city of Norton Shores 50th Anniversary 1968-2018

Internal Memo

April 17, 2020

TO: Mayor and Council

FROM: Mark C. Meyers, City Administrator MCM

SUBJECT: Proposed Fiscal Year 2021 Capital Improvement Program Budget

Pursuant to the annual budget process, staff would like to provide the City Council the opportunity to review and offer input regarding capital expenditures. A presentation of the proposed Fiscal Year 2021 Capital Improvement Program Budget will be made at the April 28, 2020 Council work session.

As provided in the Charter, the City presently levies 2 mills for capital improvement projects. For Fiscal Year 2021 we anticipate that the 2-mill levy will generate $1,732,604 and the fourth TIFA pass through will generate $140,106. This amount combined with other revenue sources will provide approximately $2,440,470 for capital projects.

This year, capital improvement requests amounted to $3,195,662. This is $755,192 more than we can fund without using unreserved fund balance. It is important to note that the City has previously committed to spending approximately $1,002,153 in fixed vehicle replacements, equipment, loan payments for the Police Department and Parks and Recreation Garage addition and administrative reimbursement on an annual basis. The effect of these commitments reduces the available funds for new equipment and capital improvement projects to approximately $1,438,317.

Capital requests were reduced after two rounds of meetings with department directors by the budget committee to prioritize needs. Therefore, the proposed Capital Improvement Budget will still have to use unreserved fund balance of $224,167 in order to balance this budget. Staff is proposing to use $212,000 toward various sidewalk projects due to lack of sufficient funds from Major and Local Street and Municipal Road Fund. We have adequate revenues for these expenditures and sidewalk improvements continue to be a priority for the City Council.

It should be noted that the projects listed for the cemetery, while paid out of the Capital Improvement Program fund, would be funded by a transfer in from the Perpetual Care Fund which has a balance of $625,483.

Several notable projects proposed for next year include:

Police Department

• Taser Replacement plan (10)	$ 12,180
• Body Cam/Car-Cam Replacement	$ 28,000
• Lobby Bathroom Remodel	$ 9,500
• Patrol Rifle Sights (17)	$ 8,000
• Handgun Replacement	$ 8,500
• Street Intersection Cameras	$ 50,000

Fire Department

• Automated CPR Device	$ 20,685
• Gear Extractors – Station 1 & 2	$ 30,760
• Public Safety Training Center Improvements	$ 31,000
• Parking Lot Reconstruction – Station #1	$ 37,500
• Brush Truck Skid Unit Replacement	$ 14,393

Parks & Recreation Division

• Tree Replacement – Ross and Lake Harbor Parks	$ 14,000
• Replace Pavilion with Overlook (grant)	$ 380,000
• Upgrade Frisbee Golf Course	$ 8,950

Public Works Department

• Library Roof Replacement	$ 125,000
• Sidewalk Repair & Construction	$ 212,000
• Library Security Cameras	$ 5,000
• Land Clearing and Ground Work – New Cemetery	$ 100,000
• City Hall Roof Replacement	$ 195,000
• Painting of Railroad Bridge	$ 17,750

Staff Services

• BS&A – Human Resources Software	$ 11,900

In summary, the proposed Fiscal Year 2021 Capital Improvement Program budget addresses many of the City's capital improvement needs while providing for sufficient unreserved fund balance, estimated at $1.56 million, for future needs.

Mid-year 2020 Budget Adjustments

High Lake Michigan water levels have caused significant erosion damaging Lake Harbor Park and the Mona Lake Channel. Budget adjustments to the Capital Improvement Program will be required to address these issues. As council is aware, we spent $71,000 to repair the north channel wall in Lake Harbor Park. In addition, $25,000 will be needed to replace the sidewalk and retaining wall in the park area and another $5,700 will be required to clean up debris collecting on the beach along the channel wall. Also, staff is recommending that a contribution of up to $60,000 be made to the repair of the south channel wall in collaboration with the Mona Lake Improvement Association. Lastly, an appropriation of $70,000 has been added to fund a permanent docking system for the dive/rescue boat and new patrol boat.

Staff will review the proposed Capital Improvement Program Budget with the City Council and highlight these points. In the meantime, please direct any questions to Finance Director Mike Huston or me prior to the work session so that staff may have adequate time to provide answers and assemble any additional information.

MDH
Attachments

City Of Norton Shores

CAPITAL IMPROVEMENT PROGRAM

Activity & Account Code	Expenditure Classifications	FY-2020 Adopted	FY-2020 Revised	FY-2021 Requested	FY-2021 Proposed	FY-2021 Adopted
	Police					
305-969.001	Fixed Vehicle Transfer	225,984	220,874	209,964	209,964	
305-977.091	Computer Equipment & Records System	33,000	33,000	33,000	33,000	
305-977.226	Replace Ballistic Vests FY20 (3) FY21 (14)	2,400	2,205	11,200	11,200	
305-977.367	Storage Garage - Debt Service	96,487	96,487	96,487	96,487	
305-977.528	Refrigerator - Break Room	2,850	1,650	-	-	
305-977.538	Mannequin Targets FY20 (1) FY21(6)	1,000	970	3,000	3,000	
305-977.529	RAD Pads and Accessories	3,500	3,492	-	-	
305-977.530	Patrol Bicycles (2)	3,700	2,574	-	-	
305-977.318	Taser Replacement Plan (30 Over 5 Years)(1,2 of 5)	9,930	9,930	12,180	12,180	
305-977.531	Woman's Locker Room Remodel	26,000	26,000	-	-	
305-977.532	Body Cams of Cadets (3)	2,850	2,850	-	-	
305-977.533	Memorial Display Cases	9,500	10,714	-	-	
305-977.534	Monitor Eye Protectors (36)	2,519	-	-	-	
305-977.798	Marine Patrol Docking System	-	70,000	-	-	
305-977.801	Body Cam/Car-Cam Replacement Payment (3,4 of 5)	28,000	28,000	28,000	28,000	
305-977.802	Men's Locker Room (Plumbing & Flooring)	-	5,559	-	-	
305-977.803	Garage Lockers (2)	-	-	2,000	2,000	
305-977.535	File Cabinet	520	520	-	-	
305-977.536	Range Trailer	3,500	3,494	-	-	
305-977.537	Replace Building Windows North Wall (4)	4,000	5,800	-	-	
305-977.539	Standing Desks (10)	5,000	5,000	-	-	
305-977.540	Child ID Printers (2)	3,700	2,915	-	-	
305-977.541	Memorial Landscaping	10,000	10,000	-	-	
	Lobby Bathroom Remodel	-	-	9,500	9,500	
	Traffic Office Monitors (3)	-	-	2,600	2,600	
	Replace Lockers for Womans Locker Room	-	-	5,000	5,000	
	Patrol Rifle Sights (17)	-	-	8,000	8,000	
	Intersection Cameras (4)	-	-	50,000	50,000	
	Handgun Replacement (42)			8,500	8,500	
	Total Police	474,440	542,034	479,431	479,431	-

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Activity & Account Code	Expenditure Classifications	FY-2020 Adopted	FY-2020 Revised	FY-2021 Requested	FY-2021 Proposed	FY-2021 Adopted
	Fire					
337-969.001	Fixed Vehicle Transfer	86,388	88,800	91,212	91,212	
337-968.001	Fixed Apparatus Transfer	200,000	200,000	180,000	180,000	
337-969.002	Fire Equipment Transfer	83,000	83,000	86,000	86,000	
337-977.104	Computer Equipment and Records System	7,941	7,941	7,941	7,941	
337-977.127	Replace Thermal Imager (FY20)	10,000	9,500	-	-	
337-977.462	Public Safety Training Center	13,000	13,000	31,000	31,000	
337-977.548	Bedroom Set - Airport Station	800	800	-	-	
337-977.067	Desk Top Computers Replacement (16)	16,000	-	-	-	
337-977.571	Building/Fire Prevention Carpet	8,843	8,843	-	-	
337-977.572	Replace Exterior Doors (2) - Station #1	2,550	2,550	-	-	
337-977.573	Replace Dispatch Laptops (3)	5,000	-	-	-	
337-977.574	Cold Storage Roof Repair	10,000	6,500	-	-	
337-977.760	Conference Room Chairs Replacement (10) Office (3)	2,280	2,277	-	-	
337-977.761	Air Conditioner Replacement - Station #1	2,600	2,690	-	-	
337-977.762	Replace Hose/Equipment & CO2 Detectors	3,000	3,000	3,000	3,000	
337-977.542	Exterior Painting Station #2	9,915	9,915	-	-	
337-977.543	Backup Cameras (2)	700	480	-	-	
337-977.544	Recliners Replacement- Station #2 (4)	1,879	1,879	-	-	
337-977.545	Fire Turnout Gear Replacement (42)	145,000	145,000	-	-	
337-977.546	Video Equipment	9,300	9,300	2,605	2,605	
337-977.547	Replace Lockers - Station #2 (8)	1,520	1,520	-	-	
	Water Heater Replacement - Station #1	-	1,400	-	-	
	Wildland Boots/Suspenders	-	-	11,500	11,500	
	Automated CPR Device	-	-	20,685	20,685	
	Kitchen Cabinets Station #1	-	-	11,400	-	
	Gear Extractors - Station #1 & #2	-	-	30,760	30,760	
	Lock Box Lids Replacement - City Facilities (6)	-	-	2,188	2,188	
	Print Scanning - Blueprints to Digital	-	-	43,000	-	
	Ice Rescue Suits (4)	-	3,250	-	-	
	Sub Total Fire	619,716	601,645	521,291	466,891	-

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Activity & Account Code	Expenditure Classifications	FY-2020 Adopted	FY-2020 Revised	FY-2021 Requested	FY-2021 Proposed	FY-2021 Adopted
	Fire Continued					
	Parking Lot Replacement - Station #2	-	-	86,100	-	-
	Parking Lot Replacement - Station #1	-	-	37,500	37,500	-
	Water Heater - Station #2	-	-	1,400	1,400	-
	Ordinance Enforcement Office Remodel	-	-	2,500	2,500	-
	Apparatus Handlamps (34) & Hand Tools (12)	-	-	7,000	7,000	-
	HVAC System Replacement - Station #2	-	-	7,670	-	-
	Multifunction Printer/Scanner - Building Department	-	-	5,000	5,000	-
	Brush Truck Skid Unit Replacement	-	-	14,393	14,393	-
	Shed Replacement - Station #2	-	-	2,185	-	
	Office Chairs Replacement	-	-	362	362	
	Total Fire	619,716	601,645	685,401	535,046	-
	Parks and Recreation					
770-969.001	Fixed Vehicle Transfer	23,844	25,446	27,048	27,048	
770-974.100	Norton Shores Soccer Park-Former CAA (Match)	8,000	8,000	8,000	8,000	
770-977.771	Replace Mowers and Weed Trimmers (3)	1,950	1,950	-	-	
770-977.766	Woodchip Replacement - Black Lake FY20 Lake Harbor FY21	2,500	1,962	2,000	2,000	
770-974.107	Timber for Bollards - Black Lake Kayak Launch	1,250	1,250	-	-	
770-977.789	Replace Sections of Board Walk - Lake Harbor	2,500	2,500	1,500	1,500	
770-977.785	Tree Replacement - Ross Park & Lake Harbor	8,000	8,940	14,000	14,000	
770-974.057	Replace/Refurbish Softball Field Lights - Ross Park	3,500	3,500	-	-	
770.974.058	Replace Pavilion with Large Deck - Ross Park (Grant)	315,000	3,479	380,000	380,000	
770-974.034	Lake Harbor Channel Project	-	135,000	-	-	
	Relocate Beach Playground Equipment - Ross Park	-	-	7,000	-	
	20' X 30' Concrete Pad - Fitness Area - Ross Park	-	-	2,500	-	
	Multi Gym (1) & Stairclimbers (2) - Fitness Area - Ross Park	-	-	23,270	-	
	Replace Walkway - Lake Harbor Park	-	25,250	-	-	
	Remove Debris- Lake Harbor Park		5,920	-	-	
	Upgrade Frisbee Golf Course - Ross Park	-	-	8,950	8,950	
770-977.719	Softball Infield Conditioner - Ross Park	-	-	5,000	5,000	
	Total Parks and Recreation	366,544	223,197	479,268	446,498	-

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Activity & Account Code	Expenditure Classifications	FY-2020 Adopted	FY-2020 Revised	FY-2021 Requested	FY-2021 Proposed	FY-2021 Adopted
	Public Works					
441-969.001	Fixed Vehicle Transfer	20,388	21,186	21,984	21,984	
441-977.807	Aggregate Bin Blocks - DPW Garage	3,000	3,000	3,000	3,000	
441-976.006	Sidewalk Repair & Construction	270,000	125,000	442,000	212,000	
441-977.731	Drain Restoration	20,000	20,000	15,000	15,000	
441-977.397	Environmental Services - Former DPW Garage	16,000	16,000	16,000	16,000	
441-977.398	Gravel Road Improvements	-	-	80,000	-	
441-977.733	Parks & Rec Garage Replacement - Debt Service	54,112	54,112	53,328	53,328	
441-977.777	Cross Walk-Mona Shores High Local Match - Grant	-	10,461	-	-	
441-977.814	ADA Compliant Doors - Library West Entrance	9,400	9,400	-	-	
441-974.061	Office Building Remodel - Cemetery	13,000	11,000	-	-	
441-977.570	Plant Trees - Cemetery (55)	5,000	5,000	-	-	
441-977.576	Replace Traffic Signal Heads - LED Lights	25,000	23,871	-	-	
441-977.577	Replace Windows - Voting & Print Room (12)	20,000	20,000	-	-	
441-977.579	Replace Drinking Fountain - City Hall	2,500	1,837	-	-	
441-977.580	Remove Berm - Ginka Memorial - City Hall	5,000	5,000	-	-	
441-977.780	Replace Furniture - Book Shelves (10) - Library	34,000	22,290	-	-	
441-977.581	Replace Exit Door - Library Community Room	1,000	775	-	-	
441-977.582	Re-Key All Doors - Library	2,500	392	-	-	
441-977.583	New Door Hinges (3) - Library	3,180	2,800	-	-	
441-977.584	Fill in Kids Section Pit	7,500	5,250	-	-	
441-974.062	City Hall Front Parking Lot Replacement	30,000	33,553	-	-	
441-977.586	Circulatory Fan - Police Garage	3,150	1,750	-	-	
441-977.587	School Zone Beacons - Ross Park & Churchill Schools (6)	25,000	19,839	-	-	
441-974.063	Electrical Replacement - Library	-	9,000	-	-	
441-974.066	Remove and Replace Cement Library Floor	-	9,900	-	-	
441-974.064	Painting of Railroad Bridge	-	-	17,750	17,750	
441-974.065	Harvey St. Place Plan	-	5,000	-	-	
	Library Roof Replacement	-	-	125,000	125,000	
	Library Drinking Fountain Replacement	-	-	3,200	3,200	
	Library Security Camera's	-	-	5,000	5,000	
	Sub Total Public Works	569,730	436,416	782,262	472,262	-

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Activity & Account Code	Expenditure Classifications	FY-2020 Adopted	FY-2020 Revised	FY-2021 Requested	FY-2021 Proposed	FY-2021 Adopted
	Public Works Continued					
	Land Clearing and Ground Work - New Cemetery	-	-	100,000	100,000	
	City Hall Roof Replacement	-	-	195,000	195,000	
	Carpet Replacement - DPW Offices	-	-	25,000	-	
	Ceiling Tile Replacements - City Hall Conf Rooms	-	-	6,500	6,500	
	HVAC Unit - Voting Room Upstairs	-	-	10,000	-	
	HVAC UNIT - Police Training Room	-	2,450	-	-	
	LED Lights - Police Garage	-	1,385	-	-	
	HVAC Unit - Voting Room Upstairs	-	-	1,200	1,200	
	Total Public Works	569,730	440,251	1,119,962	774,962	-
	Staff Services & General Government					
299-977.001	Miscellaneous Equipment	3,000	3,000	3,000	3,000	
299-977.070	Postage Machine	2,900	2,900	2,900	-	
905-976.001	City Property Special Assessments	1,400	1,400	1,400	1,400	
299-977.589	Precinct Election Day Signs (10)	2,500	2,500	-	-	
299-977.590	ID Scanners (10)	1,400	1,400	-	-	
299-977.591	Software - Business License & Training	16,675	15,260	11,900	11,900	
299-977.819	Multi-Unit Voting Booths FY19 (10) FY20 (10)	9,000	9,000	-	-	
299-977.588	Stationary Bike - City Hall Gym	2,500	1,695	-	-	
299-971.002	Land Acquisition	135,000	215,000	125,000	125,000	
299-962.000	Administrative Reimbursement	250,600	250,600	262,400	262,400	
299-989.000	Contingency	25,000	-	25,000	25,000	
	Total Staff Services & General Government	449,975	502,755	431,600	428,700	-
	TOTAL EXPENDITURES	2,480,405	2,309,882	3,195,662	2,664,637	-