



City of Bronson

2021-2022 Budget



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The City Council

Larry McConn
Mayor

Matt Watkins
Vice-Mayor

Joe Duke
Council Member

Rick Johannes
Council Member

Bill Rinehart
Council Member

City Officials

Charles Lillis
City Attorney

Brandon M. Mersman
City Manager

Karen A. Smith
Clerk/Treasurer

About the City of Bronson

The City of Bronson was first settled in October 1866 and was chartered as a City in July of 1934 under the Home Rule City Act. Bronson operates under a charter approved by voters in 1985. In 2016, the City celebrated its Sesquicentennial (150th) anniversary during the weekend of September 10th and 11th.

The City operates under the Council-Manager form of government. A five-member City Council is elected at-large in even numbered years to staggered terms of either two or four years. Following each election, Council members choose from among themselves a Mayor and a Vice-Mayor.

The Council employs a City Manager to direct day-to-day affairs and provide the Council with recommended policy. The Manager supervises staff and implements Council's broad policy decisions.

The Council also hires a Clerk/Treasurer as the custodian of City records, to collect taxes, and to maintain the City's financial accounts. The Council retains a City Attorney for legal advice and the prosecution of ordinance violations.



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Fiscal Year 2022 Budget

Resolution #21-6-8

A resolution of the City of Bronson approving the budget of revenue and expenditures and setting the millage rates to raise such revenue for Fiscal Year 2022 which begins July 1, 2021 and ends June 30, 2022

Whereas, pursuant to the Bronson City Charter the City Manager has provided a recommended budget of revenues and expenditures to the City Council and the Council has reviewed said recommendations, and...

Whereas, the proposed budget and millage rates are prepared and made available to the public in accord with the City Charter and various statutes (including MCL 141.421 et seq, MCL 211, and MCL 41.801 et seq) and the City Clerk has, in accord with the Michigan Open Meetings Act, published notices of the time and place for a public hearing regarding this budget which was held on June 14, 2021.

Now therefore be it hereby resolved by the City Council of the City of Bronson that the following taxes shall be levied in accord with statute:

General Operating Levy	15.9352 mills
Fire Protection Equipment Special Assessment	1.000 mills
1993 General Obligation Bond Levy	1.021 mills

And be it further resolved, that the following revenues and expenditures shall be budgeted for the period July 1, 2020 until June 30, 2021 and that tax and other revenue shall be distributed among City funds as follows:

Fund	Revenue	Fund Balance	Expenditure
General Fund	\$1,187,148		\$1,349,219
Administration			\$435,430
Police			\$576,202
Fire			\$35,546
Department of Public Works			\$223,172
Parks & Recreation			\$76,869
Transfer to Other Funds		\$286,071	\$ 124,000
Major Street Fund	\$243,035		\$218,896
Local Street Fund	\$706,213		\$664,243
Fire Sinking Fund	\$29,946		
Cemetery Operations Fund	\$33,225	\$1,526	\$34,751
Cemetery- Perpetual Care Fund	\$325	\$5,675	\$6,000
Cemetery- Redevelopment Fund	\$1,500		
1993 General Obligation Debt Service Fund	\$33,175		\$33,100
Wastewater Fund	\$1,068,597		\$1,068,597
Water Fund	\$881,845		\$881,845
Motor Pool Fund	\$158,018		\$122,514
Community Development Fund	\$15,010	\$90	\$15,100

And finally be it resolved, that no transfer of funds is permitted between appropriation centers except for those transfers specifically permitted and that the City Manager is authorized to release bidding documents, specifications, and/or requests for proposals in accord with projects and purchases included in this budget.

YEAS: Councilperson(s) _____

NAYS: Councilperson(s) _____

ABSENT: Councilperson(s) _____

The Resolution was adopted on this 14th day of June, 2021.

Karen A. Smith
City Clerk

TO: The Honorable Mayor McConn and Members of the City Council
FROM: Brandon M. Mersman, City Manager
RE: Fiscal Year 2022 Budget
Date: June 14, 2021

Section 7.2 of the Bronson City Charter obligates me to present to you a recommended budget for the ensuing fiscal year. Enclosed please find my recommendation for the fiscal year beginning July 1, 2021. Going into this budget year there is still some uncertainty when it comes to state revenue sharing and ACT 51 road funds due to the economic crisis following the COVID-19 pandemic. The impact of the pandemic may last multiple years with estimates projected to be lower over that time period. Constitutional revenue sharing will be very similar to 2019-2020 levels with a slight increase in CVTRS revenue sharing of \$1,697 above 2019-2020 levels.

As presented, this budget has a General Fund deficit of just over \$286,000. \$100,000 of that deficit is the need for the General Fund to transfer \$100,000 to the Local Road Fund. Over the course of this fiscal year the City will continue to find new ways to reduce costs while still providing a high level of service to the community.

Notable highlights and changes to this year's budget:

Community Development Block Grant Infrastructure Resiliency Grant- During the 2021-22 Budget, \$1,541,172.82 is scheduled to be expended on the Ruggles and Compton Street construction project. The remaining City match will be \$339,543.12 for the project. The grant funds and city match are broken down between water (30%), sewer (35%), and roads (35%). Work is expected to begin in May and should be completed by August 20th with final cleanup work finishing in September.

American Recovery Act Local Government Stimulus- The City is expecting to receive federal stimulus funds during the 2021-22 budget year. Some estimates have projected the City may receive around \$227,000. There will be limited uses for this money which we are awaiting guidance on. This is not reflected in the budget as we do not know when we will receive it and what the actual dollar amount will be. Water and sewer capital reserves will likely be where this money will go due to limited uses for the funds.

Major and Local Street Funds: The FY2021 budget includes \$118,840.12 in the Local Street construction funds for the S. Ruggles Street project.

Major and Local Streets also have \$30,000 budgeted for each fund for road maintenance work. Due to the Ruggles and Compton Street project there will be limited funds to do maintenance work this summer. These funds will be used to perform overlay (edges of roadways) and chip sealing work in an effort to prolong the useful life of City streets. This budget includes a \$100,000 transfer from the General Fund to the Local Street fund and a \$100,000 transfer from Major Streets to Local Streets to cover scheduled local street work for FY22.

Water Capital Improvement Fund and Capital Improvement Fund- The Water Fund Capital Improvement Plan includes \$90,000 for interior painting and safety upgrades to the City's Water Tower. This budget also includes \$75,000 for the replacement of lead & copper service lines.

The water fund budget includes \$134,180 for the Drinking Water Asset Management grant (DWAM). This grant funds 100% of expenses related to the project. The work will take place over the next three budget years as the project needs to be completed in 2024. The total project cost is \$469,400. This budget also includes \$101,863 for the Ruggles and Compton Street project.

Wastewater Fund and Wastewater Capital Improvement Fund- This budget includes \$118,840 for the Ruggles and Compton Street project. The budget also includes \$137,500 for grouting and lining of sewer mains. That number is a placeholder until the CIP and the cost-effective analysis is performed by Prein & Newhof to determine the best course of action to address the inflow and infiltration issue at the Wastewater Treatment Plant.

Fire Department- The City's dues to the Bronson Area Fire Association will be \$35,546 for this budget year up from \$32,232 in the previous budget.

Motor Pool Capital Improvement Fund- This budget includes \$320,000 for the purchase of a street sweeper with a vacuum. The vacuum would be used to keep catch basins clean by removing trapped solids and sediments that can lead to flooding of the storm sewers. With most of our storm system undersized, keeping them clean will help keep storm water moving during storm events. Purchasing a sweeper will allow us to sweep when needed rather than waiting until we can get a rental unit. Currently the City rents this equipment about 5 times per year with the one-week rental cost of \$4,450, or \$22,250 per year. The budget also includes \$28,000 for the replacement of the Kubota tractor and \$45,000 for the replacement of the 2016 Police Tahoe.

In closing, I wish to thank all of the Department Heads and staff that helped to put this budget together as it is truly a team effort.

Respectfully submitted,



Brandon M. Mersman, MPA
City Manager

City Council Goals & Objectives

2021-2022

Goal: Business Retention and Attraction

- Continue strategy of focusing on current employers and businesses and working with them to see expansion
- Continue to Implement benchmarks of the Redevelopment Ready Communities Program and engage related MEDC resources

Goal: Enhance and Undertake Bronson “Place-Making” Activities

- Continue work to make Bronson more walkable and bikeable; including updating sidewalk ramps to ADA compliant.
- Develop the recently purchased former Northeastern Rail Line for non-motorized trail usage.
- Work towards evaluating and updating, as needed, City Zoning Ordinances, Master Plan, and Parks and Recreation Master Plan.
- Continue working with and supporting the Downtown Development Authority
- Work with community partners (DDA, Chamber of Commerce, Polish Festival, etc.) and businesses to expand and better market downtown activities:

- August Memorial Park Concert Series
- City Wide Garage Sales/US 12 Sales
- Polish Festival
- Farmer’s Market
- Bronson Theater
- Other new events

Goal: Infrastructure Improvements

- Apply for infrastructure grants as they become available (MEDC Infrastructure Grants, MDOT, others)
- Work towards implementation of improvements outlined in the City’s recently adopted Capital Improvement Plan for 2020-2026
- Continue collaboration with Kalamazoo Area Transportation Study and Branch County Road Commission for street improvement targets and work
- Increase annual road preventative maintenance work using additional General Fund contributions
- Continue coordinated approach for infrastructure improvements

Goal: Optimize Organizational Efficiency

- Consider energy-efficiency projects in coordination with Michigan Gas Utilities and Consumers Energy to improve facility efficiency
- Work with Consumers Energy on potential street-lighting improvements as programs become available
- Better plan for equipment purchases and uses across departments
- Enhance information and outreach efforts using the City’s website, Facebook pages, and Instagram

All Funds by Revenue vs. Expenditures

Fund	Gross Revenue	Operating Expenditures	Capital Depreciation	Gain (Loss)
General Fund	1,187,148	1,473,218	0	(286,070)
Fire Sinking Fund	29,946	0	0	29,946
Major Street Fund	243,035	218,896	0	24,139
Local Street Fund	706,213	664,243	0	41,970
Cemetery Fund- Operations	33,225	34,751	0	(1,526)
Cemetery Fund- Perpetual Care	325	6,000	0	(5,675)
Cemetery Fund- Redevelopment	1,500	-	0	1,500
1993 General Obligation Debt Service Fund	33,175	33,100	0	75
Water Fund	881,845	806,844	75,000	0
Wastewater Fund	1,068,597	968,597	100,000	-
Motor Pool Fund	158,018	87,514	35,000	35,503
Community Development Fund	15,010	15,100	0	(90)

As a City, the City of Bronson is obligated to collect taxes for all entities which levy a property tax. Even though all taxes are paid at City Hall, only a portion of that money ends up supporting City services. Some City services do not receive any tax revenue (like water and wastewater services). Other services (like streets and cemeteries) only rely on a small amount of tax revenue.

The charts below show where money from summer and winter tax bills is allocated. These are based on an owner-occupied home and are based on 2020 millage rates.

Figure A

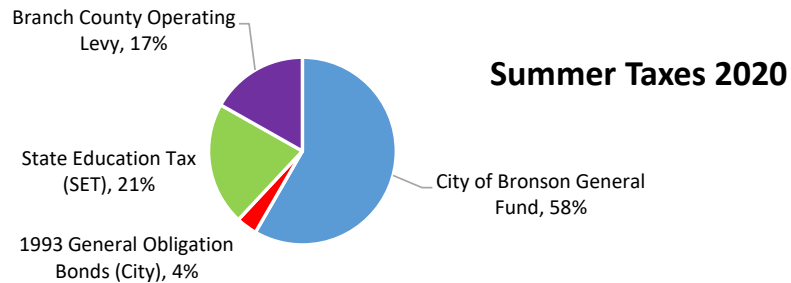
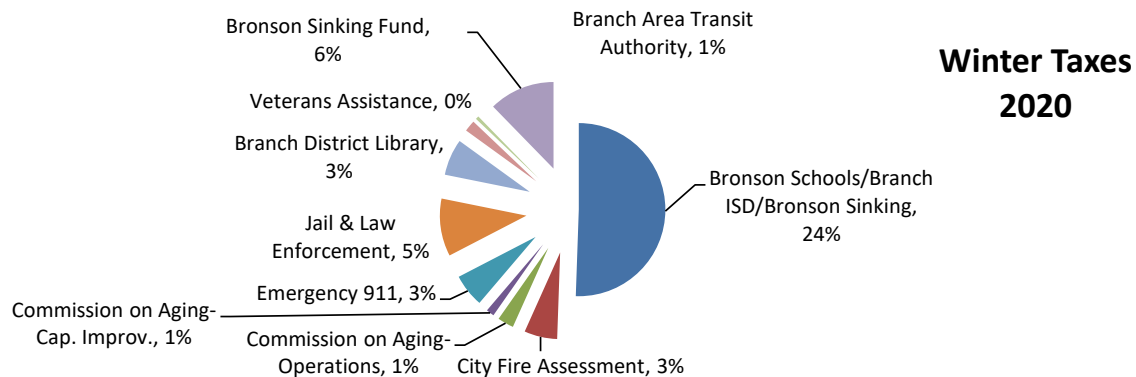


Figure B



General Fund Summary	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
Revenue					
Total Operating Revenue	1,086,525	1,104,052	1,103,347	1,471,644	1,187,148
Expenses					
Administration	367,045	377,538	423,056	387,936	435,428
Police Department	500,846	513,299	519,128	525,266	578,202
Fire Department	16,300	30,400	32,232	32,232	35,546
Department of Public Works	227,751	269,205	202,530	188,092	223,173
Parks & Recreation	82,657	77,807	72,877	52,637	76,869
Transfers to other Funds	10,000	60,000	120,000	120,000	124,000
Total Operating Expenses	1,204,599	1,328,249	1,369,823	1,306,163	1,473,218
Net of Revenue and Expenses	(118,074)	(224,197)	(266,475)	165,481	(286,070)
Net Fund Balance (Cash on Hand)	692,777	644,850	774,694	1,193,224	907,154
Fund Balance as Percent of Expenditures	64%	49%	57%	91%	62%

Figure C

Historic Trends for Revenues, Expenditures, and Fund Balance (1990-2022)

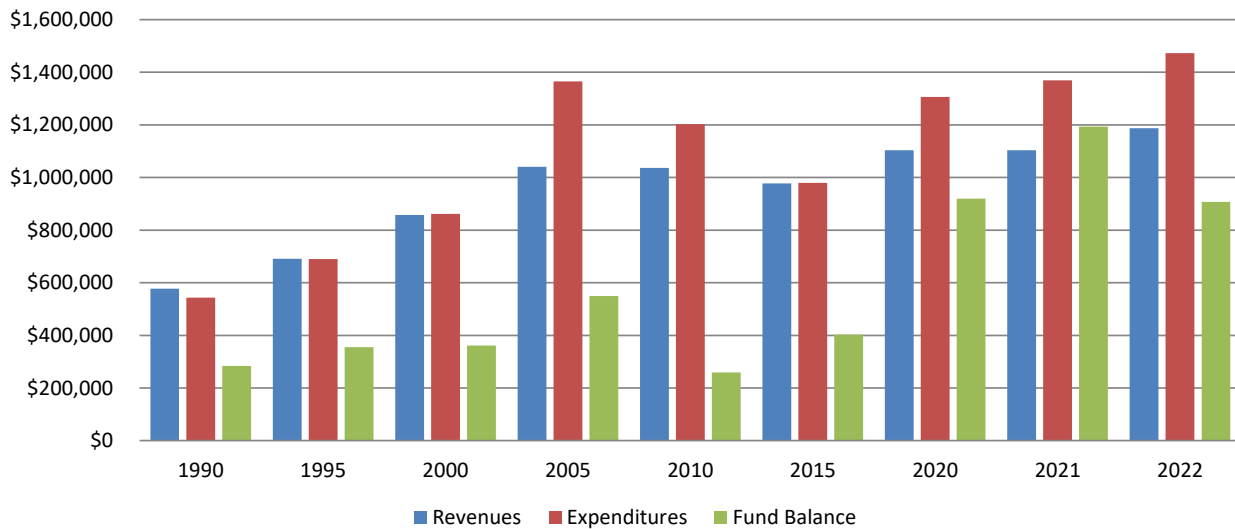


Figure D

FY 2022 General Fund Revenue by Source

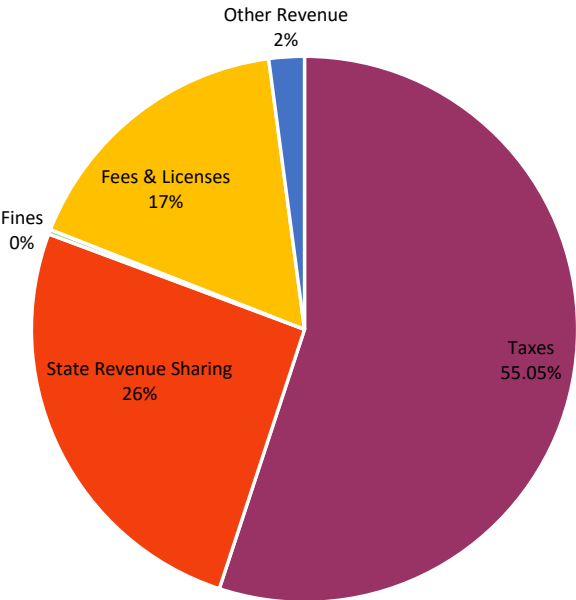
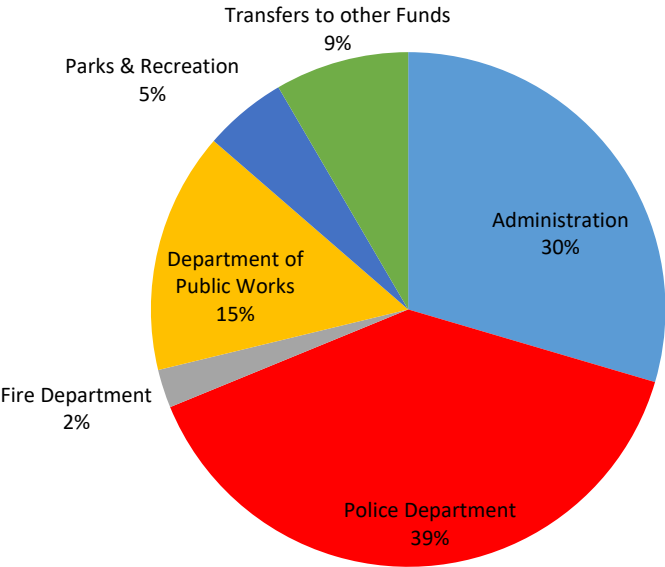


Figure E

FY 2022 General Fund Expenditures by Department

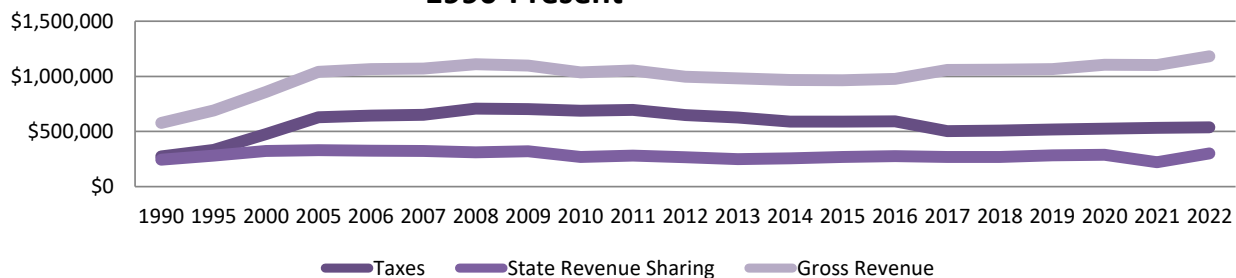


General Fund Revenue	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
Taxes:					
General Operating Levy	518,298	525,620	534,033	532,041	537,116
Tax Penalties	5,000	5,000	5,000	4,368	5,000
Delinquent Personal Property Tax	0	0	-	267	0
Personal Property Tax Reimbursement	44,000	45,000	50,000	288,545	100,000
Coronavirus Relief				73,589	
City IFT Real & Personal	0	-	-	-	0
Payment in Lieu of Tax (PILOT)	2,900	2,900	2,900	-	2,900
Tax Administration Fee	9,000	9,000	9,000	10,959	10,000
Downtown Development Authority- TIF Capture	426	700	-	-	0
Trailer Park Tax	150	150	150	150	150
Revenue Sharing:					
Constitutional Revenue Sharing	196,968	202,137	171,374	235,539	208,257
Statutory Revenue Sharing	86,720	86,720	73,884	75,545	92,015
Fines:					
District Court Fines	10,000	7,500	7,500	3,468	2,500
Ordinance Fines	750	750	750	1,412	750
Fees & Leases:					
Trash & Recycling	117,564	123,475	125,406	126,668	126,610
Rental Program Fees/Inspections	15,095	15,500	15,500	8,362	0
Franchise Fees	20,950	20,950	20,950	22,624	22,000
Licenses & Fees	3,050	3,250	3,500	3,379	3,500
Park Rental Fees	2,100	1,500	1,500	1,058	1,000
Agriculture Leases	16,850	15,500	16,850	15,940	17,500
Water Tower Leases	28,500	28,000	28,000	27,000	28,000
Other Revenue:					
Interest	2,075	4,050	12,050	7,055	4,100
Sale of Fund Assets	0	0	-	-	0
Contributions from Other Funds	0	0	0	-	0
Grant Proceeds	0	0	20,000	6,400	20,000
Miscellaneous Revenue		500	500	14,775	500
Total Operating Revenue	1,065,301	1,099,552	1,098,847	1,459,144	1,181,898

Restricted Revenue					
Police Training Fund (PA 302)	500	500	500	500	250
Police Forfeiture Fund	0	0		0	0
Police Salvage Fund	1,500	4,000	4,000	8,000	5,000
Total Restricted Revenue	2,000	4,500	4,500	8,500	5,250

Figure F

Historic Trend of Revenue Sharing and Tax Revenue 1990-Present



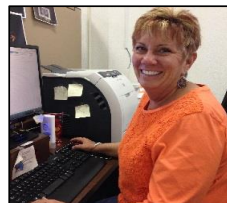
Fiscal Year 2022 Budget

	2018-2019	2019/2020	2020/2021	2020/2021	2021/2022
Administration	Actual	Actual	Budget	Projected	Proposed
City Council Salaries	3,900	3,900	3,900	4,400	3,900
Wages & Benefits	104,327	107,090	156,804	140,187	160,430
Office Administration	17,050	17,550	16,050	18,135	16,250
Building Expense	4,250	3,300	4,800	621	4,800
Professional Services	32,300	31,040	17,240	34,185	26,100
Statutory Expenses	4,400	4,700	5,400	4,463	5,400
Professional Development & Travel	7,500	8,400	8,400	2,907	8,400
Utilities	3,900	3,900	3,700	3,408	3,700
Maintenance & Service Contracts	14,500	14,500	14,500	15,470	14,500
Memberships & Dues	6,000	6,000	6,000	4,893	5,000
Public Relations	20,000	20,000	10,000	6,340	10,000
Property & Liability Insurance	7,651	7,881	8,669	7,631	9,536
Trash Contract	114,565	120,475	124,791	120,574	124,610
Rental Inspection Services Contract	15,302	15,302	15,302	14,017	15,302
Library Maintenance Subsidy	5,400	7,500	7,500	5,730	7,500
Miscellaneous Expenses	6,000	6,000	20,000	4,975	20,000
Administration Operating Expense Total	367,045	377,537	423,056	387,936	435,428

The Administration Budget covers costs for the City Council and City Hall operations as well as trash and recycling services and rental inspections. Staff costs are shared with other funds.



Brandon M. Mersman
City Manager



Karen A. Smith
Clerk/Treasurer/Assessor



Lori Lambright
Administrative Assistant

Fiscal Year 2022 Budget

	2018-2019	2019/2020	2020/2021	2020/2021	2021/2022
Police	Actual	Actual	Budget	Projected	Proposed
Wages & Benefits	387,104	413,558	413,254	426,679	466,752
Office Administration	4,025	4,025	6,275	4,450	6,275
Building Expense	4,300	5,400	8,000	6,422	8,400
Equipment & Supplies	4,650	4,550	4,350	3,170	6,800
Uniforms	4,000	4,250	4,250	3,468	5,200
Professional Development	6,850	6,950	7,150	713	8,175
Utilities	4,400	4,400	4,400	4,255	4,400
Maintenance & Service Contracts	3,450	6,600	7,000	9,135	7,000
Public Relations	0	0	500	-	500
Forfeiture Fund Expense	0	0	0	-	0
Professional Services	24,000	24,000	24,000	24,000	24,000
Property & Liability Insurance	6,627	6,826	7,509	7,932	8,260
Miscellaneous Expenses	500	500	500	25	500
Vehicles	30,940	30,940	30,940	30,940	30,940
Police Operating Expense	480,846	512,299	518,128	521,189	577,202
Police Salvage Fund					
Salvage Revenue	3,500	3,500	4,000	8,000	5,000
Salvage Expenses	20,000	20,000	1,000	4,077	1,000
Net Fund Revenue	(16,500)	(16,500)	3,000	3,923	4,000
Net Salvage Fund Balance (Cash on Hand)	2,738	2,738	13,036	6,036	10,036

The Police Salvage Fund is the largest of three restricted revenue sources tied to the Police Department. Revenue for this fund comes from salvage vehicle inspections we perform. Revenue for those inspections must be reverted back to equipment used to perform that service.

Other special funds include the Act 302 Police Training Fund from the state and the Seizure/Forfeiture Fund which we receive from money or property seized during certain drug arrests.

2020 Police Department Statistical Summary

Complaints	1952
Service Calls	1337
Assists to other Agencies	154
Accidents	32
Traffic Stops	373
Arrests	96



Chief Steve Johnson Deputy Chief Brad McConn Officer Jody Fuller Officer Ricky Pestun

The Police Department also oversees our crossing guard program for our local schools. Julie LaPratt assists students at the E Corey Street crossing to and from Anderson School. Duane Washburn tends the crossing at Ruggles Street and W Chicago St. for the Ryan School students while Betty Washburn assists the students at the crossing at Lincoln Street and E Chicago St which serves students from various school buildings.

The Police Department is always looking to improve its incident preparedness and upgrade outdated equipment to provide the best service we can to the citizens of the city. The use of Drug Forfeiture Funds and Vehicle Inspection Funds allows the department to obtain needed equipment without the use of budget dollars when available. We are continually evaluating equipment and infrastructure needs to make sure we are prepared and can operate efficiently.

Fiscal Year 2022 Budget

Fire Funds	2018-2019	2019/2020	2020/2021	2020/2021	2021/2022
Fire Operations Fund (101-335)	Actual	Actual	Budget	Projected	Proposed
Fire Association Dues & Capital Replacement	16,300	30,400	32,232	32,232	35,546
Fire Fund Operation Total	16,300	30,400	32,232	32,232	35,546
Fire Sinking Fund (206)					
Revenue					
Fire Protection Equipment Special Assessment	26,173	27,536	28,553	25,570	29,946
Interest	153	500	750	-	-
General Fund Transfer	0	0	-	-	-
Total Revenue	26,326	28,036	29,303	25,570	29,946
Expense					
Transfer to General Fund		0	-	-	-
Loan Payment	0	0	-	-	-
Bond Interest	0	0	-	-	-
Total Expense	0	0	-	-	-
Net Fund Revenue	26,326	28,036	29,303	25,570	29,946
Net Fire Sinking Fund Balance (Cash on Hand)	69,078	124,631	155,271	155,392	185,338

**2020 Bronson Area Fire Association Fire Call
Summary in the City of Bronson:**

EMS Calls: 99
 Medical Assist, Assist EMS Crew: 33
 Motor Vehicle Accident with Injuries: 1
 Motor Vehicle Accident with No Injuries: 1
 Excessive Heat, Scorch Burns with No Ignition: 2
 Motor Vehicle/Pedestrian Accident (MV Ped): 1
 Gas Leak (Natural Gas or LPG): 3
 Carbon Monoxide Incident: 1
 Electrical Wiring/Equipment Problem, other: 1
 Overheated Motor: 1
 Power Line Down: 15
 Vehicle Accident, General Cleanup: 2
 Good Intent Call, Other: 5
 Smoke Scare, Odor of Smoke: 1
 HazMat Release Investigation with no HazMat: 3
 Alarm system Sounded Due to Malfunction: 1

Total Calls: 170

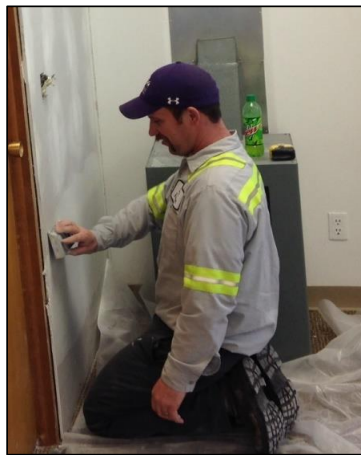


Fiscal Year 2022 Budget

Department of Public Works	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
Wages & Benefits	83,784	97,992	100,811	116,944	111,535
Office & Building Expense	7,280	23,230	30,750	2,964	30,750
Utilities	9,700	9,700	9,000	6,776	9,000
Professional Development	950	1,000	1,000	350	1,050
Uniforms & Laundry	3,100	3,500	3,500	4,316	3,500
Equipment & Supplies	4,700	5,000	3,500	2,906	3,500
Street Lighting	89,600	100,000	25,000	23,049	25,000
Maintenance & Service Contracts	5,000	5,000	2,500	1,969	2,500
Miscellaneous	8,000	8,000	10,000	14,000	16,000
Property & Liability Insurance	4,893	5,040	5,544	4,393	6,098
Sidewalk Maintenance	2,000	2,000	2,000	1,500	2,000
Vehicles & Equipment	8,744	8,744	8,925	8,925	12,239
Total Department of Public Works	227,751	269,205	202,530	188,092	223,173



Joseph Swain
Laborer



Jerry Rinehart
Laborer



Brian Hagen
Laborer

The Department of Public Works is responsible for day-to-day maintenance on all City infrastructure and buildings. They maintain four city parks, the cemetery, plow snow, and repair 14 miles of streets, perform routine maintenance at six City buildings and a variety of other tasks. The department also pays for specialty contractors for various tasks. Costs for the department staff and equipment are split between various City funds (see Figure G on page 19 on how the staff time is used).

Chuck Buckley manages the day-to-day operations of the Department of Public Works as the Department's Director. Chuck is also in charge of overseeing the Water & Wastewater Departments.

Fiscal Year 2022 Budget

<u>Parks & Recreation</u>	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
Wages & Benefits	12,479	15,307	17,673	7,444	17,341
Building Maintenance	11,950	11,750	3,250	700	2,450
Grounds & Landscape Maintenance	25,400	18,900	19,900	12,324	22,900
Recreation Programing	11,900	6,400	6,400	6,400	6,400
Utilities	5,400	5,400	5,400	6,109	5,900
Service Contracts	8,500	13,000	13,000	12,503	14,350
Property & Liability Insurance	713	734	807	711	888
Vehicles & Equipment	6,315	6,315	6,446	6,446	6,640
Total Parks & Recreation	82,657	77,807	72,877	52,637	76,869



Left: Memorial Park- Located at the corner of US-12 and Matteson Street in Downtown Bronson. The Park serves as a resting place for visitors and is used during the Bronson Polish Festival.

Below:

Greenwald Park & Bronson's Backyard Play Structure:

In the summer of 2019, the City installed a camera system in Greenwald Park to cover the Bronson's Backyard playground structure along with the restroom building, baseball field, and the front of the park building. The system was put in place due to issues with vandalism.



Fiscal Year 2022 Budget

Parks & Recreation	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Capital Improvement Plan	Projected	Projected	Projected	Projected	Projected
Greenwald Park Mulch Update	3,000				3,000
Bronson's Backyard Repairs	500	500	500	500	500
Kiwanis Park Playground Enhancements	10,000	10,000	10,000		
Picnic Table Purchases	7,000				
Railroad Recreation Trail		50,000			
Douglas Park Mulch Update	2,000				2,000
Total	22,500	60,500	10,500	500	2,500



Left:

The Community Garden at **Kiwanis Park** provides free garden space to area residents. Water and space is supplied by the City. Local volunteers organize the plots and help maintain the area. Over 20 people have plots in the garden and many of them also donate some of their produce to the Bronson Area Food Pantry.



Left:

Farmer's Market Pavilion:
In 2020, the City of Bronson Farmer's Market pavilion in Downtown Bronson was completed. It is located adjacent to the Bronson Theater and the Bronson City Hall. The construction of the pavilion began in May of 2020 and was completed in July. The pavilion will provide a permanent home for the Bronson Farmer's Market and many other events!

This document is made for planning purposes only and is intended to outline the projects that ought to be considered for future years. Needs and opportunities may alter the direction and timing of projects.

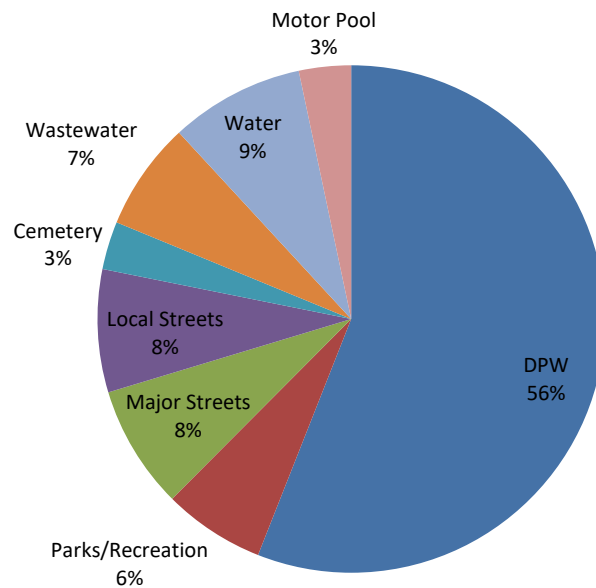
Fiscal Year 2022 Budget

<u>General Fund Transfers</u>	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
To the Cemetery Fund	10,000	10,000	20,000	20,000	24,000
To the Fire Sinking Fund	0	0	0	-	0
To the Local Street Fund	0	50,000	100,000	100,000	100,000
To the Major Street Fund	0	0	0	-	0
Total Transfers	10,000	60,000	120,000	120,000	124,000

General Fund money may be transferred out to any City fund but money held by other City funds is generally restricted in how it may be transferred.

Figure G

Department of Public Works Staff Time Use



The DPW staff works across most of the City's departments and we charge their labor costs accordingly. This chart shows the current three-year average for where they spend their time. The DPW portion covers broad tasks like leaf and brush collection, storm damage clean-up, preparing barricades for parades, and many other tasks.

Fiscal Year 2022 Budget

	2018-2019	2019/2020	2020/2021	2020/2021	2021/2022
Major Street Fund	Actual	Actual	Budget	Projected	Proposed
Gross Fund Revenue					
Michigan Gas & Weight Taxes (Act 51)	212,635	212,636	202,015	256,330	242,785
Interest	150	500	1,000	990	250
Grants		2,598			-
Transfer from General Fund	0	0	-	41,060	-
Miscellaneous Income	0	0	-	-	-
Total Fund Revenue	212,785	213,136	203,015	298,380	243,035
Major Construction/Rehabilitation					
Street Construction	0	213,000	-	2,923	-
Summer Operations					
Wages & Benefits	15,889	18,887	14,683	7,543	11,882
Street Maintenance Supplies	18,150	18,150	15,650	15,894	15,650
Property & Liability Insurance	1,545	1,591	1,750	1,422	1,925
Engineering & Consulting Services	5,000	10,000	15,000	48,358	25,000
Curb, Gutter & Storm Sewer	44,000	75,000	37,000	-	30,000
Non-Motorized Improvements	15,000	-	30,000	32,861	-
Vehicles & Equipment	7,773	4,100	4,100	4,100	8,173
Total Summer Operations	107,357	127,728	118,183	110,178	92,630
Winter Operations					
Wages & Benefits	11,774	13,171	9,399	5,341	7,843
Street Maintenance Supplies	1,000	1,200	1,200	2,387	2,000
Road Salt	2,400	1,000	1,000	2,468	5,400
Vehicles & Equipment	10,483	7,200	5,350	5,350	11,023
Total Winter Operations	25,657	22,571	16,949	15,546	26,266
Transfer to Local Street Fund	75,000	50,000	100,000	100,000	100,000
Total of Operations, Construction & Transfer	208,014	413,298	218,896	228,647	218,896
Net Fund Revenue	4,771	(200,162)	24,139	69,733	24,139
Net Fund Balance (Cash on Hand)	216,284	130,135	119,056	257,869	282,008

Street funding in Michigan is derived from the Gas & Weight Tax. The City of Bronson receives an annual portion of this based on a formula established in Act 51 of 1951. This money is further divided between major and local street funds. For FY2021 the City is expecting significant drops in ACT 51 revenues due to COVID-19 and its effect on the economy and travel in the State.

For FY2021 The City has budgeted \$30,000 for chip sealing and HMA patching on Major Streets in the City. In FY2021, the Major Street Fund will need to transfer \$100,000 to the Local Street Fund in order to cover road improvement costs for the fiscal year.

Fiscal Year 2022 Budget

Local Street Fund	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
Gross Fund Revenue					
Michigan Gas & Weight Taxes (Act 51)	74,937	74,938	83,523	91,720	85,443
Grants			-	63,069	420,570
Interest	50	150	750	505	200
Transfer from General Fund	0	50,000	100,000	100,000	100,000
Transfer from Major Street Fund	75,000	50,000	100,000	100,000	100,000
Miscellaneous Income	0	0	-	-	
Total Fund Revenue	149,987	175,088	284,273	355,294	706,213
Debt Service					
Debt Service Payments and Fees	0	0	0	-	-
Summer Operations					
Wages & Benefits	18,731	22,209	19,748	8,649	17,680
Street Maintenance Supplies	10,000	10,000	6,000	5,338	6,000
Engineering & Consulting Services			73,492	75,238	118,840
Property & Liability Insurance	1,236	1,273	1,400	1088	1,540
Curb, Gutter & Storm Sewer	66,000	100,000	143,000	104,756	30,000
Maintenance & Service Contracts	10,800	10,800	10,800	19,148	10,800
Street Construction			-		420,570
Non-Motorized Improvements					18,000
Vehicles & Equipment	10,483	5,800	5,800	5,800	11,023
Total Summer Operations	117,250	150,082	260,241	220,017	634,454
Winter Operations					
Wages & Benefits	8,877	10,063	8,680	4,535	8,823
Street Maintenance Supplies	1,500	1,500	1,000	3,310	3,000
Road Salt	3,600	2,000	2,000	3,772	4,400
Vehicles & Equipment	12,902	6,900	6,900	6,582	13,566
Total Winter Operations	26,879	20,463	18,580	18,199	29,790
Total of Operations & Debt Service	144,129	170,545	135,830	238,216	664,243
Net Fund Revenue	5,858	4,543	14,157	117,078	41,970
Net Fund Balance (Cash on Hand)	86,124	144,575	158,732	259,635	301,605

The Major Street system includes all or portions of the following streets: Albers; Mill; Industrial; Matteson; Grant; Union; Mowry; Corey; Wayne; Jackson; Fremont; Walker; Lincoln; and, Matilda. The rest of our streets are classified as local.

Street Facts

Miles of Major Streets	5.61
Miles of Local Streets	8.84
Tons of salt used in 2020/21	50
Cost per ton of salt	\$64.31
Hours to plow entire city	7
Parking lots maintained	6

For FY2022, the City has budgeted \$118,840.12 for road work associated with the S. Ruggles and Compton (from Mowry to Ruggles) CDBG construction project in the Local Road fund. The Major Street fund will need to transfer \$100,000 to Local Streets and the General Fund will also need to transfer \$100,000 to the Local Street fund to cover expenses.



Fiscal Year 2022 Budget

Cemetery Funds	2018-2019	2019/2020	2020/2021	2020/2021	2021/2022
Cemetery Operations Fund (209)	Actual	Actual	Budget	Projected	Proposed
Gross Revenue					
Operational Revenue	4,500	4,500	2,000	5,299	3,200
Transfer from General Fund	20,000	10,000	20,000	20,000	24,000
Transfer from Other Funds	0	0	6,000	6,000	6,000
Interest	25	100	100	50	25
Total Fund Revenue	24,525	14,600	28,100	31,349	33,225
Operational Costs					
Wages & Benefits	7,242	9,169	8,800	4,124	11,206
Postage			-		-
Grounds	500	500	1,500	-	1,500
Landscape Maintenance Supplies	30			400	500
Service Contracts	11,500	11,500	14,000	14,720	18,000
Publishing	75	75	75	24	75
Property & Liability Insurance	361	372	409	335	450
Buildings	100	-	500	-	500
Miscellaneous	150	150	150	50	150
Vehicles & Equipment	2,254	2,254	2,301	2,301	2,370
Total Operational Costs	22,182	24,020	27,735	21,954	34,751
Net Fund Revenue	2,343	(9,420)	365	9,395	(1,526)
Net Fund Balance (Cash on Hand)	28,383	11,254	11,619	21,921	20,395

The Cemetery Operations Fund receives revenue primarily from the sale of graves and expenses charged for burial services for cremation burials. City staff will perform the grave openings and burials.

Rates

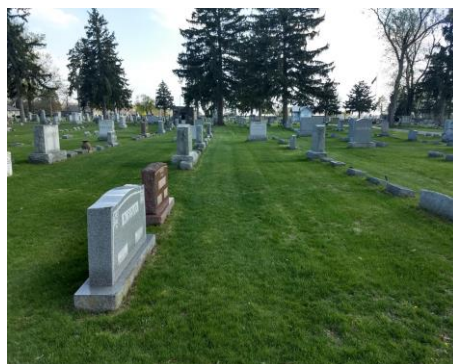
Below is a summary of the most common charges at our cemetery. Rates were reviewed in late 2017 and the fees for some services were increased to try and help reduce the amount the General Fund needs to support the Cemetery's operations. The new rates still do not generate enough revenue to make the Cemetery self-sufficient.

Cemetery Lots: \$300 each with \$150 going into perpetual care and the remainder going to lot sales

Interment: \$400 weekday, non-frost and \$550 after hours and Saturdays, non-frost, and \$600 on holidays and Sundays, non-frost

Cremation Placement: \$200 weekday (non-frost), \$350 after hours and Saturdays (non-frost), and \$400 on holidays & Sundays (non-frost).

When there is frost, we add an additional \$75 to each charge to account for the extra equipment needed to open the ground.



Fiscal Year 2022 Budget

Cemetery Funds (continued)	2018-2019	2019/2020	2020/2021	2020/2021	2021/2022
Cemetery Perpetual Care Fund (211)	Actual	Actual	Budget	Projected	Proposed
Gross Revenue					
Lot sales	500	750	500	750	300
Interest	40	75	150	115	25
Total Fund Revenue	540	825	650	865	325
Perpetual Care Costs					
Transfer to Cemetery Operations	0	0	6,000	6,000	6,000
Net Fund Revenue	540	825	(5,350)	(5,135)	(5,675)
Net Fund Balance (Cash on Hand)	14,078	15,558	10,568	11,241	5,566

The Cemetery Perpetual Care Fund holds funds intended for long-term maintenance at the Cemetery. Historically this fund is used for special capital improvements or repairs at the Cemetery while day-to-day expenses are charged to the Cemetery Operations Fund.

This fund receives revenue from Lot Sales fees and interest income. Transfers are made to the Cemetery Operations fund when needed.

Cemetery Lots Remaining:
 Full blocks of 5 lots remaining
 88
 Single graves remaining
 87
 Baby graves remaining
 51

Cemetery Burials Per Year:
 2015 13
 2016 10
 2017 18
 2018 16
 2019 11
 2020 9
 2021 3 YTD

Cemetery Redevelopment Fund (213)					
Gross Revenue					
Agriculture Leases	1,710	1,710	1,485	1,485	1,485
Interest	0	50	75	80	15
Total Fund Revenue	1,710	1,760	1,560	1,565	1,500
Transfer to Cemetery Operations Fund	0	0	0	-	0
Net Fund Revenue	1,710	1,760	1,560	1,565	1,500
Net Fund Balance (Cash on Hand)	8,918	10,767	12,327	12,246	13,746

The Cemetery Redevelopment Fund was established to cover expenses for the expansion of the Cemetery. In the late 1970s, the City purchased land near Ryan School as a future cemetery. Since that time, the land has been leased for farming and the annual lease payments are held in this account. In 2014, Bronson voters authorized the City Council to use this property for other uses as they deemed appropriate- including the potential sale of the land for development.

Fiscal Year 2022 Budget

Water Fund	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
Gross Revenue					
Service Charges	279,145	295,984	287,157	271,244	277,813
Disconnection Fees	2,500	2,500	2,500	2,270	2,500
Penalties	4,000	4,000	1,000	4,945	3,000
New Service Fees	0	0	0	240	-
Interest	2,300	3,000	7,000	6,767	2,000
Capital Contributions					101,863
Misc.				1,105	
Grants				1,026	494,669
Total Fund Revenue	287,945	305,484	297,657	287,597	881,845
Operational Expenses					
Wages & Benefits	129,300	139,118	115,287	104,795	111,194
Office & Printing	3,560	3,700	3,450	2,551	4,050
Professional Development	3,200	3,200	3,200	1,020	1,950
Tools, Chemicals, Supplies & Equipment	23,550	30,550	27,550	15,100	24,950
Buildings	2,500	500	500	-	500
Engineering/Consulting	3,000	3,000	4,000	30,530	596,532
Maintenance & Service Contracts	9,200	9,200	9,200	8,250	9,200
State Licenses	2,000	2,000	2,000	1,395	2,000
Miscellaneous	100	100	100	-	100
Property & Liability Insurance	2,684	2,765	3,042	2,678	3,346
Utilities	9,000	11,500	12,000	10,727	10,000
Water System Repair & Maintenance	10,000	10,000	10,000	4,130	10,000
Vehicles & Equipment	29,851	29,851	32,329	32,329	33,022
Total Operational Expenses	227,945	245,484	222,657	213,505	806,844
Funded Depreciation					
Capital Depreciation	60,000	60,000	75,000	68,100	75,000
Total Expenses & Depreciation	287,945	-	297,657	281,605	881,844
Net Fund Revenue	0	0	0	5,992	0
Net Fund Balance (Cash on Hand)	725,688	773,678	880,482	956,200	956,200

Enterprise Fund:

The City's Water System (like the Wastewater System) is classified as an enterprise fund and functions similar to a business. Fund revenue is generated from fees charged to water customers. Capital depreciation is set aside annually in the fund's Capital Replacement Fund. This money is used to replace capital assets used to operate the system - wells, water towers, pipes and valves.

The fund also pays for routine maintenance to the water system which includes hydrant flushing, customer connections/disconnections, and required quality testing.

Water Quality Report:

Each year the City is required to draft a water quality report which informs customers about the quality and service of the City's water supply. The report helps customers understand the efforts the City takes to continually improve the water treatment process and steps take to protect our water resources.

To view a copy of the 2020 City of Bronson Water Quality Report and past reports, please click here: [Water Quality Report](#)



Water Fund	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026
Capital Improvement Plan	Projected	Projected	Projected	Projected	Projected
Install new meters at wells	5,000				
Purchase/Install new water meters (res. & comm.)	100,000	100,000			
Repaint Water Tower Interior & Safety Upgrades	90,000				
Explore/study new wellsite & install new well		250,000			
Abandon 4" portions of main on Douglas, State St			127,500		
Connect Grant to Douglas & Ruggles		45,000			
Replace 4" main on Douglas from Compton South			45,000		
Replace 4" main on Corey from Walker to Wayne				315,000	
Distribution System Improvements (as needed)	30,000	30,000	30,000	30,000	30,000
S. Ruggles S. of US-12- Compton (W. of Ruggles) Project	101,863				
Lead & Copper Service Line Replacement	75,000	75,000	75,000	75,000	75,000
Total	401,863	500,000	277,500	420,000	105,000



Layne Clark
Utilities Laborer

What's covered by a "water" bill?

A "water bill" actually covers costs for water and sewer service.

Ready-to-Serve Charge

There is a readiness to serve fee of \$18.00 per month for water service and \$37.75 per month for sewer service. These fees are charged regardless of whether any water is used and covers the fixed costs of having a home or building connected to our system.

Commodity Charge

Water usage is metered at a rate of \$1.38 per 1,000 gallons of water used. Sewer usage is charged \$1.51 per 1,000 gallons of water used. These charges cover costs for the chemicals used to treat water and the expense of treating sewage.

Rates are reviewed annually to ensure adequate revenue is raised to support the systems.

City water comes from two groundwater wells east of town. Each well is over 60 feet deep. System water pressure is maintained by a 200,000 gallon water tower on Union Street.

The Michigan Department of Environmental Quality and the United States Environmental Protection Agency require us to test our drinking water for a variety of potential contaminants and substances. Nearly 14 miles of pipes are used to distribute water throughout the City. In 2020 the City updated its Capital Improvement Plan which includes seven (7) years of projected projects (2020-2026). The plan covers projects for each City fund including; water, sanitary sewers, storm sewers, roads, buildings, equipment and parks & recreation.

This document is made for planning purposes only and is intended to outline the projects that ought to be considered for future years. Needs and opportunities may alter the direction and timing of projects.

Fiscal Year 2022 Budget

	2018-2019	2019/2020	2020/2021	2020/2021	2021/2022
Wastewater Fund	Actual	Actual	Budget	Projected	Proposed
Gross Revenue					
Services Charges	487,325	605,865	553,359	513,426	519,062
Penalties	6,000	6,000	3,000	7,141	5,000
Industrial Pretreatment Program Fees	500	500	-		
Interest	4,000	8,000	14,000	11,348	5,025
New Service Hookups			0		-
Grants		900,000	639,000	256,695	420,570
Miscellaneous	2,000	2,000	1,000	1,341	100
Capital Contributions				0	118,840
Total Fund Revenue	499,825	1,522,365	1,210,359	789,951	1,068,597
Operational Expenses					
Wages & Benefits	215,909	229,457	211,676	228,721	216,619
Office & Printing Costs	5,450	5,550	5,900	6,850	5,800
Tools, Chemicals, Supplies & Equipment	27,200	29,700	29,200	59,889	42,700
Professional Development	1,300	1,400	1,400	332	1,400
Building Maintenance	2,000	2,200	2,300	557	2,300
Utilities	38,500	38,500	38,500	43,906	38,500
Uniforms	700	700	300	644	300
Engineering/Consulting	3,000	1,000,000	710,000	349,161	539,410
Land Application of Waste	14,000	30,000	30,000	30,000	30,000
Maintenance & Service Contracts	12,416	15,000	12,000	8,621	12,000
Industrial Pretreatment Program Expenses	1,000	1,000	1,000	0	1,000
State License Fees	3,500	3,500	3,500	1,950	12,500
Miscellaneous	1,500	1,500	1,500	0	1,500
Property & Liability Insurance	8,864	9,130	10,043	9,548	11,047
Sanitary Sewer System Maintenance	15,000	15,000	15,000	2,449	15,000
Legal Fees & Legal Notices		15,500	10,500	3,000	10,500
Vehicles & Equipment	24,227	24,227	27,540	27,540	28,021
Total Operational Expenses	374,566	1,422,365	1,110,359	773,168	968,597
Funded Depreciation					
Capital Depreciation	125,259	100,000	100,000	132,000	100,000
Total Expenses & Depreciation	499,825	1,522,365	1,210,359	905,168	1,068,597
Net Fund Revenue	-	0	0	(115,217)	(0)
Net Fund Balance (Cash on Hand)	821,500	925,717	1,021,272	1,028,195	1,028,195

The Wastewater Treatment Plant has a maximum capacity of 1.8 million gallons per day. During rainy spring weather, the plant routinely sees flows of around 1 million gallons per day while average operation is around 250,000 gallons per day.

Effluent from the plant is monitored for a variety of substances and testing is conducted pursuant to regulations set by the Michigan Department of Environmental Quality (MDEQ).

Fiscal Year 2022 Budget

1993 General Obligation Debt Service Fund	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
Gross Revenue					
Tax Revenue	33,800	33,900	34,000	32,904	33,100
Interest	0	162	267	310	75
Total Fund Revenue	33,800	34,062	34,267	33,214	33,175
Debt Service	33,800	33,900	34,000	33,050	33,100
Net Fund Revenue	0	162	267	164	75
Net Fund Balance (Cash on Hand)	30,692	30,224	31,469	31,546	31,621
Wastewater Fund	2021/2022 Projected	2022/2023 Projected	2023/2024 Projected	2024/2025 Projected	2025/2026 Projected
Capital Improvement Plan					
Sewer main (S. Ruggles S. of US-12- Compton (W. of Ruggles)	118,840				
Collection System Repairs	30,000	30,000	30,000	30,000	30,000
Fecal Coliform Incubator Replacement		2,500			
Treatment Plant Upgrades (as needed)	30,000	30,000	30,000	30,000	30,000
Spectrometer (Phosphorus Analysis)			2,800		
Replace Pumps at Walker Street Lift Station		45,000			
Clean/Root cut/CCTV- 1/10th of System	15,000	15,000	15,000	15,000	15,000
Clarifier Drive (Rehab)					35,000
Sewer Lining- Reduce Infiltration (I&I)		60,000	60,000	60,000	60,000
Grouting- Phase I (S. of US-12 W. of Matteson)	137,500				
Grouting- Phase I (S. of US-12 E. of Matteson)		160,000			
Grouting- Phase I (N. of US-12 E. of Matteson)			177,500		
Grouting- Phase I (N. of US-12 W. of Matteson)				215,000	
Total	331,340	342,500	315,300	350,000	170,000

**For more details about the City's Capital Improvement Plan please click the following link: [CIP 2020-2026](#)



Chuck Buckley
Utilities Director/DPW Director

Chuck Buckley supervises the Water & Wastewater Departments and has more than 39 years of experience with the City. He holds MDEQ licenses in water distribution, water treatment, and wastewater treatment.

This document is made for planning purposes only and is intended to outline the projects that ought to be considered for future years. Needs and opportunities may alter the direction and timing of projects.

Fiscal Year 2022 Budget

	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
Motor Pool					
Gross Revenue					
From Other Funds (Equipment Rental Fees)	143,973	125,352	130,503	129,714	157,018
Interest	1,200	2,500	3,000	2,850	1,000
Sale of Fund Assets	0	0	0		
Total Fund Revenue	145,173	127,852	133,503	132,564	158,018
Operational Expenses					
Wages & Benefits	52,704	13,781	21,514	11,699	11,214
Fuel	25,000	25,000	25,000	20,481	25,000
Machine & Equipment Supplies	8,500	8,500	6,000	-	5,000
Maintenance & Service Contracts	1,500	5,400	3,400	1,473	7,000
Fleet Insurance	8,309	11,000	13,000	11,128	14,300
Motor Vehicle Repairs	17,000	17,000	17,000	14,277	17,000
Equipment Repairs	12,000	12,000	12,000	9,057	8,000
Total Operational Expenses	125,013	92,681	97,914	68,115	87,514
Funded Depreciation					
Capital Depreciation	30,000	30,000	30,000	50,400	35,000
Total of Expenses & Depreciation	155,013	122,681	127,914	118,515	122,514
Net Fund Revenue	(9,840)	5,171	5,589	14,049	35,504
Net Fund Balance (Cash on Hand)	560,638	580,143	603,178	417,172	452,675

The Motor Pool Fund is an internal service fund that collects vehicle and equipment expenses from other funds and aggregates costs for operating, maintaining, and insuring our vehicle fleet. Depreciation is set aside annually and is reserved in a Capital Replacement Fund (held as part of the fund balance). As vehicles are needed according to our replacement plan, purchases are made using the Capital Replacement Fund.

Motor Pool	2021/2022 Projected	2022/2023 Projected	2023/2024 Projected	2024/2025 Projected	2025/2026 Projected
Capital Improvement Plan					
Replace Riding Lawn Mower		15,000			
2020 Police Ford Explorer- Replace					55,000
2016 Police Tahoe-replace (Ford)	45,000				
Air Compressor (Motor Pool)					3,000
Backhoe (DPW)- replace					75,000
Brush Hog (DPW)		2,200			
Kubota Tractor (DPW)- replace	28,000				
Replace Cutoff Saw			2,500		
Replace Bucket/Water Truck (DPW & Water)				55,000	
Replace Sewer Jetter		40,000			
Purchase Street Sweeper/Vac Truck	320,000				
Total	393,000	57,200	2,500	55,000	133,000

Vehicles will be replaced as needed but this roughly projects when those replacements will need to occur.

Fiscal Year 2022 Budget

Community Development Fund	2018-2019 Actual	2019/2020 Actual	2020/2021 Budget	2020/2021 Projected	2021/2022 Proposed
Gross Revenue					
MSCP Project Loan Payments	7,000	5,000	6,000	18,350	15,000
Interest	100	200	200	20	10
Total Revenue	7,100	5,200	6,200	18,370	15,010
Expenses					
Transfer to General Fund	0	-	-	4,000	-
Contract Services	60	90	-	11,330	15,000
Rehabilitation Projects	15,000	10,000	10,000	-	100
Total Expenses	15,060	10,090	10,000	15,330	15,100
Net Fund Revenue	(7,960)	(15,290)	(3,800)	3,040	(90)
Net Fund Balance (Cash on Hand)	48,374	33,084	36,884	72,244	72,154

Community Development Loan Fund:

The Community Development Loan Fund is a revolving interest free loan program available through the City for home improvement projects. Funds can be used for new roofs, siding, HVAC systems, new porches, sidewalk and more! These funds were heavily utilized during the 2019 MSHDA grant and may potentially be used again for the 2021 funding round.

Repayment

Loans under \$3,000 require a \$25/month repayment

Loans \$3,001 to \$6,000 require a \$50/month repayment

Loans above \$6,000, repayment will be determined by the Bronson Housing Commission

Applicants must meet income qualifications and be current on property taxes. Applicants must also provide proof of homeowners insurance. Applications can be obtained at City Hall.

