TOTAL OPERATING REVENUES	5,823,890	6,488,900	7,043,200	5,805,500
OPERATING EXPENSES				
PLANT, STORAGE TANKS AND BOOSTER STATIONS				
Salaries and Wages	465,190	472,500	477,500	500,200
Fringe Benefits	528,210	343,500	338,600	365,000
Office/Operation Supplies	139,220	143,800	138,700	151,300
Professional Services	89,430	212,900	93,900	120,400
Communications	13,060	12,300	8,800	12,300
Transportation	700	2,000	900	2,000
Professional Development	5,710	10,000	5,200	11,000
Insurance and Bonds	47,110	50,400	41,700	43,800
Utilities	252,460	336,100	366,700	376,400
Repairs and Maintenance	43,600	120,000	91,500	100,000
Rentals	6,350	8,000	13,200	13,500
Total Plant, Storage Tanks and Booster Stations	1,591,040	1,711,500	1,576,700	1,695,900
DISTRIBUTION				
Salaries and Wages	355,300	347,900	345,000	369,100
Fringe Benefits	233,440	211,600	210,900	223,600
Office/Operation Supplies	150,920	150,400	270,300	150,300
Communications	1,650	2,000	2,000	2,000
Professional Services	209,590	349,500	298,400	477,900
Transportation	8,310	8,000	5,500	8,000
Professional Development	7,150	6,500	9,000	9,000
Insurance and Bonds	1,290	1,400	1,300	1,400
Utilities	10,510	15,000	20,000	20,000
Repairs and Maintenance	20,080	25,000	10,000	25,000
Rentals	85,940	98,000	98,000	147,000
Total Distribution	1,084,180	1,215,300	1,270,400	1,433,300

City of Traverse City, Michigan
ENTERPRISE FUND
WATER FUND (591)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
ADMINISTRATIVE AND GENERAL				
Salaries and Wages	112,500	166,000	149,100	191,500
Fringe Benefits	50,060	70,100	59,400	74,700
Office Supplies	16,350	15,000	12,500	13,500
Communications	23,130	24,000	24,000	25,000
Professional Services	60,300	25,000	41,000	30,000
Professional Development	-	-	-	-
Printing and Publishing	2,360	3,000	-	500
Rentals	50	200	-	-
Collection Costs	110	1,200	100	100
Transportation	-	-	-	-
Miscellaneous	60	200	-	100
Depreciation Expense	579,020	500,200	579,200	579,200
Total Administrative and General	843,940	804,900	865,300	914,600
TOTAL OPERATING EXPENSES	3,519,160	3,731,700	3,712,400	4,043,800
OPERATING INCOME	2,304,730	2,757,200	3,330,800	1,761,700
NON OPERATING REVENUES (EXPENSES)				
Reimbursements	40,000	-	-	-
Interest Revenue	43,820	30,000	43,000	43,000
Change in Fair Value of Investments	(41,090)	-	-	-
Interest/Finance Charges	-	-	-	-
Total Non-Operating Revenues (Expenses)	42,730	30,000	43,000	43,000
Income Before Transfers	2,347,460	2,787,200	3,373,800	1,804,700
Transfers out - City Fee	(269,620)	(286,300)	(280,400)	(288,500)
CHANGE IN NET POSITION	2,077,840	2,500,900	3,093,400	1,516,200
Net position, beginning of year	19,578,260	21,656,100	21,656,100	24,749,500
Net position, end of year **	\$ 21,656,100	\$ 24,157,000	\$ 24,749,500	\$ 26,265,700

** Ending net position represents the difference between total assets (including long-term fixed assets) and total liabilities the cash balance at 6/30/23 was \$ 2,288,733.

Note: Bond proceeds and capital purchases are not reported as revenue or expenditures for enterprise financial reporting and are not included in this budget.

DUNCAN L. CLINCH MARINA FUND (594)

Mission Statement: *To create a quality boating experience for the benefit and enjoyment of the public. Commitment to consistently provide excellent customer service, ensure a clean and safe environment and strive to exceed customer needs and expectations.*

The Marina is staffed by: 1 Seasonal Dockmaster, 1 Seasonal Assistant Dockmaster, 8 Seasonal Dock Attendants, 3 Seasonal Night Security, and 2 Seasonal Maintenance Staff.

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



SUMMARY OF SIGNIFICANT CHANGES

- Seek and apply for grant funds for Marina Master Plan
- Dock repairs

City of Traverse City, Michigan
ENTERPRISE FUND
DUNCAN L. CLINCH MARINA FUND (594)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
OPERATING REVENUES				
Launch Permits	\$ 260	\$ 400	\$ 900	\$ 900
Boat Wells	493,070	480,000	485,000	485,000
Computerized Reservations	161,980	163,500	163,500	163,500
Gasoline and Oil (Net of Cost)	71,160	60,000	68,000	68,000
Miscellaneous Revenues	43,800	29,500	39,700	39,700
State Grants	-	-	-	28,000
TOTAL OPERATING REVENUES	770,270	733,400	757,100	785,100
OPERATING EXPENSES				
Salaries and Wages	173,680	177,400	196,000	203,600
Fringe Benefits	25,880	44,100	40,200	43,200
Office/Operation Supplies	20,180	12,300	10,600	13,800
Professional Services	103,700	95,000	94,400	165,200
Communications	11,730	14,000	14,000	15,000
Transportation	420	900	400	1,000
Professional Development	400	1,000	500	2,200
Printing & Publishing	2,340	2,500	2,000	2,700
Insurance & Bonds	8,740	5,200	5,200	5,200
Utilities	39,690	46,200	46,200	47,000
Repairs and Maintenance	271,260	8,200	35,000	10,000
Rentals	8,310	5,900	5,900	5,900
Depreciation Expense	71,890	110,400	72,000	72,000
TOTAL OPERATING EXPENSES	738,220	523,100	522,400	586,800
OPERATING INCOME (LOSS)	32,050	210,300	234,700	198,300
NON OPERATING REVENUES (EXPENSES)				
Interest Revenue	-	-	-	-
Interest Expense	(20,340)	(17,700)	(17,700)	(17,700)
Total Non-Operating Revenues (Expenses)	(20,340)	(17,700)	(17,700)	(17,700)
Income Before Transfers	11,710	192,600	217,000	180,600
OPERATING TRANSFERS IN (OUT)				
Transfers In	-	-	-	-
Transfers Out - City Fee	(36,470)	(54,200)	(37,900)	(37,900)
TOTAL OPERATING TRANSFERS	(36,470)	(54,200)	(37,900)	(37,900)
CHANGE IN NET POSITION	(24,760)	138,400	179,100	142,700
Net position, beginning of year	8,887,810	8,863,050	8,863,050	9,042,150
Net position, end of year **	\$ 8,863,050	\$ 9,001,450	\$ 9,042,150	\$ 9,184,850

** Ending net position represents the difference between total assets (including long-term fixed assets) and total liabilities.
The cash balance at 6/30/23 was \$ 751,820.

HICKORY HILLS (504)

Hickory Hills has continued to operate following the guidance as directed by the 2017 Business Plan and the 2014 Master Plan. The expansion of the new maintenance building, ski lodge, skiable terrain on site and parking lot has continued to be welcomed by our patrons. The café operations will be managed by the City. The major projects for the upcoming year include design/install wayfinding signage through the Hills and Meadows property.



The Hickory Hills Master Plan will be updated through a collaborative planning process inclusive of City staff, Preserve Hickory, park user groups, and the Rec Authority to plan for unique park needs, long-term sustainability, and opportunities for public/private funding, and will be incorporated into the Parks-Wide Master Plan.

To ensure the best possible outcomes and public/private funding opportunities for trail construction, the Hickory Hills mountain bike and hiking trail network design project will be designed and developed with meaningful collaboration among City staff, Preserve Hickory, the Rec Authority, and user groups at all stages of the process.

Hickory Hills is staffed by: 1 Parks & Recreation Superintendent, 1 full time Manager, 2 full time seasonal groomers, and 29 seasonal staff for snow making, tow rope, office and equipment rental operations and lodge event rentals.

Hickory Hills will implement a new point of sale system to track metrics for reporting, analyze user data and communicate with the public via emails and marketing campaigns.

SUMMARY OF SIGNIFICANT CHANGES

- Point and of Sale and Ski Management software.
- Design and Installation for new Signage and Wayfinding for Hickory properties, grant applications in partnership with the Joint Rec Authority
- Marketing the lodge for summer rentals with additional part time staff, expos, local publications and national wide including partnerships with The Knot, TC Tourism and bridal magazines.
- Nordic trail expansion completed.
- Mountain bike and hiking trail network design via a professional trail design consultant. Project is in partnership with Joint Rec Authority for Hickory Forest and Hickory Meadows.

City of Traverse City, Michigan
ENTERPRISE FUND
HICKORY HILLS (504)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
OPERATING REVENUES				
Federal Grant	\$ 540	\$ -	\$ -	\$ -
Food Concessions	56,660	56,000	30,400	56,000
Ski Passes	214,850	214,000	181,900	214,000
Rents and Royalties	34,820	42,000	40,400	62,000
Private Contributions	1,920	-	35,000	-
Miscellaneous Revenues	5,380	5,200	22,800	23,000
TOTAL OPERATING REVENUES	314,170	317,200	310,500	355,000
OPERATING EXPENSES				
Salaries and Wages	267,560	235,500	245,600	264,200
Fringe Benefits	22,260	19,900	21,400	22,300
Office/Operation Supplies	69,400	82,000	55,500	82,000
Professional Services	106,910	90,000	90,000	72,000
Communications	10,030	7,000	12,000	12,000
Transportation	470	500	200	500
Professional Development	2,180	3,000	-	3,000
Printing & Publishing	640	-	500	500
Insurance & Bonds	5,700	2,100	5,500	5,500
Utilities	72,300	75,000	65,000	70,000
Repairs and Maintenance	38,000	50,000	43,000	53,000
Rentals	150,870	109,000	140,000	140,000
Depreciation Expense	136,060	132,000	136,000	136,000
TOTAL OPERATING EXPENSES	882,380	806,000	814,700	861,000
OPERATING INCOME (LOSS)	(568,210)	(488,800)	(504,200)	(506,000)
OPERATING TRANSFER IN - General Fund	326,300	356,800	356,800	370,000
OPERATING TRANSFER OUT - Capital Projects	-	-	-	-
CHANGE IN NET POSITION	(241,910)	(132,000)	(147,400)	(136,000)
Net position, beginning of year	5,688,630	5,446,720	5,446,720	5,299,320
Net position, end of year	\$ 5,446,720	\$ 5,314,720	\$ 5,299,320	\$ 5,163,320

** Ending net position represents the difference between total assets (including long-term fixed assets) and total liabilities.
The cash balance at 6/30/23 was \$ 121,200.

City of Traverse City

Internal Service Fund

MUNICIPAL GARAGE FUND (661)

Mission Statement: *To provide 24/7 availability to all City departments/divisions for their vehicles and equipment in the most cost-effective way while considering “Green” options.*

The Garage Division is staffed by: 1 Superintendent, 1 Mechanic Supervisor, 1 Stores Clerk, 6 Mechanics, and 1 Part-time Shop Keeper. There are 2 shifts encompassing 7am – 11pm Monday through Friday with 24/7 service for emergencies.

The Garage works with all departments and divisions, including Light & Power to identify the most cost-effective equipment necessary to do the job(s) required. This includes research, writing specifications, bidding, purchasing, repairing, maintaining, and disposal of vehicles and equipment.

The Garage Division also maintains the Department of Public Services campus located on Woodmere Avenue. We provide indoor/outdoor storage for Streets, Parks, Police, Sewer/Water, Fire, Clerk, Treasurer and Engineering divisions/departments, as well as a 24/7 fuel depot to provide fuel for all City vehicles.

In addition, the Garage Division operates a central storeroom, where automotive and maintenance items are available to all departments. The storeroom also operates a UPS drop-off and pickup site.



SUMMARY OF SIGNIFICANT CHANGES

- Continue to acquire fully electric and hybrid vehicles and develop their related infrastructure where appropriate.
- Implement new custom reports within our fleet software to track and manage fleet-related costs, including the running cost of a vehicle and vehicle life span assessment.
- Develop a precise procedure to allocate expenses and compute chargeback rates.
- Create and develop a mechanic apprentice program to recruit up-and-coming professional mechanics.

City of Traverse City, Michigan
INTERNAL SERVICE FUND
GARAGE FUND (661)
For the Budget Year 2024-25

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
OPERATING REVENUES				
Federal Grant	\$ 5,100	\$ -	\$ -	\$ -
Rental-Motor Pool	3,273,960	3,283,800	3,348,200	3,047,000
Interdepartmental Sales	390,480	425,000	345,000	380,000
Rentals	294,700	300,600	295,000	306,600
TOTAL OPERATING REVENUES	3,964,240	4,009,400	3,988,200	3,733,600
OPERATING EXPENSES				
Salaries and Wages	622,440	627,900	580,600	667,700
Fringe Benefits	455,890	301,000	288,700	347,300
Office/Operation Supplies	710,350	437,300	634,600	606,600
Professional Services	221,200	263,500	270,000	270,600
Communications	11,520	14,000	12,000	12,000
Transportation	3,220	3,000	2,200	3,000
Professional Development	2,480	7,500	1,000	32,800
Printing & Publishing	-	100	100	100
Insurance and Bonds	74,080	72,500	79,000	70,100
Utilities	50,630	48,000	48,000	48,000
Repairs and Maintenance	91,360	1,060,000	35,000	224,000
Rentals	13,870	14,000	24,000	28,500
Depreciation Expense	1,572,170	1,550,000	1,600,000	1,600,000
TOTAL OPERATING EXPENSES	3,829,210	4,398,800	3,575,200	3,910,700
OPERATING INCOME (LOSS)	135,030	(389,400)	413,000	(177,100)
NON OPERATING REVENUES				
Interest Revenue	42,580	400	40,000	40,000
Other Revenue	23,200	28,000	23,500	23,000
Gain on Sale of Fixed Assets	30,920	75,000	140,000	100,000
TOTAL NON-OPERATING REVENUES	96,700	103,400	203,500	163,000
Income Before Transfers	231,730	(286,000)	616,500	(14,100)
OPERATING TRANSFER OUT - Tree Fund	(6,600)	-	(7,800)	(7,200)
CHANGE IN NET POSITION	225,130	(286,000)	608,700	(21,300)
Net position, beginning of year	10,476,770	10,701,900	10,701,900	11,310,600
Net position, end of year **	\$ 10,701,900	\$ 10,415,900	\$ 11,310,600	\$ 11,289,300

** Ending net position represents the difference between total assets (including long-term fixed assets) and total liabilities.
The cash and investment balance at 6/30/23 was \$ 5,410,940.

City of Traverse City

Component Units

BUDGET FY 2024-2025



PRESENTED BY:

Executive Director
Brandie Ekren

Chief Financial Officer
Karla Myers-Beman



ABOUT US

Mission

- ▶ To serve as the trusted community partner for delivering innovative, affordable, reliable and environmentally sustainable energy and telecom solutions.

Vision

- ▶ Our vision is to lead with positivity, creating a brighter future for all. As an innovative electric and telecom utility, we harness the power of clean energy and fiber connectivity through sustainable partnerships, services, and programs. We enrich our communities by anticipating and exceeding evolving customer needs with operational excellence.



VALUE STATEMENTS

- 1. Sustainability**
Embracing environmental stewardship, positive social impact, and economic stability to ensure a thriving planet and prosperous communities.
- 2. Innovation**
Embracing change and pioneering forward-thinking solutions to meet the future head-on.
- 3. Integrity**
Upholding the highest ethical standards of honesty and conduct to ensure the safety and reliability of our services as a testament to our commitment to the customers, community and stakeholders we serve.
- 4. Collaboration**
Fostering inclusive partnerships and teamwork, uniting diverse perspectives to achieve common goals and build stronger connected and energized communities.
- 5. Optimism**
Fostering a positive outlook as we navigate challenges and seize opportunities.

TCLP Metrics



13,250

METERS

In use



112

YEARS

In operation



66.11

MEGA WATTS

Highest peak demand



46

EMPLOYEES

Current as of 2024

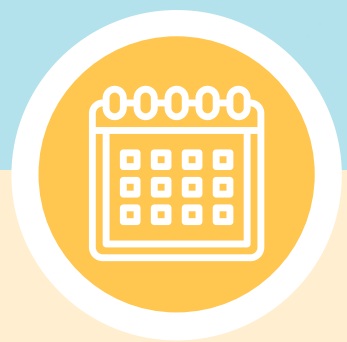


457

MILES

Overhead/
underground lines

TCLP *fiber* Metrics



4

YEARS

In operation



889

ACTIVE SERVICES



3.32

PEAK BANDWIDTH

Maximum rate of data transfer (Gbps)



3

EMPLOYEES

Current as of 2024



91

MILES

Overhead/
underground lines



4

ENTERPRISE

Fiber business connection



117

VOIP

Voice over internet protocol

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
2024-25 Budgeted Revenues and Expenses

	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Recommended
OPERATING REVENUES					
Residential Sales	\$ 6,725,915	\$ 7,483,196	\$ 7,292,000	\$ 7,334,000	\$ 7,539,000
Electric Vehicle Charging Station	5,038	9,361	10,000	13,000	17,000
Commercial Sales	14,940,030	17,147,978	16,183,000	4,573,000	4,720,000
Commercial Demand Sales	-	-	-	11,955,000	12,264,000
Industrial Sales	9,099,951	10,997,097	10,978,000	10,483,000	10,673,000
Public Authority Sales	298,504	333,722	332,000	350,000	356,000
Voluntary Green Rate	79,183	16,251	28,000	14,000	15,000
Street Lighting Sales	222,302	246,871	240,000	248,000	250,000
Yard Light Sales	131,313	113,003	110,000	115,000	116,000
Total Utility Sales	31,502,236	36,347,479	35,173,000	35,085,000	35,950,000
Forfeited Discounts	30,583	25,801	55,000	38,000	54,000
Merchandise and Jobbing	166,854	133,029	192,000	120,000	140,000
Sale of Scrap	39,689	26,955	20,000	20,000	25,000
Miscellaneous Income	90,012	111,061	50,000	87,000	25,700
Refunds and Rebates	377	5	500	500	500
MISO Revenue	3,184,244	3,455,493	3,250,000	3,250,000	3,600,000
TOTAL OPERATING REVENUES	35,013,995	40,099,823	38,740,500	38,600,500	39,795,200
OPERATING EXPENSES					
PURCHASE POWER					
Salaries and Wages	(5,192)	(11,852)	66,000	35,800	40,100
Fringe Benefits	132,324	226,831	79,500	56,900	36,000
Capacity Purchases	294,223	(361,462)	(409,100)	(27,800)	(361,300)
Purchased Power - MISO Market	1,840,443	783,273	(1,616,500)	635,600	2,464,900
Bilateral Contracts (offsetting MISO Market)	1,530,976	4,294,196	1,792,300	2,718,100	1,466,600
Combustion Turbine Power Cost	6,015,750	6,903,697	8,109,100	6,231,300	5,307,900
Campbell #3 Power Cost	3,372,713	3,276,853	3,265,500	3,126,000	2,615,900
Belle River #1 Power Cost	3,190,496	4,233,228	3,869,200	3,309,300	3,809,900
Landfill Gas - NANR & Granger Project	1,104,988	1,120,360	1,226,800	1,109,900	1,189,500
Stoney Corners - Wind Energy	2,889,573	3,057,781	3,154,800	3,034,200	3,161,600
Pegasus Wind	455,347	456,436	440,100	414,800	446,700
M72 Wind Turbine	2,208	(14)	-	-	-
M72 Solar	143,804	156,710	147,800	148,800	149,100
M72 Solar II	125,584	124,139	119,900	130,000	138,700
M-72 Solar III	-	17,681	99,000	68,400	68,400
Assembly Solar I	850,956	925,120	913,600	867,300	924,500
Assembly Solar II	299,828	599,910	587,500	567,600	599,600
Invenergy Calhoun	-	241,158	1,081,900	941,500	1,107,200
AES Calhoun	-	-	-	-	123,100
Hart Solar	-	-	-	-	173,600
Whitetail Solar	-	-	-	-	96,400
Total Purchase Power	22,116,889	25,829,066	22,781,900	23,275,000	23,482,300
Purchased Power Cost as % of Sales	70.21%	65.02%	58.81%	60.30%	59.01%
Communications	57	-	-	-	-
Safety Training and Supplies	3,076	3,655	4,000	3,700	4,000
Professional and Contractual	97,648	476,526	187,500	72,000	136,200
Transportation	2,789	3,038	3,200	2,300	2,700
Professional Development	-	24	-	-	-
Uniforms	3,389	3,202	4,800	4,420	5,600
Vehicle Rentals	7,869	6,892	(1,200)	17,600	11,940
Miscellaneous	217	60	500	-	500
Total Purchase Power	22,359,066	26,537,442	23,126,200	23,467,720	23,719,340
DISTRIBUTION OPERATION & MAINTENANCE					
Salaries and Wages	1,682,484	1,903,803	2,272,500	2,039,000	2,421,500
Fringe Benefits	1,153,066	1,926,527	1,754,900	1,491,600	1,528,700
Office Supplies	1,419	1,871	2,500	2,800	2,500
Operation Supplies	58,917	60,241	60,000	44,000	51,000
Utilities	63,021	58,099	66,000	66,000	72,000
Contract Meal Allowance	2,346	2,154	2,500	2,500	2,500
Communications	58,224	61,559	66,600	66,600	70,000
Substation	156,444	144,138	143,100	149,830	150,000
Overhead Lines	61,735	55,962	40,500	41,400	159,500
Tree Trimming	136,619	165,706	345,000	345,000	345,000

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
2024-25 Budgeted Revenues and Expenses

	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Recommended
Load and Dispatching	32,265	30,196	37,400	37,400	37,400
Storm Damage Contingency	8,401	12,938	50,000	10,000	-
Underground Lines	38,434	66,308	41,700	41,820	41,700
Customer Installations	3,646	14,719	-	-	-
Electric Meters	21,660	27,467	21,500	34,990	28,000
Street Lighting	257,233	252,671	275,000	240,000	18,000
Street Lighting - Utilities	-	-	-	-	227,600
Electric Vehicle Charging Stations	3,880	13,059	7,500	8,220	12,000
Radio Equipment	1,808	1,500	2,000	2,000	-
Plant & Structures	78,337	144,422	116,300	98,690	130,000
Safety Training and Supplies	26,986	28,093	32,000	27,000	28,000
Tools	18,801	28,136	35,000	24,600	39,000
Uniforms	21,632	20,839	24,900	26,800	24,900
Professional and Contractual	66,027	4,761	94,800	73,410	95,000
Rent Expense	-	-	2,000	1,760	2,000
Professional Development	25,461	28,185	79,200	77,500	120,300
Printing and Publishing	7,316	3,846	5,000	5,000	5,000
Transportation	33,394	33,824	42,000	21,300	22,300
Vehicle Rentals	43,798	16,674	(69,000)	63,200	52,700
Miscellaneous	17,022	1,999	5,000	5,000	5,000
Inventory Adjustments	(52,425)	(10,896)	10,000	13,000	10,000
Total Distribution O & M	4,027,951	5,098,801	5,565,900	5,060,420	5,701,600
<u>TRANSMISSION OPERATIONS & MAINTENANCE</u>					
Salaries and Wages	207,631	204,320	210,900	252,700	274,700
Fringe Benefits	4,727	2,802	4,100	4,500	4,500
Substation	49,880	35,198	51,500	43,700	50,000
Overhead Lines	83,048	36,730	40,500	37,000	40,500
Tree Trimming	-	-	85,800	22,000	85,800
Load and Dispatching	12,735	11,054	11,100	10,200	11,100
MISO Transmission	24,853	29,218	25,300	23,700	25,000
Professional and Contractual	-	-	-	5,000	40,000
Vehicle Rentals	2,910	2,095	3,100	2,700	2,700
Miscellaneous-MPPA Transmission Project	70,349	69,229	80,000	85,900	90,000
Inventory Adjustments	(16,046)	-	-	-	-
Total Transmission O & M	440,087	390,646	512,300	487,400	624,300
<u>CUSTOMER ACCOUNTING</u>					
Salaries and Wages	328,669	208,847	288,100	287,500	500,900
Fringe Benefits	223,038	163,943	161,400	133,200	216,000
Office Supplies	1,807	5,573	5,500	5,500	5,500
Operations Supplies	787	20	-	1,600	1,600
Communications	174	555	2,600	2,600	2,500
Contract Meal Allowance	80	-	-	-	-
Safety Training and Supplies	3,002	-	-	-	-
Uniforms	3,343	1,843	-	2,000	4,000
Professional and Contractual	22,297	55,063	92,000	94,000	76,320
Information Technology	-	4,342	-	-	-
Postage	29,520	55,121	77,000	77,000	77,000
Uncollectable Accounts	(3,639)	1,949	5,000	5,000	10,000
Collection Costs	115	272	2,500	5,000	10,000
Data Processing	15,142	7,914	-	-	-
AMI Fiber Connection	23,813	23,801	24,300	23,100	23,100
Transportation	2,602	2,001	2,500	2,500	2,500
Professional Development	561	1,350	15,000	12,500	30,000
Printing and Publishing	268	1,314	2,500	2,500	5,000
Vehicle Rentals	13,132	8,979	15,500	-	-
Miscellaneous	570	46,116	280,000	120,240	166,000
Total Customer Accounting	665,281	589,003	973,900	774,240	1,130,420
<u>CONSERVATION & PUBLIC SERVICES</u>					
Salaries and Wages	100,707	193,032	234,100	266,100	340,800
Fringe Benefits	51,569	100,800	138,400	139,200	169,300
Office Supplies	208	948	1,000	1,000	2,500
Communications	533	536	10,800	-	1,500
Professional and Contractual	38,992	73,802	65,900	87,640	155,000

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
 2024-25 Budgeted Revenues and Expenses

	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Recommended
Public Service & Communications	9,890	21,063	33,000	36,000	65,300
Community Services	1,891	14,662	25,600	24,000	55,000
Community Investment Fund	48,465	99,493	100,000	51,100	148,900
Transportation	277	322	500	1,500	1,700
Professional Development	163	570	8,100	7,800	13,750
Vehicle Rentals	4,069	4,138	2,800	3,300	3,300
Energy Waste Reduction Program	380,721	90,652	-	-	-
Decarbonization Plan	-	-	300,000	153,680	300,000
Voluntary Green Program	-	80,500	80,000	80,000	80,000
Printing and Publishing	-	221	1,500	1,170	4,000
Miscellaneous	679	2,025	1,500	2,270	3,000
Total Conservation & Public Services	638,164	682,764	1,003,200	854,760	1,344,050
<u>INFORMATION SYSTEMS</u>					
Salaries and Wages	140,355	162,160	197,600	215,800	468,000
Fringe Benefits	71,949	116,968	181,000	181,700	284,300
Office Supplies	-	9	1,000	850	1,000
Operation Supplies	7,347	16,555	9,000	5,630	5,000
Communications	6,019	14,784	35,000	30,800	45,400
Software	143,221	157,995	484,500	400,000	634,000
Hardware	6,467	22,430	105,000	84,870	248,200
Uniforms	235	925	1,000	1,000	1,000
Professional and Contractual	6,919	7,000	85,000	75,290	85,000
Professional Development	4,232	6,442	16,500	16,500	26,500
Printing and Publishing	90	-	-	-	-
Miscellaneous	187	172	500	360	500
Total Information Systems	387,021	505,440	1,116,100	1,012,800	1,798,900
<u>ADMINISTRATIVE AND GENERAL</u>					
Salaries and Wages	354,542	640,191	682,400	682,200	733,600
Fringe Benefits	233,682	401,214	412,400	359,000	372,200
Office Supplies	6,068	6,405	6,500	6,500	6,500
Communications	4,162	5,323	7,900	5,450	8,000
Fees and Per Diem	66,845	78,690	85,000	78,000	81,000
Board Related Expenses	3,468	2,213	5,000	2,500	20,200
Professional & Contractual	134,942	94,362	273,800	232,400	139,300
Legal Services	34,328	53,812	40,000	48,000	60,000
Employee Recognition	3,327	11,315	9,900	9,000	12,400
Transportation	1,246	447	3,600	3,600	4,000
Professional Development	19,735	20,648	61,000	63,000	84,550
Membership Dues and Subscriptions	-	-	-	-	2,000
Printing & Publishing	3,475	7,198	7,500	9,000	15,730
Miscellaneous	8,692	4,100	2,500	4,600	5,200
Insurance and Bonds	89,050	95,904	115,000	115,000	120,750
City Fee	1,747,792	2,003,794	1,946,000	1,936,000	2,000,000
Depreciation Expense	3,127,891	3,332,863	3,560,000	3,461,000	3,961,000
Amortization Expense	23,708	83,800	23,800	83,800	120,200
Total Administrative and General	5,862,953	6,842,279	7,242,300	7,099,050	7,746,630
Total Operating Expenses	34,380,523	40,646,375	39,539,900	38,756,390	42,065,240
Operating Income (Loss)	633,473	(546,552)	(799,400)	(155,890)	(2,270,040)
<u>NON OPERATING REVENUES/(EXPENSES)</u>					
Federal Grants	20,775	20,865	-	424,550	800,000
State Grants	136,897	4,982	200,000	74,920	-
Rents and Royalties	52,772	67,948	28,800	40,000	37,000
Pole Rentals	21,289	21,833	67,500	24,620	24,050
Lease Revenue	42,850	42,859	-	43,120	357,400
<i>Smart Grid - USDA</i>	-	-	-	-	313,708
<i>Operating Leases</i>	-	-	-	43,122	43,696
Reimbursements	208,245	464,197	114,000	251,400	137,500
Interest & Dividend Earnings	98,642	107,498	110,000	80,000	175,000
Change in Fair Value	(985,620)	(283,810)	-	-	-
Interest Expense	-	(42,558)	-	(74,500)	(381,000)
<i>Operating Leases</i>	-	(5,168)	-	(4,278)	(3,357)

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
 2024-25 Budgeted Revenues and Expenses

	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Recommended
<i>Subscription Liability</i>	-	(37,390)	-	(61,526)	(58,166)
<i>Interfund Loan - Economic Development</i>	-	-	-	(8,700)	(5,800)
<i>Smart Grid - USDA</i>	-	-	-	-	(313,708)
Debt Issuance Costs	-	-	-	(104,200)	-
Gain/(Loss) on Sale of Fixed Assets	(91,231)	(57,067)	(75,000)	(75,000)	580,000
Total Non Operating Revenue/(Expenses)	(495,381)	346,747	445,300	684,910	1,729,950
Income before special items	138,092	(199,805)	(354,100)	529,020	(540,090)
<u>SPECIAL ITEM</u>	-	-	-	255,140	-
Change in Net Position	\$ 138,092	\$ (199,805)	\$ (354,100)	\$ 784,160	\$ (540,090)

Traverse City Light & Power
Fiber Optics Fund
2024-25 Budgeted Revenues and Expenses

	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Recommended
OPERATING REVENUES					
Dark Fiber System					
Charges for services	\$ 407,733	\$ 405,140	\$ 415,100	\$ 432,500	\$ 438,000
Merchandising and Jobbing	9,074	3,970	-	-	-
Lit Fiber System					
Residential	377,698	448,530	875,000	509,700	711,700
Commercial	116,058	186,950	319,000	214,670	286,700
Enterprise	-	5,030	6,000	16,600	16,600
VoIP	19,488	25,030	49,000	24,800	32,000
Forfeited Discounts	2,203	280	7,100	1,830	5,000
Miscellaneous Revenues	-	30	-	-	-
Subtotal Lit Fiber System	515,447	665,850	1,256,100	767,600	1,052,000
WIFI Operations and Maintenance					
Charges for Services	42,600	42,600	44,500	44,500	-
Total Operating Revenues	974,854	1,117,560	1,715,700	1,244,600	1,490,000
OPERATING EXPENSES					
Dark and Lit Fiber System					
Salaries and wages	148,411	220,390	179,500	184,400	313,600
Fringe benefits	147,839	267,890	88,800	188,800	229,600
Office Supplies	207	2,740	3,500	3,030	5,000
Operation Supplies	3,425	31,910	5,000	3,600	50,000
Communications	545	1,620	2,500	1,530	2,500
Hardware and software	-	-	100	100	500
Meal payments	20	40	300	-	-
Tools	-	1,410	-	1,000	25,000
Uniforms	2,624	2,700	3,800	2,170	6,600
Professional services	310,668	123,650	279,000	356,708	518,000
<i>VOIP Services</i>	36,165	30,000	43,200	40,000	40,000
<i>NOC Services</i>	258,734	40,000	133,800	203,708	150,000
<i>Marketing</i>	15,023	53,650	100,000	70,000	168,000
<i>NRTC (Helpdesk)</i>	-	-	-	33,000	75,000
<i>MERIT</i>	-	-	-	-	25,000
<i>Staff Augmentation</i>	-	-	-	-	50,000
<i>Other</i>	746	-	2,000	10,000	10,000
Legal services	4,177	3,530	6,000	5,440	25,000
Transportation	97	4,110	1,000	4,000	6,000
Professional development	5,031	7,840	17,500	19,000	41,500
Printing and publishing	270	400	800	800	1,000
Vehicle rental	12,403	(12,690)	13,000	13,000	14,600
Building rental costs	21,000	21,000	17,500	17,500	35,000
Pole attachment fees	15,526	15,530	30,200	15,430	-
Miscellaneous	13,158	7,160	1,500	1,500	20,000
Subtotal Dark and Lit Fiber System	685,401	699,230	650,000	818,008	1,293,900
WIFI Operations and Maintenance					
Salaries and fringe benefits	3,000	-	-	-	-
WIFI operations and maintenance	33,040	35,960	40,000	34,330	-
Subtotal WIFI Operations and Maintenance	36,040	35,960	40,000	34,330	-
Customer Accounting					
Salaries and wages	-	5,020	20,000	22,100	40,900
Fringe benefits	-	1,880	10,500	9,900	17,200
Office supplies	-	20	4,000	4,000	4,000
Professional services	-	4,780	20,000	20,000	20,000
Uncollectable accounts	-	-	10,000	1,000	10,000
Miscellaneous (bank fees and credit card fees)	-	7,510	44,300	27,000	37,000
Subtotal Customer Accounting	-	19,210	108,800	84,000	129,100

Traverse City Light & Power
Fiber Optics Fund
2024-25 Budgeted Revenues and Expenses

	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Recommended
Other Expenses					
Insurance	1,773	1,500	7,500	7,900	8,300
City fee	48,743	55,880	86,000	62,230	74,500
Depreciation/amortization expense	348,297	356,530	400,000	366,000	375,000
Contribution for principal and interest	-	-	1,021,000	-	-
Subtotal Other Expenses	<u>398,813</u>	<u>413,910</u>	<u>1,514,500</u>	<u>436,130</u>	<u>457,800</u>
Total operating expenses	<u>1,120,254</u>	<u>1,168,310</u>	<u>2,313,300</u>	<u>1,372,468</u>	<u>1,880,800</u>
Operating (loss)	<u>(145,400)</u>	<u>(50,750)</u>	<u>(597,600)</u>	<u>(127,868)</u>	<u>(390,800)</u>
<u>Non-operating revenues (expenses)</u>					
Federal grant	-	2,290	-	-	-
Reimbursements	8,942	85,400	33,000	33,300	86,000
Interest expense					
Smart Grid Lease	-	-	-	-	(313,710)
Interfund Loan	<u>(18,789)</u>	<u>(14,450)</u>	<u>(6,800)</u>	<u>-</u>	<u>-</u>
Total non operating revenues (expense)	<u>(9,847)</u>	<u>73,240</u>	<u>26,200</u>	<u>33,300</u>	<u>(227,710)</u>
Income (Loss) before special item	<u>(155,247)</u>	<u>22,490</u>	<u>(571,400)</u>	<u>(94,568)</u>	<u>(618,510)</u>
Special item	<u>-</u>	<u>-</u>	<u>690,000</u>	<u>(255,140)</u>	<u>-</u>
Change in net position	<u>\$ (155,247)</u>	<u>\$ 22,490</u>	<u>\$ 118,600</u>	<u>\$ (349,708)</u>	<u>\$ (618,510)</u>



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
harry@downtowntc.com
231-922-2050

MEMORANDUM

To: DDA Board of Directors

From: Harry Burkholder, Interim CEO

Date: April 15, 2024

Re: 2024 - 2025 Proposed Budget

The proposed 2024/2025 budget is attached and a description is presented below. Over the last month, I worked with the City Treasury Department to update the FYE 2024 taxable values, millage rates and tax revenue as well as the city millage rate for FYE 2025.

The proposed budget includes projects and initiatives that advance the capital improvement and programmatic priorities listed in the Moving Downtown Forward Plan and align with the *Guiding Principles* of the Moving Downtown Forward Plan, as well as the *Goals and Objectives* of the City Commission. The proposed budget also reflects continued work on several projects including Rotary Square, the Lower Boardman/Ottaway Riverwalk and the Two-Way Pilot Project. In addition, the proposed budget includes promotional efforts to minimize the impacts of the reconstruction of Grandview Parkway.

Here is timeline for the budget approval process. As a reminder, the City Commission formally approves the DDA Budget, prior to formal adoption by the DDA.

Budget Process & Timeline

- April 19th DDA Board reviews budget & schedules public hearing for May 17th
- May 17th DDA holds public hearing on budget
- May 6th Initial budget provided to the City Commission
- May 13th Budget discussed at City Commission Study Session
- May 20th City Commission holds public hearing on budget
- June 3rd Approval of budget by City Commission
- June 21st Approval of budget by DDA Board

DDA General

This budget is built upon the recognition that employees now assigned to Parking will be transitioned to the City, therefore reducing both revenue and expenditure.

DDA General Revenue

Revenue includes several grants that have already been secured, including a \$1 million MEDC grant for the Lower Boardman/Ottaway Riverwalk (i.e., the 100/200 block), a \$900,000 EGLE grant for environmental remediation and \$1 million from Rotary Charities for Rotary Square. Recognizing that the RFP for the conceptual design for Rotary Square has already been issued, we anticipate that a portion of the \$1-million from Rotary Charities will be utilized. In addition, TIF funds will be utilized for additional engineering and design work along the Lower Boardman/Ottaway Riverwalk so that we are able to utilize the MEDC grant for implementation.

The remaining revenue comes from administrative fees from both TIF accounts and the contract with DTCA.

DDA General Expenditures

This budget is built with the potential of five employees. The role of communication/social media will remain contracted until a permanent CEO has been selected and staffing levels/task are examined.

Professional Services will encompass the contract for financial services (Rehman), the website (One-Up-Web), legal services (Scott Howard), and all employee training/coaching. Employee training/coaching started in 2024 for all employees to assist in the cultivation and betterment of office communication, mindfulness and culture. This training has proven to be very beneficial for all employees and will be extremely helpful in the transition of leadership. A contract with SEEDS to administer the Farmer's Market also is part of this line item.

Funding for Travel and Conferences is included for staff attending conferences/training to support their areas of focus inside the DDA.

TIF 97

The captured taxable value within the TIF-97 District is projected to be \$158,601,804 which will bring in an estimated \$4,170,320 in revenue.

The focus for this District over the next year will be to advance the Lower Boardman/Ottawa Downtown Riverwalk and Rotary Square. The DDA will also continue to work with private developers to improve and install new sidewalk and streetscape infrastructure, including snowmelt systems.

In addition, a renewed service agreement with the City is recommended to remain. This expense is based on previous discussions with City staff regarding roles, responsibilities and capacity of the City.

A new line item for consideration this year is working with the City Engineering Department to have a staff engineer dedicated to the DDA. This concept is similar to our dedicated downtown police officer. Some of this dedicated support would focus on Rotary Square, the Lower Boardman/Ottaway Riverwalk and helping to determine the lifespan/replacement schedule and best practices for the reconstruction of crosswalks, sidewalks and other infrastructure within the DDA District. This may be funded 70% by TIF funds while the remaining funding would come from the city. Having a dedicated and consistent individual that reports back to the City Engineer assists in continuity on the many public infrastructure projects that are identified within the district. A dedicated engineer could also be secured through a hired contractor as well.

Professional Services

- A. Community Police Officer \$120,420
We are planning to continue with our community police for year-round services.
- B. Maintenance and Operation \$250,000
Continuing with this line item remains important as we focus on maintaining public infrastructure investments. This line item will be used for sidewalk cleaning, summer assistance through our YouthCore partnership and the purchase of needed tools. Last year the DDA purchased a truck through the city which will assist in more year-round maintenance/operations.
- C. Marketing and Communication \$80,000
This was a new line-item last year, and we plan to continue marketing and communication efforts for downtown and with the DTCA.
- D. Composting \$25,000
This program that is just getting off the ground, with the goal to expand and encourage the use of this new program throughout the district.
- E. Retail Incubator \$50,000
Continuing on the successful pop-ups that has occurred in December and February, we would continue to work with Nick Beadleston on implementing a year-round incubator space. This project would also utilize the USDA grant that was secured as well as MEDC grant that was secured by 20-Fathoms (\$127,000).
- F. Traverse Connect \$ --
In a previous iteration of the proposed 2024/2025 budget, no dollars were listed under professional services for Traverse Connect. As a reminder, we previously had a contract with Traverse Connect for the planning and implementation of economic development strategies outlined in the Traverse Connect Strategic Plan. The total compensation for this partnership was \$40,000 – of which, \$35,000 was funded by TIF-97. Funding could be added to the budget upon the request and determination of the Board.

Public Infrastructure

- A. Schematic Design Engineering Services \$1,000,000
The approach for determining if we have an “in-house” engineer through City Engineering Department or a hired contractor is important as we move into the design and engineering portion of the Lower Boardman/Ottaway Downtown Riverwalk. Completing schematic/engineering for the 100/200 block will then move into implementation and utilization of the \$1million MEDC as well as philanthropic fund raising.
- B. Two-Way Pilot Project (State Street) \$400,000
The fate of the two-way pilot project will be discussed next November, as the pilot-project expires. At that time, the two-way pilot project could be moved into permanent status or continue as a pilot for an additional year. Funding for this project could be utilized to improve the pedestrian experience with crosswalks, and traffic calming measures. In addition, stormwater improvements would be recommended to be implemented.
- C. Streetscapes/Snowmelt \$400,000
Streetscapes will remain important as new development continues throughout the district. Two developments, the Hannah Lay Building and State Street building would be partnering for snowmelt systems. There are additional opportunities for partnerships leading to a connected network of sidewalks (which is paramount for walkability) throughout the district.
- D. 309 West Front Street Staircase \$100,000
The design for the Staircase has been completed, with RFP is being completed through City Engineering and implementation occurring in the Spring of 2025.
- E. Rotary Square \$100,000
This item includes costs for visioning and possible costs outside of the Rotary Grant. This item could also include costs for preparing for the Farmer’s Market location at Rotary Square.
- F. TART Trail Extension \$200,000
This item includes the second phase of the TART Extension project, which includes new trail infrastructure from roughly the Senior Center to Division Street, a major portion of which traverses through the TIF District.
- G. Downtown Cameras \$112,480
This project remains in the TIF-97 Budget, based on recommendations and costs from the Police Chief Richmond in October.
- H. Infrastructure Repair \$100,000
This item was discussed by the Finance Committee and is intended to provide flexibility and immediate attention to infrastructure needs throughout the district.

Old Town Financing Plan

The Old Town District continues to see steady growth and private investment. The captured taxable value is projected to be \$34,463,479 bringing in an estimated \$823,527 of projected revenue to the district.

Similar to the TIF-97 budget, the service agreement with the City will remain. In addition, a new line item for consideration with the Board is working with the City Engineering Department to have a staff engineer dedicated to the DDA. Having a dedicated and consistent individual that reports back to the City Engineer assists in continuity on the many public infrastructure projects that are identified within the district. A dedicated engineer could also be secured through a hired contractor as well.

In addition, a renewed service agreement with the City is recommended to remain. This expense is based on previous discussions with City staff regarding roles, responsibilities and capacity of the City.

Professional Services

A. Maintenance and Operation \$60,000

Continuing with this line item remains important as we focus on maintaining public infrastructure investments. This line item will be used for sidewalk cleaning, summer assistance through our YouthCore partnership and the purchase of needed tools. Last year the DDA purchased a truck through the city which will assist in more year-round maintenance/operations.

B. Marketing and Communication \$30,000

This was a new line-item last year and we would like to continue to coordinate marketing and communication efforts for downtown and with the DTCA.

C. Composting \$10,000

This program is just getting off the ground, with the goal to expand and encourage the use of this new program throughout the district.

D. Traverse Connect \$ --

In a previous review of the proposed 2024/2025 budget with the Finance Committee, no dollars were allocated for working with Traverse Connect. As a reminder, we previously had a contract with Traverse Connect for the planning and implementation of economic development strategies outlined in the Traverse Connect Strategic Plan. The total compensation for this partnership was \$40,000 – of which, \$5,000 was funded by Old Town TIF. Funding could be added to the budget upon the request and determination of the Board.

Public Infrastructure Projects

- A. River's Edge Decking \$130,000
Replacement/upgrading of the River's Edge Decking is identified within the budget with the understanding that the FishPass project will be underway and we may be able to coordinate this element of the overall project. However, work may be moved to 2025/2026 dependent on the progress and timing of the FishPass project.
- B. Hannah Park Improvement \$80,000
This project is being bid through City Engineering and may bid at the same time as the 309 West Front Street (stairs) project. Therefore, the cost may be moved from 2023/2024 budget to 2024/2025 budget.
- C. Streetscapes/Snowmelt \$100,000
This line-item remains in the budget to encourage property owners to partner to implement a snowmelt system within Old Town. This line-item has been successful in the TIF 97 Plan, and we anticipate partnerships to grow as connection between the two districts are strengthened.
- D. Downtown Cameras \$28,120
This line item has been included in the DDA Budget for two years, based on recommendations and costs from the Police Chief Richmond in October.
- E. Infrastructure Repair \$30,000
This item was discussed by the Finance Committee and is intended to provide flexibility and immediate attention to infrastructure needs throughout the district.

Arts Commission

The Arts Commission budget for the coming year will focus on a handful of art installations along 8th Street, a mural festival (planned for 2025), a mini-grant program, a collaboration with Parks and Recreation to bring art into city parks and a new painted bump-outs at Front and Pine/Boardman as part of the two-way pilot project. In addition, the Arts Commission will be working to complete a series of administrative activities outlined in the strategic plan work plan. \$35,000 is allocated from the city's Public Arts Trust Fund for these projects.

Recommended Motion

That the DDA set a public hearing for the 2024/2025 DDA Budget for Friday, May 17, 2024 at 9:00am in the Governmental Center Commission Chambers.

City of Traverse City, Michigan
DDA Component Unit
DDA General Fund
For the Budget Year 2024-2025

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
Revenue				
Taxes	\$ 127,690	\$ 130,000	\$ 130,960	\$ 130,000
Grants and Contributions	867,788	100,000	133,319	1,875,000
Reimbursements	1,309,329	1,585,359	1,535,359	743,728
Rental Income	10,499	115,000	51,000	51,000
Interest Income	2,211	1,000	3,314	2,000
Total Revenue	2,317,517	1,931,359	1,853,952	2,801,728
Expenditures				
Salaries and Wages	989,124	1,060,134	910,000	430,000
Fringe Benefits	325,249	390,382	290,000	111,113
Office Supplies and Utilities	73,657	63,000	61,982	85,000
Professional Services	1,076,732	265,000	431,929	341,000
Travel and Conferences	3,978	30,000	11,953	5,000
Repairs and Maintenance	-	-	234	-
Rentals	5,942	-	-	-
Capital Outlay	117,552	-	-	-
Grants	-	45,000	-	1,375,000
Rotary Square	-	50,000	-	450,000
Total Expenditures	2,592,234	1,903,516	1,706,098	2,797,113
Excess of Revenues Over/ (Under) Expenditures	(274,717)	27,843	147,854	4,615
Beginning Fund Balance	736,184	461,467	461,467	609,321
Ending Fund Balance	\$ 461,467	\$ 489,310	\$ 609,321	\$ 613,936

**City of Traverse City, Michigan
DDA Component Unit
TIF-97 Financing Fund
For the Budget Year 2024-2025**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
Revenue				
Property Taxes	\$ 3,677,904	\$ 4,180,861	\$ 4,154,904	\$ 4,165,820
Grants and Contributions	-	40,000		-
Reimbursements	196,607	130,000	100,800	-
Interest Income	4,260	4,500	54,541	4,500
Total Revenue	3,878,771	4,355,361	4,310,245	4,170,320
Expenditures				
Professional Services	860,923	1,494,820	977,639	1,557,215
Printing and Publishing	195,789	20,000	49,349	20,000
Repairs and Maintenance	-	250,000	220,000	250,000
Contribution to District Construction Project	1,117,777	2,125,000	1,017,759	2,834,367
Contribution to City - Debt Service	972,956	953,440	953,440	913,720
Total Expenditures	3,147,445	4,843,260	3,218,187	5,575,302
Excess of Revenues Over/ (Under) Expenditures	731,326	(487,899)	1,092,058	(1,404,982)
Beginning Fund Balance	4,812,421	5,543,747	5,543,747	6,635,805
Ending Fund Balance	\$ 5,543,747	\$ 5,055,848	\$ 6,635,805	\$ 5,230,823

**City of Traverse City, Michigan
DDA Component Unit
Old Town TIF Financing Fund
For the Budget Year 2024-2025**

	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Requested
Revenue				
Property Taxes	\$ 678,944	\$ 841,481	\$ 837,912	\$ 823,427
Grants and Contributions	-	-		-
Reimbursements	-	-		-
Interest Income	288	100	257	100
Total Revenue	679,232	841,581	838,169	823,527
Expenditures				
Professional Services	148,482	231,039	170,000	393,383
Printing and Publishing	-	100	5,422	100
Repairs and Maintenance	-	-	7,324	-
Contribution to District Construction Project	117,599	805,000	863,000	378,120
Total Expenditures	266,081	1,036,139	1,045,746	771,603
Excess of Revenues Over/ (Under) Expenditures	413,151	(194,558)	(207,577)	51,924
Beginning Fund Balance	714,387	1,127,538	1,127,538	919,961
Ending Fund Balance	\$ 1,127,538	\$ 932,980	\$ 919,961	\$ 971,885