

# 2017-2018 BUDGET



## **CITY COUNCIL**

Christopher T. Eveleth, Mayor  
Susan J. Osika, Mayor Pro-Tem  
Loreen F. Bailey  
Burton D. Fox  
Elaine M. Greenway  
Daniel Law  
Robert J. Teich, Jr.

## RESOLUTION NO. 100-2018

### CITY OF OWOSSO ADOPTION OF AMENDED 2017-2018 BUDGET

WHEREAS, the City Council of Owosso has adopted The General Appropriations Act Budget for 2017-2018 by Resolution, and

WHEREAS, Section 9 of the General Appropriations Act requires a departmental budget which stipulates that no transfers of departmental appropriations shall be made without prior approval of the Council, and

WHEREAS, MCL 141.437 states that the local legislative body of the local unit shall amend the general appropriations act as soon as it becomes apparent that a deviation from the original general appropriations act is necessary, and

WHEREAS, the Finance Director has made recommendations that include proposals for measures necessary to provide revenues sufficient to meet expenditures of the fund or both, and

WHEREAS, the City Council of Owosso has determined these changes in the 2017-2018 Owosso Budget (Act) is needed and necessary to monitor the financial operations of the City and to ensure the appropriations do not exceed the expenditures;

NOW THEREFORE BE IT RESOLVED that the City Council of Owosso hereby adopts the amended revenues and expenditures listed below to be reflected in the 2017-2018 Amended Annual Budget (Act).

<b>GENERAL FUND</b>	<u>Approved</u>	<u>Change</u>	<u>Amended</u>
<u>Revenues</u>			
License and Permits	193,000	40,500	233,500
Interest Income	23,000	<u>(8,500)</u>	14,500
Total Amendment		\$ 32,000	

<u>Expenditures</u>			
Clerk	221,889	11,000	232,889
Human Resources	207,609	3,000	210,609
Building/Grounds	175,469	20,000	195,469
General Administration	312,021	32,000	344,021
Public Works	588,607	(20,000)	568,607
Leaf & Brush	229,000	(7,000)	222,000
Parking	43,000	(4,000)	39,000
Parks	302,900	<u>(3,000)</u>	299,900
Total Amendment		\$ 32,000	

<b>MAJOR STREETS FUND</b>	<u>Approved</u>	<u>Change</u>	<u>Amended</u>
<u>Expenditures</u>			
Street Maintenance	\$ 215,000	(56,875)	\$ 158,125
Snow & Ice Control	125,000	25,000	150,000
Tree Trimming	30,500	4,030	34,530
Admin & Engineering	171,375	13,540	184,915
Trunkline Roadside Cleanup	200	100	300
Trunkline Snow & Ice Control	17,317	14,205	31,522
Transfers Out	332,070	4,000	336,070
Other Financing-Fund Balance	30,649	<u>(4,000)</u>	26,649
Total Amendment		\$ -0-	

**LOCAL STREETS FUND**Revenues

	<u>Approved</u>	<u>Change</u>	<u>Amended</u>
Transfers In	\$ 252,650	233,909	\$ 486,559

Expenditures

Contractual Services	\$ 629,850	233,909	\$ 863,759
Snow & Ice Control	60,500	17,550	78,050
Tree Trimming	64,000	<u>(17,550)</u>	46,450
Total Amendment		\$ 233,909	

*I hereby certify that the foregoing document is a true and complete copy of action taken by the Owosso City Council at the regular meeting of June 18, 2018.*

  
Amy K. Kirkland, City Clerk



## **2017-18 City Budget Amendment**

City Manager Henne noted that the adjustments being requested at this time were for the industrial park connector project, the City Hall flooring project, and the grant match for the Recreation Passport grant.

Motion by Councilmember Fox to approve the following resolution amending the 2017-18 budget incorporating adjustments made during the fiscal year:

### **RESOLUTION NO. 60-2018**

#### **CITY OF OWOSSO ADOPTION OF AMENDED 2017-2018 BUDGET**

WHEREAS, the City Council of Owosso has adopted The General Appropriations Act Budget for 2017-2018 by Resolution, and

WHEREAS, Section 9 of the General Appropriations Act requires a departmental budget which stipulates that no transfers of departmental appropriations shall be made without prior approval of the Council, and

WHEREAS, MCL 141.437 states that the local legislative body of the local unit shall amend the general appropriations act as soon as it becomes apparent that a deviation from the original general appropriations act is necessary, and

WHEREAS, the Finance Director has made recommendations that include proposals for measures necessary to provide revenues sufficient to meet expenditures of the fund or both, and

WHEREAS, the City Council of Owosso has determined these changes in the 2017-2018 Owosso Budget (Act) is needed and necessary to monitor the financial operations of the City and to ensure the appropriations do not exceed the expenditures.

NOW THEREFORE BE IT RESOLVED that the City Council of Owosso hereby adopts the amended revenues and expenditures listed below to be reflected in the 2017-2018 Amended Annual Budget (Act).

<b>GENERAL FUND</b>	<b><u>Approved</u></b>	<b><u>Change</u></b>	<b><u>Amended</u></b>
<b><u>Revenues</u></b>			
Property Taxes	\$ 3,431,801	\$(70,801)	\$ 3,361,000
License and Permits	175,978	17,022	193,000
Intergovernmental Revenue	1,651,454	111,546	1,763,000
Charges for Services	1,317,373	(50,000)	1,267,373
Interest Income	49,000	(26,000)	23,000
Other Revenue	91,200	81,034	172,234
Transfers In	692,725	(24,725)	668,000
Appropriation of Fund Balance	-	<u>214,941</u>	214,941
Total Amendment		<u>\$253,017</u>	
<b><u>Expenditures</u></b>			
City Manager	\$ 164,383	\$ (4,000)	\$ 160,383
Finance	245,648	1,500	247,148
Assessing	119,576	23,000	142,576
City Attorney	120,000	7,500	127,500
Clerk	197,889	24,000	221,889
Human Resources	216,609	(9,000)	207,609
Treasury	98,712	4,800	103,512
Information Technology	127,995	(19,000)	108,995
Building/Grounds	100,469	75,000	175,469
General Administration	304,621	7,400	312,021

Police	2,066,691	(40,000)	2,026,691
Fire	1,900,570	(10,000)	1,890,570
Building & Safety	235,951	(12,000)	223,951
Parking	49,000	(6,000)	43,000
Community Development	134,343	(7,000)	127,343
Parks	220,900	82,000	302,900
Transfers Out	166,550	252,534	419,084
Other Financing –Fund Balance	117,717	<u>(117,717)</u>	-
Total Amendment		\$253,017	

#### **MAJOR STREETS FUND**

	<u>Approved</u>	<u>Change</u>	<u>Amended</u>
<u>Revenues</u>			
Intergovernmental Revenue	\$1,258,978	\$ (267,978)	\$ 991,000
Transfers In	-	<u>3,037,534</u>	3,037,534
Total Amendment		\$2,769,556	

#### Expenditures

Public Works	\$ 613,815	\$3,078,300	\$ 3,692,115
Transfers Out	627,650	(295,580)	332,070
Other Financing-Fund Balance	43,813	<u>(13,164)</u>	30,649
Total Amendment		\$2,769,556	

#### **CDBG Revolving Loan Fund**

	<u>Approved</u>	<u>Change</u>	<u>Amended</u>
<u>Revenues</u>			
Other Financing-Fund Balance	\$ -	\$ 39,100	\$ 39,100

#### Expenditures

Transfers Out	\$ -	\$ 42,800	\$ 42,800
Other Financing-Fund Balance	3,700	<u>(3,700)</u>	-
Total Amendment		\$ 39,100	

#### **CAPITAL IMPROVE-STREETS FUND**

	<u>Approved</u>	<u>Change</u>	<u>Amended</u>
<u>Revenues</u>			
Transfer Out	\$ 375,000	\$ (375,000)	\$ -
Other Financing-Fund Balance	6,840,990	<u>(3,897,990)</u>	2,943,000

#### Expenditures

Transfers Out	\$ -	\$2,943,000	\$2,943,000
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Motion supported by Mayor Pro-Tem Osika.

Roll Call Vote.

AYES: Mayor Pro-Tem Osika, Councilmembers Bailey, Fox, Greenway, Teich, Law, and Mayor Eveleth.

NAYS: None.

*I hereby certify that the foregoing document is a true and complete copy of a resolution passed by the Owosso City Council at the regular meeting of April 16, 2018.*

  
Amy K. Kirkland, City Clerk



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301 W. MAIN • OWOSSO, MICHIGAN 48867-2958 • (989) 725-0599 • FAX (989) 723-8854

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April 3, 2017

Dear Honorable Mayor and Councilmembers:

This constitutes my recommendations to be reviewed as the proposed financial and operations plan and enhanced budget proposal allocating resources and defining expenditure priorities. Pursuant to the *Charter of the City of Owosso*, I transmit a recommended budget for the Fiscal Year (FY) 2017-18, beginning July 1, 2017. The council will now hold a public hearing at least one week before adoption.

### **Basis of Budgeting**

The FY2017-18 budget incorporates the *Michigan Uniform Chart of Accounts* as required under Michigan Public Act 451 of 1982 as amended.

Each section of the budget lists FY2015-16 actual, FY2016-17 budget, FY2016-17 year-to-date (July 1, 2016 thru January 31, 2017, and proposed FY2017-18 budget. The budget format provides a basis for a comparative analysis of expenditures and appropriations by fund, department, activity, and line item classification.

Owosso's financial structure is made up of the general fund and many funds which have specific purposes, generally being for legal and accounting purposes and not for budgetary purposes. Those which require addressing are major and local streets; historical; downtown development; brownfield redevelopment; building authority; and water supply, sewerage disposal and wastewater collection and treatment.

Other funds of the city can be characterized as trust and agency funds and may be excluded from primary budget consideration.

The basis of budgeting is the same as the basis of accounting used in the city's audited financial statements, except for enterprise funds (water, wastewater and wastewater treatment). Enterprise funds are budgeted on a modified accrual basis but are audited on a full accrual basis.

**General Fund** budget, which supports many day-to-day activities of the city, is \$7,409,531, representing a decrease of \$313,519 from the current year's budget, prior to some anticipated amendments to the current budget. The proposed general fund budget is balanced by adding \$117,717 to the general fund balance.



General fund capital outlays for FY2017-18 include voting equipment, server upgrades and a police vehicle. From the fleet maintenance fund, more than \$452,540 is budgeted for new trucks and equipment (two double axle dump trucks with scrapers, two single axle dump trucks with scrapers, a one and a half ton dump truck, a trailer mounted vacuum excavator, a grooming lawnmower and new radios). A mini-fire pumper was proposed for this year's budget; however, the total cost would have meant using fund balance. Instead the mini-pumper will be purchased next year, using \$105,000 of the \$117,717 of additional fund balance from this budget.

### **Setting the Stage for Fiscal Year 2017-18**

The local economy appears to be improving in the area of employment. This is beginning to spill over into the real estate market with the average home sale price increasing by 1.6%. Income from property taxes will increase an estimated \$111,200 in the coming fiscal year.

Constitutional state revenue sharing is expected to increase by \$15,279 and statutory now known as local community stabilization by \$123,000. Service charge revenues have increased because of ambulance revenues, but so have ambulance operating expenses.

Financial difficulties are only going to continue and will actually increase, as this is part of the structural problem with the municipal finance model in Michigan, defined by these and other factors:

- no upside for a built-up, older community with no open land;
- no big development to boost revenue from local taxation;
- no substantial increase in taxable value of property;
- tax abatements which reduced annual income;
- property tax cannot, by Michigan constitution, ever return to past levels;
- state constitutional limitations and the Headlee Amendment rollbacks do not provide for sufficient millage rate restoration even by voter initiative or approval; and
- our only option is to work within inflation-based revenue growth.

### **Other funds**

Street funding has improved with the approval of the \$10,000,000 bond issue. State gas and weight tax revenues should remain about the same as in 2016-17 at \$1,114,000. State compensation for trunkline maintenance is being cut by \$14,400 to \$39,600. The city has as aggressive street reconstruction and resurfacing program:

Chipman Street, South Street to Stewart Street	\$1,080,000
Stewart Street, Chestnut Street to Chipman Street	\$714,400
Chipman Street, Oliver Street to King Street	\$113,100
Chipman Street, Spring Street to Harding Street	\$93,800
Oliver Street, Washington Street to Oak Street	\$1,077,000
Center Street, King Street to North Street	<u>\$178,000</u>
Total	\$3,256,300

Water and wastewater funds remain stable as far as operations go. The water fund includes replacing the Hintz well \$125,000 and water main replacements in conjunction with street projects:

Chipman Street, South Street to Stewart Street	\$450,000
Stewart Street, Chestnut Street to Chipman Street	\$450,000
Chipman Street, Oliver Street to King Street	\$27,000
Oliver Street, Washington Street to Gould Street	<u>\$715,000</u>
Total	\$1,532,000

The water fund will see approximately \$2,068,000 in capital outlays with over \$1.6-million for water main replacements, the Hintz Road well replacement, and sanitary sewer overflow measures. The wastewater fund includes \$972,000 in capital outlay including \$410,000 for the primary clarifier rehabilitation which is underway, sludge thickener rehabilitation and SCADA monitoring. The sewer fund has approximately \$694,310 in capital outlays including sewer upgrades, lift station upgrades, a portable generator and sanitary sewer overflow monitoring equipment.

### **Fiscal Practices**

The budgets of the past few years and this coming year are mostly about staying on course toward meeting the city's primary goals, addressing its priorities, and making significant progress even in difficult times.

The financial and operating plan has the objective of ensuring that this local government can provide the necessary governmental services essential to the public health, safety and welfare on an ongoing and sustainable basis and protects the continued financial viability of this local government.

Having completed FY2015-16 with a positive cash flow and an excellent end-of-year financial report (audit), the city should seek a Standard & Poor's bond rating upgrade from A to AA. This would allow the city to borrow money at a reduced cost.

I respectfully submit this budget.

*Donald D. Crawford*

Donald D. Crawford  
City Manager

## **COMMUNITY PROFILE**

The name Owosso was adapted in 1840 from the name of a famous Chippewa Indian chieftain called "Wasso".

Owosso, the largest city in Shiawassee County, with a population of 15,194 (2010 Census) and area equal to 4.45 square miles, is a widely diversified industrial and commercial center in the midst of a highly agricultural county.

It became an incorporated city in 1859, and early founders and planners may have had an eye to the future of the community. Shade trees were planted in the early days, and Owosso's many tree-lined streets testify to the thoughtfulness of these plantings.

The main streets, now the business district of the community, were planned wide enough to alleviate congestion, so prevalent in other cities.

Owosso is an attractive place in which to live and work, and its short distance from other major Michigan markets make it an ideal mid-Michigan location for commerce and industry.

There are 120 acres of parks and playgrounds in Owosso, as well as two auditoriums for the performing arts, an outdoor amphitheater, and an art museum. Recreation in the area includes a four-mile river walkway, roller-skating rink, skate boarding, an in-city lake for fishing, golf courses and many other facilities for sports and fitness.

Within a 90 minutes' drive of Owosso lie Lansing, Flint and Detroit, offering area residents enhanced educational, cultural, and recreational opportunities, including access to professional sporting events.

## **LOCAL GOVERNMENT PRIMER FOR CITIZENS**

The City of Owosso operates under the council-manager form of government. Simply stated, all power is concentrated in the city council that employs a city manager to implement its policies and oversee the day to day operations of the city.

The limits of local government authority are determined by the state constitution, statutes, and the charter approved by voters in 1964. City council exercises this authority through the adoption of ordinances and policies, including the annual budget. Some provisions of the charter and ordinances establish other boards and commissions with responsibility for making recommendations or decisions concerning city policies and overseeing certain programs and activities of the city. The City also participates in several regional boards and commissions which implement regional agreements that cooperatively provide services for the entire area. In Owosso, the boards and commissions are:

<b><u>BOARD OR COMMISSION</u></b>	<b><u>PURPOSE</u></b>
Board of Review	Hears appeals from property owners regarding their tax assessments
Brownfield Redevelopment Authority	Uses financing mechanisms to redevelop obsolete and contaminated industrial and commercial properties
Building Authority	Finances construction of public improvements on which lease revenues can be generated
Building Board of Appeals	Makes decisions concerning variances from the provisions of various construction codes
Cable Access Advisory Commission	An advisory body with regard to all aspects of the public access cable service in the City of Owosso
Downtown Development Authority	Plans for and promotes the central business district
Downtown Historic District Commission	Oversees implementation of the State Historic District encompassing the downtown
Employees Retirement System Board of Trustees	Oversees the administration of the City retirement system, including investment of its funds
Historical Commission	Oversees Curwood Castle, Gould House, Comstock Cabin, Paymaster building and

	collection of historical artifacts
Local Development Finance Authority	Fosters industrial development through the use of financing mechanisms necessary to develop supportive public infrastructure
Mid-County Wastewater Treatment Plant Review Board	Makes decisions concerning the Plant governed by the 1977 Agreement between the Cities of Corunna and Owosso and the Townships of Caledonia and Owosso
Owosso Parks and Recreation Commission	Plans for quality park and recreation opportunities based upon cost, efficiency and community need
Planning Commission	Makes recommendations to City Council regarding the zoning ordinance and zoning map
Shiawassee Airport Board	Oversees all areas of operation of the Owosso Community Airport
Shiawassee Area Transportation Agency (SATA)	Owns, operates and finances public transit systems in conjunction with other municipalities
Shiawassee Council on Aging	Provides services to area senior citizens
Shiawassee District Library	Offers a variety of formats, materials, and services to provide for the informational and educational needs of the community members and to encourage the appreciation of reading
Westtown Corridor Improvement Authority	Plans for and promotes the revitalization and redevelopment of commercial properties located in the Westtown Corridor Improvement District
Zoning Board of Appeals	Makes decisions concerning variances from the provisions of the zoning ordinance

These boards and commissions include citizens from the community and offer an opportunity for residents to become involved in city government.

On occasion the City Council will establish ad-hoc committees who, unlike the boards and commissions referenced above are not long standing committees but instead are established to serve and carry out a specific purpose for the council. In May 2008 the City Council established The Blue Ribbon Committee, a group of community residents appointed by the City Council for the purpose of creating a cohesive forward vision for

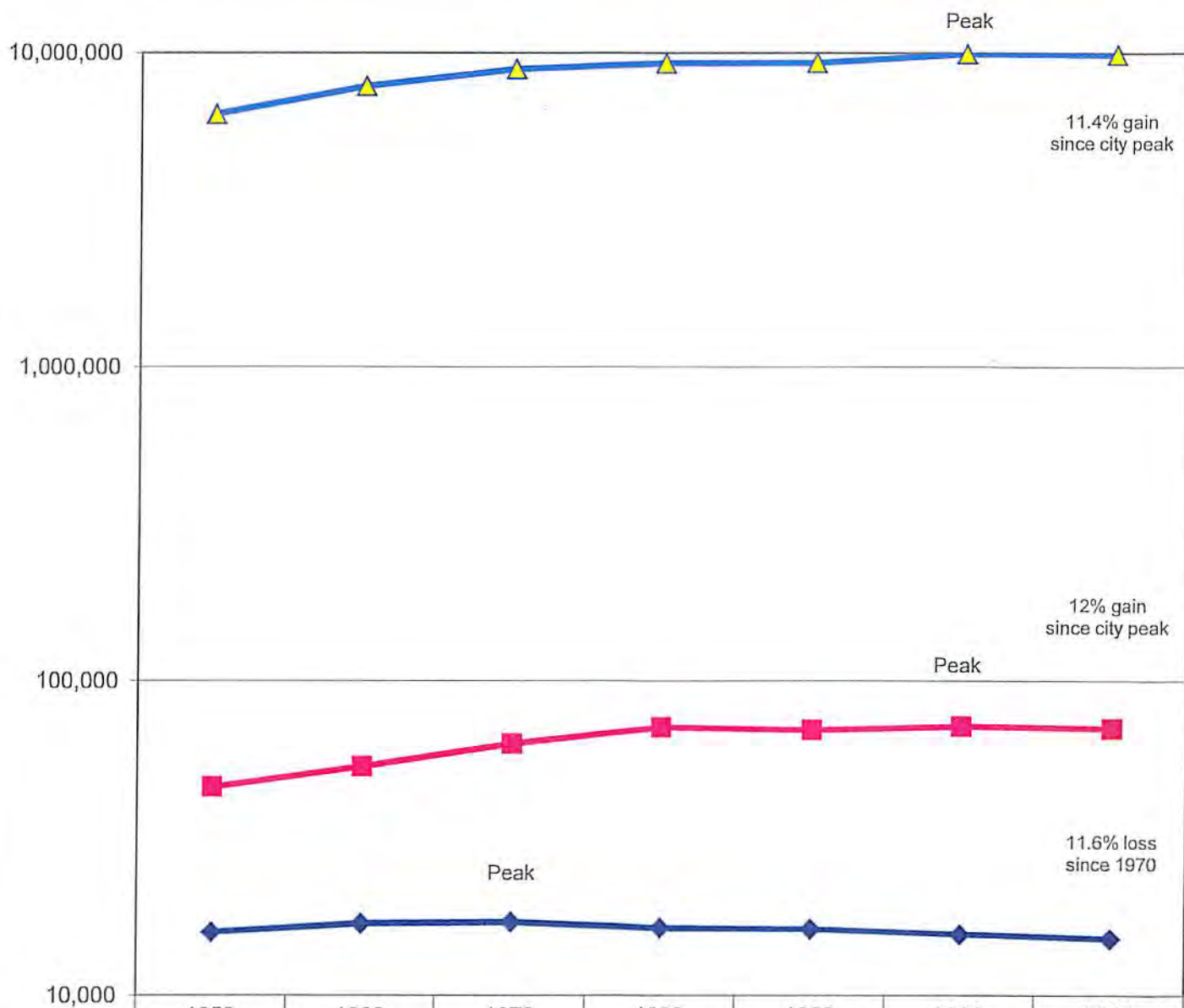
the City of Owosso. This committee set a vision for Owosso's future and defined a strategic direction for attaining that vision so that each citizen may enjoy a high quality of life and a strong sense of place and pride in our community. The Blue Ribbon Committee successfully completed its work and presented its report to the City Council on January 5, 2009.

Citizen involvement and input is an important component of the democratic system of government. Many of the major decisions that the city council makes follow public hearings in which citizens comment is received. In fact, public hearings are the first item on the city council's agenda for its meetings. After public hearings, citizens are also provided two opportunities to make comments to the council about any issue of interest to them. Further, residents may choose to write to council or staff members, call them with their questions or concerns, or comment through the City website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

Once the city council has enacted an ordinance or established a policy, it is the job of the city manager to insure that it is implemented. In many cases, this will involve directing staff employed for that purpose and overseeing their actions. Many of the decisions of the city council involve the basic municipal services which the city is in the business of providing –public safety, streets and roads, parks, utilities and the like. As a result, much of the activity of city staff is for the purpose of insuring that these services are effectively provided.

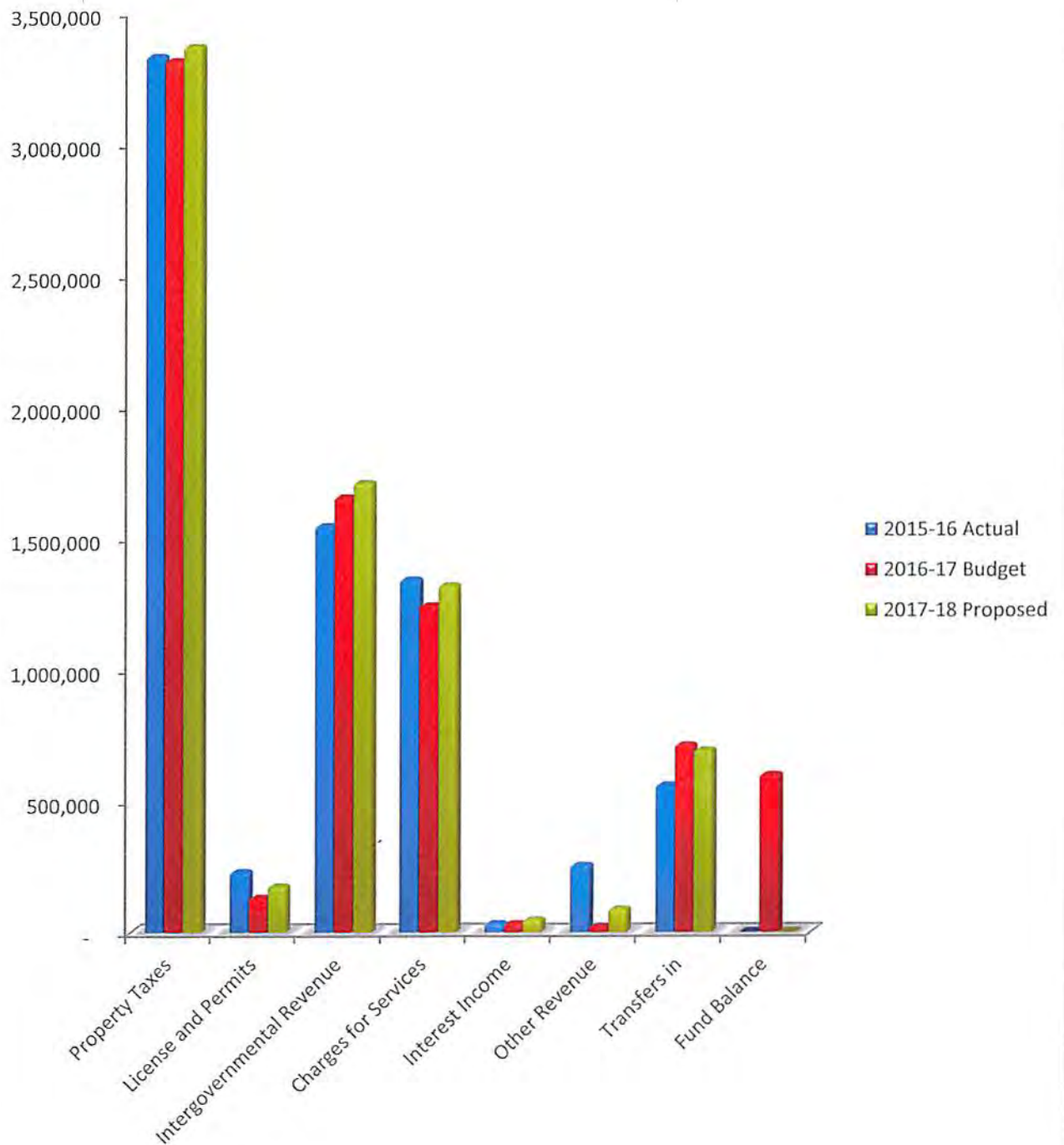
To pay the bills associated with its operations, the city must generate revenue. While most people think of the property tax as the primary source of money for city operations, in fact this tax only covers the cost of providing police and fire services. Other major sources of funding for the city are water and sewer charges and the local share of state taxes, such as the gas and weight tax and sales tax. These taxes and fees comprise the majority of the dollars necessary to finance city operations.

## Population Comparison



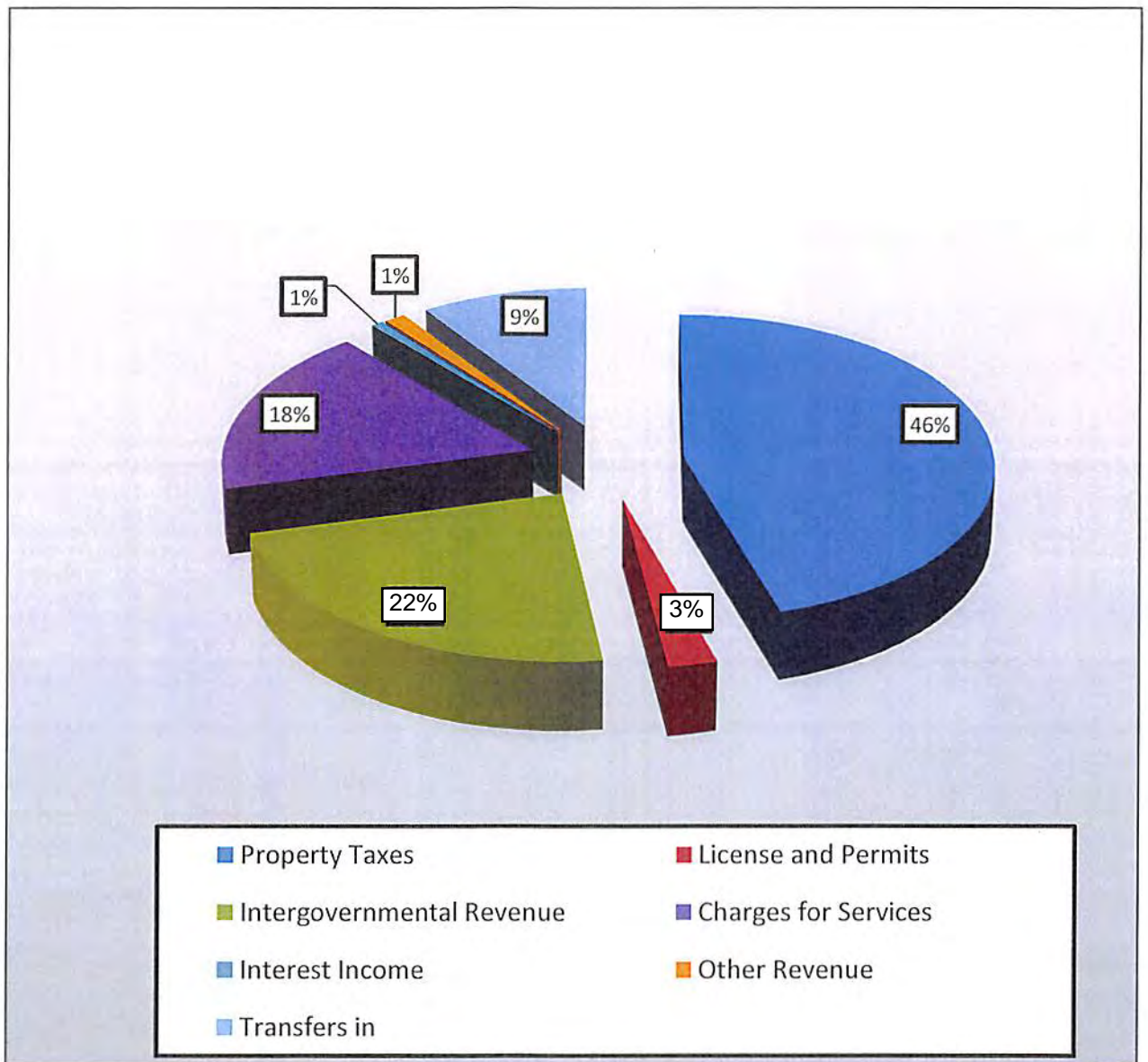
	1950	1960	1970	1980	1990	2000	2010
City	15,948	17,006	17,179	16,455	16,322	15,713	15,194
County	45,967	53,446	63,075	71,140	69,770	71,687	70,648
State	6,371,766	7,823,194	8,875,083	9,262,078	9,295,297	9,938,444	9,883,640

## Revenue by Source- 3 Year Comparision

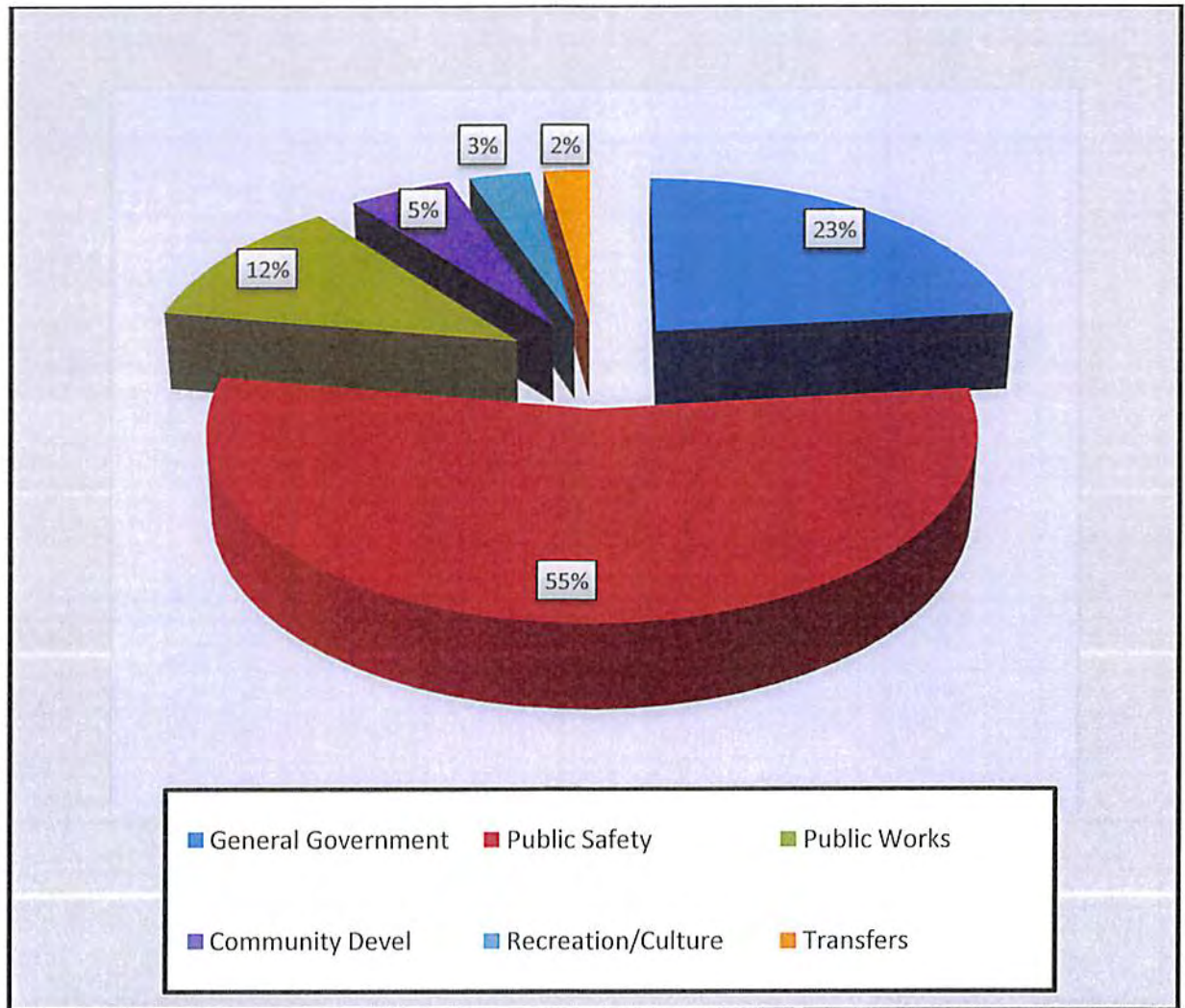




**GENERAL FUND BUDGETED REVENUE BY SOURCE  
AS A PERCENTAGE OF TOTAL REVENUE**



**GENERAL FUND BUDGETED EXPENDITURES  
AS A PERCENTAGE OF TOTAL EXPENSE**



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 101-GENERAL FUND				
GENERAL PROPERTY TAX	3,217,009	3,208,800	3,312,992	3,320,000
TRAILER PARK TAXES	865	800	519	800
INDUSTRIAL/COMMERCIAL FACILITIES TAX	28,114	21,400	28,480	21,651
OBSOLETE PROPERTY REHAB TAXES(OPRA)	234	1,875	1,954	1,950
NEIGHBORHOOD ENTERPRISE ZONE REHAB TAXES	358	-	9,122	-
ADMINISTRATION FEES	69,413	67,500	50,744	68,900
COLLECTION & INTEREST ON TAXES	18,472	18,500	5,467	18,500
PERMITS-BUILDING	143,155	70,000	72,464	107,748
LIQUOR LICENSES	9,052	9,600	9,706	9,700
PERMITS-ELECTRICAL	23,950	17,500	15,870	18,000
PERMITS-PLUMBING & MECHANICAL	49,985	33,000	38,005	38,000
MISCELLANEOUS LICENSES	3,205	2,300	873	2,000
PERMITS-HANDGUNS	880	650	435	500
DOG LICENSES	33	50	-	30
LOCAL COMMUNITY STABILIZATION SHARE	-	59,000	122,917	63,783
REVENUE SHARING-CONSTITUTIONAL	1,546,703	1,598,200	817,329	1,587,671
VACANT PROPERTY REGISTRATION/INSPECTION	9,500	11,000	3,000	11,000
CHARGE FOR SERVICES RENDERED	70,712	62,000	31,863	62,000
DUPLICATING SERVICES	1,900	2,000	741	2,000
RENTAL REGISTRATION	1,325	1,100	225	1,100
AMBULANCE CHARGES	253,987	225,000	120,174	253,000
AMBULANCE CHARGES	2,100	2,400	350	2,400
AMBULANCE MILEAGE CHARGES	340,873	295,000	144,736	340,873
AMBULANCE/ ADVANCED LIFE SUPPORT CHARGES	486,003	475,000	226,886	475,000
FIRE SERVICES	4,000	1,000	1,500	3,000
CHARGE FOR SERVICES - SALES	5,347	6,000	4,312	5,000
CABLE TELEVISION FRANCHISE FEES	114,130	115,000	58,428	114,000
TREE PLANTING	250	-	-	-
RECREATION	598	550	430	500
PARKING VIOLATIONS	6,577	6,800	3,760	6,500
PARKING LEASE INCOME	16,623	13,900	5,645	15,000
ORDINANCE FINES & COSTS	26,392	25,800	12,603	26,000
DRUG FORFEITURES-ADJUDICATED	-	-	677	-
INTEREST INCOME	35,023	35,000	25,231	49,000
INTEREST INCOME-RESTRICTED ASSETS	3	-	1	-
RENTAL INCOME	1,265	1,500	740	1,500
SALE OF FIXED ASSETS	3,157	5,000	77,112	5,000
DONATIONS-PRIVATE	3,265	10,000	25	-
DONATIONS-CATS	-	-	2,772	2,700
INSURANCE REFUNDS	235,700	-	-	75,000
RECOVERY OF BAD DEBTS	5,205	4,500	4,374	4,500
MISCELLANEOUS	8,249	2,500	799	2,500
WASTEWATER UTIL. ADMIN REIMB	176,002	211,450	72,129	211,450
CITY UTILITIES ADMIN REIMB	268,500	365,900	213,445	365,900
DDA/OBRA REIMBURSEMENT	2,825	4,475	-	4,475
ACT 51 ADMIN REIMBURSEMENT	113,125	131,000	77,288	110,900
APPROPRIATION OF FUND BALANCE	-	600,000	-	-
ESTIMATED REVENUES - FUND 101	7,306,564	7,723,050	5,576,123	7,409,531

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
APPROPRIATIONS - FUND 101				
Dept 101-CITY COUNCIL	3,144	4,300	1,737	4,300
Dept 171-CITY MANAGER	129,339	136,900	74,819	164,384
Dept 201-FINANCE	119,021	165,550	58,772	245,648
Dept 209-ASSESSING	110,989	122,700	62,485	119,576
Dept 210-CITY ATTORNEY	127,192	140,000	61,792	120,000
Dept 215-CLERK	175,866	262,975	135,675	197,890
Dept 226-HUMAN RESOURCES	174,802	222,425	104,630	216,609
Dept 253-TREASURY	257,528	242,950	141,409	98,712
Dept 258-INFORMATION & TECHNOLOGY	106,086	193,900	77,756	127,995
Dept 265-BUILDING & GROUNDS	80,800	106,650	51,492	100,468
Dept 299-GENERAL ADMIN	374,065	309,750	347,285	304,621
Dept 300-POLICE	1,841,254	2,042,150	1,059,107	2,066,691
Dept 335-FIRE	1,931,040	2,202,475	1,002,033	1,900,570
Dept 370-BUILDING AND SAFETY	185,849	209,400	113,815	235,950
Dept 441-PUBLIC WORKS	556,244	566,900	521,183	588,607
Dept 528-LEAF AND BRUSH COLLECTION	199,482	261,000	32,917	229,000
Dept 585-PARKING	115,604	46,000	11,644	49,000
Dept 728-COMMUNITY DEVELOPMENT	104,411	119,775	59,510	134,344
Dept 756-PARKS	205,414	189,850	83,721	220,900
Dept 966-TRANSFERS OUT	148,149	177,400	25,580	166,550
Dept 999-OTHER FIN USES-FUND BALANCE	-	-	-	117,717
APPROPRIATIONS - GENERAL FUND	6,946,279	7,723,050	4,027,362	7,409,531

# GENERAL FUND 2017-2018 FINANCIAL SUMMARY

## Estimated Revenue Sources

Property Taxes	\$ 3,431,801	
License and Permits	175,978	
Intergovernmental Revenue	1,651,454	
Charges for Services	1,318,873	
Interest Income	49,000	
Other Revenue	89,700	
Transfers In	692,725	
Other Finance Sources-Fund Balance Building	-	
Total Budgeted Revenue Sources		\$ 7,409,531

## Estimated Expenditures

Council	\$ 4,300	
City Manager	164,384	
Finance	245,648	
Assessing	119,576	
City Attorney	120,000	
City Clerk	197,890	
Human Resources	216,609	
Treasury	98,712	
Information Technology	127,995	
Building/Grounds	100,468	
General Admin	304,621	
Police	2,066,691	
Fire	1,900,570	
Building/Planning	235,950	
Public Works	588,607	
Leaf & Brush Collection	229,000	
Parking	49,000	
Community Development	134,344	
Parks	220,900	
Transfers Out	166,550	
Other Finance Uses-Fund Balance	117,717	
Total Budgeted Expenditures		\$ 7,409,531
Budgeted Net Revenue (Expenditures)		\$ -

## Estimated Fund Balance

Fund Balance at June 30, 2016 (Audited)	\$ 4,449,096
Estimated Change in Fund Balance at June 30, 2017	600,000
Estimated Fund Balance at June 30, 2016	\$ 3,849,096
Estimated Change in Fund Balance at June 30, 2017	117,717
Estimated Fund Balance at June 30, 2017	\$ 3,966,813



## CITY COUNCIL

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
* Plan for the development of the community and the operation of its city government	Make wise and prudent decisions to promote necessary services to city residents.			
* Set policies for service delivery and governance	Pursue programs that enhance the strengths of Owosso.			
* Receive citizen input through public hearings and other means	CAPITAL OUTLAY			
* Employ a city manager and city attorney and appoint boards and commissions	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	
	-	-	-	
* Adopt an annual budget				
* Approve major purchases and capital improvements				
COUNCIL MEMBERS				
	Date	Term		
	<u>Elected</u>	<u>Expires</u>		
Christopher Eveleth, mayor	2016	2018		
Susan J. Osika, mayor pro-tem	2016	2020		
Lori F. Bailey	2016	2020		
Daniel Law	2016	2020		
Burton D. Fox	2014	2018		
Elaine N. Greenway	2016	2018		
Robet J. Teich Jr	2014	2018		
BUDGET SUMMARY				
	ACTUAL	ADOPTED	AMENDED	PROPOSED
	<u>2015-16</u>	<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</u>
Personnel	2,120	2,600	-	2,600
Operating	1,024	1,700	-	1,700
COL	-	-	-	-
Total	3,144	4,300	-	4,300

GL NUMBER	DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Dept 101-CITY COUNCIL</b>					
101-101-704.000	BOARDS & COMMISSIONS	2,120	2,600	1,070	2,600
101-101-728.000	OPERATING SUPPLIES	1,024	1,200	667	1,200
101-101-860.000	EDUCATION & TRAINING	-	500	-	500
101-101-978.000	EQUIPMENT	-	-	-	-
<b>Totals for dept 101-CITY COUNCIL</b>		<b>3,144</b>	<b>4,300</b>	<b>1,737</b>	<b>4,300</b>

# CITY MANAGER

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
* Policy initiation, evaluation and implementation	Continue to implement council's goals to enhance services to the public, and to guide the city departments in working together efficiently to achieve their goals.			
* Staff supervision				
* Strategic planning				
	CAPITAL OUTLAY			
* Personnel administration	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	
	-	-	-	
*Financial oversight				
* Community relations and information				
	Total	-	-	-
STAFFING SUMMARY				
	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>		
City Manager	1	1		
BUDGET SUMMARY				
	ACTUAL <u>2016-17</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	125,027	131,200	-	131,284
Operating	4,312	5,700	-	33,100
COL	-	-	-	-
Total	129,339	136,900	-	164,384



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 171-CITY MANAGER				
SALARIES	96,386	99,350	58,170	98,775
WAGES	-	-	-	
ACCRUED SICK LEAVE	888	950	-	3,217
SOCIAL SECURITY (FICA)	7,670	9,100	4,446	8,051
HEALTH INSURANCE	3,066	3,500	-	3,250
DENTAL INSURANCE	490	550	285	485
LIFE INSURANCE	297	800	173	300
DISABILITY INSURANCE	902	1,000	615	1,102
UNEMPLOYMENT INSURANCE	21	25	-	18
DEFINED CONTRIBUTION	15,051	15,500	8,726	15,786
WORKERS' COMPENSATION	256	425	198	300
OPERATING SUPPLIES	107	1,000	52	400
CONTRACTUAL SERVICES	-	-	-	28,000
MEMBERSHIPS & DUES	1,077	1,000	834	1,000
EDUCATION & TRAINING	3,128	3,700	1,320	3,700
EQUIPMENT	-	-	-	-
TOTAL	129,339	136,900	74,819	164,384

# FINANCE

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
* Accounting and financial reporting	Improve accounting efficiencies through greater utilization of BS&A software		
* Purchasing	Implement pooled cash efficiencies to better account for cash on balance sheet		
* Risk management	Improve financial processes throughout the City		
* Investments			
* Debt management			
* Budget			
* Accounts payable			
* Debt issuance and reporting			
	<b>CAPITAL OUTLAY</b>		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	-	-	-
<b>Total</b>	-	-	-

## STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Finance Director	1	1
Accts Payable	1	1
Accountant*		1
<b>Total</b>	<b>2</b>	<b>3</b>

\*Accountant moved from Treasury Department to Finance Department in 2017-18

## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	67,513	71,750	-	236,285
Operating	51,508	93,800	-	9,364
COL	-	-	-	-
<b>Total</b>	<b>119,021</b>	<b>165,550</b>	<b>-</b>	<b>245,649</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 201-FINANCE				
SALARIES	38,493	40,500	23,247	172,713
SOCIAL SECURITY (FICA)	2,740	3,100	1,650	13,461
HEALTH INSURANCE	12,406	12,950	3,190	30,244
DENTAL INSURANCE	490	550	285	1,456
OPTICAL INSURANCE	60	75	35	181
LIFE INSURANCE	147	175	85	1,097
DISABILITY INSURANCE	384	375	262	2,018
UNEMPLOYMENT INSURANCE	21	25	-	54
RETIREMENT	12,500	13,550	8,422	12,547
DEFINED CONTRIBUTION	-	-	-	2,064
WORKERS' COMPENSATION	272	450	195	450
OPERATING SUPPLIES	1,618	3,500	951	3,500
CONTRACTUAL SERVICES	49,740	88,000	20,450	2,314
MEMBERSHIPS & DUES	150	300	-	550
EDUCATION & TRAINING	-	2,000	-	3,000
EQUIPMENT	-	-	-	-
TOTAL	119,021	165,550	58,772	245,648

## ASSESSING

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
<ul style="list-style-type: none"> <li>* Maintain a system of assessing property in accordance with accepted mass appraisal models and the current state of Michigan Tax Act</li> <li>* Process and audit personal property statements</li> <li>* Maintain name, mailing address and homestead information on all real property</li> <li>* Respond to inquiries from the public, other agencies and departments</li> <li>* Provide methodology to board of review</li> <li>* Represent the city in tax tribunal cases</li> <li>* Maintain accurate and up to date property descriptions and records on all real and personal property in the city</li> <li>* Maintain system of field (physical) verification of property information</li> <li>* Maintain record of legally allowable taxable value</li> </ul>	Visit and verify data for 15-20% of residential properties and 5-10% of both commercial and industrial properties. Scan old deeds and other valuable assessing documents into assessing.net. Coordinate with county equalization department a commercial and industrial appraisal study. Conduct the annual assessing process as outlined within the 14-point review and required by the state tax commission.		
	CAPITAL OUTLAY		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	-	-	-
<b>Total</b>	-	-	-

### STAFFING SUMMARY

	CURRENT <u>2016-17</u>	ADOPTED <u>2017-18</u>
Assessor	1	1
<b>Total</b>	1	1

### BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	101,342	108,900	-	105,777
Operating	9,647	13,800	-	13,800
COL	-	-	-	-
<b>Total</b>	110,989	122,700	-	119,576

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 209-ASSESSING				
SALARIES	66,975	70,800	38,843	70,104
BOARDS & COMMISSIONS	1,150	1,250	500	1,250
SOCIAL SECURITY (FICA)	5,408	5,700	3,000	5,612
HEALTH INSURANCE	3,066	3,500	-	3,250
DENTAL INSURANCE	490	525	285	485
OPTICAL INSURANCE	112	125	65	112
LIFE INSURANCE	518	550	303	519
DISABILITY INSURANCE	690	725	471	844
UNEMPLOYMENT INSURANCE	21	25	-	18
RETIREMENT	22,500	25,000	12,150	23,169
WORKERS' COMPENSATION	412	700	300	414
OPERATING SUPPLIES	4,400	6,500	3,457	6,500
ADVERTISING	31	500	-	500
CONTRACTUAL SERVICES	4,076	5,000	2,581	5,000
EQUIPMENT MAINTENANCE	-	250	-	250
MEMBERSHIPS & DUES	410	300	260	300
EDUCATION & TRAINING	730	1,250	270	1,250
EQUIPMENT	-	-	-	-
TOTAL ASSESSING	110,989	122,700	62,485	119,576



## ATTORNEY

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18
<ul style="list-style-type: none"> <li>* Draft adoptions, amendments and repeals of city ordinances</li> <li>* Preparation of legal documents</li> <li>* Provide legal advice to council and staff</li> <li>* Prosecution of persons accused of violating ordinances</li> <li>* Advise on tax tribunal cases</li> </ul>	<ul style="list-style-type: none"> <li>*Prepare and review legal documents and represent the City's interests in contracts.</li> <li>*Prosecute violations of ordinances and state laws.</li> </ul>
	CAPITAL OUTLAY
	Not Applicable

### STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Contractual	1	1
<b>Total</b>	<u>1</u>	<u>1</u>

### BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Administrative	58,180	70,000	-	60,000
Public Safety	69,012	70,000	-	60,000
<b>Total</b>	127,192	140,000	-	120,000

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
OPERATING SUPPLIES	-	-	-	-
PROFESSIONAL SERVICES: ADMINISTRATIVE	58,180	70,000	27,507	60,000
PROFESSIONAL SERVICES:POLICE/COURT	69,012	70,000	34,285	60,000
EDUCATION & TRAINING	-	-	-	-
TOTAL CITY ATTORNEY	127,192	140,000	61,792	120,000

# CLERK

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
* Administer local, state and federal elections	Continue the task of scanning historical documents and implement records retention program			
* Act as clerk to the City Council and Employees' Retirement System Board	Develop a process for handling City contracts electronically			
	Implement paperless agenda process			
	Train election inspectors on new election equipment			
* Assign, track and codify all enactment's of the City Code	Engage Owosso High School students regarding local government, specifically the election process			
	CAPITAL OUTLAY			
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
* Record, categorize and maintain all permanent records of the City	Laserfishe User License	5,000		
* Develop and administer records retention program	Voting Machines	3,000		
* Assist in the administration of the City's web page and FaceBook page	<b>Total</b>	<b>8,000</b>	<b>-</b>	<b>-</b>

## STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
City Clerk	1	1
Deputy Clerk	1	1
Temporary	1	
<b>Total</b>	<b>3</b>	<b>2</b>

## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	163,369	215,775	-	169,309
Operating	12,497	39,700	-	20,580
COL	-	7,500	-	8,000
<b>Total</b>	<b>175,866</b>	<b>262,975</b>	<b>-</b>	<b>197,890</b>



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 215-CLERK				
SALARIES	100,212	102,900	62,581	105,946
ELECTIONS	1,621	48,000	35,989	-
SOCIAL SECURITY (FICA)	7,357	7,900	4,637	8,105
HEALTH INSURANCE	18,405	19,200	4,561	19,071
DENTAL INSURANCE	748	850	434	744
OPTICAL INSURANCE	90	100	53	91
LIFE INSURANCE	640	675	373	642
DISABILITY INSURANCE	1,011	1,050	688	1,239
UNEMPLOYMENT INSURANCE	41	50	-	36
RETIREMENT	33,000	34,600	19,540	33,171
WORKERS' COMPENSATION	244	450	198	264
OPERATING SUPPLIES	1,053	4,200	597	8,550
ADVERTISING	3,309	3,600	1,139	3,600
CONTRACTUAL SERVICES	3,210	26,200	-	7,310
EQUIPMENT MAINTENANCE	4,505	4,700	4,505	100
MEMBERSHIPS & DUES	370	400	380	420
EDUCATION & TRAINING	50	600	-	600
EQUIPMENT	-	7,500	-	8,000
TOTAL CLERK	175,866	262,975	135,675	197,890

# HUMAN RESOURCES

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
* Union contract administration	* Develop a yearly performance evaluation.		
* Fringe benefit administration	* Implement a wellness program.		
* Payroll	* Begin POLC and IAFF contract negotiations.		
* Hiring, orientation and oversight on evaluations	* Update the Personnel Manual.		
* Reporting to state and federal agencies	* Enter information into BS&A HR.		
* Employee relations	CAPITAL OUTLAY		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
* Union negotiations	-	-	-
* Represent the city in grievances, mediations and arbitration	<b>TOTAL</b>	-	-

## STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Human Resources		
Director	1	1
Clerical	1	1
<b>Total</b>	<u>2</u>	<u>2</u>

## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	161,070	182,775		185,109
Supplies	625	5,400		4,000
Other	13,107	26,500		27,500
COL	-	7,750		-
<b>Total</b>	<b>174,802</b>	<b>222,425</b>	<b>-</b>	<b>216,609</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 226-HUMAN RESOURCES				
SALARIES	120,284	135,600	71,647	133,570
ACCRUED SICK LEAVE	-	900	-	-
SOCIAL SECURITY (FICA)	9,770	11,000	5,441	10,867
HEALTH INSURANCE	7,997	8,950	-	8,476
DENTAL INSURANCE	1,572	1,725	914	1,558
OPTICAL INSURANCE	223	250	130	223
LIFE INSURANCE	747	800	437	748
DISABILITY INSURANCE	1,238	1,275	845	1,514
UNEMPLOYMENT INSURANCE	41	100	-	36
RETIREMENT	16,350	18,400	9,406	24,632
DEFINED CONTRIBUTION	2,528	3,200	-	3,150
WORKERS' COMPENSATION	320	575	252	336
OPERATING SUPPLIES	625	5,400	347	4,000
ADVERTISING	954	1,000	835	1,000
CONTRACTUAL SERVICES	10,643	21,000	13,298	21,000
EQUIPMENT MAINTENANCE	-	500	-	1,500
MISCELLANEOUS	-	500	-	500
MEMBERSHIPS & DUES	555	500	300	500
EDUCATION & TRAINING	955	3,000	778	3,000
EQUIPMENT	-	7,750	-	-
TOTAL HUMAN RESOURCES	174,802	222,425	104,630	216,609

# TREASURER

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
<ul style="list-style-type: none"><li>* Billing, collection and recording of all receipts, including taxes, special assessments, and water and sewer</li><li>* Collection agent for state education, county taxes, district library RESD, SATA and public schools</li><li>* Delinquent accounts follow up, including personal property &amp; invoices</li><li>* Information source for title offices, realtors and homeowners</li><li>* Treasurer of Owosso Employees' Retirement System; disburse monthly checks to pensioners, report to Owosso Employee's Retirement System board; compile monthly statements</li></ul>	<ul style="list-style-type: none"><li>*Staff Training and Development</li><li>*Update Tax Records</li><li>*Update Retirement System Records</li><li>*Improve Efficiency</li><li>*Promote Exceptional Customer Service</li></ul>		
	CAPITAL OUTLAY		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	-	-	-
<b>Total</b>	-	-	-

## STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Treasurer	1.00	1.00
Deputy	1.00	-
Clerical	0.80	0.80
Part-time	0.30	0.30
<b>Total</b>	<u>3.10</u>	<u>2.10</u>

## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	244,173	220,250		81,562
Operating	13,355	22,700		17,150
COL	-	-		-
<b>Total</b>	<b>257,528</b>	<b>242,950</b>		<b>98,712</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 253-TREASURY				
SALARIES	145,348	140,200	79,718	65,002
ACCRUED SICK LEAVE	13,000	-	23,963	-
SOCIAL SECURITY (FICA)	12,060	10,750	7,899	4,973
HEALTH INSURANCE	22,160	24,100	4,299	9,100
DENTAL INSURANCE	868	1,025	417	375
OPTICAL INSURANCE	105	150	51	74
LIFE INSURANCE	984	1,100	395	450
DISABILITY INSURANCE	1,382	1,400	703	816
UNEMPLOYMENT INSURANCE	62	100	21	26
RETIREMENT	47,650	40,200	15,467	-
DEFINED CONTRIBUTION	162	600	308	546
WORKERS' COMPENSATION	392	625	243	200
OPERATING SUPPLIES	565	7,400	936	1,400
CONTRACTUAL SERVICES	11,110	11,750	6,822	12,700
EQUIPMENT MAINTENANCE	-	750	-	750
MEMBERSHIPS & DUES	370	300	-	300
EDUCATION & TRAINING	1,324	2,500	49	2,000
OVER & SHORT	(14)	-	118	-
EQUIPMENT	-	-	-	-
TOTAL TREASURY	257,528	242,950	141,409	98,712



## INFORMATION TECHNOLOGY

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
* Maintain and troubleshoot the LAN (Local Area Network) & WAN (Wide Area Network) installed at 5 locations	* Migrate to BS&A AccessMyGov for online inquiries/services			
	* Eliminate server 2003 operating system			
	* Eliminate server hardware over 7 years old			
	* Replace any computer older than 6 years old			
* Maintain and troubleshoot user computer workstations	* Train current staff on effective use of computers			
	* Continue expansion of GIS mapping tools for decision making			
	* Migrate & consolidate physical servers to virtual (VMWare)			
* Maintain firewall software for network security	* Patch & update Cisco Unified Communications/Phone system			
	CAPITAL OUTLAY			
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
* Oversee and maintain internet and internet e-mail	Symantec	2,400	2,400	2,400
	Server	10,000		
* Oversee digital telephone system	Cisco system	5,000	20,000	15,000
	Symantec	2,400		
* Purchase, standardize and refine all application software on the networks	BS&A	900		
	Projector	2,500		
* Coordinate computer education and training for city personnel	<b>Total</b>	<b>23,200</b>	<b>22,400</b>	<b>17,400</b>

### STAFFING SUMMARY


	<u>CURRENT</u> <u>2016-17</u>	<u>PROPOSED</u> <u>2017-18</u>
Director	0	0
Contractual	0.4	0.4
Hourly	0	0
<b>Total</b>	<b>0.4</b>	<b>0.4</b>

### BUDGET SUMMARY

	<u>ACTUAL</u> <u>2015-16</u>	<u>ADOPTED</u> <u>2016-17</u>	<u>AMENDED</u> <u>2016-17</u>	<u>PROPOSED</u> <u>2017-18</u>
Personnel	-	-	-	-
Operating	106,086	172,000	-	104,795
COL	-	21,900	-	23,200
<b>Total</b>	<b>106,086</b>	<b>193,900</b>	<b>-</b>	<b>127,995</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 258-INFORMATION & TECHNOLOGY				
WORKERS' COMPENSATION	-	-	-	-
OPERATING SUPPLIES	3,060	10,000	2,758	5,000
CONTRACTUAL SERVICES	76,287	135,000	35,401	99,295
EQUIPMENT MAINTENANCE	482	500	225	500
LEASE	26,257	26,500	26,257	-
EQUIPMENT	-	21,900	13,115	23,200
TOTAL-INFORMATION & TECHNOLOGY	106,086	193,900	77,756	127,995

# BUILDINGS AND GROUND MAINTENANCE

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
*Maintenance of city hall *Maintenance of City building grounds *Maintenance of Public Safety Building *Major maintenance of Shiawassee District Library  	Maintain public buildings and grounds in accordance with best management practices for preservation and safety.		
	CAPITAL OUTLAY		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	-	-	-
Total	-	-	-

## STAFFING SUMMARY

	<u>CURRENT</u> <u>2016-17</u>	<u>PROPOSED</u> <u>2017-18</u>
Custodian	1	1
<b>Total</b>	<u>1</u>	<u>1</u>
Public Works Crews As Assigned		

## BUDGET SUMMARY

	<u>ACTUAL</u> <u>2015-16</u>	<u>ADOPTED</u> <u>2016-17</u>	<u>AMENDED</u> <u>2016-17</u>	<u>PROPOSED</u> <u>2017-18</u>
Personnel	42,293	60,150		55,678
Operating	38,507	46,500		44,790
COL	-	-		-
<b>Total</b>	<b>80,800</b>	<b>106,650</b>	-	<b>100,468</b>



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Dept 265-BUILDING &amp; GROUNDS</b>				
WAGES	23,243	29,800	13,802	29,874
ACCRUED SICK LEAVE	-	-	-	1,668
OTHER COMPENSATION	5,150	6,050	4,624	700
SOCIAL SECURITY (FICA)	2,147	2,300	1,805	2,467
HEALTH INSURANCE	2,289	6,300	1,486	6,169
DENTAL INSURANCE	350	525	285	485
OPTICAL INSURANCE	42	75	35	60
LIFE INSURANCE	47	100	46	79
DISABILITY INSURANCE	(47)	-	-	-
UNEMPLOYMENT INSURANCE	20	25	-	18
RETIREMENT	8,778	13,550	7,490	13,214
WORKERS' COMPENSATION	274	1,425	708	944
OPERATING SUPPLIES	1,576	2,500	546	2,500
CONTRACTUAL SERVICES	-	5,000	-	-
ELECTRICITY	18,109	22,000	9,999	20,000
GAS	3,785	7,500	1,565	4,000
TELEPHONE	328	500	196	290
WATER & SEWER	2,532	3,000	1,552	3,000
BUILDING MAINTENANCE	8,341	4,000	6,970	12,000
EQUIPMENT RENTAL	3,836	2,000	383	3,000
SYSTEM IMPROVEMENTS	-	-	-	-
COL - BUILDING IMPROVEMENTS	-	-	-	-
EQUIPMENT	-	-	-	-
<b>TOTAL BUILDING &amp; GROUNDS</b>	<b>80,800</b>	<b>106,650</b>	<b>51,492</b>	<b>100,468</b>

# GENERAL ADMINISTRATION

## MISSION

To contribute to the framework of community life in Owosso by providing vital municipal programs, services and infrastructure

## STRATEGIES

- 1) Retain a team of public servants focused on the city's mission and committed to dependability, fairness, professionalism and efficiency in the delivery of friendly, personalized service.
- 2) Provide services and infrastructure that are reliable, technologically advanced, support new development and meet the changing needs of individual and corporate citizens.
- 3) Establish policies, undertake programs and engage in relationships that enhance Owosso's image as an attractive, well-maintained, progressive small town.
- 4) Maintain a strong financial system that uses public resources efficiently in accomplishing city goals.

## SERVICE DESCRIPTION

\* This fund accounts for supplies and activities serving all other city departments. Includes printing services, property and liability insurance, membership to Michigan Municipal League and Chamber of Commerce

## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	-	-	-	-
Other	372,563	307,250	-	302,121
COL	1,502	2,500	-	2,500
<b>Total</b>	<b>374,065</b>	<b>309,750</b>	<b>-</b>	<b>304,621</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 299-GENERAL ADMIN				
WORKERS' COMPENSATION	135	200	39	200
OPERATING SUPPLIES	16,097	22,000	9,318	22,000
INSURANCE & BONDS	134,610	127,000	269,637	132,662
CONTRACTUAL SERVICES	6,009	10,000	24,891	10,030
TELEPHONE	5,918	9,000	3,685	5,814
EQUIPMENT MAINTENANCE	504	550	504	500
BAD DEBT EXPENSE	168,322	98,000	195	90,000
MISCELLANEOUS	2,785	2,000	801	2,500
MEMBERSHIPS & DUES	38,183	38,500	38,215	38,415
LAND	1,502	2,500	-	2,500
EQUIPMENT	-	-	-	-
TOTALS GENERAL ADMIN	374,065	309,750	347,285	304,621

# POLICE

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
*Patrol - Suppress illegal activity, enforce state and city laws	The goal of the Owosso Public Safety Department is to provide impartial police, fire and EMS service to the citizens of Owosso. During the 2017-2018 budget year we will continue with the goals of community policing.			
*Traffic - enforce traffic codes, accident investigation, and traffic flow				
*Continue officer education				
*Investigate crimes within city limits				
*Records management and retention	CAPITAL OUTLAY			
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
*Community relations and crime prevention	2017 Ford SUV	42,500	43,000	80,000
	Coban Interview Rm Inst	9,000		
*Court administration duties	BS&A Field Module	5,000		
	Motorola Radios	-	10,000	10,000
*School crossing guard program				
*Parking enforcement				
	Total	56,500	53,000	90,000
STAFFING SUMMARY				
	CURRENT	PROPOSED		
	<u>2016-2017</u>	<u>2017-2018</u>		
Director	0.5	0.5		
Lieutenant	1	1		
Sergeants	3	3		
Patrolmen	12	12		
Detectives/Sergeant	2	2		
Clerical	1.5	1.5		
P.T. Code/Parking Enfrmnt.	0.6	0.6		
Janitor	0.5	0.5		
P.T. Reserves	0	0		
P.T. Cross/Guards	19	19		
MAGNET Officer	1	1		
Total	41.1	41.1		
BUDGET SUMMARY				
	ACTUAL	ADOPTED	AMENDED	PROPOSED
	<u>2015-16</u>	<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</u>
Personnel	1,620,007	1,752,450	-	1,822,857
Other	164,063	197,700	-	187,334
COL	57,184	92,000	-	56,500
Total	1,841,254	2,042,150	-	2,066,691

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 300-POLICE				
SALARIES	1,011,900	1,127,500	622,441	1,140,433
SALARIES-MAGNET	73,834	65,500	36,737	69,047
WAGES	20,856	24,000	9,549	21,600
OVERTIME	31,530	43,100	24,492	45,000
WAGES - TEMPORARY	600	-	-	
UNIFORMS	1,150	1,200	1,450	1,450
ACCRUED SICK LEAVE	19,263	6,500	5,546	6,600
CROSSING GUARDS	43,372	50,000	21,811	42,000
SOCIAL SECURITY (FICA)	26,403	29,000	15,373	28,300
HEALTH INSURANCE	218,480	218,800	53,571	229,915
DENTAL INSURANCE	10,719	11,500	6,310	11,000
OPTICAL INSURANCE	1,176	1,600	698	1,300
LIFE INSURANCE	3,646	4,200	2,254	3,900
DISABILITY INSURANCE	3,895	6,650	2,870	5,050
PHYSICALS	453	500	50	500
UNEMPLOYMENT INSURANCE	585	500	53	520
RETIREMENT	52,000	40,400	45,677	75,000
MUNICIPAL EMPLOYEES RETIREMENT I	78,338	91,000	68,621	120,500
DEFINED CONTRIBUTION	2,527	3,500	1,448	2,142
WORKERS' COMPENSATION	19,280	27,000	14,848	18,600
OPERATING SUPPLIES	18,857	14,000	6,192	14,000
UNIFORMS & CLEANING	7,888	10,000	6,703	9,000
GAS & OIL	25,271	40,000	14,139	25,000
WITNESS JURY FEES	12	300	-	200
WRECKER SERVICE	-	300	250	300
CONTRACTUAL SERVICES	59,695	80,000	34,698	80,000
ELECTRICITY	9,405	9,600	5,618	9,600
GAS	4,133	5,800	1,748	5,800
TELEPHONE	5,894	6,000	3,040	5,500
WATER & SEWER	2,520	2,700	1,367	2,734
REFUSE	424	500	210	500
BUILDING MAINTENANCE	3,306	5,000	2,228	6,000
EQUIPMENT MAINTENANCE	1,025	1,000	56	1,000
EQUIP MAINT - MOBILE	19,976	15,000	10,849	20,000
MISCELLANEOUS	216	400	152	300
MEMBERSHIPS & DUES	515	600	425	2,400
EDUCATION & TRAINING	4,926	6,500	1,135	5,000
BUILDING ADD & IMPROVEMENTS	-	50,000	-	-
EQUIPMENT	57,184	42,000	36,498	56,500
TOTAL POLICE	1,841,254	2,042,150	1,059,107	2,066,691



# FIRE DEPARTMENT

SERVICE DESCRIPTION	CAPITAL OUTLAY		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
* Prevention - Inspect new construction and enforce fire codes of existing commercial and industrial sites as time permits	Mini Pumper -	210,000	
	Pickup Equip Install 15,000		
	Fire Hoses 10,000	10,000	10,000
	Motorola Radios -	10,000	
* Save lives and property from fire destruction	New Station Sign -		
	Ambulance	180,000	
* Respond to hazardous material incidents and vehicle accidents	12-Lead	27,000	
	SCUBA's		175,000
* Training - Establish and supervise continuing education to maintain certification	<i>The Mini Pumper scheduled to be purchased in 2018-19 will be purchased using \$100,000 in committed fund balance from the 2017-2018 budget surplus</i>		
* Education - Provide information to public on fire prevention			
* Investigation - First line investigation of suspected arson cases			
* Ambulance - Provide advanced emergency medical care			
<b>Total</b>	<b>25,000</b>	<b>437,000</b>	<b>185,000</b>

## OPERATIONAL PLAN 2017-18

Delliver Public Safety services in an equitable and efficient manner and to partner with our community to resolve issues and problems while ensuring the safety and security of our citizens.

## STAFFING SUMMARY

	<u>CURRENT</u> <u>2016-17</u>	<u>PROPOSED</u> <u>2017-18</u>
Director	0.5	0.5
Captains	3	3
Lieutenants	3	3
Clerical	0.5	0.5
Mechanics/Fire	3	3
Fire Fighters	9	9
Reserves	10	10
<b>Total</b>	<b>29</b>	<b>29</b>

## BUDGET SUMMARY

	<u>ACTUAL</u> <u>2015-16</u>	<u>ADOPTED</u> <u>2016-17</u>	<u>AMENDED</u> <u>2016-17</u>	<u>PROPOSED</u> <u>2017-18</u>
Personnel	1,530,818	1,648,800	-	1,634,070
Operating	230,859	239,400	-	241,500
COL	169,363	314,275	-	25,000
<b>Total</b>	<b>1,931,040</b>	<b>2,202,475</b>	<b>-</b>	<b>1,900,570</b>



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 335-FIRE				
SALARIES	968,300	983,500	570,419	1,010,280
WAGES	545	3,000	-	
OVERTIME	101,666	130,000	83,030	121,000
WAGES - TEMPORARY	29	3,000	23	50
MEAL ALLOWANCE	13,585	13,700	12,105	13,500
UNIFORMS	1,300	1,800	1,200	1,800
ACCRUED SICK LEAVE	8,378	9,200	4,509	8,100
SOCIAL SECURITY (FICA)	19,553	20,000	13,032	21,150
HEALTH INSURANCE	229,335	252,000	54,860	262,000
DENTAL INSURANCE	7,673	8,700	4,203	7,850
OPTICAL INSURANCE	1,167	2,000	690	1,250
LIFE INSURANCE	3,154	4,600	2,603	4,740
DISABILITY INSURANCE	8,765	10,200	5,505	9,600
PHYSICALS	1,632	5,000	1,659	2,500
UNEMPLOYMENT INSURANCE	405	900	47	378
RETIREMENT	141,000	154,500	83,617	143,800
DEFINED CONTRIBUTION	2,467	2,300	1,443	2,072
WORKERS' COMPENSATION	21,864	44,400	19,034	24,000
OPERATING SUPPLIES	7,038	14,500	8,687	15,000
SUPPLIES	31,249	30,000	10,989	30,000
UNIFORMS & CLEANING	11,061	14,500	7,838	14,500
GAS & OIL	19,297	28,000	11,155	20,000
CONTRACTUAL SERVICES	81,082	70,000	28,921	70,000
ELECTRICITY	11,087	12,000	6,467	11,000
GAS	4,133	6,000	1,748	4,500
TELEPHONE	1,903	2,800	1,274	2,000
WATER & SEWER	2,520	2,600	1,367	2,000
REFUSE	424	500	210	500
BUILDING MAINTENANCE	5,794	9,000	2,145	9,000
EQUIPMENT MAINTENANCE	4,973	6,000	679	5,000
EQUIP MAINT - MOBILE	46,493	35,000	17,199	35,000
EDUCATION & TRAINING	3,805	8,500	1,465	23,000
BUILDING ADD & IMPROVEMENTS	-	66,275	-	
EQUIPMENT	169,363	248,000	43,910	25,000
TOTAL FIRE	1,931,040	2,202,475	1,002,033	1,900,570

## BUILDING & CODE ENFORCEMENT

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
* Review and approve building permits, including consultation on building codes and zoning requirements and inspections for safety and building compliance; plan reviews				
* Ordinance enforcement in response to complaints				
* Consult on existing city-owned properties in relation to construction and repair costs	CAPITAL OUTLAY			
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
* Analysis of privately-owned rental properties as to code compliance	Staff Computer	1,500		
* Report to city council and management on construction activity in the city				
* Pre-purchase inspection service	Total	1,500	-	-

### STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Building Inspector	1	1
Clerical	0.75	0.9
Contractual	2	2
Code Enforcement	0.5	0.6
Total	4.25	4.5

### BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	129,467	176,700	-	82,750
Operating	56,382	32,700	-	151,700
COL	-	-	-	1,500
Total	185,849	209,400	-	235,950

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 370-BUILDING AND SAFETY				
SALARIES	86,673	123,525	27,513	57,539
WAGES	-	-	6,400	-
ACCRUED SICK LEAVE	4,718	-	-	-
SOCIAL SECURITY (FICA)	7,103	9,950	2,592	4,402
HEALTH INSURANCE	16,314	32,825	3,345	17,530
DENTAL INSURANCE	1,159	1,500	507	785
OPTICAL INSURANCE	126	250	44	110
LIFE INSURANCE	390	850	124	140
DISABILITY INSURANCE	678	1,500	310	439
UNEMPLOYMENT INSURANCE	79	100	11	38
RETIREMENT	9,000	-	-	-
DEFINED CONTRIBUTION	2,843	5,200	764	1,412
WORKERS' COMPENSATION	384	1,000	348	355
OPERATING SUPPLIES	3,793	4,000	999	4,000
CONTRACTUAL SERVICES	51,104	25,000	70,512	146,000
TELEPHONE	562	500	346	500
EQUIPMENT MAINTENANCE	-	100	-	100
LEASE	-	-	-	-
MISCELLANEOUS	-	100	-	100
MEMBERSHIPS & DUES	808	1,000	-	500
EDUCATION & TRAINING	115	2,000	-	500
COL - BUILDING IMPROVEMENTS	-	-	-	-
EQUIPMENT	-	-	-	1,500
TOTAL BUILDING AND SAFETY	185,849	209,400	113,815	235,950

## PUBLIC WORKS

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18
<ul style="list-style-type: none"> <li>* Street sweeping - 120 curb miles</li> <li>* Street Maint - signage, debris removal, street repairs, off-street right-of-way repairs</li> <li>* Removal of snow and ice of over 70 miles of streets &amp; alleys</li> <li>* Street Light Maintenance - city owned</li> <li>* Paint striping of streets and parking lots</li> <li>* Storm sewer inspection and maintenance</li> <li>* Storm Sewer catch basin repair &amp; replace</li> <li>* Tree planting, trimming and removal;</li> <li>* Fleet Motor Pool</li> <li>* Respond to citizen service requests</li> <li>* Coordinate projects for volunteer organizations to perform public service</li> </ul>	<p>Maintain streets and right-of-way infrastructure in accordance with best management, safety, and construction practices.</p> <p>Maintain street programs in accordance with state regulatory requirements.</p> <p>Develop an Asset Management Plan for enhancing maintenance management practices, and in the identification of capital infrastructure requirements.</p>
	CAPITAL OUTLAY
	<div> <div>2017-18</div> <div>2018-19</div> <div>2019-20</div> </div>
	<div> <div>-</div> <div>-</div> <div>-</div> </div>
	<div> <div>Total</div> <div>-</div> <div>-</div> <div>-</div> </div>

### STAFFING SUMMARY

	CURRENT 2016-17	PROPOSED 2017-18
Director	0.3	0.3
Supervisory	1	1
Clerical	1	1
Technical	1	1
Skilled Operators	7	7
Summer Season	2	3
Total	12.3	13.3


### BUDGET SUMMARY

	ACTUAL 2015-16	ADOPTED 2016-17	AMENDED 2016-17	PROPOSED 2017-18
Personnel	188,126	213,900	-	239,907
Operating	368,118	323,000	-	348,700
COL	-	30,000	-	-
Total	556,244	566,900	-	588,607

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 441-PUBLIC WORKS				
SALARIES	77,815	78,700	49,375	61,345
WAGES	38,405	42,000	100,782	97,000
WAGES - TEMPORARY	2,999	-	5,677	5,000
OTHER COMPENSATION	6,997	10,100	37,484	-
SOCIAL SECURITY (FICA)	8,602	10,025	21,899	12,496
HEALTH INSURANCE	16,365	36,900	28,624	28,700
DENTAL INSURANCE	843	2,025	2,855	2,000
OPTICAL INSURANCE	160	350	358	260
LIFE INSURANCE	249	525	693	700
DISABILITY INSURANCE	1,114	925	1,989	1,600
UNEMPLOYMENT INSURANCE	265	175	29	68
RETIREMENT	25,549	26,150	38,472	21,740
DEFINED CONTRIBUTION	8,914	1,300	6,428	4,498
WORKERS' COMPENSATION	(151)	4,725	12,369	4,500
OPERATING SUPPLIES	1,668	4,000	1,180	4,000
GAS & OIL	1,323	3,000	650	3,000
CONTRACTUAL SERVICES	1,951	5,000	1,395	6,000
ELECTRICITY	8,097	20,000	4,547	18,000
GAS	4,157	8,000	1,373	7,000
TELEPHONE	4,570	5,000	2,518	5,500
WATER & SEWER	972	1,000	464	1,200
REFUSE	1,527	2,000	614	2,000
STREET LIGHTING	189,423	200,000	95,067	200,000
DISPOSAL AREA(LANDFILL)	89,716	-	79,364	20,000
BUILDING MAINTENANCE	5,459	7,000	1,008	7,000
STORM SEWER MAINTENANCE	25,349	26,000	4,839	26,000
TREES & GARDEN	(200)	1,000	-	2,500
MISCELLANEOUS OPERATIONS	134	4,000	173	4,000
EQUIPMENT RENTAL	32,293	30,000	19,339	35,000
EDUCATION & TRAINING	1,310	6,000	1,618	6,000
SAFETY TRAINING	369	1,000	-	1,500
COL - BUILDING IMPROVEMENTS	-	30,000	-	-
TOTAL PUBLIC WORKS	556,244	566,900	521,183	588,607



# LEAF AND BRUSH COLLECTION

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
<p>* Decrease incidence of leaf burning by making available the pickup of fall leaves from all four quadrants of the city</p> <p>* Process more than 15,000 cubic yard of leaves</p> <p>* Provide leaf and brush drop-off area to city residents</p> 	<p>Provide leaf pickup to city residents</p> <p>Provide monthly brush pickup</p>		
	CAPITAL OUTLAY		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	Total	-	-

## STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Full time	PUBLIC WORKS CREWS AS ASSIGNED	


## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	89,321	94,000	-	77,000
Operating	110,161	167,000	-	152,000
COL	-	-	-	-
<b>Total</b>	<b>199,482</b>	<b>261,000</b>	<b>-</b>	<b>229,000</b>



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 528-LEAF AND BRUSH COLLECTION				
WAGES	49,909	47,000	7,535	47,000
OTHER COMPENSATION	8,119	0	0	-
SOCIAL SECURITY (FICA)	0	0	0	-
FRINGES	31,293	47,000	0	30,000
OPERATING SUPPLIES	1,678	2,000	159	2,000
CONTRACTUAL SERVICES	4,500	20,000	9,000	20,000
SITE MAINTENANCE	0	0	0	-
EQUIPMENT RENTAL	103,983	145,000	16,223	130,000
TOTAL LEAF AND BRUSH	199,482	261,000	32,917	229,000

# PARKING

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
<p>* Sweeping, paint striping, snow removal, crack sealing &amp; lighting of 14 parking lots and over 500 street spaces</p> 	<p>Maintain parking facilities in accordance with best management practices. Ensure markings are compliant with ADA and traffic control standards and guidelines.</p>		
	CAPITAL OUTLAY		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	-	-	-
Total	-	-	-

## STAFFING SUMMARY

PUBLIC WORKS CREWS AS ASSIGNED

## BUDGET SUMMARY

	<u>ACTUAL</u> <u>2015-16</u>	<u>ADOPTED</u> <u>2016-17</u>	<u>AMENDED</u> <u>2016-17</u>	<u>PROPOSED</u> <u>2017-18</u>
Personnel	24,035	23,000	-	24,000
Operating	28,991	23,000	-	25,000
COL	62,578	-	-	-
<b>Total</b>	<b>115,604</b>	<b>46,000</b>	<b>-</b>	<b>49,000</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 585-PARKING				
WAGES	13,558	11,000	3,042	12,000
OTHER COMPENSATION	2,147	2,700	-	2,700
FRINGES	8,330	9,300	-	9,300
OPERATING SUPPLIES	8,717	4,000	2,434	4,500
CONTRACTUAL SERVICES	2,351	1,000	-	2,000
MAINTENANCE	2,098	2,000	124	2,000
EQUIPMENT RENTAL	15,825	16,000	6,044	16,500
SYSTEM IMPROVEMENTS	62,578	-	-	-
TOTAL PARKING	115,604	46,000	11,644	49,000



1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26



## COMMUNITY DEVELOPMENT

SERVICE DESCRIPTION						
* Community analysis, design and planning for all types of land use	Master Plan Update					
	Zoning Ordinance Update					
* Staff support for planning commission and zoning board of appeals and brownfield authority	Streamlining of zoning and planning processes					
	Completion of Redevelopment Ready Community Engagement Process					
	CAPITAL OUTLAY					
* Industrial, residential and commercial redevelopment	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>
	-	-	-	-	-	-
* Administrative oversight of assessing and building departments						
* Grants coordinator	-	-	-	-	-	-

### STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Director	1	1
Asst. Com. Dev.	0.5	0
Clerical	0.25	0.1
DDA		0.4
<b>Total</b>	<u>1.75</u>	<u>1.5</u>

### BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	96,294	108,175	-	93,264
Operating	8,117	11,600	-	41,080
COL	-	-	-	-
<b>Total</b>	<b>104,411</b>	<b>119,775</b>	<b>-</b>	<b>134,344</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 728-COMMUNITY DEVELOPMENT				
SALARIES	71,496	82,800	46,290	75,324
WAGES - TEMPORARY	223	-	338	-
ACCRUED SICK LEAVE	1,998	1,000	171	-
SOCIAL SECURITY (FICA)	5,736	6,700	3,476	6,103
HEALTH INSURANCE	10,913	11,000	529	6,985
DENTAL INSURANCE	386	1,150	46	120
OPTICAL INSURANCE	43	200	5	20
LIFE INSURANCE	535	675	339	525
DISABILITY INSURANCE	751	900	525	877
UNEMPLOYMENT INSURANCE	21	50	-	20
RETIREMENT	1,000	-	106	-
DEFINED CONTRIBUTION	2,980	3,350	1,592	3,060
WORKERS' COMPENSATION	212	350	240	230
OPERATING SUPPLIES	950	1,500	308	1,500
CONTRACTUAL SERVICES	2,120	5,000	2,119	34,580
EQUIPMENT MAINTENANCE	-	100	-	-
MEMBERSHIPS & DUES	1,811	1,000	869	1,000
EDUCATION & TRAINING	3,236	4,000	2,557	4,000
TOTAL COMMUNITY DEVEL	104,411	119,775	59,510	134,344



## PARKS

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
* Mow all parks, including soccer fields, amphitheater and ball diamonds on a twice weekly schedule; mow more than 120 acres  * Coordinate volunteer organizations and seasonal employees to enhance facilities  * Maintain park pavillions, tennis courts, volleyball courts, basketball courts, soccer fields, ball fields, and playground equipment	Maintain exisiting facilities and develop an Asset Management Plan by identifying capital improvement needs, and drafting and implementing safety and maintenance management guidelines			
	CAPITAL OUTLAY			
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	None	-	-	-
Total		-	-	-

### STAFFING SUMMARY

Two Public Works employees and two summer temp employees maintain all facilities.

Public Works crews and seasonal workers

### BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	104,552	103,850	-	108,350
Operating	96,187	86,000	-	112,550
COL	-	-	-	-
<b>Total</b>	<b>200,739</b>	<b>189,850</b>	<b>-</b>	<b>220,900</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<hr/>				
Dept 756-PARKS				
WAGES	57,191	56,000	21,240	60,000
OTHER COMPENSATION	9,722	1,350	-	1,350
FRINGES	37,639	46,500	-	47,000
OPERATING SUPPLIES	1,104	3,000	299	3,000
CONTRACTUAL SERVICES	10,952	6,000	2,893	10,000
ELECTRICITY	8,536	12,000	4,676	11,000
GAS	-	-	-	50
WATER & SEWER	3,707	5,000	7,005	7,000
REFUSE	557	1,000	234	1,000
BUILDING MAINTENANCE	14,017	-	5,931	15,000
BENTLEY PARK RENOVATION	-	-	-	1,000
BLDG MAINTENANCE-BALLFIELDS	4,248	-	1,735	2,000
TREES & GARDEN	(700)	1,000	733	2,500
EMERSON GROVE TREE PLANTING	-	-	-	-
EQUIPMENT RENTAL	53,766	58,000	38,975	60,000
TOTAL PARKS	200,739	189,850	83,721	220,900



## CITY OF OWOSSO PARKS



Hopkins Lake



Amphitheater



Rudy Demuth Field



Holman Park



Rosevear Park



Bennett Field



Collamer Park



Fayette Square



Harmon Patridge Park



Curwood Castle Park



James Miner Walkway



Memorial Park



Hugh Parker Soccer Field



Grand Avenue Park



Skate Park

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 966-TRANSFERS OUT				
TRANSFER TO HISTORICAL COMMISSION	44,070	43,850	25,580	33,000
TRANSFER TO AIRPORT	8,723	7,000	-	7,000
TRANSFER-RETIREMENT	95,356	126,550	-	126,550
TOTAL TRANSFERS OUT	148,149	177,400	25,580	166,550
Dept 999-OTHER FINANCING USES				
OTHER FINANCING USES- FUND BALANCE	-	-	-	117,717
TOTAL OTHER FINANCING USES	-	-	-	117,717
<b>APPROPRIATIONS - FUND 101</b>	<b>6,946,279</b>	<b>7,723,050</b>	<b>4,027,362</b>	<b>7,409,531</b>



## MAJOR STREET FUND

### SERVICE DESCRIPTION

- \* Storm sewer & catch basin
- \* Street maintenance - 24.41 miles
  - \* Traffic control
  - \* Bridges
  - \* Snow and ice control
  - \* Trees
- \* Sidewalk maintenance - city property

### STREET IMPROVEMENT PLAN

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	-	-	-
*Street Improvements now accounted for in the Streets Capital Improvement Fund 411			
	-	-	-

### STAFFING SUMMARY

CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
ENGINEER, SUPERVISOR, CAD OPERATOR, SUPPORT AS ASSIGNED	
PUBLIC WORKS and PUBLIC UTILITIES CREWS AS ASSIGNED	

### BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Construction	95,503	621,625	-	-
Maintenance	441,012	640,900	-	442,440
Engineering	150,284	167,500	-	171,375
Transfers	198,514	65,800	-	627,650
<b>Total</b>	<b>885,313</b>	<b>1,495,825</b>	<b>-</b>	<b>1,241,465</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 202 - MAJOR STREET FUND				
GRANT-FEDERAL	-	352,000	352,000	375,000
STATE SOURCES	39,977	29,600	-	29,600
TRUNKLINE MAINTENANCE	48,028	54,000	349	39,378
GAS & WEIGHT TAX	794,054	963,400	334,677	815,000
MISCELLANEOUS	120,233	22,500	-	
SPECIAL ASSESSMENT	26,331	74,325	26,322	26,300
ESTIMATED REVENUES	1,028,623	1,495,825	713,348	1,285,278



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 202 - MAJOR STREET FUND				
OPERATING SUPPLIES	192	-	185	-
CONTRACTUAL SERVICES	95,311	621,625	515,413	-
TRANSFER TO STREETS				375,000
TOTAL	95,503	621,625	515,598	375,000
Dept 463-STREET MAINTENANCE				
WAGES	35,876	34,500	16,771	31,000
FRINGES	29,127	34,500	-	29,000
OPERATING SUPPLIES	17,620	10,000	23,631	20,000
CONTRACTUAL SERVICES	77,794	274,325	46,070	80,000
EQUIPMENT RENTAL	53,375	60,500	26,839	55,000
TOTAL	213,792	413,825	113,311	215,000
Dept 473-BRIDGE MAINTENANCE				
WAGES	17	500	-	500
FRINGES	14	500	-	500
OPERATING SUPPLIES	-	50	-	100
CONTRACTUAL SERVICES	3,283	700	-	700
EQUIPMENT RENTAL	9	300	-	500
TOTAL	3,323	2,050	-	2,300
Dept 474-TRAFFIC SERVICES-MAINTENANCE				
WAGES	1,618	2,000	141	2,000
FRINGES	1,324	2,000	-	2,000
OPERATING SUPPLIES	1,498	3,000	210	3,500
CONTRACTUAL SERVICES	14,320	15,000	627	15,000
UTILITIES	1,675	3,500	53	3,500
EQUIPMENT RENTAL	1,397	1,500	76	1,500
TOTAL	21,832	27,000	1,107	27,500
Dept 478-SNOW & ICE CONTROL				
WAGES	21,295	20,000	-	20,000
FRINGES	17,430	20,000	-	20,000
OPERATING SUPPLIES	44,462	50,000	-	50,000
EQUIPMENT RENTAL	42,252	35,000	-	35,000
TOTAL	125,439	125,000	-	125,000

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Dept 480-TREE TRIMMING</b>				
WAGES	6,697	8,000	3,430	8,000
FRINGES	5,481	8,000	-	8,000
OPERATING SUPPLIES	100	1,000	1,833	1,000
CONTRACTUAL SERVICES	-	-	-	5,000
EQUIPMENT RENTAL	12,475	8,500	5,677	8,500
TOTAL	24,753	25,500	10,940	30,500
<b>Dept 482-ADMINISTRATION &amp; ENGINEERING</b>				
SALARIES	55,685	56,000	35,845	65,500
SOCIAL SECURITY (FICA)	4,267	4,800	2,743	5,625
HEALTH INSURANCE	4,301	5,300	1,085	5,300
DENTAL INSURANCE	289	525	158	525
OPTICAL INSURANCE	36	50	19	50
LIFE INSURANCE	184	175	96	175
DISABILITY INSURANCE	310	350	193	400
RETIREMENT	9,600	3,200	6,770	11,600
WORKERS' COMPENSATION	412	600	147	500
PROFESSIONAL SERVICES: ADMIN	200	500	-	200
CONTRIBUTION-GF ADMIN	75,000	96,000	56,000	81,500
TOTAL	150,284	167,500	103,056	171,375
<b>Dept 484-TRUNKLINE SUPERVISOR</b>				
SALARIES	4,371	5,900	383	4,500
TOTAL	4,371	5,900	383	4,500
<b>Dept 485-LOCAL STREET TRANSFER</b>				
TRANSFER TO LOCAL STREET	198,514	65,800	34,699	252,650
TOTAL	198,514	65,800	34,699	252,650
<b>Dept 486-TRUNKLINE SURFACE MAINTENANCE</b>				
WAGES	719	900	-	900
FRINGES	589	900	-	900
OPERATING SUPPLIES	5	1,500	-	800
EQUIPMENT RENTAL	629	600	-	600
TOTAL	1,942	3,900	-	3,200
<b>Dept 488-TRUNKLINE SWEEPING &amp; FLUSHING</b>				
WAGES	756	400	-	700
FRINGES	619	400	-	700
EQUIPMENT RENTAL	1,398	1,600	-	1,600
TOTAL	2,773	2,400	-	3,000

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Dept 490-TRUNKLINE TREE TRIIM &amp; REMOVAL</b>				
WAGES	55	100	-	150
FRINGES	45	100	-	150
EQUIPMENT RENTAL	200	100	-	200
TOTAL	300	300	-	500
<b>Dept 491-TRUNKLINE STORM DRAIN, CURBS</b>				
WAGES	72	500	-	500
FRINGES	59	500	-	500
CONTRACTUAL SERVICES	3,300	-	-	3,000
EQUIPMENT RENTAL	-	500	-	500
TOTAL	3,431	1,500	-	4,500
<b>Dept 492-TRUNKLINE ROADSIDE CLEANUP</b>				
WAGES	-	75	-	50
FRINGES	-	75	-	50
EQUIPMENT RENTAL	-	75	-	100
TOTAL	-	225	-	200
<b>Dept 494-TRUNKLINE TRAFFIC SIGNS</b>				
WAGES	161	100	-	200
FRINGES	132	100	-	200
OPERATING SUPPLIES	-	-	102	400
EQUIPMENT RENTAL	191	100	-	200
TOTAL	484	300	102	1,000
<b>Dept 496-TRUNKLINE TRAFFIC SIGNALS</b>				
WAGES	111	50	-	50
FRINGES	91	50	-	50
ELECTRICITY	1,266	1,300	634	1,300
EQUIPMENT RENTAL	124	100	-	100
TOTAL	1,592	1,500	634	1,500
<b>Dept 497-TRUNKLINE SNOW &amp; ICE CONTROL</b>				
WAGES	3,750	3,000	-	2,065
FRINGES	3,070	3,000	-	1,652
OPERATING SUPPLIES	15,178	8,000	-	10,000
EQUIPMENT RENTAL	8,528	8,500	-	3,600
TOTAL	30,526	22,500	-	17,317
<b>Dept 502-TRUNKLINE LEAVE &amp; INS BENEFITS</b>				
WAGES	6,454	9,000	490	6,423
TOTAL	6,454	9,000	490	6,423
<b>TOTAL MAJOR ROADS</b>	<b>885,313</b>	<b>1,495,825</b>	<b>780,320</b>	<b>1,241,465</b>

## LOCAL STREET FUND

### SERVICE DESCRIPTION

- \* Storm sewer & catch basin
- \* Street maintenance - 47.53 Miles
- \* Traffic control
- \* Snow and ice control
- \* Trees
- \* Sidewalk maintenance on city property

### STREET IMPROVEMENT PLAN

	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	-	-	-
*Street Improvements now accounted for in the Streets Capital Improvement Fund 411			
<b>Total</b>	-	-	-

### STAFFING SUMMARY

CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
ENGINEER, SUPERVISOR, CAD OPERATOR, SUPPORT AS ASSIGNED	
PUBLIC WORKS & PUBLIC UTILITIES CREWS AS ASSIGNED	

### BUDGET SUMMARY

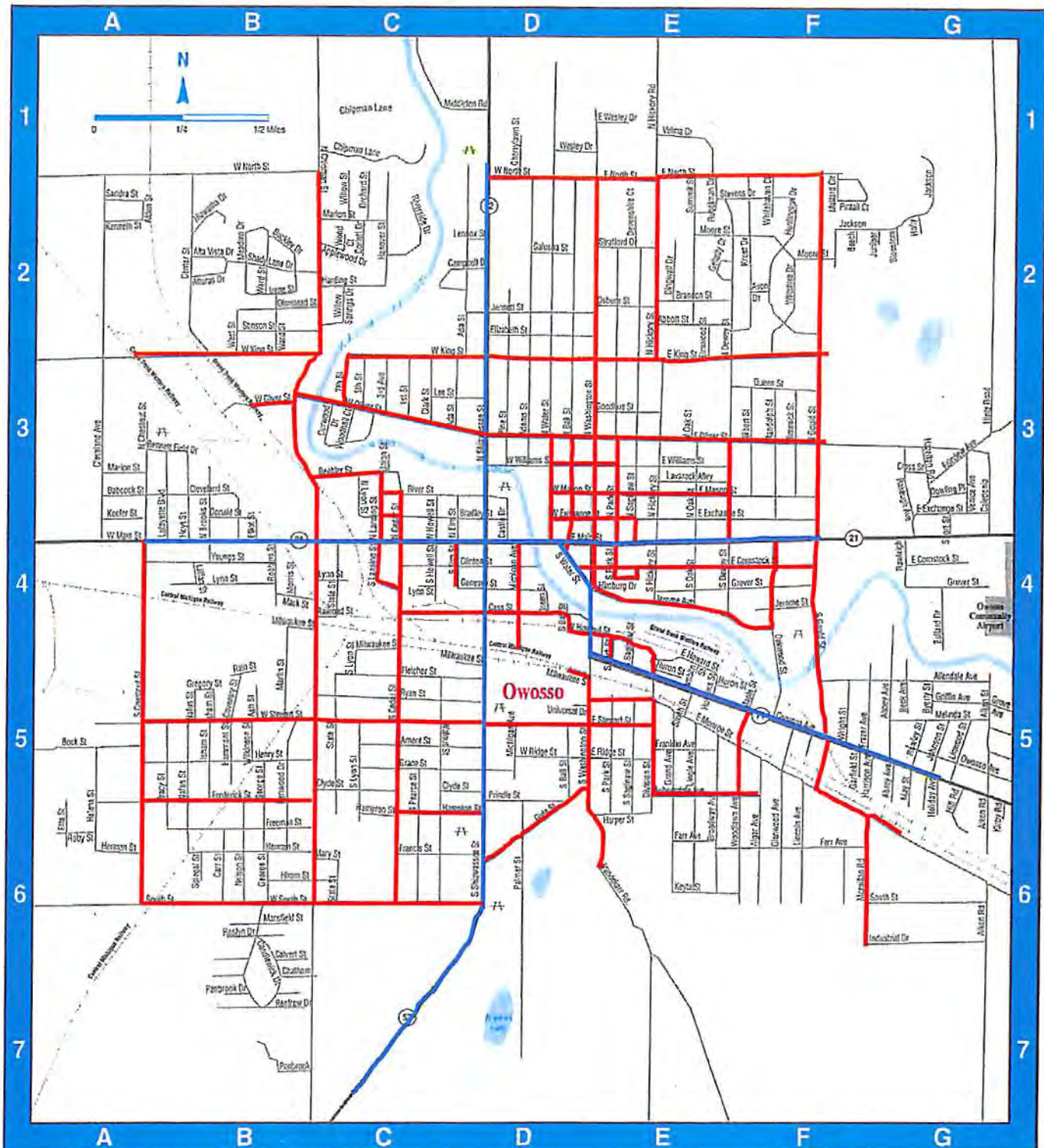
	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Construction	18,913	-	-	100,000
Maintenance	481,277	348,700	-	397,800
Engineering	91,551	90,800	-	102,150
Transfers	27,300	35,000	-	29,900
<b>Total</b>	<b>619,041</b>	<b>474,500</b>	<b>-</b>	<b>629,850</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Fund 203 - LOCAL STREET FUND</b>				
FEDERAL GRANTS	-	-	-	-
STATE SOURCES	14,046	10,400	-	10,400
GAS & WEIGHT TAX	289,636	351,400	120,711	299,000
MISCELLANEOUS	42,244	-	37,616	42,000
MAJOR STREET TRANSFER	198,514	65,800	50,842	252,650
SPECIAL ASSESSMENT	80,414	46,050	-	46,050
APPROPRIATION OF FUND BALANCE	-	850	-	
ESTIMATED REVENUES	624,854	474,500	209,169	650,100



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Fund 203 - LOCAL STREET FUND</b>				
CONTRACTUAL SERVICES	18,913	-	100,389	100,000
TOTAL	18,913	-	100,389	100,000
<b>Dept 463-STREET MAINTENANCE</b>				
WAGES	43,971	34,000	23,633	38,000
FRINGES	35,111	34,000	-	38,000
OPERATING SUPPLIES	27,306	20,000	11,294	20,000
CONTRACTUAL SERVICES	150,700	93,000	79,927	100,000
EQUIPMENT RENTAL	79,770	48,000	44,079	73,500
TOTAL	336,858	229,000	158,933	269,500
<b>Dept 474-TRAFFIC SERVICES-MAINTENANCE</b>				
WAGES	3,360	1,500	193	1,000
FRINGES	2,747	1,500	-	1,000
OPERATING SUPPLIES	6,186	900	-	1,000
EQUIPMENT RENTAL	1,159	800	179	800
TOTAL	13,452	4,700	372	3,800
<b>Dept 478-SNOW &amp; ICE CONTROL</b>				
WAGES	11,134	7,500	-	7,500
FRINGES	9,113	7,500	-	7,500
OPERATING SUPPLIES	20,209	25,000	-	23,500
EQUIPMENT RENTAL	25,071	22,000	-	22,000
TOTAL	65,527	62,000	-	60,500
<b>Dept 480-TREE TRIMMING</b>				
WAGES	17,578	20,000	9,607	20,000
FRINGES	14,388	20,000	-	20,000
OPERATING SUPPLIES	100	2,000	2,933	4,000
EQUIPMENT RENTAL	33,374	11,000	18,413	20,000
TOTAL	65,440	53,000	30,953	64,000
<b>Dept 482-ADMINISTRATION &amp; ENGINEERING</b>				
SALARIES	64,260	65,100	39,968	72,800
SOCIAL SECURITY (FICA)	4,916	5,100	3,052	5,700
HEALTH INSURANCE	8,349	11,200	2,105	9,000
DENTAL INSURANCE	421	900	237	900
OPTICAL INSURANCE	52	75	29	100
LIFE INSURANCE	204	200	110	250
DISABILITY INSURANCE	397	425	256	500
RETIREMENT	12,500	6,900	8,060	12,000
WORKERS' COMPENSATION	352	700	195	700
PROFESSIONAL SERVICES: ADMINIS	100	200	-	200
CONTRIBUTION-GF ADMIN	27,300	35,000	20,415	29,900
TOTAL	118,851	125,800	74,427	132,050
<b>TOTAL LOCAL ROADS</b>	<b>619,041</b>	<b>474,500</b>	<b>365,074</b>	<b>629,850</b>

# MAJOR & LOCAL STREETS



- State Trunklines
- Major Streets
- Local Streets

## CDBG FUND

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
* Use CDBG and UDAG economic development loan funds in accordance with HUD grant agreements for business district improvements and retail expansion * Use CDBG housing loan revenues to enhance housing rehabilitation programs	Review loan guidelines with loan board for City Council review and action following moratorium on loans		
	<b>CAPITAL OUTLAY</b>		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	-	-	-
Total		-	-

### STAFFING SUMMARY

CURRENT <u>2016-17</u>	ADOPTED <u>2017-18</u>
Support from General Fund Staff	

### BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Other	950	21,000	-	1,000
Loans	-	-	-	-
COL	-	-	-	-
Transfers	37,400	-	-	-
<b>Total</b>	<b>38,350</b>	<b>21,000</b>	<b>-</b>	<b>1,000</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 273 - CDBG REVOLVING LOAN FUND				
INTEREST INCOME	50	-	15	
LOAN REPAYMENTS	4,910	4,700	12,501	4,700
OTHER FINANCING SOURCES	-	-	-	
APPROPRIATION OF FUND BALANCE	-	16,300	-	-
ESTIMATED REVENUES	4,960	21,000	12,516	4,700

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 273 - CDBG REVOLVING LOAN FUND				
Dept 200-GEN SERVICES				
PROFESSIONAL SERVICES: ADMINISTRATIVE	-	-	-	-
PROFESSIONAL SERVICES:AUDIT COSTS	950	1,000	-	1,000
REHABILITATION	-	20,000	-	-
TOTAL	950	21,000	-	1,000
Dept 966-TRANSFERS OUT				
TRANSFER TO FACADE PROGRAM	3,500	-	-	-
TRANSFER TO HOUSING/RDEVLPMT	33,900	-	-	-
TOTAL	37,400	-	-	-
TOTAL CDBG	38,350	21,000	-	1,000



# FACADE FUND

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
Use MEDC grant funds and owner escrow contributions in accordance with grant agreements for façade renovations within the business district	Review potential façade projects Apply for MEDC grant funding Bid construction work out Provide oversight for façade projects Complete all reports required by the state			
	CAPITAL OUTLAY			
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	VARIOUS	1,040,000	-	-
Total		1,040,000	-	-

## STAFFING SUMMARY

CURRENT <u>2016-17</u>	ADOPTED <u>2017-18</u>
Support from General Fund Staff	

## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Other	-	-	-	-
Loans	-	-	-	-
COL	-	-	-	1,040,000
Transfers	-	-	-	-
Total	-	-	-	1,040,000

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 248 - DOWNTOWN FACADE PROGRAM				
GRANT-FEDERAL	-	-	-	520,000
DONATIONS-PRIVATE	-	-	-	520,000
TRANSFER FROM CDBG (ADVANCE)	3,500	-	-	-
APPROPRIATION OF FUND BALANCE	-	-	-	-
ESTIMATED REVENUES	3,500	-	-	1,040,000

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 248 - DOWNTOWN FACADE PROGRAM				
Dept 901-CAPITAL OUTLAY				
CAPITAL CONTRIBUTIONS-FACADE	-	-	-	1,040,000
TOTAL	-	-	-	1,040,000
TOTAL DOWNTOWN FAÇADE	-	-	-	1,040,000

# HOUSING

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
*Actively pursue grant funding for housing redevelopment  *Coordinate housing programs to assist low-to-moderate income households  *Assist homeowners at risk of foreclosure  *Coordinate state and federal housing programs	*Education and training on housing programs  *Coordinate housing program with financial institutions, nonprofits, and businesses  *Coordinate development of affordable housing units in downtown Owosso			
	CAPITAL OUTLAY			
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	Rental rehab Single family			
	Total	-	-	-

## STAFFING SUMMARY

	CURRENT <u>2016-17</u>	ADOPTED <u>2017-18</u>
Housing Specialist	-	-
Total	-	-

## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	41,654	-	42	-
Operating COL	6,518	283,200	54,133	283,200
Total	48,172	283,200	54,175	283,200

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Fund 275 - HOUSING &amp; REDEVELOPMENT</b>				
GRANT-MSHDA:RR	5,000	240,000	79,165	240,000
CHARGE FOR SERVICES RENDERED	9,432	-	-	
CHARGES FOR ADMIN SERVICES	-	43,200	-	43,200
TRANSFER FROM CDBG (ADVANCE)	33,900	-	-	
ESTIMATED REVENUES	48,332	283,200	79,165	283,200



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Fund 275 - HOUSING &amp; REDEVELOPMENT</b>				
<b>Dept 690-GENERAL SERVICES</b>				
SALARIES	32,258	-	-	
SOCIAL SECURITY (FICA)	2,469	-	-	
HEALTH INSURANCE	5,893	-	-	
DENTAL INSURANCE	261	-	-	
OPTICAL INSURANCE	30	-	-	
LIFE INSURANCE	263	-	-	
DISABILITY INSURANCE	347	-	-	
UNEMPLOYMENT INSURANCE	21	-	-	
DEFINED CONTRIBUTION	(19)	-	-	
WORKERS' COMPENSATION	60	-	42	
OPERATING SUPPLIES	71	-	-	
PROFESSIONAL SERVICES: ADMINISTRATIVE	-	43,200	-	43,200
HOUSING REHABILITATION	6,518	-	48,792	
RENTAL REHABILITATION	-	240,000	5,341	240,000
<b>TOTAL HOUSING</b>	<b>48,331</b>	<b>283,200</b>	<b>54,175</b>	<b>283,200</b>

## HISTORICAL COMMISSION FUND

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
* Volunteer board that oversees the operation and maintenance of Curwood Castle, Gould House, Comstock Cabin and Paymaster Building  * Retain stewardship of artifacts significant to preserving the heritage and history of Owosso			
	MAJOR MAINTENANCE		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	-	-	-
<b>Total</b>	-	-	-



### STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Part time	2	2
Commission	11	11
<b>Total</b>	<b>13</b>	<b>13</b>

### BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	38,251	38,700	-	56,100
Operating	34,560	42,950	-	42,150
COL	-	-	-	-
<b>Total</b>	<b>72,811</b>	<b>81,650</b>	<b>-</b>	<b>98,250</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
HISTORICAL FUND				
SALES	3,187	5,000	1,339	5,000
INTEREST INCOME	110	50	41	50
RENTS & DEPOSITS	1,684	2,000	-	2,000
RENTAL INCOME	12,100	13,200	7,150	13,200
DONATIONS-PRIVATE	13,943	-	13,628	20,000
FUNDRAISER/MEMBERSHIPS	4,167	1,000	-	10,000
DONATIONS:HOME TOUR	7,636	5,000	-	5,000
GENERAL FUND TRANSFER	44,070	43,850	25,580	33,000
APPROPRIATION OF FUND BALANCE	-	11,550	-	10,000
ESTIMATED REVENUES	86,897	81,650	47,738	98,250

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Fund 297 - HISTORICAL FUND</b>				
SUPPLIES-HISTORIC COLLECTION	38	5,000	-	1,000
INSURANCE & BONDS	1,179	1,700	-	1,250
BUILDING MAINTENANCE	2,781	-	84	2,000
MISCELLANEOUS	1,509	-	470	6,000
PROMOTION	1,944	-	1,512	5,000
<b>TOTAL</b>	<b>15,797</b>	<b>14,300</b>	<b>3,206</b>	<b>15,250</b>
<b>Dept 798-CASTLE</b>				
WAGES	26,593	29,000	19,533	40,000
WAGES - SEASONAL-DOCENTS	8,858	6,500	5,910	12,000
SOCIAL SECURITY (FICA)	2,712	2,750	1,946	3,978
UNEMPLOYMENT INSURANCE	36	300	12	42
WORKERS' COMPENSATION	52	150	141	80
OPERATING SUPPLIES	924	1,500	20	1,500
INSURANCE & BONDS	530	1,200	-	700
UTILITIES	4,346	7,000	2,410	4,000
BUILDING MAINTENANCE	4,757	4,000	2,036	7,000
MISCELLANEOUS	112	1,000	780	1,000
PROMOTION	530	-	250	-
<b>TOTAL</b>	<b>49,450</b>	<b>53,400</b>	<b>33,038</b>	<b>70,300</b>
<b>Dept 799-GOULD HOUSE</b>				
OPERATING SUPPLIES	-	-	-	-
INSURANCE & BONDS	622	700	-	700
UTILITIES	3,724	6,500	2,006	4,000
BUILDING MAINTENANCE	2,596	4,750	1,645	5,000
BLDG MAINTENANCE-RENTAL	-	-	520	1,000
MISCELLANEOUS	622	2,000	984	2,000
<b>TOTAL</b>	<b>7,564</b>	<b>13,950</b>	<b>5,155</b>	<b>12,700</b>
<b>TOTAL HISTORICAL COMMISSION</b>	<b>72,811</b>	<b>81,650</b>	<b>41,399</b>	<b>98,250</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
REVENUE				
<b>2009 LTGO DEBT</b>				
DDA CONTRIBUTION	79,188	76,825	18,034	80,118
APPROPRIATION OF FUND BALANCE	-	-	-	-
ESTIMATED REVENUES	<u>79,188</u>	<u>76,825</u>	<u>18,034</u>	<u>80,118</u>
<b>2010 GO BONDS</b>				
GENERAL PROPERTY TAX	56,353	65,211	-	74,134
INDUSTRIAL/COMMERCIAL FACILITIES TAX	257	535	-	535
OBSOLETE PROPERTY REHAB TAXES(OPRA)	32	204	-	204
ESTIMATED REVENUES	<u>56,642</u>	<u>65,950</u>	<u>-</u>	<u>74,873</u>
<b>2013 UTGO</b>				
GENERAL PROPERTY TAX	62,013	66,273	-	65,815
INDUSTRIAL/COMMERCIAL FACILITIES TAX	283	544	-	545
OBSOLETE PROPERTY REHAB TAXES(OPRA)	35	208	-	208
ESTIMATED REVENUES	<u>62,331</u>	<u>67,025</u>	<u>-</u>	<u>66,568</u>
<b>2017 UTGO</b>				
GENERAL PROPERTY TAX	-	-	-	421,548
INDUSTRIAL/COMMERCIAL FACILITIES TAX	-	-	-	3,042
OBSOLETE PROPERTY REHAB TAXES(OPRA)	-	-	-	1,160
ESTIMATED REVENUES	<u>-</u>	<u>-</u>	<u>-</u>	<u>425,750</u>
<b>TOTAL DEBT SERVICE REVENUE</b>	<u>198,161</u>	<u>209,800</u>	<u>18,034</u>	<u>647,309</u>



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>APPROPRIATIONS</b>				
<b>2009 LTGO DEBT</b>				
PRINCIPAL	40,000	40,000	-	45,000
INTEREST	37,688	36,075	18,034	34,368
DEBT SERVICE	1,500	750	-	750
TOTAL 2009 BONDS	79,188	76,825	18,034	80,118
<b>2010 GO BONDS</b>				
PRINCIPAL	20,000	30,000	30,000	40,000
INTEREST	36,643	35,950	18,191	34,873
DEBT SERVICE	-	-	-	-
TOTAL 2010 BONDS	56,643	65,950	48,191	74,873
<b>2013 UTGO BONDS</b>				
PRINCIPAL	25,000	30,000	30,000	30,000
INTEREST	37,081	36,775	18,481	36,318
DEBT SERVICE	250	250	250	250
TOTAL 2013 BONDS	62,331	67,025	48,731	66,568
<b>2017 UTGO BONDS</b>				
PRINCIPAL	-	-	-	212,500
INTEREST	-	-	-	212,500
DEBT SERVICE	-	-	-	750
TOTAL 2017 BONDS	-	-	-	425,750
TOTAL DEBT SERVICE	198,162	209,800	114,956	647,309

# TRANSPORTATION FUND

## SERVICE DESCRIPTION

Operates under a joint powers agreement  
with other local units

Provide public transportation to  
citizens of Owosso by  
subsidizing user fares with a  
property tax millage levy



## STAFFING LEVELS

CURRENT  
2016-17

PROPOSED  
2017-18

Not applicable


## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Operating	71,264	72,225	-	45,118
<b>Total</b>	<b>71,264</b>	<b>72,225</b>	<b>-</b>	<b>45,118</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 588 - TRANSPORTATION FUND				
GENERAL PROPERTY TAX	71,221	72,225	74,939	34,960
APPROPRIATION OF FUND BALANCE	-	-	-	10,158
ESTIMATED REVENUE	71,221	72,225	74,939	45,118

GL NUMBER	DESCRIPTION	2015-16	2016-17	2016-17	2017-18
		ACTIVITY	ORIGINAL	ACTIVITY	REQUESTED
			BUDGET	THRU 01/31/17	BUDGET
-----					
Fund 588 - TRANSPORTATION FUND					
Dept 200-GEN SERVICES					
588-200-818.000	CONTRACTUAL SERVICES	71,264	72,225	64,190	45,118
APPROPRIATIONS - FUND 588		71,264	72,225	64,190	45,118

# SEWER FUND

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
<p>* Maintain 75 miles of wastewater collector sewers including more than 1,000 manholes, over 5,500 sewer connections and three pumping stations</p> <p>* Collect user charges for City share of Mid-County Wastewater Treatment Plant</p> 	<p><b>Completion of MDEQ SAW grant tasks to include:</b></p> <p>1. Modeling of collection system</p> <p>2. Development of collection system GIS mapping and database</p> <p>3. Completion of collection system condition analysis</p> <p>4. Commence development of repair &amp; maintenance program</p> <p><b>Develop consent order corrective plan from SAW tasks</b></p> <p><b>Address capacity management with municipal customers</b></p> <p><b>Begin development of short &amp; long-term CIP (6 yr &amp; 20 yr)</b></p>			
	CAPITAL OUTLAY			
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Sewer Upgrades	400,000	300,000	300,000	
Lift Station Upgrd	20,000	20,000	20,000	
Portable Generator	35,000			
SSO Monitoring	239,310	0	0	
Total	694,310	320,000	320,000	

## STAFFING SUMMARY

	CURRENT 2016-17	PROPOSED 2017-18
Director	0.30	0.30
Supervisory	0.25	0.25
Technical	0.40	0.40
Clerical	0.40	0.40
Part-time Clerical		-
Skilled Operator	1.00	2.00
Laborer	1.00	
Temporary		
<b>Total</b>	<b>3.35</b>	<b>3.35</b>

## BUDGET SUMMARY

	ACTUAL 2015-16	ADOPTED 2016-17	AMENDED 2016-17	PROPOSED 2017-18
Personnel	146,600	214,875	-	218,712
Operating	1,603,670	2,085,450	-	1,426,350
COL	(4,250)	964,500	-	694,310
Debt	14,201	48,550	-	46,670
<b>Total</b>	<b>1,760,221</b>	<b>3,313,375</b>	<b>-</b>	<b>2,386,042</b>




DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 590 - SEWER FUND				
PENALTIES - LATE CHARGES	28,200	30,000	14,757	30,000
SWR:PERMITS/INSPECTION F	(420)	1,000	2,170	1,000
STATE SOURCES	437,363	-	-	239,310
METERED SALES	1,579,954	1,621,950	729,887	1,621,950
INTEREST INCOME	6,038	1,000	1,678	1,700
SALE OF FIXED ASSETS	(54,925)	-	-	-
MISCELLANEOUS	78	-	-	-
ESTIMATED REVENUES	1,996,288	1,653,950	748,492	1,893,960

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Fund 590 - SEWER FUND</b>				
<b>Dept 200-GEN SERVICES</b>				
SALARIES	26,810	33,800	19,344	34,000
SOCIAL SECURITY (FICA)	1,969	2,600	1,487	2,601
HEALTH INSURANCE	2,215	3,700	572	2,200
DENTAL INSURANCE	98	375	52	100
OPTICAL INSURANCE	12	75	7	12
LIFE INSURANCE	145	225	128	249
DISABILITY INSURANCE	215	400	220	400
UNEMPLOYMENT INSURANCE	22	150	-	36
RETIREMENT	4,000	-	-	
DEFINED CONTRIBUTION	704	800	774	1,200
WORKERS' COMPENSATION	180	150	141	150
OPERATING SUPPLIES	842	1,500	192	1,500
PROFESSIONAL SERVICES: ADMINISTRATI	2,850	2,900	-	2,900
INSURANCE & BONDS	7,981	10,000	-	10,000
CONTRACTUAL SERVICES	10,615	12,000	5,870	12,000
BAD DEBT EXPENSE	142	150	-	150
MISCELLANEOUS	170	1,100	-	1,000
OPERATION & MAINTENANCE	962,626	999,375	333,768	965,000
REPLACEMENT	140,122	144,625	35,503	145,000
GF CONTRIBUTION	40,000	100,800	58,800	100,800
DEPRECIATION EXPENSE	48,468	47,000	27,940	-
TOTAL	1,250,186	1,361,725	484,798	1,279,298
<b>Dept 549-SEWER OPERATIONS</b>				
WAGES	42,944	84,000	29,835	84,000
OVERTIME	5,731	4,000	4,298	5,800
WAGES - TEMPORARY	(156)	-	-	
OTHER COMPENSATION	12,737	21,150	20,052	21,000
SOCIAL SECURITY (FICA)	6,754	6,400	4,130	8,476
HEALTH INSURANCE	24,893	25,500	5,181	25,500
DENTAL INSURANCE	979	1,100	366	1,100
OPTICAL INSURANCE	121	150	45	140
LIFE INSURANCE	158	200	73	200
UNEMPLOYMENT INSURANCE	41	200	1	41
RETIREMENT	15,000	28,000	15,783	30,000
DEFINED CONTRIBUTION	-	-	141	400
WORKERS' COMPENSATION	1,028	1,900	1,107	1,107
OPERATING SUPPLIES	4,523	5,000	1,338	5,000
GAS & OIL	4,627	6,000	2,715	6,000
CONTRACTUAL SERVICES	2,061	10,000	602	10,000

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
SAW GRANT- SEWER	327,130	680,000	150,236	-
CONTRACTUAL SERVICES-SSO	-	-	-	80,000
EQUIPMENT MAINTENANCE	1,723	1,000	122	1,000
SEWER REPAIR	-	10,000	4,125	10,000
EQUIPMENT MAINT-SANITARY SEWER O'	108	-	-	500
SERVICE LINE REPAIR SEPARATION-SSO	-	25,000	4,950	15,000
EQUIP MAINT. METER & SERV	-	-	-	1,000
LIFT STATION MAINTENANCE	3,528	5,000	2,774	15,000
LIFT STATION UTILITIES	2,306	3,000	1,201	3,000
EQUIPMENT RENTAL	43,848	20,000	26,313	40,000
EDUCATION & TRAINING	-	1,000	-	1,000
SAFETY TRAINING				500
TOTAL	500,084	938,600	275,388	365,764
Dept 901-CAPITAL OUTLAY				
CAPITAL OUTLAY - SEWERS	-	300,000	-	400,000
CAPITAL OUTLAY - SEWERS	-	-	-	239,310
COL - EQUIPMENT	(4,250)	664,500	686	55,000
COL - EQUIPMENT	-	-	9,901	-
TOTAL	(4,250)	964,500	10,587	694,310
Dept 905-DEBT SERVICE				
PRINCIPAL	-	35,000	-	35,000
INTEREST	14,201	13,550	6,772	11,670
TOTAL	14,201	48,550	6,772	46,670
TOTAL APPROPRIATIONS	1,760,221	3,313,375	777,545	2,386,042

# WATER FUND

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
<ul style="list-style-type: none"><li>* Provide a reliable, high quality water supply meeting all applicable Federal and State drinking water standards and requirements for residential, commercial, industrial and fire protection uses</li><li>* Treat and distribute over 1,600,000 gallons per day of water to over 6,300 customer accounts and the City of Corunna</li></ul>	<ul style="list-style-type: none"><li>* Optimize treatment and pumping operations for maximum efficiency and reliability</li><li>* Develop water main capital replacement plan</li><li>* Continue to implement cross connection control programs</li><li>* Implement new AMR billing system &amp; meters</li><li>* Implement water system geodatabase</li><li>* Develop Asset Management Plan</li></ul>			
	CAPITAL OUTLAY			
		2017-18	2018-19	2019-20
	Oth Water Main Repl	927,000	598,000	800,000
	Oliver St.WM Phase I&II	715,000		
	Oliver St.WM Repl Phase II		275,000	
	Booster Station Upgrade	20,000		340,940
	West Elevated Tank Rehab		275,700	
	VFD at WTP	16,000		
	Hopkins Lake Well Field Study			20,000
	SCADA Monitoring Sys	235,000		
	Hintz Well Replacement	125,000		
	Shiawassee Co. Landfill	30,000		
	Clean & Insp Clear Wells		8,000	
	<b>Total</b>	<b>2,068,000</b>	<b>1,156,700</b>	<b>1,160,940</b>

## STAFFING SUMMARY

	CURRENT 2016-17	PROPOSED 2017-18
Director	0.20	0.15
Supervisory	1.25	1.25
GIS Coordinator	-	0.50
Clerical	-	
Part-time Clerical	0.75	0.75
Hourly	11.50	11.50
Seasonal	2.00	2.00
<b>Total</b>	<b>15.70</b>	<b>16.15</b>

## BUDGET SUMMARY

	ACTUAL 2016-17	ADOPTED 2016-17	AMENDED 2016-17	PROPOSED 2017-18
Personnel	868,376	1,043,375	-	970,858
Operating	1,363,420	1,415,700	-	1,164,220
COL	150	2,267,850	-	2,068,000
Debt	87,928	409,950	-	435,000
<b>Total</b>	<b>2,319,874</b>	<b>5,136,875</b>	<b>-</b>	<b>4,638,078</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 591 - WATER FUND				
PENALTIES - LATE CHARGES	39,637	43,000	20,895	43,000
WTR:PERMITS/INSPECTION FEE	31,745	22,000	4,861	20,000
METERED SALES	2,082,171	2,204,200	1,023,464	2,180,000
METERED SALES-WHOLESALE-USAGE	261,526	230,050	126,625	220,000
WATER MAIN REPLACEMENT CHARGE	324,283	320,000	176,580	320,000
MATERIAL & SERVICE	13,502	10,000	15,316	10,000
CHARGE FOR SERVICES - SALES	1,759	1,000	74	-
INTEREST INCOME	11,054	6,000	5,015	6,000
MISCELLANEOUS	1,987	5,000	1,274	5,000
MISCELLANEOUS WATER CHARGES	15,435	12,000	6,029	10,000
ESTIMATED REVENUES	2,783,099	2,853,250	1,380,133	2,814,000



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Fund 591 - WATER FUND</b>				
<b>Dept 200-GEN SERVICES</b>				
SALARIES	41,301	50,500	28,782	50,900
SOCIAL SECURITY (FICA)	3,166	3,900	2,210	3,978
HEALTH INSURANCE	5,595	6,000	1,030	8,600
DENTAL INSURANCE	176	525	93	296
OPTICAL INSURANCE	21	75	12	36
LIFE INSURANCE	216	350	185	276
DISABILITY INSURANCE	345	550	325	580
UNEMPLOYMENT INSURANCE	21	350	-	22
DEFINED CONTRIBUTION	1,066	1,200	1,151	2,200
WORKERS' COMPENSATION	240	225	378	137
OPERATING SUPPLIES	2,319	2,000	346	2,000
INSURANCE & BONDS	47,688	41,500	-	43,000
CONTRACTUAL SERVICES	15,087	21,000	9,258	21,000
LEASE	800	800	824	850
BAD DEBT EXPENSE	317	6,000	-	400
MISCELLANEOUS	5,476	500	-	500
GF CONTRIBUTION	200,000	234,100	136,560	234,100
DEPRECIATION EXPENSE	-	-	-	-
<b>TOTAL</b>	<b>341,682</b>	<b>379,275</b>	<b>183,076</b>	<b>368,875</b>
<b>Dept 552-WATER UNDERGROUND</b>				
SALARIES	39,922	36,200	26,605	40,000
WAGES	121,065	227,800	80,189	227,000
OTHER COMPENSATION	36,092	54,675	22,792	55,000
SOCIAL SECURITY (FICA)	19,448	20,400	10,780	24,633
HEALTH INSURANCE	66,856	76,100	13,332	26,664
DENTAL INSURANCE	3,346	4,100	1,468	2,936
OPTICAL INSURANCE	456	600	204	500
LIFE INSURANCE	680	700	361	750
DISABILITY INSURANCE	1,375	1,800	745	1,800
UNEMPLOYMENT INSURANCE	104	175	30	100
RETIREMENT	37,000	47,000	20,001	47,000
DEFINED CONTRIBUTION	4,687	5,300	3,079	6,000
WORKERS' COMPENSATION	5,376	8,100	4,370	5,000
OPERATING SUPPLIES	4,012	5,000	4,802	7,000
GAS & OIL	11,609	17,000	7,411	17,000
CONTRACTUAL SERVICES	13,476	20,000	5,204	17,000
ELECTRICITY	2,398	3,600	1,282	3,600
GAS	3,098	4,400	1,056	4,400

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
TELEPHONE	1,595	2,500	1,001	2,500
EQUIPMENT MAINTENANCE	1,440	3,000	2,076	4,000
EQUIPMENT MAINT-HYDRANT	149,692	175,000	140,142	195,000
EQUIP MAINT. METER & SERV	146,449	190,000	39,161	170,000
EQUIPMENT RENTAL	2,636	2,200	374	2,200
EDUCATION & TRAINING	2,743	2,500	569	4,000
DEPRECIATION EXPENSE	121,017	120,000	70,000	-
TOTAL	796,572	1,028,150	457,034	864,083

Dept 553-WATER FILTRATION

SALARIES	65,654	67,000	39,143	72,000
WAGES	228,031	235,400	135,065	240,000
OVERTIME	20,464	32,000	20,520	23,000
WAGES - TEMPORARY	11,481	6,000	1,152	10,000
ACCRUED SICK LEAVE	1,380	1,600	1,258	1,400
SOCIAL SECURITY (FICA)	25,114	26,900	15,293	26,500
HEALTH INSURANCE	59,658	62,000	13,595	58,000
DENTAL INSURANCE	3,120	3,400	1,750	3,000
OPTICAL INSURANCE	358	500	222	400
LIFE INSURANCE	978	1,100	575	1,000
UNEMPLOYMENT INSURANCE	235	150	2	150
RETIREMENT	37,000	31,500	17,775	15,000
DEFINED CONTRIBUTION	9,041	10,400	5,734	11,000
WORKERS' COMPENSATION	3,408	11,600	4,351	5,000
OPERATING SUPPLIES	5,028	3,500	2,674	3,600
LAB SUPPLIES	15,747	13,000	11,145	16,500
CHEMICALS	129,877	137,000	71,876	135,000
GAS & OIL	988	1,250	813	1,500
CONTRACTUAL SERVICES	28,410	20,000	70,854	28,800
CONTRACTUAL SERVICES	-	-	-	20,000
ELECTRICITY	126,586	139,000	60,643	139,000
GAS	4,156	5,150	1,989	5,150
TELEPHONE	2,714	4,000	1,843	4,120
REFUSE	363	500	760	1,000
BUILDING MAINTENANCE	5,277	6,100	3,067	8,100
EQUIPMENT MAINTENANCE			25,000	35,000
EQUIPMENT MAINT-WELLS			34,400	34,400
MAINTENANCE	109,715	-	59	
EDUCATION & TRAINING	1,349	3,000	950	3,500
DEPRECIATION EXPENSE	154,989	155,000	89,841	
TOTAL	1,093,542	1,051,650	612,696	902,120

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Dept 901-CAPITAL OUTLAY				
MAINS & HYDRANTS	116	997,250	47,241	2,068,000
MAINS & HYDRANTS	-	-	5,501	
MAINS & HYDRANTS	-	-	6,404	
MAINS & HYDRANTS	-	-	5,501	
COL-SERVICE LINES	34	-	-	
COL - EQUIPMENT	-	365,500	32,134	
COL-EQUIPMENT	-	905,100	686	
TOTAL	150	2,267,850	91,966	2,068,000
Dept 905-DEBT SERVICE				
PRINCIPAL	-	330,000	330,000	355,000
INTEREST	87,928	79,950	42,431	80,000
DEBT SERVICE	-	-	-	
TOTAL	87,928	409,950	372,431	435,000
APPROPRIATIONS WATER	2,319,874	5,136,875	1,717,203	4,638,078

# WASTEWATER FUND

## OPERATIONAL PLAN 2017-18

Completion of SAW grant asset management  
 Implement MDEQ required asset management program  
 Begin development of short & long-term CIP (6 yr & 20 yr)  
 Identify and begin implementation of treatment optimization  
 Complete renovation of primary clarifiers



CAPITAL OUTLAY				SERVICE DESCRIPTION
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	
Primary Clarifier Rhb-Cont	410,000			Operate and maintain an advanced Wastewater Treatment Plant treating over 4 million gallons per average day of wastewater from the Mid-County service area
Other Pump & Motor Repl	20,000	20,000	20,000	
Electrical Instrumentation	20,000	20,000	20,000	
Influent Sampler	5,500			
Replace 1996 Van	20,000			
O'Head Door Repl	6,500			
Sludge Thickener Rehab	125,000			
SCADA Monitoring	235,000			
Main Building Rehab	50,000			
Roughing Tower Pump	20,000	20,000	20,000	
Lawn Tractor	20,000			
Air Compressor Rplcmnt	20,000	20,000		
Centrifuge Rotating Eleme	20,000			
<b>Total</b>	<b>972,000</b>	<b>80,000</b>	<b>60,000</b>	

## STAFFING SUMMARY

	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Director	0.30	0.30
Supervisory	1.00	1.00
Technical	-	
Hourly	7.50	7.50
Temporary	1.30	1.25
Seasonal	1.00	1.00
<b>Total</b>	<b>10.80</b>	<b>10.75</b>

## BUDGET SUMMARY

	ACTUAL <u>2016-17</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Personnel	641,535	704,900		653,956
Operating	946,255	1,147,150		981,480
COL	96,655	1,470,000		972,000
Debt	-	-	-	-
<b>TOTAL</b>	<b>1,684,445</b>	<b>3,322,050</b>		<b>2,607,436</b>

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Fund 599 - WASTEWATER FUND</b>				
STATE SOURCES	-	-	-	58,000
OP & MAINT CHRG - OWOSSO	962,376	999,375	415,616	989,700
OP & MAINT CHRG - OWOSSO TWP	120,720	145,550	80,663	135,000
OP & MAINT CHRG - CALEDONIA TWSP	123,887	100,450	60,876	111,000
OP & MAINT CHRG - CORUNNA	185,017	181,425	103,446	171,500
REPLACEMENT CHRG - OWOSSO	140,122	144,625	35,503	141,500
REPLACEMENT CHRG - OWOSSO TWP	32,402	35,375	16,907	33,350
REPLACEMENT CHRG - CALEDONIA TWSP	27,508	25,850	12,873	26,000
REPLACEMENT CHRG - CORUNNA	25,968	25,850	12,444	25,000
INTEREST INCOME	11,345	5,700	3,550	6,000
MISCELLANEOUS	3,154	3,000	11,630	3,000
ESTIMATED REVENUES	1,632,499	1,667,200	753,508	1,700,050



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 599 - WASTEWATER FUND				
Dept 548-WASTEWATER OPERATIONS				
SALARIES	80,480	68,500	51,492	95,529
WAGES	297,058	327,500	182,903	309,985
OVERTIME	27,241	43,000	13,437	21,500
WAGES - TEMPORARY	6,930	30,200	5,227	7,000
UNIFORMS	4,200	4,900	4,900	4,900
ACCRUED SICK LEAVE	2,196	2,800	1,926	2,000
SOCIAL SECURITY (FICA)	31,681	33,100	19,756	33,730
HEALTH INSURANCE	80,743	93,500	21,186	96,432
DENTAL INSURANCE	4,539	5,500	2,891	5,100
OPTICAL INSURANCE	666	800	416	830
LIFE INSURANCE	1,107	1,100	705	1,200
DISABILITY INSURANCE	1,955	2,600	1,663	3,350
PHYSICALS	355	500	121	500
UNEMPLOYMENT INSURANCE	238	400	23	200
RETIREMENT	90,042	73,000	44,424	57,200
DEFINED CONTRIBUTION	6,952	7,500	4,554	9,500
WORKERS' COMPENSATION	5,152	10,000	3,258	5,000
OPERATING SUPPLIES	8,674	15,650	5,749	13,230
SUPPLIES	9,945	12,000	12,531	15,100
CHEMICALS - IRON	33,571	36,000	18,405	40,000
CHEMICALS - POLYMER	15,308	17,500	6,163	17,500
CHEMICALS - CHLORINE	32,566	36,000	16,448	38,500
GAS & OIL	3,403	6,000	2,218	5,500
PROFESSIONAL SERVICES: ADMINISTRATIVE	14,970	18,000	3,732	78,000
SAW GRANT-WASTEWATER	1,533	1,500	147	
PROFESSIONAL SERVICES-WAMP	-	90,000	29,246	-
INSURANCE & BONDS	42,382	40,000	-	43,000
ELECTRICITY	202,638	230,000	74,075	220,000
GAS	10,349	15,500	3,127	15,500
TELEPHONE	3,496	4,000	2,066	4,000
WATER & SEWER	2,708	3,000	1,306	3,000
REFUSE	685	800	545	1,100
BUILDING MAINTENANCE	24,608	31,000	11,964	31,000
STATIONARY EQUIPMENT	6,610	5,875	6,114	6,500
EQUIPMENT MAINTENANCE	35,258	51,000	39,283	80,000
MAINTENANCE	84,531	85,600	56,748	110,000
HHW PROGRAM	9,200	9,600	4,600	9,600
LEASE	21,780	22,500	12,705	24,000


DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
MISCELLANEOUS	-	-	9,280	10,000
MEMBERSHIPS & DUES	372	675	238	1,000
EDUCATION & TRAINING	1,733	2,500	1,113	3,000
SAFETY TRAINING	-	-	-	500
GF CONTRIBUTION	176,002	211,450	72,129	211,450
DEPRECIATION EXPENSE	203,933	201,000	119,060	
TOTAL	1,587,790	1,852,050	867,874	1,635,436
Dept 901-CAPITAL OUTLAY				
COL - BUILDING IMPROVEMENTS	10,350	95,000	5,268	56,500
COL - EQUIPMENT	47,535	1,375,000	87,093	915,500
COL - EQUIPMENT	38,770	-	-	-
TOTAL	96,655	1,470,000	92,361	972,000
TOTAL APPROPRIATIONS	1,684,445	3,322,050	960,235	2,607,436

FLEET MAINTENANCE FUND					
SERVICE DESCRIPTION		CAPITAL OUTLAY			
		2017-18	2018-19	2019-20	
* Repair and maintain a fleet of operating 49 vehicles, and 97 individual specialized equipments.		Vehicles & Equip	452,540	222,000	27,040
* Maintain computerized database of repair costs and preventative maintenance scheduling					
* Maintain an inventory of commonly used parts					
* Prepare bid specifications for replacement equipments.					
OPERATIONAL PLAN 2017-18					
Maintain Fleet Motor Pool in accordance with original equipment manufacturers maintenance and operating guidelines.					
Total		452,540	222,000	27,040	
STAFFING SUMMARY					
	CURRENT 2016-17	PROPOSED 2017-18			
Mechanics	1	2			
Total	1	2			
Public Works & Public Utilities Crews as assigned					
BUDGET SUMMARY					
	ACTUAL 2015-16	ADOPTED 2016-17	AMENDED PROPOSED 2016-17 2017-18		
Personnel	107,801	117,525	-	187,910	
Operating	302,656	347,500	-	166,100	
COL	6,404	352,000	-	452,540	
Transfer				-	
Total	416,861	817,025	-	806,550	

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 661 - FLEET MAINTENANCE FUND				
EQUIPMENT RENTAL	708,600	700,000	322,835	700,000
SALE OF FIXED ASSETS	-	-	580	-
APPROPRIATION OF FUND BALANCE	-	117,025	-	106,550
ESTIMATED REVENUES	708,600	817,025	323,415	806,550

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
<b>Fund 661 - FLEET MAINTENANCE FUND</b>				
<b>Dept 891-FLEET MAINTENANCE</b>				
WAGES	53,084	60,000	25,557	113,698
OTHER COMPENSATION	10,908	14,400	8,849	-
SOCIAL SECURITY (FICA)	4,763	4,300	2,369	8,698
HEALTH INSURANCE	20,151	16,900	4,054	37,750
DENTAL INSURANCE	647	875	285	1,760
OPTICAL INSURANCE	81	125	35	250
LIFE INSURANCE	115	100	46	200
DISABILITY INSURANCE	53	-	-	53
UNEMPLOYMENT INSURANCE	22	25	-	50
RETIREMENT	16,270	19,000	9,868	22,000
DEFINED CONTRIBUTION	-	-	-	1,951
WORKERS' COMPENSATION	1,707	1,800	723	1,500
OPERATING SUPPLIES	-	2,000	575	2,000
GAS & OIL	28,090	50,000	16,798	35,000
PROFESSIONAL SERVICES: ADM	1,500	1,500	-	1,500
INSURANCE & BONDS	24,908	22,000	-	26,100
EQUIPMENT MAINTENANCE	59,554	65,000	25,985	70,000
EDUCATION & TRAINING	100	1,000	-	500
GF CONTRIBUTION	28,500	31,000	18,085	31,000
DEPRECIATION EXPENSE	160,004	175,000	92,110	-
<b>TOTAL</b>	<b>410,457</b>	<b>465,025</b>	<b>205,339</b>	<b>354,010</b>
<b>Dept 901-CAPITAL OUTLAY</b>				
COL-EQUIPMENT	6,404	352,000	22,840	452,540
<b>TOTAL</b>	<b>6,404</b>	<b>352,000</b>	<b>22,840</b>	<b>452,540</b>
<b>TOTAL APPROPRIATIONS</b>	<b>416,861</b>	<b>817,025</b>	<b>228,179</b>	<b>806,550</b>

## BROWNFIELD AUTHORITY FUND #3

SERVICE DESCRIPTION		OPERATIONAL PLAN 2017-18		
ConAgra/TiAl Site-District #3				
* Uses financing mechanisms to redevelop obsolete and contaminated industrial and commercial properties.		* City reimbursed for Cass Street per agreement with TiAl Products.		
		*Developer reimbursed for eligible expenses		
		CAPITAL OUTLAY		
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
		Total - - -		
STAFFING SUMMARY				
CURRENT		PROPOSED		
<u>2016-17</u>		<u>2017-18</u>		
Assistance from general fund staff				
BUDGET SUMMARY				
	ACTUAL	ADOPTED	AMENDED	PROPOSED
	<u>2015-16</u>	<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</u>
Admin	750	750	-	750
Tax Reimb	1,147	1,150	-	1,734
COL	-	-	-	-
Debt	10,900	14,000	-	14,000
TOTAL	12,797	15,900	-	16,484



# BROWNFIELD AUTHORITY FUND #9

## SERVICE DESCRIPTION

Robbins Loft-District #9

\* Uses financing mechanisms to redevelop obsolete and contaminated industrial and commercial properties.



## OPERATIONAL PLAN 2017-18

\* Tax increments distributed for city administration and developer expenses

## CAPITAL OUTLAY

2017-18      2018-19      2019-20

Total

-      -      -

## STAFFING SUMMARY

CURRENT  
2016-17


PROPOSED  
2017-18

Assistance from general fund staff

## BUDGET SUMMARY

	<u>ACTUAL</u> <u>2015-16</u>	<u>ADOPTED</u> <u>2016-17</u>	<u>AMENDED</u> <u>2016-17</u>	<u>PROPOSED</u> <u>2017-18</u>
Admin	1,075	1,100	-	1,100
Tax Reimb	-	2,275	-	1,555
COL	-	-	-	-
Transfers	-	-	-	-
<b>TOTAL</b>	<b>1,075</b>	<b>3,375</b>	<b>-</b>	<b>2,655</b>

# BROWNFIELD AUTHORITY FUND #11

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18		
<p>Capitol Bowl-District #11 <b>219 S. Washington</b></p> <p>* Uses financing mechanisms to redevelop obsolete and contaminated industrial and commercial properties.</p> 	<p>* Reimburse city for administration</p> <p>* Reimburse Capitol Bowl for advances made on eligible Brownfield expenses</p> <p>* Begin repayment to DDA for loan</p>		
	CAPITAL OUTLAY		
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
	Total	0	0

## STAFFING SUMMARY


CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>
Assistance from general fund staff	

## BUDGET SUMMARY

	ACTUAL <u>2015-16</u>	ADOPTED <u>2016-17</u>	AMENDED <u>2016-17</u>	PROPOSED <u>2017-18</u>
Admin	-	875	-	875
Tax Reimb	9,660	9,425	-	9,601
Debt	-	-	-	-
COL	-	-	-	-
<b>TOTAL</b>	<b>9,660</b>	<b>10,300</b>	<b>-</b>	<b>10,476</b>



# BROWNFIELD AUTHORITY FUND #12

SERVICE DESCRIPTION		OPERATIONAL PLAN 2017-18			
Woodard Station Loft's-District #12		* Reimburse Woodard for eligible expenses related to redevelopment project.			
* Uses financing mechanisms to redevelop obsolete and contaminated industrial and commercial properties.					
		CAPITAL OUTLAY			
		<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	
		Total	0	0	0
STAFFING SUMMARY					
CURRENT		PROPOSED			
<u>2016-17</u>		<u>2017-18</u>			
Assistance from general fund staff					
BUDGET SUMMARY					
	ACTUAL	ADOPTED	AMENDED	PROPOSED	
	<u>2015-16</u>	<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</u>	
Admin	1,000	1,000	-	1,000	
Tax Reimb	64,863	68,700	-	67,998	
COL	-	-	-	-	
Transfers	-	-	-	-	
TOTAL	65,863	69,700	-	68,998	

# BROWNFIELD AUTHORITY FUND #17

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18			
Cargill Site #17				
* Uses financing mechanisms to build new public street to support Cargill and other commercial and industrial developments	* Tax increments distributed for city administration and debt service on bonded indebtedness			
	CAPITAL OUTLAY			
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	
Land Acquisition				
Street ROW to Cargill, and				
Water Mains & Services				
Total	-	-	-	
STAFFING SUMMARY				
	CURRENT	PROPOSED		
	<u>2016-17</u>	<u>2017-18</u>		
	Assistance from general fund staff			
BUDGET SUMMARY				
	ACTUAL	ADOPTED	AMENDED	PROPOSED
	<u>2015-16</u>	<u>2016-17</u>	<u>2016-17</u>	<u>2017-18</u>
Admin	70	6,700	-	-
Tax Reimb	-	-	-	-
COL	60,362	2,095,000	-	-
Transfers	-	-	-	-
Debt	-	-	-	215,859
TOTAL	60,432	2,101,700	-	215,859

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
BROWNFIELD TAX CAPTURE				
DISTRICT#3-ConAgra/TIAL	15,178	15,900	-	16,484
DISTRICT #9-ROBBIN'S LOFT	2,785	3,375	-	2,655
DISTRICT #11-CAPITOL BOWL	1,835	2,000	-	1,663
DISTRICT #12-WOODARD LOFT	68,865	69,700	-	68,998
DISTRICT #17-CARGILL	9,452	6,700	-	-
TOTAL TAX CAPTURE	98,115	97,675	-	89,800
DONATIONS - #11 CAPITOL BOWL	8,818	8,300	-	8,813
TAXES IN LIEU - #17 CARGILL	-	-	-	215,859
OTHER FINANCING SOURCES-#17 CARGILL	-	2,095,000		
ESTMATED REVENUE-BROWNFIELD FUND	106,933	2,200,975	-	314,472

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
DISTRICT#3-ConAgra/TiAl				
PROFESSIONAL SERVICES: ADMINISTRATIVE	750	750	-	750
PRINCIPAL	10,900	14,000	-	14,000
DEVELOPER REIMBURSEMENT	1,147	1,150	-	1,734
APPROPRIATIONS - ConAgra/TiAl Site	12,797	15,900	-	16,484
DISTRICT #9-ROBBIN'S LOFT				
PROFESSIONAL SERVICES: ADMINISTRATIVE	1,075	1,100	-	1,100
DEVELOPER REIMBURSEMENT	-	2,275	-	1,555
APPROPRIATIONS-Robbins Loft	1,075	3,375	-	2,655
DISTRICT #11-CAPITOL BOWL				
PROFESSIONAL SERVICES: ADMINISTRATIVE	-	875	-	875
DEVELOPER REIMBURSEMENT	9,660	9,425	-	9,601
APPROPRIATIONS-Capitol Bowl	9,660	10,300	-	10,476
DISTRICT #12-WOODARD LOFT				
PROFESSIONAL SERVICES: ADMINISTRATIVE	1,000	1,000	-	1,000
DEVELOPER REIMBURSEMENT	64,863	68,700	1	67,998
APPROPRIATIONS-Woodard Loft	65,863	69,700	1	68,998
DISTRICT #17-CARGILL				
PROFESSIONAL SERVICES: ADMINISTRATIVE	70	6,700	11,340	
CONTRACTUAL SERVICES	-	184,000	193	
LAND	-	98,000	6,285	
MAINS & HYDRANTS	23,745	717,600	278,703	
SYSTEM IMPROVEMENTS	-	1,095,400	-	
ROADS	36,617	-	104,896	
PRINCIPAL				119,859
INTEREST				96,000
DEVELOPER REIMBURSEMENT	-	-	-	-
	60,432	2,101,700	401,417	215,859
TOTAL BROWNFIELD AUTH APPROPRIATIONS	149,827	2,200,975	401,418	314,472



**DOWNTOWN DEVELOPMENT AUTHORITY**

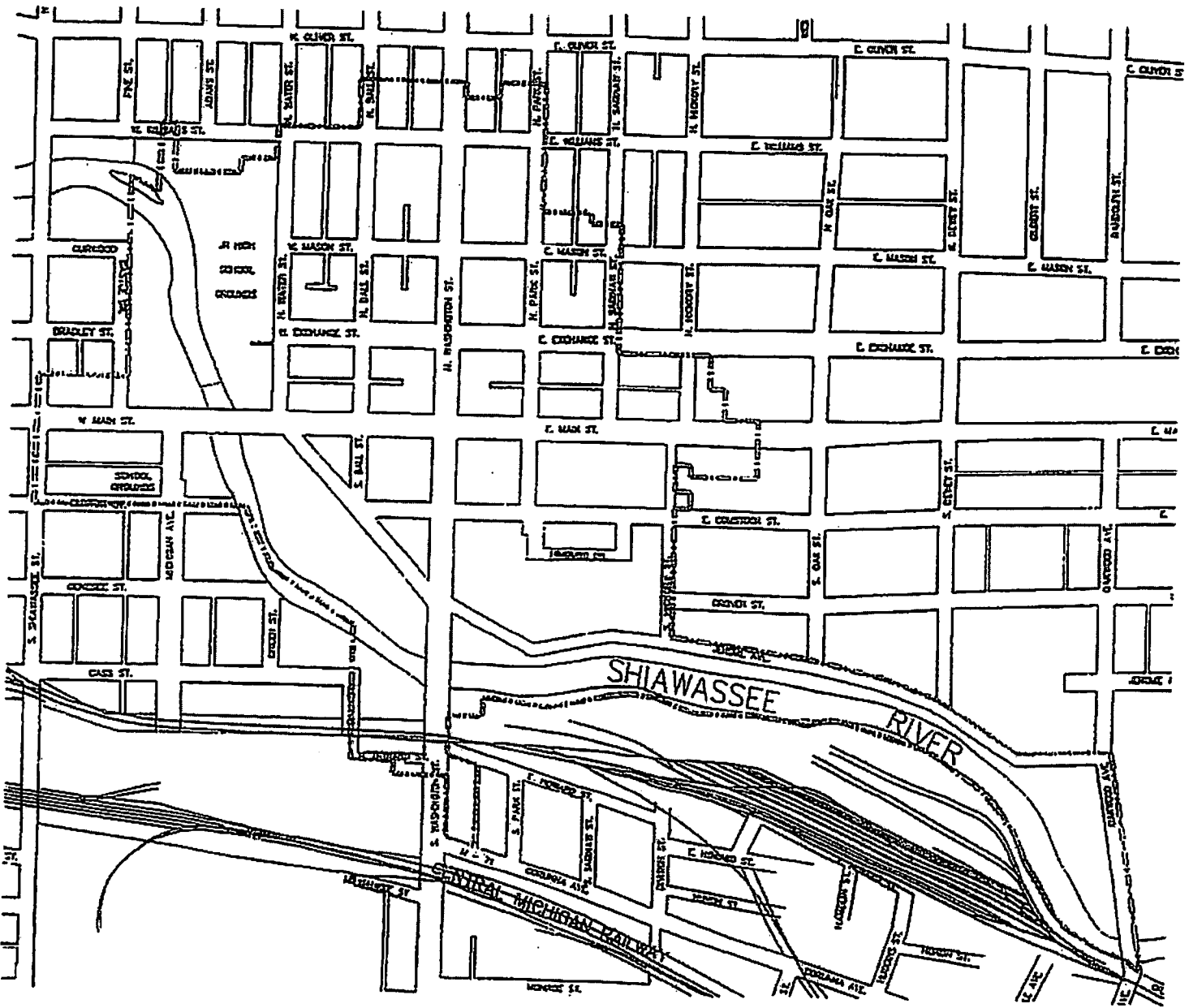
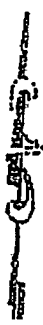
SERVICE DESCRIPTION			OPERATIONAL PLAN 2017-18		
Downtown Development Authority Expenses Main Street Four Point Approach			The OMS/DDA Board met on January 20th and set the following goals as priorities for each of the four committees for the fiscal year beginning July 1, 2017 and ending June 30, 2018: 1.Revitalization and preservation of downtown properties, especially those which are vacant. 2.Design, develop, and implement downtown hard-scape/soft-scape improvements. 3.Broad-based communication and engagement with downtown stakeholders. 4.Increase volunteer participation and engagement. 5.Comprehensive fund generation.		
STAFFING SUMMARY					
	CURRENT <u>2016-17</u>	PROPOSED <u>2017-18</u>			
Board	9	9			
Director	1	1			
Contractual	2	2			
Total	12	12			
CAPITAL OUTLAY					
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>		

DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 296 - DOWNTOWN DEVELOPMENT AUTHORITY			
GENERAL PROPERTY TAX	28,300	-	30,445
LOCAL COMMUNITY STABILIZATION SHARE	19,550	-	19,550
TAX INCREMENTAL FINANCING	169,750	-	-
OTHER FINANCING SOURCES	-	-	-
ESTIMATED REVENUE - CDBG	217,600	-	49,995

DESCRIPTION	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
Fund 296 - DOWNTOWN DEVELOPMENT AUTHORITY			
Dept 200-GEN SERVICES			
OPERATING SUPPLIES	2,000	1,004	1,500
CONTRACTUAL SERVICES	3,100	3,000	3,100
MAINTENANCE	21,000	13,895	21,000
MEMBERSHIPS & DUES	1,000	489	1,000
EDUCATION & TRAINING	1,500	650	1,500
MANAGER WAGES	55,000	32,492	56,650
TOTAL GENERAL SERVICES	83,600	51,530	84,750
Dept 695-ORGANIZATION	2,500	-	2,500
Dept 696-PROMOTION	8,500	17,430	8,500
Dept 697-DESIGN	8,000	9,760	8,000
Dept 698-ER	1,500	370	1,500
Dept 901-CAPITAL OUTLAY	9,000	3,536	9,000
Dept 966-TRANSFERS OUT	75,400	18,034	75,400
TOTAL APPROPRIATIONS	188,500	100,660	189,650

# CITY OF OWOSSO

## Downtown Development Authority District



# CAPITAL PROJECTS-STREETS

SERVICE DESCRIPTION	OPERATIONAL PLAN 2017-18
Account for the construction of capital improvements funded by debt that often occur over multiple fiscal years	* Street and other ROW Improvements as outlined in the Capital Outlay Section *Approximately 40% of costs will be recovered through special assessments

## CAPITAL OUTLAY

<u>MAJOR STREETS</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Chipman St. - South to Stewart	1,080,000		
Stewart St. S.Chestnut to S. Chipman	714,400		
N. Chipman - Oliver to King	113,100		
N. Chipman - Willow Sprng to Harding	93,800		
Oliver St. - N.Washington to Oak	1,077,000		
Oliver St. - Oak to Gould		997,000	
W. Stewart St. - Cedar to S. M-52		397,800	
W. Howard St. - Washington to Park		297,000	
North St. - N.M-52 to Washington			276,000
North St. - Hickory to Gould			350,700
Dewey St. - Main to King			831,800
Cedar St. - South to Hampton			351,000
<b>Total-Major</b>	<b>3,078,300</b>	<b>1,691,800</b>	<b>276,000</b>
<u>LOCAL STREETS</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Center St. - King to North	178,000		
Olmstead St. - West to N.Chipman		104,000	
Harding St. - N.Chipman to Hanover		113,600	
Hanover St. - Harding to N. End		116,000	
W. Williams St. - N.M52 to Water		444,700	
Summit St. - Abbott to Rubelman		143,200	
7th St. - Oliver to North			201,800
Clark St. - Oliver to King			76,000
Ryan St. - Chipman to Cedar			353,400
Palmer St. - Gute to Prindle			49,100
<b>Total-Local</b>	<b>178,000</b>	<b>921,500</b>	<b>680,300</b>
<b>Grand Total</b>	<b>3,256,300</b>	<b>2,613,300</b>	<b>956,300</b>

## STAFFING SUMMARY

General City Staffing

## BUDGET SUMMARY

	<u>ACTUAL</u> <u>2015-16</u>	<u>ADOPTED</u> <u>2016-17</u>	<u>AMENDED</u> <u>2016-17</u>	<u>PROPOSED</u> <u>2017-18</u>
Other	850	850	-	15,000
CIP-Streets	-	-	-	3,256,300
Total	-	-	-	-
<b>-</b>	<b>850</b>	<b>850</b>	<b>-</b>	<b>3,271,300</b>



DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
CAPITAL PROJECTS-STREET PROGRAM				
INTEREST INCOME	327	-	158	-
TRANSFER FROM MAJOR ROADS				375,000
OTHER FINANCING SOURCES	-	-	-	6,840,900
APPROPRIATION OF FUND BALANCE	-	850	-	-
ESTIMATED REVENUES	327	850	158	7,215,900

DESCRIPTION	2015-16 ACTIVITY	2016-17 ORIGINAL BUDGET	2016-17 ACTIVITY THRU 01/31/17	2017-18 REQUESTED BUDGET
CAPITAL PROJECTS-STREETS				
Dept 270-ADMINISTRATIVE				
PROFESSIONAL SERVICES: ADMINISTRATIVE	850	850	-	15,000
TOTAL	850	850	-	15,000
Dept 901-CAPITAL OUTLAY				
STREET IMPROVEMENTS	-	-	-	3,256,300
TOTAL	-	-	-	3,256,300
ESTIMATED APPROPRIATIONS	850	850	-	3,271,300