



Photo Credit: Vision Realty

# ANNUAL BUDGET: 2023-2024

## CAPITAL IMPROVEMENT PROGRAM: 2023-2029



CITY OF  
MASON

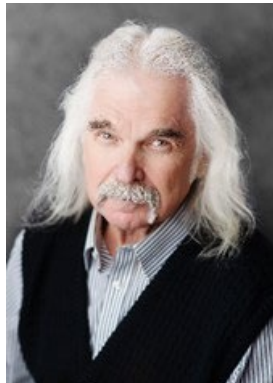


# CITY COUNCIL

---



**RUSS WHIPPLE**  
Mayor



**LEON CLARK**  
Mayor Pro-Tem



**JOHN DROSCHA**  
Councilmember



**ELAINE FERRIS**  
Councilmember



**SCOTT PREADMORE**  
Councilmember



**JERRY SCHAFER**  
Councilmember



**RITA VOGEL**  
Councilmember

## **CITY OFFICIALS**

Deborah Stuart, City Manager

Don Heck, City Engineer

Tom Hitch, City Attorney

Elizabeth Hude, Community Development Director

Sarah Jarvis, City Clerk/Director of Employee & Customer Engagement

Kerry Minshall, Chief of Fire

Michelle Pietsch, Finance Director/Treasurer

Mark Wrigglesworth, Chief of Police

# TABLE OF CONTENTS

---

## Budget Trends & Community Information

Community Health Indicators

Revenue: State Revenue Sharing

Revenue: Local Revenue

## Budget Highlights

Message

- Fund Balance Summary
- Long Term Debt and Debt Summary
- Staffing Summary
- Pension & OPEB Liabilities
- Summary Detail by Fund

## General Fund (101)

## Special Revenue Funds

Major Street (202)

Local Street (203)

Parks, Trailway and Pathways Fund (208)

Rayner Bond (211) *Formerly 702 – Updated per SOM Uniform Chart of Accounts*

Building Inspection (249)

American Rescue Act (285)

## Tax Increment Funds

Downtown Development Authority (248)

Local Development Financing Authority (250)

## Proprietary Funds

Water & Sewer (592)

Building and Maintenance Fund – DPW (631) *New*

Motor Vehicle Pool (661)

## Fiduciary/Permanent Funds

Cemetery Trust (151) *Formerly 711 – Updated per SOM Uniform Chart of Accounts*

Economic Development Corporation (244) *Formerly 297 – Updated per SOM Uniform Chart of Accounts*

## Capital Improvement Funds

Capital Improvement Fund (401)

Capital Projects Fund – Fire Equipment (402)

## Debt Service Funds

Mason Building Authority (369) *Formerly 612 – Updated per SOM Uniform Chart of Accounts*

Special Assessment (812)

## Budget Presentation

Note: Provided separately and available on website: [mason.mi.us/Budget](https://mason.mi.us/Budget) after Budget Workshop.

## Budget Notes

## CIP Narrative - Final

## CIP Budget - Final

Note: Includes Planning Commission Resolution 2023-04 and City Council Resolution 2023-21

## CIP Presentation

Note: Provided separately and available on website: [mason.mi.us/CIP](https://mason.mi.us/CIP)

## CIP Amendments

## CIP Notes



# TRENDS & COMMUNITY INFORMATION

## Community Health Indicators

### Investments in Property

Calendar Year	Permits Issued	Construction Value
2016	88	6,505,914
2017	102	12,907,793*
2018	97	4,108,583
2019	163	8,224,300
2020	382**	10,224,772
2021	263***	13,009,365
2022	181	8,163,299

\*Gestamp & Mayberry Home Construction Projects

\*\*2020 included 184 Roof & Siding permits primarily due to a hailstorm

\*\*\*2021 included 121 Roof & Siding permits continuing repair from hailstorm, with 42 related to the entire Carom Circle Complex and Evergreen Condominiums.

### 2022 Top 10 Property Owners Invested in Mason (by Taxable Value)

Rank	Taxpayer	2022 Taxable	% of Total City Value	2021 Taxable	% of Total City Value
1	Gestamp	21,371,694	7.90%	22,312,967	8.61%
2	Michigan Packaging Company	6,265,292	2.31%	6,192,024	2.39%
3	Beacon Lake Apartments	5,941,397	2.19%	5,573,033	2.15%
4	Consumers Energy	5,434,280	2.01%	5,033,543	1.94%
5	Meijer	4,789,710	1.77%	5,206,612	2.01%
6	Sun Communities (Sycamore Village)	3,479,422	1.29%	3,368,270	1.30%
7	Dart Bank	3,134,926	1.16%	3,034,779	1.17%
8	Arcosa Inc (Efficiency Production)	2,125,780	0.79%	2,124,760	0.82%
9	Nuco LLC (Lear & Family Farm Plaza)	1,434,938	0.53%	1,389,099	0.54%
10	Kent Feeds	1,195,678	0.44%	1,057,524	0.41%
	<b>Total:</b>	<b>55,173,117</b>	<b>20.38%</b>	<b>55,292,611</b>	<b>21.33%</b>

## Housing Sales Trends

Calendar Year	Single Family Home Starts	Home Sales	Average Median Household Sales Price	% Change
2018	5	150	145,290	
2019	5	176	150,556	3.62%
2020	2	148	153,745	2.12%
2021	3	160	176,876	15.05%
2022	4	122	190,959	7.96%

## Revenue: State Revenue Sharing

### Mason Allocation of State Revenue Sharing (Source: State Treasury)

Fiscal Year	Constitutional	Statutory/CVTRS	Total Received
2017/18	\$653,963	\$88,294	\$742,257
2018/19	\$683,787	\$88,262	\$772,049
2019/20	\$683,121	\$75,240*	\$758,361
2020/21	\$774,585	\$90,292	\$864,877
2021/22	\$872,628	\$92,098	\$964,726
22/23 (EST)	\$890,702	\$97,623	\$988,325
23/24 (EST)	\$893,329	\$113,142	\$1,006,471
<b>Totals:</b>	<b>\$5,452,115</b>	<b>\$644,951</b>	<b>\$6,097,066</b>

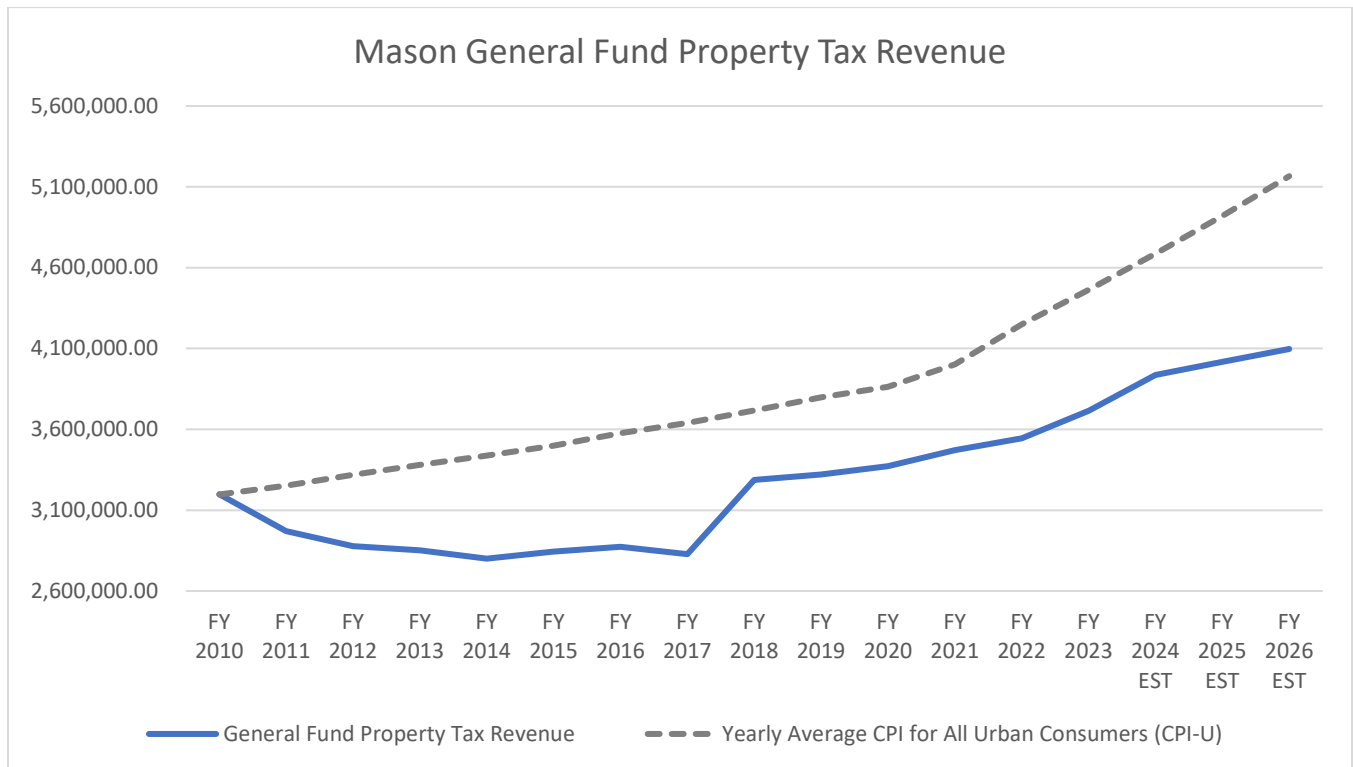
*Note: 19/20 August Statutory/CVTRS payment of \$15,048 was not received and replaced with CRLGG (Coronavirus Relief Local Government Grant) of \$23,397.*

## Revenue: Local Taxes

### Ad Valorem Taxable Values Trends and Projections

Fiscal Year	Real Property	Personal Property	Total	% Change	Tax Revenue
2014/15	191,820,722	22,000,490	213,821,212		\$2,843,388
2015/16	195,340,099	21,942,870	217,282,969	1.62%	\$2,873,407
2016/17*	197,859,026	14,144,570	212,003,596	-2.43%	\$2,828,896
2017/18**	203,786,568	19,308,080	223,094,648	5.23%	\$3,287,975
2018/19	209,506,420	18,897,980	228,404,400	2.38%	\$3,320,952
2019/20	222,042,951	12,270,530	234,313,481	2.59%	\$3,372,480
2020/21	228,866,006	12,254,820	241,120,826	2.91%	\$3,470,982
2021/22	234,533,698	11,771,770	246,305,468	2.15%	\$3,544,828
2022/23	246,538,930	12,513,160	259,052,090	5.18%	\$3,714,648
2023/24 (EST)	263,968,763	11,179,880	275,148,643	6.21%	\$3,935,790
*2016/17: Large decrease due to impact of Personal Property Phase Out					
**2017/18: Large increase due to IFT Certificate Expired for Michigan Packaging Parcel 33-19-10-95-900-012 resulting in Personal Property increase					
PROJECTED: Based on 1.05 CPI inflation rate					
2024/25 (EST)	277,167,201	11,179,880	288,347,081	4.80%	\$4,017,000
2025/26 (EST)	291,025,561	11,179,880	302,205,441	4.81%	\$4,097,000

### Growth in Mason Revenue



Note: Chart represents actual property tax revenue (millage rate x taxable). (As of March 24, 2023)



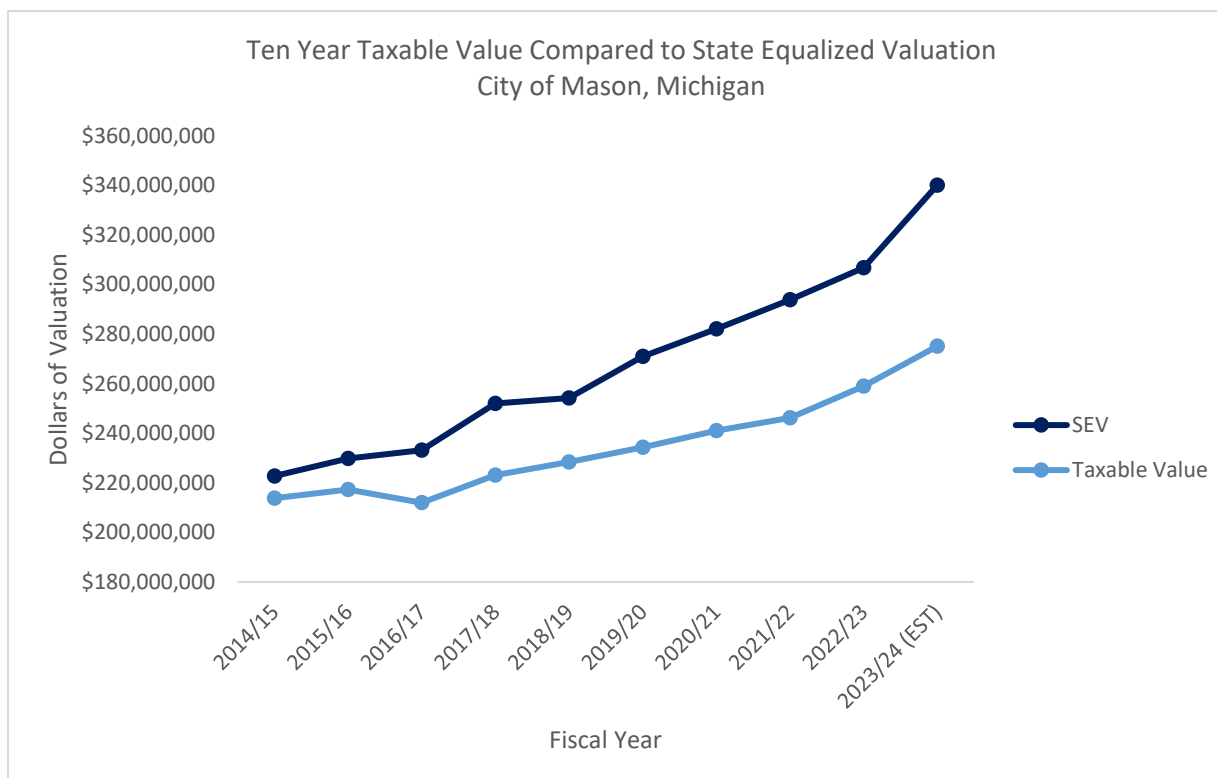
## State Equalized Value vs. Taxable Value Trends

Assessing records maintain two values for each property in the City.

- State Equalized Value (SEV), which represents 50% of true cash value. Note: Prior to Proposal A all property was taxed based on SEV.
- Taxable Value: Limits the increase in value attributed to market change to the lower of 5% or the Inflation Rate Multiplier (previously referred to as Consumer Price Index). The one exception is the properties changing ownership, which brings the taxable value back up to the SEV.

## Ten-Year Taxable Value Actual Compared to State Equalized Valuation

Fiscal Year	State Equalized Valuation (50% of market value)		Taxable Value		% Taxable Value of SEV
	Amount	% Change	Amount	% Change	
2014/15	222,785,176		213,821,212		96%
2015/16	229,879,570	3%	217,282,969	2%	95%
2016/17	233,219,240	1%	212,003,596	-2%	91%
2017/18	252,073,484	8%	223,094,648	5%	89%
2018/19	254,318,530	1%	228,404,400	2%	90%
2019/20	271,081,360	7%	234,313,481	3%	86%
2020/21	282,127,190	4%	241,120,826	3%	85%
2021/22	293,872,320	4%	246,305,468	2%	84%
2022/23	306,871,360	4%	259,052,090	5%	84%
2023/24 (EST)	340,133,210	11%	275,148,643	6%	81%



Note: Taxable Value would be the same as SEV without Proposal A restrictions.

### City/Township Local Millage Comparable (2022 PRE)\*

Property taxes are expressed in terms of millage (1 mill being equal to \$1.00 per thousand dollars of taxable value).

City/Township	Why Compare?	City/ Township Millage
<b>Alaiedon (MPS)</b>	Location	0.8314
<b>Vevay</b>	Location	0.9901
<b>Aurelius (MPS)</b>	Location	1.3200
<b>Delhi (Holt)</b>	Location	8.6813
<b>Meridian (OPS)</b>	Location	10.4227
<b>Grand Ledge</b>	Population (7.7K)	11.2506
<b>DeWitt</b>	Location	13.0000
<b>Chelsea</b>	Population (5.2K)	13.1555
<b>St. Johns</b>	Population (7.9K)	13.5189
<b>Williamston</b>	Location	15.1348
<b>Charlotte</b>	Population (9K)	15.2899
<b>MASON</b>		<b>16.2447</b>
<b>East Lansing</b>	Location	16.3552
<b>Leslie</b>	Location	16.6000
<b>Lansing (LPS)</b>	Location	19.7000
<b>Marshall</b>	Population (7K)	21.7045

### What is PRE?

A Principal Residence Exemption (PRE) exempts a residence from the tax levied by a local school district for school operating purposes up to 18 mills. To qualify for a PRE, a person must be a Michigan resident who owns and occupies the property as a principal residence.

### Mason Tax History:

Headlee allows for up to 18.4594 **without** a vote of the people

**1998:** Decreased to 13.9101

**1999:** Decreased to 13.75

**2001:** Decreased to 13.25

**2017:** Increased to 15.25

**2022:** 1 mill special millage voted in for parks starts.

### City/Township Total Millage Comparable (2022 PRE)\*

City/Township	Why Compare?	Total Millage
<b>Alaiedon (MPS)</b>	Location	37.0684
<b>Vevay</b>	Location	37.2271
<b>Aurelius (MPS)</b>	Location	37.5570
<b>St. Johns</b>	Population (7.9K)	38.2584
<b>DeWitt</b>	Location	44.7374
<b>Charlotte</b>	Population (9K)	45.8155
<b>Grand Ledge</b>	Population (7.7K)	46.7846
<b>Chelsea</b>	Population (5.2K)	47.7958
<b>Delhi (Holt)</b>	Location	49.4695
<b>Leslie</b>	Location	50.7136
<b>Meridian (OPS)</b>	Location	50.9659
<b>MASON</b>		<b>52.4817</b>
<b>Marshall</b>	Population (7K)	54.5506
<b>East Lansing</b>	Location	54.9806
<b>Williamston</b>	Location	57.2198
<b>Lansing (LPS)</b>	Location	58.0245

### Why are Ingham County taxes so high?

According to Tax Resource- Ingham County has one of the highest median property taxes in the United States! Ranked 176<sup>th</sup> of 3,143 counties for property taxes as a percentage of medium income and 222<sup>nd</sup> in actual taxes for the tax year 2019.

Ingham County is unique in that there are significantly large stretches of land that are not taxable due to being owned by the State, MSU, or other tax-exempt entities. This means that the remaining property owners must fund operations instead of it being more evenly distributed among all property owners.

*\*Information per 2022 County Apportionment Reports.*

## 2022 City of Mason Tax Dolla

### Residential



\$0.43 Total  
Schools

\$0.03 District  
Library

\$0.31 Total City of  
Mason

\$0.01 Airport

\$0.22 Ingham  
County

### Commercial



\$0.58 Total  
Schools

\$0.02 District  
Library

\$0.22 Total City of  
Mason

\$0.01 Airport

\$0.16 Ingham  
County

### \$85.67 per month—2022 Median City Tax Bill

- Parks, Trail, Cemetery, Forestry
- Police & Fire
- Streets and Sidewalks (lighting, maintenance, snow removal, etc.)
- Community Development, Building, Code Enforcement services
- And More

### How your City tax bill compares...

- \$293.58 – 2021 average monthly entertainment cost (U.S. BLS)
- \$398.58 – 2021 average monthly cost for groceries (U.S. BLS)
- \$152.42 – 2021 average monthly gasoline cost (U.S. BLS)
- \$118—2023 average monthly household cable and internet bill (doxo)
- \$467—2023 average monthly auto loan payment (doxo)
- \$119 – 2023 average monthly mobile phone payment (doxo)





# BUDGET HIGHLIGHTS

## Fiscal Year 2023/24

### Introduction

---

In accordance with the requirements of the City Charter, I respectfully submit to you for your consideration the proposed budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024. The City Council's responsibilities, as provided by City Charter Sections 8.3 and 8.4, are:

- To hold a public hearing on the recommended budget, notice of which shall be published at least one week prior to the hearing; and
- No later than May 15th, adopt, by resolution, the annual budget for the next fiscal year.

This budget proposal includes a **proposed budget** for 2023/24 and **projected budgets** for 2024/25 and 2025/26. The City Council will not be asked to adopt the projected budgets, but the use of the multi-year projections is to assist in:

1. Providing a better understanding of our financial position (Revenue and Cost Drivers, Hidden Liabilities); and
2. Developing of strategic response to the financial reality; and
3. Implementing a budget plan to reflect a strategic, proactive response (Ongoing activities vs. one-time expenditures, specific strategies regarding staggering expense, reducing costs, or adjusting revenue); and
4. Securing long-term sustainability of the community's desired services.

The budget proposal is based on the stewardship of public funds and to ensure a fair tax rate to the property owners within Mason considering the following:

- Commitment to a balanced budget.
- Meeting legal and fiscal requirements.
- Basic services being maintained, efficient, and funded adequately.
- Based on an accurate Capital Improvement Program and on adopted plans to ensure necessary infrastructure and capital investments are undertaken.
- Proprietary Funds are self-sufficient.
- Revenue will be estimated at realistic and conservative value.

The budget highlights provided are intended to assist with your consideration during this process.

## Fund Balance Detail

All Funds-Balance Summary (with Assets)

Fund	Projected 6/30/23 Fund Balance	Revenues	Expenditures	Projected 6/30/24 Fund Balance
<b>General Fund</b>	5,765,866	8,361,590	8,901,220	5,226,236
<b>Special Revenue</b>				
Major Street	1,483,286	769,466	889,100	1,363,652
Local Street	169,586	1,472,130	1,472,130	169,586
Parks, Trailway & Pathways	22,920	259,800	250,000	32,720
Rayner Bond	942,276	14,500	225,575	731,201
Building Inspection	59,345	70,200	81,615	47,930
American Rescue Fund	12,002	450,000	462,000	2
<b>Tax Increment</b>				
DDA	421,010	245,250	386,300	279,960
LDFA	2,514,044	640,515	2,884,670	269,889
<b>Proprietary</b>				
Water and Sewer	14,024,976	36,817,140	36,932,445	13,909,671
Motor Vehicle Pool	1,490,112	550,490	990,895	1,049,707
<b>Fiduciary</b>				
Economic Development	0	0	0	0
<b>Permanent</b>				
Cemetery Trust	393,853	12,000	8,500	397,353
<b>Capital Improvement</b>				
Capital Improvement	383	0	0	383
Capital Improvement-Fire Equipment	226,334	100,500	0	326,834
<b>Debt Service</b>				
Mason Building Authority	4	0	0	4
Building & Maintenance - DPW	0	0	0	0
Special Assessments	355,941	45,980	40,980	360,941
<b>Grand Total</b>	27,881,938	49,809,561	53,525,430	24,166,069

## Long Term Debt

When the City issues bonds, it enters into a long-term commitment that requires it to make timely principal and interest payments over the life of the bonds. Therefore, the City needs to ensure that future debt service payments to bondholders can be made on time, without jeopardizing essential City services.

Governmental activities include all Governmental funds of the City, (i.e. the General Fund, Special Revenue Funds, Debt Funds, and Capital Project Funds). Business-type activities are considered enterprise financed. In enterprise financing, funds can only be used for projects related to that particular enterprise fund and revenues must pay for expenditures.

### Debt Summary Statement (As of June 30, 2022, Audited Financial Statements)

#### 2015 Refunding Bonds

\$3,740,000 General Obligation Refunding Bonds for City Hall/Police Department dated June 6, 2015, due in annual installments ranging from \$110,000 to \$220,000 through April 1, 2040, with interest ranging from 3.00% to 4.00%, payable semi-annually. Outstanding Balance: \$2,970,000.

#### Capital Leases

\$15,000 Lease purchase agreement dated August 30, 2019, consisted of an obligation for tasers. Annual payments of \$3,105 are due through September 17, 2023. The cost of the tasers under the lease purchase agreement amounts to \$15,525. The lease purchase agreement qualifies as a capital lease for accounting purposes, and therefore, has been recorded at the present value of future minimum payments as of the date of inception. Outstanding Balance: \$6,210

#### Drinking Water Revolving Fund Loan

\$8,000,000 Water Supply System Bonds dated September 27, 2007, due in annual installments ranging from \$390,000 to \$463,674 through April 1, 2028, with interest of 2.125%, payable semi-annually. Outstanding Balance: \$2,638,674

### Due in One Year Debt Summary

Description of Debt	Issuance	Funding	Debt	Debt Service Payments 2023/24		
				Principal	Interest	Total
2015 Refunding Bond	4/23/2015	Property Tax	2,850,000	125,000	111,425	236,425
Capital Leases	8/30/2019	Property Tax	3,105	3,105	345	3,450
<b>Total Gov. Activities</b>				<b>128,105</b>	<b>111,770</b>	<b>239,875</b>
2008 DWRP Water Plant	9/27/2007	Utility User	2,223,674	425,000	47,253	472,253
<b>Total Bus. Activities</b>				<b>425,000</b>	<b>47,253</b>	<b>472,253</b>
<b>Total Debt Service 23/24</b>				<b>553,105</b>	<b>159,023</b>	<b>712,128</b>



## Operational Expenditures: Staffing Part-Time

**Staffing Levels:** Part-time hours will be reduced from the previous budget by 2,860 hours.

### Part-Time Personnel Detail Summary

Department	2020-21 Actual	2021-22 Actual	2022-23 Budgeted	2023-24 Budgeted	Increase (Decrease)
<b>Administration</b>					
Executive Assistant to CM	1,317	1,201	1,500	0	(1,500)
<b>Community Development</b>					
Administrative Assistant	263	110	1,040	1,040	0
Permit Administration Specialist	1,296	1,049	1,248	1,248	0
Code Enforcement Officer	888	713	1,080	1,080	0
<b>City Clerk</b>					
Clerk/HR Specialist	1,163	1,259	1,300	1,300	0
<b>Police</b>					
Administrative Assistant	1,108	1,129	1,300	1,300	0
<b>Fire</b>					
Administrative Assistant	1,330	927	1,300	1,300	0
Custodian	796	1,037	1,040	1,040	0
<b>Public Works/Utilities</b>					
Administrative Assistant	1,075	913	1,300	1,300	0
Seasonal Laborer	574	2,650	4,000	2,640	(1,360)
<b>Grand Total</b>	9,810	10,988	15,108	12,248	(2,860)

### Paid On-Call Summary

Paid per fire run, training sessions, required meetings and rank.

	2020-21 Actual	2021-22 Actual	2022-23 Anticipated	2023-24 Anticipated
Firefighters (as of July 1)	30	29	33	34

## Operational Expenditures: Staffing Full Time

**Staffing Levels:** Request to increase to 49 full-time positions. These changes are due to the workload and changes in the employment market. While all positions may not be filled, it allows for:

- Executive Assistant to City Manager to transition to full time resulting in a reduction in part time hours,
- Additional Police Officer to allow for the Student Resource Officer position that will be funded 75% by Mason Public Schools and will supplement City as needed,
- DPW Supervisors will increase by one from the previous budget to transition to six supervisors, like previous structures the city had years ago. Utility Director and Public Works Director will focus on asset management/ policy/ resource management/ etc., while four middle managers will focus on managing their teams and related projects.
- Laborers to add one full time position, partially funded by the DDA resulting in a reduction in seasonal hours.

### Union Employees:

- TPOAM contract ends June 30, 2025, with negotiated raises (3%) considered in the budget.
- MFOP Police Contract for both Supervisors and Non-Supervisors ends June 30, 2023, and are currently in discussions to achieve an early agreement.

### Non-union Employees:

- 5% wage increase **\$43,395** matching the state inflation rate multiplier used for property tax calculations. With all staffing changes, including the changes above, overall costs are up **\$210,645 (6.9%)**.

### Benefit Impacts:

- Depending on the open positions at the time of health insurance renewal, our current number and/or new hires will place us in the larger employer category (50-499). This is determined by a calculation is based on a census at the time it is requested of eligible employees.
- The City provides an aggressive payment in lieu (50% of premium costs) to encourage employees to take their spouses insurance if available to control costs.

### Insurance Summary (April 1, 2023)

	Eligible	Electing Health Coverage	Percent of Pool
Active Employees	46	22	61%
Retirees	24	14	39%

## Full-Time Personnel Summary

Department	2020-21 Actual	2021-22 Actual	2022-23 Budgeted	2022-23 Actual	2023-24 Budgeted	Increase (Decrease)
<b>Administration</b>						
City Manager (CM)	1	1	1	1	1	0
Executive Assistant to CM	0	0	0	0	1	1
<b>Finance Department</b>						
Finance Director/Treasurer	1	1	1	1	1	0
Accountant	1	1	1	1	1	0
Bookkeeper	2	3	3	3	3	0
Project Specialist (Split w/ Admin)	1	0	0	0	0	0
<b>Community Development</b>						
Director	1	1	1	1	1	0
<b>City Clerk/Director of Employee &amp; Customer Engagement</b>						
Clerk/Director	1	1	1	1	1	0
Customer Service Specialist	2	2	2	2	2	0
<b>Public Safety - Police Department</b>						
Chief of Police	1	1	1	1	1	0
Sergeants	2	2	2	2	2	0
Police Officer	9	9	9	9	10	1
Staff Assistant	1	1	1	1	1	0
<b>Public Safety - Fire Department</b>						
Chief of Fire	1	1	1	1	1	0
Facility Maintenance/Laborer	1	1	1	1	1	0
<b>Department of Public Works (DPW)/Utilities - Administration</b>						
DPW/ Utilities Supervisor	5	5	5	5	5	1
Laborer	8	7	8	9	9	1
Heavy Equipment Operator	1	1	1	1	1	0
Mechanic	1	1	1	1	1	0
Utility Operator	5	6	6	6	6	0
<b>Grand Total</b>	46	45	46	47	49	4



## Operational Expenditures: Retirement Pension and OPEB Liability

Unfunded pension and retiree health care liabilities are a fiscal pressure affecting communities across the country and the City of Mason has been working to address the issue over the last decade.

### Strategy to lower the unfunded pension over the years has included:

- Changes to pension plans: reduction of multiplier, freezing COLA for future years for all active employees.
- Reducing vacation time and impacts of vacation payouts at retirement.
- Increased employee contributions.
- Extra voluntary contributions by the City each year.

### Strategy to lower the unfunded OPEB over the years has included:

- Retiree health care is no longer offered to most new hires and within personnel contracts we have limited amounts that are offered to new hires still eligible and reduced what was offered to future retirees.
- We have also continued to make voluntary contributions to our Retiree Trust Fund for retiree health.

The goal for both liabilities is reaching 100%, but with market conditions and actuarial assumption changes every few years, it is hard to predict when this will happen. We will continue making strides to achieve 100% funding and continue voluntary contributions as budget allows.

### Pension & OPEB Liabilities Summary (As of June 30, 2021, Audited Financial Statements)

MERS (Year Ending 12/31)	2017	2018	2019	2020	2021
Total Pension Accrued Liability	19,136,431	19,381,309	20,452,055	20,886,473	21,636,521
Valuation Assets	12,938,153	12,090,728	13,358,474	14,765,318	17,015,821
Annual Voluntary Employer Contribution	100,000	50,000	90,000	175,000	175,000
City's Net Pension Liability	6,198,278	7,290,581	7,093,581	6,121,155	4,620,700
Funded Percentage	68%	62%	65%	71%	79%

OPEB (Year Ending 6/30)	2019	2020	2021	2022
Total OPEB Accrued Liability	3,207,672	1,819,457	1,776,315	1,946,735
Valuation Assets	782,174	915,564	1,250,766	1,208,127
Annual Voluntary Employer Contribution	140,000	115,000	70,000	70,000
City's Net OPEB Liability	2,425,498	903,893	525,549	738,608
Funded Percentage	24%	50%	70%	62%

*\*2020 had a large change of assumptions*

### Proposed Budget

- Retirement/MERS Contribution - Anticipated to increase in General Fund by **\$37,025 (6.8%)**. The overall City contribution is up by an estimated **\$77,235 (9.2%)**. 71% of the annual MERS expense is retiree liabilities.
- OPEB Contribution – The City was at a funded ratio of 62% as of the previous actuarial (06/30/22). The next actuarial is scheduled for the 23/24 fiscal year.
- Health Benefit Contribution – 8% increase anticipated **\$25,210** for the City's contribution.

## Activity Detailed by Fund

### General Fund (101) Overview

#### General Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	8,309,605	8,361,590	7,855,530	8,235,915
Expenditures	8,786,110	8,901,220	8,146,375	9,079,430
Fund Balance	5,765,866	5,226,236	4,935,391	4,091,876
Capital Appropriations	1,709,170	904,950	392,200	440,300
Operational Appropriations	7,076,940	7,996,270	7,754,175	8,639,130
<b>Est. Cash on Hand Balance</b>	<b>3,080,000</b>	<b>2,540,370</b>	<b>2,249,525</b>	<b>1,406,010</b>
Percent of Operational Expenditures	44%	32%	29%	16%

Note:

2023/24 Revenue:

- Property tax revenue reflects an increase of **\$199,790** or 5.3% (mill value of \$258,084).
- Constitutional and Statutory State Revenue Sharing is anticipated to be **\$1,006,000**, which is an increase of \$68,000 from the current year budget.

**Expenditure Percentage: The fund balance policy is a measure of available cash in the fund as a percentage of operational expenditures of the fund.** It is designed to help the City maintain a safe reserve of available funds. The goal is to maintain a fund balance percentage of between 20% and 35%.

### General Fund (101) Capital Overview

Capital Expenditures are directly tied to the adopted Capital Improvements Program (CIP). The CIP is a multi-year planning instrument to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the community of Mason's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community. This document (provided under Resources) is a critical component to a long-term sustainable strategy for the city. We are seeing a concerning trend for our general fund capital:

	2022-23	2023-24	2024-25	2025-26
Anticipated Revenue	8,309,605	8,361,590	7,855,530	8,235,915
Anticipated Operating	7,076,940	7,996,270	7,754,175	8,639,130
Projected Capital Expenditures	1,709,170	904,950	392,200	440,300
Projected Remaining Unrestricted Fund Balance	3,080,000	2,540,370	2,249,525	1,406,010

Note: In 2023/2024, the majority of the increase in operational expenditures is wages and benefit increases, staffing changes noted above and larger transfers out for current projects in the 2023/2024 CIP for the Street Program (\$214,000 more than the previous year).

### Major Street (202) and Local Street Funds (203)

Major and Local Street Funds Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	1,935,610	2,241,596	1,577,510	2,531,710
Expenditures	2,426,580	2,361,230	2,086,440	2,804,020
<b>Fund Balance</b>	<b>1,652,872</b>	<b>1,533,238</b>	<b>1,024,308</b>	<b>751,998</b>

Note: 4 mill appropriation for fiscal year 2023/24 is estimated at \$1,032,336 (compared to \$979,920 estimated last year). Proposed expenditures for the Street Program are approximately \$1,113,260.

### **Parks, Trailways and Pathways Fund (208)**

#### Park, Trailways and Pathways Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	507,920	259,800	261,800	265,800
Expenditures	485,000	250,000	250,000	295,110
<b>Fund Balance</b>	<b>22,920</b>	<b>32,720</b>	<b>44,520</b>	<b>15,210</b>

Note: 1 mill for fiscal year 2023/24 is estimated at \$259,000. Additional revenue includes grant funds specific to eligible projects using the Fund. Note this mill is larger than elsewhere noted because no capture will be deducted being a new millage.

### **Rayner Bond Fund (211)**

#### Rayner Bond Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	30,500	14,500	13,500	13,500
Expenditures	64,440	225,575	4,910	5,060
<b>Fund Balance</b>	<b>942,276</b>	<b>731,201</b>	<b>739,791</b>	<b>748,231</b>
Cash on Hand Balance	380,361	169,286		

Note: Proposed and projected budgets anticipate utilizing Rayner Bond Fund for a contribution of \$281,000 to park capital expenditures.

### **Building Inspection Fund (249)**

#### Building Inspection Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	60,220	70,200	70,200	70,200
Expenditures	74,305	81,615	83,160	84,635
<b>Fund Balance</b>	<b>59,345</b>	<b>47,930</b>	<b>34,970</b>	<b>20,535</b>

Note: Public Act 245 of 1999 requires that these fees only be used for a specific purpose, a separate special revenue fund must be established to account for the enforcement activities.



**American Rescue Act Fund (285)**

## American Rescue Act Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	457,000	450,000	0	0
Expenditures	445,500	462,000	0	0
<b>Fund Balance</b>	<b>12,002</b>	<b>2</b>	<b>2</b>	<b>2</b>

Note: Due to the expenses in the Water and Sewer Fund, revenue will all be directed to that Fund as revenue replacement lost during COVID. This fund will be completely used when closed out this year.

**Downtown Development Fund (DDA) (248)**

## Downtown Development Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	339,875	245,250	250,125	256,000
Expenditures	312,900	386,300	174,400	449,500
<b>Fund Balance</b>	<b>421,010</b>	<b>279,960</b>	<b>355,685</b>	<b>162,185</b>

Note: The DDA is funding multiple projects represented in the CIP totaling \$600,000 (includes Library current year) in investment in the area over the three years.

**Local Development Financing Authority (LDFA) (250)**

## LDFA Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	719,825	640,515	633,530	645,400
Expenditures	894,780	2,884,670	903,415	645,400
<b>Fund Balance</b>	<b>2,514,044</b>	<b>269,889</b>	<b>4</b>	<b>4</b>

Note: The LDFA has allocated over \$4,327,285 in investment in the Wastewater Treatment Plant project over the next three years.

## Water and Sewer (592)

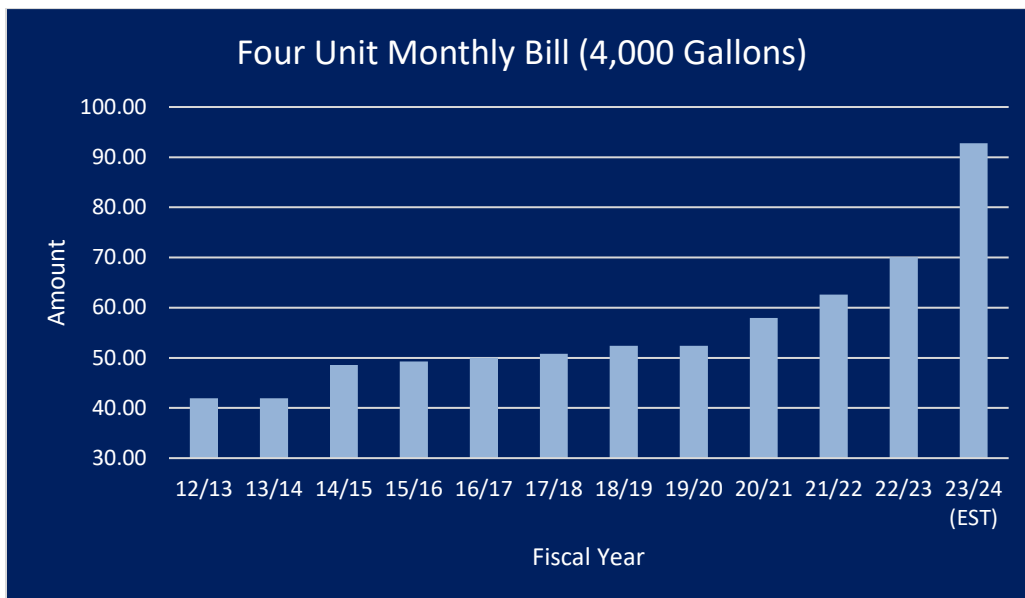
### Water and Sewer Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	5,278,890	36,817,140	5,877,445	5,810,315
Expenditures	5,649,370	36,932,445	6,979,620	6,704,630
<b>Fund Balance</b>	<b>14,024,976</b>	<b>13,909,671</b>	<b>12,807,496</b>	<b>11,913,181</b>
Cash on Hand Balance	1,210,677	2,195,372		

Note: Rates are expected to be increased in July based on the recent Rate Study just completed by Baker Tilly and the outcome of bids for Wastewater Treatment Plant. The new structure will be in the form of a hybrid ready-to-serve and commodity structure.

### City of Mason Water Rates Trend

Fiscal Year	4 Unit Bill	Rate Increase
12/13	41.94	3.20%
13/14	41.94	No Increase
14/15	48.56	15.10%
15/16	49.30	1.50%
16/17	50.04	1.50%
17/18	50.80	2.00%
18/19	52.39	2.20%
19/20	52.39	No Increase
20/21	57.95	11.00%
21/22	62.59	8.00%
22/23	70.08	12.00%
23/24 (EST)	92.75	Structure Change



### City/Township Water & Sewer Rate Comparable – 2022

City/Township	Why Compare?	4 Unit Total Water & Sewer
Grand Ledge	Population (7.7K)	\$104.89
St. Louis	Population (7.0K)	\$101.80
Leslie	Location (1.9K)	\$98.58
Williamston	Location (3.8K)	\$96.60
East Lansing	Location (47.7K)	\$96.57
<b>MASON PROPOSED</b>	<b>Population (8.2K)</b>	<b>\$92.75</b>
Lansing BW&L	Location (112.6K)	\$91.93
St. Johns	Population (7.9K)	\$88.04
Charlotte	Location (9K)	\$82.42
Delhi Twp*	Location (27.7K)	\$81.71
Chelsea	Population (5.2K)	\$77.38
DeWitt*	Population (4.7K)	\$72.40
<b>MASON 7/1/22</b>	<b>Population (8.2K)</b>	<b>\$70.08</b>
Howell	Population (11.3K)	\$67.83
Alma	Population (10K)	\$66.22
Meridian (OPS)	Population (9.4K)	\$54.60

\*Note: Board of Water & Light

---

**Please note:** Every public utility is one-of-a-kind; from population and geographic location, to water treatment necessities and the condition of their infrastructure. One provider may treat water for different minerals or compounds in their ground water due to location, while another may have more (or fewer) employees, residents, and water system improvements to make. There are many variables that make service rates different from one community to the next, making it hard to compare them. However, our residents often ask us for this data, so we have provided it here.

---

### Building and Maintenance Fund- DPW (631)

#### Building and Maintenance Fund- DPW Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	0	0	319,420	629,330
Expenditures	0	0	306,000	642,750
<b>Fund Balance</b>	<b>0</b>	<b>0</b>	<b>13,420</b>	<b>0</b>

Note: This Fund will be used to manage daily operations of the DPW like the Motor Vehicle Pool and users (different funds) will contribute appropriate rent to cover expenditures.

**Motor Vehicle Pool (661)**

## Motor Vehicle Pool Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	528,830	550,490	566,540	578,970
Expenditures	564,045	990,895	697,080	1,207,585
<b>Fund Balance</b>	<b>1,490,112</b>	<b>1,049,707</b>	<b>919,167</b>	<b>290,552</b>
Cash on Hand Balance	885,770	650,365		

Note: Motor Vehicle Pool includes adding five pieces of equipment in 2023/24.

**Cemetery Trust (151)**

## Cemetery Trust Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	14,200	12,000	12,000	12,000
Expenditures	10,700	8,500	8,500	8,500
<b>Fund Balance</b>	<b>393,853</b>	<b>397,353</b>	<b>400,853</b>	<b>404,353</b>

Note: The interest income earned from the Cemetery Trust offsets annual maintenance costs, helping to ensure long-term care of the cemetery.

**Economic Development Corporation (244)**

## Economic Development Corporation Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	5	0	0	0
Expenditures	2,225	0	0	0
<b>Fund Balance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note: Utilize remaining dollars for eligible expenditures and closing this fund.

**Capital Improvement Fund (401)**

## Capital Improvement Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	0	0	8,000,000	0
Expenditures	0	0	8,000,000	0
<b>Fund Balance</b>	<b>383</b>	<b>383</b>	<b>383</b>	<b>383</b>

Note: The Capital Improvement Fund will be used for construction costs of the new Department of Public Works facility.

**Capital Projects Fund – Fire Equipment (402)**

## Capital Projects – Fire Equipment Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	101,000	100,500	100,150	100,150
Expenditures	65,000	0	0	450,000
<b>Fund Balance</b>	<b>226,334</b>	<b>326,834</b>	<b>426,984</b>	<b>77,134</b>

Note: This fund regularly allocates funds to avoid debt when regularly replacing equipment. Tanker 811 is scheduled for replacement in 2025/2026.

**Mason Building Authority (612)**

## Mason Building Authority Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	0	0	6,050,000	0
Expenditures	0	0	6,050,000	0
<b>Fund Balance</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>

Note: The Mason Building Authority will be used to obtain the debt for the new Department of Public Works facility and construction costs will be accounted for in the Capital Improvement Fund.

**Special Assessment (812)**

## Special Assessment Fund Estimates

	2022-23	2023-24	2024-25	2025-26
Revenue	39,765	45,980	44,480	43,480
Expenditures	32,260	40,980	40,980	40,980
<b>Fund Balance</b>	<b>355,941</b>	<b>360,941</b>	<b>364,441</b>	<b>366,941</b>

## Conclusion

---

This year is focused on construction of long-term projects that have been planned for over the previous years, including the Wastewater Treatment Plant Expansion, Department of Public Works Facility, and the Library Renovation. The proposed budget focuses on the implementation of plans adopted by the City Council to maintain the service level they believe the community desires.

I thank all the members of the city staff for their hard work in the preparation of this budget. This budget process was truly a team effort, including all our Department Heads, with a considerable dedication of time by our Finance Department. I thank the City Council for their time and thoughtful consideration of the proposed budget and look forward to reviewing it with you in more detail.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Stuart". The signature is fluid and cursive, with the first letter "D" being a large, prominent circle.

Deborah Stuart, City Manager



# GENERAL FUND (101)

---

## **Purpose**

The General Fund is used to account for all revenues, expenditures, and activities not specifically provided for in other funds. The City of Mason includes police, fire, parks, cemetery, general administration, finance, and community development in this fund.

## **Authority**

The statutes of the State of Michigan require the existence and use of the General Fund.

## **Character**

The General Fund receives a variety of revenues such as general property taxes, license fees, fines, penalties, permit fees, state aid and grants, federal grants, revenues from the use of money and property, and charges for current services and other revenues. Most of the current activities of the City of Mason are accounted for in the General Fund.



**BUDGET REPORT FOR CITY OF MASON**  
**FUND: 101 GENERAL FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	CONTRIBUTIONS FROM OTHER FUNDS	30,000	12,780	-	-	100,000
Totals for dept 000.00 -		30,000	12,780	-	-	100,000
Dept 215.00 - CLERK						
	CHARGES FOR SERVICES - FEES	525	500	525	525	525
Totals for dept 215.00 - CLERK		525	500	525	525	525
Dept 253.00 - TREASURER/FINANCE						
	CONTRIBUTIONS FROM OTHER FUNDS	1,182,275	1,182,275	1,191,195	1,199,195	1,207,195
	CHARGES FOR SERVICES - FEES	2,400	1,225	1,200	1,200	1,100
	TAX REVENUE	3,865,165	3,847,955	4,073,155	4,159,365	4,244,365
	LICENSE AND PERMITS	36,000	31,500	35,000	35,000	35,000
	STATE AID REVENUE	250,000	294,000	250,000	250,000	250,000
	STATE REVENUE SHARING	938,000	998,000	1,006,000	1,020,000	1,040,000
	CHARGES FOR SERVICES	1,030	6,275	1,030	1,030	1,030
	INTEREST INCOME	5,000	140,000	30,000	25,000	20,000
	RENTALS	49,200	49,200	55,700	56,700	57,700
Totals for dept 253.00 - TREASURER/FINANCE		6,329,070	6,550,430	6,643,280	6,747,490	6,856,390
Dept 265.00 - BUILDING & GROUNDS						
	RENTALS	33,000	36,500	37,500	38,500	39,500
Totals for dept 265.00 - BUILDING & GROUNDS		33,000	36,500	37,500	38,500	39,500
Dept 271.00 - WORKERS COMPENSATION						
	WK COMP INS CONTRIBUTION	89,125	29,760	89,055	91,045	93,120
Totals for dept 271.00 - WORKERS COMPENSATION		89,125	29,760	89,055	91,045	93,120
Dept 301.00 - POLICE DEPARTMENT						
	CHARGES FOR SERVICES - FEES	18,040	22,175	6,300	6,500	6,500
	LICENSE AND PERMITS	6,500	7,500	6,500	6,500	6,500
	CHARGES FOR SERVICES	20,100	20,000	20,000	20,000	20,000
	GRANT REVENUE	1,400	3,150	91,300	88,200	90,100
	FINES AND FORFEITURES	7,000	4,115	5,250	5,250	5,250

	DONATIONS FROM PRIVATE SOURCES	7,200	5,200	1,100	1,100	200
Totals for dept 301.00 - POLICE DEPARTMENT		60,240	62,140	130,450	127,550	128,550
Dept 336.00 - FIRE DEPARTMENT						
	CHARGES FOR SERVICES - FEES	184,100	197,360	198,300	201,700	204,900
	CHARGES FOR SERVICES	7,500	8,500	7,500	7,500	7,500
Totals for dept 336.00 - FIRE DEPARTMENT		191,600	205,860	205,800	209,200	212,400
Dept 441.00 - DEPT OF PUBLIC WORKS						
	CONTRIBUTIONS FROM OTHER FUNDS	8,360	25,000	65,000	65,000	65,000
Totals for dept 441.00 - DEPT OF PUBLIC WORKS		8,360	25,000	65,000	65,000	65,000
Dept 528.00 - REFUSE COLLECTION						
	CONTRIBUTIONS FROM OTHER FUNDS	5,500	4,500	4,575	4,910	5,060
	CHARGES FOR SERVICES - FEES	436,200	433,000	445,485	455,140	469,200
Totals for dept 528.00 - REFUSE COLLECTION		441,700	437,500	450,060	460,050	474,260
Dept 567.00 - CEMETERY						
	CONTRIBUTIONS FROM OTHER FUNDS	1,000	10,700	8,500	8,500	8,500
	CHARGES FOR SERVICES - FEES	20,000	21,500	20,000	20,000	20,000
	CHARGES FOR SERVICES	15,000	15,000	19,000	25,000	25,000
Totals for dept 567.00 - CEMETERY		36,000	47,200	47,500	53,500	53,500
Dept 571.00 - FORESTRY						
	CHARGES FOR SERVICES - FEES	57,670	57,670	57,670	57,670	57,670
Totals for dept 571.00 - FORESTRY		57,670	57,670	57,670	57,670	57,670
Dept 751.00 - RECREATION						
	CONTRIBUTIONS FROM OTHER FUNDS	890,500	195,250	629,750		150,000
	RENTALS	5,000	5,000	5,000	5,000	5,000
Totals for dept 751.00 - RECREATION		895,500	200,250	634,750	5,000	155,000
Dept 790.00 - LIBRARY						
	CONTRIBUTIONS FROM OTHER FUNDS	-	200,000	-	-	-
	GRANT REVENUE	116,000	216,950	-	-	-
	DONATIONS FROM PRIVATE SOURCES	58,300	227,065	-	-	-
Totals for dept 790.00 - LIBRARY		174,300	644,015	-	-	-
<b>TOTAL ESTIMATED REVENUES</b>		<b>8,347,090</b>	<b>8,309,605</b>	<b>8,361,590</b>	<b>7,855,530</b>	<b>8,235,915</b>

<b>APPROPRIATIONS</b>						
Dept 101.00 - COUNCIL						
	SALARIES AND WAGES	12,600	12,600	13,000	13,400	13,800
	FRINGE BENEFITS	1,030	1,030	1,080	1,120	1,160
	CONTRACT SERVICES	35,000	35,000	32,000	38,000	34,000
	TRANSFERS OUT	2,500	2,500	2,500	2,500	2,500
	CONF/MTGS/TRVL/DUES	4,500	4,500	4,500	4,500	4,500
	CONTRIBUTIONS TO OTHER FUNDS	225	200	230	235	240
Totals for dept 101.00 - COUNCIL		55,855	55,830	53,310	59,755	56,200
Dept 172.00 - MANAGER						
	SALARIES AND WAGES	170,860	170,860	203,005	213,155	223,800
	FRINGE BENEFITS	63,145	65,135	82,455	88,070	94,380
	CONTRACT SERVICES	6,500	5,500	6,500	6,500	6,500
	CONF/MTGS/TRVL/DUES	17,350	10,950	17,550	17,700	17,850
	CONTRIBUTIONS TO OTHER FUNDS	72,180	68,245	72,295	72,435	72,565
	OPERATING SUPPLIES	700	800	900	900	900
	INSURANCE AND BONDS	95,000	97,000	105,000	105,000	105,000
	PUBLIC UTILITIES	600	600	600	600	600
	NON CAPITAL OUTLAY	1,000	1,000	1,000	1,000	1,000
Totals for dept 172.00 - MANAGER		427,335	420,090	489,305	505,360	522,595
Dept 215.00 - CLERK						
	SALARIES AND WAGES	210,360	209,765	223,255	221,970	228,000
	FRINGE BENEFITS	56,950	49,210	51,950	56,975	59,650
	CONTRACT SERVICES	27,980	26,200	29,250	29,850	23,850
	CONF/MTGS/TRVL/DUES	6,150	6,150	8,075	6,800	6,800
	CONTRIBUTIONS TO OTHER FUNDS	9,730	8,585	9,775	9,835	9,885
	OPERATING SUPPLIES	12,500	11,500	16,800	13,525	13,525
	NON CAPITAL OUTLAY	1,000	3,500	1,000	1,000	1,000
Totals for dept 215.00 - CLERK		324,670	314,910	340,105	339,955	342,710
Dept 228.00 - TECHNOLOGY						
	CONTRACT SERVICES	70,550	67,325	87,750	89,600	94,250
	OPERATING SUPPLIES	500	335	500	500	500
	NON CAPITAL OUTLAY	7,450	11,630	10,800	11,500	12,500
	REPAIRS AND MAINTENANCE	1,000	315	1,000	1,000	1,000
	CAPITAL OUTLAY	-	-	-	-	190,000
Totals for dept 228.00 - TECHNOLOGY		79,500	79,605	100,050	102,600	298,250
Dept 243.00 - PROPERTY						

	CONTRACT SERVICES	43,790	38,790	39,350	43,840	47,870
	CONTRIBUTIONS TO OTHER FUNDS	3,380	3,380	3,380	3,380	3,380
	CAPITAL OUTLAY	109,055	109,055	-	-	100,000
	DEBT SERVICE	235,775	235,775	237,175	237,175	236,975
Totals for dept 243.00 - PROPERTY		392,000	387,000	279,905	284,395	388,225
Dept 247.00 - BOARD OF REVIEW						
	SALARIES AND WAGES	650	650	650	650	650
Totals for dept 247.00 - BOARD OF REVIEW		650	650	650	650	650
Dept 253.00 - TREASURER/FINANCE						
	SALARIES AND WAGES	279,350	296,000	316,900	328,500	332,090
	FRINGE BENEFITS	105,460	106,360	116,040	124,545	132,685
	CONTRACT SERVICES	12,000	9,300	12,000	13,000	14,000
	CONF/MTGS/TRVL/DUES	7,900	7,700	8,500	9,300	9,900
	CONTRIBUTIONS TO OTHER FUNDS	123,000	116,730	123,175	123,330	123,530
	OPERATING SUPPLIES	30,500	29,000	31,500	32,500	33,500
	PUBLIC UTILITIES	700	660	700	700	700
	NON CAPITAL OUTLAY	2,000	2,000	2,000	2,000	2,000
	EQUIPMENT RENTAL	300	300	300	300	300
	TAX EXPENDITURES	1,000	6,500	3,000	1,000	3,000
Totals for dept 253.00 - TREASURER/FINANCE		562,210	574,550	614,115	635,175	651,705
Dept 257.00 - ASSESSING						
	CONTRACT SERVICES	57,500	55,700	60,000	62,600	65,000
	CONTRIBUTIONS TO OTHER FUNDS	1,115	1,115	1,135	1,155	1,175
	OPERATING SUPPLIES	200	200	200	200	200
Totals for dept 257.00 - ASSESSING		58,815	57,015	61,335	63,955	66,375
Dept 265.00 - BUILDING & GROUNDS						
	SALARIES AND WAGES	53,090	47,000	54,665	56,330	58,020
	FRINGE BENEFITS	13,950	12,965	14,580	15,590	16,635
	CONTRACT SERVICES	26,000	26,000	29,000	31,000	29,000
	CONF/MTGS/TRVL/DUES	500	1,100	1,100	1,100	1,100
	CONTRIBUTIONS TO OTHER FUNDS	8,305	7,385	8,340	8,370	8,405
	OPERATING SUPPLIES	8,400	8,400	8,400	8,400	8,500
	PUBLIC UTILITIES	101,000	105,080	116,000	116,000	120,000
	NON CAPITAL OUTLAY	13,500	7,000	17,000	7,500	7,500
	REPAIRS AND MAINTENANCE	16,000	16,000	24,000	19,000	20,000
	EQUIPMENT RENTAL	1,500	1,500	1,500	1,500	1,500
	CAPITAL OUTLAY	150,000	-	100,000	150,000	25,000

Totals for dept 265.00 - BUILDING & GROUNDS		392,245	232,430	374,585	414,790	295,660
Dept 266.00 - LEGAL/ATTORNEY						
	CHARGES FOR SERVICES	115,000	68,000	115,000	115,000	115,000
Totals for dept 266.00 - LEGAL/ATTORNEY		115,000	68,000	115,000	115,000	115,000
Dept 268.00 - CONTINGENCIES						
	TRANSFERS OUT	400,000	400,000	300,000	200,000	200,000
	CONTRIBUTIONS TO OTHER FUNDS	560	560	560	560	560
Totals for dept 268.00 - CONTINGENCIES		400,560	400,560	300,560	200,560	200,560
Dept 271.00 - WORKERS COMPENSATION						
	FRINGE BENEFITS	89,125	29,760	90,905	92,725	94,580
Totals for dept 271.00 - WORKERS COMPENSATION		89,125	29,760	90,905	92,725	94,580
Dept 272.00 - RETIREE BENEFITS						
	SALARIES AND WAGES	149,300	130,000	140,400	151,630	163,765
	FRINGE BENEFITS	396,000	396,000	435,600	479,160	527,000
Totals for dept 272.00 - RETIREE BENEFITS		545,300	526,000	576,000	630,790	690,765
Dept 305.00 - POLICE ADMINISTRATION						
	SALARIES AND WAGES	158,030	149,090	167,510	173,845	179,990
	FRINGE BENEFITS	70,140	47,880	64,500	69,270	74,995
	CONTRACT SERVICES	50,400	47,000	52,000	52,000	53,000
	CONF/MTGS/TRVL/DUES	13,650	10,625	11,625	11,525	12,175
	CONTRIBUTIONS TO OTHER FUNDS	52,640	49,290	52,745	52,850	52,955
	OPERATING SUPPLIES	9,450	7,600	8,200	8,500	8,800
	PUBLIC UTILITIES	4,000	3,500	4,250	4,500	4,750
	NON CAPITAL OUTLAY	600	600	600	600	700
	CAPITAL OUTLAY	62,750	62,750	30,200	17,200	80,300
	RENTAL EXPENSE	3,105	3,105	3,105	3,105	3,105
Totals for dept 305.00 - POLICE ADMINISTRATION		424,765	381,440	394,735	393,395	470,770
Dept 316.00 - POLICE PATROLLING						
	SALARIES AND WAGES	670,550	670,550	815,600	840,100	865,500
	FRINGE BENEFITS	168,390	155,750	202,075	216,865	230,045
	CONTRACT SERVICES	6,800	6,000	6,800	6,800	6,800
	CONTRIBUTIONS TO OTHER FUNDS	183,500	169,140	183,930	184,340	184,750
	OPERATING SUPPLIES	22,500	22,500	24,000	23,100	23,700
	NON CAPITAL OUTLAY	2,600	5,000	2,750	2,750	3,000
	EQUIPMENT RENTAL	106,090	106,090	119,300	132,600	135,980



Totals for dept 316.00 - POLICE PATROLLING		1,160,430	1,135,030	1,354,455	1,406,555	1,449,775
Dept 317.00 - CROSSING GUARDS						
	SALARIES AND WAGES	24,480	22,600	26,000	27,000	28,000
	FRINGE BENEFITS	1,890	1,770	2,000	2,100	2,220
	CONTRIBUTIONS TO OTHER FUNDS	7,970	7,710	7,980	7,990	8,000
	OPERATING SUPPLIES	250	150	250	275	275
Totals for dept 317.00 - CROSSING GUARDS		34,590	32,230	36,230	37,365	38,495
Dept 336.00 - FIRE DEPARTMENT						
	SALARIES AND WAGES	196,450	180,200	210,380	205,040	212,535
	FRINGE BENEFITS	44,000	43,140	50,955	52,800	56,245
	CONTRACT SERVICES	18,000	18,000	18,000	18,000	18,000
	TRANSFERS OUT	100,000	100,000	100,000	100,000	100,000
	CONF/MTGS/TRVL/DUES	16,310	14,730	14,810	14,810	14,810
	CONTRIBUTIONS TO OTHER FUNDS	46,440	43,995	46,525	46,645	46,765
	OPERATING SUPPLIES	38,575	44,515	50,225	50,325	50,325
	INSURANCE AND BONDS	4,200	4,200	4,200	4,200	4,200
	PUBLIC UTILITIES	16,000	16,800	17,400	17,400	17,400
	NON CAPITAL OUTLAY	5,000	5,000	5,000	5,000	
	REPAIRS AND MAINTENANCE	33,500	33,500	54,500	46,500	38,500
	CHARGES FOR SERVICES	2,200	2,200	2,200	2,200	2,200
	EQUIPMENT RENTAL	18,500	18,500	19,000	19,000	20,000
	CAPITAL OUTLAY	20,000	63,000	-	-	-
Totals for dept 336.00 - FIRE DEPARTMENT		559,175	587,780	593,195	581,920	580,980
Dept 426.00 - CIVIL DEFENSE						
	CONTRACT SERVICES	3,500	3,500	3,500	3,500	3,500
	CONTRIBUTIONS TO OTHER FUNDS	60	60	60	60	60
	OPERATING SUPPLIES	100	100	100	100	100
	PUBLIC UTILITIES	500	500	500	500	500
Totals for dept 426.00 - CIVIL DEFENSE		4,160	4,160	4,160	4,160	4,160
Dept 441.00 - DEPT OF PUBLIC WORKS						
	SALARIES AND WAGES	6,000	6,000	37,000	38,050	39,150
	FRINGE BENEFITS	1,360	1,360	9,300	9,765	10,230
	CONTRIBUTIONS TO OTHER FUNDS	2,010	2,010	2,010	79,010	152,010
	EQUIPMENT RENTAL	2,000	2,000	20,000	21,000	22,000
Totals for dept 441.00 - DEPT OF PUBLIC WORKS		11,370	11,370	68,310	147,825	223,390
Dept 444.00 - SIDEWALKS						

	CONTRIBUTIONS TO OTHER FUNDS	2,220	2,220	2,220	2,220	2,220
	CAPITAL OUTLAY	20,000	20,000	57,000	105,000	25,000
Totals for dept 444.00 - SIDEWALKS		22,220	22,220	59,220	107,220	27,220
Dept 447.00 - ENGINEERING						
	CONTRACT SERVICES	10,000	10,000	10,000	10,000	10,000
	CONTRIBUTIONS TO OTHER FUNDS	320	320	320	320	320
Totals for dept 447.00 - ENGINEERING		10,320	10,320	10,320	10,320	10,320
Dept 448.00 - STREET LIGHTING						
	CONTRIBUTIONS TO OTHER FUNDS	3,455	3,455	3,455	3,455	3,455
	OPERATING SUPPLIES	3,000	3,000	3,000	3,000	3,000
	PUBLIC UTILITIES	110,000	105,000	111,000	112,000	115,000
Totals for dept 448.00 - STREET LIGHTING		116,455	111,455	117,455	118,455	121,455
Dept 528.00 - REFUSE COLLECTION						
	CONTRACT SERVICES	415,700	415,700	429,010	441,870	451,680
	CONTRIBUTIONS TO OTHER FUNDS	17,090	17,090	17,090	17,090	17,090
Totals for dept 528.00 - REFUSE COLLECTION		432,790	432,790	446,100	458,960	468,770
Dept 567.00 - CEMETERY						
	SALARIES AND WAGES	119,990	113,190	113,020	115,560	118,000
	FRINGE BENEFITS	34,890	34,890	36,970	38,840	41,025
	CONTRACT SERVICES	8,220	8,220	8,500	8,500	8,500
	CONF/MTGS/TRVL/DUES	2,035	35	2,535	2,535	3,035
	CONTRIBUTIONS TO OTHER FUNDS	46,925	46,100	46,960	46,995	47,030
	OPERATING SUPPLIES	9,370	10,595	9,520	9,620	9,995
	PUBLIC UTILITIES	6,250	6,250	6,500	6,500	6,750
	NON CAPITAL OUTLAY	-	35	-	-	-
	REPAIRS AND MAINTENANCE	2,500	2,000	2,500	2,500	2,600
	CAPITAL OUTLAY	115,000	115,000	28,000	-	-
	EQUIPMENT RENTAL	53,000	53,000	54,000	55,000	55,000
Totals for dept 567.00 - CEMETERY		398,180	389,315	308,505	286,050	291,935
Dept 571.00 - FORESTRY						
	SALARIES AND WAGES	29,320	29,530	30,700	33,140	34,800
	FRINGE BENEFITS	8,770	8,770	9,435	10,130	10,830
	CONTRACT SERVICES	55,500	55,500	56,000	58,000	58,000
	CONF/MTGS/TRVL/DUES	340	340	340	340	340
	CONTRIBUTIONS TO OTHER FUNDS	8,940	7,845	8,975	9,005	9,035
	OPERATING SUPPLIES	9,250	9,000	9,500	9,500	9,500

	EQUIPMENT RENTAL	20,000	20,000	21,000	22,000	23,000
Totals for dept 571.00 - FORESTRY		132,120	130,985	135,950	142,115	145,505
Dept 703.00 - COMMUNITY DEVELOPMENT						
	SALARIES AND WAGES	99,310	93,000	101,550	103,580	106,670
	FRINGE BENEFITS	18,630	19,910	20,950	21,865	22,855
	CONTRACT SERVICES	5,325	6,000	5,700	5,700	5,700
	CONF/MTGS/TRVL/DUES	4,735	4,735	2,735	2,735	2,735
	CONTRIBUTIONS TO OTHER FUNDS	10,630	9,670	10,670	10,720	10,770
	OPERATING SUPPLIES	950	950	950	950	950
	PUBLIC UTILITIES	1,200	540	540	600	600
	CAPITAL OUTLAY	85,000	35,000	60,000	90,000	20,000
	CHARGES FOR SERVICES	1,500	1,500	1,500	1,500	1,500
	EQUIPMENT RENTAL	500	500	500	500	500
Totals for dept 703.00 - COMMUNITY DEVELOPMENT		227,780	171,805	205,095	238,150	172,280
Dept 756.00 - PARKS AND BALL DIAMONDS						
	SALARIES AND WAGES	114,900	111,900	113,990	118,500	123,000
	FRINGE BENEFITS	21,175	20,385	22,345	23,705	25,270
	CONTRACT SERVICES	15,000	15,000	19,700	15,500	15,500
	CONF/MTGS/TRVL/DUES	2,400	-	-	-	-
	CONTRIBUTIONS TO OTHER FUNDS	33,025	31,845	33,070	33,115	33,165
	OPERATING SUPPLIES	11,000	11,000	11,600	11,600	11,600
	PUBLIC UTILITIES	11,500	13,900	14,400	14,900	15,400
	NON CAPITAL OUTLAY	4,600	4,600	4,600	4,600	4,600
	REPAIRS AND MAINTENANCE	4,770	4,770	5,270	5,270	5,270
	EQUIPMENT RENTAL	57,000	57,000	58,000	59,000	60,000
	CAPITAL OUTLAY	730,035	195,250	629,750	30,000	-
Totals for dept 756.00 - PARKS AND BALL DIAMONDS		1,005,405	465,650	912,725	316,190	293,805
Dept 775.00 - SENIOR CITIZENS						
	CONTRACT SERVICES	5,500	5,500	5,500	5,500	5,500
	CONTRIBUTIONS TO OTHER FUNDS	1,480	1,480	1,480	1,480	1,480
	OPERATING SUPPLIES	1,200	1,200	1,200	1,200	1,200
Totals for dept 775.00 - SENIOR CITIZENS		8,180	8,180	8,180	8,180	8,180
Dept 790.00 - LIBRARY						
	SALARIES AND WAGES	1,710	1,000	1,775	1,850	1,850
	FRINGE BENEFITS	790	320	815	850	855
	CONTRACT SERVICES	200	200	220	220	220
	CONTRIBUTIONS TO OTHER FUNDS	1,600	1,600	1,600	1,600	1,600

	OPERATING SUPPLIES	200	200	200	200	200
	REPAIRS AND MAINTENANCE	2,630	2,700	2,700	2,700	2,700
	CAPITAL OUTLAY	296,600	1,109,115	-	-	-
	EQUIPMENT RENTAL	100	100	100	100	100
Totals for dept 790.00 - LIBRARY		303,830	1,115,235	7,410	7,520	7,525
Dept 806.00 - CHRISTMAS DECORATIONS						
	SALARIES AND WAGES	3,125	4,500	4,000	4,080	4,200
	FRINGE BENEFITS	830	1,085	1,120	1,195	1,270
	CONTRIBUTIONS TO OTHER FUNDS	1,000	1,000	1,000	1,000	1,000
	OPERATING SUPPLIES	1,200	550	800	800	800
	EQUIPMENT RENTAL	1,200	1,700	1,500	1,500	1,600
Totals for dept 806.00 - CHRISTMAS DECORATIONS		7,355	8,835	8,420	8,575	8,870
Dept 808.00 - ZONING						
	CONTRACT SERVICES	10,000	10,000	10,000	10,000	10,000
	CONF/MTGS/TRVL/DUES	500	500	500	500	500
	CONTRIBUTIONS TO OTHER FUNDS	210	210	210	210	210
	OPERATING SUPPLIES	200	200	200	200	200
Totals for dept 808.00 - ZONING		10,910	10,910	10,910	10,910	10,910
Dept 999.00 - TRANSFERS OUT						
	TRANSFERS OUT	610,000	610,000	824,020	416,800	1,021,810
Totals for dept 999.00 - TRANSFERS OUT		610,000	610,000	824,020	416,800	1,021,810
TOTAL CAPITAL APPROPRIATIONS		1,775,985	1,709,170	904,950	392,200	440,300
TOTAL OPERATIONAL APPROPRIATIONS		7,147,315	7,076,940	7,996,270	7,754,175	8,639,130
<b>TOTAL APPROPRIATIONS</b>		<b>8,923,300</b>	<b>8,786,110</b>	<b>8,901,220</b>	<b>8,146,375</b>	<b>9,079,430</b>
NET OF REVENUES/APPROPRIATIONS - FUND 101		(576,210)	(476,505)	(539,630)	(290,845)	(843,515)
BEGINNING FUND BALANCE (WITH ASSETS)		6,242,371	6,242,371	5,765,866	5,226,236	4,935,391
ENDING FUND BALANCE (WITH ASSETS)		5,666,161	5,765,866	5,226,236	4,935,391	4,091,876
ESTIMATED CASH ON HAND			3,080,000	2,540,370		
CASH AS % OF EXPENDITURES			44%	32%		

# SPECIAL REVENUE FUNDS

---

## **Purpose**

A Special Revenue Fund is used to finance particular activities and is created out of receipts of specific taxes or other earmarked revenues.

## **Authority**

Such funds are authorized by statutory or charter provisions to pay for certain activities with some special form of continuing revenues.



# MAJOR STREET FUND (202)

---

## **Purpose**

The Major Street Fund is used to control the expenditure of motor fuel taxes which are earmarked by law and the State Constitution for street and highway purposes.

## **Authority**

The Major Street Fund was established on July 1, 1972, as required by Act 51 of the Public Acts of 1951, as amended.

## **Character**

The fund is to be used:

- To receive all Major Street Funds paid to cities and villages by the state.
- To account for construction, maintenance, and other authorized operations pertaining to all streets classified as Major Streets within the local unit of government.
- To receive money paid to the city or village for state trunkline maintenance.
- To record certain costs pertaining to the Michigan Department of Transportation authorized state trunkline maintenance contracts.
- To account for money received from contributions from other funds.
- To account for revenue from special assessment tax levies as provided by Act 51 of the Public Acts of 1951, as amended.





**BUDGET REPORT FOR CITY OF MASON  
FUND 202: MAJOR STREETS FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	INTEREST INCOME	4,000	41,670	15,000	15,000	10,000
	GRANT REVENUE	731,470	755,000	753,466	774,495	799,350
	CHARGES FOR SERVICES-SALES	2,500	1,000	1,000	1,000	1,000
	TRANSFERS IN	610,000	610,000	-	-	-
Totals for dept 000.00 -		1,347,970	1,407,670	769,466	790,495	810,350
<b>TOTAL ESTIMATED REVENUES</b>						
		1,347,970	1,407,670	769,466	790,495	810,350
<b>APPROPRIATIONS</b>						
Dept 000.00						
	TRANSFERS OUT	40,635	33,360	350,000	64,015	385,000
	CONTRIBUTIONS TO OTHER FUNDS	-	-	-	34,030	64,060
Totals for dept 000.00 -		40,635	33,360	350,000	98,045	449,060
Dept 449.00 - STREET/ROAD CONSTRUCTION						
	CAPITAL OUTLAY	1,401,000	1,401,000	-	696,460	-
Totals for dept 449.00 - STREET/ROAD CONSTRUCTION		1,401,000	1,401,000	-	696,460	-
Dept 450.00 - TRAFFIC SERVICES						
	SALARIES AND WAGES	9,435	15,500	16,275	17,100	17,950
	FRINGE BENEFITS	2,455	4,180	4,420	4,765	5,145
	CONTRACT SERVICES	16,500	16,500	16,700	16,800	16,900
	OPERATING SUPPLIES	4,000	4,000	4,000	4,000	4,500
	EQUIPMENT RENTAL	4,000	6,000	4,000	4,000	4,200
Totals for dept 450.00 - TRAFFIC SERVICES		36,390	46,180	45,395	46,665	48,695
Dept 451.00 - WINTER MAINTENANCE						
	SALARIES AND WAGES	19,570	19,570	20,550	21,575	23,300
	FRINGE BENEFITS	4,690	5,850	6,195	6,700	7,170
	OPERATING SUPPLIES	15,000	15,000	16,000	16,000	17,000
	CAPITAL OUTLAY	-	-	50,000	-	60,000
	EQUIPMENT RENTAL	18,000	18,000	19,000	19,000	20,000

Totals for dept 451.00 - WINTER MAINTENANCE		57,260	58,420	111,745	63,275	127,470
Dept 452.00 - STREET ADMIN/GEN EXP						
	CONTRIBUTIONS TO OTHER FUNDS	71,465	71,465	71,465	71,465	71,465
Totals for dept 452.00 - STREET ADMIN/GEN EXP		71,465	71,465	71,465	71,465	71,465
Dept 522.00 - STREET MAINTENANCE						
	SALARIES AND WAGES	84,760	83,760	95,000	98,530	101,300
	FRINGE BENEFITS	44,205	43,025	47,605	51,665	55,560
	CONTRACT SERVICES	64,070	64,070	64,070	64,070	114,070
	CONTRIBUTIONS TO OTHER FUNDS	1,710	700	1,745	1,780	1,820
	OPERATING SUPPLIES	5,500	5,500	6,000	6,000	6,000
	EQUIPMENT RENTAL	52,000	52,000	53,000	54,000	55,000
	FRINGE BENEFITS	39,160	39,160	43,075	47,470	52,220
Totals for dept 522.00 - STREET MAINTENANCE		291,405	288,215	310,495	323,515	385,970
<b>TOTAL APPROPRIATIONS</b>		1,898,155	1,898,640	889,100	1,299,425	1,082,660
NET OF REVENUES/APPROPRIATIONS - FUND 202		(550,185)	(490,970)	(119,634)	(508,930)	(272,310)
BEGINNING FUND BALANCE		1,974,256	1,974,256	1,483,286	1,363,652	854,722
ENDING FUND BALANCE		1,424,071	1,483,286	1,363,652	854,722	582,412
ESTIMATED CASH ON HAND			1,483,286	1,363,652		

# LOCAL STREET FUND (203)

---

## **Purpose**

The Local Street Fund accounts for resources that are used for repairs and maintenance of the City's Local streets.

## **Authority**

The Local Street Fund was established on July 1, 1972, as required by Act 51 of the Public Acts of 1951, as amended.

## **Character**

The fund is to be used:

- To receive all Local Street Funds paid to cities and villages by the state.
- To account for construction, maintenance, traffic services, and snow and ice control on all streets classified as Local Streets within the local unit of government. (This includes construction done from money raised by special assessing property owners for street improvements.)
- To account for revenue from special assessment taxes levied for street purposes as provided by Act 51 of the Public Acts of 1951, as amended.
- To account for money received from contributions from other funds.



**BUDGET REPORT FOR CITY OF MASON  
FUND 203: LOCAL STREETS FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	CHARGES FOR SERVICES	26,000	26,000	26,000	26,000	26,000
	INTEREST INCOME	350	1,980	1,000	1,000	1,000
	GRANT REVENUE	260,980	266,000	270,510	278,600	286,950
	CHARGES FOR SERVICES-SALES	600	600	600	600	600
	TRANSFERS IN	40,635	233,360	1,174,020	480,815	1,406,810
Totals for dept 000.00 -		328,565	527,940	1,472,130	787,015	1,721,360
<b>TOTAL ESTIMATED REVENUES</b>		<b>328,565</b>	<b>527,940</b>	<b>1,472,130</b>	<b>787,015</b>	<b>1,721,360</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CONTRIBUTIONS TO OTHER FUNDS	-	-	-	29,000	54,000
Totals for dept 000.00 -		-	-	-	29,000	54,000
Dept 449.00 - STREET/ROAD CONSTRUCTION						
	CAPITAL OUTLAY	-	200,000	1,063,930	416,800	1,226,100
Totals for dept 449.00 - STREET/ROAD CONSTRUCTION		-	200,000	1,063,930	416,800	1,226,100
Dept 450.00 - TRAFFIC SERVICES						
	SALARIES AND WAGES	7,590	7,590	7,890	8,050	8,300
	FRINGE BENEFITS	2,070	2,070	2,205	2,335	2,525
	OPERATING SUPPLIES	5,000	5,000	5,000	5,000	5,000
	EQUIPMENT RENTAL	3,000	3,000	3,000	3,000	3,000
Totals for dept 450.00 - TRAFFIC SERVICES		17,660	17,660	18,095	18,385	18,825
Dept 451.00 - WINTER MAINTENANCE						
	SALARIES AND WAGES	10,000	15,000	12,200	12,500	13,000
	FRINGE BENEFITS	3,190	4,555	3,855	4,125	4,480
	OPERATING SUPPLIES	14,000	14,000	14,000	14,000	15,000
	CAPITAL OUTLAY	-	-	75,000	-	90,000
	EQUIPMENT RENTAL	14,500	14,500	14,500	14,500	15,000
Totals for dept 451.00 - WINTER MAINTENANCE		41,690	48,055	119,555	45,125	137,480

Dept 452.00 - STREET ADMIN/GEN EXP						
	CONTRIBUTIONS TO OTHER FUNDS	69,865	69,865	69,865	69,865	69,865
Totals for dept 452.00 - STREET ADMIN/GEN EXP		69,865	69,865	69,865	69,865	69,865
Dept 522.00 - STREET MAINTENANCE						
	SALARIES AND WAGES	66,370	66,370	68,500	72,500	74,600
	FRINGE BENEFITS	40,415	33,690	36,540	39,315	42,185
	CONTRACT SERVICES	42,125	41,000	42,125	42,125	42,125
	CONTRIBUTIONS TO OTHER FUNDS	3,940	1,800	4,020	4,100	4,180
	OPERATING SUPPLIES	4,500	4,500	4,500	4,800	5,000
	EQUIPMENT RENTAL	42,000	45,000	45,000	45,000	47,000
Totals for dept 522.00 - STREET MAINTENANCE		199,350	192,360	200,685	207,840	215,090
<b>TOTAL APPROPRIATIONS</b>		<b>328,565</b>	<b>527,940</b>	<b>1,472,130</b>	<b>787,015</b>	<b>1,721,360</b>
NET OF REVENUES/APPROPRIATIONS - FUND 203		-	-	-	-	-
BEGINNING FUND BALANCE		169,586	169,586	169,586	169,586	169,586
ENDING FUND BALANCE		169,586	169,586	169,586	169,586	169,586
ESTIMATED CASH ON HAND			169,586	169,586		

# PARKS, TRAIL WAYS, AND PATHWAYS FUND (208)

---

## **Purpose**

The Parks, Trail Ways, and Pathways Fund is a special revenue account where tax millage revenue and Park Improvements will be recorded.

## **Authority**

A special election was held on November 2, 2021 where voters approved the additional one mill annually for a term of five years to provide for improvements to parks, trail ways and pathways, including restoring and upgrading existing park and trail facilities within the City of Mason.

## **Character**

The fund is to be used:

- To receive the voter approved millage of one mill for five years, 2022 - 2026.
- To account for improvements to parks, trail ways and pathways, including restoring and upgrading existing park and trail facilities within the City of Mason.





**BUDGET REPORT FOR CITY OF MASON**  
**FUND 208: PARKS, TRAIL WAYS, AND PATHWAYS FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	TAX REVENUE	245,000	262,320	259,300	261,300	265,300
	INTEREST INCOME	200	3,100	500	500	500
	GRANT REVENUE	242,500	242,500	-	-	-
Totals for dept 000.00 -		487,700	507,920	259,800	261,800	265,800
<b>TOTAL ESTIMATED REVENUES</b>		<b>487,700</b>	<b>507,920</b>	<b>259,800</b>	<b>261,800</b>	<b>265,800</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CAPITAL OUTLAY	485,000	485,000	250,000	250,000	295,110
Totals for dept 000.00 -		485,000	485,000	250,000	250,000	295,110
<b>TOTAL APPROPRIATIONS</b>		<b>485,000</b>	<b>485,000</b>	<b>250,000</b>	<b>250,000</b>	<b>295,110</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 208</b>		<b>2,700</b>	<b>22,920</b>	<b>9,800</b>	<b>11,800</b>	<b>(29,310)</b>
<b>BEGINNING FUND BALANCE</b>		<b>-</b>	<b>-</b>	<b>22,920</b>	<b>32,720</b>	<b>44,520</b>
<b>ENDING FUND BALANCE</b>		<b>2,700</b>	<b>22,920</b>	<b>32,720</b>	<b>44,520</b>	<b>15,210</b>
<b>ESTIMATED CASH ON HAND</b>			<b>22,920</b>	<b>32,720</b>		

# RAYNER BOND FUND (211)

---

## **Purpose**

This fund is used for general charitable or benevolent purposes with the City of Mason.

## **Authority**

This fund was established per the Will of Iva Bond April 18, 1961.

## **Character**

The fund is to be used:

- To grant relief and assistance to needy residents of the City of Mason.
- To assist and promote the maintenance, but not the building, of hospitals, and the maintenance and building of parks, playgrounds and other similar enterprises. Not to include, however, any enterprise concerned with carrying on the government functions of the City of Mason which are not of a general charitable or recreational nature.



**BUDGET REPORT FOR CITY OF MASON  
FUND 211: RAYNER BOND FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	INTEREST INCOME	500	7,500	1,500	500	500
	ROYALTIES	15,000	23,000	13,000	13,000	13,000
Totals for dept 000.00 -		15,500	30,500	14,500	13,500	13,500
<b>TOTAL ESTIMATED REVENUES</b>		<b>15,500</b>	<b>30,500</b>	<b>14,500</b>	<b>13,500</b>	<b>13,500</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CONTRIBUTIONS TO OTHER FUNDS	352,000	64,440	225,575	4,910	5,060
Totals for dept 000.00 -		352,000	64,440	225,575	4,910	5,060
<b>TOTAL APPROPRIATIONS</b>		<b>352,000</b>	<b>64,440</b>	<b>225,575</b>	<b>4,910</b>	<b>5,060</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 211</b>		<b>(336,500)</b>	<b>(33,940)</b>	<b>(211,075)</b>	8,590	8,440
BEGINNING FUND BALANCE		976,216	976,216	942,276	731,201	739,791
ENDING FUND BALANCE		639,716	942,276	731,201	739,791	748,231
ESTIMATED CASH ON HAND			380,361	169,286		

# BUILDING INSPECTION FUND (249)

---

## **Purpose**

This fund is used for revenues and expenses earmarked for building construction code enforcement activities.

## **Authority**

This fund is proposed to be established for the Fiscal Year ending June 30, 2019 due to Public Act 245 of 1999 and the State mandated Uniform Chart of Accounts.

## **Character**

The fund is to be used:

- To account for all activity earmarked for building construction code enforcement activities.
- For the receipts and expenditures related to the cost of operating the Building Department under provisions of the State Construction Code act. Typically, the enforcement agency is the building department or planning department issuing building permits; examining plans and specifications; inspecting construction before issuing building permits; and issuing certificates of use and occupancy.

*Note: In the past, the accounting was generally established as a General Fund activity. Because of Public Act 245 of 1999 requires that these fees only be used for a specific purpose, a separate special revenue fund must be established to account for the enforcement activities. Since this Act, we have maintained appropriate reporting by tracking revenues & expenditures known as "Construction Code Summary" in Note J of our June 30, 2018 financial statements. With the current balance and revenues meeting or exceeding our expenses, it was recommended by our auditors to separate it from our General Fund and create this Special Revenue Fund per PA 245 of 1999.*



**BUDGET REPORT FOR CITY OF MASON  
FUND 249: BUILDING INSPECTION FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 371.00 - BUILDING INSPECTION DEPARTMENT						
	LICENSE AND PERMITS	70,000	60,000	70,000	70,000	70,000
	INTEREST INCOME	200	220	200	200	200
Totals for dept 371.00 - BUILDING INSPECTION DEPARTMENT		70,200	60,220	70,200	70,200	70,200
<b>TOTAL ESTIMATED REVENUES</b>		<b>70,200</b>	<b>60,220</b>	<b>70,200</b>	<b>70,200</b>	<b>70,200</b>
<b>APPROPRIATIONS</b>						
Dept 371.00 - BUILDING INSPECTION DEPARTMENT						
	SALARIES AND WAGES	29,130	21,830	30,200	31,400	32,615
	FRINGE BENEFITS	4,575	3,725	4,915	5,260	5,520
	CONTRACT SERVICES	45,000	45,000	45,000	45,000	45,000
	CONF/MTGS/TRVL/DUES	400	400	400	400	400
	OPERATING SUPPLIES	600	600	600	600	600
	NON CAPITAL OUTLAY	2,250	2,250	-	-	-
	EQUIPMENT RENTAL	500	500	500	500	500
Totals for dept 371.00 - BUILDING INSPECTION DEPARTMENT		82,455	74,305	81,615	83,160	84,635
<b>TOTAL APPROPRIATIONS</b>		<b>82,455</b>	<b>74,305</b>	<b>81,615</b>	<b>83,160</b>	<b>84,635</b>
NET OF REVENUES/APPROPRIATIONS - FUND 249		(12,255)	(14,085)	(11,415)	(12,960)	(14,435)
BEGINNING FUND BALANCE		73,430	73,430	59,345	47,930	34,970
ENDING FUND BALANCE		61,175	59,345	47,930	34,970	20,535
ESTIMATED CASH ON HAND			59,345	47,930		

# AMERICAN RESCUE ACT FUND (285)

---

## **Purpose**

The American Rescue Act Fund is used for the sole purpose of tracking all approved transactional activities according to Federal Guidance of the American Rescue Act Plan.

## **Authority**

The American Rescue Act Fund was established on August 16, 2021 by City Council Resolution 2021-20.

## **Character**

The fund is to be used:

- To receive all American Rescue Act Funds paid to the City and appropriate the funds on eligible expenditures approved by Council.



**BUDGET REPORT FOR CITY OF MASON  
FUND 285: AMERICAN RESCUE ACT FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	INTEREST INCOME	250	12,000	5,000	-	-
	GRANT REVENUE	445,000	445,000	445,000	-	-
Totals for dept 000.00 -		445,250	457,000	450,000	-	-
<b>TOTAL ESTIMATED REVENUES</b>		<b>445,250</b>	<b>457,000</b>	<b>450,000</b>	<b>-</b>	<b>-</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	TRANSFERS OUT	445,500	445,500	462,000	-	-
Totals for dept 000.00 -		445,500	445,500	462,000	-	-
<b>TOTAL APPROPRIATIONS</b>		<b>445,500</b>	<b>445,500</b>	<b>462,000</b>	<b>-</b>	<b>-</b>
NET OF REVENUES/APPROPRIATIONS - FUND 285		(250)	11,500	(12,000)	-	-
BEGINNING FUND BALANCE		502	502	12,002	2	2
ENDING FUND BALANCE		252	12,002	2	2	2
ESTIMATED CASH ON HAND			12,002	2		

# TAX INCREMENT FUNDS

---

## **Purpose**

Tax Increment financing revenues captured from eligible properties are used to pay for bond and interest payments as well as for improvements within the tax increment financing district. Any revenues not required by the properties within the districts shall revert proportionately to the respective taxing jurisdiction.

## **Authority**

Such funds are authorized by City Council and the related Public Acts.





# DOWNTOWN DEVELOPMENT AUTHORITY FUND (248)

---

## **Purpose**

The Downtown Development Authority (DDA) was established in order to work in cooperation with the City Council to correct and prevent deterioration of the downtown district of the City, to promote economic growth and revitalization, to encourage historic preservation, to address problems of urban decline, and to strengthen existing areas and encourage new private development within the downtown district.

## **Authority**

This fund was established and adopted by the City Council on March 16, 1987.

## **Character**

According to the adopted plan the fund is to be used:

- To study and analyze the economic factors taking place in the district; to plan and propose the construction, renovation, repair, preservation, or reconstruction of a public facility, existing buildings, multiple family dwelling units, which aids in the economic growth of the District.
- Develop long-range plans designed to halt the deterioration of property values.
- Promote development of the district.
- To levy, with City Council approval, a tax not to exceed 2 mills on the non-exempt real and personal property in the Downtown District.
- To issue revenue bonds or notes, with the approval of the City Council, to finance all or part of the cost of acquiring or construction property in the District.



**BUDGET REPORT FOR CITY OF MASON**  
**FUND 248: DOWNTOWN DEVELOPMENT AUTHORITY**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	TAX REVENUE	134,000	320,075	229,250	236,125	243,000
	STATE AID REVENUE	7,500	8,800	8,000	8,000	8,000
	INTEREST INCOME	500	11,000	8,000	6,000	5,000
Totals for dept 000.00 -		142,000	339,875	245,250	250,125	256,000
<b>TOTAL ESTIMATED REVENUES</b>		<b>142,000</b>	<b>339,875</b>	<b>245,250</b>	<b>250,125</b>	<b>256,000</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CONTRACT SERVICES	41,800	59,300	138,000	88,000	93,000
	TRANSFERS OUT	5,000	5,000	15,000	15,000	15,000
	CONTRIBUTIONS TO OTHER FUNDS	-	200,000	-	-	250,000
	OPERATING SUPPLIES	600	400	600	600	600
	CAPITAL OUTLAY	-	10,000	162,000	-	20,000
	CHARGES FOR SERVICES	18,000	18,000	18,000	18,000	18,000
	TAX EXPENDITURES	200	200	200	200	200
	GRANT EXPENSE	45,000	20,000	52,500	52,600	52,700
Totals for dept 000.00 -		110,600	312,900	386,300	174,400	449,500
<b>TOTAL APPROPRIATIONS</b>		<b>110,600</b>	<b>312,900</b>	<b>386,300</b>	<b>174,400</b>	<b>449,500</b>
NET OF REVENUES/APPROPRIATIONS - FUND 248		31,400	26,975	(141,050)	75,725	(193,500)
BEGINNING FUND BALANCE		394,035	394,035	421,010	279,960	355,685
ENDING FUND BALANCE		425,435	421,010	279,960	355,685	162,185
ESTIMATED CASH ON HAND			421,010	279,960		

# LOCAL DEVELOPMENT FINANCING AUTHORITY (250)

---

## **Purpose**

The Local Finance and Development Authority (LDFA) was established by the City and the Township of Vevay as a condition of an agreement to transfer approximately 134 acres of land from the Township to the City. The purpose of the LDFA is to help stimulate economic growth, improve employment, stimulate new private investment in the City of Mason and Vevay Township, and to broaden the local tax base.

## **Authority**

This fund was established and adopted by the City Council on November 6, 1989.

## **Character**

According to the adopted plan the fund is to be used:

- To provide a means for the City of Mason to eliminate the causes of unemployment, underemployment, to promote economic growth, and strengthen the tax base by all means available to state and local units of government.



**BUDGET REPORT FOR CITY OF MASON  
FUND 250: LOCAL DEV. FINANCE AUTHORITY**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	TAX REVENUE	427,120	394,610	400,515	412,530	424,900
	STATE AID REVENUE	200,000	234,845	220,000	220,000	220,000
	INTEREST INCOME	1,000	90,370	20,000	1,000	500
Totals for dept 000.00 -		628,120	719,825	640,515	633,530	645,400
<b>TOTAL ESTIMATED REVENUES</b>		<b>628,120</b>	<b>719,825</b>	<b>640,515</b>	<b>633,530</b>	<b>645,400</b>
<b>APPROPRIATIONS</b>						
Dept 705.00 - L.D.F.A.						
	CONTRACT SERVICES	4,800	4,800	5,000	5,000	5,000
	TRANSFERS OUT	20,000	17,000	20,000	20,000	20,000
	CONTRIBUTIONS TO OTHER FUNDS	40,200	872,980	2,859,670	878,415	620,400
Totals for dept 705.00 - L.D.F.A.		65,000	894,780	2,884,670	903,415	645,400
<b>TOTAL APPROPRIATIONS</b>		<b>65,000</b>	<b>894,780</b>	<b>2,884,670</b>	<b>903,415</b>	<b>645,400</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 250</b>		563,120	(174,955)	(2,244,155)	(269,885)	-
BEGINNING FUND BALANCE		2,688,999	2,688,999	2,514,044	269,889	4
ENDING FUND BALANCE		3,252,119	2,514,044	269,889	4	4
<b>ESTIMATED CASH ON HAND</b>			<b>2,514,044</b>	<b>269,889</b>		

# PROPRIETARY FUNDS

---

## **Purpose**

Proprietary Funds are made up of two types of funds. Enterprise funds are used to report any activity for which a fee is charged to external users for goods or services. Internal Service Funds are used to record the financing of goods or services provided by the City to other funds or governmental units on a cost reimbursement basis.

## **Authority**

Such funds are authorized by City Council and the related Public Acts.



# WATER AND SEWER FUND (592)

---

## **Purpose**

The Water and Sewer Fund is used to account for utility operations that are financed primarily by user charges.

## **Authority**

This fund was established by the City Council.

## **Character**

The revenues generated from the Water system must be set aside as collected in accounts as designated by existing revenue bond ordinances. These revenues are pledged for the specific purposes and transferred in a manner specified by those ordinances.

The City of Mason charges for water service supplied by the system based on a rate schedule measured by water usage. These charges must be sufficient to provide adequate revenues for operations, maintenance, replacements, improvements, and debt retirement.



**BUDGET REPORT FOR CITY OF MASON**  
**FUND: 592 WATER/SEWER FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	CONTRIBUTIONS FROM OTHER FUNDS	445,500	1,295,500	3,294,270	868,015	610,000
	CHARGES FOR SERVICES - FEES	720	720	-	-	-
	LICENSE AND PERMITS	33,800	23,000	33,800	33,800	33,800
	CHARGES FOR SERVICES	14,150	10,550	14,150	14,150	14,150
	INTEREST INCOME	3,000	13,900	10,000	10,000	5,000
	RENTALS	500	500	500	500	500
	GRANT REVENUE	264,800	267,050	3,500,000	-	-
	FINES AND FORFEITURES	39,000	39,000	39,000	39,000	39,000
	CHARGES FOR SERVICES-SALES	3,720,135	3,628,670	4,725,420	4,911,980	5,107,865
	BOND REVENUE	-	-	25,200,000	-	-
Totals for dept 000.00 -		4,521,605	5,278,890	36,817,140	5,877,445	5,810,315
<b>TOTAL ESTIMATED REVENUES</b>		<b>4,521,605</b>	<b>5,278,890</b>	<b>36,817,140</b>	<b>5,877,445</b>	<b>5,810,315</b>
<b>APPROPRIATIONS</b>						
Dept 521.00 - WASTEWATER TREATMENT PLANT						
	SALARIES AND WAGES	297,670	255,600	275,900	289,695	301,290
	FRINGE BENEFITS	137,395	110,205	115,600	119,675	129,500
	CONTRACT SERVICES	77,200	81,200	87,840	90,500	90,500
	CONF/MTGS/TRVL/DUES	8,600	5,125	8,600	8,600	8,600
	CONTRIBUTIONS TO OTHER FUNDS	187,705	181,725	187,875	280,105	370,345
	OPERATING SUPPLIES	77,040	96,150	134,610	139,210	121,900
	PUBLIC UTILITIES	133,700	103,360	105,000	107,000	110,800
	NON CAPITAL OUTLAY	6,300	6,300	10,900	10,000	10,000
	REPAIRS AND MAINTENANCE	48,500	48,500	41,500	43,500	45,500
	CAPITAL OUTLAY	20,000	850,000	31,520,000	20,000	-
	DEBT SERVICE	-	-	353,500	963,000	1,005,000
	EQUIPMENT RENTAL	10,000	10,000	10,700	10,700	10,700
Totals for dept 521.00 - WASTEWATER TREATMENT PLANT		1,004,110	1,748,165	32,852,025	2,081,985	2,204,135
Dept 536.00 - WATER & SEWER ADMINISTRATION						
	SALARIES AND WAGES	69,550	14,840	72,100	74,290	77,960

	FRINGE BENEFITS	18,040	1,155	20,195	21,460	22,950
	CONTRACT SERVICES	41,500	46,820	54,850	60,270	65,570
	TRANSFERS OUT	45,000	45,000	45,000	45,000	45,000
	CONF/MTGS/TRVL/DUES	8,800		3,900	4,000	4,000
	CONTRIBUTIONS TO OTHER FUNDS	10,725	8,980	9,480	9,730	9,980
	OPERATING SUPPLIES	1,315	1,315	1,315	1,330	1,340
	NON CAPITAL OUTLAY	-	4,000	8,000	-	-
	EQUIPMENT RENTAL	7,500	-	7,750	8,000	8,250
	FRINGE BENEFITS	145,880	145,880	160,470	176,000	193,600
Totals for dept 536.00 - WATER & SEWER ADMINISTRATION		348,310	267,990	383,060	400,080	428,650
Dept 548.00 - SEWER MAINTENANCE						
	SALARIES AND WAGES	51,300	51,550	53,860	56,550	61,090
	FRINGE BENEFITS	13,180	18,005	18,830	20,760	23,085
	CONTRACT SERVICES	41,000	41,000	34,500	34,500	34,500
	CONTRIBUTIONS TO OTHER FUNDS	74,345	42,620	318,760	261,295	266,330
	OPERATING SUPPLIES	3,000	3,000	3,000	3,000	3,000
	INSURANCE AND BONDS	-	1,000	-	-	-
	PUBLIC UTILITIES	8,800	8,800	8,900	9,000	9,000
	NON CAPITAL OUTLAY	-	1,050	-	-	-
	REPAIRS AND MAINTENANCE	4,000	4,000	4,000	4,000	4,000
	CAPITAL OUTLAY	300,000	25,000	-	25,000	125,000
	EQUIPMENT RENTAL	23,000	23,000	25,000	25,000	25,000
Totals for dept 548.00 - SEWER MAINTENANCE		518,625	219,025	466,850	439,105	551,005
Dept 556.00 - WATER MAINTENANCE						
	SALARIES AND WAGES	155,440	133,000	150,100	154,900	159,850
	FRINGE BENEFITS	53,610	30,580	44,370	47,395	50,930
	CONTRACT SERVICES	391,800	475,000	103,500	83,500	84,000
	CONF/MTGS/TRVL/DUES	19,900	19,900	20,400	20,400	20,400
	CONTRIBUTIONS TO OTHER FUNDS	58,180	55,610	58,270	119,690	179,210
	OPERATING SUPPLIES	46,600	48,000	46,000	46,000	47,100
	PUBLIC UTILITIES	75,000	75,000	76,000	77,000	78,000
	NON CAPITAL OUTLAY	7,000	14,100	7,000	7,000	7,000
	REPAIRS AND MAINTENANCE	1,500	1,500	1,500	1,500	1,500
	EQUIPMENT RENTAL	49,000	49,000	49,000	49,000	50,000
Totals for dept 556.00 - WATER MAINTENANCE		858,030	901,690	556,140	606,385	677,990
Dept 557.00 - STORM SEWER PROGRAM						
	CONTRACT SERVICES	40,000	20,000	35,000	36,300	37,500
	OPERATING SUPPLIES	2,000	4,000	2,400	2,500	2,600



	NON CAPITAL OUTLAY	300	300	1,400	1,000	1,000
	EQUIPMENT RENTAL	600	400	600	600	600
Totals for dept 557.00 - STORM SEWER PROGRAM		42,900	24,700	39,400	40,400	41,700
Dept 558.00 - WATER IMPROVEMENT						
	CONTRIBUTIONS TO OTHER FUNDS	79,020	79,020	79,020	79,020	79,020
	CAPITAL OUTLAY	706,810	403,000	410,200	747,800	347,900
Totals for dept 558.00 - WATER IMPROVEMENT		785,830	482,020	489,220	826,820	426,920
Dept 559.00 - WATER TREATMENT PLANT						
	SALARIES AND WAGES	156,700	219,000	243,360	250,660	258,180
	FRINGE BENEFITS	55,970	77,830	94,835	101,045	106,985
	CONTRACT SERVICES	13,000	18,000	14,000	14,000	14,000
	CONTRIBUTIONS TO OTHER FUNDS	41,350	37,835	41,460	41,575	41,725
	OPERATING SUPPLIES	74,800	74,900	73,200	73,200	73,200
	PUBLIC UTILITIES	90,900	90,900	90,900	90,900	90,900
	NON CAPITAL OUTLAY	3,500	3,500	4,000	3,500	3,500
	REPAIRS AND MAINTENANCE	6,000	6,000	6,000	6,000	6,000
	CAPITAL OUTLAY	-	1,000	-	325,000	-
	DEBT SERVICE	471,075	471,075	472,255	473,225	474,000
	EQUIPMENT RENTAL	5,740	5,740	5,740	5,740	5,740
Totals for dept 559.00 - WATER TREATMENT PLANT		919,035	1,005,780	1,045,750	1,384,845	1,074,230
TOTAL APPROPRIATIONS EXCLUDING DEPRECIATION		4,476,840	4,649,370	35,832,445	5,779,620	5,404,630
NET REVENUES/APPROPRIATIONS - FUND 592 BEFORE DEPRECIATION		44,765	629,520	984,695	97,825	405,685
Dept 566.00 - ALLOWANCE FOR DEPRECIATION						
	DEPRECIATION	1,000,000	1,000,000	1,100,000	1,200,000	1,300,000
Totals for dept 566.00 - ALLOWANCE FOR DEPRECIATION		1,000,000	1,000,000	1,100,000	1,200,000	1,300,000
TOTAL APPROPRIATIONS INCLUDING DEPRECIATION		5,476,840	5,649,370	36,932,445	6,979,620	6,704,630
NET OF REVENUES/APPROPRIATIONS - FUND 592		(955,235)	(370,480)	(115,305)	(1,102,175)	(894,315)
BEGINNING FUND BALANCE (WITH ASSETS)		14,395,456	14,395,456	14,024,976	13,909,671	12,807,496
ENDING FUND BALANCE (WITH ASSETS)		13,440,221	14,024,976	13,909,671	12,807,496	11,913,181
ESTIMATED CASH ON HAND			1,210,677	2,195,372		

# BUILDING & MAINTENANCE FUND – DPW (631)

---

## **Purpose**

This fund is used to record the operations of the Department of Public Works.

## **Authority**

This fund will be established by the City Council as part of the 2023-2024 adoption of the City Budget.

## **Character**

This fund will be used to manage the daily operations and debt payments of the new DPW facility like the Motor Vehicle Pool and users (different funds) will contribute appropriate rent to cover expenditures. Funds will be charged a rental expense for the appropriate allocation to be determined by a rate study.



**BUDGET REPORT FOR CITY OF MASON**  
**FUND 631: BUILDING & MAINTENANCE FUND - DPW**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 441.00 - DEPT OF PUBLIC WORKS						
	RENTALS	-	-	-	319,420	629,330
Totals for dept 441.00 - DEPT OF PUBLIC WORKS		-	-	-	319,420	629,330
<b>TOTAL ESTIMATED REVENUES</b>		-	-	-	<b>319,420</b>	<b>629,330</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	OPERATING SUPPLIES	-	-	-	16,000	32,000
	PUBLIC UTILITIES	-	-	-	100,000	220,750
	REPAIRS AND MAINTENANCE	-	-	-	10,000	10,000
	DEBT SERVICE	-	-	-	180,000	380,000
Totals for dept 000.00 -		-	-	-	306,000	642,750
<b>TOTAL APPROPRIATIONS</b>		-	-	-	<b>306,000</b>	<b>642,750</b>
NET OF REVENUES/APPROPRIATIONS - FUND 631		-	-	-	13,420	(13,420)
BEGINNING FUND BALANCE		-	-	-	-	13,420
ENDING FUND BALANCE		-	-	-	13,420	-
ESTIMATED CASH ON HAND			-	-		

# MOTOR VEHICLE POOL (661)

---

## **Purpose**

This fund is used to record the operations of the City's motor vehicle pool at the Department of Public Works.

## **Authority**

This fund was established by the City Council.

## **Character**

Money for the operation of this fund is supplied by reimbursements from other funds for services rendered (i.e., equipment usage). The special advantage of this fund is that the Major Street Fund (202) and Local Street Fund (203) can be charged rent for the time equipment is used for street work.



**BUDGET REPORT FOR CITY OF MASON  
FUND 661: MOTOR VEHICLE POOL**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	INTEREST INCOME	1,000	9,000	7,500	5,000	4,000
	CHARGES FOR SERVICES-SALES	25,000	32,000	10,000	10,000	10,000
	EQUIPMENT RENTAL	490,030	487,830	532,990	551,540	564,970
Totals for dept 000.00 -		516,030	528,830	550,490	566,540	578,970
<b>TOTAL ESTIMATED REVENUES</b>		<b>516,030</b>	<b>528,830</b>	<b>550,490</b>	<b>566,540</b>	<b>578,970</b>
<b>APPROPRIATIONS</b>						
Dept 572.00 - SHOP & BLDG. MAINTENANCE						
	SALARIES AND WAGES	6,500	8,870	10,000	10,500	11,100
	FRINGE BENEFITS	2,070	2,345	3,140	3,385	3,630
	CONTRACT SERVICES	850	2,000	2,000	2,000	2,300
	CONTRIBUTIONS TO OTHER FUNDS	36,720	36,720	36,720	62,720	86,720
	OPERATING SUPPLIES	450	1,000	1,000	1,000	1,500
	PUBLIC UTILITIES	7,500	7,500	8,500	9,000	9,500
	REPAIRS AND MAINTENANCE	1,750	1,750	2,000	2,000	2,000
Totals for dept 572.00 - SHOP & BLDG. MAINTENANCE		55,840	60,185	63,360	90,605	116,750
Dept 573.00 - EQUIPMENT MAINTENANCE						
	SALARIES AND WAGES	56,500	56,500	58,195	60,525	62,950
	FRINGE BENEFITS	19,260	11,530	14,745	16,040	17,175
	CONTRACT SERVICES	24,000	24,000	25,000	26,000	27,000
	CONTRIBUTIONS TO OTHER FUNDS	1,530	300	1,000	1,000	1,000
	OPERATING SUPPLIES	95,000	103,500	106,000	106,000	108,000
	FRINGE BENEFITS	11,905	11,905	13,095	14,410	15,710
Totals for dept 573.00 - EQUIPMENT MAINTENANCE		208,195	207,735	218,035	223,975	231,835
Dept 901.00 - EQUIPMENT-CAPITAL OUTLAY						
	NON CAPITAL OUTLAY	1,500	1,500	1,500	2,000	2,000
	CAPITAL OUTLAY	203,500	99,625	503,000	165,500	632,000
Totals for dept 901.00 - EQUIPMENT-CAPITAL OUTLAY		205,000	101,125	504,500	167,500	634,000

<b>TOTAL APPROPRIATIONS EXCLUDING DEPRECIATION</b>		<b>469,035</b>	<b>369,045</b>	<b>785,895</b>	<b>482,080</b>	<b>982,585</b>
NET OF REVENUES/APPROPRIATIONS - FUND 661 BEFORE DEPRECIATION		46,995	159,785	(235,405)	84,460	(403,615)
Dept 901.00 - EQUIPMENT-CAPITAL OUTLAY (NON CASH EXPENDITURES)						
	DEPRECIATION	195,000	195,000	205,000	215,000	225,000
Totals for dept 901.00 - EQUIPMENT-CAPITAL OUTLAY		195,000	195,000	205,000	215,000	225,000
<b>TOTAL APPROPRIATIONS INCLUDING DEPRECIATION</b>		<b>664,035</b>	<b>564,045</b>	<b>990,895</b>	<b>697,080</b>	<b>1,207,585</b>
NET OF REVENUES/APPROPRIATIONS - FUND 661		(148,005)	(35,215)	(440,405)	(130,540)	(628,615)
BEGINNING FUND BALANCE		1,525,327	1,525,327	1,490,112	1,049,707	919,167
ENDING FUND BALANCE		1,377,322	1,490,112	1,049,707	919,167	290,552
ESTIMATED CASH ON HAND			<b>885,770</b>	<b>650,365</b>		

# FIDUCIARY/PERMANENT FUNDS

---

## **Purpose**

Fiduciary Funds are established to administer resources received and held by a government unit as the trustee or as the agent for others. Use of these funds facilitates the discharge of responsibilities placed upon the governmental unit by virtue of law or other similar authority. The City of Mason includes one fund, the Economic Development Corporation, in its Fiduciary Funds.

Permanent funds account for resources which are restricted. Only the income earned may be apportioned toward expenditures. The City of Mason has one fund classified as a Permanent Fund, the Cemetery Trust Fund.

## **Authority**

Such funds are authorized by City Council and the related Public Acts.



# CEMETERY TRUST (151)

---

## **Purpose**

The income earned from the Cemetery Trust offsets annual maintenance costs, helping to ensure long-term care of the cemetery.

## **Authority**

This fund was established and adopted by the City Council on December 12, 1924.

## **Character**

According to the adopted plan the fund is to be used:

- To the repair, improvement and ornamentation of the lot or lots in said cemetery owned by the depositions of said fund.
- This includes sod, mowing, cut and trim from May first to November first and such other improvements as the Board of Cemetery may agree upon.





**BUDGET REPORT FOR CITY OF MASON  
FUND: 151 CEMETERY TRUST FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	CHARGES FOR SERVICES	3,500	3,500	3,500	3,500	3,500
	INTEREST INCOME	500	10,700	8,500	8,500	8,500
Totals for dept 000.00 -		4,000	14,200	12,000	12,000	12,000
<b>TOTAL ESTIMATED REVENUES</b>		<b>4,000</b>	<b>14,200</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CONTRIBUTIONS TO OTHER FUNDS	500	10,700	8,500	8,500	8,500
Totals for dept 000.00 -		500	10,700	8,500	8,500	8,500
<b>TOTAL APPROPRIATIONS</b>		<b>500</b>	<b>10,700</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>
<b>NET OF REVENUES/APPROPRIATIONS - FUND 151</b>		<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>
<b>BEGINNING FUND BALANCE</b>		<b>390,353</b>	<b>390,353</b>	<b>393,853</b>	<b>397,353</b>	<b>400,853</b>
<b>ENDING FUND BALANCE</b>		<b>393,853</b>	<b>393,853</b>	<b>397,353</b>	<b>400,853</b>	<b>404,353</b>
<b>ESTIMATED CASH ON HAND</b>			<b>393,853</b>	<b>397,353</b>		

# ECONOMIC DEVELOPMENT CORPORATION (244)

---

## **Purpose**

The Economic Development Corporation was created to provide means and methods for the encouragement and assistance of industrial and commercial enterprises in relocating, purchasing, constructing, improving, and expanding within the City to provide needed services and facilities of such enterprises to the residents of the City.

## **Authority**

This fund was established and adopted by the City Council on December 19, 1977.

## **Character**

According to the adopted plan the fund is to be used:

- To construct, acquire by gift or purchase, reconstruct, improve, maintain, repair the necessary lands for the site for Projects.
- To enter into leases, purchase agreements or installment sales contracts with any person, firm, or corporation for the use or sale of Projects.
- To mortgage Projects in favor of any lender of money to the corporation.
- To sell and convey Projects or any part of for a price and at a time as the corporation determines.
- To lend, grant, transfer or convey funds, as permitted by law.
- Prepare, assist and aid in the preparation of Project plans, services, studies and recommendations relative to the public purposes of the corporation.



**BUDGET REPORT FOR CITY OF MASON  
FUND 244: ECONOMIC DEVELOPMENT FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	INTEREST INCOME	10	5	-	-	-
Totals for dept 000.00 -		10	5	-	-	-
<b>TOTAL ESTIMATED REVENUES</b>		10	5			
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CONTRACT SERVICES	2,238	2,225	-	-	-
Totals for dept 000.00 -		2,238	2,225	-	-	-
<b>TOTAL APPROPRIATIONS</b>		2,238	2,225	-	-	-
<b>NET OF REVENUES/APPROPRIATIONS - FUND 244</b>		(2,228)	(2,220)	-	-	-
BEGINNING FUND BALANCE		2,220	2,220	-	-	-
ENDING FUND BALANCE		(8)	-	-	-	-
<b>ESTIMATED CASH ON HAND</b>			-	-		

# CAPITAL IMPROVEMENT FUND (401)

---

## **Purpose**

The Capital Improvement Fund is designed to account for the resources expended to acquire assets of a relatively permanent nature. This fund satisfies the special accounting requirements for the bond proceeds and projects utilizing more than one funding source.

## **Authority**

This fund was established by the City Council.

## **Character**

Transfers from the General Fund (101) as well as other funds will supply this fund with the monies necessary to purchase or construct the various capital-type items.



**BUDGET REPORT FOR CITY OF MASON  
FUND 401: CAPITAL IMPROVEMENT FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	CONTRIBUTIONS FROM OTHER FUNDS	5,250,000	-	-	6,000,000	-
	DONATIONS FROM PRIVATE SOURCES	1,750,000	-	-	2,000,000	-
Totals for dept 000.00 -		7,000,000	-	-	8,000,000	-
<b>TOTAL ESTIMATED REVENUES</b>		<b>7,000,000</b>	<b>-</b>	<b>-</b>	<b>8,000,000</b>	<b>-</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CAPITAL OUTLAY	7,000,383	-	-	8,000,000	-
Totals for dept 000.00 -		7,000,383	-	-	8,000,000	-
<b>TOTAL APPROPRIATIONS</b>		<b>7,000,383</b>	<b>-</b>	<b>-</b>	<b>8,000,000</b>	<b>-</b>
NET OF REVENUES/APPROPRIATIONS - FUND 401		(383)	-	-	-	-
BEGINNING FUND BALANCE		383	383	383	383	383
ENDING FUND BALANCE		-	383	383	383	383
ESTIMATED CASH ON HAND			383	383		

# CAPITAL PROJECTS FUND – FIRE EQUIPMENT (402)

---

## **Purpose**

The Capital Improvement Fund is designed to account for the resources expended to acquire assets of a relatively permanent nature. This fund satisfies the special accounting requirements for the bond proceeds and projects utilizing more than one funding source.

## **Authority**

This fund to be established by the City Council.

## **Character**

Transfers from the General Fund (101) as well as other funds will supply this fund with the monies necessary to purchase capital fire equipment.



**BUDGET REPORT FOR CITY OF MASON**  
**FUND 402: CAPITAL PROJECTS - FIRE EQUIPMENT**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	INTEREST INCOME	150	1,000	500	150	150
	TRANSFERS IN	100,000	100,000	100,000	100,000	100,000
Totals for dept 000.00 -		100,150	101,000	100,500	100,150	100,150
<b>TOTAL ESTIMATED REVENUES</b>		<b>100,150</b>	<b>101,000</b>	<b>100,500</b>	<b>100,150</b>	<b>100,150</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CAPITAL OUTLAY	-	65,000	-	-	450,000
Totals for dept 000.00 -		-	65,000	-	-	450,000
<b>TOTAL APPROPRIATIONS</b>		<b>-</b>	<b>65,000</b>	<b>-</b>	<b>-</b>	<b>450,000</b>
NET OF REVENUES/APPROPRIATIONS - FUND 402		100,150	36,000	100,500	100,150	(349,850)
BEGINNING FUND BALANCE		190,334	190,334	226,334	326,834	426,984
ENDING FUND BALANCE		290,484	226,334	326,834	426,984	77,134
ESTIMATED CASH ON HAND			226,334	326,834		

# DEBT SERVICE FUNDS

---

## **Purpose**

Debt Service Funds are established to finance and account for the payment of interest and principal on all general obligation debt and other assessment debt other than that payable exclusively from revenue bonds issued for and serviced by a governmental enterprise. The City of Mason includes Mason Building Authority and Special Assessment Bonds in its Debt Service Funds.

## **Authority**

Such funds are authorized by City Council and the related Public Acts.





# MASON BUILDING AUTHORITY FUND (369)

---

## **Purpose**

The Mason Building Authority was established for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating, and maintaining a building or buildings, automobile parking lots or structures, recreational facilities and the necessary site or sites therefore, and the payment of the bond principal and interest for any related debt incurred.

## **Authority**

This fund was established and adopted by the City Council on August 21, 1972.

## **Character**

According to the adopted plan the fund is to be used:

- To acquire, furnish, equip, own, improve, enlarge the operating and maintaining of a building or buildings, parking lots or structures, and recreational facilities and the necessary site or sites for the use of the City of Mason.



**BUDGET REPORT FOR CITY OF MASON  
FUND 369: MASON BUILDING AUTHORITY**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	BOND REVENUE	5,300,000	-	-	6,050,000	-
Totals for dept 000.00 -		5,300,000	-	-	6,050,000	-
<b>TOTAL ESTIMATED REVENUES</b>		<b>5,300,000</b>	<b>-</b>	<b>-</b>	<b>6,050,000</b>	<b>-</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CONTRIBUTIONS TO OTHER FUNDS	5,250,000	-	-	6,000,000	-
	DEBT SERVICE	50,004	-	-	50,000	-
Totals for dept 000.00 -		5,300,004	-	-	6,050,000	-
<b>TOTAL APPROPRIATIONS</b>		<b>5,300,004</b>	<b>-</b>	<b>-</b>	<b>6,050,000</b>	<b>-</b>
NET OF REVENUES/APPROPRIATIONS - FUND 369		(4)	-	-	-	-
BEGINNING FUND BALANCE		4	4	4	4	4
ENDING FUND BALANCE		-	4	4	4	4
ESTIMATED CASH ON HAND			4	4		

# SPECIAL ASSESSMENT FUND (812)

---

## **Purpose**

The Special Assessment Fund is used to account for the revenue from special assessments used for the payment of principal and interest on long-term special assessment debt.

## **Authority**

This fund was established and adopted by the City Council on September 17, 1951.

## **Character**

According to the adopted plan the fund is to be used:

- To levy and collect special assessment from residents.



**BUDGET REPORT FOR CITY OF MASON  
FUND 812: SPECIAL ASSESSMENT FUND**

ACCOUNT CLASSIFICATION	DESCRIPTION	2022-23 AMENDED BUDGET	2022-23 PROJECTED ACTIVITY	2023-24 REQUESTED BUDGET	2024-25 REQUESTED BUDGET	2025-26 REQUESTED BUDGET
<b>ESTIMATED REVENUES</b>						
Dept 000.00						
	TAX REVENUE	32,260	32,260	40,980	40,980	40,980
	INTEREST INCOME	400	7,505	5,000	3,500	2,500
Totals for dept 000.00 -		32,660	39,765	45,980	44,480	43,480
<b>TOTAL ESTIMATED REVENUES</b>		<b>32,660</b>	<b>39,765</b>	<b>45,980</b>	<b>44,480</b>	<b>43,480</b>
<b>APPROPRIATIONS</b>						
Dept 000.00						
	CONTRIBUTIONS TO OTHER FUNDS	32,260	32,260	40,980	40,980	40,980
Totals for dept 000.00 -		32,260	32,260	40,980	40,980	40,980
<b>TOTAL APPROPRIATIONS</b>		<b>32,260</b>	<b>32,260</b>	<b>40,980</b>	<b>40,980</b>	<b>40,980</b>
NET OF REVENUES/APPROPRIATIONS - FUND 812		400	7,505	5,000	3,500	2,500
BEGINNING FUND BALANCE		348,436	348,436	355,941	360,941	364,441
ENDING FUND BALANCE		348,836	355,941	360,941	364,441	366,941
ESTIMATED CASH ON HAND			355,941	360,941		

# CIP NARRATIVE

---

## **Capital Improvements Program 2023-2029**

A Capital Improvements Program (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements.





# CAPITAL IMPROVEMENTS PROGRAM 2023 – 2029

Adopted March 20, 2023 – City Council  
Prepared March 14, 2023 – Planning Commission





**City of Mason City Council**

Adopted: March 20, 2023

Russell Whipple, Mayor  
Leon Clark, Mayor Pro Tem

Jon Droscha	Jerry Schaffer
Elaine Ferris	Rita Vogel
Scott Preadmore	

**City of Mason Planning Commission**

Prepared: March 14, 2023

John Sabbadin, Chairperson  
Seth Waxman, Vice Chairperson  
Megan Wren, Secretary

Leon Clark, Council Liaison	Austen Malczewski
Kenneth Bliesener II	Mitch Perrault
Kyle Elizabeth Kirkby	Matt Wood

**Prepared by:**

Deborah Stuart, City Manager/ Interim DPW Director  
Don Heck, P.E., City Engineer  
Elizabeth Hude, Community Development Director  
Sarah Jarvis, City Clerk/ Director of Employee and Customer Engagement  
Kerry Minshall, Fire Chief / Facilities  
Michelle Pietsch, Finance Director / Treasurer  
Mark Wriggelsworth, Police Chief



THIS PAGE INTENTIONALLY LEFT BLANK.

# Table of Contents

---

<b>Introduction.....</b>	<b>1</b>
<b>Process .....</b>	<b>4</b>
<b>Policy.....</b>	<b>5</b>
<b>Funding Overview .....</b>	<b>6</b>
<b>CIP List of Projects .....</b>	<b>9</b>
Streets, Bridges, Signals (S) .....	11
Utilities: Sanitary Sewer, Storm Water, and Water Distribution (U) .....	23
Parks, Cemetery, Forestry, Non-Motorized (P).....	39
Motor Vehicle Pool (MVP) .....	49
Building, Property, Equipment, Legislation (B) .....	58
<b>CIP Budget and Resolutions .....</b>	<b>67</b>

## Tables and Figures

Table 1: PASER Rating Overview .....	12
Table 2: 20 Year Road Appropriation Summary: 2003-2023 .....	14
Table 3: City of Mason Inventory of Wells.....	24
Table 4. City of Mason Inventory of City Parks .....	29
Table 5. City of Mason Inventory Fire Equipment Fund Fleet .....	46
 Figure 1: Authorization Flow Chart.....	 3
Figure 2: CIP Process .....	4
Figure 3: Non-motorized Program: Sidewalks .....	41

THIS PAGE INTENTIONALLY LEFT BLANK.

# Introduction

---

A Capital Improvements Program (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the community of Mason's existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs Mason residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP provides visual representations of the community's needs including detail on the timing, sequence, and location of capital projects. The CIP can also influence growth because infrastructure can impact development patterns.

Some of the many benefits the CIP provides for the residents and stakeholders include:

- Optimize the uses of revenue;
- Focus attention on community goals, needs, and capabilities;
- Guide future growth and development;
- Encourage efficient government;
- Improve intergovernmental and regional cooperation;
- Help maintain a sound and stable financial program; and
- Enhance opportunities for the participation in federal and/or state grant programs.

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.

Plans and policies include:

- 20-Year Masterplan;
- Five-Year Parks and Recreation Plan;
- Downtown Development Authority Tax Increment Financing (TIF) Plan;
- Local Development Finance Authority TIF Plan; and
- Administrative Policies.

### Definition of a Capital Improvement

The CIP allows for responsible and thoughtful planning of future major expenditures that are not necessarily financed or automatically included in the annual budgeting process. All capital projects that fit the description under the policy (see Page 5) should be part of this CIP.

### Legal Basis of the Capital Improvements Program

The CIP has been authorized by the Michigan Planning Enabling Act (Public Act 33 of 2008). This mandate gives responsibility for preparing a CIP for local Planning Commission bodies, and reads as follows:

**125.3865 Capital Improvements program of public structures and improvements/ preparation; basis. Sec. 65. (1)** To further the desirable future development of the local unit of government under the Masterplan, a planning commission, after adoption of a Masterplan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

### Planning and Benefits of the Capital Improvements Program

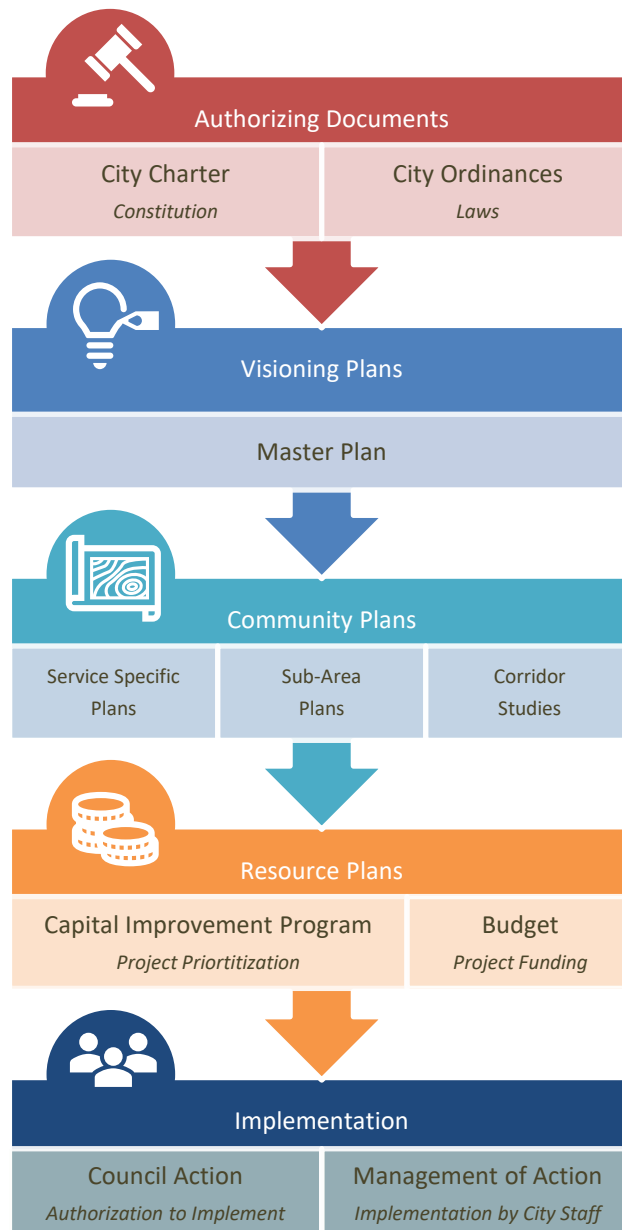
The CIP is, first and foremost, a key implementation tool for a community's planning efforts and is dynamic. Each year all projects included within the CIP are reviewed for consistency with planning documents, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget. With thoughtful foresight and review as a result of a CIP, the many outstanding capital projects that Mason is faced with implementing every year can be viewed as one package, rather than as small, fragmented groups or lists, with no unified sense of focus and direction.

When capital improvements begin with careful planning and study, the City of Mason's chances for receiving state and federal grants are greatly enhanced. Some grants require the inclusion of a CIP with their application. Formulation of a CIP helps those involved to look at alternative funding mechanisms that might not have been considered before. Instead of relying on local revenue sources alone, the CIP allows the City to think more creatively to fulfill Masterplan for Land Use goals and policies. The CIP will continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to providing more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy. The CIP often avoids reactive planning, and instead replaces it with balanced growth initiatives.

## Impact of Capital Budget on the Operating Budget

As new policies and programs are approved, both the operating and capital budgets are impacted. For example, an increase in service levels approved as part of the operating budget would have long-term effects on the Capital Improvements Program. Conversely, a restrictive change to the use of long-term debt would slow capital programs. Regardless of the difference between the operating and capital budgets, the two are interdependent.

**Figure 1: Authorization Flow Chart**



Preparation of the CIP by the Planning Commission does not mean they grant final approval of all projects contained within the plan. Rather by recommending approval of the CIP by the City Council, the Planning Commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

The community of Mason strives to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents, as there should be in a strategic planning environment.

# CIP Process

**Project Submission:** New projects are submitted with the Project Application Form that outlines how projects will be evaluated and prioritized:

- Does the project contribute to health, safety, and welfare?
- Is the project required to comply with a law?
- Does the project conform with adopted programs, policies, or plans?
- Does the project remediate an existing or projected deficiency?
- Will the project upgrade facilities?
- What is the service area impact of the project?
- Does the project deliver a level of service desired by the community?

**Mason Leadership Team:** reviews all projects recommended from various areas of expertise, evaluates the prioritization of projects based on established criteria above, considers funding options, and presents the recommendation to the Planning Commission.

**City Manager:** clarifies any issues, finalizes the ratings, and approves the CIP draft. The City Manager recommends the CIP draft at the Joint Workshop, presents any clarification of the CIP at the Planning Commission and City Council meetings.

**Mason Planning Commission:** reviews the City Manager's recommendation, conducts workshops (if necessary), receives public input, prepares the plan, and requests the governing body to consider adoption.

**Mason City Council:** is requested to adopt the CIP by the Planning Commission and use the CIP as a guiding tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

**Mason Residents:** are encouraged to participate in plan development by working with various boards and commissions, attending the Open House and/or the Planning Commission public hearings, and at the governing body's budget workshops and public hearings. As always, communication is open between residents, governing body representatives, Planning Commission representatives, and staff.

**Figure 2: CIP Process**



# Policy

---

As used in the City of Mason Capital Improvements Program, a “Capital Improvements Project” is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, storm sewers, major/local roadways, recreational facilities), an addition to, or extension of, such a facility, provided the cost is \$5,000 or more and that the improvement will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or part of a building, its grounds, a facility, or equipment, provided the cost is \$5,000 or more and the improvement will have a useful life of three years or more.
3. Any purchase or replacement of major equipment to support community programs provided the cost is \$5,000 or more and will be coded to a capital asset account.
4. Any planned ordinance updates that may require a consultant to assist provided the cost is \$5,000 or more.
5. Any planning, feasibility, engineering, or design study that cost \$5,000 or more related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects with a useful life of three years or more.
6. Any planning, feasibility, engineering, or design study costing \$10,000 or more that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects.
7. Any full or partial ordinance or charter section review and update which requires professional assistance to ensure changes are properly prioritized, supported through careful study and planning, and consistent with other local ordinances, state, or federal laws. This includes, but is not limited to, circumstances when provisions become obsolete, when identifiable conditions change in relation to the provisions of City ordinances or the charter, when errors are discovered, when changes are made in the master plan, or when the city council or planning commission has determined a public interest exists. Depending on the cost, the project may be represented within the operational budget under contract services.



# Funding Overview

---

Capital Improvements Projects involve the outlay of substantial funds making numerous sources of funding necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of the funding sources for projects included in the CIP:

## Bonds

When the community of Mason sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them.

**General Obligation (G.O.) bonds:** Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies, and the amount is included in Mason’s state-imposed debt limits. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes.

- *Mason also has one outstanding bond related to the City Hall/Police Station. The bond has a remaining payment balance of **\$2,970,000** with a final payment estimated in 04/2040.*

**Revenue bonds:** Revenue bonds are sold for projects that produce revenues such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, Revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community backs them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act. The City of Mason currently has no outstanding revenue bonds.

## Building Authority

The Mason Building Authority was established for the purpose of acquiring, furnishing, equipping, owning, improving, enlarging, operating, and maintaining a building or buildings, automobile parking lots or structures, recreation facilities and the necessary site or sites therefore thereof, and the payment of the bond principal and interest for any related debt incurred. The Building Authority functions as a mechanism to facilitate the selling of bonds to finance public improvements.

## Enterprise Fund (Water and Sewer Fund)

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that enterprise fund.

The revenues generated from the Mason's Water and Sewer system must be set aside and collected in accounts as designated by existing revenue bond ordinances. These revenues are pledged for the specific purposes and transferred in a manner specified by those ordinances.

The City of Mason charges for water service supplied by the system based on a rate schedule measured by water usage. These charges must be sufficient to provide adequate revenues for operations, maintenance, replacements, improvements, and debt retirement. The last utility rate study was started in 2019 with estimated completion and rate increases expected in mid-2020, but the COVID pandemic has delayed the final study results and rate recommendations. The rate study is in completion stage and rate recommendations will be presented in July 2023.

- *Mason currently has one outstanding loan with the State of Michigan Drinking Water Revolving Fund (DWRf) related to the Water Treatment Plant. The loan has a remaining payment balance of \$2,638,674 with a final payment estimated in 04/2028.*

### **Federal and State Funds**

The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

### **Millages**

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property's net value, following the application of all exemptions and a 50% equalization ratio. Mason is authorized to utilize millages under Public Act 279 of 1909, the Home Rule Cities Act. The City of Mason's current millage rate is 16.25 with 1 mill dedicated park capital millage (approved by Voters in 2021). Under the Headlee Amendment, the City of Mason City Council is authorized to raise the millage up to **17.9294** without a vote of the people.

### **Special Assessments**

Capital improvements that benefit properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method in Mason are sidewalk and drive approach improvements.

### **State Shared Revenue**

The City of Mason receives its share of various taxes and fees from programs and requirements by the State of Michigan. This refers to both constitutional and statutory Revenue Sharing payments.

- The Constitutional portion consists of 15% of gross collections from the 4% sales tax distributed to cities, villages, and townships based on their population. The Legislature cannot reduce or increase this amount.
- The Statutory portion is distributed by a formula, set in Public Act 532 of 1998. The Act calls for 21.3% of the 4% sales tax collections to be distributed in accordance with the formula. The Legislature can reduce the statutory portion based on the State's priorities for the State's budget.

### **Tax Increment Financing (TIF)**

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that results from a redevelopment project to pay for project-related public improvements.

- *For purposes of financing activities within the community of Mason's downtown district, the Downtown Development Authority adopted a 30-year TIF plan in 1984 (extended to expire in 2030) that generates roughly **\$140,000** in revenue annually.*
- *For purposes of financing activities related to Mason's south industrial area, the Local Development Finance Authority Act adopted a TIF plan in 1989 that generates roughly **\$410,000** in revenue annually.*

### **Weight and Gas Tax**

Based on a formula set by the State of Michigan, the community of Mason receives a portion of the tax placed on motor fuel and highway usage in the state. The restrictions placed on the expenditure of these funds ensure that they will be spent on transportation-related projects or operations and services. These are commonly called Act 51 funds.

- *Mason on average receives **\$890,000** split between the Major and Local Street Funds.*

**NOTE: Numbers in this section are current per the audited financial statements dated June 30, 2022.**



# CAPITAL IMPROVEMENTS PROGRAM 2023-2029

## LIST OF PROJECTS

THIS PAGE INTENTIONALLY LEFT BLANK.

# Streets, Bridges, Signals (S)

---

## OVERVIEW

The City of Mason contains both public and private roadways. Public roads are owned and operated by the Michigan Department of Transportation (MDOT), the Ingham County Road Commission, and the City of Mason. Private roads are owned and operated by private developments and homeowner groups. The City currently maintains 12.25 miles of major streets, 19.78 miles of local streets, 2.21 miles of cemetery drives, and 3.32 miles of non-motorized trail. Mason collaborates with MDOT to maintain and monitor the health of certain roads and corridors. To define priorities for the local street and major street rehabilitation programs, the City has a formal asset management program that categorizes roads based on their Pavement Surface Evaluation and Rating (PASER). Table 1 illustrates PASER ratings for asphalt pavements.

The lowest-rated roads in each of these categories would generally be addressed first. However, the last PASER evaluation was completed in 2019 so staff also considers changes in conditions since that review. The next full PASER evaluation is anticipated in 2023 by in house staff that were trained in 2022. The results may impact the current prioritization of street construction recommendations in future plans.

Following the PASER evaluation, the City looks at underground utilities and considers whether the condition of those utilities would move a street project up in priority. This is followed by the impact to residents and how many property owners would be impacted positively due to the improvement.

Finally, the city considers the budget and how many streets can be completed within a year based on the resources available. Street maintenance and improvement is a predetermined budget priority for the City of Mason within the City's Charter. Mason voters have approved that a minimum value equal to four (4) mills be appropriated to road projects every year.

### ***City Charter Sec. 8.4. Adoption of budget. (Excerpt)***

*The budget resolution shall include a minimum appropriation of money for the street construction program equal to 2/5 of one percent of the taxable valuation of all non-exempt real and personal property in the City.*

Due to the construction season crossing fiscal years and unforeseen factors impacting the ability for a project to be completed, the City maintains a rolling summary to assure the City is meeting this requirement (see Table A). This allocation can be funded by numerous resources to meet this requirement.

**Table 1. PASER Rating Overview**

Rating	Visible Distress	General Treatment and Conditions
<b>10 Good</b>	None	New construction.
<b>9 Good</b>	None	Recent overlay.
<b>8 Good</b>	No longitudinal cracks except reflection of paving joints. Occasional transverse cracks widely spaced (40' or greater). All cracks sealed or tight (open less than 1/4").	Recent sealcoat or new cold mix. Little or no maintenance required.
<b>7 Fair</b>	Very slight or no raveling, surface shows some traffic wear. Longitudinal cracks (open 1/4") due to reflection or paving joints. Transverse cracks (open 1/4") spaced 10' or more apart, little or slight crack raveling. No patching or very few patches in excellent condition.	First signs of aging. Maintain with routine crack filling.
<b>6 Fair</b>	Slight raveling (loss of fines) and traffic wear. Longitudinal cracks (open 1/4"– 1/2"), some spaced less than 10'. First sign of block cracking. Sight to moderate flushing or polishing. Occasional patching in good condition.	Shows signs of aging. Sound structural condition. Could extend life with sealcoat.
<b>5 Fair</b>	Moderate to severe raveling (loss of fine and coarse aggregate). Longitudinal and transverse cracks (open 1/2") show first signs of slight raveling and secondary cracks. First signs of longitudinal cracks near pavement edge. Block cracking up to 50% of surface. Extensive to severe flushing or polishing. Some patching or edge wedging in good condition.	Surface aging. Sound structural condition. Needs sealcoat or thin non-structural overlay (less than 2").
<b>4 Poor</b>	Severe surface raveling. Multiple longitudinal and transverse cracking with slight raveling. Longitudinal cracking in wheel path. Block cracking (over 50% of surface). Patching in fair condition. Slight rutting or distortions (1/2" deep or less).	Significant aging and first signs of need for strengthening. Would benefit from a structural overlay (2" or more).
<b>3 Poor</b>	Closely spaced longitudinal and transverse cracks often showing raveling and crack erosion. Severe block cracking. Some alligator cracking (less than 25% of surface). Patches in fair to poor condition. Moderate rutting or distortion (1" or 2" deep). Occasional potholes.	Needs patching and repair prior to major overlay. Milling and removal of deterioration extends the life of overlay.
<b>2 Poor</b>	Alligator cracking (over 25% of surface). Severe distortions (over 2" deep). Extensive patching in poor condition. Potholes.	Severe deterioration. Needs reconstruction with extensive base repair. Pulverization of old pavement is effective
<b>1 Poor</b>	Severe distress with extensive loss of surface integrity.	Failed. Needs total reconstruction.

Once prioritized the road work will typically be completed in one of the three following ways:

- **Mill and Fill:** Consists of grinding the surface layer with a milling machine, hauling, and disposing of the milled bituminous pavement. A new lift of hot mix asphalt (HMA) is placed over the milled surface. This treatment methodology can facilitate up to 10 years of additional service life without full reconstruction. This method of surface rehabilitation provides the greatest value in areas where the base layers of pavement do not have extensive cracking and utility repairs or replacements are not warranted. Sidewalks are evaluated and replaced as necessary.
- **Pulverize, Shape and Repave:** Consists of pulverizing the full depth of the existing pavement and intermixing the pulverized HMA with the aggregate base. This pulverized material is then graded and compacted to the original cross slope of the street. Any excess material is hauled off site. New HMA is placed upon this pulverized section in as many as three lifts. This method provides the equivalent of a new street cross-section without the added expenses of removing and replacing all the concrete curb and gutter. In addition, the pulverized material can be temporarily stockpiled on the adjacent lane to facilitate any utility repairs or replacements. Sidewalks are evaluated and replaced as necessary.
- **Reconstruction:** Consists of the complete removal and replacement of all components of the street, including but not limited to concrete curb and gutter, existing pavement and gravel section. This method of construction is limited to areas deteriorated beyond the scope of the Mill and Fill or Pulverize, Shape and Repave methods. After removal, the street is completely rebuilt by re-grading the base, placing new aggregate, placing new concrete curb and gutter, and repaving the road. Often new drainage structures and storm sewer are installed as a reconstruction project. Typically, this method is reserved for circumstances such as a road widening or narrowing or the complete replacement or reconstruction of underground infrastructure such as sanitary sewer or water main. This is the costliest, most time-consuming, and disruptive street construction.

**Sidewalks, Driveways and Trail Access:** The City's policy is to evaluate sidewalks, driveways, and trail connections on any road that is being improved, and to replace or add sidewalks, driveways, and trail access as necessary. Sidewalks and drive approaches will be assessed through the Special Assessment District Process per the City's policy.

**Alleys:** Alleys within City's were developed traditionally to hide the unsightlier functions (garage, garbage cans, transformers, etc.) of our communities, but also have a positive impact on the street character of the neighborhood identified as a priority in the Masterplan. Due to this important role, alleys are now being evaluated and planned for within the CIP for regular replacement and care as part of our street maintenance program.



**Table 2. 20 Year Road Appropriation Summary: 2003-2023**

Due to actual expenditures occurring in construction seasons crossing two fiscal years, actual expenditures may vary from appropriation.

Fiscal Year	Required Appropriation	Actual Spent	Over/ (Under)
02/03	764,684	454,415	(310,269)
03/04	792,587	888,648	96,061
04/05	828,705	976,706	148,001
05/06*	739,970	1,045,585	305,615
06/07	824,935	648,943	(175,992)
07/08	871,830	1,042,491	170,661
08/09	916,258	2,876,791	1,960,533
09/10	967,322	539,351	(427,972)
10/11	896,554	823,559	(72,995)
11/12**	871,232	3,573	(867,659)
12/13	860,205	68,165	(792,040)
13/14	869,376	1,477,869	608,493
14/15	853,096	480,704	(372,392)
15/16	864,892	1,509,286	644,394
16/17	853,788	369,815	(483,973)
17/18	872,460	1,172,037	299,577
18/19	868,820	263,751	(605,069)
19/20	884,585	1,396,589	512,004
20/21	910,422	1,167,899	257,477
21/22	929,791	906,165	(23,626)
22/23***	974,334	1,015,050	40,716
<b>Totals</b>	<b>18,215,846</b>	<b>19,127,392</b>	<b>911,546</b>

\* **Note:** 5 Mill to 4 Mill Requirement

\*\* **Note:** Street Construction Waived

\*\*\* **Note:** Partial Year includes up to 12/31/22

## Proposed Project Year: 2023-24

**Project Number: 2017-S14** E. Cherry Street: S. Rogers Street to End

---

**Description:** Mill and fill.

**Justification:** PASER Rating- 5. This street was last worked on in 1997 and had a total reconstruction. Thirty-two (32) homes will be directly impacted by this improvement. This project was delayed to coordinate with construction of improvements at Steele Street School.

**Connected Project:** Utilities: E. Cherry Street: S. Rogers Street to End (2017-U27)

**Project Number: 2017-S16** Maple Street Bridge: Replacement

---

**Description:** Bridge replacement due to bridge deteriorating and safety concerns.

**Justification:** This bridge over the Sycamore Creek was evaluated and the report shows that the concrete head walls have severe spalling and need repair/replacement. The Michigan Department of Transportation has an upcoming bridge project intended to improve the pedestrian accessibility and safety for the bridge over the Sycamore Creek on M-36 in the downtown of Mason. The MDOT bridge project currently scheduled for letting late in 2023 with construction anticipated in spring of 2024; therefore, completion of the Maple Street prior to MDOT's work will be necessary to facilitate traffic around the Ash Street bridge. Project has been evaluated and can be done independent of the anticipated planned Lee Austin Park improvements.

**Project Number: 2019-S1** S. Walnut Court: W. Columbia Street to W. Ash Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 1999. Twenty-four (24) homes will be directly impacted by this improvement.

**Connected Project:** Utilities S. Walnut Court: W. Columbia Street to W. Ash Street (2023-U1)

**Project Number: 2023-S1** E. Cherry Street South Alley: S. Jefferson Street to Rogers Street **NEW**

---

**Description:** Pulverize, shape, and repave.

**Justification:** Eighteen (18) properties will be directly impacted by this improvement. Newly added due to expanded asset management plan including alleys.

## Proposed Project Year: 2024-25

**Project Number: 2018-S27** Peachtree Place: W. Columbia Street to W. South Street

---

**Description:** Mill and fill.

**Justification:** PASER Rating- 4. This street was last worked on in 1997 and had a mill and repave. Sixty-three (63) homes will be directly impacted by this improvement.

**Connected Project:** Utilities Peachtree Place: W. Columbia Street to W. South Street (2023-U7)

---

**Project Number: 2018-S29**      S. McRoberts Street: W. Columbia Street to W. Ash Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 4. This street was last worked on in 1998 and had mill and fill. Fifteen (15) homes will be directly impacted by this improvement.

**Connected Project:** Utilities S. McRoberts Street: W. Columbia Street to W. Ash Street (2023-U8)

---

**Project Number: 2018-S30**      Steele Street: E. Ash Street to E. Elm Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 4. This street was last worked on in 1996 and had a total reconstruction in that year. Seven (7) homes will be directly impacted by this improvement.

**Connected Project:** Utilities Steele Street: E. Ash Street to E. Elm Street (2021-U3)

---

**Project Number: 2019-S4**      Foxview Lane: Entire Length

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 2006. Nine (9) homes will be directly impacted by this improvement.

**Connected Project:** Utilities Foxview Lane: Entire Length (2023-U9)

---

**Project Number: 2019-S6**      Middlebury Lane: Entire Length

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 2006. Fifteen (15) homes will be directly impacted by this improvement.

**Connected Project:** Utilities Middlebury Lane: Entire Length (2023-U10)

---

**Project Number: 2023-S2**      E. Elm Street South Alley: S. Jefferson Street to S. Rogers Street      **NEW**

---

**Description:** Pulverize, shape, and repave.

**Justification:** Seventeen (17) properties will be directly impacted by this improvement. Added due to expanded asset management plan including alleys.

**Proposed Project Year: 2025-26**      (ALL STREETS MOVED FROM 24/25)

---

**Project Number: 2018-S31**      W. Oak Street: S. McRoberts Street to S. Lansing Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 1998 and had a total reconstruction. Seventeen (17) homes will be directly impacted by this improvement.

**Connected Project:** Utilities W. Oak Street: S. McRoberts Street to S. Lansing Street (2023-U14)

---

**Project Number: 2019-S2**      Coppersmith Drive: Sanctuary Drive to Wildemere Drive

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 1980. Ten (10) homes will be directly impacted by this improvement.

**Connected Project:** Utilities Coppersmith Drive: Sanctuary Drive to Wildemere Drive (2023-U15)

---

**Project Number: 2019-S3**      E. South Street: S. Barnes Street to S. Rogers Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 4. This street was last worked on in 1998. Eight (8) homes will be directly impacted by this improvement.

**Connected Project:** Utilities E. South Street: S. Barnes Street to S. Rogers Street (2023-U16)

---

**Project Number: 2019-S7**      S. McRoberts Street: W. Ash Street to W. South Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 1998. Twenty-seven (27) homes will be directly impacted by this improvement.

**Connected Project:** Utilities S. McRoberts Street: W. Columbia Street to W. Ash Street (2023-U17)

---

**Project Number: 2019-S8**      W. Maple Street: S. Lansing Street to S. Park Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 4. This street was last worked on in 1996. This project will impact the Business District, trail users and access to the park and downtown by neighborhood to the west of the bridge. This project is placed in this year to coordinate with Project No. 2017-S16 in 2023 and the MDOT work planned in 2024 on the Ash Street Bridge over Sycamore Creek to allow for detour routes. This project will take place at the same year as the anticipated planned Lee Austin Park improvements.

**Connected Project:** Utilities W. Maple Street: S. Lansing Street to S. Park Street (2023-U18)

---

**Project Number: 2023-S3**      W. Sycamore Street South Alley: S. Park Street to S. Jefferson Street **NEW**

---

**Description:** Pulverize, shape, and repave.

**Justification:** The Commercial Business District, ten (10) commercial properties and nine (9) residential properties will be directly impacted by this improvement. Newly added due to expanded asset management plan including alleys. Staff will consider coordinating this project will consider with improvements to the City owned lots at both ends of this alley.

**Project Number: 2023-S4**      E. Ash Street South Alley: S. Barnes Street to S. Rogers Street      **NEW**

---

**Description:** Pulverize, shape, and repave.

**Justification:** Twelve (12) properties will be directly impacted by this improvement.    Newly added due to expanded asset management plan including alleys.

**Proposed Project Year: 2026-27**      (ALL STREETS MOVED FROM 25/26)

**Project Number: 2020-S1**      N. Rogers Street: Ann Street to E. Columbia Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 1991. Thirteen (13) homes will be directly impacted by this improvement.

**Connected Project:** Utilities N. Rogers Street: Ann Street to E. Columbia Street (2023-U20)

**Project Number: 2020-S2**      E. South Street: S. Rogers Street to Hall Blvd.

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 4. This street was last worked on in 1997. Twenty-Eight (28) homes will be directly impacted by this improvement.

**Connected Project:** Utilities E. South Street: S. Rogers Street to Hall Blvd. (2023-U21)

**Project Number: 2020-S3**      State Street: W. Sycamore Street to W. Maple Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. The street was last worked on in 2004. Ten (10) homes will be directly impacted by this improvement.

**Connected Project:** Utilities State Street: W. Sycamore Street to W. Maple Street (2023-U22)

**Project Number: 2020-S4**      Steele Street: E. Sycamore Street to E. Maple Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 4. This street was last worked on in 2001.    Six (6) homes will be directly impacted by this improvement.

**Connected Project:** Utilities Steele Street: E. Sycamore Street to E. Maple Street (2023-U23)

---

**Project Number: 2020-S5**      Stratford Drive: Eaton Drive to E. Columbia Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 1979. Fifteen (15) homes will be directly impacted by this improvement. The City has received citizen complaints regarding this street and have attempted to address the main issues, but some will not be corrected until road work is completed. Coordination with Giguere Subdivision plans is also critical for this street.

**Connected Project:** Utilities Stratford Drive: Eaton Drive to E. Columbia Street (2023-U24)

---

**Project Number: 2020-S6**      Wildemere Drive: Coppersmith Drive to Stratford Drive

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 1980. Fifty-One (51) homes will be directly impacted by this improvement.

**Connected Project:** Utilities Wildemere Drive: Coppersmith Drive to Stratford Drive (2023-U25)

---

**Project Number: 2023-S6**      E. Sycamore Street South Alley: S. Jefferson Street to S. Barnes St. **NEW**

---

**Description:** Pulverize, shape, and repave.

**Justification:** Twenty-one (21) properties will be directly impacted by this improvement. Added due to expanded asset management plan including alleys.

**Proposed Project Year: 2027-28** (ALL STREETS MOVED FROM 26/27)

---

**Project Number: 2021-S1**      Avery Lane: Entire Length

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 6. This street was last worked on in 2009 after construction of the Water Treatment Plant was completed. The Water Treatment Plant and other properties that are currently vacant will be directly impacted by this improvement.

---

**Project Number: 2021-S2**      E. Sycamore Street: S. Jefferson to Steele Street

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 3 (Jefferson to Barnes) and 4 (Barnes to Steele). This street was last worked on in 2003 and had a mill and repave. Thirty-four (34) properties will be directly impacted by this improvement.

**Connected Project:** Utilities E. Sycamore Street: S. Jefferson to Steele Street (2023-U29)

---

**Project Number: 2021-S3**      W. Sycamore Street: S. Jefferson to State Street

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 5. This street was last worked on in 2001 and had a mill and repave. Twenty-one (21) properties will be directly impacted by this improvement.

**Connected Project:** Utilities W. Sycamore Street: S. Jefferson to Cedar Street (2023-U30)

---

**Project Number: 2021-S4**      W. Sycamore Street: S. Cedar Street to S. Lansing Street

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 2 (Cedar to McRoberts) and 1 (McRoberts to Lansing). This street was last worked on in 2006 and had a mill and repave. Twenty-three (23) properties will be directly impacted by this improvement.

**Connected Project:** Utilities W. Sycamore Street: S. Jefferson to Cedar Street (2023-U30)

---

**Project Number: 2021-S5**      Vanderveen Drive: Entire Length

**Description:** Pulverize, shape, and repave.

**Justification:** PASER Rating- 3. This street was last worked on in 2006 and had a mill and repave. Seventeen (17) properties will be directly impacted by this improvement.

**Connected Project:** Utilities Vanderveen Drive: Entire Length (2023-U31)

---

**Project Number: 2021-S7**      Windjammer Court: Entire Length

**Description:** Pulverize, shape and repave.

**Justification:** PASER Rating- 2. The road was last worked on in 2008. Five (5) homes will be directly impacted by this improvement.

---

**Project Number: 2023-S7**      E. Oak South Alley: S. Jefferson Street to S. Rogers Street

**NEW**

**Description:** Pulverize, shape, and repave.

**Justification:** Twenty-one (21) properties will be directly impacted by this improvement. Newly added due to expanded asset management plan including alleys.

## Proposed Project Year: 2028-29

(ALL STREETS MOVED FROM 27/28)

### Project Number: 2019-S10 Franklin Farms Drive: Extension

---

**Description:** Acquire land, design, and construct an extension to Franklin Farms Drive south over Willow Creek to Kipp Rd.

**Justification:** There are currently 264 households with only one means of ingress/egress, far exceeding the standards for residential development (25 households). When South Street is closed, residents and emergency responders must take route via Columbia/ College/ Sitts or Kipp/College/Sitts to reach the area. If Northbrook were to be closed for any reason, there is no second means of access to/from the neighborhood. The idea for connecting this neighborhood across Willow Creek to Kipp Rd is nearly 80 years old as it appears on the City's 1940 Road Plan. This project will be moved to be within year six until there is a plan to implement.

### Project Number: 2022-S1 Ann Street: Entire Length

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER rating to be evaluated in 2023. This street was last worked on in 2001. Twenty-eight (28) properties will be directly affected.

**Connected Project:** Utilities Ann Street: Entire Length (2023-U37)

### Project Number: 2022-S2 North, East, and West Bailey Circle- Entire Length

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER rating to be evaluated in 2023. These streets were last worked on in 2008. Thirty-one (31) properties will be directly impacted by this improvement.

### Project Number: 2022-S3 N. Barnes Street- Valley Court to Devon Hill Drive

---

**Description:** Pulverize, shape and repave.

**Justification:** PASER rating to be evaluated in 2023. This street was last worked on in 2002. Eighteen (18) properties will be directly impacted by this improvement.

**Connected Project:** Utilities Devon Hills Subdivision (2023-U38)

### Project Number: 2022-S4 Devon Hill Drive- Entire Length

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER rating to be evaluated in 2023. This street was last worked on in 2002. Seven (7) properties will be directly impacted by this improvement.

**Connected Project:** Utilities Devon Hills Subdivision (2023-U38)



---

**Project Number: 2022-S5**      N. Rogers Street- Okemos Street to North End of N. Rogers

---

**Description:** Pulverize, shape, and repave.

**Justification:** PASER rating to be evaluated in 2023. This street was last worked on in 2002. Thirty-six (36) properties will be directly impacted by this improvement.

**Connected Project:** Utilities Devon Hills Subdivision (2023-U38)

---

**Project Number: 2022-S6**      Royce Street- Entire Length

---

**Description:** Pulverize, shape and repave.

**Justification:** PASER rating to be evaluated in 2023. This street was last worked on in 2002. Twelve (12) homes will be directly impacted by this improvement.

**Connected Project:** Utilities Devon Hills Subdivision (2023-U38)

---

**Project Number: 2022-S7**      Valley Court- Entire Length

---

**Description:** Pulverize, shape and repave.

**Justification:** PASER rating to be evaluated in 2023. The road was last worked on in 2002. Twelve (12) homes will be directly impacted by this improvement.

**Connected Project:** Utilities Devon Hills Subdivision (2023-U38)

---

**Project Number: 2023-S8**      E. Oak South Alley – S. Rogers Street to Steele Street

---

**NEW**

**Description:** Pulverize, shape and repave.

**Justification:** Twenty-three (23) properties will be directly impacted by this improvement. Newly added due to expanded asset management plan including alleys.

# Utilities: Sanitary Sewer, Storm Water, and Water Distribution (U)

---

## OVERVIEW

**Sanitary Sewer:** The sewage collection and treatment system consist of a 1.5 million gallons per day (MGD) capacity activated sludge treatment plant, 32 miles of sewer line including interceptors, and four lift stations. The plant was originally constructed in its current form in the 1950s and modified and/or expanded in 1975, 1977, 2011, and 2016. The plant treats the wastewater discharges from the entire City of Mason, as well as a portion of Alaiedon Township and a portion of Vevay Township that averages 1.15 MGD.

Wastewater treatment is directly connected to water use because much of the water used by homes, industries, and businesses must be treated before it is released back to the environment. Nature has an ability to cope with small amounts of water waste and pollution, but it would be overwhelmed if the city didn't treat the million-plus of gallons of wastewater and sewage produced every day by Mason users before returning it back to the environment. Treatment plants reduce pollutants in wastewater to a level nature can handle.

During average daily flow rates, the plant operators can use the existing system to treat the water to an excellent quality and meet all discharge permit requirements, even as the plant is well beyond its useful life. Though significant peak flow rates encountered a few times per year exceed the capacity of the treatment system and have resulted in bypass flows to surface water. The city, like most other communities in Michigan, operates under a National Pollutant Discharge Elimination System permit (NPDES) administered by the Michigan Department of Environment, Great Lakes, and Energy (EGLE). This permit establishes the allowable effluent levels to be discharged to the receiving waters, Sycamore Creek.

**Storm Water System:** The City of Mason is responsible for the Municipal Separate Storm Sewer System (MS4). The goal of the MS4 program is to reduce the discharge of pollutants to surface waters of the state. EGLE requires communities to comply with the state and federal stormwater regulations by obtaining a NPDES permit for stormwater. The city has developed a stormwater plan and is partnered with the Greater Lansing Regional Committee (GLRC). Collaborating with other community members of the GLRC has been beneficial to all the communities involved, working together to achieve a common goal. The stormwater NPDES requires that each community develop several different programs within their stormwater plan.

The City's MS4 consists of approximately 231,800 linear feet (43.9 miles) of concrete and plastic drainage pipes ranging from 6 inches to 42 inches in diameter, with some corrugated metal pipes up to 72 inches in diameter. The system has 1,026 stormwater catch basins that collect stormwater and debris from roadways, parking lots, building roofs, sump pumps, and some low-lying areas. The collected stormwater flows into the Sycamore Creek, Willow Creek or Rayner Drain.

**Water Distribution:** The City's water system consists of seven wells, two 500,000-gallon elevated storage towers, 600 fire hydrants, one one-million-gallon ground storage tank, and approximately 45 miles of water main service lines in various sizes. The City has a centralized treatment facility; the water is pumped through raw water mains to the treatment plant to remove items as required by the permit.

**Table 3. City of Mason Inventory of Wells**

Well No.	General Location	Condition
4	Hayes Park	Rebuilt in 2021
5	Ash St.	Rebuilt in 2021
6	Franklin Farms	Rebuilt in 2021
7	Kipp Road	Rebuilt in 2018
8	Water Treatment Plant	Rebuilt in 2017: Currently not operational (23/24)
9	Temple Street	Built in 2016: Currently not operational (22/23)
10	Temple Street	Built in 2016: Currently not operational (23/24)

The city also has a delineated wellhead protection area and regularly holds wellhead protection program meetings to ensure the long-term quality of drinking water. A source water protection program also includes management strategies to reduce contamination risk, contingency and new source planning, and public education and outreach.

**Lead and Copper Service Line Replacement:** The purpose of Michigan’s Lead and Copper Rule (LCR) is to protect public health by minimizing lead and copper levels in drinking water. Lead and copper enter drinking water mainly from corrosion of lead and copper containing plumbing materials. All community water suppliers are subject to the LCR requirements.

Under the LCR, the water utility will, at its expense, replace the entire water service beginning at the corporation valve to 18 inches inside the house if it is found to contain a “lead service line” (LSL). LSLs have been expanded to include services with lead “goosenecks” and galvanized lines that are or were connected to LSLs. There is no longer any distinction between the municipal and customer owned portion of the water service where lead is concerned. This is a significant change for the city and comes with additional costs.

The city is actively investigating the actual number of lead service lines to be replaced. This is to be documented in an asset management plan by January 1, 2025. The plan must also show a schedule of the replacements that must be made at a minimum of 5% per year average, however, all lead service line replacements must be completed within 20 years (by 2045) unless an alternate schedule for replacement is approved in the asset management plan.

The city plans to match our street construction schedule and prioritize lead likely areas. Based on the preliminary data, the city will be targeting an average of 97 lines per year and has met that goal in 2021 and 2022.

**Utility Work in Streets:** Please note that the CIP includes estimate placeholders for later years of utility work. Probable costs will be refined when work is closer to being implemented.

## Project Year: 2023-24

---

### Project Number: 2017-U27      Utilities E. Cherry Street: S. Rogers Street to End

**Description:** Sewer main replacement and manhole replacement. Repair of any utility issues identified during street construction.

**Justification:** The sanitary sewer was constructed in 1940 and needs to be replaced. It has clay tile and inflow problems. The sanitary manholes are brick and in poor shape, requiring replacement. This project was delayed to be coordinated with construction of improvements at Steele Street School.

**Connected Project:** E. Cherry Street: S. Rogers Street to End Road Construction (2017-S14)

---

### Project Number: 2018-U37      Well No. 10 (Temple St) Rebuild

**Description:** Temple Street Well No. 10 Rebuild

**Justification:** This well and two others are currently not operational. This well was last serviced in 2017. Well maintenance and replacement are critical to maintaining the water supply.

---

### Project Number: 2019-U11      Water: Well No. 8 (Water Treatment Plant) Rebuild

**MOVED**

**Description:** Water Treatment Plant Well No. 8 Rebuild

**Justification:** This well and two others are currently not operational. Due to this urgency, this well was moved up to this year from FY 2024-25. This well was last serviced in 2017. Well maintenance and replacement are critical to maintaining the water supply.

---

### Project Number: 2019-U3b      Wastewater Treatment Plant (WWTP): Plant Construction

**Description:** Construct a substantial renovation and resizing of the current wastewater treatment plant.

**Justification:** Project Number 2019-U3a authorized the design of the plant and will be completed in 2023. The final design includes an oxidation ditch, two final settling tanks, solids handling system, and other upgrades that will allow the city to address degrading and failing equipment, meet the requirement of the National Pollutant Discharge Elimination System permit, the requirements of the current Administrative Consent Order and increase efficiency of the plant. It anticipated actual construction of the plant will occur in 2023, depending on state permitting.

---

### Project Number: 2022-U1      Headworks Huber Screen

**MOVED**

**Description:** As part of establishing an asset management plan for the wastewater system staff have been going through asset manuals and identifying preventative maintenance outlined to be performed. The headworks is required to have the main wearing parts such as the bearings, screen basket, drive shaft support, brushes, and other components replaced every 8,000 hours of operation. This type of maintenance will extend the life of the headworks system and provide optimal operations.

**Justification:** The headworks has reached the 8,000 hour mark and is due to have the work performed. Due to an expected repair at the plant, this item got moved back from FY 2022-23.

**Project Number: 2023-U1**      Utilities S. Walnut Court: W. Columbia Street to W. Ash Street      **NEW**

---

**Description:** Replace some water main valves and fire hydrants as needed due to poor condition. Repair of any utility issues identified during street construction.

**Justification:** This project is to replace sanitary sewer leads that are in poor condition, as noted when televising sewer line. The sanitary sewer was installed in 1973 and water main was installed 1962. This project was newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** S. Walnut Court: W. Columbia Street to W. Ash Street Road Construction (2019-S1)

**Project Number: 2023-U2**      Utilities: Water Service Line Replacement      **NEW**

---

**Description:** Replacement of waters service lines.

**Justification:** This action is required to comply with Michigan's Lead and Copper Rule (LCR). All lead service lines served by City of Mason Water Plant must be replaced by 2041. Water service lines will be evaluated through the street program and changed during street construction if containing lead. In the event that no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced. Newly added due to expanded asset management plan including more utility detail related to lead service line replacement.

**Connected Projects:** E. Cherry Street: S. Rogers Street to End Street Construction (2017-S14) and S. Walnut Court: W. Columbia Street to W. Ash Street Road Construction (2019-S1)

**Project Number: 2023-U3**      Utilities: Hunting Meadows and Stag Thicket Water Valve Insert      **NEW**

---

**Description:** Install a line stop and a new 12 main valve on existing water main. Repair street and seal sanitary sewer manhole.

**Justification:** In 2022 a watermain break occurred in this intersection causing the road to heave and to get undermined. During the water main break, there was no way to shut off the water going toward Corbin Street, other than shutting a watermain valve at the intersection of Corbin and West Columbia, resulting in a very large area of the community area without water and causing boil water restriction. The water from the break also caused mortar from the manhole to get washed away allowing water to enter the sanitary sewer system.

When a boil water notice is given, the State requires a timely action plan to address the problem. Due to those requirements and the large impact on residents, this project was newly added and prioritized.

**Project Number: 2023-U4**      Water: South Well Tower Chlorine Analyzer      **NEW**

---

**Description:** Replacement of the South Well Tower Chhlorine Analyzer

**Justification:** The chlorine analyzer located at the south water tower is constantly failing and becoming unreliable. Repair parts for this unit are becoming obsolete. This unit monitors the amount of chlorine residual in the water and sends data into the SCADA system. This data allows staff to record, and maintain, the chlorine levels in the water distribution system. This action was newly added to this year and determined to be a high priority to maintain existing operations.

## Proposed Project Year: 2024-25

### Project Number: 2018-U40a N. Water Tower Interior/Exterior Repaint

**MOVED**

**Description:** The North Water Tower will be inspected and evaluated in 2023-24 and is expected to need both interior and exterior repainting.

**Justification:** During the last inspection of the North Water Tower, it was suggested that the city plan to repaint every 20 years. This planned inspection will place the North Water Tower at the 20-year mark. Due to the timing of the inspection and the anticipated cost, this item got moved back from FY 2022-23.

### Project Number: 2019-U10 Water Treatment Plant Filter Media Replacement

**Description:** Filter system replacement at the Water Treatment Plant.

**Justification:** The current filter media is ten years old. According to the latest radiological survey from the State done May 15, 2018, the residual radium in the filter media may approach a level of concern in the next five to ten years regarding disposal options in the future. The water department will do regular testing to predict the proper replacement timetable.

### Project Number: 2021-U3 Utilities Steele Street: E. Ash Street to E. Elm Street

**Description:** Replacement of existing 4" water main and sanitary sewer infrastructure. Add fire hydrant at Oak and Steele. Repair of any utility issues identified during street construction.

**Justification:** The 4" watermain was installed in 1934 and the sanitary sewer was installed around 1934. This project is will also replace sanitary sewer leads that are evaluated in advance by televising sewer lines.

**Connected Project:** Steele Street: E. Ash Street to Elm Road Construction (2018-S30)

### Project Number: 2023-U5 Utilities: Asset Management Plan

**NEW**

**Description:** Prepare Utilities Asset Management Plan to include improvements and maintenance of the water treatment, wastewater treatment, and stormwater collection systems.

**Justification:** Asset management plans are essential to ensure the long-term sustainability of a system and the ability to plan to large expenditures, while extending the life of the existing equipment with regular maintenance. During the Master Plan process, this asset management plan was identified as a top priority and is newly added to the CIP. Due to the amount of work, this may be completed in phases.

### Project Number: 2023-U6 Utilities Peachtree Place: W. Columbia Street to W. South Street **NEW**

**Description:** Replace some water main valves and fire hydrants as needed due to condition. Repair of any utility issues identified during street construction.

**Justification:** This project is to replace sanitary sewer leads that are evaluated in advance by televising sewer lines. The sanitary sewer and water main were installed in 1979. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** Peachtree Place: W. Columbia Street to W. South Road Construction (2019-S27)

**Project Number: 2023-U7**      Utilities S. McRoberts Street: W. Columbia Street to W. Ash Street      **NEW**

**Description:** Install 6" water main from Columbia to Maple Street. Repair of any utility issues identified during street construction.

**Justification:** Currently there is no water main in this street section, this water main will help with water pressure and eliminate two water services that come off Sycamore Street to serve homes on McRoberts Street. This project is will also replace sanitary sewer leads that are evaluated in advance by televising sewer lines. The sanitary sewer and water main were installed before 1970. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** S. McRoberts Street: W. Columbia Street to W. Ash St. Road Construction (2018-S29)

**Project Number: 2023-U8**      Utilities Foxview Lane: Entire Length      **NEW**

**Description:** Replace fire hydrants as needed due to condition. Repair of any utility issues identified during street construction.

**Justification:** This project is to replace existing fire hydrants that were installed in around 1979, that parts are not available and are not operating properly. This project is to replace sanitary sewer leads that are evaluated in advance by televising sewer lines. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** Foxview Lane: Entire Length Road Construction (2019-S4)

**Project Number: 2023-U9**      Utilities Middlebury Lane: Entire Length      **NEW**

**Description:** Replace fire hydrants as needed due to condition. Repair of any utility issues identified during street construction.

**Justification:** This project is to replace existing fire hydrants that were installed around 1979, that parts are not available and are not operating properly. This project is to replace sanitary sewer leads that are evaluated in advance by televising sewer lines. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** Middlebury Lane: Entire Length Road Construction (2019-S6)

**Project Number: 2023-U10**      Utilities: Water Service Line Replacement      **NEW**

**Description:** Replacement of waters service lines.

**Justification:** This action is required to comply with Michigan's Lead and Copper Rule (LCR). In the event that no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced. Newly added due to expanded asset management plan including more utility detail related to lead service line replacement.

**Project Number: 2023-U11**      Utilities: Raise Manholes along Willow Creek

**NEW**

**Description:** Raise manholes along the Willow Creek.

**Justification:** During heavy rains or large snow melt Willow Creek rises and can potentially get above the manholes along the Creek. This can cause Inflow and Infiltration (I&I) into the city's sanitary sewer system costing more to treat the inflow and impacting plant operations. The city's I&I Program is focused on identifying improvements as preventative measure to avoid inflow. This project was added due to an evaluation related to the WWTP flows in 2022. This action was identified to address future I&I and reported to the state as a future action item, making it a higher priority and newly added to the CIP.

**Project Number: 2023-U12**      WWTP: Grit Removal System Maintenance

**NEW**

**Description:** Maintenance on the existing grit removal system.

**Justification:** The grit removal system has been in operation since December 2016 when the Headworks was constructed and needs to be serviced (more than normal preventative maintenance) due to the hours it's been in operation. This will help to prevent any major malfunctions in the different mechanical areas of the grit removal system. Grit removal is an important part of the wastewater treatment process. Grit removal helps reduce maintenance costs of downstream equipment. Grit causes wear on pumps, clogs pipes and channels and can take up valuable space in the sludge digestion tanks. This action was identified when staff was updating maintenance requirements on existing equipment. It was determined to be a high priority to maintain operations and is newly added to the CIP.

**Project Number: 2023-U13**      Water: Plant Valves and Baffle Wall Repair

**NEW**

**Description:** Repair of Water Plant ground storage valves and baffle wall.

**Justification:** The valves located outside the ground storage tank allows the tank to be isolated from the system. These valves have been repaired in the past, but they are still not closing the tank completely off. Staff need to be able to isolate the ground storage tank from the treatment plant for maintenance and inspection services. The baffle in the ground storage tank has collapsed and fell into the bottom of the tank. This unit works like a "curtain" to separate the water in the storage tank in half. This separation provides a more uniform chlorine residual to the water in the tank. This action was identified when staff was updating maintenance requirements on existing equipment. It was determined to be a high priority to maintain operations and is newly added to the CIP.

### **Proposed Project Year: 2025-26**

**Project Number: 2017-U29**      Utilities: Generators for ISD and Curtis Street Lift Stations

**Description:** Install standby generators for ISD and Curtis Street lift stations.

**Justification:** Staff gets called out to these locations multiple times a year for power-related problems. This requires staff to have a bypass pump or set up portable generators, for as long as three days at a time, for power outages. *\*ISD = Ingham Intermediate School District. When this station was installed, ISD was the only user. While the users have changed, the name of the lift station has remained.*



---

**Project Number: 2020-U2**      **Utilities: Cedarwoods Retention Ponds Maintenance**

---

**Description:** Improvements at Cedarwoods retention ponds which accept water from the City's storm water system on Cedar St.

**Justification:** In a 2001, the city committed to assuming 15% cost of cleaning/maintaining the drainage system. Residents on McRoberts have reported concerns related to the condition of the ponds and are experiencing drainage issues on the rear of their property which abuts the Cedarwoods development.

---

**Project Number: 2022-U3**      **Water: Well No. 7 (Kipp Rd) Rebuild**

---

**Description:** Rebuild Kipp Rd Well No. 7.

**Justification:** Based on past maintenance records and industry standards, it is optimal for the wells to be rebuilt every seven to eight years to maximize well production and energy efficiency. This well was last serviced in 2018.

---

**Project Number: 2023-U14**      **Utilities W. Oak Street: S. McRoberts Street to S. Lansing Street**      **NEW**

---

**Description:** Replace some water main valves and fire hydrants as needed due to condition. Repair of any utility issues identified during street construction.

**Justification:** This project is to replace water main valves that have failed and no longer work, replace old fire hydrants, and sanitary sewer repairs that are needed as they arise during construction. The sanitary sewer and water main were installed in 1978.      Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** W. Oak Street: S. McRoberts Street to S. Lansing Street Road Construction (2018-S31)

---

**Project Number: 2023-U15**      **Utilities Coppersmith Drive: Sanctuary Drive to Wildemere Drive**      **NEW**

---

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer and water main were installed before 1996.      Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** Coppersmith Drive: Sanctuary Drive to Wildemere Drive Road Construction (2019-S2)

---

**Project Number: 2023-U16**      **Utilities E. South Street: S. Barnes Street to S. Rogers Street**      **NEW**

---

**Description:** Replacement of existing 4" and 6" water main and repairs of any utility issues identified during street construction.

**Justification:** This project is to replace existing 4" watermain and 6" watermain both installed at an unknown year.      E. South Street has two watermains running down the street.      This replacement will improve water quality, water pressure, and fire protection.      Sanitary sewer repairs to the main and manholes will also occur as needed. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** E. South Street: S. Barnes Street to S. Rogers Street Road Construction (2019-S3)

**Project Number: 2023-U17**      Utilities S. McRoberts Street: W. Ash Street to W. South Street      **NEW**

---

**Description:** Install 6" water main and repairs of any utility issues identified during street construction.

**Justification:** Currently there is a 6" watermain that was installed before 1970 in this section. The current water main has had several main breaks. The main can freeze as there are areas the main is only three feet deep and many of the main valves no longer work properly. Sanitary sewer repairs to the main and manholes will also occur as needed. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** S. McRoberts Street: W. Ash Street to W. South Street Road Construction (2018-S29)

**Project Number: 2023-U18**      Utilities W. Maple Street: S. Lansing Street to S. Park Street      **NEW**

---

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer and water main were installed at an unknown year. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** W. Maple Street: S. Lansing Street to S. Park Street Road Construction (2019-S8)

**Project Number: 2023-U19**      Utilities: Water Service Line Replacement      **NEW**

---

**Description:** Replacement of waters service lines.

**Justification:** This action is required to comply with Michigan's Lead and Copper Rule (LCR). If no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced. Newly added due to expanded asset management plan including more utility detail related to lead service line replacement.

### **Proposed Project Year: 2026-27**

**Project Number: 2019-U8**      WWTP Office Building Remodel

---

**Description:** Remodel and upgrade existing laboratory, restrooms, and offices at the Wastewater Treatment Plant.

**Justification:** The WWTP construction will free up areas of the administration/laboratory building that can be utilized for other uses. The laboratory area, restroom, offices, and break area are old and need of an upgrade.

**Project Number: 2019-U9**      New Chlorine Generator

---

**Description:** New chlorine generator at the Water Treatment Plant.

**Justification:** The current chlorine generator is 10 years old, and we have, up until this point, been able to obtain parts for this system. Over the years, we have updated the current system by replacing two of the three operating cells and the third being done in fiscal year 2019-2020. Past that, the manufacturer has indicated that parts will become limited current system.

**Project Number: 2023-U20**      Utilities N. Rogers Street: Ann Street to E. Columbia Street      **NEW**

---

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1934, and water main was installed around 1950. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** N. Rogers Street: Ann Street to E. Columbia Street Road Construction (2020-S1)

**Project Number: 2023-U21**      Utilities E. South Street: S. Rogers Street to Hall Blvd.      **NEW**

---

**Description:** Replacement of existing 4" and 6" water main and repairs of any utility issues identified during street construction.

**Justification:** This project is to replace existing 4" watermain and 6" watermain both installed in an unknown year. E. South Street has two watermains running down the street. This replacement will improve water quality, water pressure, and fire protection. Sanitary sewer repairs to the main and manholes will also occur as needed. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** E. South Street: S. Rogers Street to Hall Blvd Road Construction (2020-S2)

**Project Number: 2023-U22**      Utilities State Street: W. Sycamore Street to W. Maple Street      **NEW**

---

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer and water main were installed in an unknown year. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** State Street: W. Sycamore Street to W. Maple Street Road Construction (2020-S3)

**Project Number: 2023-U23**      Utilities Steele Street: E. Sycamore Street to E. Maple Street      **NEW**

---

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in before 1934, and water main was installed around 1977. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** Steele Street: E. Sycamore Street to E. Maple Street Road Construction (2020-S4)

**Project Number: 2023-U24**      Utilities Stratford Drive: Eaton Drive to E. Columbia Street **NEW**

---

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer and water main were installed in 1979. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** Stratford Drive: Eaton Drive to E. Columbia Street Road Construction (2020-S5)

**Project Number: 2023-U25**      Utilities Wildemere Drive: Coppersmith Drive to Stratford Drive **NEW**

---

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1987, and water main was installed in an unknown year. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** Wildemere Drive: Coppersmith Drive to Stratford Drive Road Construction (2020-S6)

**Project Number: 2023-U26**      Utilities: Water Service Line Replacement **NEW**

---

**Description:** Replacement of waters service lines.

**Justification:** This action is required to comply with Michigan's Lead and Copper Rule (LCR). In the event that no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced. Newly added due to expanded asset management plan including more utility detail related to lead service line replacement.

**Project Number: 2023-U27**      Water: South Water Tower Inspection **NEW**

---

**Description:** Conduct South Water Tower inspection

**Justification:** The water towers are inspected every five years. The interior and the exterior of the towers are inspected for corrosion, defects, paint coatings, equipment failures, and the overall appearance of the water tower. Inspections provide an overview of the repair and maintenance required to maintain the water towers. Water tower inspections are required by State and haven't been accounted for in the CIP previously due to cost being anticipated to be under the policy threshold. Due to cost increase anticipated, this item is newly added to the CIP.

**Project Number: 2023-U28**      Water: Well Rebuild Placeholder **NEW**

---

**Description:** Rebuild or major repair of existing well.

**Justification:** Well maintenance and replacement are critical to maintaining the water supply. Experience has indicated that a well rebuild or reconstruction is likely required for at least one well a year, but as you get further out in years within the CIP it is difficult to determine which well will be in most need at the time. This newly added item is intended to be a placeholder for planning purposes until moved until years one through three, at which time a well will be identified.

## Proposed Project Year: 2027-28

**Project Number: 2018-U40b**      Water: South Tower Exterior Repaint

**MOVED**

**Description:** The South Water Tower will be inspected and evaluated in 2026-27 and is expected to need exterior repainting.

**Justification:** During the last inspection of the South Water Tower inspection revealed that the exterior of the steel water tower will need to be repainted within the next 3-5 years. Repainting of the interior and exterior of these steel water tower protects the steel from decay and premature failure. Due to the timing of the inspection and the anticipated cost, this item got moved back from FY 2022-23 and split from the North Water Tower work.

**Project Number: 2023-U29**      Utilities E. Sycamore Street: S. Jefferson to Steele Street

**NEW**

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1987, and water main was installed in an unknown year. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** E. Sycamore Street: S. Jefferson Street to Steele Street Road Construction (2021-S2)

**Project Number: 2023-U30**      Utilities W. Sycamore Street: S. Jefferson Street to S. Cedar Street

**NEW**

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1985, and water main was installed in an unknown year. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Projects:** W. Sycamore Street: S. Jefferson Street to S. Cedar Street (2021-S3) and W. Sycamore Street: S. Cedar Street to S. Lansing Street (2021-S4) Road Construction

**Project Number: 2023-U31**      Utilities Vanderveen Drive: Entire Length

**NEW**

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1950, and water main was installed 1989. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** Utilities Vanderveen Drive: Entire Length Road Construction (2021-S5)

**Project Number: 2023-U32**      **Utilities: Water Service Line Replacement**

**NEW**

**Description:** Replacement of waters service lines.

**Justification:** This action is required to comply with Michigan’s Lead and Copper Rule (LCR). If no or limited lead service lines are in street construction area, lead services lines that have been identified in other areas of the city will be replaced. Newly added due to expanded asset management plan including more utility detail related to lead service line replacement.

**Project Number: 2023-U34**      **Water: Ground Storage Tank Inspection**

**NEW**

**Description:** Conduct Water Treatment Plant ground storage tank inspection

**Justification:** The ground storage tank is inspected every five years. An inspection is performed on the interior and the exterior of the tank. This inspection provides information on the overall condition of the tank. This information is used to determine the maintenance and repairs that will be needed for the wellbeing of this tank. These inspections are required by State and haven’t been accounted for in the CIP previously due to cost being anticipated to be under the policy threshold. Due to cost increase anticipated, this item is newly added to the CIP.

**Project Number: 2023-U35**      **Water: Well Rebuild Placeholder**

**NEW**

**Description:** Rebuild or major repair of existing well.

**Justification:** Well maintenance and replacement are critical to maintaining the water supply. Experience has indicated that a well rebuild or reconstruction is likely required for at least one well a year, but as you get further out in years within the CIP it is difficult to determine which well will be in most need at the time. This newly added item is intended to be a placeholder for planning purposes until moved until years one through three, at which time a well will be identified. This item is intended to be a placeholder until moved until years one through three, at which time a well will be identified.

### **Proposed Project Year: 2028-29**

**Project Number: 2021-U3**      **Water: Advanced Metering Infrastructure & Meter Replacement** **MOVED**

**Description:** Replacement of all water meters from 5/8” to 2” water meters and installation of an Advanced Metering Infrastructure (AMI) including all necessary components.

**Justification:** Past replacement program was in 2004 and the meters have a 10-year warranty and are suggested to be replaced after 20 years as the accuracy start to drop off resulting in lost revenue. The installation of an AMI would improve Water and Sewer customer service, reduce staff time spent on collecting water meter readings, and improve Inflow and Infiltration (I&I) efforts. The customer service improvements would include detecting water leaks at a home or business, this could save customers hundreds or thousands of dollars. We currently drive around every month to collect meter reading and staff is dispatched to conduct final readings for water meters as well, AMI collects the meter reading data in real-time, eliminating the need for DPW staff to drive the truck around for monthly readings and final readings, instead staff at City Hall can gain the necessary data from the computer when needed. When looking at I&I flow data having AMI we would be able to extract the water use of a particular area and compare it to the sewer flow data to identify the amount of I&I in the sewer system. Due to the high cost of this project, it was moved to the year following the debt for the water plant being paid off.

**Project Number: 2023-U36**      Utilities: Columbia and Lansing Street Water Main Railroad Crossing **NEW**

**Description:** Replacement of water main on W. Columbia that goes under the railroad tracks that has been abandoned.

**Justification:** The watermain was installed in 1975 and abandoned in 2017 when it broke. This project will complete a loop for the watermain and no longer create dead ends. This replacement will improve water quality, water pressure, and fire protection. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Project Number: 2023-U37**      Utilities Ann Street: Entire Length **NEW**

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections. The sanitary sewer was installed in 1947, and water main was installed before 1947. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Project:** Ann Street: Entire Length Road Construction (2022-S1)

**Project Number: 2023-U38**      Utilities Devon Hills Subdivision **NEW**

**Description:** Repair of any utility issues identified during street construction.

**Justification:** This project is to repair issues that will be found during street construction to the water distribution system and sanitary sewer collections throughout Devon Hills Subdivision. The sanitary sewer and water main were installed in 1959. Newly added due to expanded asset management plan including more utility detail related to street construction.

**Connected Projects:** N. Barnes Street: Valley Court to Devon Hill Drive (2022-S4), Devon Hill Drive: Entire Length Road Construction (2022-S4), N. Rogers Street: Okemos Street to North End of N. Rogers Street (2022-S5), Royce Street: Entire Length (2022-S6), Valley Court: Entire Length (2022-S7) Road Construction

**Project Number: 2023-U39**      Utilities: Water Service Line Replacement **NEW**

**Description:** Replacement of water service lines.

**Justification:** This action is required to comply with Michigan's Lead and Copper Rule (LCR). If no or limited lead service lines are in street construction area, lead service lines that have been identified in other areas of the city will be replaced. Added due to expanded asset management plan including more utility detail related to lead service line replacement.

**Project Number: 2023-U40**      WWTP: Curtis Street Lift Station Replacements **NEW**

**Description:** Replacement of Curtis Street Lift Station and installation of a new sanitary sewer main from existing lift station to ISD Lift Station

**Justification:** This will remove a lift station and make this a gravity system to ISD. Which will be less maintenance and cost less than installing a new lift station. Curtis lift station was installed in 1964 and needs replacement.

---

**Description:** Rebuild or major repair of existing well.

**Justification:** Well maintenance and replacement are critical to maintaining the water supply. Experience has indicated that a well rebuild or reconstruction is likely required for at least one well a year, but as you get further out in years within the CIP it is difficult to determine which well will be in most need at the time. This newly added item is intended to be a placeholder for planning purposes until moved until years one through three, at which time a well will be identified.



THIS PAGE INTENTIONALLY LEFT BLANK.

# Parks, Cemetery, Forestry, Non-Motorized (P)

## OVERVIEW

The City of Mason operates Mason's only cemetery, Maple Grove Cemetery, was established in 1844. It comprises approximately 38 acres with additional acreage available for expansion. Sycamore Creek flows along the eastern edge of the property which is important to the development of the Hayhoe Riverwalk Trail throughout the city. Approximately 50 burials are performed on average per year. The older portion of the cemetery has been listed on the National Register of Historic Places.

The City of Mason owns and operates eight municipal parks within the city limits totaling 92.74 acres and includes a wide variety of seasonal recreation activities. The city currently maintains sidewalks along most of the 12.25 miles of major streets and 19.78 miles of local streets. There are 2.21 miles of cemetery drives, and 3.32 miles of non-motorized trail with three trailheads that make up the Hayhoe Riverwalk Trail.

**Table 4. City of Mason Inventory of City Parks**

Property	Park Type*	Service Area**	Acres	Description/Facilities
Laylin Park	NP	CQ	7.2	Two stocked fishing ponds w/fishing docks, catch/release, picnic shelter, restrooms, picnic tables, grills, playground equipment
Lee Austin Park	NP	N	0.9	Sycamore Creek/Hayhoe Riverwalk Trail, picnic tables, grill, workout equipment
Hayes Park	CP	VS	9.22	Lighted softball field, basketball court, two tennis courts, sledding hill, playground equipment, shelter, restrooms, picnic tables, grills
Bond Park	NP/SU	N	5.3	Lighted softball field, skateboard park, roller hockey rink, drinking fountain, restrooms, Rayner Creek
Griffin Park	NP	N	0.65	Historical markings, landscape plantings, picnic table, gazebo
Bicentennial Park	SU	VS	2.27	Pink school house, serves as one of Mason Historical Society museums
Maple Grove Park	NRA	CQ	5.2	Undeveloped property, Sycamore Creek, used for nature walking
Rayner Park	CP	EC	62	Playground, one large soccer playing field, one small soccer practice field, basketball court, one baseball field, picnic shelter, picnic tables, grills, nature area
Hayhoe Riverwalk Trail	PT	VS	2.5 miles	Nature walk/trail heads
Community Garden	CF	CQ		Community garden plots, water service for irrigation; plots can be rented by a Mason resident for a small fee. Surplus harvest from the designated Donation plot is offered to the community and local food bank for free.

\*Park types: NP (Neighborhood Park), CP (Community Park), NRA (Natural Resource Area), SU (Special Land Use), PP (Private Park), PT (Park Trail), CF (Community Facility)

\*\*Service area: N (Neighborhood), CQ (City Quadrant), VS (Village/Surrounding Townships), EC (Entire County)

The City of Mason's five-year Parks, Recreation, and Non-motorized Plan 2020-2024 evaluated parks and prioritized needs using the 5C's: Compliance (ADA), Condition, Capacity, Cost, and Community Input. The

following projects listed in the section were identified and prioritized as the action steps necessary to meet the Plan's Objective and Goals:

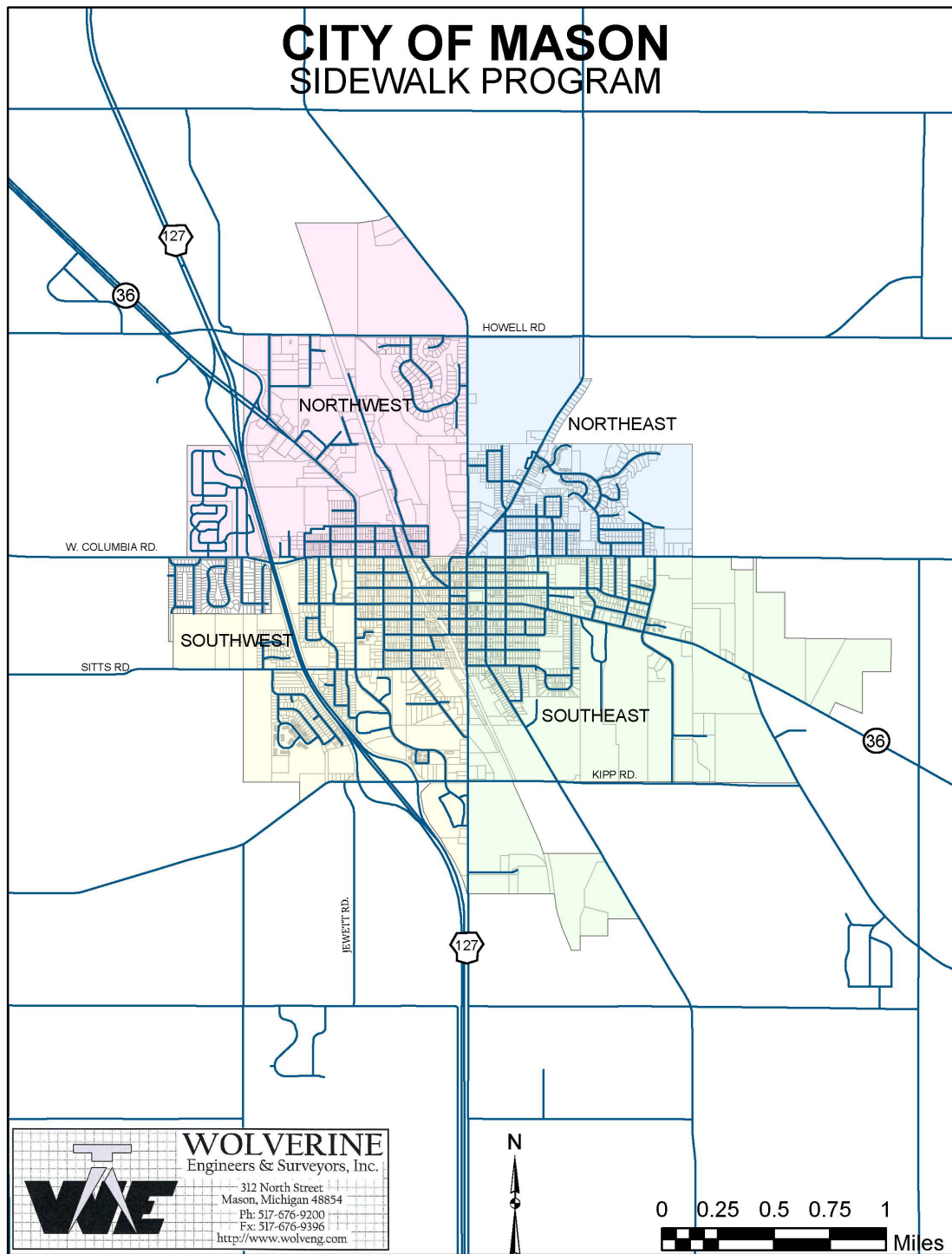
OBJECTIVE	GOALS
Sustain Existing Facilities	<ol style="list-style-type: none"><li>1. Bring 100% of facilities into a state of good repair within 10 years through renovation or replacement.</li><li>2. Ensure 100% of neighborhoods have non-motorized connectivity to facilities within 10 years by connecting sidewalk and trail gaps between parks.</li></ol>

Projects will be expedited as funding becomes available. Funding for the projects listed here will come from the General Fund, Act 51, DDA funds, the Iva Bond (IB) Fund, Grants, private donations, and, potentially, a dedicated Park Millage. Projects in later years of the CIP may be moved up and completed sooner if additional funds become available.

**Park Millage:**

In 2021, the citizens of the City of Mason voted to support a 5-year 1 mill millage for city park, trail, & pathway capital improvements estimated to raise approximately \$230,000 annually. City Council is anticipated to authorize the full 1 mill for the five years and staff is dedicated to leveraging the funds as much as possible.

**Figure 3 – Non-Motorized Program**



THIS PAGE INTENTIONALLY LEFT BLANK.



## Proposed Project Year: 2023-24

---

### Project Number: 2020-P4 Hayhoe Riverwalk Trail: Trail Wayfinding Signage

---

**Description:** Install gateway, wayfinding, and emergency mile marker signage along the Hayhoe Riverwalk Trail.

**Justification:** Additional signage will increase visibility, navigability, and safety along the trail. The markers will serve as a means of location identification in the event of an emergency where first responders may need to be dispatched or for reporting other safety or maintenance related issues. Project was moved to even out expenses. *Project may be partially funded through Park Millage or Grants.*

---

### Project Number: 2020-P9 DDA: Downtown Wayfinding Signage

---

**Description:** Install wayfinding signage in the Downtown Development District/Historic District.

**Justification:** Wayfinding signage improves safety, navigability, and economic growth. The signage design plan in the signage plan reinforces the brand and community vision. Signage will be installed in the DDA/Historic District as part of this phase. *Project is anticipated to be funded at least 50% by the DDA, with the remaining likely be funded through Park Millage or Grants.*

---

### Project Number: 2020-P20 Non-Motorized Program: Southwest Quadrant of the City

---

**Description:** Replacement of sidewalks in this designated area of the city. See Figure 3.

**Justification:** This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

---

### Project Number: 2020-P21 Hayes Park: Capital Improvements

---

**Description:** Implement decisions and construct improvements based upon the Hayes Park Master Plan.

**Justification:** To be updated following Park Master Plan will be completed in 2023. *Project will likely be funded through Park Millage or Grants.*

---

### Project Number: 2022-P2 Maple Grove Cemetery: Trash Receptacles/ Section Signs

---

**Description:** Replacement of existing trash receptacles with ones that are higher quality and include section signs.

**Justification:** This project is to improve the aesthetics and the ability to identify the cemetery sections by replacing the current blue trash barrels that have spraypainted section letters with a compost and metal trash receptacle (like our parks) with attached section letter signs. By improving the looks and section identification the city will be providing a more pleasant experience for those that visit. *Project will likely be funded through the General Fund.*

---

**Project Number: 2023-P1**      **Non-Motorized Program: Maple Street & Rogers Street Stairs Repair** **NEW**

**Description:** Replacement of the existing concrete stairs at the northwest corner of Maple and Rogers Street.

**Justification:** The current stairs are spalling, and holes have developed that have been filled with cold patch. This is a safety concern for pedestrians using the stairs. This work will be coordinated with other sidewalk construction work to receive the cost savings. Newly added and prioritized due to citizen complaints regarding this area. *Project will likely be funded through the General Fund.*

---

**Project Number: 2023-P2**      **DDA: Sidewalk Repair** **NEW**

**Description:** Remove and replace existing sidewalks in the Downtown Development Authority District

**Justification:** The DDA has done an evaluation and identified sidewalk that needs to be replaced due to safety concerns or poor condition. Newly added due to safety concerns. This work will be coordinated with other sidewalk construction work to receive the cost savings of bidding together. *Project will likely be funded through the DDA.*

---

**Project Number: 2023-P3**      **DDA: Tree Replacement** **NEW**

**Description:** Remove and replace existing trees in the Downtown Development Authority Core District with a variety of fruitless species.

**Justification:** The current trees have become brittle and messy. The new trees will be fruitless and a suitable size for the downtown area. Newly added and prioritized due to property owner complaints. Planting a variety of trees will help with the longevity in case of disease in a certain species and create a new and better look for the downtown area. *Project will likely be funded through the DDA.*

### **Proposed Project Year: 2024-2025**

---

**Project Number: 2020-P16**      **Non-Motorized: Kipp Road/ Cedar Street Sidewalks** **MOVED**

**Description:** Construct sidewalks along the north side of Kipp road from Cedar St. to the US-127 overpass and construct sidewalks from the Kipp Rd./Cedar St. intersection to Meijer.

**Justification:** Currently there is no non-motorized connection to the businesses west of Cedar St. on Kipp Rd. or to Meijer. This project was identified as a high priority in the Non-Motorized Plan. It is being moved back to implement the outcomes of the sub-area corridor study for this area planned to be completed in 2023. Coordination is required with MDOT and Ingham County Road Department who have jurisdiction over the right of way. *Funded likely through Special Assessments and Major Street Fund.*

---

**Project Number: 2020-P18**      **Bond Park: Capital Improvements**

**Description:** Implement decisions and construct improvements based upon the Bond Park Master Plan.

**Justification:** To be updated following Park Master Plan will be completed in 2023. *Funded through Park Millage or Grants.*

---

**Project Number: 2020-P22**      Non- Motorized Program:   Northwest Quadrant

---

**Description:** Replacement of sidewalks in this designated area of the city. See Figure 3.

**Justification:** This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

---

**Project Number: 2018-P23**      Planning: Parks/Recreation Plan (5-Year Update)

---

**Description:** The Parks/Recreation plan outlines the plan for operations, maintenance, capital improvements and programming of the City's parks and trails. This update will be a progress check on implementation of projects in the past five years and outline projects for the next five. It will also incorporate goals identified in the Master Plan update which includes sub-area corridor studies that will inform future land use and non-motorized projects.

**Justification:** The Parks/Recreation plan is required by statute to be eligible for grants and for coordination with other jurisdictions, in particular, the Michigan Department of Natural Resources (DNR), Michigan Department of Transportation (MDOT), and Ingham County. The plan also serves as documentation of our compliance with State and Federal requirements such as the Americans with Disabilities Act.

**Proposed Project Year: 2025-2026**

---

**Project Number: 2020-P19**      General Wayfinding Signage: Major Corridors

---

**Description:** Install wayfinding signage per the City-wide Signage Plan along major corridors. Coordination is required through planning with MDOT and Ingham County Road Department who have jurisdiction over the right of way.

**Justification:** The city needs a more cohesive wayfinding system. Wayfinding signage improves safety, navigability, and economic growth. The project was moved to even out capital costs in this fund. Project was moved to even out expenses. *Project will likely be funded through the Major/ Local Street Fund.*

---

**Project Number: 2020-P24**      Lee Austin Park: Capital Improvements

---

**Description:** Implement construction plans for Lee Austin Park. Construction will be coordinated with the Downtown Development Authority, Consumers Energy, and the railroad, and with the Maple Street roadway and bridge repairs (2025 spring-fall construction season).

**Justification:** To be updated following Park Master Plan will be completed in 2023. *Project is anticipated to be funded at least 50% by the DDA, with the remaining likely be funded through Park Millage or Grants.*

---

**Project Number: 2020-P25**      Non- Motorized Program:   Northeast Quadrant

---

**Description:** Replacement of sidewalks in this designated area of the city. See Figure 3.

**Justification:** This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*



## Proposed Project Year: 2026-27

**Project Number: 2021-P2**      Non-Motorized Program: Southeast Quadrant

---

**Description:** Replacement of sidewalks in this designated area of the city. See Figure 3.

**Justification:** This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

**Project Number: 2023-P4**      DDA: Sidewalk Repair

---

**NEW**

**Description:** Remove and replace existing sidewalks in the Downtown Development Authority District

**Justification:** The Downtown Development Authority plans to do a regular evaluation of the entire district and identify sidewalks that need to be replaced due to safety concerns or poor condition. Newly added due to plan for maintenance. This work will be coordinated with other sidewalk construction work to receive the cost savings of bidding it together. *Project will likely be funded through the DDA.*

**Project Number: 2023-P5**      Rayner Park: Capital Improvements

---

**NEW**

**Description:** Implement decisions and construct improvements based upon the Rayner Park Master Plan.

**Justification:** To be updated following Park Master Plan will be completed in 2023. Newly added to continue rotation of parks. *Project will be likely funded through Park Millage or Grants.*

## Proposed Project Year: 2027-28

**Project Number: 2020-P26**      Maple Grove Cemetery: Second Drive

---

**Description:** Construct second entrance into the Cemetery on East Street.

**Justification:** This is a second entrance into the Cemetery that will improve traffic circulation and emergency access in the event the main entrance is closed or obstructed for any reason. Project was moved to last year until there is a need to implement.

**Project Number: 2022-P3**      Non- Motorized Program: Southwest

---

**Description:** Replacement of sidewalks in this designated area of the city. See Figure 3.

**Justification:** This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

**Project Number: 2022-P4**      Maple Grove Cemetery: Columbarium (3)

---

**Description:** Purchase and installation of Niche style Columbarium at Maple Grove Cemetery.

**Justification:** Dependent on the sales of the columbariums purchased in 22/23, this would include three Niche Style Columbarium's that have 48 individual niches for a total of 144 Niches. It would be the responsibility of the purchaser of the individual niche to pay for the cost of engraving/etching of names and dates on the Niche covers as well as a nominal charge for city staff to open the Niche for placement of remains. *Project will be funded through General Fund but will be reimbursed as niches are purchased.*

**Project Number: 2023-P6**      DDA: Trash Receptacle Replacement **NEW**

---

**Description:** Replacement of DDA trash receptacle

**Justification:** This project is to improve the aesthetics of the DDA area by replacing the current black trash receptacles that have rusted out with a new compost or metal trash receptacle. By improving the looks, the DDA will be providing a more pleasant experience for those that visit the Downtown. Newly added to plan for replacement. *Project will likely be funded through the DDA.*

### **Proposed Project Year: 2028-29**

**Project Number: 2023-P7**      Non- Motorized Program: Northwest Quadrant **NEW**

---

**Description:** Replacement of sidewalks in this designated area of the city. See Figure 3.

**Justification:** This program will allow us to address affected areas proactively and receive the cost savings of bidding it as a larger concrete project. Newly added to plan for continuation of program. This may be included in our Special Assessments as appropriate. *Funded through the General Fund.*

**Project Number: 2023-P8**      Maple Grove Cemetery: Adding Water to Section U **NEW**

---

**Description:** Install water lines and hydrants to section U of the cemetery.

**Justification:** Currently the newest section of the cemetery (section U) has no available water. Adding a few water spigots will allow visitors access to water, helping to maintain plantings on cemetery lots. Newly added to plan for use this area. *Project will likely be funded through the General Fund.*

**Project Number: 2023-P9**      Forestry: Tree Inventory Update **NEW**

---

**Description:** Update and re-asses the inventory of all of the city owned trees with species and quality.

**Justification:** A thorough survey was completed and has been a great resource for staff. It is important to keep the survey updated and evaluate all the trees in the city right of way, parks, and cemetery to determine the health and priority of pruning or removal of certain trees. Removing of hazardous trees with help with damage to property in the event of a storm. The survey will also provide a count of each species, helping with future plantings to ensure diversity in case of a disease outbreak. Tree inquiries (trimming, removal, or replacement) continue to be the most common request through the City's Citizen Request system. Newly added to plan for regular updates of this tree asset management plan. *Project will likely be funded through the General Fund.*

**Project Number: 2023-P10**      DDA: Light Pole Painting (1 of 3 phases) **NEW**

---

**Description:** Painting of one-third of the Downtown Light Poles

**Justification:** This project is to improve the aesthetics and the longevity of the cast iron light poles in the Downtown area. The project will include sand blasting or other measures to remove rust and peeling paint from existing poles prime and paint with an epoxy paint to help protect poles for corrosion. This will make the light poles last for years to come and provide a more pleasant experience for those that visit. Newly added to plan for replacement. *Project will likely be funded through the DDA, but will be split across three years to distribute impact on the DDA's budget. Project will likely be funded through the General Fund.*

---

**Description:** Replacement of existing DDA planters.

**Justification:** This project is to improve the aesthetics in the Downtown area and will include the replacement of approximately 40 planters that are located downtown and are beginning to deteriorate or become damaged. Pots that allow for reduced water will also be considered. Newly added to plan for replacement. *Project will likely be funded through the DDA.*

# Motor Vehicle Pool (MVP)

---

The City of Mason maintains a motor vehicle pool (MVP) consisting of over 59 trucks, cars, and pieces of motorized equipment. Each vehicle has a lifespan determined by a combination of information from the manufacturers, condition based upon maintenance records including number of miles/hours between repairs, and the trade-in value compared to estimated maintenance costs. The primary goals are that the vehicles in the MVP are safe, reliable and provide the necessary functionality at an economical cost.

Most motor vehicle fleets use one of three options in determining a vehicle's replacement point:

- 1) Replacement is determined based on established intervals of age and mileage. This method is simple to implement but may not result in the most economical cost because it does not consider variability among vehicles.
- 2) Replacement is made when repairing exceeds the value of the vehicle. This method is often referred to as the "drive it till it dies" approach, which typically occurs when a major component fails, such as a transmission or engine. Major components tend to start failing on vehicles in the 100,000 miles range.
- 3) Replacement is based on lifecycle costing analysis. This method considers the point in the vehicle or equipment's life when the sum of all ownership and operating costs reaches a minimum. Typical parameters included in these analyses are depreciation, cost of repairs, insurance, fuel and maintenance.

The City's current guidelines target vehicle replacement at approximately 10 years or 100,000 miles on pickup trucks and ¾ ton trucks. The police fleet replacement schedule is 5 years or 100,000 miles for front line police cars and 8-10 years or 100,000 miles on administrative cars. Large equipment like dump trucks, vactors and street sweepers, the goal is 20 years for replacement, however these have to be planned for as they are large impact items on the MVP budget.

The city mechanic reviews all MVP equipment annually and prepares a report detailing the condition of the vehicles in the fleet. This report is helpful when preparing for the budget and impacts the decision-making process when updating the replacement schedule.

In the next CIP plan the public works department will be reviewing the MVP replacement plan to adapt it to the American Public Works Association model for asset management, which bases replacement on lifecycle costing analysis (number three above).

THIS PAGE INTENTIONALLY LEFT BLANK.

## Proposed Project Year: 2023-2024

### Project Number: 2017-MVP18b

### Replacement No. 24 (Equipping) (SPLIT)

**Description:** Equipping of vehicle number 24, 5-yard Dump/Plow Trucks utilized by DPW for plowing, salting streets and water main breaks.

**Justification:** Replacement due to life of equipment, purchased in 1993. This second split purchase is for the outfitting of the cab and chassis. The Swap loader outfitted truck will give the added benefit of using one truck chassis for multiple tasks. This outfitting would include a salt spreader, dump body, and a roll off container with the ability to switch out bodies for the desired task. The roll off would be used for spring clean ups at the cemetery and parks. This type of outfit will allow for other potential savings when replacing specialty vehicles such as the 2002 Dodge Bucket Truck, instead of paying of a cab and chassis, then outfitting it with the bucket body, we can now us this same chassis and only purchase the bucket body. In addition, we then would only have the maintenance on one cab and chassis instead of two.

### Project Number: 2018-MVP3

### Replacement No. 84 (Police Explorer)

**Description:** Replacement of vehicle number 84 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated vehicle utilized as a patrol car.

**Justification:** Replacement due to life of equipment, purchased in 2018. Replacement will be with a Ford Interceptor Utility Hybrid.

### Project Number: 2022- MVP5

### Replacement No. 37 (Gator)

**Description:** Replacement of the 20-year-old John Deere Gator that we currently use in our fleet.

**Justification:** The vehicle is used from many different tasks such as hauling materials in areas too small for a full-size vehicle, assists with tasks at events all over the city, weed spraying, and several other tasks. Staff is concerned that the cost of repairing the vehicle will become increasingly more expensive.

### Project Number: 2019-MVP6

### Replacement No. 802 (Fire Expedition)

**MOVED**

**Description:** Replacement of vehicle number 802, Expedition currently utilized by the Assistant Chief of the Fire Department for emergency services.

**Justification:** Replacement due to life of equipment, purchased in 2013. Replacement will be with like equipment. This will become the Chief's vehicle and 801 will become the new Assistant Chief vehicle. The Fire Command vehicle is a 2013 Ford Expedition and was scheduled to be replaced in 2024-2025 budget but is having some maintenance issues along with starting to rust out. By moving this vehicle up a year, the resale value will be much higher than waiting on it as condition will get worse. This vehicle was switched in priority with No. 31 which is in good condition and no maintenance issues.

**Project Number: 2023-MVP1**                      **New Vehicle 88 (Police Interceptor)**                      **NEW**

---

**Description:** Purchase of a new 4-door Ford Interceptor Utility Hybrid Pursuit Rated Vehicle

**Justification:** Mason Public School has notified the City they are requesting to enter into a Memorandum of Agreement (MOU) for the City to provide a Student Resource Officer for a five-year period. Negotiations are in process and include the school funding the portion of the vehicle rental when in service at the school. This would equate to approximately 75% of the annual cost. The remainder of the time, the vehicle would be used for regular patrol. Any purchase would be contingent on the MOU being executed.

### **Proposed Project Year: 2024-25**

**Project Number: 2018-MVP4**                      **Replacement No. 31 (DPW Pickup)**                      **MOVED**

---

**Description:** Replacement of vehicle number 31, 3/4 Ton Pickup Truck utilized by DPW winter maintenance and cemetery, parks and forestry summer maintenance.

**Justification:** Replacement due to life of equipment, purchased in 2014. Replacement will be with like equipment. Moved from 2023-24 due to higher priority vehicle (No. 802) needing to be replaced first due to maintenance.

**Project Number: 2019-MVP3**                      **Replacement No. 15 (Water Pickup)**

---

**Description:** Replacement of vehicle number 15, 1/2 Ton 2x4 Pickup Truck utilized by Water Treatment Plant staff for general travel and site inspections.

**Justification:** Replacement due to life of equipment, purchased in 2016. Replacement will be with like vehicle.

**Project Number: 2019-MVP5**                      **Replacement No. 87 (Police Interceptor)**

---

**Description:** Replacement of vehicle number 87 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated Vehicle utilized as a patrol car, primarily as the Chief vehicle and a backup to Sergeants.

**Justification:** Replacement due to life of equipment, purchased in 2018. The current vehicle is a pursuit-rated Ford Taurus that has been discontinued. Replacement will be with Ford Interceptor Utility Hybrid.

### **Proposed Project Year: 2025-26**

**Project Number: 2020-MVP2**                      **Replacement No. 85 (Police Interceptor)**

---

**Description:** Replacement of vehicle number 85 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated vehicle utilized as a patrol car, equipped to carry the K-9 and is also used for regular patrol.

**Justification:** Replacement due to life of equipment, purchased in 2021. Replacement will be with Ford Interceptor Utility Hybrid.

**Project Number: 2020-MVP3****Replacement No. 26 (Vactor Truck)**

---

**Description:** Replacement of vehicle number 26 Vactor Truck.

**Justification:** Replacement due to life of equipment, purchased in 1997. Truck is utilized by DPW for sanitary sewer cleaning, sewer backups, cleaning storm water basins, and other tasks. Replacement will be with like vehicle.

**Project Number: 2021-MVP2****Replacement No. 5 (Police Interceptor)**

---

**Description:** Replacement of vehicle number 5 with a 4-door Ford Explorer Hybrid not pursuit rated and will be utilized primarily for the detective position.

**Justification:** Replacement due to life of equipment, purchased in 2016. Replacement will be like equipment, but consideration of a hybrid. The Explorers provided the best utilization of space for our officers and passengers with minimal cost increase.

**Proposed Project Year: 2026-27****Project Number: 2021-MVP1****Replacement No. 75 (Mower)**

---

**Description:** Replacement of mower number 75, utilized for general maintenance of cemetery, parks and forestry.

**Justification:** Replacement due to life of equipment, purchased in 2017. Replacement will be with like equipment.

**Project Number: 2021-MVP3****Replacement No. 12 (DPW Pickup)**

---

**Description:** Replacement of vehicle number 12, 1/2 Ton 2x4 Pickup Truck utilized for general maintenance use by the DPW for hauling trash, checking wells, etc.

**Justification:** Replacement due to life of equipment, purchased in 2016. Replacement will be with like vehicle.

**Project Number: 2021-MVP4****Replacement No. 14 (DPW Pickup)**

---

**Description:** Replacement of vehicle number 14, 1/2 Ton 2x4 Pickup Truck utilized for general maintenance use by the DPW for hauling trash, checking wells, etc.

**Justification:** Replacement due to life of equipment, purchased in 2007. Replacement will be with like vehicle.

**Project Number: 2021-MVP5****Replacement No. 19 (Parks Pickup)**

---

**Description:** Replacement of vehicle number 19, 3/4 Ton Pickup Truck utilized by DPW winter maintenance and cemetery, parks and forestry for summer maintenance.

**Justification:** Replacement due to life of equipment, purchased in 2007. Replacement will be with like equipment.



**Project Number: 2021-MVP6****Replacement No. 86 (Police Interceptor)**

---

**Description:** Replacement of vehicle number 86 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated vehicle utilized as a patrol car.

**Justification:** Replacement due to life of equipment, purchased in 2022. Replacement will be with Ford Interceptor Utility Hybrid.

**Project Number: 2022- MVP6****Replacement No. 39 (Tool Cat)**

---

**Description:** Replacement of vehicle number 39 Tool Cat.

**Justification:** Replacement due to life of equipment, purchased in 2017. This is a versatile utility vehicle that is capable of hauling materials and adding attachments such as a broom, bucket, and other attachments to the front of the vehicle for multi-function purposes.

**Project Number: 2022- MVP7****Replacement No. 82 (Chipper)**

---

**Description:** Replacement of equipment number 82 chipper used to shred up tree limbs and branches.

**Justification:** Replacement due to life of equipment, purchased in 1991. This is crucial piece of equipment during inclement weather events. This piece of equipment has exceeded its life-expectancy and repairs are increasing in cost and replacement parts are more difficult to obtain.

**Proposed Project Year: 2027-28****Project Number: 2020-MVP1****Replacement No. 91 (Leaf Machine)**

---

**Description:** Replacement of Leaf Machine, number 91 utilized by Cemetery, Parks, Forestry and DPW for leaf pick up.

**Justification:** Replacement due to life of equipment, purchased in 1999. Replacement will be with like equipment. The project was moved back due to repairs recently that extended the life.

**Project Number: 2022- MVP8****Replacement No. 11 (DPW Pickup)**

---

**Description:** Replacement of vehicle number 11, 3/4 Ton Pickup Truck utilized by DPW winter maintenance and cemetery, parks and forestry for summer maintenance.

**Justification:** Replacement due to life of equipment, purchased in 2017. Replacement will be with like equipment.

**Project Number: 2022- MVP9****Replacement No. 28 (Dump/Plow)(SPLIT)**

---

**Description:** Replacement of vehicle number 24, a 2002 5-yard Dump/Plow utilized by DPW for plowing, salting streets and water main breaks

**Justification:** Replacement due to life of equipment, purchased in 2002. Replacement will be with like equipment. This project is a split project with the vehicle's chassis being purchased and built in fiscal year 2027-28 and being equipped in fiscal year 2028-29.

**Project Number: 2022- MVP10****New Attachment No. 39 (Stump Grinder)**

---

**Description:** Purchase of a new Stump Grinder that attaches to the Tool Cat (multi utility vehicle).

**Justification:** This project is to reduce the yearly expense the City incurs through contractual tree removal services. Staff has compared the annual cost of contractual stump grinding service though our tree trimming and removal contract and is confident staff can provide a more cost effective service by acquiring this attachment.

**Project Number: 2022- MVP11****Replacement No. 40 (DPW Pickup)**

---

**Description:** Replacement of vehicle number 40, 1/2 Ton 2x4 Pickup Truck utilized for general maintenance use by the DPW for hauling trash, checking wells, etc.

**Justification:** Replacement due to life of equipment, purchased in 2017. Replacement will be with like equipment.

**Project Number: 2022- MVP12****Replacement No. 74 (Mower)**

---

**Description:** Replacement of mower number 74 utilized for general maintenance of cemetery, parks and forestry.

**Justification:** Replacement due to life of equipment, purchased in 2019. The mowers are scheduled to be replaced on a five-year plan to avoid downtime and costly repairs. Replacement will be with like equipment.

**Project Number: 2021-MVP13****Replacement No. 83 (Police Interceptor)**

---

**Description:** Replacement of vehicle number 83 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated vehicle utilized as a patrol car.

**Justification:** Replacement due to life of equipment, purchased in 2022. Replacement will be with Ford Interceptor Utility Hybrid.

**Proposed Project Year: 2028-29****Project Number: 2023-MVP2****Replacement No. 17 (DPW Pickup)****NEW**

---

**Description:** Replacement of vehicle number 17, 1/2 Ton 2x4 Pickup Truck utilized for general maintenance by the POTW checking sanitary and storm sewer system, etc.

**Justification:** Replacement due to life of equipment, purchased in 2018. Replacement will be with like vehicle.

**Project Number: 2023- MVP3****Replacement No. 77 (Mower)****NEW**

---

**Description:** Replacement of lawn mower used for the landscaping maintenance for the cemetery, parks, and forestry.

**Justification:** Replacement due to life of equipment, purchased in 2014. The mowers are scheduled to be replaced on a five-year plan to avoid downtime and costly repairs. Replacement will be with like equipment.

---

<b>Project Number: 2023- MVP4</b>	<b>Replacement No. 84 (Police Interceptor)</b>	<b>NEW</b>
-----------------------------------	--	------------

---

**Description:** Replacement of vehicle number 84 with a 4-door Ford Interceptor Utility Hybrid Pursuit Rated vehicle utilized as a patrol car.

**Justification:** Replacement due to life of equipment, anticipated to be purchased in 2023. Replacement will be with a Ford Interceptor Utility Hybrid.

---

<b>Project Number: 2023- MVP5</b>	<b>Replacement No. 28 (Equipping)(SPLIT)</b>	<b>NEW</b>
-----------------------------------	--	------------

---

**Description:** Equipping of vehicle number 28, 5-yard Dump/Plow Trucks utilized by DPW for plowing, salting streets and water main breaks.

**Justification:** This project is the outfitting of 2022-MVP9a Large Vehicle Cab and Chassis Vehicle #28 to replace the current #28 purchased in 2002. The outfitting will include dump box, underbelly plow, front plow mount/plow, and salt spreader to meet the needs of the DPW as a dump/plow truck.

---

<b>Project Number: 2022- MVP6</b>	<b>Replacement No. 34 (Trailer/ Compressor)</b>	<b>NEW</b>
-----------------------------------	---	------------

---

**Description:** Replacement of Sul Air Compressor and Trailer

**Justification:** Replacement due to life of equipment, purchased in 2001. The compressor is used to jack hammer asphalt and concrete for street repairs. This is a crucial piece of equipment during water main breaks, sanitary sewer failures and other routine maintenance to City infrastructure. Replacement will be with like equipment.

# Building, Property, Equipment, Legislation (B)

---

## OVERVIEW

**Administrative Services and City Hall:** The current City Hall was built in 2010 and houses the following Departments: Administration, Clerk/Customer Service/Human Resources, Assessing/ Finance, Police, and Community Development. The building also includes Mason Public Schools as a tenant.

The Sycamore Room is located on the main floor of City Hall and can be divided into two meeting rooms by tract walls, facilitating more than one event at a time. It is primarily used for City Council meetings, various other board and commission meetings, election precincts for all elections, as well as the Mason Area Seniors Club. This room is used by a variety of groups and residents for various functions.

**Fire Services and Fire Stations:** The Fire Department operates out of two stations. Station 1 (12,403 square feet) was built in 1998 and is located at 221 West Ash Street adjacent to City Hall. The building houses the administrative offices as well as most of the firefighting equipment. Station 2 is located at 615 Curtis Street and was built in 1976. The 1,800 square-foot building currently houses reserve firefighting equipment, training equipment and a DPW pump. The City plans to relocate the items in Station 2 to the new DPW facility and sell the property to reduce maintenance costs. The fire service area includes the City of Mason, Aurelius Township and Vevay Township, and a portion of Alaiedon Township for a total of 85 square miles serving a population of approximately 16,000 residents.

**Library:** The Mason Library at 145 West Ash is owned by the City of Mason and operated by the Capital Area District Library as part of its 13-branch library system serving 13 communities and 23 municipalities. The building was commissioned by Mr. Albert Hall and constructed in 1938 as a memorial to his wife, Ada. Through the years it has undergone two expansions/renovations bringing the total area used to 6,424 square feet on three floors.

**Table 7. City of Mason Inventory of Fire Equipment Fund Fleet**

VEHICLES					
No.	Year	Type/ Use	Primary Use	Replacement	2022 Cost
Rescue 806	2010	Pumper, 1000 gallon tank, 1250 gpm pump	1 <sup>st</sup> attack engine at rural fires and vehicle extrication	2030/31	\$650,000
Tanker 807	2017	Pumper/Tanker, 3000 gallon tank, 1250 gpm pump	Supply water to engines, back up pumper	2035/36	\$450,000
Ladder 808	2020	75' Aerial, 500 gallon tank, 1500 gpm pump	1 <sup>st</sup> attack engine in City, Aerial suppression, rescue and roof operations	2040/41	\$1,000,000
Engine 809	1991	Pumper, 1000 gallon tank, 1250 gpm pump	Back-up reserve	N/A	\$650,000
Tanker 811	2007	Pumper/Tanker, 3000 gallon tank, 1250 gpm pump	Supply water to engines, Back up pumper	2025/26	\$450,000
Rehab 815	1993	People & Equipment	Transport personnel and equipment	In process	\$100,000

The Fire Departments replacement schedule is based off of National Fire Protection Association (NFPA) Standard for the Inspection, Maintenance, Testing and Retirement of In-Service Emergency Vehicles 2017 Edition. This outlines the standard for replacement that **shall** apply to all in-service emergency vehicles, regardless of the year of manufacture. It is recommended that apparatus more than 15 years old that have been properly maintained and that are still in serviceable condition be placed in reserve status and apparatus that was not manufactured to the applicable NFPA fire apparatus standards or that after over 25 years old should be replaced.

## Proposed Project Year: 2023-24

**Project Number: 2019-B2a**      City Hall: Carpet Replacement

**MOVED**

**Description:** Replace the carpet in the office building in most used portions of City Hall.

**Justification:** The walking paths in City Hall foyer, lobby areas and Maple Room is worn and stained. It is now at the point of being unable to clean at an acceptable level. This replacement is part of a regular replacement program to keep the facility updated. Previously this item was included in City Hall Phase 1 Renovations, but that majority of the funding was allocated toward the library project and delayed carpet replacement. The projects have now been separated to address the carpet.

**Project Number: 2019-B8**      Police Car Port (7 Car Unit)

**Description:** A seven (7) unit car port for police vehicles.

**Justification:** Patrol cars must be operational 24/7/365 regardless of environmental situations. The proposed car port will have lights for security purposes and protect up to seven city vehicles from the elements to help preserve them. There are currently four marked patrol vehicles, one vehicle for the police chief and one vehicle for the detective. These are the highest priority to protect from the elements, as they contain expensive electronics and often require quick responses. The final slot will be used for an additional city vehicle, either the code enforcement vehicle or School Resource Officer vehicle. This car port will cover the entire back lane of parking in this lot.

**Project Number: 2018-B23a**      Cedar/127 Corridor Sub-area Plan

**Description:** Sub-area corridor study along the Cedar/127 Corridor to evaluate transportation infrastructure improvements that support and maximize land-use development opportunities.

**Justification:** The Cedar/127 Corridor is an area that is served by existing infrastructure, contains undeveloped and under-developed land and is easily accessible to/from highway U.S. 127. This area was identified in the community's Masterplan as an area to incentivize future growth. A study will position Mason to maximize capital funding, grants, zoning, and partnerships with Michigan Department of Transportation and Ingham County to ensure changes in this corridor result in a well-planned area that supports quality development for current and future residents and businesses.

**Project Number: 2022-B1**      Ordinance Update: Planning, Subdivision, Signs, STR

**MOVED**

**Description:** Full review and recommendations for changes to Planning, Subdivision, Signs, Short Term Rentals (STR) Business Licenses.

**Justification:** Reconcile all with changes to Chapter 94.

- **Subdivisions (Chapter 74):** Reconcile with State Laws; enhance provisions for completion of work/bonds and expectations for common elements, public improvements (i.e. large subdivision needs 2nd outlet, who builds access road if property not owned by developer, Sidewalks/utilities requirements); evaluate removal of road specifications and refer to City Utility Standards.
- **Planning (Chapter 50):** Address CIP/ public projects (more direction on who is responsible for what).
- **Signs (Chapter 58):** Add clarity for HDC design specifications; expand flexibility; address existing signs.
- **Short Term Rentals (Chapter 94 and 10):** Updates developing ordinance that addresses zoning/where allowed and adding business license requirements.

Project was moved due to staff capacity that was focused on Master Plan and Zoning Update.

---

**Project Number: 2023-B1**      **City Hall: HVAC Replacement** **NEW**

---

**Description:** Replacement of City Hall HVAC System and necessary components.

**Justification:** The current control hardware for the City Hall's HVAC system has recently been beginning to have issues unexpectedly making it a priority. The hardware and software are no longer supported, as it was original to the building from 2009. This will require the migration of the current system from our existing obsolete AX based system to the current N4 system. This will involve the replacement of the existing building manager, conversion of the database, programming updates, and complete rebuild of the Graphical Interface WEB pages to HTML 5 to match the current WEB technologies. The N4 system uses all the latest WEB technologies and internet security protocols with WEB pages built on HTML5.

---

**Project Number: 2023-B2**      **DPW: Salt Storage** **NEW**

---

**Description:** Construct Salt Storage Building that can be relocated

**Justification:** This project is to build a new Salt Storage building to store road salt for winter maintenance. The current building is being torn down during the first phase of construction of the expansion of the Wastewater Treatment Plant within. The new building will be built at the current DPW yard, but constructed in a way that it can be relocated as a new DPW building will be at a different location. Staff evaluated using private space during this time, but staff use and overall costs led to this being the better option. The salt must be covered at all times to prevent run off pursuant to State requirements.

---

**Project Number: 2023-B3**      **Police: Taser Replacement** **NEW**

---

**Description:** Replacement of 14 Axon X2 Tasers with Axon 7 Tasers

**Justification:** In 2019 the police department began using 14 Axon X2 Tasers. The terms of the service were a five-year contract that will end in September of 2024. Axon is no longer manufacturing X2 Tasers and parts are becoming difficult to acquire. Tasers are vital for transparency of operations as well as officer safety and accountability. They are a safe less lethal use-of- force option that provides officers an additional option when faced with interactions that required use-of-force. The city will need to purchase and transition to Taser 7's at this time. Axon is the only manufacturer for tasers in the US.

---

**Project Number: 2023-B4**      **Planning: Public Participation Plan & Communication Strategy** **NEW**

---

**Description:** Create a Public Participation Plan and Communication Strategy

**Justification:** The plan would establishing clear expectations for when, how and where information can be shared to ensure residents, partners and groups are afforded an opportunity to participate in the decision-making process. Michigan's Redevelopment Ready Communities has model plans and minimum requirements for the certification that would be considered in this process. As part of the Public Participation Plan, the City should consider how to develop on-going check-ins related to this specific plan and how we ensure on-going participation in the future of Mason. During the Master Plan process, this action was identified as a top priority and is newly added to the CIP.

## Proposed Project Year: 2024-25

### Project Number: 2019-B2b City Hall Renovations-Phase 1

**MOVED**

**Description:** Improvements focused on first floor to accommodate staffing changes and optimum utilization of space.

**Justification:** Due to realignment of staff, a focus on customer service, and safety protections, the first floor requires a redesign. In 2022, staff worked with an architect to layout the floor to be more efficient and safer. This would include making the customer service desk viable as a workspace and addressing our customer windows that are no longer utilized. It would also create a confidential space as needed for both the Clerk and Police. Materials used would be movable in the future, so as the organization evolves the space can continue to adapt. This phase will not complete the first floor but will provide for high priority items. Project was pushed back due to a relocation of the funds to be put towards the library project.

### Project Number: 2019-B5 Geographic Information System (GIS)

**MOVED**

**Description:** Implement GIS to support improved customer service, asset management (roads, utilities), public safety, planning and decision making. Combined previously separated phases.

**Justification:** The City currently has very limited capability with GIS. A variety of key datasets and GIS files exist, but most staff still rely on paper maps and records. GIS is the industry standard for sharing map-based information with customers, asset management, planning and decision making that utilizes geospatial data for informed decision making and analysis. This project will be able to implement the customer service interface to support improved communication with property owners during road project planning, and with businesses and developers interested in investing in Mason.

The scope of work for this project includes review of existing datasets, implementation of storage, software and licensing, training, and policies for staff on basic use, and the definition of priorities for development of additional datasets for asset inventories and customer needs. This will include zoning, tree inventory, roads/PASER ratings, subdivision and development as-built plans, utilities, public safety, and environmental information, which can all be accessed from a desktop, and can be layered to improve decision making. Maps can be generated and saved as .pdf files to share on the website or by other electronic means. Implementation of a public access interface to GIS files would allow for an interactive map that customers can click on for information. Project was pushed back due to staff capacity.

### Project Number: 2020-B4 Dept of Public Works (DPW) - Construction

**MOVED**

**Description:** A new facility will need to be built to allow for the Wastewater Treatment Plant to be expanded and because the existing facility is reaching the end of its useful life. This new facility will house all public works activities and equipment for the future needs of the city.

**Justification:** When the City upgrades the Wastewater Treatment Plant the DPW facility needs to be relocated. This anticipated relocation provides the opportunity to consolidate operations. The greatest amount of space will likely be dedicated to housing vehicles and equipment indoors or under cover. This will reduce stresses particularly in the winter months and could result in an increase in vehicle longevity and/or salvage values. In addition, greater controls of consumable items, such as vehicle parts and water fittings, will be gained through the elimination of multiple storage areas. As was the case with the recently constructed Water Treatment Plant, an understanding of future needs and expansion will be given to the overall dimensions of the proposed DPW building. The building will also include storage currently



housed at Fire Station 2, so that property can be sold. Staff will also evaluate opportunities for partnership with other entities.

Project costs have been updated based on full site costs and increases in the construction industry. Depending on the final site plan design, street work may need to be added to extend Avery Lane or to turn off Avery to connect to Kipp. Until site plan is complete, it is difficult to determine the full scope of the street portion of the project. Project was pushed back due to staff capacity focused on the WWTP and finalization of those plans.

---

**Project Number: 2021-B2**      Replacement of Speed Trailer

**Description:** The purchase of a new Speed Trailer & Message Board will assist the city with traffic and public safety through messaging, education, information sharing, data collection and traffic law enforcement and deterrence.

**Justification:** A Speed Trailer & Message Board can be deployed at the initiative of law enforcement and citizen requests, but also a tool which can be used by all departments to gather information (messaging, traffic counts, detours, temporary road closures, PSA's, etc.) and provide essential information. The City of Mason current owns an older Speed Trailer with more limited only capable of obtaining speed data and minimal communications capacity to motorist. The current speed trailer is requiring more maintenance by DPW for it to remain operational and reliable. The transition to a new more capable trailer in 2024-2025 with more public safety capability will ensure no loss of the use of this valuable tool, as well as increase in important safety communication with our citizens.

---

**Project Number: 2022-B2**      Ordinance Update: Historic Preservation, Building, Utilities      **MOVED**

**Description:** Full review and recommendations for changes to Historic Preservation, Building Ordinances, Utility Standards and related Ordinances.

**Justification:**

- **Historic Preservation (Chapter 31):** Reconcile with Ch 94 updates; signs, other clarification based on master plan outcomes.
- **Building (Chapter 6):** Reconcile with Ch 94 updates and State law; move building section out of zoning and into here; this chapter also includes property maintenance and may relate to short-term rental that will need to be evaluated.
- **Utilities (Chapter 82):** Reconcile with ordinance updates, in particular Subdivisions; update Utility Standards; Review for consistency with other chapters in format.

Project was moved due to staff capacity that was focused on Master Plan and Zoning Update.

---

**Project Number: 2023-B4**      Planning: Comprehensive Business and Resident Guide      **NEW**

**Description:** Create a Comprehensive Business and Resident Guide

**Justification:** This comprehensive Guide to support businesses and property owners through the various City permitting requirements - zoning, building, storm water, water and sewer, right-of-way, etc. Michigan's Redevelopment Ready Communities has model plans and minimum requirements for the certification that would be considered in this process. During the Master Plan process, this action was identified as a top priority and is newly added to the CIP.

## Proposed Project Year: 2025-26

### Project Number: 2017-B13 AV Room Technology Replacement Phase 2

**MOVED**

**Description:** Replacement of camera and equipment by which meetings of City Council, boards and commissions may be recorded, televised, and streamed

**Justification:** Phase 1 addressed simplifying the system and creating easier to use audio and video recording equipment. Phase 2 will upgrade the cameras and related equipment to assure we continue to provide high quality public viewing of our meetings through the website and the cable access channel. This project would include comprehensive system design, equipment selection, bid packets, bid analysis, integration, testing, training, and as-built documentation. Project was pushed back due to system working as designed currently.

### Project Number: 2019-B10 New Servers

**Description:** New Windows and Server

**Justification:** The server needs to be upgraded on a rotation to keep up with the technology changes and meet the needs of both the staff and citizens. Microsoft begins limiting updates to older servers as new versions are released. According to analyst firm, International Data Corporation (IDC), upgrading your server infrastructure on a regular schedule improves relative performance, consolidation, management efficiency and reliability.

### Project Number: 2020-B2 Downtown Parking Lot Repairs/ Seal Coating

**Description:** Repairs to parking lots including lot behind Courthouse Pub, lot behind Hillard Building, City Hall Parking Lot, lot behind Keans, and Police Parking Lot.

**Justification:** Regular repair required to maintain these lots and extend life of surface. This will be paid in part by the DDA.

### Project Number: 2020-B3 City Hall Carpet Replacement

**Description:** Replacement of Community Room and office area carpeting

**Justification:** The carpeting in these areas gets the most use and is getting worn and stained. The Community Room gets rented often with food and drinks getting spilled. This is part of a regular replacement program to keep the facility updated.

### Project Number: 2021-B1 Charter Review and Update

**Description:** Develop a charter commission to revise the charter to determine if changes are needed to bring it up to date and make it current with how the community has evolved.

**Justification:** The Council has a goal of regular review of regulating language to ensure the organization is functioning as efficiently as possible. Over time it is expected that the Mason community has changed and consequently the charter may need to be revised.

---

**Project Number: 2022-B3** Replacement Tanker 811

---

**Description:** Replacement of Tanker 811

**Justification:** Pumper/Tanker 811 is a 3,000 gallon tanker with a 1,250 gallon per minute pump. It was purchased in 2007 and is currently 15 years old. It's replacement in 2025/2026 will help maintain our fire suppression capabilities, space out major purchases of fire apparatus, and come closer to National Fire Protection Association (NFPA) recommendations for apparatus replacement.

---

**Project Number: 2023-B6** Police: Body Worn Camera Replacement

---

**NEW**

**Description:** Replacement of 13 body worn cameras

**Justification:** In 2021 the police department began using 13 body worn cameras. The terms of the service and leasing of the cameras is on a 5-year contract. The contract will be up in January of 2026. Body worn cameras are vital for transparency of operations as well as officer safety and accountability. These cameras work in conjunction within car video systems. Newly added due to evaluating regular replacement of equipment for the police department.

**Proposed Project Year: 2026-27**

---

**Project Number: 2023-B7** Fire: Infrared Cameras (2)

---

**NEW**

**Description:** Replacement of two infrared thermal imaging cameras

**Justification:** We currently have two infrared thermal imaging cameras. One carried on Rescue 806 and one on Ladder 808. They were donated to the fire department by Dart Container and are nearing their end of life. Infrared cameras are used by firefighters "seeing thru smoke" to locate victims, finding the location of a fire, hot spots during overhaul and smoke investigations, electrical issues and more. Newly added due to evaluating regular replacement of equipment for the fire department.

---

**Project Number: 2023-B8** Fire: Extrication Tools

---

**NEW**

**Description:** Replacement of extrication tools

**Justification:** Project would include replacement of the extrication tools with battery operated newer technology Cutter, Spreader, Ram and batteries/charger. Extrication tools commonly referred to as "Jaws of Life" tools consist of Cutters, Spreaders, a Ram, Hydraulic Pump and Hoses. They are carried on Rescue 806 and were purchased in 2010 when the truck was purchased. They are hydraulic operated which is fast becoming obsolete and not supported anymore. Parts are becoming hard to obtain. Newly added due to evaluating regular replacement of equipment for the fire department.

## Proposed Project Year: 2027-28

**Project Number: 2023-B9**      Police: Fleet Camera Replacement (4)

**NEW**

**Description:** Replacement of four (4) fleet cameras

**Justification:** In 2023, Axon Fleet 3 camera technology was installed into four patrol cars used by the police dept. The terms of this install work on a 5-year contract. In-car video is vital to supplement body worn recordings. In-car video allows contextual recordings in a stable view, unlike body worn recordings which tend to bounce around as they are person mounted. In-car video recordings are necessary to provide evidence, as well as helping with officer safety and accountability. Newly added due to evaluating regular replacement of equipment for the police department.

## Proposed Project Year: 2028-29

**Project Number: 2019-B3**      Building: City Hall Renovations- Phase 2

**MOVED**

**Description:** Continued improvements to first floor to accommodate staffing changes and optimum utilization of space

**Justification:** Due to realignment of staff and a focus on customer service, the first floor and second floor (East Side) requires a redesign. Having utilized the space for a significant amount of time, it is clear we are at consistent staffing levels and understand the improvements required to work most effectively in the space. This would include more efficient use of finance area and determining if there is additional usable space for small tenant. This redesign would address the customer window that has been closed. Materials used would be movable in the future, so as the organization evolves the space can continue to adapt. This phase will not complete the project but will provide for high priority items. *This project will be moved to be within year six until there is a plan to implement.*

THIS PAGE INTENTIONALLY LEFT BLANK.

# CIP BUDGET

---

## **Capital Improvements Program 2023-2029**

A Capital Improvements Program (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements.





# CAPITAL IMPROVEMENTS PROGRAM 2023-2029

## BUDGET and RESOLUTIONS

THIS PAGE INTENTIONALLY LEFT BLANK.





**CAPITAL IMPROVEMENTS PROGRAM 2023-2029**  
 Adopted March 20, 2023 - City Council  
 Prepared March 13, 2023 - Planning Commission

STREETS, BRIDGES, SIGNALS (\$)			Budget	Budget	Forecast		Projections			Total Project Cost
MP Ref.	CIP No.	Status	Project Name/Description	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
S1.3	2017-S14		E. Cherry Street: S. Rogers Street to End	\$ 275,000						\$ 275,000
S1.3	2017-S16		Maple Street Bridge: Replacement	\$ 287,500						\$ 287,500
S1.3	2019-S1		S. Walnut Court: W. Columbia Street to W. Ash Street	\$ 400,000						\$ 400,000
S1.3	2023-S1	NEW	E. Cherry Street South Alley: S. Jefferson Street to S. Rogers Street	\$ 101,430						\$ 101,430
S1.3	2018-S27		Peachtree Place: W. Columbia Street to W. South Street		\$ 605,334					\$ 605,334
S1.3	2018-S29		S. McRoberts Street: W. Columbia Street to W. Ash Street		\$ 111,600					\$ 111,600
S1.3	2018-S30		Steele Street: E. Ash Street to Elm Street		\$ 91,125					\$ 91,125
S1.3	2019-S4		Foxview Lane: Entire Length		\$ 70,000					\$ 70,000
S1.3	2019-S6		Middlebury Lane: Entire Length		\$ 120,000					\$ 120,000
S1.3	2023-S2	NEW	E. Elm Street South Alley: S. Jefferson Street to S. Rogers Street		\$ 115,200					\$ 115,200
S1.3	2018-S31	MOVED	W. Oak Street: S. McRoberts Street to S. Lansing Street			\$ 175,200				\$ 175,200
S1.3	2019-S2	MOVED	Coppersmith Drive: Sanctuary Drive to Wildemere Drive			\$ 169,750				\$ 169,750
S1.3	2019-S3	MOVED	E. South Street: S. Barnes Street to S. Rogers Street			\$ 233,150				\$ 233,150
S1.3	2019-S7	MOVED	S. McRoberts Street: W. Ash Street to W. South Street			\$ 375,400				\$ 375,400
S1.3	2019-S8	MOVED	W. Maple Street: S. Lansing Street to S. Park Street			\$ 162,350				\$ 162,350
S1.3	2023-S3	NEW	W. Sycamore Street South Alley: S. Park Street to S. Jefferson Street			\$ 50,250				\$ 50,250
S1.3	2023-S4	NEW	E. Ash Street South Alley: S. Barnes Street to S. Rogers Street			\$ 60,000				\$ 60,000
S1.3	2020-S1	MOVED	N. Rogers Street: Ann Street to E. Columbia Street				\$ 175,000			\$ 175,000
S1.3	2020-S2	MOVED	E. South Street: S. Rogers Street to Hall Blvd				\$ 305,000			\$ 305,000
S1.3	2020-S3	MOVED	State Street: W. Sycamore Street to W. Maple Street				\$ 89,700			\$ 89,700
S1.3	2020-S4	MOVED	Steele Street: E. Sycamore Street to E. Maple Street				\$ 62,800			\$ 62,800
S1.3	2020-S5	MOVED	Stratford Drive: Eaton Drive to E. Columbia Street				\$ 107,650			\$ 107,650
S1.3	2020-S6	MOVED	Wildemere Drive: Coppersmith Drive to Stratford Drive				\$ 340,900			\$ 340,900
S1.3	2023-S5	NEW	E. Sycamore Street South Alley: S. Jefferson Street to S. Rogers Street				\$ 128,700			\$ 128,700
S1.3	2021-S1	MOVED	Avery Lane: Entire Length					\$ 145,750		\$ 145,750
S1.3	2021-S2	MOVED	E. Sycamore Street: S. Jefferson Street to Steele Street					\$ 355,100		\$ 355,100
S1.3	2021-S3	MOVED	W. Sycamore Street: S. Jefferson to State Street					\$ 149,500		\$ 149,500
S1.3	2021-S4	MOVED	W. Sycamore Street: S. Cedar Street to S. Lansing Street					\$ 224,250		\$ 224,250
S1.3	2021-S5	MOVED	Vanderveen Drive: Entire Length					\$ 205,500		\$ 205,500
S1.3	2021-S6	MOVED	Windjammer Court: Entire Length					\$ 121,500		\$ 121,500
S1.3	2023-S6	NEW	E. Oak Street South Alley: S. Jefferson Street to S. Rogers Street					\$ 129,600		\$ 129,600
S2	2019-S10	MOVED	Franklin Farms Drive: Extension						\$ 3,000,000	\$ 3,000,000
S1.3	2022-S1	MOVED	Ann Street: Entire Length						\$ 272,000	\$ 272,000
S1.3	2022-S2	MOVED	North, East, and West Bailey Circle: Entire Length						\$ 266,250	\$ 266,250
S1.3	2022-S3	MOVED	N. Barnes Street: Valley Court to Devon Hill Drive						\$ 104,650	\$ 104,650
S1.3	2022-S4	MOVED	Devon Hill Drive: Entire Length						\$ 62,200	\$ 62,200
S1.3	2022-S5	MOVED	N. Rogers Street: Okemos Street to North End of N. Rogers Street						\$ 317,500	\$ 317,500
S1.3	2022-S6	MOVED	Royce Street: Entire Length						\$ 85,500	\$ 85,500
S1.3	2022-S7	MOVED	Valley Court: Entire Length						\$ 139,900	\$ 139,900
S1.3	2023-S7	NEW	E. Oak South Alley: S. Rogers Street to Steele Street						\$ 136,950	\$ 136,950
				\$ 1,063,930	\$ 1,113,259	\$ 1,226,100	\$ 1,209,750	\$ 1,331,200	\$ 4,384,950	\$ 10,329,189

UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)				Budget	Forecast		Projections			Total Project Cost
MP Ref.	CIP No.	Status	Project Name/Description	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
S1.2	2017-U27		Utilities E. Cherry Street: S. Rogers Street to End	\$ 350,000						\$ 350,000
S1.2	2018-U37		Water: Well No. 10 (Temple St.) Rebuild	\$ 70,000						\$ 70,000
S1.2	2019-U11	MOVED	Water: Well No. 8 (Water Treatment Plant) Rebuild	\$ 70,000						\$ 70,000
S1.2	2019-U3b		WWTP: Plant Construction	\$ 31,500,000						\$ 31,500,000
S1.2	2022-U1	MOVED	WWTP: Headworks Huber Screen	\$ 20,000						\$ 20,000
S1.2	2023-U1	NEW	Utilities S. Walnut Court: W. Columbia Street to W. Ash Street	\$ 150,000						\$ 150,000
S1.2	2023-U2	NEW	Utilities: Water Service Line Replacement	\$ 50,000						\$ 50,000
S1.2	2023-U3	NEW	Utilities: Hunting Meadows and Stag Thicket Water Valve Insert	\$ 55,000						\$ 55,000
S1.2	2023-U4	NEW	Water: South Well Tower Chlorine Analyzer	\$ 10,000						\$ 10,000
S1.2	2018-U40a	MOVED	Water: North Water Tower Interior/Exterior Repaint		\$ 400,000					\$ 400,000
S1.2	2019-U10		Water: Plant Filter Media Replacement		\$ 175,000					\$ 175,000
S1.2	2021-U3	MOVED	Utilities Steele Street: E. Ash Street to E. Elm Street		\$ 240,000					\$ 240,000
S1.2	2023-U5	NEW	Utilities: Asset Management Plan		\$ 75,000					\$ 75,000
S1.2	2023-U6	NEW	Utilities Peachtree Place: W. Columbia Street to W. South Street		\$ 45,000					\$ 45,000
S1.2	2023-U7	NEW	Utilities S. McRoberts Street: W. Columbia Street to W. Ash Street		\$ 150,000					\$ 150,000
S1.2	2023-U8	NEW	Utilities Foxview Lane: Entire Length		\$ 25,000					\$ 25,000
S1.2	2023-U9	NEW	Utilities Middlebury Lane: Entire Length		\$ 5,000					\$ 5,000
S1.2	2023-U10	NEW	Utilities: Water Service Line Replacement		\$ 50,000					\$ 50,000
S1.2	2023-U11	NEW	Utilities: Raise Manholes along Willow Creek		\$ 25,000					\$ 25,000
S1.2	2023-U12	NEW	WWTP: Grit Removal System Maintenance		\$ 20,000					\$ 20,000
S1.2	2023-U13	NEW	Water: Plant Valves and Baffle Wall Repair		\$ 150,000					\$ 150,000
S1.2	2017-U29		Utilities: Generators for ISD and Curtis Street Lift Stations			\$ 125,000				\$ 125,000
S1.2	2020- U2		Utilities: Cedarwoods Retention Ponds Maintenance			\$ 50,000				\$ 50,000
S1.2	2022-U3		Water: Well No. 7 (Kipp Rd) Rebuild			\$ 70,000				\$ 70,000
S1.2	2023-U14	NEW	Utilities W. Oak Street: S. McRoberts Street to S. Lansing Street			\$ 55,000				\$ 55,000
S1.2	2023-U15	NEW	Utilities Coppersmith Drive: Sanctuary Drive to Wildemere Drive			\$ 10,000				\$ 10,000
S1.2	2023-U16	NEW	Utilities E. South Street: S. Barnes Street to S. Rogers Street			\$ 150,000				\$ 150,000
S1.2	2023-U17	NEW	Utilities S. McRoberts Street: W. Ash Street to W. South Street			\$ 250,000				\$ 250,000
S1.2	2023-U18	NEW	Utilities W. Maple Street: S. Lansing Street to S. Park Street			\$ 10,000				\$ 10,000
S1.2	2023-U19	NEW	Utilities: Water Service Line Replacement			\$ 50,000				\$ 50,000
S1.2	2019-U8		WWTP: Office Building Remodel				\$ 500,000			\$ 500,000
S1.2	2019-U9		Water: New Chlorine Generator				\$ 75,000			\$ 75,000
S1.2	2023-U20	NEW	Utilities N. Rogers Street: Ann Street to E. Columbia Street				\$ 35,000			\$ 35,000
S1.2	2023-U21	NEW	Utilities E. South Street: S. Rogers Street to Hall Blvd.				\$ 165,000			\$ 165,000
S1.2	2023-U22	NEW	Utilities State Street: W. Sycamore Street to W. Maple Street				\$ 7,000			\$ 7,000
S1.2	2023-U23	NEW	Utilities Steele Street: E. Sycamore Street to E. Maple Street				\$ 7,000			\$ 7,000
S1.2	2023-U24	NEW	Utilities Stratford Drive: Eaton Drive to E. Columbia Street				\$ 7,000			\$ 7,000
S1.2	2023-U25	NEW	Utilities Wildemere Drive: Coppersmith Drive to Stratford Drive				\$ 15,000			\$ 15,000
S1.2	2023-U26	NEW	Utilities: Water Service Line Replacement				\$ 50,000			\$ 50,000
S1.2	2023-U27	NEW	Water: South Water Tower Inspection				\$ 6,000			\$ 6,000
S1.2	2023-U28	NEW	Water: Well Rebuild Placeholder				\$ 70,000			\$ 70,000
S1.2	2018-U40a	MOVED	Water: South Tower Exterior Repaint					\$ 350,000		\$ 350,000
S1.2	2023-U29	NEW	Utilities E. Sycamore Street: S. Jefferson Street to Steele Street					\$ 15,000		\$ 15,000
S1.2	2023-U30	NEW	Utilities W. Sycamore Street: S. Jefferson Street to S. Cedar Street					\$ 72,000		\$ 72,000
S1.2	2023-U31	NEW	Utilities Vanderveen Drive: Entire Length					\$ 7,000		\$ 7,000
S1.2	2023-U32	NEW	Utilities: Water Service Line Replacement					\$ 50,000		\$ 50,000
S1.2	2023-U34	NEW	Water: Ground Storage Tank Inspection					\$ 6,500		\$ 6,500
S1.2	2023-U35	NEW	Water: Well Rebuild Placeholder					\$ 70,000		\$ 70,000
S1.2	2021-U6	MOVED	Water: Advanced Metering Infrastructure and Meter Replacement						\$ 1,120,000	\$ 1,120,000
S1.2	2023-U36	NEW	Utilities: Columbia and Lansing Street Water Main Railroad Crossing						\$ 300,000	\$ 300,000
S1.2	2023-U37	NEW	Utilities Ann Street: Entire Length						\$ 15,000	\$ 15,000
S1.2	2023-U38	NEW	Utilities Devon Hill Subdivision						\$ 125,000	\$ 125,000
S1.2	2023-U39	NEW	Utilities: Water Service Line Replacement						\$ 50,000	\$ 50,000
S1.2	2023-U40	NEW	WWTP: Curtis Street Lift Station Replacement						\$ 500,000	\$ 500,000
S1.2	2023-U41	NEW	Water: Well Rebuild Placeholder						\$ 70,000	\$ 70,000
				\$ 32,275,000	\$ 1,360,000	\$ 770,000	\$ 937,000	\$ 570,500	\$ 2,180,000	\$ 38,092,500

PARKS, CEMETERY, FORESTRY, NONMOTORIZED (P)				Budget	Forecast		Projections			Total Project Cost
MP Ref.	CIP No.	Status	Project Name/Description	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
S1.4	2020-P4		Hayhoe Riverwalk Trail: Trail Wayfinding Signage	\$ 50,000						\$ 50,000
W6.2	2020-P9		DDA: Downtown Wayfinding Signage	\$ 150,000						\$ 150,000
S1.4	2020-P20		Non- Motorized Program: Southwest Quadrant	\$ 35,000						\$ 35,000
S1.4	2020-P21	MOVED	Hayes Park: Capital Improvements	\$ 250,000						\$ 250,000
S1.4	2022-P2		Maple Grove Cemetery: Trash Receptacles/ Section Signs	\$ 28,000						\$ 28,000
S1.4	2023-P1	NEW	Non-Motorized Program: Maple Street and Rogers Street Stairs Repair	\$ 22,000						\$ 22,000
W3	2023-P2	NEW	DDA: Sidewalk Repair	\$ 24,000						\$ 24,000
W3	2023-P3	NEW	DDA: Tree Replacement	\$ 50,000						\$ 50,000
W6.2	2020-P9		DDA: Downtown Wayfinding Signage		\$ 150,000					\$ 150,000
S1.4	2020-P16	MOVED	Non-Motorized: Kipp Road/ Cedar Street Sidewalks		\$ 80,000					\$ 80,000
S1.4	2020-P18	MOVED	Bond Park: Capital Improvements		\$ 250,000					\$ 250,000
S1.4	2020-P21		Hayes Park: Capital Improvements		\$ 250,000					\$ 250,000
S1.4	2020-P22		Non- Motorized Program: Northwest Quadrant		\$ 25,000					\$ 25,000
S1.4	2020-P23		Planning: Parks/Recreation Plan (5 year update)		\$ 30,000					\$ 30,000
W6.2	2020-P19		General Major Corridors: Wayfinding Signage			\$ 150,000				\$ 150,000
S1.4	2020-P24		Lee Austin Park: Capital Improvements			\$ 300,000				\$ 300,000
S1.4	2020-P25		Non- Motorized Program: Northeast Quadrant			\$ 25,000				\$ 25,000
S1.4	2021-P2		Non- Motorized Program: Southeast Quadrant				\$ 25,000			\$ 25,000
W3	2023-P4	NEW	DDA: Sidewalk Repair				\$ 10,000			\$ 10,000
S1.4	2023-P5	NEW	Rayner Park: Capital Improvements				\$ 250,000			\$ 250,000
S1.4	2020-P26		Maple Grove Cemetery: Second Drive					\$ 70,000		\$ 70,000
S1.4	2022-P3		Non- Motorized Program: Southwest					\$ 25,000		\$ 25,000
S1.4	2022-P4		Maple Grove Cemetery: Columbarium (3)					\$ 115,000		\$ 115,000
W3	2023-P6	NEW	DDA: Trash Receptacle Replacement					\$ 35,000		\$ 35,000
S1.4	2023-P7	NEW	Non- Motorized Program: Northwest Quadrant						\$ 25,000	\$ 25,000
S1.4	2023-P8	NEW	Maple Grove Cemetery: Adding Water to Section U						\$ 15,000	\$ 15,000
C4	2023-P9	NEW	Forestry: Tree Inventory Update						\$ 20,000	\$ 20,000
W3	2023-P10	NEW	DDA: Light Pole Painting (1 of 3 phases)						\$ 100,000	\$ 100,000
W3	2023-P11	NEW	DDA: Planter Replacement						\$ 25,000	\$ 25,000
				\$ 609,000	\$ 785,000	\$ 475,000	\$ 285,000	\$ 245,000	\$ 185,000	\$ 2,584,000

MOTOR VEHICLE POOL (MVP)				Budget	Forecast		Projections			
MP No.	CIP No.	Status	Project Name/Description	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	Total Project Cost
S1.5	2017-MVP18b		Replacement No. 24 (Equipping) (SPLIT)	\$ 198,000						\$ 198,000
S1.5	2018-MVP3		Replacement No. 84 (Police Interceptor)	\$ 66,000						\$ 66,000
S1.5	2022-MVP5		Replacement No. 37 (Gator)	\$ 23,000						\$ 23,000
S1.5	2019-MVP6	MOVED	Replacement No. 802 (Fire Expedition)	\$ 65,000						\$ 65,000
S1.5	2023-MVP1	NEW	New Vehicle 88 (Police Interceptor)	\$ 66,000						\$ 66,000
S1.5	2018-MVP4	MOVED	Replacement No. 31 (DPW Pickup)		\$ 64,000					\$ 64,000
S1.5	2019-MVP3		Replacement No. 15 (Water Pickup)		\$ 35,000					\$ 35,000
S1.5	2019-MVP5		Replacement No. 87 (Police Interceptor)		\$ 66,500					\$ 66,500
S1.5	2020-MVP2		Replacement No. 85 (Police Interceptor)			\$ 70,000				\$ 70,000
S1.5	2020-MVP3		Replacement No. 26 (Vactor Truck)			\$ 495,000				\$ 495,000
S1.5	2021-MVP2		Replacement No. 5 (Police Interceptor)			\$ 67,000				\$ 67,000
S1.5	2021-MVP1		Replacement No. 75 (Mower)				\$ 13,000			\$ 13,000
S1.5	2021-MVP3		Replacement No. 12 (DPW Pickup)				\$ 36,000			\$ 36,000
S1.5	2021-MVP4		Replacement No. 14 (DPW Pickup)				\$ 36,000			\$ 36,000
S1.5	2021-MVP5		Replacement No. 19 (Parks Pickup)				\$ 70,000			\$ 70,000
S1.5	2021-MVP6		Replacement No. 86 (Police Interceptor)				\$ 67,500			\$ 67,500
S1.5	2022-MVP6		Replacement No. 39 (Tool Cat)				\$ 45,000			\$ 45,000
S1.5	2022-MVP7		Replacement No. 82 (Chipper)				\$ 65,000			\$ 65,000
S1.5	2020-MVP1		Replacement No. 91 (Leaf Machine)					\$ 110,000		\$ 110,000
S1.5	2022-MVP8		Replacement No. 11 (DPW Pickup)					\$ 65,000		\$ 65,000
S1.5	2022-MVP9		Replacement No. 28 (Dump/Plow)(SPLIT)					\$ 113,000		\$ 113,000
S1.5	2022-MVP10		New Attachment No. 39 (Stump Grinder)					\$ 12,000		\$ 12,000
S1.5	2022-MVP11		Replacement No. 40 (DPW Pickup)					\$ 37,000		\$ 37,000
S1.5	2022-MVP12		Replacement No. 74 (Mower)					\$ 13,500		\$ 13,500
S1.5	2022-MVP13		Replacement No. 83 (Police Interceptor)					\$ 68,000		\$ 68,000
S1.5	2023-MVP2	NEW	Replacement No. 17 (DPW Pickup)						\$ 37,000	\$ 37,000
S1.5	2023-MVP3	NEW	Replacement No. 77 (Mower)						\$ 14,000	\$ 14,000
S1.5	2023-MVP4	NEW	Replacement No. 84 (Police Interceptor)						\$ 68,500	\$ 68,500
S1.5	2023-MVP5	NEW	Replacement No. 28 (Equipping)(SPLIT)						\$ 150,000	\$ 150,000
S1.5	2023-MVP6	NEW	Replacement No. 34 (Trailer/ Compressor)						\$ 32,000	\$ 32,000
				\$ 418,000	\$ 165,500	\$ 632,000	\$ 332,500	\$ 418,500	\$ 301,500	\$ 2,268,000

BUILDING, PROPERTY, EQUIPMENT, LEGISLATION (B)				Budget	Forecast		Projections			
MP No.	CIP No.	Status	Project Name/Description	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	Total Project Cost
S1	2019-B2b	MOVED	City Hall: Carpet Replacement	\$ 25,000						\$ 25,000
S1.5	2019-B8		Police: Car Port (7-Car Unit)	\$ 55,000						\$ 55,000
C4	2018-B23a	MOVED	Planning: Cedar/127 Corridor Sub-area Plan	\$ 50,000						\$ 50,000
C4	2022-B1	MOVED	Planning: Ord. Update Planning, Subdivision, Signs, STR	\$ 5,000						\$ 5,000
S1	2023-B1	NEW	City Hall: HVAC Replacement	\$ 20,000						\$ 20,000
S1.5	2023-B2	NEW	DPW: Salt Storage	\$ 125,000						\$ 125,000
S1	2023-B3	NEW	Police: Taser Replacement	\$ 25,000						\$ 25,000
W2.1	2023-B4	NEW	Planning: Public Participation Plan & Communication Strategy	\$ 5,000						\$ 5,000
S1	2019-B2a	MOVED	City Hall: Phase I Renovation		\$ 150,000					\$ 150,000
S2.1	2019-B5		Geographic Information System (GIS)		\$ 60,000					\$ 60,000
S1.5	2020-B4	MOVED	Public Works: Facility Construction with Bus Garage		\$ 8,000,000					\$ 8,000,000
S1	2021-B2		Police: Replacement of Speed Trailer		\$ 12,000					\$ 12,000
S1	2022-B2	MOVED	Planning Ord. Update: Historic Preservation, Building, Utilities		\$ 25,000					\$ 25,000
W5.1	2023-B5	NEW	Planning: Comprehensive Business and Resident Guide		\$ 5,000					\$ 5,000
S1	2017-B13	MOVED	IT: AV Room Technology Replacement			\$ 150,000				\$ 150,000
S1	2019-B10		IT: New Servers			\$ 40,000				\$ 40,000
W3	2020-B2		DDA: Downtown Parking Lot Repairs/ Seal Coating			\$ 20,000				\$ 20,000
S1	2020-B3		City Hall: Carpet Replacement			\$ 25,000				\$ 25,000
S1	2021-B1		Council: Charter Review and Update			\$ 20,000				\$ 20,000
S1.5	2022-B3		Fire: Replacement Tanker 811			\$ 450,000				\$ 450,000
S1	2023-B6	NEW	Police: Body Worn Camera Replacement			\$ 75,000				\$ 75,000
S1	2023- B7	NEW	Fire: Infrared Cameras (2)				\$ 18,000			\$ 18,000
S1	2023- B8	NEW	Fire: Extrication tools				\$ 55,000			\$ 55,000
S1	2023-B9	NEW	Police: Fleet Camera Replacement (4)					\$ 100,000		\$ 100,000
S1	2019-B4	MOVED	City Hall: Renovations Phase 2						\$ 150,000	\$ 150,000
				\$ 310,000	\$ 8,252,000	\$ 780,000	\$ 73,000	\$ 100,000	\$ 150,000	\$ 9,665,000

GRAND TOTALS	Budget	Forecast		Projections			Total Program Cost
	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	
	\$ 34,675,930	\$ 11,675,759	\$ 3,883,100	\$ 2,837,250	\$ 2,665,200	\$ 7,201,450	\$ 62,938,689



**CITY OF MASON  
PLANNING COMMISSION RESOLUTION No. 2023-04  
A RESOLUTION RECOMMENDING THAT  
CITY COUNCIL ADOPT THE CAPITAL IMPROVEMENTS PROGRAM  
FOR THE FISCAL YEARS 2023-2029**

**March 14, 2023**

**WHEREAS**, the Capital Improvements Program is a result of significant review and consideration by the City of Mason administrative staff, Planning Commission and City Council of the numerous capital project requests from City department heads for the next six fiscal-year periods; and

**WHEREAS**, prioritization of projects listed in the program is based on the overall benefit to the community, especially when improving public health, safety and welfare, and so that the most-needed projects will be accomplished first and scarce financial resources are allocated appropriately; and,

**WHEREAS**, the Capital Improvements Program is consistent with the Capital Improvements Programming component of the Master Plan.

**NOW THEREFORE BE IT RESOLVED**, that the City of Mason Planning Commission does hereby recommend that City Council adopt the Capital Improvements Program (CIP) for fiscal years 2023-2029 and Workshop Supplement Information dated March 13, 2023.

The foregoing Resolution was moved for adoption by Planning Commissioner Clark and seconded by Planning Commissioner Wren and declared adopted by the following vote:

Yes (6) Clark, Kirkby, Malczewski, Perrault, Waxman, Wren

No (0)

Absent (3) Bliesener, Sabbadin, Wood

RESOLUTION DECLARED ADOPTED

STATE OF MICHIGAN)

:ss.

COUNTY OF INGHAM)

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolutions adopted by the Planning Commission of the City of Mason at a special meeting held on Tuesday, March 14, 2023, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 15<sup>th</sup> day of March 2023.

  
\_\_\_\_\_  
Sarah J. Jarvis, City Clerk  
City of Mason, Ingham County, Michigan

**CITY OF MASON  
REGULAR CITY COUNCIL MEETING  
MINUTES OF MARCH 20, 2023**

Mayor Whipple called the meeting to order at 7:31 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Councilmember Preadmore led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Clark, Droscha, Ferris, Preadmore, Schaffer, Vogel, Whipple  
Absent: Councilmembers: None  
Also present: Deborah Stuart, City Manager, Sarah J. Jarvis, City Clerk

**PUBLIC COMMENT**

- Denni Cady-Stid of 916 Evergreen spoke regarding the School Resource Officer and asked that close attention be given to whoever is assigned to this position.

MOTION by Droscha second by Preadmore,  
to amend the agenda by removing item 7C – Ordinance 242 under Unfinished Business and to add  
item 8A – Approve date and time of City Council Budget Workshop under New Business.

MOTION APPROVED UNANIMOUSLY

**CONSENT CALENDAR**

MOTION by Droscha second by Clark,  
to approve the Consent Calendar with the moving of Item C9 – Authorize Contract for the 2023  
Sidewalk and Concrete Improvements to New Business.

A. Minutes:

1. Approve Minutes of Regular Council Meeting March 6, 2023

B. Correspondence:

1. Receipt of Mayoral Proclamation to Recognize Debbie Zielinski, Mason Area Chamber of Commerce's Citizen of the Year

C. Financials:

1. Approve Bills in the Amount of \$231,720.14
2. Receipt of Monthly Revenue and Expenditure Report for Period Ending February 28, 2023
3. Authorize Contract for Purchase of Three Columbarium Units (CIP: 2022-P1) and Four Benches from INCH Memorials in the Amount of \$84,910
4. Authorize Contract for the Rebuild of Wells No. 8 and No. 9 (CIP: 2019-U11 and 2018-U39) with Peerless-Midwest Inc. in the Amount of \$85,107.42 and Any Necessary Budget Amendments Related to Year of Work
5. Authorize a Change Order to Add the Rebuild of Well No. 10 (CIP: 2018-U37) with Peerless-Midwest Inc. in the Amount of \$29,301.18 and Any Necessary Budget Amendments Related to Year of Work
6. Authorize Contract for the Sanitary Sewer Manhole Raising with Reith Riley Construction Co., Inc. in the Amount of \$21,200 and Any Necessary Budget Amendments Related to Year of Work



7. Authorize Contract for Equipping of Dump/Plow Truck #24 Replacement (CIP: 2017-MVP18b) with Truck & Trailer Specialties, Inc. in the Amount of \$192,568 and Any Necessary Budget Amendments Related to Year of Work
8. Authorize Contract for 2023 Local Street Work and Lead Service Line Replacement (CIP: 2017-S14, 2019-S1, 2023-S1, 2017-U27, 2023-U1, 2023-U2) with Reith Riley Construction Co., Inc. in the Amount of \$941,739.20 and Any Necessary Budget Amendments Related to Year of Work
9. Authorize Contract for the 2023 Sidewalk and Concrete Improvement (CIP: 2020-P20, 2023-P1, 2023-P2) with Bearstone Construction, LLC in the Amount of \$97,974.80, Staff to Execute a Change Order to Remove \$32,549.10 Related to Kean Co. and Bad Brewing Co. Alley Closure Reconstruction from the Contract, and Any Necessary Budget Amendments –  
**Moved to New Business**

**D. Resolutions:**

1. Resolution 2023-18: Approve 2023 Poverty Exemption Guidelines and income Assets Level for the Board of Review

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2023-18**

**APPROVE 2023 POVERTY EXEMPTION GUIDELINES AND INCOME ASSET LEVELS  
FOR THE BOARD OF REVIEW**

March 20, 2023

**WHEREAS**, the City of Mason is aware that State of Michigan Statute PA 390 states that the governing body of the local assessing unit shall determine the policies and guidelines that the local assessing unit will use when deciding whether to grant poverty property tax exemptions; and

**WHEREAS**, PA 390 requires that the poverty exemption guidelines include the asset levels of the entire household set by the governing body. The determination of the amount of the asset levels is left to the discretion of the local governing body. The Act further requires that the income level NOT be set lower than the federal income standards; and

**WHEREAS**, the City of Mason believes the federal poverty income standards established by the United States Office of Management and Budget are appropriate thresholds for the City of Mason; and

**WHEREAS**, PA 390 requires the local assessing units make available to the public their policies and guidelines for the granting of poverty exemptions. The Board of Review shall follow the policies and guidelines of the local assessing unit when granting or denying a poverty exemption. The same standards shall apply to each claimant in the unit for the assessment year.

**NOW, THEREFORE, BE IT RESOLVED THAT:** the City of Mason has adopted the federal poverty income standards that the United States Office of Management and Budget uses as the basis of granting Poverty Exemptions. These amounts adjust annually.

To be eligible for a poverty exemption in the City of Mason for 2023 gross income may not exceed these guidelines.

1 person.....	\$13,590
2 persons.....	\$18,310
3 persons.....	\$23,030
4 persons.....	\$27,750
5 persons.....	\$32,470
6 persons.....	\$37,190
7 persons.....	\$41,910
8 persons.....	\$46,630
For each additional person add.....	\$4,720; and

**BE IT FURTHER RESOLVED**, that the City of Mason has adopted the following maximum asset standards for a household to be eligible for a Poverty Exemption.

The below asset levels DO NOT include the value of the homestead (Per Tribunal Ruling 08-13-97, Docket #236230), and the equity of the homestead should not be included within the asset test to be valid.

1 person.....	\$22,000
2 persons.....	\$30,000

3 persons.....	\$35,000
4 persons.....	\$40,000
5 persons.....	\$45,000
6 persons.....	\$50,000
7 persons.....	\$55,000
8 persons.....	\$60,000
9 persons or more.....	\$69,000; and

**BE IT FURTHER RESOLVED**, that the Staff is authorized to update annually the policy and guidelines based on the approved federal poverty income standards established by the United States Office of Management and Budget.

## 2. Resolution 2023-19: Support for the Conclusions within the Draft Mason-Holt Trail Connection Feasibility Study

### CITY OF MASON CITY COUNCIL RESOLUTION No. 2023-19

#### A RESOLUTION SUPPORTING THE CONCLUSIONS OF THE HOLT TO MASON TRAIL FEASIBILITY STUDY

March 20, 2023

**WHEREAS**, the City of Mason adopted the 2020-2024 Parks, Recreation, and Non-Motorized Transportation Plan (the "Plan") outlining priorities for the City on February 3, 2020; and

**WHEREAS**, the Plan identifies the Hayhoe Riverwalk Trail connection north to not only Delhi Township, but continues to the City of Lansing and the City of East Lansing as a priority for regional connectivity; and

**WHEREAS**, the City of Mason staff have been active participants in discussions regarding potential connection points to achieve that result; and

**WHEREAS**, Ingham County applied, with City of Mason support, and received a federal appropriation to fund a portion of this connection; and

**WHEREAS**, Ingham County has contracted with Spicer Group to complete a feasibility study evaluating the potential connection points between the trails in Mason and Delhi; and

**WHEREAS**, Ingham County has requested feedback on the draft conclusion of that plan for impacted jurisdictions before finalizing; and

**WHEREAS**, City of Mason staff from all departments has had time to review the draft study and has no concerns.

**NOW THEREFORE BE IT RESOLVED**, that City Council supports the Conclusions within the Draft Mason Holt Trail Connection Feasibility Study, including the rankings of possible connections.

#### E. Other:

1. Excuse Absence of City Manager Stuart for May 1, 2023, City Council Meeting

#### MOTION APPROVED UNANIMOUSLY

### **PUBLIC HEARINGS**

- A. Public Hearing of Apportionment for Project 2023-1, Sidewalk and Driveway Improvements Special Assessment District

Mayor Whipple opened the Public Hearing at 7:36 p.m.

Mayor Whipple closed the Public Hearing at 7:36 p.m.

1. Resolution 2023-20: Project No. 2023-1. Resolution No. 5 of Special Assessment Process Proceeding with Improvement and Confirming the Special Assessment Roll

MOTION by Droscha second by Preadmore,  
to adopt Resolution 2023-20: Project No. 2023-1. Resolution No. 5 of Special Assessment Process Proceeding with Improvement and Confirming the Special Assessment Roll

**CITY OF MASON**  
**CITY COUNCIL RESOLUTION NO. 2023-20**

**PROJECT NO. 2023-1, SIDEWALK AND DRIVEWAY IMPROVEMENTS SPECIAL ASSESSMENT DISTRICT, RESOLUTION NO. 5 OF  
SPECIAL ASSESSMENT PROCESS**

**March 20, 2023**

**WHEREAS**, pursuant to due notice to all interested parties, this City Council did meet on Monday, March 20, 2023, in the City Hall, 201 West Ash Street, Mason, Michigan, for the purpose of reviewing the special assessment roll and hearing any objections thereto for the 2023 Sidewalk and Driveway Improvements Special Assessment District - 2023-1: and

**WHEREAS**, at the time and place designated for said meeting, the meeting was duly called to order and the opening of the hearing for objections to the special assessment roll, prepared by the City Assessor and on file with the City Clerk, was announced, said roll assessing the cost of certain Sidewalk and Driveway improvements against the benefiting properties; and

**WHEREAS**, objections were heard or filed in writing with the City Clerk and the following adjustment or corrections, if any, were made; and

**WHEREAS**, the City Council now desires to confirm the special assessment roll attached hereto as Exhibit A.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The City Council hereby designates the special assessment district as the "Sidewalk and Driveway Special Assessment District - 2023-1."
2. The special assessment roll as prepared and reported to the City Council by the City Assessor shall be designated as the "Special Assessment Roll, Sidewalk and Driveway Special Assessment District 2023-1" in the final amount of \$30,734.00 with \$15,367.00 being assessed is hereby adopted and confirmed, and the City Clerk is hereby directed to endorse thereon this date of confirmation.
3. The special assessment roll shall be divided into three (3) equal annual installments. The first installment shall be due on July 1, 2023, and the two (2) subsequent installments shall be due on July 1 of the succeeding years thereafter. Special assessments may be paid in full on or before August 31, 2023, without interest. Thereafter, installments of the special assessment roll shall bear interest at the rate of six and fifty-three hundredths of a percent (6.53%) per annum, commencing on September 1, 2023, payable annually on the due date of each installment after the first installment. If any installment is not paid when due then the same shall be deemed to be delinquent and there shall be collected thereon in addition to the interest above provided, a penalty at the rate of one percent (1%) for each month or fraction thereof that the same remains unpaid before being reported for reassessment upon the City tax roll. In the event the City Council determines that it is in the best interest of the district and the City at large to issue bonds pledging the receipts of said special assessment roll and the full faith and credit of the City; then and in that event, the interest on the unpaid installments shall be adjusted to not more than one percent (1%) greater than the average interest rate at which the bonds were sold. Said interest shall be payable annually on each installment due date.

4. Any of the unpaid balance due on the special assessment roll may be paid in full on any installment date, together with interest due to said payment date.
5. The assessments made in said special assessment roll are hereby ordered and directed to be collected. The City Clerk shall deliver the special assessment roll to the City Finance Director/Treasurer with the proper warrant attached, commanding the City Finance Director/Treasurer to collect the assessments therein in accordance with the directions of the City Council with respect thereto, and the City Finance Director/Treasurer is authorized and directed to collect the amounts assessed as they become due pursuant to the terms of this resolution and the provisions of the applicable statutes of the State of Michigan.
6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be, and the same are, hereby rescinded.

**MOTION APPROVED UNANIMOUSLY**

**UNFINISHED BUSINESS**

- A. Authorize an Agreement for the Provision of School Resource Officer Services with Mason Public Schools to Provide a School Resource Officer

MOTION by Droscha second by Clark,  
to Authorize an Agreement for the Provision of School Resource Officer Services with Mason Public Schools to Provide a School Resource Officer

Yes (6) Clark, Droscha, Ferris, Preadmore, Schaffer, Whipple

No (1) Vogel

Absent (0)

**MOTION APPROVED**

- B. Library Renovation (CIP: 2017-B5b)

1. Authorize Contract with Moore Trosper Construction Company to provide Construction Services for the Mason Library Renovation in an Amount Not to Exceed \$1,091,255 and All Necessary Budget Amendments including Those Related to Year of Work.

MOTION by Droscha second by Clark,  
Authorize Contract with Moore Trosper Construction Company to provide Construction Services for the Mason Library Renovation in an Amount Not to Exceed \$1,091,255 and All Necessary Budget Amendments and to conduct the work in either the 2022/2023 or 2023/2024 Fiscal Year Budgets.

**MOTION APPROVED UNANIMOUSLY**

2. Authorize the Mayor and City Clerk to Execute Memorandum of Understanding with Capital Area District Library Regarding Renovation Project Containing the Approved Terms

MOTION by Ferris second by Droscha,  
to Authorize the Mayor and City Clerk to Execute Memorandum of Understanding with Capital  
Area District Library Regarding Renovation Project Containing the Approved Terms

MOTION APPROVED UNANIMOUSLY

- C. **Resolution 2023-21: Adoption of the Capital Improvements Program for the Fiscal Year 2023-2029**  
(Adoption Recommended by Planning Commission)

MOTION by Droscha second by Preadmore,  
to adopt Resolution 2023-21: Adoption of the Capital Improvements Program for the Fiscal Year  
2023-2029

MOTION by Schaffer second by Clark,  
to move CIP: 2020-P18 – Bond Park Capital Improvements to FY 2024/2025 and CIP: 2020-P21 –  
Hayes Park Capital Improvements to FY 2023/2024

MOTION APPROVED UNANIMOUSLY

MOTION by Vogel second by Schaffer,  
to add to the CIP a phone notification system that would contact residents in the FY 2024/2025

MOTION FAILED UNANIMOUSLY

MOTION by Schaffer second by (No Second),  
to include an option for an alternative energy source in the DPW Building plans

MOTION FAILS FOR LACK OF SECOND

**CITY OF MASON  
CITY COUNCIL RESOLUTION 2023-21**

**ADOPTION OF THE CAPITAL IMPROVEMENTS PROGRAM FOR THE FISCAL YEARS 2023-2029**

**March 20, 2023**

**WHEREAS**, the Capital Improvements Program is a result of significant review and consideration by the City of Mason administrative staff, Planning Commission, and City Council of the numerous capital project requests from City department heads for the next six fiscal-year periods; and

**WHEREAS**, prioritization of projects listed in the program is based on the overall benefit to the community, especially when improving public health, safety, and welfare, and so that the most-needed projects will be accomplished first and scarce financial resources are allocated appropriately; and

**WHEREAS**, the Planning Commission recommended approval of the Capital Improvements Program on March 14, 2023 (PC Resolution 2023-09) as it is consistent with the Capital Improvements Programming component of the Master Plan.

**NOW THEREFORE BE IT RESOLVED**, that the Mason City Council adopt the Capital Improvements Program (CIP) for fiscal years 2023-2029.

ORIGINAL MOTION APPROVED UNANIMOUSLY

## **NEW BUSINESS**

- A. Approve April 10, 2023, at 6:00 p.m. as the date and time for the City Council Budget Workshop

MOTION by Droscha second by Preadmore,  
to Approve April 10, 2023, at 6:00 p.m. as the date and time for the City Council Budget Workshop

MOTION APPROVED UNANIMOUSLY

- B. Authorize Contract for the 2023 Sidewalk and Concrete Improvement (CIP: 2020-P20, 2023-P1, 2023-P2) with Bearstone Construction, LLC in the Amount of \$97,974.80, Staff to Execute a Change Order to Remove \$32,549.10 Related to Kean Co. and Bad Brewing Co. Alley Closure Reconstruction from the Contract, and Any Necessary Budget Amendments

MOTION by Clark second by Droscha,  
to Authorize Contract for the 2023 Sidewalk and Concrete Improvement (CIP: 2020-P20, 2023-P1, 2023-P2) with Bearstone Construction, LLC in the Amount of \$97,974.80, Staff to Execute a Change Order to Remove \$32,549.10 Related to Kean Co. and Bad Brewing Co. Alley Closure Reconstruction from the Contract, and Any Necessary Budget Amendments

MOTION by Clark second by Droscha,  
to modify the motion by removing the Change Order of \$32,549.10

Yes (6) Clark, Droscha, Preadmore, Schaffer, Vogel, Whipple  
No (1) Ferris  
Absent (0)

MOTION APPROVED

MODIFIED MOTION APPROVED UNANIMOUSLY

## **COUNCILMEMBERS' REPORTS**

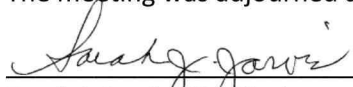
- Vogel reported she attended the Creative Collective Black Balloon Day Event.
- Schaffer reported that the ZBA met on March 15, 2023.
- Ferris reported that the Tree Commission will be meeting soon to decide the Arbor Day Recipient.
- Clark reported that the Planning Commission met on March 14, 2023.
- Mayor Whipple reported that the DDA met on March 13, 2023.

## **MANAGER'S REPORT:**

- Manager Stuart reported that a direct mailing will be going out soon to obtain feedback on the Parks and Master Plans.

## **ADJOURNMENT**

The meeting was adjourned at 8:27 p.m.

  
\_\_\_\_\_  
Sarah J. Jarvis, City Clerk

**CITY OF MASON  
CITY COUNCIL RESOLUTION 2023-21**

**ADOPTION OF THE CAPITAL IMPROVEMENTS PROGRAM FOR THE FISCAL YEARS 2023-2029**

**March 20, 2023**

**WHEREAS**, the Capital Improvements Program is a result of significant review and consideration by the City of Mason administrative staff, Planning Commission, and City Council of the numerous capital project requests from City department heads for the next six fiscal-year periods; and

**WHEREAS**, prioritization of projects listed in the program is based on the overall benefit to the community, especially when improving public health, safety, and welfare, and so that the most-needed projects will be accomplished first and scarce financial resources are allocated appropriately; and

**WHEREAS**, the Planning Commission recommended approval of the Capital Improvements Program on March 14, 2023 (PC Resolution 2023-09) as it is consistent with the Capital Improvements Programming component of the Master Plan.

**NOW THEREFORE BE IT RESOLVED**, that the Mason City Council adopt the Capital Improvements Program (CIP) for fiscal years 2023-2029.

\*\*\*\*\*

The foregoing Resolution was moved for adoption by Councilmember Droscha and seconded by Councilmember Preadmore and declared adopted by the following vote:

Yes (7) Clark, Droscha, Ferris, Preadmore, Schaffer, Vogel, Whipple

No (0)

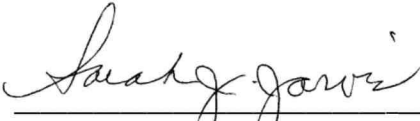
Absent (0)

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN       )  
COUNTY OF INGHAM       ) ss  
CITY OF MASON            )

I, the undersigned, the duly qualified and acting Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Monday, March 20, 2023, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 21<sup>st</sup> day of March, 2023.

  
\_\_\_\_\_  
Sarah J. Jarvis, City Clerk  
City of Mason, Ingham County, Michigan

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2023-39**

**AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2023-2029, AS  
RECOMMENDED BY THE PLANNING COMMISSION, AND AUTHORIZING AMENDMENTS  
TO THE CURRENT BUDGET**

**September 18, 2023**

**WHEREAS**, the Capital Improvements Program is a result of significant review and consideration by the City of Mason administrative staff, Planning Commission and City Council of the numerous capital project requests from City department heads for the next six fiscal-year periods; and

**WHEREAS**, prioritization of projects listed in the program is based on the overall benefit to the community, especially when improving public health, safety and welfare, and so that the most-needed projects will be accomplished first and scarce financial resources are allocated appropriately; and

**WHEREAS**, the current CIP (2023-2029) was recommended by the Planning Commission (PC) through PC Resolution 2023-04 and adopted by the City Council (CC) through CC Resolution 2023-21; and

**WHEREAS**, staff proposed an amendment indicated in Exhibit A to the Planning Commission on September 12, 2023; and

**WHEREAS**, the Capital Improvements Program, as proposed in the amendment, will be consistent with the Capital Improvements Programming component of the Master Plan; and

**WHEREAS**, Planning Commission adopted PC Resolution 2023-14 to recommending City Council approval of the proposed amendments to the Capital Improvement Program as outlined in Exhibit A.

**NOW THEREFORE BE IT RESOLVED**, that the City Council does hereby amend the Capital Improvements Program (CIP) for fiscal years 2023-2029 as provided in Exhibit A; and

**BE IT FURTHER RESOLVED**, that the City Council authorizes staff to make the appropriate amendments to the Fiscal Year 2023-24 Budget to allow for these amendments.

\*\*\*\*\*

The foregoing Resolution was moved for adoption by Councilmember Preadmore and seconded by Councilmember Droscha and declared adopted by the following vote:

Yes (6) Clark, Droscha, Ferris, Preadmore, Schaffer, Whipple

No (0)

Absent (1) Vogel

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN       )  
COUNTY OF INGHAM       ) ss  
CITY OF MASON            )



I, the undersigned, the duly qualified and acting Deputy Clerk of the City of Mason, County of Ingham, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Mason at a regularly scheduled meeting held on Monday, September 18, 2023, pursuant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the Council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 25th day of September, 2023.

A handwritten signature in black ink, appearing to read 'JSpink', written over a horizontal line.

Jean Spink, Deputy City Clerk  
City of Mason, Ingham County, Michigan

## Exhibit A: Proposed Capital Improvements Program Amendment for the Fiscal Years 2023- 2029

MOTOR VEHICLE POOL (MVP)			Budget Est.	CIP Action
MP No.	CIP No.	Project Name/Description	2023-2024	
S1.5	2017-MVP18b	Replacement No. 24 (Equipping) (SPLIT)	\$ 198,000	None
S1.5	2018-MVP3	Replacement No. 84 (Police Interceptor)	\$ 66,000	None
S1.5	2019-MVP6	Replacement No. 802 (Fire Expedition)	\$ 65,000	None
S1.5	2022-MVP5	Replacement No. 37 (Gator)	\$ 23,000	None
S1.5	2022-MVP7	Replacement No. 82 (Chipper)	\$ 87,000	Move from 2026-27 Amendment 1 Detail Below
S1.5	2019-MVP6	Replacement No. 802 (Fire Expedition)	\$ 65,000	None
S1.5	2023-MVP1	New Vehicle 88 (Police Interceptor)	\$ 66,000	None
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)			Budget	CIP Action
MP No.	CIP No.	Project Name/Description	2023-2024	
S1.2	2017-U27	Utilities E. Cherry Street: S. Rogers Street to End	\$ 350,000	None
S1.2	2018-U37	Water: Well No. 10 (Temple St.) Rebuild	\$ 70,000	None
S1.2	2019-U11	Water: Well No. 8 (Water Treatment Plant) Rebuild	\$ 70,000	None
S1.2	2019-U3b	WWTP: Plant Construction	\$ 31,500,000	None
S1.2	2022-U1	WWTP: Headworks Huber Screen	\$ 20,000	None
S1.2	2023-U1	Utilities S. Walnut Court: W. Columbia Street to W. Ash Street	\$ 150,000	None
S1.2	2023-U2	Utilities: Water Service Line Replacement	\$ 50,000	None
S1.2	2023-U3	Utilities: Hunting Meadows and Stag Thicket Water Valve Insert	\$ 55,000	None
S1.2	2023-U4	Water: South Well Tower Chlorine Analyzer	\$ 10,000	None
S1.2	2023-U40	WWTP: Curtis Street Lift Station Replacement	\$ 700,000	Move from 2028-29 Amendment 2 Detail Below

## **AMENDMENT 1:**

**Project Number: 2022- MVP7**

Replacement No. 82 (Chipper)

---

**Description:** Replacement of equipment number 82 chipper used to shred up tree limbs and branches.

**Justification:** Replacement due to life of equipment, purchased in 1991. This is a crucial piece of equipment during inclement weather events. This piece of equipment has exceeded its life expectancy and repairs are increasing in cost and replacement parts are more difficult to obtain.

The City was planning to replace the current 1991 Chipper in FY 26-27. However, the recent storm damage to numerous trees within the City required rental of a chipper to adequately respond, as our chipper was consistently failing due to life of equipment and was difficult for staff to operate. The decision to rent was made as an emergency response, however, rental use time will offset a purchase of the equipment if purchased within three months of rental. Considering the current condition/ safety concerns of our current chipper, the continual/ on-going need for use of this equipment in the city, and that the cost would currently be reduced by at least \$12,000. Staff will evaluate costs and provider at the time of purchase. Staff recommends moving this project up as a priority and purchasing within the current fiscal year.

## **AMENDMENT 2:**

**Project Number: 2023-U40**

WWTP: Curtis Street Lift Station Replacements

---

**Description:** Replacement of Curtis Street Lift Station and installation of a new sanitary sewer main from existing lift Station to ISD Lift Station

**Justification:** This will remove a lift station and make this a gravity system to ISD. Which will be less maintenance and cost less than installing a new lift station. Curtis lift station was installed in 1964 and needs replacement.

The Curtis Street Lift station was due to be eliminated and replaced by gravity sewer in FY 28-29. With the recent failure of the lift station caused by a discharge by the County, the station equipment and structure were evaluated. It was determined that while we could repair the equipment at the station and that will be funded by the County, the structure was at risk of failing in the near the future and would be very costly to replace at this time. The City recently negotiated the sale of this property to help offset the cost of the gravity system. Based on those facts, staff are recommending a CIP amendment to move this project up in priority to 23-24, as it would not be fiscally responsible to invest in the station when it is scheduled for elimination within the current adopted CIP.

# CIP Presentation

---

Note: Provided separately on website: [mason.mi.us/CIP](http://mason.mi.us/CIP)





# JOINT WORKSHOP

CITY COUNCIL and PLANNING COMMISSION

Deborah Stuart, City Manager  
City of Mason  
February 28, 2023

# Capital Improvement Program



Process

Recommended Projects

*Clarifying Questions*

Feedback Following Presentation

*Further explanation, typos and suggestions send separately  
to [deborahs@mason.mi.us](mailto:deborahs@mason.mi.us)*

**DUE March 7 by 5PM**

Significant changes will be noted when  
presented to Planning Commission



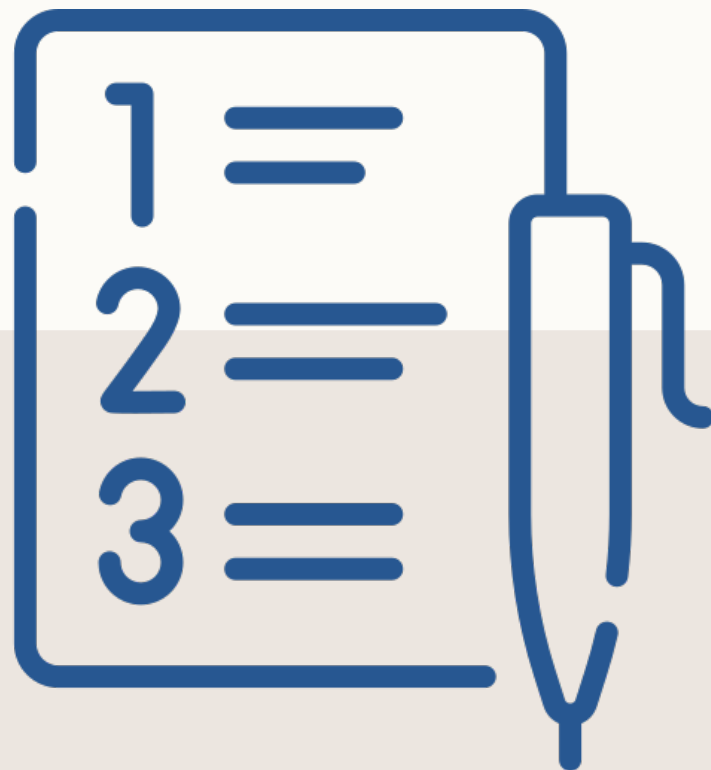
# Authorization Flow Chart



# CAPITAL IMPROVEMENT PLAN

Answers questions related to what we **prioritize**.

- Does the project contribute to health, safety and welfare?
- Is the project required to comply with a law?
- Does the project conform with adopted programs, policies, or plans?
- Does the project remediate an existing or projected deficiency?
- Will the project upgrade facilities, creating new efficiencies?
- What is the service area impact of the project?
- Does the project deliver a level of service desired by the community?



# BUDGET

Answers questions related to what we can **afford**.

- Some funds are easier to do this in CIP process than others (Fire equipment fund, Motor Vehicle Pool (MVP), Streets)
- Others may require movement during budget:
  - May shift priorities due to funding, if we can get a grant that pays for majority of an item in year three- it is still worth applying now.
  - If we don't receive a grant, it may move back due to the impact to the budget without extra funding.
- Only emergency, unforeseen capital should be added after CIP.

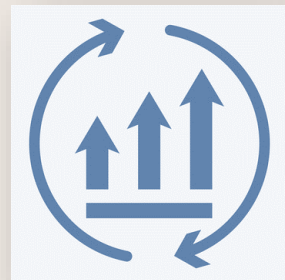




# Why Real Plans Matter...



**TIME** Gives you the time you need to solve tough problems. The larger the problem, the longer it often takes.



**FORWARD THINKING** Helps map out how to get from point A (an idea with little structure) to point B (a structured plan with feasible implementation).



**RESILIENT** Make limited revenue more efficient and effective ensuring we don't get distracted and are focused on our ultimate goal, a lasting impact.



**TRUST** Keeps objectives alive by ensuring everyone knows the priorities and steps.





## CIP Process Flow Chart

Staff, Boards, and Commissions  
Submit Projects

Leadership Team Prioritizes, as Needed

**City Manager Presents Proposed Plan to  
Planning Commission and City Council  
(Public Meeting/ Joint Workshop)**

Planning Commission Prepares Final Plan for City  
Council Consideration based on Public Input and  
Community Priorities

City Council is Presented with Planning  
Commission's Proposal and Considers Adoption  
based on Community Priorities





## INCLUDED IN CAPITAL IMPROVEMENT PROGRAM

- Construction of a new facility or an addition \$5,000 plus
- Nonrecurring rehabilitation of all or part of a building, its grounds, a facility, or equipment, \$5,000 plus
- Equipment: Purchase or replacement of major equipment, \$5,000 plus
- Study: \$5,000 plus, part of CIP project
- Study: \$10,000 plus, not part CIP project
- Full or partial ordinance/ charter amendments prioritization



# CURRENT PROJECTS

STREETS, SIDEWALKS, SIGNALS(S)		
2017-S15/ 2017-U28	S. Barnes Street – Ash to Kipp	Completed
UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)		
2019-U3a	Wastewater Treatment Plant – Design	In Process, anticipated completion 2023
2021-U1	WTP- High-Pressure Pump VFD	Being installed
2018-U39	Well No. 9 (Temple St.) Rebuild	Bid opening this week.
2022-U1	Headworks Huber Screen	<b>Moved to next FY</b> due to unexpected cost related to clarifier tank failure
PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)		
2017-P8	Laylin Park - Phase II	Final painting, final electrical and restrooms finishing still needed.
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23
2020-P6, P8, P12, P13, P14	Lee Austin, Rayner, Bond, Griffin, Hayes Parks - Plan/Design	Releasing to public next week
2020-P11	Rayner Park- Phase 1 Construction	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23
2020-P1	Columbia Bridge: Non-Motorized Connect	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23
2020-P15	Jefferson Trailhead/ Comm Garden	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23
2020-P17	Non-motorized Program: Southeast	Anticipate Bidding 3 <sup>rd</sup> quarter of FY 22-23
2020-P1	Maple Grove Cemetery: Columbarium (3)	Evaluating bids

Document Reference: Manager's Report

# CURRENT PROJECTS

MOTOR VEHICLE POOL (MVP)		
2017-MVP22	Vehicle No. 83 (Police)	Completed
2017-MVP18a	Vehicle No. 24 (Dump/ Plow Truck)	Ordered, anticipated to arrive next fiscal year
2022-MVP1	Concrete Grinder	Completed
2022-MVP2	Trailer No. 53 (Public Works)	Completed
2022-MVP3	Trailer No. 55 (Public Works)	Completed
2022-MVP4	Mower No. 39 (Public Works)	Completed
BUILDING, PROPERTY, EQUIPMENT (B)		
2018-B14	Fire Rehab 815 Replacement	Anticipate being in service in March
2020-B4a	DPW: Facility Design	Anticipate selecting design firm in 4 <sup>th</sup> quarter.
2017-B5b	Building: Library Phase 1, Part 1	Budget amendment request and contract award consideration by Council anticipated in March.
2017-B10	Fire: Furnace/AC, Office & Training Area	Bidding in March
2018-B15	Fire: Sprinkler System in Truck Bay	Bid opening March 22
2018-B20	Fire: Carpet Replacement for Station 1	Anticipate bidding in 3 <sup>rd</sup> quarter of FY 22-23
2018-B23a	Cedar/127 Corridor Sub-area Plan	<b>Moved to next FY</b> , due to timing of Master Plan
2018-B23b	Kipp Road/Temple Street Sub-Area Plan	In Progress
2019-B2b	City Hall Renovations: Phase 1 /Carpet	<b>Moved carpet to next FY and renovation out further</b> , to due to Library project contribution
2020-B4b	Public Works: Facility Construction	<b>Moved to next FY</b>
2022-B1	Ordinance Update: Planning, Subdivision, Signs, STR	<b>Moved to next FY</b> , due to timing of Zoning Update.

# Capital Improvement Program



## Recommended Projects





## OVERVIEW OF DOCUMENT

### Coding:

- Example: 2023- MVP1
- Year Entered Document- Category, Project No.

### Presentation:

- Highlight projects underway.
- Discuss **ALL proposed projects for 2023/2024 FY** that will be recommended to be included in the budget
- Discuss any **NEW/ MOVED projects in the next two years** which will be part of multi- year budget projections.

**Indicates NEW or moved items.**

**Page references are provided to help you follow along.**

# Streets, Bridges, Signals

**Masterplan Goal Adopted: Maintain a transportation network throughout the City**, including vehicular, pedestrian, and bicycle travel, that encourages efficient and safe travel consistent with the small-town character of the community and coordinated with the planned future land use pattern that meets the needs of all users of the streets, including children, families, older adults, and persons with disabilities.

**Masterplan Goal Proposed:**

- **SAFE** Maintain and improve city facilities and services to be safe and efficient. S1: Asset Management for Public Services

**Regulatory Requirement:** Minimum value equal to **4 mills** must be allocated for road maintenance annually to have compliance with City Charter.

New:

- Alleys

Needs for next year:

- PASER full evaluation updated



Table 2. 20 Year Road Appropriation Summary: 2003-2023

Due to actual expenditures occurring in construction seasons crossing two fiscal years, actual expenditures may vary from appropriation

Fiscal Year	Required Appropriation	Actual Spent	Over/ (Under)
02/03	764,684	454,415	(310,269)
03/04	792,587	888,648	96,061
04/05	828,705	976,706	148,001
05/06*	739,970	1,045,585	305,615
06/07	824,935	648,943	(175,992)
07/08	871,830	1,042,491	170,661
08/09	916,258	2,876,791	1,960,533
09/10	967,322	539,351	(427,972)
10/11	896,554	823,559	(72,995)
11/12**	871,232	3,573	(867,659)
12/13	860,205	68,165	(792,040)
13/14	869,376	1,477,869	608,493
14/15	853,096	480,704	(372,392)
15/16	864,892	1,509,286	644,394
16/17	853,788	369,815	(483,973)
17/18	872,460	1,172,037	299,577
18/19	868,820	263,751	(605,069)
19/20	884,585	1,396,589	512,004
20/21	910,422	1,167,899	257,477
21/22	929,791	906,165	(23,626)
22/23***	974,334	1,015,050	40,716
Totals	18,215,846	19,127,392	911,546
* Note: 5 Mill to 4 Mill Requirement			
** Note: Street Construction Waived			
*** Note: Partial Year includes up to 12/31/22			

# Streets, Bridges, Signals

## 2023/2024 & 2024/2025

Document Reference: Page 15

Project	Title	Additional Summary	Est. Cost	Movement
2017-S15	E. Cherry Street- Rogers Street to End	Mill and fill	\$ 275,000	None
2017-S16	Maple Street Bridge Replacement	Bridge replacement due to bridge deteriorating and safety concerns	\$ 287,500	None
2019-S1	Walnut Court- Columbia Street to Ash Street	Pulverize, shape and repave	\$ 400,000	None
2023-S1	E. Cherry Street South Alley: S. Jefferson Street to S. Rogers Street	Pulverize, shape and repave	\$ 101,430	NEW
2024/2025				
2018-S27	Peachtree Place - Columbia Street to South Street	Mill and fill	\$ 605,334	None
2018-S29	McRoberts Street - Columbia Street to Maple Street	Pulverize, shape and repave	\$ 111,600	None
2018-S30	Steele Street - Ash Street to Elm Street	Pulverize, shape and repave	\$ 91,125	None
2018-S31	W. Oak Street - McRoberts Street to Lansing Street	Pulverize, shape and repave	\$ 70,000	None
2019-S4	Foxview Lane- Entire Length	Pulverize, shape and repave	\$ 120,000	None
2019-S6	Middlebury Lane- Entire Length	Pulverize, shape and repave.	\$ 115,200	None
2023-S2	E. Elm Street South Alley: S. Jefferson Street to S. Rogers Street	Pulverize, shape and repave	\$ 605,334	NEW

# Streets, Bridges, Signals

## 2025/2026

Document Reference: Page 16

Project	Title	Summary	Est. Cost	Movement
2018-S31	W. Oak Street- McRoberts Street to Lansing Street	Pulverize, shape and repave	\$ 175,200	None
2019-S2	Coppersmith- Sanctuary Street to Wildemere Street	Pulverize, shape and repave	\$ 169,750	None
2019-S3	South Street- Barnes Street to Rogers Street	Pulverize, shape and repave	\$ 233,150	None
2019-S7	McRoberts Street- Maple Street to South Street	Pulverize, shape and repave	\$ 375,400	None
2019-S8	Maple Street- Lansing Street to Park Street	Pulverize, shape and repave	\$ 162,350	None
2023-S3	W. Sycamore Street South Alley: S. Park Street to S. Jefferson Street	Pulverize, shape and repave	\$ 50,250	<b>NEW</b>
2023-S4	E. Ash Street South Alley: S. Barnes Street to S. Rogers Street	Pulverize, shape and repave	\$ 60,000	<b>NEW</b>



# Streets, Bridges, Signals



# Utilities: Sanitary, Storm, Water

## Masterplan Goals:

Preserve the quiet, historical, and small-town character of Mason along with the **integrity of its environmental resources**. Manage growth in a manner that encourages the preservation of Mason's small-town character and ensures **appropriate maintenance and improvements to public services and facilities**, compatibility among land uses and coordination between land use and public services programs, enhancement of community quality of life, and the cost-effective use of tax dollars.

## Masterplan Goal Proposed:

- **SAFE** Maintain and improve city facilities and services to be safe and efficient. S1: Asset Management for Public Services

**Regulatory Requirement:** Many of these projects are required to be compliant with our National Pollutant Discharge Elimination System (NPDES) Permit and MI Dept. of Environment, Great Lakes, and Energy (EGLE) Water Supply Permit

### New:

- Asset management and utilities placeholders in roads for full six years

### Needs for next year:

- Refinement of costs and project details.

# Utilities: Sanitary, Storm, Water

## 2023/2024

Document Reference: Page 25

Project	Title	Additional Summary	Est. Cost	Movement
2017-U27	Utilities E. Cherry Street: S. Rogers Street to End	New sewer main and manhole replacement	\$ 350,000	None
2018-U37	Water: Well No. 10 (Temple St.) Rebuild	Rebuild is part of regular maintenance, currently not operational	\$ 70,000	None
2019-U11	Water: Well No. 8 (Water Treatment Plant) Rebuild	Rebuild is part of regular maintenance, currently not operational	\$ 70,000	<i>Moved up due to urgency</i>
2019-U3b	WWTP: Plant Construction	Substantial renovation and resizing plant	\$ 31,500,000	None
2022-U1	WWTP: Headworks Huber Screen	Replacement is part of regular maintenance	\$ 20,000	<i>Moved for expenditure distribution</i>
2023-U1	Utilities S. Walnut Court: W. Columbia Street to W. Ash Street	Replace some water main valves and fire hydrants	\$ 150,000	<i>NEW</i>
2023-U2	Utilities: Water Service Line Replacement	Replacement of Lead Service Lines	\$ 50,000	<i>NEW</i>
2023-U3	Utilities: Hunting Meadows and Stag Thicket Water Valve Insert	Install lines top and valve to address previous boil notice issues	\$ 55,000	<i>NEW</i>
2023-U4	Water: South Well Tower Chlorine Analyzer	Replacement is part of regular maintenance	\$ 10,000	<i>NEW</i>

# Utilities: Sanitary, Storm, Water

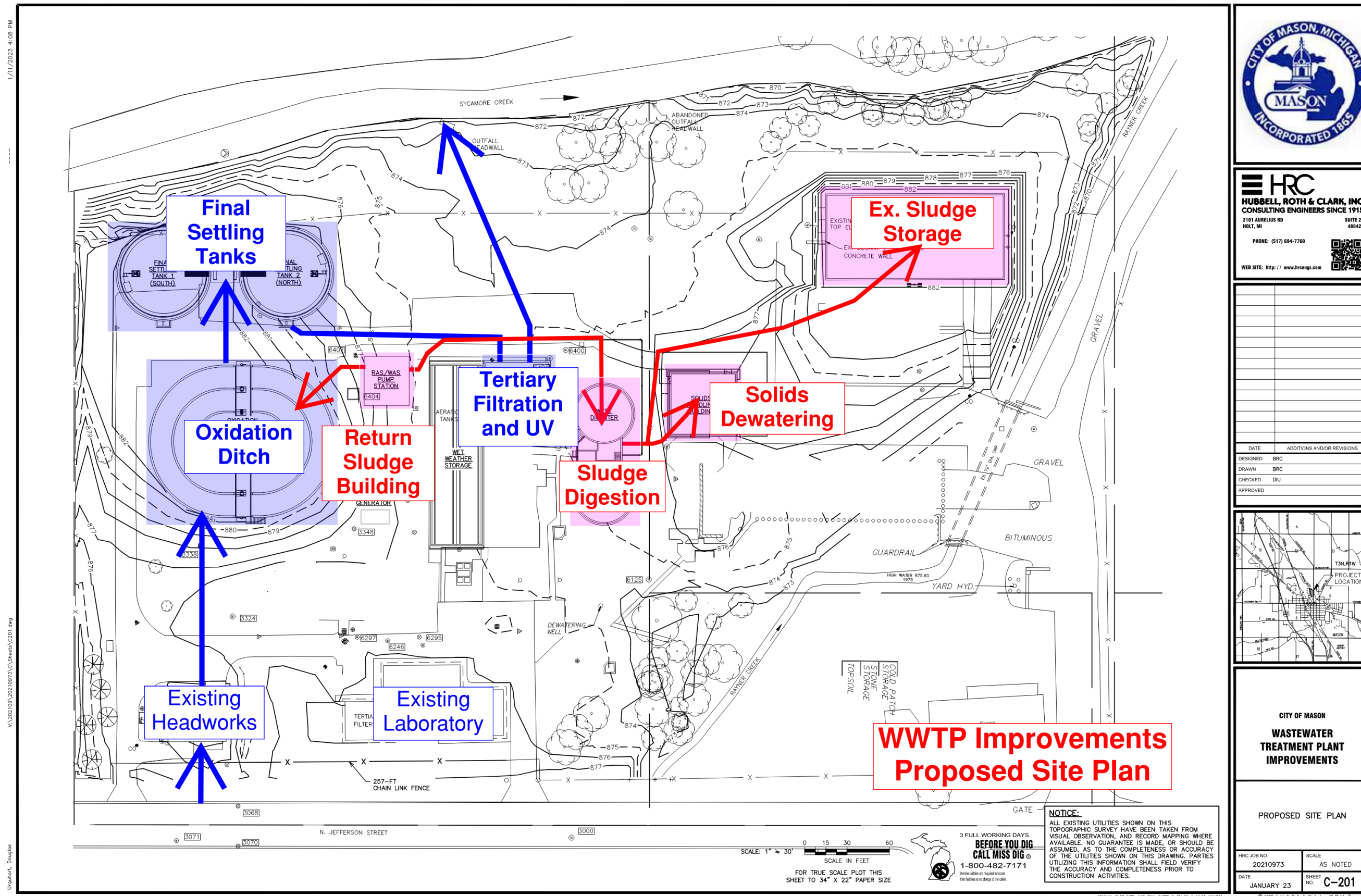
Table 3. City of Mason Inventory of Wells

Well No.	General Location	Condition
4	Hayes Park	Rebuilt in 2021
5	Ash St.	Rebuilt in 2021
6	Franklin Farms	Rebuilt in 2021
7	Kipp Road	Rebuilt in 2018
8	Water Treatment Plant	Rebuilt in 2017: Currently not operational (23/24)
9	Temple Street	Built in 2016: Currently not operational (22/23)
10	Temple Street	Built in 2016: Currently not operational (23/24)



# Utilities: Sanitary, Storm, Water

## Project 2019-U3b Wastewater Treatment Plant – Construction





# Utilities: Sanitary, Storm, Water

## Project 2019-U3b Wastewater Treatment Plant – Construction

Action	Estimated Time
CC: RFP Design Award	January 2022
NOI for SRF Funding	May 2022
Notice of Funding Determination	September 2022
CC: Review/ Approve WWTP Design	January 2023
CC: Complete Rate Study/ Consider Rate Changes	Fall 22/ Winter 23
SRF Process Requirements	January- May 2023
CC: Award Bid Contingent on Funding	July 2023
Financing/ Site Plan/ Etc. Requirements	Aug- Nov 2023
<b>PROJECT CONSTRUCTION</b>	<b>JANUARY 2024</b>
<b>PROJECT COMPLETION</b>	<b>DECEMBER 2026</b>

# Utilities: Sanitary, Storm, Water

## 2024/2025

Document Reference: Page 27

Project	Title	Additional Summary	Est. Cost	Movement
2018-U40a	Water: North Water Tower Interior/Exterior Repaint	Painting is part of regular maintenance	\$ 400,000	<i>Moved to follow inspection</i>
2019-U10	Water: Plant Filter Media Replacement	Regular replacement is required per State	\$ 175,000	None
2021-U3	Utilities Steele Street: E. Ash Street to E. Elm Street	Primarily replacement of existing 4” water main	\$ 240,000	<i>Moved to coordinate with road work</i>
2023-U5	Utilities: Asset Management Plan	Plan to include improvements and maintenance	\$ 75,000	<b>NEW</b>
2023-U6	Utilities Peachtree Place: W. Columbia Street to W. South Street	Replace some water main valves and fire hydrants	\$ 45,000	<b>NEW</b>
2023-U7	Utilities S. McRoberts Street: W. Columbia Street to W. Ash Street	Replacement of some fire hydrants	\$ 150,000	<b>NEW</b>
2023-U8	Utilities Foxview Lane: Entire Length	Replacement of some fire hydrants	\$ 25,000	<b>NEW</b>
2023-U9	Utilities Middlebury Lane: Entire Length	Replacement of some fire hydrants	\$ 5,000	<b>NEW</b>
2023-U10	Utilities: Water Service Line Replacement	Replacement of Lead Service Lines	\$ 50,000	<b>NEW</b>
2023-U11	Utilities: Raise Manholes along Willow Creek	Addressing I & I into WWTP	\$ 25,000	<b>NEW</b>
2023-U12	WWTP: Grit Removal System Maintenance	Replacement is part of regular maintenance	\$ 20,000	<b>NEW</b>
2023-U13	Water: Plant Valves and Baffle Wall Repair	Replacement is part of regular maintenance	\$ 150,000	<b>NEW</b>

# Utilities: Sanitary, Storm, Water

## 2025/2026

Document Reference: Page 29

Project	Title	Additional Summary	Est. Cost	Movement
2017-U29	Utilities: Generators for ISD and Curtis Street Lift Stations	Allows for continuation of service in power outage.	\$ 125,000	None
2020- U2	Utilities: Cedarwoods Retention Ponds Maintenance	Improvements and dredging to meet obligation of agreement	\$ 50,000	None
2022-U3	Water: Well No. 7 (Kipp Rd) Rebuild	Rebuild is part of regular maintenance	\$ 70,000	None
2023-U14	Utilities W. Oak Street: S. McRoberts Street to S. Lansing Street	Replace some water main valves and fire hydrants	\$ 55,000	<b>NEW</b>
2023-U15	Utilities Coppersmith Drive: Sanctuary Drive to Wildemere Drive	Repairs identified during construction	\$ 10,000	<b>NEW</b>
2023-U16	Utilities E. South Street: S. Barnes Street to S. Rogers Street	Replacement of existing 4" and 6" water main	\$ 150,000	<b>NEW</b>
2023-U17	Utilities S. McRoberts Street: W. Ash Street to W. South Street	Install 6" water main	\$ 250,000	<b>NEW</b>
2023-U18	Utilities W. Maple Street: S. Lansing Street to S. Park Street	Repairs identified during construction	\$ 10,000	<b>NEW</b>
2023-U19	Utilities: Water Service Line Replacement	Replacement of Lead Service Lines	\$ 50,000	<b>NEW</b>

# Parks, Cemetery, Forestry, Non- Motorized

## Masterplan Goals:

Preserve the quiet, historical, and small-town character of Mason along with the **integrity of its environmental resources**.

Manage growth in a manner that encourages the preservation of Mason's small-town character, and **ensures appropriate maintenance and improvements to public services and facilities**, compatibility among land uses and coordination between land use and public services programs, enhancement of community quality of life, and the cost-effective use of tax dollars.

**To maintain a transportation network throughout the City, including vehicular, pedestrian, and bicycle travel**, that encourages efficient and safe travel consistent with the small-town character of the community and coordinated with the planned future land use pattern that meets the needs of all users of the streets, including children, families, older adults, and persons with disabilities.

## Masterplan Goal Proposed:

- **SAFE** Maintain and improve city facilities and services to be safe and efficient. S1: Asset Management for Public Services

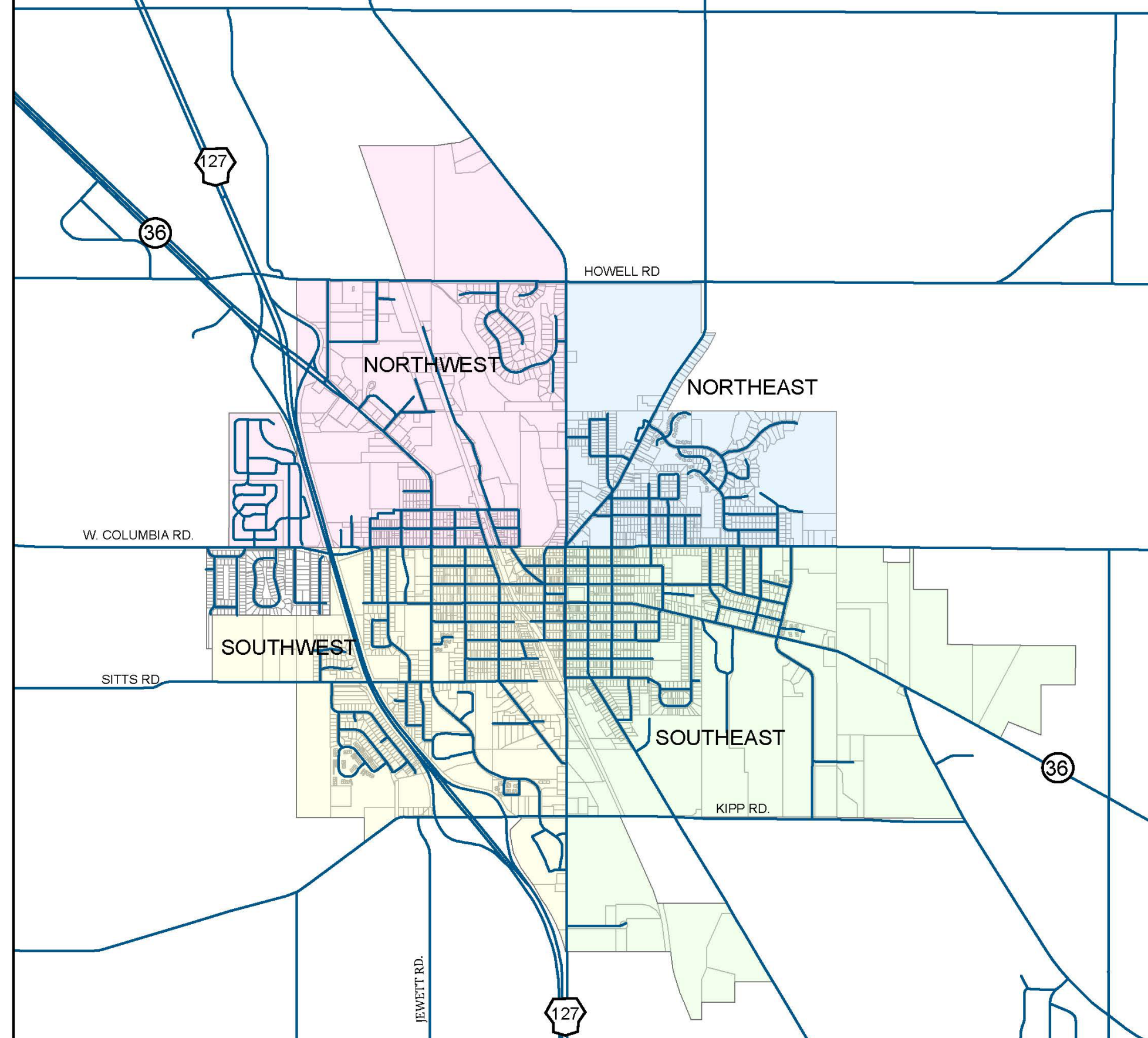
## Needs for next year:

- Prioritization of park items in each park within Parks Master Plan



# CITY OF MASON

## SIDEWALK PROGRAM



Document Reference: Page 41

# Parks, Cemetery, Forestry, Non -Motorized

## 2023/2024

Document Reference: Page 29

Project	Title	Summary	Est. Cost	Movement
2020-P4	Hayhoe Riverwalk Trail: Trail Signage	Design and install gateway, wayfinding and emergency mile marker signage	\$ 50,000	None
2020-P18	Bond Park Improvements: Construction	Construct improvements based on priorities within design plan	\$ 250,000	None
2020-P20	Non- Motorized Program: Southwest Quadrant of the City	Evaluation of sidewalk and non-motorized gaps	\$ 25,000	None
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs	Replacement of existing trash receptacles with ones that are higher quality and include section signs.	\$ 28,000	None
2023-P1	Non-Motorized Program: Maple Street and Rogers Street Stairs Repair	Replacement of the existing concrete stairs due to deterioration	\$ 12,000	NEW
2023-P2	DDA: Sidewalk Repair	Evaluation of sidewalk and non-motorized gaps	\$ 7,500	NEW
2023-P3	DDA: Tree Replacement	Remove and replace existing trees based on property owner complaints	\$ 50,000	NEW



# Parks, Cemetery, Forestry, Non -Motorized

## Project **2022-P2** Maple Grove Cemetery: Trash Receptacles/ Section Signs



Existing vs. proposed



# Parks, Cemetery, Forestry, Non -Motorized

## 2024/2025

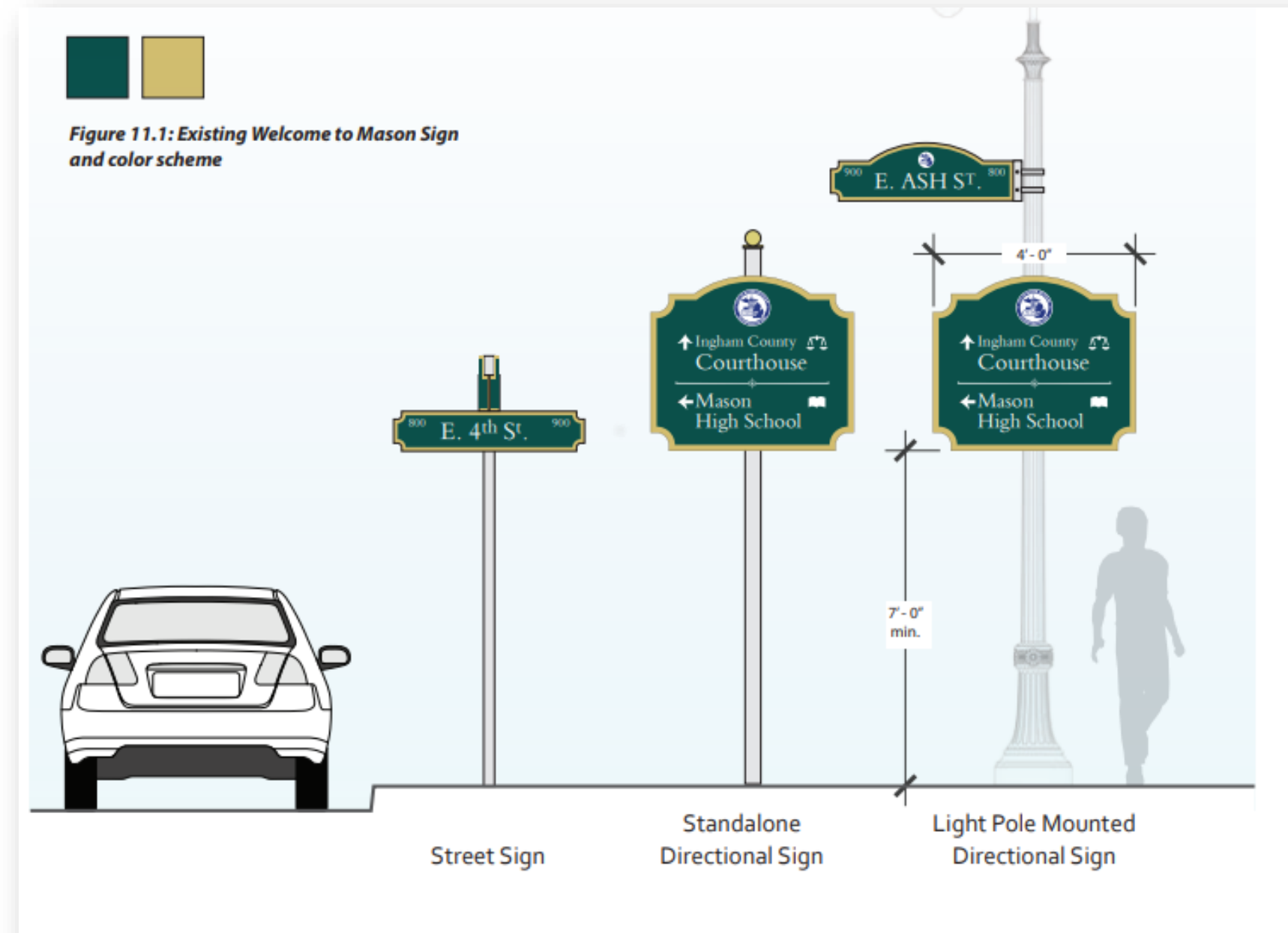
Document Reference: Page 29

Project	Title	Summary	Est. Cost	Movement
2020-P9	DDA: Downtown Wayfinding Signage	Design and install gateway, wayfinding and emergency mile marker signage	\$ 150,000	None
2020-P16	Non-Motorized: Kipp Road/ Cedar Street Sidewalks	Construct sidewalks along north side of Kipp & provide access to Meijer	\$ 80,000	None
2020-P21	Hayes Park: Capital Improvements	Construct improvements based on design plan	\$ 250,000	None
2020-P22	Non- Motorized Program: Northwest Quadrant	Evaluation of sidewalk and non-motorized gaps	\$ 25,000	None
2020-P23	Planning: Parks/Recreation Plan (5-year update)	Outlines the plan for operations, maintenance, capital improvements	\$ 30,000	None



# Parks, Cemetery, Forestry, Non -Motorized

## Project **2022-P9** Signage Plan: DDA/HDC District



Concept drawing from Non-Motorized Plan

# Parks, Cemetery, Forestry, Non-Motorized

## 2025/2026

Project	Title	Summary	Est. Cost	Movement
2020-P19	General Major Corridors: Wayfinding Signage	Design and install wayfinding signage	\$ 150,000	None
2020-P24	Lee Austin Park: Capital Improvements	Construct improvements based on design plan	\$ 300,000	None
2020-P25	Non- Motorized Program: Northeast Quadrant	Evaluation of sidewalk and non-motorized gaps	\$ 25,000	None

# Motor Vehicle Pool

**Masterplan Goal:** Manage growth in a manner that encourages the preservation of Mason's small-town character and **ensures appropriate maintenance and improvements to public services and facilities**, compatibility among land uses and coordination between land use and public services programs, enhancement of community quality of life, and the cost-effective use of tax dollars.

**Regulatory Requirement:** LARA vehicle and occupational safety requirements. We have to follow the guidelines of the motor carrier rules for our vehicles that require a CDL to drive. Police and Fire vehicles must be maintained due to the possibility of being driven in an emergency, for the safety of the employees and the public.

**Masterplan Goal Proposed:**

- **SAFE** Maintain and improve city facilities and services to be safe and efficient. S1: Asset Management for Public Services

Needs for next year:

- Full inventory of all equipment and primary use attachment

# Motor Vehicle Pool

## 2023/2024

Document Reference: Page 51

Project	Title	Additional Summary	Est. Cost	Movement
2017-MVP18b	Replacement No. 24 (Equipping) (SPLIT)	Include salt spreader, dump body, roll off container with the ability to switch out bodies for the desired task	\$ 198,000	None
2018-MVP3	Replacement No. 84 (Police Interceptor)	Replacement with Ford linterceptor Utility Hybrid Pursuit Rated vehicle for patrol	\$ 66,000	None
2022-MVP5	Replacement No. 37 (Gator)	Replacement with like Gator	\$ 23,000	None
2019-MVP6	Replacement No. 802 (Fire Expedition)	Replacement with like, shifted to Chief	\$ 65,000	<i>Moved/ Swapped with 31</i>
2023-MVP1	New Vehicle 88 (Police Interceptor)	Addition to fleet to account for five year pending contract with MPS for Student Resource Officer	\$ 66,000	<i>NEW</i>

# Motor Vehicle Pool

## 2024/2025 & 2025/2026

Document Reference: Page 52

Project	Title	Additional Summary	Est. Cost	Movement
2024/2025				
2018-MVP4	Replacement No. 31 (DPW- Parks Pickup)	Replacement with like ¾ ton pickup	\$ 64,000	<i><b>MOVED</b></i>
2019-MVP3	Replacement No. 15 (Water Pickup)	Replacement with like ½ ton pickup	\$ 35,000	None
2019-MVP5	Replacement No. 87 (Police Interceptor)	Replacement of Taurus with Ford Interceptor Utility Hybrid Pursuit Rated vehicle for patrol	\$ 66,500	None
2025/2026				
2020-MVP2	Replacement No. 85 (Police Interceptor)	Replacement with like Hybrid Pursuit Rated vehicle –K9 Equipped	\$ 70,000	None
2020-MVP3	Replacement No. 26 (Vactor Truck)	Replacement with like equipment	\$ 495,000	None
2021-MVP2	Replacement No. 5 (Police Interceptor)	Replacement with like Hybrid Pursuit Rated vehicle	\$ 67,000	None

# Building, Property, Equipment

**Masterplan Goal:** Manage growth in a manner that encourages the preservation of Mason's small-town character, and **ensures appropriate maintenance and improvements to public services and facilities**, compatibility among land uses and coordination between land use and public services programs, enhancement of community quality of life, and the cost-effective use of tax dollars.

**Regulatory Requirement:** American with Disabilities Act (ADA), LARA vehicle and occupational safety requirements.

New:

- Fire Fleet Inventory

Next Year:

- Asset management plan for City Hall, Fire Station

# Building, Property, Equipment

## 2023/2024

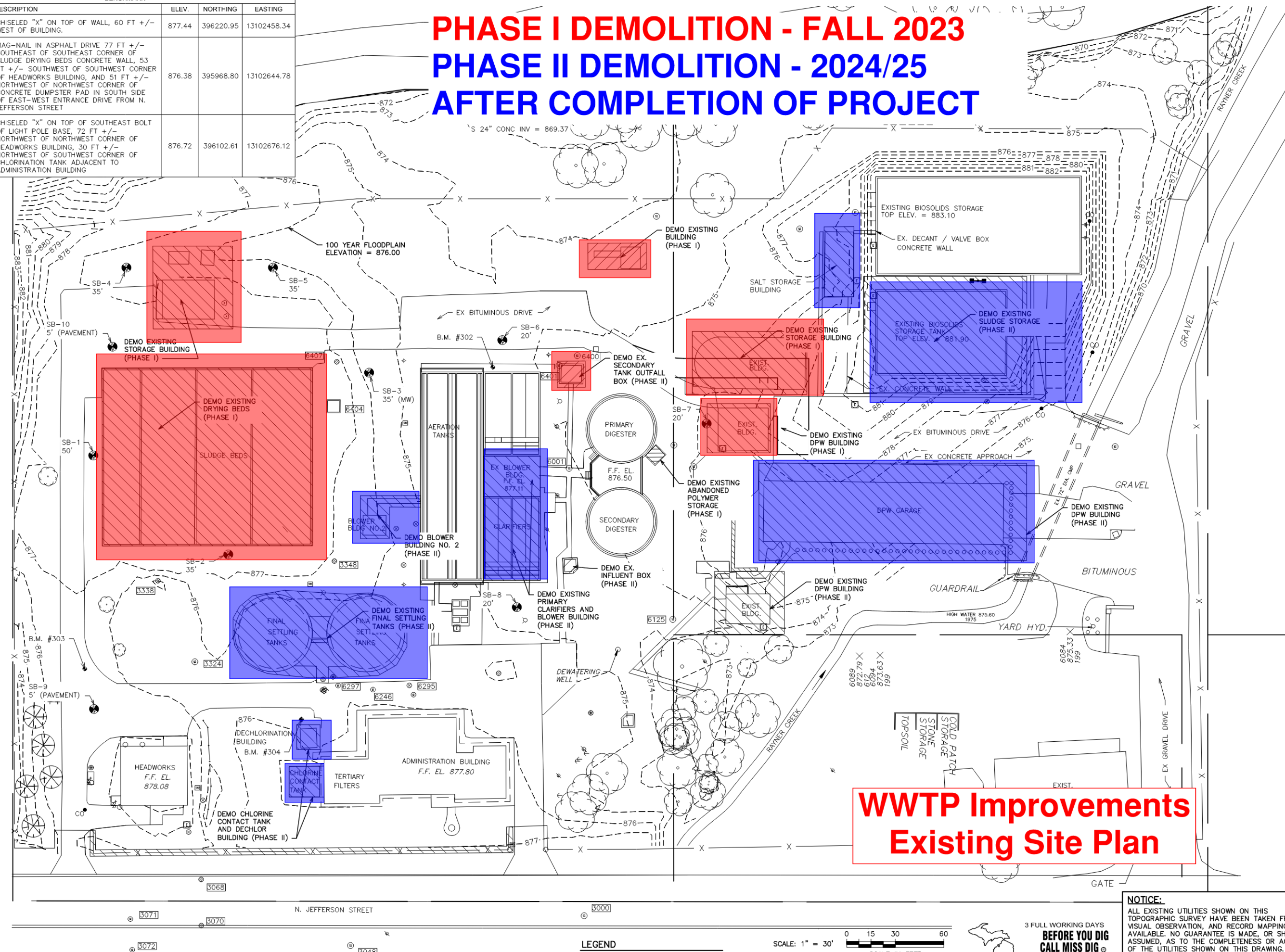
Document Reference: Page 59

Project	Title	Additional Summary	Est. Cost	Movement
2019-B2b	City Hall: Carpet Replacement	Regular replacement to maintain building	25,000	<i>Moved back to prioritize library funding</i>
2019-B8	Police: Car Port (4-Car Unit)	Protection of equipment and ability to increase response time in inclement weather	15,000	None
2018-B23a	Planning: Cedar/127 Corridor Sub-area Plan	Interest in corridor identified a need for a specific area plan due to so many coordinating factors	50,000	<i>Moved back due to staff capacity</i>
2022-B1	Planning: Ord. Update Planning, Subdivision, Signs, STR	Full review and recommendations for changes to Planning, Subdivision, Signs, Short Term Rentals (STR) Business Licenses.	5,000	<i>Moved back due to staff capacity</i>
2023-B1	City Hall: HVAC Replacement	Regular replacement to maintain building	20,000	None
2023-B2	DPW: Salt Storage	Construct building due to demolition during WWTP expansion	125,000	<b>NEW</b>
2023-B3	Police: Taser Replacement	Regular replacement to maintain equipment	25,000	<b>NEW</b>
2023-B4	Planning: Public Participation Plan & Communication Strategy	Identified in Master Plan as priority to define communication expectations	5,000	<b>NEW</b>



BENCHMARK		ELEV.	NORTHING	EASTING
BM. #	DESCRIPTION			
BM 302	CHISELED "X" ON TOP OF WALL, 60 FT +/- WEST OF BUILDING.	877.44	396220.95	13102458.34
BM 303	MAG-NAIL IN ASPHALT DRIVE 77 FT +/- SOUTHEAST OF SOUTHEAST CORNER OF SLUDGE DRYING BEDS CONCRETE WALL, 53 FT +/- SOUTHWEST OF SOUTHWEST CORNER OF HEADWORKS BUILDING, AND 51 FT +/- NORTHWEST OF NORTHWEST CORNER OF CONCRETE DUMPSTER PAD IN SOUTH SIDE OF EAST-WEST ENTRANCE DRIVE FROM N. JEFFERSON STREET	876.38	395968.80	13102644.78
BM 304	CHISELED "X" ON TOP OF SOUTHEAST BOLT OF LIGHT POLE BASE, 72 FT +/- NORTHWEST OF NORTHWEST CORNER OF HEADWORKS BUILDING, 30 FT +/- NORTHWEST OF SOUTHWEST CORNER OF CHLORINATION TANK ADJACENT TO ADMINISTRATION BUILDING	876.72	396102.61	13102676.12

**PHASE I DEMOLITION - FALL 2023**  
**PHASE II DEMOLITION - 2024/25**  
**AFTER COMPLETION OF PROJECT**



# WWTP Improvements Existing Site Plan

**NOTICE:**

**NOTICE:**  
ALL EXISTING UTILITIES SHOWN ON THIS TOPOGRAPHIC SURVEY HAVE BEEN TAKEN FROM VISUAL OBSERVATION, AND RECORD MAPPING WHERE AVAILABLE. NO GUARANTEE IS MADE, OR SHOULD BE ASSUMED, AS TO THE COMPLETENESS OR ACCURACY OF THE UTILITIES SHOWN ON THIS DRAWING. PARTIES UTILIZING THIS INFORMATION SHALL FIELD VERIFY




**HRC**  
**HUSBELL, ROTH & CLARK, INC**  
**CONSULTING ENGINEERS SINCE 1915**

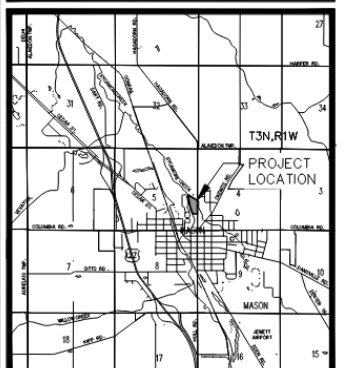
2101 AURELIUS RD  
HOLT, MI SUITE 2  
48842

PHONE: (517) 694-7760

WEB SITE: [http:// www.hrcengr.com](http://www.hrcengr.com)



DATE	ADDITIONS AND/OR REVISIONS
DESIGNED	BRC
DRAWN	BRC
CHECKED	DIU
APPROVED	



**CITY OF MASON**

**WASTEWATER  
TREATMENT PLANT  
IMPROVEMENTS**

### EXISTING SITE PLAN

HRC JOB NO.	SCALE
20210973	AS NOTED

# Building, Property, Equipment

## 2024/2025

Document Reference: Page 61

Project	Title	Additional Summary	Est. Cost	Movement
2019-B2a	City Hall: Phase I Renovation	Improvements focused on first floor and improving customer/employee experience	\$ 150,000	<i>Moved</i>
2019-B5	Geographic Information System (GIS)	Technology upgrade required to impact operational efficiency and information customers are seeking, combining current datasets	\$ 60,000	None
2020-B4	Public Works: Facility Construction with Bus Garage	Construction of a new facility in partnership with MPS	\$ 8,000,000	<i>Moved</i>
2021-B2	Police: Replacement of Speed Trailer	Purchase of a new Speed Trailer & Message Board	\$ 12,000	None
2022-B2	Planning Ord. Update: Historic Preservation, Building, Utilities	Full review and recommendations for changes to Historic Preservation, Building, Utilities	\$ 25,000	<i>Moved</i>
2023-B5	Planning: Comprehensive Business and Resident Guide	Identified in Master Plan as priority to define business and citizen process better	\$ 5,000	<b>NEW</b>

# Building, Property, Equipment

## 2025/2026

Document Reference: Page 63

Project	Title	Additional Summary	Est. Cost	Movement
2017-B13	IT: AV Room Technology Replacement	Regular replacement to maintain equipment	\$ 150,000	<i>Moved back to even out expenditures</i>
2019-B10	IT: New Servers	Regular replacement to maintain equipment	\$ 40,000	None
2020-B2	DDA: Downtown Parking Lot Repairs/ Seal Coating	Regular planned maintenance	\$ 20,000	None
2020-B3	City Hall: Carpet Replacement	Regular replacement to maintain building	\$ 25,000	None
2021-B1	Council: Charter Review and Update	Full review and recommendations for process to update	\$ 20,000	None
2022-B3	Fire: Replacement Tanker 811	Regular replacement to maintain equipment	\$ 450,000	None
2023-B6	Police: Body Worn Camera Replacement	Regular replacement to maintain equipment	\$ 75,000	<i>NEW</i>

# Building, Property, Equipment

**Table 7. City of Mason Inventory of Fire Equipment Fund Fleet**

VEHICLES					
No.	Year	Type/ Use	Primary Use	Replacement	2022 Cost
<b>Rescue 806</b>	2010	Pumper, 1000 gallon tank, 1250 gpm pump	1 <sup>st</sup> attack engine at rural fires and vehicle extrication	2030/31	\$650,000
<b>Tanker 807</b>	2017	Pumper/Tanker, 3000 gallon tank, 1250 gpm pump	Supply water to engines, back up pumper	2035/36	\$450,000
<b>Ladder 808</b>	2020	75' Aerial, 500 gallon tank, 1500 gpm pump	1 <sup>st</sup> attack engine in City, Aerial suppression, rescue and roof operations	2040/41	\$1,000,000
<b>Engine 809</b>	1991	Pumper, 1000 gallon tank, 1250 gpm pump	Back-up reserve	N/A	\$650,000
<b>Tanker 811</b>	2007	Pumper/Tanker, 3000 gallon tank, 1250 gpm pump	Supply water to engines, Back up pumper	2025/26	\$450,000
<b>Rehab 815</b>	1993	People & Equipment	Transport personnel and equipment	In process	\$100,000





# Questions & Next Steps

# Capital Improvement Program



Process

Recommended Projects

*Clarifying Questions*

Feedback Following Presentation

*Further explanation, typos and suggestions send separately  
to [deborahs@mason.mi.us](mailto:deborahs@mason.mi.us)*

**DUE March 7 by 5PM**

Significant changes will be noted when  
presented to Planning Commission





## CIP Process Flow Chart

Staff, Boards, and Commissions  
Submit Projects

Leadership Team Prioritizes, as Needed

City Manager Presents Proposed Plan to Planning  
Commission and City Council  
(Public Meeting/ Joint Workshop)

**Planning Commission Prepares Final Plan for  
City Council Consideration based on Public  
Input and Community Priorities**

City Council is Presented with Planning  
Commission's Proposal and Considers Adoption  
based on Community Priorities





# THANK YOU!

Deborah Stuart, City Manager