

**CITY OF OWOSSO**  
**REGULAR MEETING OF THE CITY COUNCIL**  
**MONDAY, FEBRUARY 02, 2015**  
**7:30 P.M.**

Meeting to be held at City Hall  
301 West Main Street

**AGENDA**

**OPENING PRAYER:**

**PLEDGE OF ALLEGIANCE:**

**ROLL CALL:**

**APPROVAL OF THE AGENDA:**

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 20, 2015:**

**ADDRESSING THE CITY COUNCIL**

1. Your comments shall be made during times set aside for that purpose.
2. Stand or raise a hand to indicate that you wish to speak.
3. When recognized, give your name and address and direct your comments and/or questions to any City official in attendance.
4. Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to four (4) minutes duration during the first occasion for citizen comments and questions. Each person shall also be afforded one opportunity of up to three (3) minutes duration during the last occasion provided for citizen comments and questions and one opportunity of up to three (3) minutes duration during each public hearing. Comments made during public hearings shall be relevant to the subject for which the public hearings are held.
5. In addition to the opportunities described above, a citizen may respond to questions posed to him or her by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

1. Sign Ordinance Amendment. Conduct a public hearing to receive citizen comment regarding the proposal to amend the sign ordinance to allow larger signs for the sale of lots in a residential development.

**CITIZEN COMMENTS AND QUESTIONS**

**CITY MANAGER REPORT**

Project Status Report

**CONSENT AGENDA**

1. First Reading and Set Public Hearing – Rezoning of Westown. Conduct first reading and set a public hearing for Tuesday, February 17, 2015 to receive citizen comment regarding the proposal to rezone various parcels in Westown to comply with the Master Plan, reduce spot zoning, and ease future development of the area.

2. Cross Connection Control Program Contract Amendment. Approve amendment to the contract with H<sub>2</sub>O Compliance Services, Inc. for the provision of administrative services for the Cross Connection Control Program, extending the contract for an additional 36 months in the amount of \$698.75 per month.
3. Warrant No. 497. Approve Warrant No. 497 as follows:

<b>Vendor</b>	<b>Description</b>	<b>Fund</b>	<b>Amount</b>
Huron & Eastern Railway Company Inc	Annual maintenance of active traffic control devises	Major Streets	\$ 8,254.00

### **ITEMS OF BUSINESS**

1. Emergency Operations Support Plan. Consider approval of the City of Owosso Emergency Operations Plan supporting the Shiawassee County Emergency Operations Plan.
2. Rescind Medical Marijuana Dispensary Moratorium. Consider rescinding Resolution No. 178-2014 which authorized a temporary moratorium on the establishment of medical marijuana dispensaries within the City.

### **COMMUNICATIONS**

1. Richard C. Williams, Finance Director. Revenue & Expenditure Report – December 2014.
2. Downtown Development Authority/Main Street. Minutes of January 7, 2015.
3. Downtown Development Authority/Main Street. Minutes of January 8, 2015.

### **CITIZEN COMMENTS AND QUESTIONS**

### **NEXT MEETING**

Tuesday, February 17, 2015

### **BOARDS AND COMMISSIONS OPENINGS**

Parks & Recreation Commission, expires June 30, 2015

### **ADJOURNMENT**

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, MI 48867 or at (989) 725-0500. The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).

**OWOSSO CITY COUNCIL  
REGULAR MEETING**

**JANUARY 20, 2015**

**7:30 P.M.**

**PRESIDING OFFICER:** MAYOR BENJAMIN R. FREDERICK

**OPENING PRAYER:** BISHOP GUSTAVO PILON  
OWOSSO CHURCH OF JESUS CHRIST OF LATTER DAY SAINTS

**PLEDGE OF ALLEGIANCE:** COUNCILPERSON DAVID B. BANDKAU

**PRESENT:** Mayor Benjamin R. Frederick, Councilpersons David B. Bandkau, Burton D. Fox, Elaine M. Greenway, and Robert J. Teich, Jr.

**ABSENT:** Mayor Pro-Tem Christopher T. Eveleth and Councilperson Loreen F. Bailey.

**APPROVE AGENDA**

Motion by Councilperson Bandkau to approve the agenda with the following changes:

**Add Consent Item**

7. Boards and Commission Appointment.

**Postpone Consent Item**

1. First Reading and Set Public Hearing – Westtown Rezoning. until the February 2, 2015 meeting.

Motion supported by Councilperson Teich and concurred in by unanimous vote.

**APPROVAL OF THE MINUTES OF REGULAR MEETING OF JANUARY 5, 2015**

Motion by Councilperson Fox to approve the Minutes of the Regular Meeting of January 5, 2015 as presented.

Motion supported by Councilperson Bandkau and concurred in by unanimous vote.

**PROCLAMATIONS / SPECIAL PRESENTATIONS**

None.

**PUBLIC HEARINGS**

A public hearing was conducted to receive citizen comment regarding Special Assessment District No. 2015-01, Hazards and Nuisances, as it relates to unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances at 1018 Beehler Street.

The following people commented regarding the proposed special assessment:

Representative from Guardian Angel Services, by mail, indicated the owner of the property passed away in late December 2014 and his estate would be handled in the Shiawassee County Probate Court.

There were no comments received at the meeting.

Whereas, the Council, after due and legal notice, has met and having heard all interested parties, Motion by Councilperson Bandkau to adopt Special Assessment Resolution No. 2 for Special Assessment District No. 2015-01 - Hazards & Nuisances as follows:

**RESOLUTION NO. 05-2015**

**HAZARDS & NUISANCES ROLL FOR  
1018 BEEHLER STREET**

WHEREAS, the City Council has met, after due and legal notice, and reviewed the Special Assessment Roll-Hazards and Nuisances prepared for the purpose of defraying the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances of the following described property described as follows:

PARCEL NUMBER	ADDRESS	BALANCE
050-660-007-012-00	1018 Beehler Street	\$6,848.47

and

WHEREAS, after hearing all persons interested therein and after carefully reviewing said Special Assessment Roll-Hazards and Nuisances the Council deems said Special Assessment Roll-Hazards and Nuisances to be fair, just and equitable and that the assessment contained thereon results in the special assessment being in accordance with the unpaid costs incurred in the altering, repairing, tearing down, abating or removing of hazards and nuisances of said property.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said Special Assessment Roll-Hazards and Nuisances as prepared by the City Assessor in the amount of \$6,848.47 is hereby confirmed and shall be known as Special Assessment Roll-Hazards and Nuisances No. 2015-01.
2. Pursuant to MCL 211.78k(c) said special assessment roll shall be divided into fifteen (15) equal annual installments, the first of which shall be due and payable on September 1, 2015, and the subsequent installments shall be due on September 1st of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by December 1, 2015.
3. The installments of the special assessment rolls shall bear interest at the rate of 6% per annum; provided, however, if the bonds are issued in anticipation of said special assessments, then such unpaid special assessment shall bear interest at a rate of interest equal to 1% above the average rate of interest borne by said bonds. Such interest shall commence on September 1, 2015 and shall be paid annually on each installment due date.
4. Said Special Assessment Roll-Hazards and Nuisances No. 2015-01 shall be placed on file in the office of the City Clerk who shall attach his warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown thereon as directed by the City Council.

Motion supported by Councilperson Greenway.

Roll Call Vote.

AYES: Councilpersons Greenway, Bandkau, Fox, Teich, and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Eveleth and Councilperson Bailey.

### **CITIZEN COMMENTS AND QUESTIONS**

Mark Beattie, 202 Bingham Road, Henderson, said he had purchased the property at 804 Center Street through the annual September tax sale and has been asking the City for paperwork discharging the debts specially assessed to the property prior to his ownership without success. He said the City has been giving him the run-around for months and he wanted Council's assistance with the matter.

Mike Cline, 621 Wright Avenue, indicated his desire to purchase a portion of the City-owned property adjacent to his residence on Wright Avenue. He said he had no intention of developing it but would like to add it to his current property. He asked that Council formally consider his proposal in the next 4-6 weeks. Council expressed a desire to explore the proposition and asked staff to look into the details.

### **CITY MANAGER REPORT**

The City Manager indicated he had nothing of substance to report.

Councilperson Bandkau inquired about the status of the December Revenue & Expenditure Report. City Clerk Kirkland apologized for the oversight and agreed to email the report to Council in the morning.

### **CONSENT AGENDA**

Motion by Councilperson Fox to approve the Consent Agenda as follows:

First Reading and Set Public Hearing – Rezoning of Westown. (This item was postponed until the February 2, 2015 meeting.)

Change to Street Lighting Contract – Update to HPS. Authorize amendment to the Street Light Contract with Consumers Energy to reflect the removal and replacement of 338 mercury vapor street lights with high pressure sodium fixtures throughout the City, the removal of one damaged light in the in the Main Street alley between Washington and Park Streets, and authorize the Mayor and City Clerk to execute appropriate documents as follows:

### **RESOLUTION NO. 06-2015**

#### **CHANGE TO STANDARD STREET LIGHTING CONTRACT WITH CONSUMERS ENERGY COMPANY UPDATE TO HIGH PRESSURE SODIUM FIXTURES**

WHEREAS, the city of Owosso holds a contract with the Consumers Energy Company for the provision of street lighting; and

WHEREAS, the Consumers Energy Company is proposing the conversion of approximately 338 mercury vapor fixtures to high pressure sodium units, resulting in an overall reduction in on-going street lighting costs to the city.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: it is advisable to authorize Consumers Energy Company to make changes in the lighting service provided in the Standard Lighting Contract between the Company and the City of Owosso, dated October 1, 2013, in accordance with the Authorization for Change in

Standard Lighting Contract dated December 8, 2014\*, heretofore submitted to and considered by this Council.

SECOND: the Mayor and City Clerk are hereby authorized to execute such authorization for change on behalf of the City.

Change to Street Lighting Contract – Bradley Street Light Installation. Authorize amendment to the Street Light Contract with Consumers Energy to reflect the installation of a high pressure sodium street light on the south side of Bradley Street between Shiawassee Street and Curwood Castle Drive and further authorize payment of the \$100 installation charge for said luminary as follows:

**RESOLUTION NO. 07-2015**

**CHANGE TO STANDARD STREET LIGHTING CONTRACT  
WITH CONSUMERS ENERGY COMPANY  
BRADLEY STREET INSTALLATION**

WHEREAS, the city of Owosso holds a contract with the Consumers Energy Company for the provision of street lighting; and

WHEREAS, a request has been received for the installation of a street light on Bradley Street, to replace a street light taken out of service in 1998 due to storm damage.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: it is advisable to authorize Consumers Energy Company to make changes in the lighting service provided in the Standard Lighting Contract between the Company and the City of Owosso, dated October 1, 2013, in accordance with the Authorization for Change in Standard Lighting Contract dated January 20, 2015\*, heretofore submitted to and considered by this Council.

SECOND: the Mayor and City Clerk are hereby authorized to execute such authorization for change on behalf of the City.

THIRD: the Accounts Payable department is authorized to submit payment of \$100.00 to Consumers Energy Company for installation of said luminary.

Change Order & Payment Authorization – 2014 Tree Removal Program. Authorize Change Order No. 1 to the 2014 Tree Removal Program contract with Advanced Tree Care Service, Inc. for additional work performed in the amount of \$20,680.00 and further authorize Progress Payment No. 3 to the contractor in the amount of \$26,599.50 as follows:

**RESOLUTION NO. 08-2015**

**AUTHORIZING CHANGE ORDER NO. 1 TO THE  
2014 TREE REMOVAL PROGRAM CONTRACT  
AND  
AUTHORIZING PAYMENT TO ADVANCED TREE CARE SERVICES, INC.  
FOR WORK COMPLETED TO DATE**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has approved a contract with Advanced Tree Care Services for the 2014 Tree Removal Program, and found it necessary and beneficial to amend the original contract as detailed in Change Order #1 for additional work requested by staff; and

WHEREAS, an estimate of the work to date has been submitted and is eligible for payment; and

WHEREAS, the city project manager recommends approval of Change Order #1 in the amount of \$20,680.00 and authorization of Pay Estimate #3 in the amount of \$26,599.50 for work completed through January 12, 2015, as agreed to by Advanced Tree Care Services, Inc.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

FIRST: The City of Owosso has thereto determined that it is advisable, necessary and in the public interest to amend the contract for the 2014 Tree Removal Program for additional work provided in the amount of \$20,680.00 as detailed in Change Order #1\*.

SECOND: The accounts payable department is authorized to submit payment to Advanced Tree Care Services, Inc. in the amount of \$26,599.50 as detailed in Cost Estimate #3\*.

THIRD: The above expenses shall be paid from the Major and Local Street Tree Removal Funds, 203-480-818.000 and 202-480-818.000.

Warrant No. 496. Authorize Warrant No. 496 as follows:

Vendor	Description	Fund	Amount
SunGard Public Sector Inc	Software maintenance/licensing fees for public safety computer system-January 1, 2015-December 31, 2015	General	\$ 9,408.09
Logicalis, Inc	Network engineering support-December 2014	General /Sewer	\$ 8,716.50
Caledonia Charter Township	Caledonia utility fund payment-October – December 2014	Water	\$19,367.36
Owosso Charter Township	Owosso Charter township 2011 water agreement payment-October – December 2014	Water	\$ 9,295.60
William C. Brown, P.C.	Professional services-December 8, 2014 – January 12, 2015	General	\$ 8,900.32

Check Register – December 2014\*. Affirm check disbursements totaling \$ 1,010,360.97 for the month of December 2014.

Boards and Commissions Appointment. (This item was added to the agenda.) Approve the following Mayoral boards and commissions appointment:

Name	Board/Commission	Term Expires
Adrian Montague	Historical Commission filling unexpired term of S. Ludington	12-31-2016

Motion supported by Councilperson Bandkau.

Roll Call Vote.

AYES: Councilpersons Fox, Greenway, Teich, Bandkau, and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Eveleth and Councilperson Bailey.

\* Due to their length these documents are not included in the minutes. Full text of these items is on file in

the Clerk's Office.

## **ITEMS OF BUSINESS**

### **SIGN ORDINANCE AMENDMENT**

City Manager Crawford indicated the proposed amendment would allow a sign totaling forty square feet in a residential district if it was advertising lots for sale within a development (up from 15 sq. feet currently). He went on to say that the total area of the sign was in keeping with the regulations for signs of a similar nature in areas with other zoning designations.

Motion by Councilperson Bandkau to conduct the first reading and set a public hearing for Monday, February 2, 2015 to receive citizen comment regarding the proposal to rezone various parcels in Westown to comply with the Master Plan, reduce spot zoning, and ease future development of the area as follows:

### **RESOLUTION NO. 09-2015**

#### **AN ORDINANCE AMENDING CHAPTER 26, SIGNS, SECTION 26-17 (6) a. OF THE CODE OF ORDINANCES OF THE CITY OF OWOSSO, MICHIGAN**

WHEREAS, the *Code of Ordinances of the City of Owosso, Michigan* regulates signs within the city; and

WHEREAS, the *Code of Ordinances of the City of Owosso, Michigan* establishes requirements for many signs it fails to address development signs within residential zoning districts.

NOW THEREFORE BE IT RESOLVED, THAT THE CITY OF OWOSSO ORDAINS:

Section 1. AMEND. Section 26-17 (6) a. - Signs not requiring a permit. be amended to add the following:

(6) Temporary real estate signs advertising the premises for rent, sale, or lease, under the following conditions:

- a. One (1) sign not more than six (6) square feet in area for a single-dwelling or building or vacant land for residentially zoned premises less than one (1) acre. For vacant residential parcels larger than one (1) acre, one sign not more than fifteen (15) square feet in area.

**Development signs advertising the availability of lots or living units within a subdivision, a planned development or complex may be placed at an entrance to the subdivision, planned unit development or complex, with a maximum height of seven feet and a maximum area of forty (40) square feet. The sign shall be permitted for three (3) years or until eighty (80) percent of the development is sold-out or leased, whichever comes first.**

Section 2. REPEAL. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. SAVINGS. All proceedings pending, and all rights and liabilities existing, acquired or incurred, at the time this Ordinance takes effect, are hereby saved. Such proceedings may be consummated under and according to the ordinance in force at the time such proceedings were commenced. This ordinance shall not be construed to alter, affect, or abate any pending prosecution, or prevent prosecution hereafter instituted under any ordinance specifically or impliedly repealed or amended by this ordinance adopting this penal regulation, for offenses committed prior to the effective date of this ordinance; and new prosecutions may be instituted and all prosecutions pending at the effective date of this ordinance may be continued, for offenses committed prior to the effective date of this



ordinance, under and in accordance with the provisions of any ordinance in force at the time of the commission of such offense.

Section 4. SEVERABILITY CLAUSE. Should any word, phrase, sentence, paragraph or section of this Ordinance be held invalid or unconstitutional, the remaining provision of this ordinance shall remain in full force and effect.

SECTION 5. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 6. EFFECTIVE DATE. This amendment shall become effective twenty days after passage.

SECTION 7. PUBLIC HEARING. A public hearing is set for Monday, February 2, 2015 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

Motion supported by Councilperson Fox.

Roll Call Vote.

AYES: Councilpersons Bandkau, Fox, Greenway, Teich, and Mayor Frederick.

NAYS: None.

ABSENT: Mayor Pro-Tem Eveleth and Councilperson Bailey.

#### **COMMUNICATIONS**

S. Ludington, Historical Commission. Letter of resignation.

J. Demis, Downtown Development Authority. Letter of resignation.

Donald D. Crawford, City Manager. Annual liquor license inspection report.

Charles P. Rau, Building Official. December 2014 Building Department Report.

Charles P. Rau, Building Official. December 2014 Code Violations Report.

Kevin D. Lenkart, Public Safety Director. December 2014 Police Report.

Kevin D. Lenkart, Public Safety Director. December 2014 Fire Report.

Planning Commission. Minutes of December 8, 2014.

Mayor Frederick thanked Sue Ludington and Jim Demis for their contributions to their respective Boards and Commissions.

#### **CITIZEN COMMENTS AND QUESTIONS**

Mike Cline, 621 Wright Avenue, asked that Council utilize the same map from the Assessing Office when considering his purchase proposal to ensure the clarity of any potential agreement.

Mark Beattie, 202 Bingham Road, Henderson, asked to meet with the City Attorney after the meeting to ensure his request for discharge was clear, he indicated that he did not want to go to court on the matter but would rather the City issue discharge paperwork now. City Attorney Brown responded to Mr. Beatty's questions, saying in summary, that the issue would be resolved when a visiting judge is available to handle the case.

Councilperson Fox inquired whether the Charter required that a performance evaluation for the City Manager be conducted annually, and if so he requested said evaluation be scheduled.

#### **NEXT MEETING**

Monday, February 02, 2015

**BOARDS AND COMMISSIONS OPENINGS**

None.

**ADJOURNMENT**

Motion by Councilperson Bandkau for adjournment at 7:58 p.m.

Motion supported by Councilperson Greenway and concurred in by unanimous vote.

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Benjamin R. Frederick, Mayor

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Amy K. Kirkland, City Clerk



## MEMORANDUM

301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

**DATE:** January 27, 2015

**TO:** City council

**FROM:** City manager

**SUBJECT:** AN ORDINANCE AMENDING CHAPTER 26, SIGNS, SECTION 26-17 (6) a. OF THE CODE OF ORDINANCES OF THE CITY OF OWOSSO, MICHIGAN

**RECOMMENDATION:** Conduct first reading and set public hearing

**BACKGROUND:** In an attempt to market lots in the Osburn Lakes subdivision the realtor on behalf of the developer proposed to install a development sign. The current sign provisions in the Code of Ordinances allows a sign of six square feet on each lot but does not address development signs in residential zoned areas. This was probably because the city foresaw no such developments.

The current code reads:

One (1) sign not more than six (6) square feet in area for a single-dwelling or building or vacant land for residentially zoned premises less than one (1) acre. For vacant residential parcels larger than one (1) acre, one sign not more than fifteen (15) square feet in area.

The proposal is to add a second paragraph which would read:

**Development signs advertising the availability of lots or living units within a subdivision, a planned development or complex may be placed at an entrance to the subdivision, planned unit development or complex, with a maximum height of seven feet and a maximum area of forty (40) square feet. The sign shall be permitted for three (3) years or until eighty (80) percent of the development is sold-out or leased, whichever comes first.**

Forty square feet was selected because it is the size that is allowed in most other zoning districts. If a larger size were allowed in a residential district other districts would seek the same.

It should also be noted that this is an amendment to the city's sign regulations and not to the zoning ordinance. This is common and reference is made to zoning districts only because they are areas of the city.

**FISCAL IMPACTS:** None. For some reason the city does not issues permits for temporary signs and charges no fees.

Document originated by: Donald Crawford, city manager

**ORDINANCE NO.**

**AN ORDINANCE AMENDING CHAPTER 26, SIGNS, SECTION 26-17(6)a  
OF THE CODE OF ORDINANCES OF THE CITY OF OWOSSO, MICHIGAN**

WHEREAS, the *Code of Ordinances of the City of Owosso, Michigan* regulates signs within the city; and

WHEREAS, the *Code of Ordinances of the City of Owosso, Michigan* establishes requirements for many signs it fails to address development signs within residential zoning districts.

NOW THEREFORE BE IT RESOLVED, THAT THE CITY OF OWOSSO ORDAINS:

Section 1. AMEND. Section 26-17 (6) a. - Signs not requiring a permit. be amended to add the following:

(6) Temporary real estate signs advertising the premises for rent, sale, or lease, under the following conditions:

- a. One (1) sign not more than six (6) square feet in area for a single-dwelling or building or vacant land for residentially zoned premises less than one (1) acre. For vacant residential parcels larger than one (1) acre, one sign not more than fifteen (15) square feet in area.

**Development signs advertising the availability of lots or living units within a subdivision, a planned development or complex may be placed at an entrance to the subdivision, planned unit development or complex, with a maximum height of seven feet and a maximum area of forty (40) square feet. The sign shall be permitted for three (3) years or until eighty (80) percent of the development is sold-out or leased, whichever comes first.**

Section 2. REPEAL. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 3. SAVINGS. All proceedings pending, and all rights and liabilities existing, acquired or incurred, at the time this Ordinance takes effect, are hereby saved. Such proceedings may be consummated under and according to the ordinance in force at the time such proceedings were commenced. This ordinance shall not be construed to alter, affect, or abate any pending prosecution, or prevent prosecution hereafter instituted under any ordinance specifically or impliedly repealed or amended by this ordinance adopting this penal regulation, for offenses committed prior to the effective date of this ordinance; and new prosecutions may be instituted and all prosecutions pending at the effective date of this ordinance may be continued, for offenses committed prior to the effective date of this ordinance, under and in accordance with the provisions of any ordinance in force at the time of the commission of such offense.

Section 4. SEVERABILITY CLAUSE. Should any word, phrase, sentence, paragraph or section of this Ordinance be held invalid or unconstitutional, the remaining provision of this ordinance shall remain in full force and effect.

SECTION 5. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 6. EFFECTIVE DATE. This amendment shall become effective February 23, 2015.

# The Argus-Press Company

201 E. Exchange Street  
Owosso, Michigan 48867  
Phone (989) 725-5136 • Fax (989) 725-6376

Richard E. Campbell, Chairman  
Thomas E. Campbell, President & Publisher

## AFFIDAVIT OF PUBLICATION

In the matter of **Notice of Proposed Amendment to  
Chapter 26 - City of Owosso**

STATE OF MICHIGAN )  
County of Shiawassee ) ss **Thomas E. Campbell**

Being first duly sworn, says that he is the Publisher of **THE ARGUS-PRESS**, a newspaper published in the English language for the dissemination of local or transmitted news and intelligence of a general character and legal news, which is a duly qualified newspaper and that annexed hereto is a copy of a certain order taken from said newspaper, in which the order was published on the 24th day of January, A.D., 2015.

**CITY OF OWOSSO  
PUBLIC HEARING NOTICE  
NOTICE OF PROPOSED AMENDMENT TO  
CHAPTER 26, SIGNS,  
ARTICLE IV, GENERAL PROVISIONS,  
SECTION 26-17(6)a, SIGNS NOT REQUIRING A PERMIT,  
OF THE CODE OF ORDINANCES**

The City Council of the City of Owosso shall conduct a public hearing on **Monday, February 2, 2015 at 7:30 p.m.** at Owosso City Hall, 301 West Main Street, Owosso, Michigan to receive public comment regarding the proposed amendment to Chapter 26, Signs, Article IV, *General Provisions*, Section 26-17(6)a, Signs not requiring a permit, of the *Code of Ordinances of the City of Owosso*, Michigan to establish regulations for signs in residential districts advertising the availability of lots in a development.

This Ordinance may be purchased or inspected in the City Clerk's Office Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m. or may be viewed in its entirety on the City's website at [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us). Written comments may be submitted to the City Clerk's Office at City Hall, 301 West Main Street, Owosso, Michigan 48867 or to [city.clerk@ci.owosso.mi.us](mailto:city.clerk@ci.owosso.mi.us) any time prior to the meeting. Voicemail comments may be recorded by calling 989-725-0596.

Staff will be available fifteen minutes prior to the start of the meeting to answer any questions you might have regarding the proposed ordinance amendment. This will allow staff the time to answer your questions or quickly research the issue prior to the meeting. You will then have the opportunity to address the City Council regarding the issue at the time of the Public Hearing or Citizens Comments during the meeting.

Amy K. Kirkland, CMC  
Owosso City Clerk

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon seventy-two (72) hours notice to the City of Owosso. Individuals with disabilities requiring auxiliary aids or services should contact the City of Owosso by writing or calling the following: Amy K. Kirkland, City Clerk, 301 West Main Street, Owosso, Michigan 48867, (989) 725-0500. The City of Owosso website address is: [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us)  
Publish: January 24, 2015

SIGNED:



Subscribed and sworn to before me  
this 24th day of January, A.D., 2015



Anita M. Pasik, Notary Public  
Shiawassee County, Michigan  
My commission expires: December 1, 2018

PROJECT STATUS REPORT--JANUARY 29, 2015			
0	PROJECT TITLE	PROJECT DESCRIPTION	PROJECT STATUS --1 new project, 2 updated project, 3 no change in project
1	Osburn Lakes Phase 1 lot sales	Marketing of lots by Century 21--Looking Glass.	A marketing program is being implemented which will include advertising, marketing brochures and signage.
2	Hookah parlors and smoking lounges	Establish requirements for the location and operation of businesses where the primary or ancillary use is devoted to the on-premises smoking of tobacco or other substances through one or more pipes.	The city council has established a 90-day moratorium until such time as the planning commission can make a recommendation. The planning commission is taking under advisement.
2	Marijuana dispensaries	The current ordinance fails to address marijuana dispensaries which may include vending machines.	The city council has established a 90-day moratorium until such time as the planning commission can make a recommendation. The planning commission is recommending that no additional regulation is necessary.
2	Software for compliance with the Affordable Care Act	Purchasing and install the necessary software to track employee information to comply with the Affordable Care Act and other required governmental reports.	The program will be installed February 9 with training and data entry beginning February 23.
2	2015 elections	Prepare for the February school millage and the May Michigan proposal to increase sales tax for transportation.	The city clerk will be required to administration both elections with the city being reimbursed for some of the expenses. Absentee ballots are being voted.
2	Tree City USA	Recognition by the National Arbor Day Foundation for having an ongoing street tree maintenance and replacement program.	Preliminary approval has occurred. Official recognition will take place before April 24, Arbor Day.
2	Osburn Lakes workgroup	A workgroup has been established between the city and the association to address issues, including the division between the	The workgroup members met and addressed several issues including solving a drainage problem. The workgroup will meet again in March.
2	Ambulance purchase	Purchase a new ambulance.	Eight bids were received November 18, ranging from \$359,420 to \$446,147. The bids are currently under review. Review continues with an anticipated awarding delayed until February.
2	Westown offstreet parking	Obtain property and construct a parking lot on the south side of Main Street between Lansing and Cedar.	The demolition bid was awarded. The Habitant for Humanity will be removing materials for use in projects and for the Resale Store. Plans are being prepared for
2	Tree removal	Remove dead and diseased trees and trim damaged trees on city rights-of-way and city property.	A total of 113 trees were removed. Bids will be sought for stump removal and landscape repairs with work scheduled for spring 2015.
2	Salt spreaders	Purchase salt boxes and spreaders which will meet city's needs.	Several training sessions were held for employees on how to properly use equipment to control salt usage to obtain maximum results.
2	Bentley Park ice rink	Volunteers have raised money for the purchase and installation of a portable ice rink on the tennis courts at Bentley Park.	The ice rink has been open since January with the exception of those days when the weather was so warm that the ice began melting. The ice became rough because of use when the surface became mushy which require shutting down and adding water which froze into a new smoothed surface.
2	I-69 International Trade Corridor Next Michigan Development Corporation	Participate in a proposal to have Owosso execute an interlocal agreement creating the I-69 International Trade Corridor Next Michigan Development Corporation.	The next meeting will be at 9:00 a.m. on Tuesday, February 10 at Bishop Airport.

2	Connection to bike trail west of city	Prepare a plan and work toward connecting various areas of the city with the Owosso-to-St. Johns bicycle trail, which currently ends at the M-21 S curve.	Share-the-roadway signs have been installed within the city. Preparation of a grant application for extending the off-roadway trail into the city is underway. Meetings with MDOT were held during November. The Michigan Economic Development Corporation has indicated a willingness to work with the city in moving this matter forward.
2	M-52 and M-21 improvements and resurfacing	MDOT scheduled improvements for 2014.	All construction has been completed.
2	Crack sealing and patching	Seal cracks and repair street defects throughout the city.	Pothole season is here. Workers are making both emergency repairs and more permanent repairs when road conditions permit.
2	North Street culvert	A culvert under North Street west of Chipman is showing signs of major deterioration.	Working with the Shiawassee County drain commissioner, plans are being prepared for improvements to the culvert. A MDOT transportation safety grant has been approved by the city council for the funding cycle beginning September 15, 2014. MDOT is expected to make a decision during February.
2	Stormwater, Asset Management, and Wastewater (SAW) Program	Two application were submitted for \$1,373,938.	Owosso 's applications have been approved for the current state fiscal year. A contract addendum for engineering services is scheduled for approval February 2.
2	Geographic Information System (GIS)	The city's GIS needs installation of an update and the training of employees on how to input and use the information.	The update remains to be installed.
2	Main Street bridge	A storm sewer line which has collapsed under the bridge requires repairs.	Temporary repairs have been made. An application for funding under the Transportation Alternatives program (TAP) has been submitted to the Michigan Department of Transportation. The application for funding has been denied.
2	Howard Street drainage	For many years there has been a drainage problem along Howard Street. With additional development along Corunna Avenue, the problem appears to be getting worse.	A study is underway to determine how the drainage issue can be solved. Work is underway involving the expansion and improvements made to property along Corunna Avenue which have made the problem worse. Considerable information has been collected and design work is underway.
3	Tree planting program	Replace trees on city parkways and public land.	Plans are underway to obtain bids for planting 75 trees in the spring.
3	MDOT annual right-of-way permit	An annual permit is required to allow the city to maintain utilities and other infrastructure within the MDOT right-of-ways.	The application was completed and submitted, and approval has been received.
3	Regulatory sign management study and report	MDOT is requiring that all reflectorized signs be inventoried and a replacement schedule developed.	All signs are being located and mapped. A decision will have to be made about proper placement and condition of each sign, with a replacement date, if necessary, determined.
3	Damaged street name signs	Many street name signs have damaged and have crooked poles or bent signs.	Each sign is being examined and repaired so that all are "straight with the world."
3	Replacing city hall roof	The city hall roof has leaked in many locations resulting in damage to the building and contents. Patches have been made which are temporary fixes at best.	The roof has been inspected and specifications for bidding are being prepared.

3	Zoning ordinance rewrite	Rewrite the zoning ordinance to implement a part of the master plan.	The planning commission has addressed revisions for West Main Street and East Main Street. The commission addressed properties along Corunna Avenue on December 8 and is working on regulations concerning cell and other towers.
3	Safe routes to schools	Development a program and prepare an MDOT application for funding a program creating safe routes to schools.	The program continues to move forward with input from students, parents and school employees. Data from students and parents have been collected. Meetings are being scheduled with PTOs in preparation of walking alternative routes.
3	Downtown rental program	Assist building owners to convert unused upper floors of buildings into apartments.	Applicants have yet to provide the materials need for submission of the applications which should have been submitted during October. The anticipated submission date was December 23. Neither applicant provided the required materials. Three more buildings are now being considered for inclusion in the program for the next round of funding.
3	Gould Street improvement	Seek funding from the Michigan Department of Transportation for repairs and resurfacing from M-21 to M-71.	An application for funding has been made under the economic development program, with a decision anticipated for the current round of funding scheduled for January.
3	Wayfinding signs	Install signs at key locations throughout the community to give directions to points of interest.	Businesses have agreed to purchase the signs and poles for six of the 12 proposed signs.
3	Facade grants	The city has qualified for state facade grants in the downtown area.	As previously reported, the city may no longer qualify for façade grants to the degree it did in the past because the United States census bureau has certified that Owosso's income levels now exceed the level to qualify. The city continues to qualify for projects which create jobs and will be creating a project area within the city which does qualify; this area will include the downtown and Westown areas. The city is proceeding to prepare the materials necessary to secure designation of the qualifying area.
3	Michigan Main Street accreditation	Receive accreditation from Michigan Main Street for certification.	On Wednesday, October 8, officials from Michigan Main Street and National Main Street reviewed Owosso's program. The program generally meets the highest standards, except for a couple of areas which are being addressed.
3	Woodland Trails Condominium Association issues	Resolve issues concerning the streets, sanitary sewers and walking trail that serve the project.	The deed from the developer was returned because it would have cost more than \$50,000 to pay off delinquent taxes. Seventeen of the properties were offered for sale by the state of Michigan for taxes and four sold. Legal work is proceeding to pull the pieces together between the city and condominium association for addressing the street and sewer issues.
3	East Oliver street project	Rebuild Oliver Street from Washington Street to Gould Street.	An application has been submitted to MDOT seeking funding under the FY 2015-17 Small Urban Projects Program. MDOT has pushed the project to FY 2016-17.
3	Sewer separation program	Prepare for adopting a program to remove storm and ground water from the sanitary sewer system.	Concentration is being made on residential inspections to identify illegal footing drain connections and sump pump discharges into sanitary sewer system.
3	Regional park entity	Invite all governmental units within Shiawassee County to a meeting to address the possibility of regionalizing parks and recreational programs.	There is increased interest in setting up a parks and recreation authority.



3	South Cedar street project	Rebuild South Cedar from Main Street south to Stewart Street.	An application has been submitted to MDOT seeking funding under the FY 2015-17 Small Urban Projects Program, but approval appears unlikely in the near future.
3	South Chestnut street project	Rebuild South Chestnut from Stewart Street to South Street.	An application has been submitted to MDOT seeking funding under the FY 2015-17 Small Urban Projects Program, but approval appears unlikely in the near future.
3	South Washington Street modification	Because of the roadway alignment and traffic movements, there is a high accident count on South Washington Street between Corunna Avenue and Gute Street.	Plans have been completed for rebuilding the street. Some funding is being sought under the Small Urban Projects Program and through special assessments.
3	Chestnut Street water main	Install new water main along South Chestnut from Frederick to South Street.	Materials have been ordered, and the defective water main will be replaced in coming months.
3	Entranceway signs	Purchase new entranceway signs and install them near the city limits along the five state highway entrances to Owosso.	The plan is to have constructed and installed signs similar to the wayfinding signs designed by the DDA/Main Street . Design of the signs is proceeding, and property owners have been contacted concerning the necessary easements.
3	Walkway extension from Gould Street eastward	Install a trail from the Gould Street bridge along the south side of the Shiawassee River crossing over city-owned property.	This project is currently only in the discussion stage as part of extending and upgrading the trail between Owosso and Corunna.
3	Owosso dam study	A study was made of the three Shiawassee River dams located in Owosso and a final report has been received.	The report has been received, presented to the city council and posted on the city's website. Some factfinding is now necessary to assist decision making. Owosso will likely be required to make a series of decisions following completion of the factfinding.
3	Library agreement	Negotiate a new agreement with the library district to replace the expired agreement.	The agreement expired December 31, 2000. Nothing currently scheduled.



## MEMORANDUM

301 W MAIN • OWOSSO, MICHIGAN 48867-2958 • WWW.CI.OWOSSO.MI.US

**DATE:** January 29, 2015

**TO:** Mayor Frederick and the Owosso City Council

**FROM:** Susan Montenegro, Asst. City Manager/Community Development Director

**SUBJECT:** The Planning Commission voted at its regular meeting on March 24, 2014 to rezone the following addresses within the Westown District to reduce spot zoning and follow the Master Plan future land use plan.

### RECOMMENDATION:

The Planning Commission recommends zoning changes to the ordinance that would rezone the following addresses to reduce spot zoning and encourage economic growth and development within the Westown District. The addresses and recommended changes are:

Parcel or Area	Current Zoning	Potential Zoning
108 State	B4	R1
111 S Lansing	I1	R1
115 S Lansing	I1	RM1
125 S Lansing	I1	R1
203 S Lansing	I1	R1
209 S Lansing	I1	R1
213 S Lansing	I1	R1
219 S Lansing	I1	R1
814 Lynn	I1	R1
401 S State	I1	R1
919 Beehler	I1	R2
921 Beehler	I1	R2
123 N Lansing	B4	OS1
202 S Shiawassee	I1	OS1
206 S Shiawassee	I1	OS1
210 S Shiawassee	I1	OS1
214 S Shiawassee	I1	OS1
302 S Shiawassee	I1	OS1
308 S Shiawassee	I1	OS1
508 Genesee	I1	OS1
509 Genesee	I1	OS1
511 Clinton	I1	OS1
615 Clinton	I1	R1
312 State	R2	R1
520 Milwaukee	I2	I1

Classifications:

R1 – Single family residential  
R2 – Two-family residential  
RM1 – Multiple-family residential  
OS1 – Office service district  
B4 – General business district  
I1 – Light Industrial  
I2 – General Industrial

**BACKGROUND:**

The Planning Commission noticed spot zoning within specific areas of the Westtown District and believes changing the current zoning of the above listed properties will decrease spot zoning and increase economic development for this district as outlined in the Master Plan.

**FISCAL IMPACTS:**

No fiscal impacts.

## RESOLUTION NO.

### AN ORDINANCE AMENDING CHAPTER 38 ZONING OF THE CODE OF ORDINANCES TO REZONE VARIOUS PARCELS OF REAL PROPERTY ON EAST MAIN STREET AND AMEND THE ZONING MAP

WHEREAS, the City of Owosso adopted a Master Plan in 2012 which includes a future land use plan; and

WHEREAS, the Planning Commission desires to carefully implement prudent changes suggested by the Master Plan; and

WHEREAS, the Planning Commission recommends the rezoning of select parcels in the area to reduce spot zoning and create an area with effective zoning for potential development and economic growth while allowing land owners to maintain the current use of their property if they so desire; and

WHEREAS, the Planning Commission published and mailed notices for the amendment, held a public hearing on the amendment, and deliberated on the amendment; and

WHEREAS, the Planning Commission finds that the proposed rezonings meet the intent and criteria for a zoning amendment as it relates to the master plan and the zoning ordinance; and

WHEREAS, the City staff and Planning Commission recommend, without reservations or conditions, the rezoning of the following parcels:

Parcel or Area	Current Zoning	Potential Zoning
108 State	B4	R1
111 S Lansing	I1	R1
115 S Lansing	I1	RM-1
125 S Lansing	I1	R1
203 S Lansing	I1	R1
209 S Lansing	I1	R1
213 S Lansing	I1	R1
219 S Lansing	I1	R1
814 Lynn	I1	R1
401 S State	I1	R1
919 Beehler	I1	R2
921 Beehler	I1	R2
123 N Lansing	B4	OS1
202 S Shiawassee	I1	OS1
206 S Shiawassee	I1	OS1
210 S Shiawassee	I1	OS1
214 S Shiawassee	I1	OS1
302 S Shiawassee	I1	OS1
308 S Shiawassee	I1	OS1
508 Genesee	I1	OS1
509 Genesee	I1	OS1
511 Clinton	I1	OS1
615 Clinton	I1	R1
312 State	R2	R1
520 Milwaukee	I2	I1

And

WHEREAS, the City Council finds that the zoning petition meets the intent and criteria for a zoning map amendment, specifically as it relates to the requirements of Section 38-555; and

WHEREAS, a public hearing by the City Council is required before any such ordinance amendment can be approved.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF OWOSSO ORDAINS:

SECTION 1. OFFICIAL ZONING MAP AMENDMENT. That Chapter 38, Zoning, Sec. 38-27, *Zoning Districts and Map*, reflect the following changes, to be noted on the official map and filed with the city clerk:

Parcel or Area	Parcel Number	Current Zoning	Potential Zoning
108 State	050-100-001-002-00	B4	R1
111 S Lansing	050-050-000-037-00	I1	R1
115 S Lansing	050-050-000-036-00	I1	RM-1
125 S Lansing	050-050-000-035-00	I1	R1
203 S Lansing	050-050-000-034-00	I1	R1
209 S Lansing	050-050-000-033-00	I1	R1
213 S Lansing	050-050-000-032-00	I1	R1
219 S Lansing	050-050-000-030-00	I1	R1
814 Lynn	050-050-000-031-00	I1	R1
401 S State	050-621-002-008-00	I1	R1
919 Beehler	050-660-009-016-00	I1	R2
921 Beehler	050-660-009-015-00	I1	R2
123 N Lansing	050-660-015-001-00	B4	OS1
202 S Shiawassee	050-660-021-001-00	I1	OS1
206 S Shiawassee	050-660-021-003-00	I1	OS1
210 S Shiawassee	050-660-021-004-00	I1	OS1
214 S Shiawassee	050-660-021-005-00	I1	OS1
302 S Shiawassee	050-660-025-001-00	I1	OS1
308 S Shiawassee	050-660-025-003-00	I1	OS1
508 Genesee	050-660-021-007-00	I1	OS1
509 Genesee	050-660-025-002-00	I1	OS1
511 Clinton	050-660-021-002-00	I1	OS1
615 Clinton	050-660-002-003-00	I1	R1
312 State	050-100-002-006-00	R2	R1
520 Milwaukee	050-660-029-005-00	I2	I1

SECTION 2. PUBLIC HEARING. A public hearing is set for Tuesday, February 17, 2015 at 7:30 p.m. for the purpose of hearing citizen comment regarding the proposed ordinance amendment.

SECTION 3. NOTICE. Council hereby directs staff to supply a public notice concerning the rezoning to a newspaper of general circulation within the city.

SECTION 4. AVAILABILITY. This ordinance may be purchased or inspected in the city clerk's office, Monday through Friday between the hours of 9:00 a.m. and 5:00 p.m.

SECTION 5. EFFECTIVE DATE. This amendment shall become effective twenty days after passage.


# City of Owosso

## Westtown Proposed Zoning Changes

January 28, 2015

### Legend

#### Zoning

 <all other values>

#### Z\_PRIMARY

 <Null>

 B1

 B2

 B3


 B4

 C-OS

 I1

 I2

 OS1

 P1

 PUD

 R1

 R2

 RM1

 RM2

 City Parcels 2013 Edition

 Plat Lines



0 155 310 620 930 1,240  
Feet



## MEMORANDUM

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

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DATE: For February 2, 2015 Council Agenda

TO: Owosso City Council

FROM: Gary Burk, Utilities Director

RE: Addendum No. 2 to Professional Services Agreement  
H<sub>2</sub>O Compliance Services, Inc.  
Water System Cross Connection Control Program  
3 year Contract Extension at \$698.75 per month (total of \$25,155.00)

---

The Cross Connection Control Program is designed to protect the City drinking water supply and our customers from the possibility of contaminants or non-potable water entering the water system from what are termed "cross connections" within a customer's plumbing system. Program elements are defined and regulated under the Community Water Supply rules of the Michigan Department of Environmental Quality and the Michigan Plumbing Code. Additional information on this program is provided below.

The City entered a September 16, 2013 Professional Services Agreement with H<sub>2</sub>O Compliance Services of Owosso to provide cross connection inspection and program management services over a 16 month term, ending January 31, 2015. The original contract was billed at a monthly rate of \$1,299.38 for a total contract amount of 20,790.08, averaging about \$63 per inspection with more inspections required over this 16 month period to catch up on an inspection backlog.

We have negotiated a three year extension of the contract at a monthly rate of \$698.75 for an annual cost of \$8,385 and a total 3 year contract amount of \$25,155. This would average about 129 inspections per year at an average cost of \$65 per inspection, which is a modest 3% increase over the previous rate per inspection but a firm price over the upcoming 3 year period. We also note the agreement provides for contract termination following notice for any lack of performance or changing regulatory requirements.

As we indicated in September of 2013 we had previously contracted with Hydro Designs for program services at a significantly higher rate of \$1,660 per month for fewer inspections per month. H<sub>2</sub>O Compliance Services is able to offer better pricing given their local presence, reduced drive time and lower overhead. The three year extension provides better certainty for accomplishing the program in a most cost-effective manner. We had also considered conducting the program in-house, but our analysis indicates that using the full contract service is actually more cost-effective and reduces the burden on City staff. We are satisfied with the performance of H<sub>2</sub>O Compliance Services and recommend Council authorization of the 3 year extension.

This is a planned Water Fund budget expenditure covered by general water quarterly service charges. There are currently no separate or additional charges or fees to the customer for the inspection services.

#### Additional Background Information:

A “cross connection” exposes the potable water system to contaminants or non-potable water through backflow that may occur if the pressure in the customer’s plumbing system exceeds that in the City system. Such situations can occur if the City system pressure drops due to occurrences such as a water main break, power interruption and loss of pumping, or high use for fire fighting. Backflow can also occur if the customer’s water pressure is boosted by pumping to greater than the City supply pressure. Examples include fire sprinkler systems with booster pumps, high-rise buildings with booster pumps and commercial or industrial water use with booster pumping such as pressure washers. Backflow can also occur through water expansion through heating as in boilers. Such cross connections are prohibited and are eliminated through physical separation or through the use of mechanical devices for backflow prevention.

Cross connection control and backflow prevention are important elements of the plumbing code. The City’s water supply cross connection program is to supplement and continue the plumbing code requirements, which are typically applicable and enforceable at the time of construction or alteration of a plumbing system. Important ongoing elements of the program to be addressed through this contract include re-inspection of industrial and commercial customers and assurance that mechanical backflow prevention devices are routinely tested and serviced if necessary. Customers with a “high-hazard” potential are inspected on an annual basis, other lower potential hazard customers are inspected once every 3 to 5 years. Residential customers will not generally be subject to inspection, though customers with lawn irrigation systems or other plumbing facilities using a mechanical backflow prevention device are to have the device tested on an annual basis.

GMB

Enc.



**RESOLUTION NO. \_\_\_\_\_**

**AUTHORIZING ADDENDUM NO. 2 TO THE  
SEPTEMBER 16, 2013 PROFESSIONAL SERVICES AGREEMENT WITH  
H2O COMPLIANCE SERVICES, INC.  
FOR A THREE YEAR EXTENSION OF CROSS CONNECTION  
CONTROL PROGRAM SERVICES  
FOR THE OWOSSO DRINKING WATER SYSTEM**

WHEREAS, the City of Owosso entered a September 16, 2013 agreement with H2O Compliance Services, Inc. for Cross Connection Control Program inspections and management services for a 16 month term ending January 2015; and

WHEREAS, the City of Owosso staff has determined that the H2O Compliance Services, Inc. is qualified to perform this service and their rate of \$698.75 per month, for a total contract amount of \$25,155.00, is reasonable and the most cost-effective means for the City to carry out the Cross Connection Control Program requirements as required by state rules.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to extend the agreement with H2O Compliance Services, Inc. for professional services to manage and implement its water supply system cross connection control program for an additional three (3) year term beginning February 2015.
- SECOND: The extension shall be in the form of the attached Addendum No. 2 to the September 16, 2013 agreement accepting the January 5, 2015 Proposal from H2O Compliance Services, which details the services to be performed at a rate of \$698.75 per month, for a total amount of \$25,155.00 over the three year extension beginning February 2015.
- THIRD: The accounts payable department is authorized to make the monthly payments to H2O Compliance Services, Inc. in the amount of \$698.75 for a 36 month term not to exceed \$25,155.00 with those expenses to be paid from the Water Fund.

**ADDENDUM 2 TO AN AGREEMENT  
FOR  
PROFESSIONAL INSPECTION SERVICES WITH  
H<sub>2</sub>O COMPLIANCE SERVICES, INC.**

This addendum is attached and made part of the agreement for professional inspection services dated September 16, 2013 between the city of Owosso, Michigan (OWNER) and H<sub>2</sub>O Compliance Services, Inc. (INSPECTOR) providing for professional services.

**CROSS CONNECTION CONTROL PROGRAM**

**PROGRAM SCOPE OF WORK**

This addendum supersedes Addendum No.1, which detailed work that has been completed. The program scope of work is detailed in the attached Proposal from INSPECTOR signed January 5, 2015.

**SCHEDULE**

The schedule for the program services under Addendum No. 2 is to begin February 2, 2015 and be completed by January 31, 2018.

**COMPENSATION**

The cost proposal of the INSPECTOR for work under this addendum shall be \$698.75 per month for a total amount of \$25,155.00 unless terminated at an earlier date pursuant to Section 3.13 of the Agreement. Payment by the OWNER shall be on a monthly basis following receipt of invoicing from INSPECTOR.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date last written below.

For the INSPECTOR:  
H<sub>2</sub>O COMPLIANCE SERVICES, INC.

For the OWNER:  
CITY OF OWOSSO, MICHIGAN

By: \_\_\_\_\_  
David Cardinal, Municipal Director.

By: \_\_\_\_\_  
Benjamin R. Frederick, Mayor

By: \_\_\_\_\_

By: \_\_\_\_\_  
Amy K. Kirkland, City Clerk

Executed: \_\_\_\_\_, 2015

Executed: \_\_\_\_\_, 2015

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# Cross Connection Control Program Proposal

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Prepared for:

**City of Owosso**



<p>Prepared by: <b>David Cardinal</b> 1.866.328.7727 dcardinal@h2ocsi.com <b>H2O Compliance Services, Inc.</b></p>
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## 1. Identification

H2O Compliance Services, Inc.  
1450 E. South St.  
P.O. Box 338  
Owosso, MI 48867

Michael Brown – Owner/CEO  
Phone: 989.729.7527  
Fax: 989.723.5125  
Email: [mbrown@h2ocsi.com](mailto:mbrown@h2ocsi.com)

David Cardinal – Municipal Director  
Phone: 989.729.7527  
Fax: 989.723.5125  
Email: [dcardinal@h2ocsi.com](mailto:dcardinal@h2ocsi.com)

## 2. Qualifications

### 2.1. Background

Thank you for the opportunity to present our proposal to you. H2O Compliance Services is proud to have the opportunity to discuss our capabilities with you and how our services will meet your needs.

Founded in 2001 and headquartered in Owosso Michigan, H2O Compliance Services is highly recognized in the water industry for the quality of services and our customer service. Our primary focus is assisting communities with protection of their potable water distribution system through our Cross Connection Control (CCC) Program Management. Our staff has vast experience with over 70 years combined experience with CCC program development/management and the cross connection industry. We utilize XC2® Software water management program as the engine for managing CCC program data and notifications. Our aim is to provide a complete CCC program management service which enables our clients to concentrate on their mainstream activities.

**Our Mission** is to provide superior services and responsive, friendly and attentive support to our customers so that they may be most effective in their work to provide clean safe drinking water and related services to the public.

### 2.2. Related Project Experience and Familiarity with Local Standards and Requirements

H2O Compliance services works closely with the Michigan Department of Environmental Quality to assure our program management complies with State requirements. We are also involved with presenting at MDEQ training sessions, as well as serving as a board member of the Michigan Backflow Prevention Association.

Section 2.2 continued

H2O Compliance Services is currently providing complete cross connection control (CCC) program management and services to the municipalities listed below:

**City of Traverse City – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Justin Roy - Water/Wastewater Maintenance Supervisor (269) 922-4923

**City of East Lansing – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Scott House - Director of Public Works (517) 337-9459

**City of St. Johns – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Al Sodman - Water Systems Supervisor (989) 224-8944

**Village of Fowlerville – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Kathy Arledge - Village Clerk (517) 223-3771 ext. 14

**City of Corunna – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Tim Crawford - Superintendent of Public Works (989) 743-5040

Section 2.2 continued

**City of Westland – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Benny McCusker – Director DPS (734) 467-7951

**Village of Mackinaw City – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Pat Rivera – Superintendent of Water Department (231) 436-5652

**Charter Township of Allendale – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Jon Currier – Operator (616) 895-5142

## 2.3. Backflow Prevention Management Software

The provider of the software we use was founded in 1989 and is considered a leading company serving water and wastewater utilities with industry specific applications. Software capabilities include but not limited to:

- Backflow assembly inventory
  - Assembly information: type, size, manufacturer, model, serial number
  - Record location, GPS points, hazard type and level
  - Test history: last test date and tester, next test date
- Automatic reminders
  - Inspections due, follow-up notices, tests due, tester certification, failed/pass assembly tests, requirements due
- Compliance reporting
  - One-click reporting for MDEQ Water Supply Cross Connection Report
  - Summary reports or detail of all activity in a date range
  - Summary reports of on-site inspection reports
  - User-definable reports allow creating whatever reports are necessary
- Send notices automatically
  - Import City logo/letterhead
  - Test due notices and follow-up notices
  - Pre-printed test report forms
  - Certified tester list

Section 2.3 continued

- Track test results history
  - Complete test results or pass/fail only
  - Next test dates are automatically calculated
  - Maintain unlimited history of test records
- Cross connection surveys and inspections
  - Record and track surveys and inspections
  - Schedule and record inspection dates and compliance status
  - Non-compliance notices and follow-up notices

## 2.4. Project Team

### **Michael Brown – Owner/Master Plumber**

Mr. Brown has been in the plumbing industry since 1976 and a business owner since 1981. As the owner of H2O Compliance Services Mr. Brown is responsible for business development and overseeing day to day operations. Mr. Brown works extensively with Ford, Chrysler, GM, Michigan Dairy and numerous municipalities within the State of Michigan. Not only responsible for day to day operations Mr. Brown is entrenched in the day to day field services and has gained a thorough understanding of the intimate details of how to work with and develop long term relationships with our customers, backflow testers and your water customers.

#### ***Credentials:***

- **Licensed Master Plumber since 1982**
- **Licensed Plumbing Contractor**
- **Michigan Plumbing & Mechanical Contractors Association and Michigan Board of Plumbing**
  - *Cross Connection Control Tester 1992*
- **University of Southern California Foundation for Cross-Connection Control and Hydraulic Research**
  - *Cross Connection Control Program Specialist 2004*
- **University of Florida – TREEO Center**
  - *Introduction to Backflow Prevention 2007*
  - *Cross Connection Control: Survey and Inspection 2007*
  - *Cross Connection Control: Ordinance and Organization 2007*
  - *Cross Connection Control Program Manager 2007*
  - *Backflow Prevention Tester Training and Certification 2007*

### **David Cardinal – Municipal Director**

Mr. Cardinal has been in the cross connection control industry since 1994. He is responsible for establishing business practices, field operation procedures, and administrative functions related to cross connection control program management. He has a successful record of accomplishments in the cross connection control industry. Experienced in program development, program/project management developing and conducting employee education and training programs, developing and instructing State



Section 2.4 continued

certified education and training classes, quality assurance, customer service and client satisfaction.

Mr. Cardinal has assisted with developing State certified training programs in Michigan and Wisconsin and has trained hundreds of Michigan Department of Environmental Quality, Michigan Department of Health, Wisconsin Department of Natural Resources and over 1500 municipal employees, plumbers and miscellaneous contractor employees. He has been a guest speaker at many conferences and training seminars.

**Credentials:**

- **American Society of Sanitary Engineering (ASSE) Backflow Tester Proctor - 2014**
- **American Society of Sanitary Engineering (ASSE) Certified Tester - 2014**
- **Michigan Backflow Prevention Association Board Member since 2007**
- **Michigan Certified Backflow Prevention Assembly Tester Certification - 2010**
- **University of Wisconsin**
  - o *Certified Backflow Preventer Tester 2007*
- **Dale Carnegie**
  - o *Management Training for Managers 2005*
- **University of Florida - TREEO Center**
  - o *Cross Connection Control: Survey and Inspection 2003*
  - o *Cross Connection Control: Ordinance and Organization 2003*
  - o *Cross Connection Control Program Manager 2003*
- **University of Southern California Foundation for Cross-Connection Control and Hydraulic Research**
  - o *Backflow Prevention Assembly Testing 1998*

**Parker Brown - Field Inspector**

Mr. Brown is a recent graduate from Michigan State University where he earned a bachelor's degree in education and earned his teaching certificate. Mr. Brown is responsible for performing technical and program administration work in support of the Municipal Department. Coordinate and perform on-site inspections at individual water customers to evaluate each water connection for cross connection hazards. Assist with developing educational and training material and assist with developing training sessions.

**Credentials:**

- **University of Florida - TREEO Center**
  - o *Cross Connection Control: Survey and Inspection 2014*
  - o *Cross Connection Control: Ordinance and Organization 2014*
  - o *Cross Connection Control Program Manager 2014*
- **Michigan State University**
  - o *Bachelor's degree in education - 2010*

### **3. Project Approach**

#### **3.1. Understanding of the Requested Services**

We have designed our proposal to be responsive to what we know of your needs. Based on meetings and conversations with City personnel, our own research and our knowledge of the industry, we have aimed to demonstrate that we can meet your needs as follows:

1. Conduct a program start-up meeting to establish, review and/or update current program procedures.
2. Review/update existing Ordinance.
3. Review/update written CCC plan as required by MDEQ.
4. Conduct up to three hundred eighty seven (387) initial inspections, compliance reviews and re-inspections at non-residential water customers serviced by the City of Owosso. Inspections will be performed over a three (3) year period, approximately one hundred twenty nine (129) inspections per year. Inspections will be conducted using the isolation/containment approach as supported by the Michigan Department of Environmental Quality (MDEQ).
  - Completing the required number of inspections is contingent upon receipt of water customer information pertinent to this proposal.
5. Manage all program data using the XC2 software® water management program:
  - Generate and mail all associated program notices e.g. inspection, non-compliance and backflow assembly testing notices.
6. Provide quarterly status reports to include; Inspections completed, Compliance Status, Inspection Notices Sent, Testing Notices Sent and Number of backflow assemblies tested.
7. Program Status Meeting(s) – Conduct a yearly meeting at the contract anniversary date or as necessary to review program progress.
8. Provide up to six (6) A.S.S.E. #1011 approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility in order to achieve compliance.
9. MDEQ Water Supply Cross Connection report – Generate and meet with you to review the required annual report.
10. Provide water customer service and support, education and awareness information via brochures, phone, fax or email.
11. Provide detailed phone logs for all incoming calls.
12. Assist with coordinating and participate in a Public Information Meeting and Tester Meeting to explain the Cross-Connection Control Program.

#### **3.2 Contractors Summary**

Our cross connection control program services, based on years of successful / practical experience ensures that your program will be managed the way I would personally expect:

- Our primary focus is to assure we provide the highest level of professional yet personal attentive service to you and your water customers.
- Consistent interpretation of codes and guidelines.

Section 3.2 continued

- Familiarity with all codes and regulations will assure a smooth transition, including documentation and data.
- We have designed our proposal assuming that we would start work immediately.
- We always look at more than one way to have a water customer achieve compliance keeping cost in mind, but not compromising the integrity of the CCC program.
- Data is backed-up daily on-site and weekly data back-up is maintained at an off-site location.
- If at any time we fall below expectations this contract may be terminated with thirty (30) days' notice in writing.

### 3.3 Quality Control

The quality control program for our services is headed up by David Cardinal, Municipal Director of H2O Compliance Services. His responsibility is continuously reviewing our operating procedures, in-field inspection review and behind the scene documentation e.g. inspection field forms and subsequent follow-up notifications. In addition the XC2 data management software has several built in checks and balances, to assure that only accurate information is being processed.

## 4. Scope of Services:

Provide complete cross connection control inspections and data management including:

- 4.1 Complete three hundred eighty seven (387) inspections (initial inspection and/or re-inspection), at commercial, industrial, institutional facilities and miscellaneous water customers per year within the City of Owosso using the containment and isolation review approach as supported by the State of Michigan Department of Environmental Quality, Water Division. Unless otherwise specified, all inspections will be of the entire potable water system. Inspectors will survey all exposed piping and use the point-of-use inventory method of inspection. New inspections shall include first time inspections of new accounts not previously included in the cross connection program. Re-inspections shall include the annual inspection of high hazard accounts annually, and the periodic (every two to five years) inspection of low hazard accounts. Compliance inspections shall consist of inspections at accounts of corrective actions completed to confirm correction of previously noticed non-compliance conditions.
  - Completing the required number of inspections is contingent upon receipt of water customer information pertinent to this proposal.
  - Additional inspections can be completed at the rate of \$65.00 per inspection.
- 4.2 Determine the inspection schedules, obtain city approval of the schedules, and coordinate the schedules.
- 4.3 Coordinate and notify customers of testing requirements and inspections and/or re-inspections in writing.

Section 4 continued

- 4.4 Provide up to six (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place the facility into immediate compliance at the time of inspection.
- 4.5 All testable and non-testable backflow prevention devices, program requirements and relevant code violations will be documented during an on-site inspections.
- 4.6 All existing backflow prevention devices, (i.e. testable and non-testable) must be inspected, inventoried and documented. Records shall be maintained of the account/owner's device test results.
- 4.7 Generate all program notifications for users failing initial inspections and/or re-inspections informing them of installation requirements and/or testing requirements.
- 4.8 Perform compliance inspections for each non-compliant location upon notification of completion of compliance requirements. All compliance inspections will be scheduled and completed as required.
- 4.9 Provide full-time phone support for customer questions staffed by a trained individual. The Contractor's phone will be staffed during normal business hours Monday through Friday. An answering service will be provided for after hour calls.
- 4.10 Detailed phone logs are maintained for all incoming calls. Date in and response dates are to be included.
- 4.11 Coordinate, manage and track the testing of all testable backflow prevention devices in accordance with MDEQ requirements. Services to include testing notification, requirements, receipt of executed test report, and maintenance of all testing data. All testing results will be maintained for a period of 7 years.
- 4.12 Submit comprehensive management reports to the City of Owosso. Status reports will include the number of inspections completed, notices sent, tests overdue, inspections overdue, a listing of inspections and re-inspections scheduled for the upcoming period, upcoming notifications, a list of facilities in, or not in, compliance.
- 4.13 Collate and deliver the MDEQ Water Supply Cross Connection Control Report
- 4.14 Provide comprehensive bound annual report that includes a program summary, copy of the annual MDEQ report, a detailed listing of all inspection locations, and individual listing of those facilities in, or not in compliance, inspections completed, sites never inspected, and notifications sent.
- 4.15 Provide progress review meetings with the City's designated representative to discuss program status and specific recommendations as requested. The City may revise the Contractor's proposed work plan to concentrate on new and/or higher priority and

Section 4 continued

non-compliant cross connection locations, provided that the total number of annual inspections shall not be changed except by mutual agreement, or contract amendment.

- 4.16 The inspector will check-in/out with the City of Owosso contact person on a daily basis or as requested during the inspection period. The check in will include a list of inspections scheduled for the day. The check-out will include a verbal summary and the number of inspections completed for the day.
- 4.17 All expenses related to "time and travel" for completion of job scope is to be included in unit process for inspections.
- 4.18 H2O Compliance Services employees shall not be required to enter into confined spaces.
- 4.19 In the event the City of Owosso requests and the Contractor consents to perform additional services, inspections or other changes in the scope of services involving consulting, management, operation, maintenance, and repair of the utility delivery system or private water service or cross connection device; both shall agree on the terms and compensation prior to performing such extra work.
- 4.20 Provide any required revisions to the existing Cross-Connection Control Plan specific to the City of Owosso as required by the State of Michigan Department of Environmental Quality. The plan revisions must include code adaptation, references, program intent, standard operational procedures, all program notice documentation, reporting procedures (including daily, monthly & annually), backflow prevention devices including detailed installation schematics, piping identification, and preference standards.

The plan must include a detailed re-inspection schedule for all facilities. The frequency for re-inspection of each facility will be influenced by the degree of hazard existing within the facility. The re-inspection frequency of each facility will be based on a 1 to 5 year time period. We will work with designated City of Owosso employees and the MDEQ to get the plan approved. Upon local approval we will submit the written CCC plan to the MDEQ for approval.

## 5. Program Costs

Conduct three hundred eighty seven (387) initial inspections, compliance reviews and re-inspections at non-residential water customers serviced by the City of Owosso. Inspections will be completed over a three (3) year period, approximately one hundred twenty nine (129) inspections per year.

<b>Yearly Total</b>	<b>\$8,385.00</b>
<b>We will bill in thirty six (36) monthly increments of</b>	<b>\$698.75</b>

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<b>Total program cost</b>	<b>\$25,155.00</b>
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H2O Compliance Services affirms that in making such Proposal neither he nor any company that he may represent nor anyone in behalf of him or company directly has entered into any combination or collusion, undertaking or arrangement with any bidder or bidders to maintain the prices of said work, or any compact to prevent any other bidder or bidders from bidding on said contract or work, and further affirms that such proposal is made without regards or reference to any other bidder or proposal and without any agreement or understanding or combination either directly or indirectly with any other person or persons with reference to such bidding in any way or manner whatsoever.

### **H2O Compliance Services**

1450 E. South St.  
P.O. Box 338  
Owosso, MI 48867

Phn: 989.729.7527  
Fax: 989.723.5125

By:   
David C. Cardinal, Municipal Director

1/5/2015

Date

Professional Service Agreement – Cross Connection Control Program. Authorize professional service agreement with H<sub>2</sub>O Compliance Services, Inc. of Owosso for the provision of administrative services for the Cross Connection Control Program for a period of 16 months in the amount of \$1,299.38 per month and further authorize the accounts payable department to issue payment as terms of the contract are fulfilled as follows:

**RESOLUTION NO. 103-2013**

**AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH  
H<sub>2</sub>O COMPLIANCE SERVICES, INC.  
FOR CROSS CONNECTION CONTROL PROGRAM SERVICES  
FOR THE OWOSSO DRINKING WATER SYSTEM**

WHEREAS, H<sub>2</sub>O Compliance Services, Inc. specializes in managing and implementing municipal water system cross connection control programs and has submitted a detailed proposal date August 26, 2013 to manage and implement the Owosso Cross Connection Control Program over the next 16 months for the balance of calendar year 2013 and all of 2014, and

WHEREAS, the City of Owosso staff has determined that H<sub>2</sub>O Compliance Services, Inc. is qualified to perform this service and their rate of \$1,299.38 per month, for a total contract amount of \$20,790.08, is reasonable and the most cost-effective means for the City to carry out the Cross Connection Control Program requirements as required by state rules.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to contract H<sub>2</sub>O Compliance Services, Inc. for professional services to manage and implement its water supply system cross connection control program.
- SECOND: The contract, attached in the form of Exhibit A, shall accept the August 26, 2013 Proposal from H<sub>2</sub>O Compliance Services, Inc. which details the services to be performed at a rate of \$1,299.38 per month over a 16 month term for a total contract amount of \$20,790.08.
- THIRD: The accounts payable department is authorized to make the monthly payments to H<sub>2</sub>O Compliance Services, Inc. in the amount of \$1,299.38 for a 16 month term not to exceed \$20,790.08 with those expenses to be paid from the Water Fund.

*I hereby certify that the foregoing document is a true and complete copy of a resolution passed by the Owosso City Council as a part of the Consent Agenda at the regular meeting of September 16, 2013.*

  
\_\_\_\_\_  
Amy K. Kirkland, City Clerk

## **EXHIBIT A TO RESOLUTION 103-2013**

### **AGREEMENT FOR PROFESSIONAL INSPECTION SERVICES WITH H2O COMPLIANCE SERVICES, INC.**

THIS IS AN AGREEMENT made on September 16, 2013 between the city of Owosso, hereinafter referred to as the "owner," and H2O Compliance Services, Inc. with its principal place of business at 2940 W. M-21 P.O. Box 338, Owosso, Michigan, hereinafter referred to as the "inspector."

WHEREAS, the owner intends to accomplish a water system cross connection control program, hereinafter referred to as the "project"; and

WHEREAS, the inspector has the necessary personnel and facilities to provide the professional services described; and

WHEREAS, the inspector desires to contract with the owner for rendering professional services for the project;

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, the owner and the inspector do hereby covenant and agree as follows:

#### **SECTION I - DESCRIPTION OF SERVICES**

##### **1.1 General**

1.1.1 The inspector agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by the owner. A detailed description of services will be specifically set forth by addenda to this agreement.

##### **1.2 Pertaining to the Inspector's Services**

1.2.1 The inspector agrees to perform all services in a thorough and professional manner and to hold the owner harmless from any liens for materials and labor furnished by the inspector in connection with the inspector's work.

1.2.2 The inspector agrees to maintain insurance as specified in EXHIBIT A -- INSURANCE COVERAGES.

1.2.3 The inspector intends to render services under this agreement in accordance with generally accepted professional practices for the intended use of the project and makes no warranty either express or implied.

1.2.4 The inspector reserves the right to enter into agreements with other design professionals for portions of the work included under this agreement. Where this subagreement would represent a major portion of the design work, the inspector shall receive approval of the owner for this subagreement.

1.2.5 All documents, including drawings and specifications, furnished by the inspector pursuant to this agreement are the instruments of the inspector's services in respect to the project. The inspector grants to the owner a nonexclusive license for the owner's use of the documents on the project. They are not intended or represented to be suitable for reuse by others on extensions of the project or on any other project. Any reuse without the specific written verification or adaptation by the inspector will be at the



owner's sole risk, and without liability or legal exposure to the inspector from all claims, damages, losses and expenses, including attorneys' fees, arising out of or resulting therefrom.

1.2.6 All work product shall become the product of the owner and shall not be made available to any third party by the inspector without the consent of the owner. The inspector shall provide copies of all work product in printed format and computerized format.

1.2.7 Original documents, notes and the like, except those furnished to the inspector by the owner, represent the inspector's cumulative knowledge and are, and shall remain, the property of the inspector and shall not constitute the work product of this agreement. The owner shall have access to these materials and the inspector shall provide a copy upon written request at cost for reproduction.

1.2.8 Whenever the owner elects to enter into any contract or agreement with any person or entity other than the inspector for the performance of services on the project, the inspector will not be responsible for the acts or omissions of said persons or entity at the site or otherwise performing such services. This includes those parties for whom the inspector is providing coordination. Neither the inspector's authority to act under the contract documents or under this agreement, nor any decision made by the inspector in good faith either to exercise or not exercise such authority, shall give rise to any duty or responsibility of the inspector to the above, or any of their agents, or employees, or any other person performing any services for the owner.

1.2.9 The inspector has not been retained or compensated to provide design and construction review services relating to safety precautions, or to means, methods, techniques, sequences, or procedures, all as may be required for any person or entity other than the inspector to perform their work, including but not limited to shoring, scaffolding, underpinning, temporary retainment of excavations, and any erection methods or temporary bracing methods.

1.2.10 The inspector in no way undertakes to be responsible for any personal injury or property damage occurring to any person or entity arising out of the construction or subsequent operation of this project by any person or entity unless same shall be found to be the result of a design error. In spite of this, if any claims shall be brought against the inspector of that nature, the owner agrees to defend, indemnify and hold harmless the inspector from all claims, damages and expenses including attorneys' fees arising out of such claim, which claim, damages and expenses are the result or attributable to the acts or omissions in whole or in part of any person or entity other than the inspector.

1.2.11 The inspector and the owner hereby agree that the inspector services under this contract do not include the investigation, detection, abatement, materials, or processes containing asbestos. All responsibility with asbestos detection and abatement shall remain with the owner.

The inspector and the owner also agree that the inspector's services under this contract do not include responsibility for mine subsidence, ground water contamination or legal proceedings related to loss of real estate values.

### **1.3 Pertaining to the Owner**

1.3.1 The owner shall provide at the owner's expense (unless the inspector has specifically included them in addenda to this agreement), and in such manner that the inspector may rely upon them in the performance of services under this agreement, all criteria, design, and construction standards including full information as to the owner's requirements for the project insofar as such documents are available to the owner, or in the owner's possession. Such information may include but not be limited to:

- a. a complete survey of the project site, which shall include but not be limited to easements, rights-of-way, encroachments, zoning and deed restrictions, existing buildings and improvements, roads and streets;
- b. soils data, laboratory tests, reports and inspections of samples, materials or other items, with

appropriate professional interpretations;

- c. legal, accounting, financial and insurance counseling services necessary for the project, including legal review of the construction contract documents; and
- d. permits and approvals from any authorities having jurisdiction over the project.

1.3.2 The owner shall designate a person authorized to act as the owner's representative. The owner or the owner's representative shall receive and examine documents submitted by the inspector, and shall be empowered to interpret and define the owner's policies and render decisions and authorizations in writing promptly to prevent unreasonable delay in the progress of the inspector's services.

1.3.3 The owner shall will obtain access for the inspector to enter upon all property required for the performance of the inspector's services under this agreement.

1.3.4 The owner shall give prompt written notice to the inspector whenever the owner observes or otherwise becomes aware of any defect in the project or other event which may substantially affect the inspector's performance of services under this agreement.

## **SECTION II - COMPENSATION FOR SERVICES**

### **2.1 General**

2.1.1 The owner shall compensate the inspector for services rendered under this agreement. The method of compensation for said services shall be as set forth in addenda to this agreement.

2.1.2 Payments for services are due 30 days after their invoiced date, based on actual inspecting services furnished, unless another schedule of payments is agreed upon by addenda.

2.1.3 Where the owner disputes some portion of the charges contained in the inspector's bill for services, it shall make payment of that portion of the bill which is undisputed and shall notify the inspector in writing of the reason for the dispute. In no case may the owner elect to withhold payment to the inspector of the entire amount due. This would constitute a failure to make payment.

## **SECTION III - GENERAL PROVISIONS**

### **3.1 General**

3.1.1 This agreement is the result of final negotiations between the owner and the inspector and represents the entire and integrated agreement between the owner and the inspector for the project and supersedes all prior negotiations, representations or agreements, either written or oral. This agreement may be amended only by written instrument signed by both the owner and the inspector.

3.1.2 Neither party shall hold the other responsible for damages or delay in performance by acts of God, strikes, lockouts, accidents, or other events beyond the control of the other or the other's agents. However, when these delays require additional work to be performed by the inspector, the inspector shall be entitled to additional compensation at the prevailing per diem rates or as otherwise agreed to between the owner and the inspector.

3.1.3 This agreement may be terminated by either party if the other party substantially fails to fulfill its obligations under this agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten (10) calendar days written notice of intent to terminate and an opportunity for correcting the default, and for consultation with the terminating party before termination. In addition, the owner may terminate this agreement, in whole or in part, for cause

(such as for legal or financial reasons, or major changes in the work or program requirements), and the inspector is given not less than ten (10) calendar days written notice and an opportunity for consultation before termination. If the owner terminates as a result of the inspector's default, any payment due the inspector at the time of termination may be adjusted to the extent of any additional cost the owner incurs due to the inspector's default. If the inspector terminates as a result of the owner's default or the owner terminates for cause, the inspector shall be paid for services performed to the termination date, including reimbursable expenses due. Upon receipt of the terminating action, the inspector shall promptly discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to the owner all appropriate documents prepared under the agreement, whether completed or in process.

3.1.4 Unless otherwise specified within this agreement, this agreement shall be governed by the laws the state of Michigan.

3.1.5 In the event any provisions of this agreement or any subsequent Addendum shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

Approved September 16, 2013

For the contractor:

H2O COMPLIANCE SERVICES, INC.



By:  
Its: Municipal Director

By:  
Its:

Executed: 10/4/13

For the city:

CITY OF OWOSSO



Benjamin R. Frederick  
Mayor



Amy K. Kirkland  
City Clerk

Executed: 09/16/13

**ADDENDUM 1 TO AN AGREEMENT  
FOR  
PROFESSIONAL INSPECTION SERVICES  
WITH  
H2O COMPLIANCE SERVICES, INC.**

OK  
Sept 16, 2013  
This addendum is attached and made part of the agreement for professional inspecting services dated ~~January 3, 2012~~ between the city of Owosso, Michigan (owner) and H2O Compliance Services, Inc. (Inspector) providing for professional services.

**CROSS CONNECTION CONTROL PROJECT**

**PROJECT SCOPE OF WORK**

The project scope of work is attached as Cross Connection Control Program Proposal Sections 2.3, 2.4, 3.1, 3.2, 3.3, and 4 (4.1-4.20).

**SCHEDULE**

The schedule for the project is to begin by October 1, 2013 and be completed by January 31, 2015.

**COMPENSATION**

The cost proposal of the inspector for the project shall be \$1,299.38 per month unless terminated at an earlier date in accordance with Section 3.13 of the Agreement For Professional Inspection Services With H2O Compliance Services, Inc.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals the day and date first above written.

For the contractor:

H2O COMPLIANCE SERVICES, INC.



By: \_\_\_\_\_  
Its: Municipal Director

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Executed: \_\_\_\_\_

For the city:

CITY OF OWOSSO



Benjamin R. Frederick  
Mayor



Amy K. Kirkland  
City Clerk

Executed: 09/16/13

## **EXHIBIT A**

### **INSURANCE COVERAGES**

**A. The inspector shall purchase from and maintain in a company or companies lawfully authorized to do business in the state of Michigan such insurance as will protect the owner, its officers, directors, employees, agents, consultants, and volunteers from claims involving the inspector's contractual obligations under this agreement including, but not limited to, the following hold-harmless agreement:**

**The inspector herein agrees to indemnify, defend and hold harmless the owner, its officers, directors, employees, agents, consultants and volunteers from all losses, claims, liabilities, injuries, damages and expenses, including attorneys' fees, that the owner, its officers, directors, employees, agents, consultants and volunteers may incur by reason of any injury or damage sustained to any person or property (including loss of use) arising out of or occurring in connection with the negligent performance by the inspector of inspector's duties and obligations.**

**B. The inspector shall obtain and maintain, at the inspector's own expense, inspector's professional liability insurance in the amount of one million dollars (\$1,000,000.00) (including a broad form contractual liability coverage with all coverage retroactive to the earlier date of this agreement or the commencement of the inspector's services in relation to the project) covering personal injury, bodily injury and property damages, said coverage to be maintained for three (3) years after the date of final payment hereunder.**

**C. The inspector shall maintain at the inspector's own expense comprehensive general liability insurance (including broad-form contractual liability and completed operations, explosions, collapse and underground hazards) in the amount of one million dollars (\$1,000,000.00) covering personal injury, bodily injury and property damage.**

**D. The inspector shall maintain at the inspector's own expense comprehensive automobile liability insurance, including hired and non-owned vehicles, if any, in the amount of one million dollars (\$1,000,000.00) covering personal injury, bodily injury and property damage.**

**E. The inspector shall maintain at the inspector's own expense workers' compensation insurance in the amount of the statutory maximum with an employer's liability coverage of at least five hundred thousand dollars (\$500,000.00).**

**F. The owner and its officers and employees shall be named as additional insured on the inspector's comprehensive general liability and automobile insurance policies.**

**G. All insurance required by the inspector shall be maintained at the inspector's own expense, from a company or companies lawfully authorized to do business in Michigan and rated at least A by Best's Key Rating Guide. All insurance obtained by the inspector shall incorporate a provision requiring the giving of written notice to the owner at least thirty (30) days prior to the cancellation, renewal or material modification of any such policies by return receipt of United States certified mail. All insurance required by the inspector shall also state that the coverage afforded under the policy or policies shall be primary insurance. Any insurance carried independently by the owner shall be secondary insurance which operates on only an excess or contingent basis.**

**H. All insurance required of the inspector shall provide that any failure to comply with reporting provisions of the policy shall not affect coverage provided to the owner, its directors, officials, employees, agents, consultants or volunteers.**

**I. The inspector shall submit valid certificates in form and substance satisfactory to the owner evidencing the effectiveness of the foregoing insurance policies and the required amendatory requirements to each such policy to the owner for the owner's approval before the inspector commences the provision of any services hereunder.**



**J. Under no circumstances shall the owner be deemed to have waived any of the insurance requirements of this contract by any action or omission, including but not limited to:**

- (1) allowing any work to commence by the inspector before receipt of certificates of insurance;**
- (2) failing to review any certificates of insurance received from the inspector; or**
- (3) failing to advise the inspector that any certificate of insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner.**

**The inspector agrees that the obligation to provide the insurance required by these documents is solely the inspector's responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the owner.**

**K. Nothing contained in this contract is to be construed as limiting the liability of the inspector. The owner does not, in any way, represent that the coverages or limits of insurance specified is sufficient or adequate in each addendum for specific projects to protect the owner, or the inspector, but are merely minimums. The obligations of the inspector to purchase insurance shall not, in any way, limit its obligations to the owner in the event that the owner should suffer an injury or loss in excess of the amount recoverable through insurance, or any loss or portion of a loss which is not covered by the inspector's insurance.**

**L. In the event the inspector fails to furnish and maintain the insurance required by this contract, the owner may purchase such insurance on behalf of the inspector, and the inspector shall pay the cost thereof to the owner upon demand or shall have such cost deducted from any payments due the inspector. The inspector agrees to furnish to the owner the information needed to obtain such insurance.**

**H2O master agreement 09-16-2013.wpd**

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# Cross Connection Control Program Proposal

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Prepared for:

## City of Owosso



**Compliance Services Inc.**

*Specializing in  
Potable Water Compliance Requirements*

<p>Prepared by: <b>David Cardinal</b> 1.866.328.7727 dcardinal@h2ocomplianceservices.biz <b>H2O Compliance Services, Inc.</b></p>
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## 1. Identification

H2O Compliance Services, Inc.  
2940 W M-21  
P.O. Box 338  
Owosso, MI 48867

Michael Brown – Owner/CEO  
Phone: 989.729.7527  
Fax: 989.723.5125  
Email: [mbrown@h2ocomplianceservices.biz](mailto:mbrown@h2ocomplianceservices.biz)

David Cardinal – Municipal Director  
Phone: 989.729.7527  
Fax: 989.723.5125  
Email: [dcardinal@h2ocomplianceservices.biz](mailto:dcardinal@h2ocomplianceservices.biz)

## 2. Qualifications

### 2.1. Background

Thank you for the opportunity to present our proposal to you. H2O Compliance Services is proud to have the opportunity to discuss our capabilities with you and how our services will meet your needs.

Founded in 2001 and headquartered in Owosso Michigan, H2O Compliance Services is highly recognized in the water industry for the quality of services and our customer service. Our primary focus is assisting communities with protection of their potable water distribution system through our Cross Connection Control (CCC) Program Management. Our staff has vast experience with over 70 years combined experience with CCC program development/management and the cross connection industry. We utilize XC2® Software water management program as the engine for managing CCC program data and notifications. Our aim is to provide a complete CCC program management service which enables our clients to concentrate on their mainstream activities.

**Our Mission** is to provide superior services and responsive, friendly and attentive support to our customers so that they may be most effective in their work to provide clean safe drinking water and related services to the public.

### 2.2. Related Project Experience and Familiarity with Local Standards and Requirements

H2O Compliance services works closely with the Michigan Department of Environmental Quality to assure our program management complies with State requirements. We are also involved with presenting at MDEQ training sessions, as well as serving as a board member of the Michigan Backflow Prevention Association.

Section 2.2 continued

H2O Compliance Services is currently providing complete cross connection control (CCC) program management and services to the municipalities listed below:

**City of Traverse City – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Justin Roy - Water/Wastewater Maintenance Supervisor (269) 922-4923

**City of East Lansing – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Todd Sneathen - Director of Public Works (517) 337-1731

**City of St. Johns – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Al Sodman - Water Systems Supervisor (989) 224-8944

**Village of Fowlerville – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Kathy Arledge - Village Clerk (517) 223-3771 ext. 14

**City of Corunna – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Tim Crawford - Superintendent of Public Works (989) 743-5040

**City of Eastpointe – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Marty Ladd – Supervisor Water & Sewer (586) 445-5053



Section 2.2 continued

**City of Westland – Complete CCC Program Management** including CCC Plan review/update, Ordinance review/update, generate all program notices i.e. inspection notices, compliance notices, non-compliance notices, backflow assembly test notices, conduct on-site inspections and provide the annual MDEQ Water Supply Cross Connection Report.

Benny McCusker – Director DPS (734) 467-7951

### 2.3. Backflow Prevention Management Software

The provider of the software we use was founded in 1989 and is considered a leading company serving water and wastewater utilities with industry specific applications. Software capabilities include but not limited to:

- Backflow assembly inventory
  - Assembly information: type, size, manufacturer, model, serial number
  - Record location, GPS points, hazard type and level
  - Test history: last test date and tester, next test date
- Automatic reminders
  - Inspections due, follow-up notices, tests due, tester certification, failed/pass assembly tests, requirements due
- Compliance reporting
  - One-click reporting for MDEQ Water Supply Cross Connection Report
  - Summary reports or detail of all activity in a date range
  - Summary reports of on-site inspection reports
  - User-definable reports allow creating whatever reports are necessary
- Send notices automatically
  - Import City logo/letterhead
  - Test due notices and follow-up notices
  - Pre-printed test report forms
  - Certified tester list
- Track test results history
  - Complete test results or pass/fail only
  - Next test dates are automatically calculated
  - Maintain unlimited history of test records
- Cross connection surveys and inspections
  - Record and track surveys and inspections
  - Schedule and record inspection dates and compliance status
  - Non-compliance notices and follow-up notices

## **2.4. Project Team**

### **Michael Brown – Owner/Master Plumber**

Mr. Brown has been in the plumbing industry since 1976 and a business owner since 1981. As the owner of H2O Compliance Services Mr. Brown is responsible for business development and overseeing day to day operations. For the past 11 years he has worked extensively with Ford, Chrysler, GM, Michigan Dairy and numerous municipalities within the State of Michigan. Not only responsible for day to day operations Mr. Brown is entrenched in the day to day field services and has gained a thorough understanding of the intimate details of how to work with and develop long term relationships with our customers, backflow testers and your water customers.

#### ***Credentials:***

- **Licensed Master Plumber since 1982**
- **Licensed Plumbing Contractor**
- **Michigan Plumbing & Mechanical Contractors Association and Michigan Board of Plumbing**
  - o *Cross Connection Control Tester 1992*
- **University of Southern California Foundation for Cross-Connection Control and Hydraulic Research**
  - o *Cross Connection Control Program Specialist 2004*
- **University of Florida – TREEO Center**
  - o *Introduction to Backflow Prevention 2007*
  - o *Cross Connection Control: Survey and Inspection 2007*
  - o *Cross Connection Control: Ordinance and Organization 2007*
  - o *Cross Connection Control Program Manager 2007*
  - o *Backflow Prevention Tester Training and Certification 2007*

### **David Cardinal – Municipal Director**

Mr. Cardinal has been in the cross connection control industry since 1994. He is responsible for establishing business practices, field operation procedures, and administrative functions related to cross connection control program management. He has a successful record of accomplishments in the cross connection control industry. Experienced in program development, program/project management developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service and client satisfaction.

Mr. Cardinal has assisted with developing State certified training programs in Michigan and Wisconsin and has trained hundreds of Michigan Department of Environmental Quality, Michigan Department of Health, Wisconsin Department of Natural Resources and over 1500 municipal employees, plumbers and miscellaneous contractor employees. He has been a guest speaker at many conferences and training seminars.

#### ***Credentials:***

- **Michigan Backflow Prevention Association Board Member since 2007**
- **Michigan Certified Backflow Prevention Assembly Tester Certification – 2010**
- **University of Wisconsin**
  - o *Certified Backflow Preventer Tester 2007*



Section 2.4 continued

- **Dale Carnegie**
  - o *Management Training for Managers 2005*
- **University of Florida – TREEO Center**
  - o *Cross Connection Control: Survey and Inspection 2003*
  - o *Cross Connection Control: Ordinance and Organization 2003*
  - o *Cross Connection Control Program Manager 2003*
- **University of Southern California Foundation for Cross-Connection Control and Hydraulic Research**
  - o *Backflow Prevention Assembly Testing 1998*

**Parker Brown – Field Inspector**

Mr. Brown is a recent graduate from Michigan State University where he earned a bachelor's degree in education and earned his teaching certificate. He has spent the last two years teaching elementary aged children. Mr. Brown is responsible for performing technical and program administration work in support of the Municipal Department. Coordinate and perform on-site inspections at individual water customers to evaluate each water connection for cross connection hazards. Assist with developing educational and training material and assist with developing training sessions.

**Credentials:**

- **Michigan State University**
  - o Bachelor's degree in education – 2010

### **3. Project Approach**

#### **3.1. Understanding of the Requested Services**

We have designed our proposal to be responsive to what we know of your needs. Based on meetings and conversations with City personnel, our own research and our knowledge of the industry, we have aimed to demonstrate that we can meet your needs as follows:

1. Conduct a program start-up meeting to establish, review and/or update current program procedures.
2. Review/update existing Ordinance.
3. Review/update written CCC plan as required by MDEQ.
4. Conduct a total of three hundred thirty (330) initial inspections, compliance reviews and re-inspections at non-residential water customers serviced by the City of Owosso. One hundred fifty (150) Inspections will be performed before December 31, 2013 and one hundred eighty (180) inspections will be completed over a twelve (12) month period through the end of 2014. Inspections will be conducted using the isolation/containment approach as supported by the Michigan Department of Environmental Quality (MDEQ).
5. Manage all program data using the XC2 software® water management program:
  - Generate and mail all associated program notices e.g. inspection, non-compliance and backflow assembly testing notices.

Section 3.1 continued

6. Provide quarterly status reports to include; Inspections completed, Compliance Status, Inspection Notices Sent, Testing Notices Sent and Number of backflow assemblies tested.
7. Program Status Meeting(s) – Conduct a yearly meeting at the contract anniversary date or as necessary to review program progress.
8. Provide up to six (6) A.S.S.E. #1011 approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility in order to achieve compliance.
9. MDEQ Water Supply Cross Connection report – Generate and meet with you to review the required annual report.
10. Provide water customer service and support, education and awareness information via brochures, phone, fax or email.
11. Provide detailed phone logs for all incoming calls.
12. Assist with coordinating and participate in a Public Information Meeting and Tester Meeting to explain the Cross-Connection Control Program.

### **3.2 Contractors Summary**

Our cross connection control program services, based on years of successful / practical experience ensures that your program will be managed the way I would personally expect:

- Our primary focus is to assure we provide the highest level of professional yet personal attentive service to you and your water customers.
- Consistent interpretation of codes and guidelines.
- Familiarity with all codes and regulations will assure a smooth transition, including documentation and data.
- We have designed our proposal assuming that we would start work immediately.
- We always look at more than one way to have a water customer achieve compliance keeping cost in mind, but not compromising the integrity of the CCC program.
- Data is backed-up daily on-site and weekly data back-up is maintained at an off-site location.
- If at any time we fall below expectations this contract may be terminated with thirty (30) days' notice in writing.

### **3.3 Quality Control**

The quality control program for our services is headed up by David Cardinal, Municipal Director of H2O Compliance Services. His responsibility is continuously reviewing our operating procedures, in-field inspection review and behind the scene documentation e.g. inspection field forms and subsequent follow-up notifications. In addition the XC2 data management software has several built in checks and balances, to assure that only accurate information is being processed.

#### **4. Scope of Services:**

Provide complete cross connection control inspections and data management including:

- 4.1 Complete three hundred thirty (330) inspections (initial inspection and/or re-inspection), at commercial, industrial, institutional facilities and miscellaneous water customers per year within the City of Owosso using the containment and isolation review approach as supported by the State of Michigan Department of Environmental Quality, Water Division. Unless otherwise specified, all inspections will be of the entire potable water system. Inspectors will survey all exposed piping and use the point-of-use inventory method of inspection. New inspections shall include first time inspections of new accounts not previously included in the cross connection program. Re-inspections shall include the annual inspection of high hazard accounts annually, and the periodic (every two to five years) inspection of low hazard accounts. Compliance inspections shall consist of inspections at accounts of corrective actions completed to confirm correction of previously noticed non-compliance conditions.
- 4.2 Determine the inspection schedules, obtain city approval of the schedules, and coordinate the schedules.
- 4.3 Coordinate and notify customers of testing requirements and inspections and/or re-inspections in writing.
- 4.4 Provide up to six (6) ASSE approved hose bibb vacuum breakers or anti-frost hose bibb vacuum breakers per facility as required, in order to place the facility into immediate compliance at the time of inspection.
- 4.5 All testable and non-testable backflow prevention devices, program requirements and relevant code violations will be documented during an on-site inspections.
- 4.6 All existing backflow prevention devices, (i.e. testable and non-testable) must be inspected, inventoried and documented. Records shall be maintained of the account/owner's device test results.
- 4.7 Generate all program notifications for users failing initial inspections and/or re-inspections informing them of installation requirements and/or testing requirements.
- 4.8 Perform compliance inspections for each non-compliant location upon notification of completion of compliance requirements. All compliance inspections will be scheduled and completed as required.
- 4.9 Provide full-time phone support for customer questions staffed by a trained individual. The Contractor's phone will be staffed during normal business hours Monday through Friday. An answering service will be provided for after hour calls.
- 4.10 We will provide detailed phone logs for all incoming calls. Date in and response dates are to be included.

**Section 4 continued**

- 4.11** Coordinate, manage and track the testing of all testable backflow prevention devices in accordance with MDEQ requirements. Services to include testing notification, requirements, receipt of executed test report, and maintenance of all testing data. All testing results will be maintained for a period of 7 years.
- 4.12** Submit comprehensive management reports to the City of Owosso. Status reports will include the number of inspections completed, notices sent, tests overdue, inspections overdue, a listing of inspections and re-inspections scheduled for the upcoming period, upcoming notifications, a list of facilities in, or not in, compliance.
- 4.13** Collate and deliver the MDEQ Water Supply Cross Connection Control Report
- 4.14** Provide comprehensive bound annual report that includes a program summary, copy of the annual MDEQ report, a detailed listing of all inspection locations, and individual listing of those facilities in, or not in compliance, inspections completed, sites never inspected, and notifications sent.
- 4.15** Provide progress review meetings with the City's designated representative to discuss program status and specific recommendations as requested. The City may revise the Contractor's proposed work plan to concentrate on new and/or higher priority and non-compliant cross connection locations, provided that the total number of annual inspections shall not be changed except by mutual agreement, or contract amendment.
- 4.16** The inspector will check-in/out with the City of Owosso contact person on a daily basis or as requested during the inspection period. The check in will include a list of inspections scheduled for the day. The check out will include a verbal summary and the number of inspections completed for the day.
- 4.17** All expenses related to "time and travel" for completion of job scope is to be included in unit process for inspections.
- 4.18** H2O Compliance Services employees shall not be required to enter into confined spaces.
- 4.19** In the event the City of Owosso requests and the Contractor consents to perform additional services, inspections or other changes in the scope of services involving consulting, management, operation, maintenance, and repair of the utility delivery system or private water service or cross connection device; both shall agree on the terms and compensation prior to performing such extra work.
- 4.20** Provide any required revisions to the existing Cross-Connection Control Plan specific to the City of Owosso as required by the State of Michigan Department of Environmental Quality. The plan revisions must include code adaptation, references, program intent, standard operational procedures, all program notice documentation, reporting procedures (including daily, monthly & annually), backflow prevention devices including detailed installation schematics, piping identification, and preference standards.





Section 4 continued

The plan must include a detailed re-inspection schedule for all facilities. The frequency for re-inspection of each facility will be influenced by the degree of hazard existing within the facility. The re-inspection frequency of each facility will be based on a 1 to 5 year time period. We will work with designated City of Owosso employees and the MDEQ to get the plan approved. Upon local approval we will submit the written CCC plan to the MDEQ for approval.

## 5. Program Costs

Conduct three hundred thirty (330) initial inspections, compliance reviews and re-inspections at non-residential water customers serviced by the City of Owosso.

- Perform One hundred fifty (150) inspections before December 31, 2013
- Perform one hundred eighty (180) inspections during a twelve (12) month period through the end of 2014

We will bill in sixteen (16) monthly increments of	\$1,299.38
Price per inspection (approximate)	\$63.00

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<b>Total program cost</b>	<b>\$20,790.08</b>
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H2O Compliance Services affirms that in making such Proposal neither he nor any company that he may represent nor anyone in behalf of him or company directly has entered into any combination or collusion, undertaking or arrangement with any bidder or bidders to maintain the prices of said work, or any compact to prevent any other bidder or bidders from bidding on said contract or work, and further affirms that such proposal is made without regards or reference to any other bidder or proposal and without any agreement or understanding or combination either directly or indirectly with any other person or persons with reference to such bidding in any way or manner whatsoever.

### H2O Compliance Services

2940 W M-21  
P.O. Box 338  
Owosso, MI 48867

Phn: 989.729.7527  
Fax: 989.723.5125

By:   
David C. Cardinal, Municipal Director

8/26/20

Date



**WARRANT 497**  
**January 27, 2015**

Vendor	Description	Fund	Amount
Huron & Eastern Railway Company Inc	Annual maintenance of active traffic control devises	Major Streets	\$ 8,254.00
TOTAL			\$ 8,254.00



## MEMORANDUM

301 W MAIN • OWOSSO, MICHIGAN 48867-2958 • WWW.CI.OWOSSO.MI.US

**DATE:** January 27, 2015  
**TO:** Mayor Frederick and the Owosso City Council  
**FROM:** Kevin Lenkart  
Director of Public Safety  
**SUBJECT:** Emergency Action Support Plan

### RECOMMENDATION:

Recommend Council adopt the City of Owosso Emergency Operations Plan as proposed.

### BACKGROUND:

According to the administrative rules "State Assistance to Counties and Municipalities" put forward by the Department of the State Police per the Emergency Management Act (PA 390 of 1976), a municipality with a population of 10,000 or more that has elected to be incorporated in the county emergency management program shall maintain a support plan in accordance with the current standard of that county's Emergency Action Guidelines. It shall contain the signature of the chief executive official of the municipality (as defined in the Act) and be forwarded to the county. This support plan must be approved and signed by the municipal executive at least every four years.

Attached is a resolution for the adoption of the updated plan and a copy of the support plan.

### FISCAL IMPACTS:

It is hoped that any fiscal impacts the City would incur when dealing with an emergency situation will be positively affected by the clear and defined processes outlined in this Support Plan.

Document originated by: Kevin D. Lenkart, Public Safety Director

**RESOLUTION NO.**

**RESOLUTION AUTHORIZING THE APPROVAL OF  
THE UPDATED EMERGENCY OPERATIONS SUPPORT PLAN**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, has a Public Safety Department; and

WHEREAS, the City of Owosso Public Safety Department has opted to participate in the Shiawassee County Emergency Management Program; and

WHEREAS, State law requires municipalities with a population of 10,000 or more to maintain and file with the County a plan of support that is in accordance with the County's Emergency Action Guidelines at least every four years.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Owosso, Shiawassee County, Michigan that:

- FIRST: The City of Owosso has elected to participate in the Shiawassee County Emergency Management Program.
- SECOND: The attached City of Owosso Emergency Operations Plan provides a framework for the City to use in performing emergency functions before, during, and after emergent situations and is hereby approved.
- THIRD: The mayor and city clerk are instructed and authorized to sign the attached document in support of the Shiawassee County Emergency Operations Plan.

# EMERGENCY OPERATIONS PLAN

Owosso, Michigan



Supporting:

Shiawassee County Emergency Operations Plan

February 2, 2015

## **TABLE OF CONTENTS**

Promulgation

Plan Distribution

Supporting Plans and Procedures

Plan Development and Maintenance

Basic Plan

1. Purpose
2. Scope
3. Situation and Assumptions
4. Concept of Operations
5. Continuity of Government
6. Emergency Action Levels
7. Organization and Assignment of Responsibilities
  - A. Incident Manager
    - City of Owosso City Manager/Designee
    - City of Owosso Emergency Coordinator/Public Safety Chief
  - B. Public Information Officer
  - C. Operations
    - Public Safety – Fire Department
    - Public Safety – Police Department
    - Public Safety – Ambulance Service
    - City of Owosso Public Works Department
  - D. Planning
    - City of Owosso Community Development Department
  - E. Logistics
    - City of Owosso Finance Department
    - City of Owosso Engineering Department
  - F. Finance/Administration
    - City of Owosso City Manager/Designee
    - City of Owosso Finance Department
8. Communication

Appendix A: Acronyms

Appendix B: Glossary

Date: February 2, 2015

To all Recipients:

Transmitted herewith is the City of Owosso Emergency Operations Plan supporting the Shiawassee County Emergency Operations Plan. The plan provides a framework for the City to use in performing emergency functions before, during, and after a natural disaster, technological incident or a hostile attack.

This plan is adopted by the Owosso City Council under Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ . It supersedes all previous plans.

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City Mayor

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Date

---

City Clerk

---

Date

### **PLAN DISTRIBUTION**

The City of Owosso Emergency Operations Plan is provided to all municipal departments. Non-municipal departments may contact the Municipal Emergency Coordinator to obtain a copy of the plan. Additionally, this plan will also be provided to the Shiawassee County Emergency Management Program as support to the Shiawassee County Emergency Operations Plan.

### **AUTHORITY AND REFERENCES**

#### State

- a. Act 390 of 1976, Michigan Emergency Management Act
- b. Michigan Emergency Management Assistance Compact

#### Local

- a. Shiawassee County Emergency Operations Plan
- b. City of Owosso NIMS Resolution, adopted October 2, 2006
- c. City of Owosso participates in countywide mutual aid agreement.

### **PLAN DEVELOPMENT AND MAINTENANCE**

The municipal operations plan will be maintained according to the Shiawassee County Emergency Operations Plan (EOP). Deficiencies identified in exercises and actual use, or organizational changes will stimulate revisions to the plan as well. Revisions of the plan will be forwarded to all organizations/agencies assigned responsibilities in the plan. Directors of supporting agencies have the responsibility for maintaining internal plans, Standard Operating Guidelines (SOG), and resource data to ensure prompt and effective response to emergencies.



## **BASIC PLAN**

### **1. PURPOSE**

This operation plan has been developed to satisfy the requirements of the Michigan Emergency Management Act (P.A. 390, as amended) and to define the actions to be taken by the City of Owosso government to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by county government since the City of Owosso is part of the Shiawassee County Emergency Management Program. This plan is to be used in conjunction with the Shiawassee Emergency Operations Plan (EOP) / Emergency Action Guidelines (EAG).

### **2. SCOPE**

This operation plan is a flexible document in which changes from the content of the plan may occur due to unique nature of emergencies. The plan and its annexes provide instructions for accomplishing assigned functions.

### **3. SITUATION AND ASSUMPTIONS**

- A. The City of Owosso is located in central Michigan within Shiawassee County 35 miles from the City of Lansing the State Capital. The city's population is 15,186. The City measures 5.23 square miles.
- B. The City of Owosso is subject to a variety of natural hazards. According to the county Hazard Vulnerability Analysis, the most likely and damaging of these include, but are not limited to: fires, flooding, storms, and tornadoes.
- C. Adjacent municipalities and other governments will render assistance according to the provisions of intergovernmental and mutual aid support agreements in place at the time of the emergency.
- D. The City of Owosso has the capability and resources, which, if effectively employed, would minimize or eliminate the loss of life and damage to property in the event of an emergency or major disaster. When municipal resources are exhausted, the Shiawassee Emergency Management Agency will coordinate assistance and help satisfy unmet needs. Similarly, if the county requires additional assistance, it will call on mutual aid from adjacent counties or from the State of Michigan through the Michigan Emergency Management Assistance Compact (MEMAC). Ultimately, the State can ask other states through the Emergency Management Assistance Compact (EMAC) or the federal government for assistance in dealing with a major disaster or emergency.
- E. The City of Owosso Mayor or designee declares a local state of emergency and notifies the municipal Emergency Coordinator (EC) and the Shiawassee County Emergency Management Coordinator (EMC) of this decision.

### **4. CONCEPT OF OPERATIONS**

- A. The City of Owosso is responsible for the protection of the lives and property of the citizens. It exercises primary supervision and control over the four phases of emergency management (mitigation, preparedness, response, and recovery) and activities within the municipality and in coordination with and support of Shiawassee Emergency Management.

- B. The City Manager is ultimately responsible for emergency management activities within the boundaries of the jurisdiction. This position can delegate their authority, but never their responsibility. The Emergency Operation Center (EOC), located in the James Capitan Building, 149 E. Corunna Ave, Corunna Mi., has been designated by the municipality, and may be activated by the EC or the city manager during an emergency. The EOC will be staffed according to the level of emergency.
- C. This plan is based on the concept that the emergency functions assigned to the various groups, organizations, and individuals in this plan will parallel their normal day-to-day functions as closely as possible. The same personnel and material resources will be employed as much as possible in both normal and emergency functions.
- D. The EC and City Manager will develop mutual aid agreements with other municipalities within and outside of Shiawassee County for reciprocal emergency assistance as needed.
- E. Emergency response by the municipal government or its agents will follow procedures in support of the Shiawassee County Emergency Management Procedures.
- F. Public Safety agencies will respond and operate as required according to the standards of the National Incident Management System (NIMS) as adopted under the Owosso City Council NIMS Resolution. This includes institutionalizing the Incident Command Structure (ICS) for all response disciplines at incident locations to provide for an efficient response operation and establish an efficient public information system within the structure.
- G. Emergency response by the City of Owosso or its agents will follow procedures in support of the Shiawassee County Emergency Management Procedures.
- H. The City of Owosso will coordinate and support emergency incident and management through the development and use of integrated multi-agency coordination systems, which includes maintaining connectivity capability between incident command posts (ICP), 911 Centers, and Emergency Operations Centers.
- I. City of Owosso response personnel will be qualified to provide an adequate level of performance to continue the operations of the City and for public safety needs.

## **5. CONTINUITY OF GOVERNMENT**

This plan is an all-hazards plan concerning all types of emergency situations. It deals with the activities that occur before, during, and after the emergency operations. These activities are accomplished by dividing emergency management activities into the following phases: mitigation, preparedness, response, and recovery.

- A. Mitigation: Mitigation activities are any actions taken to prevent or reduce the occurrence of any emergency or risk to human life and property.
- B. Preparedness: Preparedness activities are any actions taken before the emergency that facilitates the implementation of a coordinated response.
- C. Response: Response activities are any actions taken immediately before, during or directly after an emergency to save lives, minimize damage to property, and increase effectiveness of recovery efforts. :
- D. Recovery: Recovery is the phase that involves restoring systems to normal conditions. Short-term recovery actions are taken to assess damage and reestablish vital life-support systems; long-term recovery actions may continue for years.

## **6. EMERGENCY ACTION LEVELS (National Weather Service)**

- A. Watch – All emergency personnel placed on standby. (Conditions are favorable for severe weather)
- B. Warning – Partial activation of EOC by emergency management personnel. (Actual sighting, actually occurring).
- C. Impact – Full activation of EOC
- D. Recovery – Continued response activities as needed.

## **7. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

The City of Owosso incident management operations will be conducted in Shiawassee County Emergency Operations Center. Operations will be according to the National Incident Management System to ensure that adequate capabilities and resources are provided under a manageable span of control for incident operation needs. The management structure will consist of the City Manager or designee as the lead incident manager with subordinate agencies and personnel performing operational support tasks. Each agency required to provide support during emergency operations will conduct their duties to the best of their abilities which will derive from continuous training and participation in exercises. The following section provides the responsibilities and assignments that the selected agencies and personnel should address in supporting the City of Owosso emergency operations. Each will be required to report to the Shiawassee County Emergency Operation Center in the James Capitan Center, 149 E. Corunna Ave, Corunna, Michigan 48817

### **A. INCIDENT MANAGER**

#### City of Owosso City Manager / designee

- 1. Ensure incident management functions are in accordance with NIMS.
- 2. Ensure compliance with this plan and the Shiawassee County EOP, and any pertinent procedures and documents issued, which impact the provision of emergency services in the City of Owosso.
- 3. Issue local emergency declarations and notify the proper emergency management coordinators of this action.
- 4. Seek federal post-disaster funds if available.
- 5. Provide for continuity of operations.

#### City of Owosso Emergency Coordinator/Public Safety Chief

- 1. Prepares and maintains an emergency plan for the municipality subject to the direction of the elected officials; reviews and updates as required.
- 2. Coordinates EOC response and recovery operations.
- 3. Ensures appropriate personnel have completed NIMS and ICS training to enhance multi-discipline and multi-jurisdictional coordination.
- 4. Acts as a liaison with the Shiawassee County Emergency Management Director.

## **B. PUBLIC INFORMATION OFFICER**

Public Information is responsible for interfacing with the public and media and/or with other agencies with incident related information. The Public Information Officer (PIO) develops accurate and complete information on the incident's cause, size, and current situation for internal and external needs.

1. Providing for the planning and dissemination of emergency information to the public.
2. Assists in implementing procedures for the communications and warning function.
3. Ensures ability to communicate between the municipality, field operations and the county EMA.
4. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
5. Coordinating information with neighboring municipalities and the county.

## **C. OPERATIONS**

The following departments are selected to provide incident management support in their functional area to emergency operations. These departments provide support to all disaster and emergency types no matter the cause, size or location of the incident and in accordance to NIMS standards. In addition, each will develop and maintain its own Standard Operating Guidelines (SOG), to provide the steps in completing functions and tasks.

### **Public Safety- Fire Department**

1. In cooperation with the city Emergency Coordinator, develops and maintains the Implementing Procedures for the Fire & Rescue function.
2. Assists in the development, review and maintenance of the Shiawassee County EOP.
3. Coordinates fire and search and rescue services with appropriate personnel at the County Emergency Management Agency.
4. Assumes primary responsibility for emergency alerting of the public.
5. Advises the Municipal Emergency Coordinator about fire and rescue activities.
6. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

### **Public Safety-Police Department**

1. In cooperation with the city Emergency Coordinator, develops and maintains procedures for the Police Services function.
2. Assists in the development, review and maintenance of the Shiawassee County EOP.
3. Coordinates security and law enforcement services; with appropriate personnel at the County Emergency Operations Center.
4. Provides traffic and access control in and around affected areas.

5. Assists with emergency alerting and notification of threatened population.
6. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

#### **Public Safety- Ambulance Service**

1. In cooperation with the city Emergency Coordinator, develops and maintains the Implementing Procedures for the Health/Medical Services function.
2. Assists in the development, review and maintenance of the EOP.
3. Coordinates emergency medical activities within the municipality, and with appropriate personnel from the County Emergency Management agency.
4. Coordinates institutional needs for transportation if evacuation or relocation becomes necessary for hospitals, nursing homes, day care and adult care facilities.
5. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

#### **City of Owosso Public Works Department**

1. Restore vital facilities and public utilities.
2. Provide traffic and access control equipment;
3. Assist in establishing alternate evacuation routes.
4. Provide for damage assessment for public property and certain nonprofit organizations.
5. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.
6. Coordinate or direct the protective actions and restoration of public utilities and municipal facilities.

### **D. PLANNING**

Planning is responsible for collecting, evaluating, disseminating tactical information about the incident.

#### **City of Owosso Community Development Department**

1. Collects, evaluates and provides information about the incident.
2. Determines need for resources and maintains status of resources.
3. Assists in reviewing and updating the operation plan.
4. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

## **E. LOGISTICS**

Logistics provides the support needs for the incident, including providing facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel.

Should City of Owosso resources become exhausted, requests will be made for assistance from other local jurisdictions, higher levels of government, and other agencies according to existing mutual aid agreements and understandings and the Shiawassee County Emergency Operations.

### **City of Owosso Finance Department**

1. Provides materials, services and facilities in support of the emergency;
2. Develops procedures for rapidly ordering supplies and equipment and to track their delivery.
3. Provides proper record keeping of expenditures and obligations in emergency operations.
4. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning, and procedures.

### **City of Owosso Engineering Department**

1. Coordinate provision of equipment and supplies from public and private sources and maintain resource lists and contacts.
2. Identify and train personnel to assist in the development of damage assessment reports.
3. Make situation and damage reports to the EMC and assist in the assessment of damage by local, state or county teams.
4. Attends training and workshops to maintain proficiency and currency in emergency management and emergency response, planning and procedures.

## **F. FINANCE/ADMINISTRATION**

Finance/administration handles the need for financial, reimbursement (individual and agency or department), and/or administrative services to support incident management activities.

### **City of Owosso City Manager / designee**

1. Authority to order any emergency purchase and/or authorize the contracting of any emergency services required.
2. Augment personnel to fill response shortfalls.

### **City of Owosso Finance Department**

1. Maintains oversight of all financial and cost analysis activities associated with the emergency.
2. Tracks costs and personnel time records.
3. Coordinate with state and local mutual aid agreements to properly reimburse for expenses.

## **8. COMMUNICATION**

Existing communications systems available to each agency will be used during emergency operations. Telephones, regular and cell phone will be considered the primary direction and control communications. Two-way radios will be used in the direction and control of operations where the use of the telephone is neither possible nor convenient. The NIMS common terminology will be used instead of coded language when communicating amongst agencies.

## **APPENDIX A**

### **ACRONYMS**

<b>ALS</b>	Advanced Life Support
<b>DOC</b>	Department Operations Center
<b>EMA</b>	Emergency Management Agency
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>FOG</b>	Field Operations Guide
<b>GIS</b>	Geographic Information System
<b>HAZMAT</b>	Hazardous Material
<b>HSPD-5</b>	Homeland Security Presidential Directive-5
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IC or UC</b>	Incident Command or Unified Command
<b>IMT</b>	Incident Management Team
<b>JIS</b>	Joint Information System
<b>JIC</b>	Joint Information Center
<b>LNO</b>	Liaison Officer
<b>MEMAC</b>	Michigan Emergency Management Assistance Compact
<b>NDMS</b>	National Disaster Medical System
<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NRP</b>	National Response Plan
<b>POLREP</b>	Pollution Report
<b>PIO</b>	Public Information Officer
<b>PVO</b>	Private Voluntary Organizations
<b>R&amp;D</b>	Research and Development
<b>RESTAT</b>	Resources Status
<b>ROSS</b>	Resource Ordering and Status System
<b>SDO</b>	Standards Development Organizations
<b>SITREP</b>	Situation Report
<b>SO</b>	Safety Officer
<b>SOG</b>	Standard Operating Guideline
<b>UC</b>	Unified Command
<b>US&amp;R</b>	Urban Search and Rescue



## APPENDIX B

### GLOSSARY

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, and ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant:** Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency:** An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Available Resources:** Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency:** Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan:** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Federal:** Of or pertaining to the Federal Government of the United States of America.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division)

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post (ICP):** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT):** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

**Initial Response:** Resources initially committed to an incident.

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government:** A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster:** As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective:** A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization:** The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multi-agency Coordination Entity:** A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multi-agency Coordination Systems:** Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident:** An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National:** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

**National Disaster Medical System:** A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**Nongovernmental Organization:** An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. examples of NGOs include faith-based charity organizations and the American Red Cross.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer:** A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area:** This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources:** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management:** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

**Resources Unit:** Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**Section:** The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Strategic:** Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Task Force:** Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer:** For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.





## MEMORANDUM

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301 W. MAIN ▪ OWOSSO, MICHIGAN 48867-2958 ▪ WWW.CI.OWOSSO.MI.US

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DATE: January 29, 2015

TO: City Council

FROM: Susan Montenegro, Asst. City Manager/Dir. of Community Development

SUBJECT: Rescinding the temporary moratorium on the permitting of dispensaries in the city of Owosso.

### RECOMMENDATION:

After much deliberation at its regular meeting on January 26, 2015, planning commission members came to the conclusion that the current zoning ordinance regulating medical marihuana dispensaries is adequate and meets the needs of the city of Owosso. Planning commission hereby recommends that city council rescind the temporary moratorium on the permitting of dispensaries in the city of Owosso effective immediately.

### BACKGROUND:

City council imposed a temporary moratorium on the permitting of dispensaries in the city of Owosso on December 15, 2014 so that the planning commission could review the Code of Ordinances to ensure all language was adequate regarding dispensaries. House Bill 4271 had passed and was in the Senate for review and vote in January of 2015. HB 4271 would amend the use or placement of dispensaries throughout the state. The bill failed in the Senate.

### FISCAL IMPACTS:

n/a

Document originated by: Susan Montenegro

## **RESOLUTION NO.**

### **A RESOLUTION RESCINDING THE TEMPORARY MORATORIUM ON THE PERMITTING OF DISPENSARIES IN THE CITY OF OWOSSO**

WHEREAS, the People of the state of Michigan have adopted, by initiative, the Michigan Medical Marihuana Act (the "Act"); and

WHEREAS, the Act does not regulate or even necessarily allow for dispensaries and many significant aspects of the operation of a dispensary could affect the health, safety and welfare of the citizens of the city of Owosso; and

WHEREAS, on December 15, 2014 the Owosso City Council voted to institute a temporary moratorium on the establishment of medical marijuana dispensaries within the City to allow for consideration and study of how to effectively regulate dispensaries to meet the intent of the Michigan Medical Marihuana Act while preserving the health, safety and welfare of its citizens; and

WHEREAS, House Bill 4271, which would have amended the use or placement of dispensaries at the state level, failed in the Senate; and

WHEREAS, after the study requested by Council the City of Owosso Planning Commission believes medical marihuana dispensaries are sufficiently regulated through its *Code of Ordinances* to ensure the health, safety and welfare of its citizens; and

WHEREAS, the Planning Commission recommends that City Council rescind Resolution No. 178-2014, the temporary moratorium placed on dispensaries, and that they be permitted to open in the city of Owosso as stated in the *Code of Ordinances* Section 38-217 (2)(g) as follows:

Medical marihuana dispensary or clinic provided that the medical marihuana dispensary or clinic is operated in full compliance with the Medical Marihuana Act, MCL 333.26421, and no medical marihuana dispensary or clinic shall be located within one thousand (1,000) feet of another dispensary, any park identified and so signed by the city, or any public or private school, college, or university property, nor shall any dispensary be located within five hundred (500) feet of the following uses, as defined and measured by the Michigan Liquor Control Act, MCL 436.15031:

1. Any house of worship;
2. Any parcel zoned and used for residential purposes;
3. Any licensed day care facility;
4. Any public library;

NOW, THEREFORE, BE IT RESOLVED that:

1. Resolution No. 178-2014 is rescinded and the limited moratorium for permitting dispensaries is hereby lifted as recommended by the Planning Commission.
2. This resolution shall be effective as of February 2, 2015.

01/21/2015

## REVENUE AND EXPENDITURE REPORT FOR CITY OF OWOSSO

PERIOD ENDING 12/31/2014

% Fiscal Year Completed: 50.41

GL NUMBER	DESCRIPTION	2014-15	YTD BALANCE	ACTIVITY FOR	% BDGT
		ORIGINAL BUDGET			
			12/31/2014	12/31/2014	USED
Fund 101 - GENERAL FUND					
Revenues					
Dept 000					
101-000-401.403	GENERAL PROPERTY TAX	3,219,850.00	3,268,093.16	(4,837.66)	101.50
101-000-401.424	TRAILER PARK TAXES	900.00	421.00	70.00	46.78
101-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TA	25,300.00	30,096.01	0.00	118.96
101-000-401.431	OBSOLETE PROPERTY REHAB TAXES(OPR	1,875.00	1,880.22	0.00	100.28
101-000-401.432	NEIGHBORHOOD ENTERPRISE ZONE REH.	750.00	1,526.96	0.00	203.59
101-000-401.443	ADMINISTRATION FEES	68,400.00	39,815.18	16,246.91	58.21
101-000-401.445	COLLECTION & INTEREST ON TAXES	18,500.00	5,559.36	1,540.75	30.05
101-000-450.452	PERMITS-BUILDING	58,500.00	31,256.00	1,870.00	53.43
101-000-450.453	LIQUOR LICENSES	9,600.00	9,574.95	0.00	99.74
101-000-450.454	PERMITS-ELECTRICAL	18,600.00	8,060.00	540.00	43.33
101-000-450.455	PERMITS-PLUMBING & MECHANICAL	31,600.00	13,105.00	2,525.00	41.47
101-000-450.460	MISCELLANEOUS LICENSES	1,800.00	990.00	10.00	55.00
101-000-450.477	PERMITS-HANDGUNS	400.00	10.00	0.00	2.50
101-000-501.505	FEDERAL GRANT - DEPT OF JUSTICE	50,950.00	0.00	0.00	0.00
101-000-539.529	STATE SOURCES	0.00	44,889.55	0.00	100.00
101-000-539.575	REVENUE SHARING-CONSTITUTIONAL	1,571,175.00	807,747.00	275,330.00	51.41
101-000-600.625	VACANT PROPERTY REGISTRATION/INSPI	10,100.00	6,350.00	600.00	62.87
101-000-600.626	CHARGE FOR SERVICES RENDERED	65,325.00	33,072.61	23,009.40	50.63
101-000-600.627	DUPLICATING SERVICES	5,100.00	3,005.00	424.00	58.92
101-000-600.628	RENTAL REGISTRATION	2,500.00	650.00	100.00	26.00
101-000-600.629	AMBULANCE CHARGES	178,000.00	126,900.92	18,669.39	71.29
101-000-600.630	AMBULANCE MILEAGE CHARGES	123,000.00	170,711.96	27,154.22	138.79
101-000-600.631	AMBULANCE/ ADVANCED LIFE SUPPORT	398,600.00	310,870.84	36,733.22	77.99
101-000-600.633	FIRE SERVICES	5,500.00	250.00	0.00	4.55
101-000-600.642	CHARGE FOR SERVICES - SALES	1,950.00	2,857.74	25.00	146.55
101-000-600.647	CABLE TELEVISION FRANCHISE FEES	111,000.00	57,600.98	0.00	51.89
101-000-600.648	TREE PLANTING	0.00	1,250.00	0.00	100.00
101-000-655.655	PARKING VIOLATIONS	14,900.00	4,690.00	1,249.00	31.48
101-000-655.659	PARKING LEASE INCOME	10,600.00	6,679.00	572.50	63.01
101-000-655.660	ORDINANCE FINES & COSTS	57,300.00	14,807.02	2,400.04	25.84
101-000-664.664	INTEREST INCOME	35,000.00	17,349.96	2,392.33	49.57
101-000-664.665	INTEREST INCOME-RESTRICTED ASSETS	0.00	1.47	0.24	100.00

GL NUMBER	DESCRIPTION	2014-15			
		ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
101-000-664.668	RENTAL INCOME	2,400.00	1,550.00	680.00	64.58
101-000-671.673	SALE OF FIXED ASSETS	3,600.00	58,532.29	1,702.00	1,625.90
101-000-671.675	DONATIONS-PRIVATE	0.00	8,842.26	(279.70)	100.00
101-000-671.687	INSURANCE REFUNDS	0.00	194,336.00	0.00	100.00
101-000-671.692	RECOVERY OF BAD DEBTS	2,000.00	1,392.93	414.24	69.65
101-000-671.694	MISCELLANEOUS	2,500.00	(137.38)	50.00	(5.50)
101-000-695.676	WASTEWATER UTIL. ADMIN REIMB	171,700.00	83,650.78	17,860.52	48.72
101-000-695.677	CITY UTILITIES ADMIN REIMB	270,000.00	136,148.00	22,692.00	50.43
101-000-695.678	DDA/OBRA REIMBURSEMENT	3,550.00	0.00	0.00	0.00
101-000-695.695	ACT 51 ADMIN REIMBURSEMENT	99,500.00	51,633.18	8,292.00	51.89
101-000-695.698	OTHER FINANCING SOURCES	198,000.00	0.00	0.00	0.00
101-000-695.699	APPROPRIATION OF FUND BALANCE	23,000.00	0.00	0.00	0.00
Total Dept 000		6,873,325.00	5,556,019.95	458,035.40	80.83
TOTAL Revenues		6,873,325.00	5,556,019.95	458,035.40	80.83
Expenditures					
Dept 101-CITY COUNCIL					
101-101-704.000	BOARDS & COMMISSIONS	2,600.00	1,060.00	1,060.00	40.77
101-101-728.000	OPERATING SUPPLIES	500.00	1,102.79	0.00	220.56
101-101-860.000	EDUCATION & TRAINING	1,000.00	0.00	0.00	0.00
Total Dept 101-CITY COUNCIL		4,100.00	2,162.79	1,060.00	52.75
Dept 171-CITY MANAGER					
101-171-702.100	SALARIES	97,625.00	46,834.93	7,132.86	47.97
101-171-702.800	ACCRUED SICK LEAVE	150.00	0.00	0.00	0.00
101-171-715.000	SOCIAL SECURITY (FICA)	8,850.00	3,581.80	545.50	40.47
101-171-716.100	HEALTH INSURANCE	3,300.00	0.00	0.00	0.00
101-171-716.200	DENTAL INSURANCE	525.00	271.80	45.30	51.77
101-171-716.300	OPTICAL INSURANCE	150.00	0.00	0.00	0.00
101-171-716.400	LIFE INSURANCE	775.00	297.00	49.50	38.32
101-171-716.500	DISABILITY INSURANCE	1,000.00	451.08	75.18	45.11
101-171-717.000	UNEMPLOYMENT INSURANCE	225.00	0.00	0.00	0.00
101-171-718.200	DEFINED CONTRIBUTION	14,625.00	7,025.20	1,069.92	48.04
101-171-719.000	WORKERS' COMPENSATION	275.00	160.00	0.00	58.18
101-171-728.000	OPERATING SUPPLIES	400.00	76.85	0.00	19.21
101-171-818.000	CONTRACTUAL SERVICES	5,200.00	0.00	0.00	0.00
101-171-858.000	MEMBERSHIPS & DUES	1,200.00	869.69	869.69	72.47
101-171-860.000	EDUCATION & TRAINING	3,500.00	1,692.27	0.00	48.35
Total Dept 171-CITY MANAGER		137,800.00	61,260.62	9,787.95	44.46

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Dept 201-FINANCE					
101-201-702.100	SALARIES	37,750.00	19,498.88	4,141.84	51.65
101-201-715.000	SOCIAL SECURITY (FICA)	2,900.00	1,396.05	302.14	48.14
101-201-716.100	HEALTH INSURANCE	5,925.00	2,736.42	456.07	46.18
101-201-716.200	DENTAL INSURANCE	525.00	271.80	45.30	51.77
101-201-716.300	OPTICAL INSURANCE	175.00	16.84	5.38	9.62
101-201-716.400	LIFE INSURANCE	150.00	71.28	11.88	47.52
101-201-716.500	DISABILITY INSURANCE	450.00	184.68	30.78	41.04
101-201-717.000	UNEMPLOYMENT INSURANCE	225.00	194.23	0.00	86.32
101-201-718.000	RETIREMENT	12,725.00	5,917.90	1,257.05	46.51
101-201-719.000	WORKERS' COMPENSATION	475.00	190.00	0.00	40.00
101-201-728.000	OPERATING SUPPLIES	3,500.00	961.88	161.28	27.48
101-201-818.000	CONTRACTUAL SERVICES	82,000.00	34,280.50	10,584.00	41.81
101-201-858.000	MEMBERSHIPS & DUES	100.00	100.00	0.00	100.00
101-201-860.000	EDUCATION & TRAINING	300.00	0.00	0.00	0.00
Total Dept 201-FINANCE		147,200.00	65,820.46	16,995.72	44.71
Dept 209-ASSESSING					
101-209-702.100	SALARIES	68,075.00	32,398.49	4,988.19	47.59
101-209-704.000	BOARDS & COMMISSIONS	1,250.00	450.00	200.00	36.00
101-209-715.000	SOCIAL SECURITY (FICA)	5,550.00	2,493.87	383.96	44.93
101-209-716.100	HEALTH INSURANCE	4,275.00	0.00	0.00	0.00
101-209-716.200	DENTAL INSURANCE	825.00	271.80	45.30	32.95
101-209-716.300	OPTICAL INSURANCE	175.00	29.68	9.66	16.96
101-209-716.400	LIFE INSURANCE	525.00	249.48	41.58	47.52
101-209-716.500	DISABILITY INSURANCE	675.00	331.80	55.30	49.16
101-209-717.000	UNEMPLOYMENT INSURANCE	225.00	0.00	0.00	0.00
101-209-718.000	RETIREMENT	24,375.00	9,832.97	1,513.92	40.34
101-209-719.000	WORKERS' COMPENSATION	525.00	272.00	0.00	51.81
101-209-728.000	OPERATING SUPPLIES	6,500.00	470.45	432.75	7.24
101-209-802.000	ADVERTISING	500.00	13.75	0.00	2.75
101-209-818.000	CONTRACTUAL SERVICES	3,600.00	4,548.00	470.00	126.33
101-209-833.000	EQUIPMENT MAINTENANCE	250.00	0.00	0.00	0.00
101-209-858.000	MEMBERSHIPS & DUES	400.00	250.00	0.00	62.50
101-209-860.000	EDUCATION & TRAINING	1,250.00	536.42	0.00	42.91
Total Dept 209-ASSESSING		118,975.00	52,148.71	8,140.66	43.83
Dept 210-CITY ATTORNEY					
101-210-801.000	PROFESSIONAL SERVICES: ADMINISTRATIVE	42,000.00	30,410.26	4,903.68	72.41
101-210-801.100	PROFESSIONAL SERVICES:POLICE/COURT	70,000.00	32,603.19	4,309.68	46.58
Total Dept 210-CITY ATTORNEY		112,000.00	63,013.45	9,213.36	56.26

		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
Dept 215-CLERK					
101-215-702.100	SALARIES	98,775.00	49,966.45	7,353.08	50.59
101-215-706.000	ELECTIONS	33,075.00	29,940.36	2,847.07	90.52
101-215-715.000	SOCIAL SECURITY (FICA)	7,575.00	3,709.98	540.47	48.98
101-215-716.100	HEALTH INSURANCE	18,300.00	8,861.40	1,476.90	48.42
101-215-716.200	DENTAL INSURANCE	800.00	416.70	69.45	52.09
101-215-716.300	OPTICAL INSURANCE	150.00	26.15	8.25	17.43
101-215-716.400	LIFE INSURANCE	650.00	306.90	51.15	47.22
101-215-716.500	DISABILITY INSURANCE	1,000.00	483.78	80.63	48.38
101-215-717.000	UNEMPLOYMENT INSURANCE	425.00	0.00	0.00	0.00
101-215-718.000	RETIREMENT	33,300.00	15,173.98	2,225.20	45.57
101-215-719.000	WORKERS' COMPENSATION	350.00	158.00	0.00	45.14
101-215-728.000	OPERATING SUPPLIES	2,925.00	363.77	118.48	12.44
101-215-802.000	ADVERTISING	3,600.00	1,251.88	107.50	34.77
101-215-818.000	CONTRACTUAL SERVICES	18,300.00	0.00	0.00	0.00
101-215-833.000	EQUIPMENT MAINTENANCE	4,625.00	5,379.12	3,851.00	116.31
101-215-858.000	MEMBERSHIPS & DUES	350.00	350.00	0.00	100.00
101-215-860.000	EDUCATION & TRAINING	600.00	0.00	0.00	0.00
101-215-978.000	EQUIPMENT	0.00	300.00	0.00	100.00
Total Dept 215-CLERK		224,800.00	116,688.47	18,729.18	51.91
Dept 226-HUMAN RESOURCES					
101-226-702.100	SALARIES	120,325.00	59,913.98	8,991.38	49.79
101-226-715.000	SOCIAL SECURITY (FICA)	9,225.00	4,303.15	644.71	46.65
101-226-716.100	HEALTH INSURANCE	8,600.00	0.00	0.00	0.00
101-226-716.200	DENTAL INSURANCE	1,625.00	872.52	145.42	53.69
101-226-716.300	OPTICAL INSURANCE	325.00	59.36	19.32	18.26
101-226-716.400	LIFE INSURANCE	775.00	358.38	59.73	46.24
101-226-716.500	DISABILITY INSURANCE	1,225.00	595.50	99.25	48.61
101-226-717.000	UNEMPLOYMENT INSURANCE	425.00	77.69	0.00	18.28
101-226-718.000	RETIREMENT	17,925.00	7,658.86	1,108.41	42.73
101-226-718.200	DEFINED CONTRIBUTION	3,050.00	1,387.20	213.58	45.48
101-226-719.000	WORKERS' COMPENSATION	450.00	208.00	0.00	46.22
101-226-728.000	OPERATING SUPPLIES	2,900.00	486.37	196.34	16.77
101-226-802.000	ADVERTISING	700.00	432.20	0.00	61.74
101-226-818.000	CONTRACTUAL SERVICES	13,500.00	7,464.25	1,710.00	55.29
101-226-833.000	EQUIPMENT MAINTENANCE	500.00	0.00	0.00	0.00
101-226-856.000	MISCELLANEOUS	500.00	0.00	0.00	0.00
101-226-858.000	MEMBERSHIPS & DUES	500.00	260.00	0.00	52.00
101-226-860.000	EDUCATION & TRAINING	2,000.00	772.47	0.00	38.62
Total Dept 226-HUMAN RESOURCES		184,550.00	84,849.93	13,188.14	45.98

		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
Dept 253-TREASURY					
101-253-702.100	SALARIES	137,000.00	66,625.36	9,801.12	48.63
101-253-715.000	SOCIAL SECURITY (FICA)	10,500.00	5,040.14	741.07	48.00
101-253-716.100	HEALTH INSURANCE	23,850.00	11,520.18	1,920.03	48.30
101-253-716.200	DENTAL INSURANCE	1,175.00	460.16	76.70	39.16
101-253-716.300	OPTICAL INSURANCE	200.00	28.92	9.10	14.46
101-253-716.400	LIFE INSURANCE	1,050.00	461.51	76.92	43.95
101-253-716.500	DISABILITY INSURANCE	1,325.00	617.81	102.97	46.63
101-253-717.000	UNEMPLOYMENT INSURANCE	500.00	390.02	0.00	78.00
101-253-718.000	RETIREMENT	40,975.00	18,514.63	2,700.14	45.19
101-253-718.200	DEFINED CONTRIBUTION	400.00	0.00	0.00	0.00
101-253-719.000	WORKERS' COMPENSATION	400.00	210.00	0.00	52.50
101-253-728.000	OPERATING SUPPLIES	2,900.00	224.44	7.18	7.74
101-253-818.000	CONTRACTUAL SERVICES	11,500.00	6,473.52	1,479.52	56.29
101-253-833.000	EQUIPMENT MAINTENANCE	750.00	0.00	0.00	0.00
101-253-858.000	MEMBERSHIPS & DUES	350.00	185.00	0.00	52.86
101-253-860.000	EDUCATION & TRAINING	2,000.00	925.00	100.00	46.25
101-253-862.000	OVER & SHORT	0.00	(15.18)	3.30	100.00
Total Dept 253-TREASURY		234,875.00	111,661.51	17,018.05	47.54
Dept 258-INFORMATION & TECHNOLOGY					
101-258-728.000	OPERATING SUPPLIES	8,000.00	2,329.44	0.00	29.12
101-258-818.000	CONTRACTUAL SERVICES	101,000.00	40,258.00	7,034.00	39.86
101-258-833.000	EQUIPMENT MAINTENANCE	500.00	315.00	315.00	63.00
101-258-845.000	LEASE	26,275.00	26,256.84	0.00	99.93
101-258-978.000	EQUIPMENT	0.00	(113.93)	0.00	100.00
Total Dept 258-INFORMATION & TECHNOLOGY		135,775.00	69,045.35	7,349.00	50.85
Dept 265-BUILDING & GROUNDS					
101-265-702.200	WAGES	39,975.00	10,693.99	2,297.17	26.75
101-265-702.800	ACCRUED SICK LEAVE	275.00	0.00	0.00	0.00
101-265-703.000	OTHER COMPENSATION	3,000.00	2,949.28	340.80	98.31
101-265-715.000	SOCIAL SECURITY (FICA)	2,875.00	1,505.01	211.49	52.35
101-265-716.100	HEALTH INSURANCE	5,925.00	2,736.42	456.07	46.18
101-265-716.200	DENTAL INSURANCE	525.00	271.80	45.30	51.77
101-265-716.300	OPTICAL INSURANCE	75.00	16.84	5.38	22.45
101-265-716.400	LIFE INSURANCE	100.00	39.60	6.60	39.60
101-265-717.000	UNEMPLOYMENT INSURANCE	225.00	0.00	0.00	0.00
101-265-718.000	RETIREMENT	8,800.00	3,616.07	508.76	41.09
101-265-719.000	WORKERS' COMPENSATION	900.00	522.00	0.00	58.00
101-265-728.000	OPERATING SUPPLIES	3,000.00	814.89	283.00	27.16
101-265-818.000	CONTRACTUAL SERVICES	20,000.00	73.00	0.00	0.37
101-265-820.100	ELECTRICITY	19,000.00	8,629.44	1,604.84	45.42
101-265-820.200	GAS	5,500.00	1,279.52	759.90	23.26
101-265-820.300	TELEPHONE	0.00	92.83	24.81	100.00
101-265-820.400	WATER & SEWER	3,000.00	643.20	0.00	21.44
101-265-831.000	BUILDING MAINTENANCE	30,000.00	18,404.29	2,832.80	61.35
101-265-843.000	EQUIPMENT RENTAL	4,500.00	404.03	218.81	8.98
Total Dept 265-BUILDING & GROUNDS		5 147,675.00	52,692.21	9,595.73	35.68

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
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Dept 285-CABLE COMMISSION					
101-285-728.000	OPERATING SUPPLIES	20,000.00	0.00	0.00	0.00
Total Dept 285-CABLE COMMISSION		20,000.00	0.00	0.00	0.00
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Dept 299-GENERAL ADMIN					
101-299-728.000	OPERATING SUPPLIES	24,000.00	6,643.28	314.45	27.68
101-299-810.000	INSURANCE & BONDS	122,000.00	239,717.00	66,336.50	196.49
101-299-818.000	CONTRACTUAL SERVICES	24,000.00	21,888.55	20,603.60	91.20
101-299-820.300	TELEPHONE	16,400.00	5,658.65	298.95	34.50
101-299-833.000	EQUIPMENT MAINTENANCE	750.00	122.76	(57.24)	16.37
101-299-850.000	BAD DEBT EXPENSE	80,000.00	25,722.98	23,121.47	32.15
101-299-856.000	MISCELLANEOUS	3,000.00	865.87	113.75	28.86
101-299-858.000	MEMBERSHIPS & DUES	37,900.00	38,078.00	31,656.00	100.47
101-299-978.000	EQUIPMENT	115,000.00	117,685.00	0.00	102.33
101-299-978.100	COL - EQUIPMENT - INTEREST	3,300.00	3,277.50	0.00	99.32
Total Dept 299-GENERAL ADMIN		426,350.00	459,659.59	142,387.48	107.81



		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
Dept 300-POLICE					
101-300-702.100	SALARIES	1,000,500.00	465,610.20	71,317.19	46.54
101-300-702.120	SALARIES-MAGNET	53,700.00	29,964.43	5,001.74	55.80
101-300-702.200	WAGES	10,500.00	4,417.62	800.88	42.07
101-300-702.300	OVERTIME	38,000.00	15,861.18	2,346.86	41.74
101-300-702.400	WAGES - TEMPORARY	10,800.00	5,482.36	888.45	50.76
101-300-702.600	UNIFORMS	2,600.00	725.00	0.00	27.88
101-300-702.800	ACCRUED SICK LEAVE	4,725.00	3,753.54	0.00	79.44
101-300-703.000	CROSSING GUARDS	47,000.00	20,708.72	4,565.80	44.06
101-300-715.000	SOCIAL SECURITY (FICA)	26,800.00	11,827.92	1,929.83	44.13
101-300-716.100	HEALTH INSURANCE	253,750.00	91,041.86	15,035.31	35.88
101-300-716.200	DENTAL INSURANCE	8,350.00	4,026.32	718.57	48.22
101-300-716.300	OPTICAL INSURANCE	600.00	406.89	106.39	67.82
101-300-716.400	LIFE INSURANCE	1,275.00	568.28	96.56	44.57
101-300-716.500	DISABILITY INSURANCE	2,900.00	1,177.94	190.90	40.62
101-300-717.000	UNEMPLOYMENT INSURANCE	7,150.00	1,543.72	0.00	21.59
101-300-718.000	RETIREMENT	38,825.00	17,268.87	2,632.18	44.48
101-300-718.100	MUNICIPAL EMPLOYEES RETIREMENT PR	50,175.00	22,737.14	3,266.67	45.32
101-300-718.200	DEFINED CONTRIBUTION	1,800.00	947.97	164.75	52.67
101-300-719.000	WORKERS' COMPENSATION	21,775.00	11,510.00	0.00	52.86
101-300-728.000	OPERATING SUPPLIES	15,000.00	5,188.07	1,162.63	34.59
101-300-741.000	UNIFORMS & CLEANING	11,000.00	5,881.10	2,672.75	53.46
101-300-751.000	GAS & OIL	43,500.00	17,066.80	2,361.88	39.23
101-300-804.000	WITNESS JURY FEES	300.00	12.00	0.00	4.00
101-300-813.000	WRECKER SERVICE	200.00	0.00	0.00	0.00
101-300-818.000	CONTRACTUAL SERVICES	91,900.00	36,698.15	5,859.55	39.93
101-300-820.100	ELECTRICITY	9,450.00	3,045.15	752.05	32.22
101-300-820.200	GAS	8,000.00	1,193.11	869.91	14.91
101-300-820.300	TELEPHONE	3,200.00	2,890.17	443.06	90.32
101-300-820.400	WATER & SEWER	2,700.00	625.80	0.00	23.18
101-300-820.500	REFUSE	500.00	212.16	35.36	42.43
101-300-831.000	BUILDING MAINTENANCE	5,000.00	477.91	264.75	9.56
101-300-833.000	EQUIPMENT MAINTENANCE	0.00	252.50	0.00	100.00
101-300-833.400	EQUIP MAINT - MOBILE	20,000.00	2,506.39	0.00	12.53
101-300-856.000	MISCELLANEOUS	250.00	78.35	0.00	31.34
101-300-858.000	MEMBERSHIPS & DUES	500.00	35.00	35.00	7.00
101-300-860.000	EDUCATION & TRAINING	4,100.00	2,017.00	184.97	49.20
101-300-978.000	EQUIPMENT	23,100.00	18,905.68	0.00	81.84
Total Dept 300-POLICE		1,819,925.00	806,665.30	123,703.99	44.32

		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
Dept 335-FIRE					
101-335-702.100	SALARIES	888,900.00	436,001.07	59,922.50	49.05
101-335-702.200	WAGES	3,000.00	81.54	51.12	2.72
101-335-702.300	OVERTIME	77,000.00	66,360.14	16,054.00	86.18
101-335-702.400	WAGES - TEMPORARY	3,000.00	236.25	203.25	7.88
101-335-702.500	MEAL ALLOWANCE	13,500.00	13,573.52	22.76	100.54
101-335-702.600	UNIFORMS	1,800.00	1,300.00	1,300.00	72.22
101-335-702.800	ACCRUED SICK LEAVE	9,800.00	5,899.54	0.00	60.20
101-335-715.000	SOCIAL SECURITY (FICA)	18,000.00	9,037.58	1,363.09	50.21
101-335-716.100	HEALTH INSURANCE	231,400.00	106,434.14	16,841.95	46.00
101-335-716.200	DENTAL INSURANCE	7,875.00	3,840.52	640.80	48.77
101-335-716.300	OPTICAL INSURANCE	1,400.00	400.48	123.49	28.61
101-335-716.400	LIFE INSURANCE	1,750.00	765.01	123.66	43.71
101-335-716.500	DISABILITY INSURANCE	8,800.00	3,915.41	657.83	44.49
101-335-716.600	PHYSICALS	3,000.00	1,777.00	0.00	59.23
101-335-717.000	UNEMPLOYMENT INSURANCE	7,500.00	943.98	0.00	12.59
101-335-718.000	RETIREMENT	138,300.00	61,558.36	8,983.80	44.51
101-335-718.200	DEFINED CONTRIBUTION	1,700.00	953.08	164.73	56.06
101-335-719.000	WORKERS' COMPENSATION	27,500.00	15,664.00	0.00	56.96
101-335-728.000	OPERATING SUPPLIES	7,000.00	1,835.87	616.68	26.23
101-335-728.100	SUPPLIES	24,000.00	5,124.46	2,009.43	21.35
101-335-741.000	UNIFORMS & CLEANING	9,000.00	2,879.85	1,193.20	32.00
101-335-751.000	GAS & OIL	23,000.00	14,884.94	2,917.65	64.72
101-335-818.000	CONTRACTUAL SERVICES	68,500.00	25,665.76	5,340.09	37.47
101-335-820.100	ELECTRICITY	11,300.00	4,717.29	894.06	41.75
101-335-820.200	GAS	6,600.00	1,193.11	869.91	18.08
101-335-820.300	TELEPHONE	800.00	1,654.69	144.99	206.84
101-335-820.400	WATER & SEWER	2,600.00	625.80	0.00	24.07
101-335-820.500	REFUSE	500.00	212.16	35.36	42.43
101-335-831.000	BUILDING MAINTENANCE	6,500.00	848.10	424.99	13.05
101-335-833.000	EQUIPMENT MAINTENANCE	4,500.00	727.32	280.00	16.16
101-335-833.400	EQUIP MAINT - MOBILE	16,000.00	13,586.32	4,054.99	84.91
101-335-860.000	EDUCATION & TRAINING	5,000.00	1,633.66	111.18	32.67
101-335-978.000	EQUIPMENT	145,000.00	(89.50)	0.00	(0.06)
Total Dept 335-FIRE		1,774,525.00	804,241.45	125,345.51	45.32

		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
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Dept 370-BUILDING AND SAFETY					
101-370-702.100	SALARIES	94,600.00	47,658.20	7,109.07	50.38
101-370-715.000	SOCIAL SECURITY (FICA)	7,575.00	3,605.14	537.49	47.59
101-370-716.100	HEALTH INSURANCE	9,550.00	3,727.81	621.30	39.03
101-370-716.200	DENTAL INSURANCE	1,200.00	556.24	102.15	46.35
101-370-716.300	OPTICAL INSURANCE	150.00	40.43	13.07	26.95
101-370-716.400	LIFE INSURANCE	575.00	266.37	46.53	46.33
101-370-716.500	DISABILITY INSURANCE	1,075.00	416.25	74.99	38.72
101-370-717.000	UNEMPLOYMENT INSURANCE	650.00	0.00	0.00	0.00
101-370-718.000	RETIREMENT	10,175.00	4,710.67	656.19	46.30
101-370-718.200	DEFINED CONTRIBUTION	2,750.00	1,285.54	197.88	46.75
101-370-719.000	WORKERS' COMPENSATION	350.00	368.00	0.00	105.14
101-370-728.000	OPERATING SUPPLIES	4,000.00	1,500.41	0.00	37.51
101-370-818.000	CONTRACTUAL SERVICES	22,000.00	7,400.00	1,100.00	33.64
101-370-820.300	TELEPHONE	500.00	318.57	53.75	63.71
101-370-833.000	EQUIPMENT MAINTENANCE	100.00	0.00	0.00	0.00
101-370-856.000	MISCELLANEOUS	100.00	0.00	0.00	0.00
101-370-858.000	MEMBERSHIPS & DUES	1,000.00	165.00	70.00	16.50
101-370-860.000	EDUCATION & TRAINING	2,000.00	582.84	180.00	29.14
Total Dept 370-BUILDING AND SAFETY		158,350.00	72,601.47	10,762.42	45.85

		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
Dept 441-PUBLIC WORKS					
101-441-702.100	SALARIES	62,500.00	46,784.23	7,201.15	74.85
101-441-702.200	WAGES	46,600.00	24,554.92	3,716.40	52.69
101-441-702.400	WAGES - TEMPORARY	0.00	2,224.10	215.00	100.00
101-441-703.000	OTHER COMPENSATION	11,700.00	36,931.69	4,881.31	315.66
101-441-715.000	SOCIAL SECURITY (FICA)	9,300.00	18,618.12	3,072.91	200.19
101-441-716.100	HEALTH INSURANCE	36,500.00	51,345.61	9,366.35	140.67
101-441-716.200	DENTAL INSURANCE	2,000.00	3,086.77	519.34	154.34
101-441-716.300	OPTICAL INSURANCE	225.00	483.23	71.29	214.77
101-441-716.400	LIFE INSURANCE	525.00	478.53	86.15	91.15
101-441-716.500	DISABILITY INSURANCE	975.00	780.89	146.92	80.09
101-441-717.000	UNEMPLOYMENT INSURANCE	600.00	144.98	0.00	24.16
101-441-718.000	RETIREMENT	24,100.00	31,316.06	4,708.25	129.94
101-441-718.200	DEFINED CONTRIBUTION	1,050.00	3,512.64	600.94	334.54
101-441-719.000	WORKERS' COMPENSATION	5,550.00	11,164.00	0.00	201.15
101-441-728.000	OPERATING SUPPLIES	6,600.00	2,374.50	0.00	35.98
101-441-751.000	GAS & OIL	4,000.00	1,004.43	69.35	25.11
101-441-818.000	CONTRACTUAL SERVICES	5,500.00	5,800.72	0.00	105.47
101-441-820.100	ELECTRICITY	20,000.00	3,419.43	887.23	17.10
101-441-820.200	GAS	5,000.00	1,132.02	875.44	22.64
101-441-820.300	TELEPHONE	4,000.00	2,413.24	365.88	60.33
101-441-820.400	WATER & SEWER	1,000.00	225.70	0.00	22.57
101-441-820.500	REFUSE	1,500.00	848.58	141.43	56.57
101-441-821.000	STREET LIGHTING	190,000.00	96,368.81	20,664.82	50.72
101-441-831.000	BUILDING MAINTENANCE	5,000.00	4,056.74	777.75	81.13
101-441-831.100	STORM SEWER MAINTENANCE	5,000.00	1,587.74	1,587.74	31.75
101-441-836.200	TREES & GARDEN	5,000.00	0.00	0.00	0.00
101-441-838.000	MISCELLANEOUS OPERATIONS	3,000.00	629.30	614.95	20.98
101-441-843.000	EQUIPMENT RENTAL	12,000.00	23,117.91	2,274.27	192.65
101-441-860.000	EDUCATION & TRAINING	3,500.00	1,816.50	0.00	51.90
101-441-860.100	SAFETY TRAINING	0.00	379.03	28.68	100.00
Total Dept 441-PUBLIC WORKS		472,725.00	376,600.42	62,873.55	79.67
Dept 528-LEAF AND BRUSH COLLECTION					
101-528-702.200	WAGES	45,000.00	37,077.54	6,851.40	82.39
101-528-703.000	OTHER COMPENSATION	10,800.00	0.00	0.00	0.00
101-528-716.000	FRINGES	32,850.00	0.00	0.00	0.00
101-528-728.000	OPERATING SUPPLIES	3,000.00	960.45	58.23	32.02
101-528-818.000	CONTRACTUAL SERVICES	17,000.00	8,000.00	0.00	47.06
101-528-831.000	SITE MAINTENANCE	8,000.00	0.00	0.00	0.00
101-528-843.000	EQUIPMENT RENTAL	94,000.00	99,083.74	17,888.20	105.41
Total Dept 528-LEAF AND BRUSH COLLECTION		210,650.00	145,121.73	24,797.83	68.89

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
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Dept 585-PARKING					
101-585-702.200	WAGES	12,000.00	840.71	399.02	7.01
101-585-703.000	OTHER COMPENSATION	2,900.00	0.00	0.00	0.00
101-585-716.000	FRINGES	8,800.00	0.00	0.00	0.00
101-585-728.000	OPERATING SUPPLIES	4,000.00	260.10	0.00	6.50
101-585-834.000	MAINTENANCE	2,000.00	605.14	0.00	30.26
101-585-843.000	EQUIPMENT RENTAL	8,000.00	935.55	370.57	11.69
101-585-974.000	CAPITAL OUTLAY	58,000.00	0.00	0.00	0.00
Total Dept 585-PARKING		95,700.00	2,641.50	769.59	2.76
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Dept 728-COMMUNITY DEVELOPMENT					
101-728-702.100	SALARIES	72,750.00	36,924.81	6,002.14	50.76
101-728-715.000	SOCIAL SECURITY (FICA)	5,575.00	2,591.27	423.23	46.48
101-728-716.100	HEALTH INSURANCE	17,575.00	8,695.07	1,449.18	49.47
101-728-716.200	DENTAL INSURANCE	900.00	108.96	78.75	12.11
101-728-716.300	OPTICAL INSURANCE	100.00	32.02	10.38	32.02
101-728-716.400	LIFE INSURANCE	550.00	264.85	44.14	48.15
101-728-716.500	DISABILITY INSURANCE	775.00	366.76	61.12	47.32
101-728-717.000	UNEMPLOYMENT INSURANCE	275.00	0.00	0.00	0.00
101-728-718.000	RETIREMENT	3,250.00	1,570.32	218.74	48.32
101-728-718.200	DEFINED CONTRIBUTION	2,525.00	1,270.04	211.26	50.30
101-728-719.000	WORKERS' COMPENSATION	325.00	124.00	0.00	38.15
101-728-728.000	OPERATING SUPPLIES	3,000.00	183.11	12.98	16.65
101-728-818.000	CONTRACTUAL SERVICES	3,000.00	500.00	0.00	16.67
101-728-833.000	EQUIPMENT MAINTENANCE	100.00	0.00	0.00	0.00
101-728-858.000	MEMBERSHIPS & DUES	1,500.00	0.00	0.00	0.00
101-728-860.000	EDUCATION & TRAINING	3,000.00	4,250.87	0.00	86.75
Total Dept 728-COMMUNITY DEVELOPMENT		115,200.00	56,882.08	8,511.92	49.38
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		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Dept 756-PARKS					
101-756-702.200	WAGES	64,000.00	38,522.60	1,594.38	60.19
101-756-703.000	OTHER COMPENSATION	15,400.00	0.00	0.00	0.00
101-756-716.000	FRINGES	46,800.00	0.00	0.00	0.00
101-756-728.000	OPERATING SUPPLIES	4,000.00	1,818.24	0.00	45.46
101-756-818.000	CONTRACTUAL SERVICES	3,000.00	4,122.45	1,672.50	137.42
101-756-820.100	ELECTRICITY	13,700.00	4,168.82	620.02	30.43
101-756-820.400	WATER & SEWER	4,700.00	2,955.22	0.00	62.88
101-756-820.500	REFUSE	500.00	412.56	35.36	82.51
101-756-831.000	BUILDING MAINTENANCE	16,000.00	7,459.82	0.00	46.62
101-756-831.200	BLDG MAINTENANCE-BALLFIELDS	0.00	283.90	0.00	100.00
101-756-843.000	EQUIPMENT RENTAL	45,000.00	50,014.16	2,826.17	111.14
Total Dept 756-PARKS		213,100.00	109,757.77	6,748.43	51.51
Dept 966-TRANSFERS OUT					
101-966-999.297	TRANSFER TO HISTORICAL COMMISSION	42,800.00	21,398.00	3,567.00	50.00
101-966-999.700	TRANSFER TO AIRPORT	7,000.00	3,489.00	0.00	49.84
101-966-999.731	TRANSFER-RETIREMENT	69,250.00	0.00	0.00	0.00
Total Dept 966-TRANSFERS OUT		119,050.00	24,887.00	3,567.00	20.90
TOTAL Expenditures		6,873,325.00	3,538,401.81	620,545.51	51.48
Fund 101 - GENERAL FUND:					
TOTAL REVENUES		6,873,325.00	5,556,019.95	458,035.40	80.83
TOTAL EXPENDITURES		6,873,325.00	3,538,401.81	620,545.51	51.48
NET OF REVENUES & EXPENDITURES		0.00	2,017,618.14	(162,510.11)	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 202 - MAJOR STREET FUND					
Revenues					
Dept 000					
202-000-501.506	GRANT-FEDERAL	577,800.00	0.00	0.00	0.00
202-000-539.529	STATE SOURCES	35,125.00	0.00	0.00	0.00
202-000-539.546	TRUNKLINE MAINTENANCE	47,600.00	5,075.19	0.00	10.66
202-000-539.569	GAS & WEIGHT TAX	775,200.00	196,760.32	0.00	25.38
202-000-671.694	MISCELLANEOUS	0.00	16,683.27	0.00	100.00
202-000-695.411	TRANSFER FROM STREET PROGRAM	52,675.00	0.00	0.00	0.00
202-000-695.672	SPECIAL ASSESSMENT	19,425.00	0.00	0.00	0.00
202-000-695.699	APPROPRIATION OF FUND BALANCE	103,625.00	0.00	0.00	0.00
Total Dept 000		1,611,450.00	218,518.78	0.00	13.56
TOTAL Revenues		1,611,450.00	218,518.78	0.00	13.56
Expenditures					
Dept 451-CONSTRUCTION					
202-451-818.000	CONTRACTUAL SERVICES	630,475.00	54,465.57	0.00	8.64
Total Dept 451-CONSTRUCTION		630,475.00	54,465.57	0.00	8.64
Dept 463-STREET MAINTENANCE					
202-463-702.200	WAGES	26,500.00	29,194.38	2,117.28	110.17
202-463-716.000	FRINGES	25,800.00	0.00	0.00	0.00
202-463-728.000	OPERATING SUPPLIES	10,000.00	13,826.00	933.83	138.26
202-463-818.000	CONTRACTUAL SERVICES	248,000.00	68,951.84	7,090.06	27.80
202-463-843.000	EQUIPMENT RENTAL	35,200.00	61,897.82	5,053.03	175.85
Total Dept 463-STREET MAINTENANCE		345,500.00	173,870.04	15,194.20	50.32
Dept 473-BRIDGE MAINTENANCE					
202-473-702.200	WAGES	1,000.00	481.53	0.00	48.15
202-473-716.000	FRINGES	1,000.00	0.00	0.00	0.00
202-473-728.000	OPERATING SUPPLIES	500.00	0.00	0.00	0.00
202-473-818.000	CONTRACTUAL SERVICES	0.00	699.00	699.00	100.00
202-473-843.000	EQUIPMENT RENTAL	600.00	188.95	0.00	31.49
Total Dept 473-BRIDGE MAINTENANCE		3,100.00	1,369.48	699.00	44.18
Dept 474-TRAFFIC SERVICES-MAINTENANCE					
202-474-702.200	WAGES	2,400.00	1,357.61	555.00	56.57
202-474-716.000	FRINGES	2,400.00	0.00	0.00	0.00
202-474-728.000	OPERATING SUPPLIES	4,500.00	1,306.94	0.00	29.04
202-474-818.000	CONTRACTUAL SERVICES	10,000.00	0.00	0.00	0.00
202-474-820.000	UTILITIES	3,450.00	35.30	11.31	1.02
202-474-843.000	EQUIPMENT RENTAL	1,900.00	590.29	125.15	31.07
Total Dept 474-TRAFFIC SERVICES-MAINTENANCE		24,650.00	3,290.14	691.46	13.35

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Dept 478-SNOW & ICE CONTROL					
202-478-702.200	WAGES	16,000.00	960.18	263.30	6.00
202-478-716.000	FRINGES	15,600.00	0.00	0.00	0.00
202-478-728.000	OPERATING SUPPLIES	40,000.00	6,653.90	0.00	16.63
202-478-843.000	EQUIPMENT RENTAL	36,000.00	1,932.35	335.16	5.37
Total Dept 478-SNOW & ICE CONTROL		107,600.00	9,546.43	598.46	8.87
Dept 480-TREE TRIMMING					
202-480-702.200	WAGES	13,000.00	3,065.53	533.26	23.58
202-480-716.000	FRINGES	12,700.00	0.00	0.00	0.00
202-480-728.000	OPERATING SUPPLIES	6,000.00	0.00	0.00	0.00
202-480-818.000	CONTRACTUAL SERVICES	0.00	1,557.15	193.50	100.00
202-480-843.000	EQUIPMENT RENTAL	20,500.00	5,474.56	619.50	26.71
Total Dept 480-TREE TRIMMING		52,200.00	10,097.24	1,346.26	19.34
Dept 482-ADMINISTRATION & ENGINEERING					
202-482-702.100	SALARIES	53,000.00	26,493.09	3,873.14	49.99
202-482-715.000	SOCIAL SECURITY (FICA)	4,775.00	2,029.65	296.73	42.51
202-482-716.100	HEALTH INSURANCE	9,250.00	2,082.52	347.09	22.51
202-482-716.200	DENTAL INSURANCE	600.00	160.37	26.72	26.73
202-482-716.300	OPTICAL INSURANCE	75.00	9.90	3.17	13.20
202-482-716.400	LIFE INSURANCE	225.00	86.59	14.43	38.48
202-482-716.500	DISABILITY INSURANCE	400.00	145.29	24.22	36.32
202-482-718.000	RETIREMENT	5,950.00	4,490.45	679.30	75.47
202-482-719.000	WORKERS' COMPENSATION	875.00	102.00	0.00	11.66
202-482-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	200.00	0.00	0.00	0.00
202-482-999.101	CONTRIBUTION-GF ADMIN	72,900.00	36,450.00	6,075.00	50.00
Total Dept 482-ADMINISTRATION & ENGINEERING		148,250.00	72,049.86	11,339.80	48.60
Dept 484-TRUNKLINE SUPERVISOR					
202-484-702.100	SALARIES	2,000.00	467.67	0.00	23.38
Total Dept 484-TRUNKLINE SUPERVISOR		2,000.00	467.67	0.00	23.38
Dept 485-LOCAL STREET TRANSFER					
202-485-999.203	TRANSFER TO LOCAL STREET	252,500.00	33,561.99	0.00	13.29
Total Dept 485-LOCAL STREET TRANSFER		252,500.00	33,561.99	0.00	13.29
Dept 486-TRUNKLINE SURFACE MAINTENANCE					
202-486-702.200	WAGES	900.00	190.89	41.72	21.21
202-486-716.000	FRINGES	900.00	0.00	0.00	0.00
202-486-728.000	OPERATING SUPPLIES	600.00	47.68	47.68	7.95
202-486-843.000	EQUIPMENT RENTAL	800.00	151.83	15.93	18.98
Total Dept 486-TRUNKLINE SURFACE MAINTENANCE		3,200.00	390.40	105.33	12.20
Dept 488-TRUNKLINE SWEEPING & FLUSHING					
202-488-702.200	WAGES	300.00	284.96	53.43	94.99
202-488-716.000	FRINGES	300.00	0.00	0.00	0.00
202-488-843.000	EQUIPMENT RENTAL	1,200.00	1,280.80	240.15	106.73
Total Dept 488-TRUNKLINE SWEEPING & FLUSHING		1,800.00	1,565.76	293.58	86.99



		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Dept 490-TRUNKLINE TREE TRIIM & REMOVAL					
202-490-702.200	WAGES	600.00	0.00	0.00	0.00
202-490-716.000	FRINGES	600.00	0.00	0.00	0.00
202-490-843.000	EQUIPMENT RENTAL	550.00	0.00	0.00	0.00
Total Dept 490-TRUNKLINE TREE TRIIM & REMOVAL		1,750.00	0.00	0.00	0.00
Dept 491-TRUNKLINE STORM DRAIN, CURBS					
202-491-702.200	WAGES	400.00	241.50	34.85	60.38
202-491-716.000	FRINGES	400.00	0.00	0.00	0.00
202-491-843.000	EQUIPMENT RENTAL	200.00	27.81	0.00	13.91
Total Dept 491-TRUNKLINE STORM DRAIN, CURBS		1,000.00	269.31	34.85	26.93
Dept 492-TRUNKLINE ROADSIDE CLEANUP					
202-492-702.200	WAGES	100.00	19.19	0.00	19.19
202-492-716.000	FRINGES	100.00	0.00	0.00	0.00
202-492-843.000	EQUIPMENT RENTAL	50.00	9.27	0.00	18.54
Total Dept 492-TRUNKLINE ROADSIDE CLEANUP		250.00	28.46	0.00	11.38
Dept 494-TRUNKLINE TRAFFIC SIGNS					
202-494-702.200	WAGES	100.00	15.51	0.00	15.51
202-494-716.000	FRINGES	100.00	0.00	0.00	0.00
202-494-843.000	EQUIPMENT RENTAL	100.00	9.27	0.00	9.27
Total Dept 494-TRUNKLINE TRAFFIC SIGNS		300.00	24.78	0.00	8.26
Dept 496-TRUNKLINE TRAFFIC SIGNALS					
202-496-702.200	WAGES	100.00	19.19	0.00	19.19
202-496-716.000	FRINGES	100.00	0.00	0.00	0.00
202-496-820.100	ELECTRICITY	1,300.00	631.71	105.41	48.59
202-496-843.000	EQUIPMENT RENTAL	75.00	9.27	0.00	12.36
Total Dept 496-TRUNKLINE TRAFFIC SIGNALS		1,575.00	660.17	105.41	41.92
Dept 497-TRUNKLINE SNOW & ICE CONTROL					
202-497-702.200	WAGES	3,000.00	482.39	105.32	16.08
202-497-716.000	FRINGES	3,000.00	0.00	0.00	0.00
202-497-728.000	OPERATING SUPPLIES	14,000.00	2,461.86	0.00	17.58
202-497-843.000	EQUIPMENT RENTAL	6,300.00	930.76	143.64	14.77
Total Dept 497-TRUNKLINE SNOW & ICE CONTROL		26,300.00	3,875.01	248.96	14.73
Dept 502-TRUNKLINE LEAVE & INS BENEFITS					
202-502-702.200	WAGES	9,000.00	1,417.51	0.00	15.75
Total Dept 502-TRUNKLINE LEAVE & INS BENEFITS		9,000.00	1,417.51	0.00	15.75
TOTAL Expenditures		1,611,450.00	366,949.82	30,657.31	22.77
Fund 202 - MAJOR STREET FUND:					
TOTAL REVENUES		1,611,450.00	218,518.78	0.00	13.56
TOTAL EXPENDITURES		1,611,450.00	366,949.82	30,657.31	22.77
NET OF REVENUES & EXPENDITURES		0.00	(148,431.04)	(30,657.31)	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 203 - LOCAL STREET FUND					
Revenues					
Dept 000					
203-000-501.506	FEDERAL GRANTS	0.00	17,475.00	0.00	100.00
203-000-539.529	STATE SOURCES	12,325.00	0.00	0.00	0.00
203-000-539.569	GAS & WEIGHT TAX	282,675.00	71,737.71	0.00	25.38
203-000-671.694	MISCELLANEOUS	0.00	5,861.69	0.00	100.00
203-000-695.202	MAJOR STREET TRANSFER	252,500.00	33,561.99	0.00	13.29
203-000-695.672	SPECIAL ASSESSMENT	49,950.00	0.00	0.00	0.00
Total Dept 000		597,450.00	128,636.39	0.00	21.53
TOTAL Revenues		597,450.00	128,636.39	0.00	21.53
Expenditures					
Dept 451-CONSTRUCTION					
203-451-818.000	CONTRACTUAL SERVICES	0.00	61,159.59	0.00	100.00
Total Dept 451-CONSTRUCTION		0.00	61,159.59	0.00	100.00
Dept 463-STREET MAINTENANCE					
203-463-702.200	WAGES	38,000.00	17,533.96	2,452.42	46.14
203-463-716.000	FRINGES	36,900.00	0.00	0.00	0.00
203-463-728.000	OPERATING SUPPLIES	15,000.00	10,467.82	2,254.23	69.79
203-463-818.000	CONTRACTUAL SERVICES	150,000.00	159,173.36	1,147.08	106.12
203-463-843.000	EQUIPMENT RENTAL	62,000.00	45,302.07	8,362.35	73.07
Total Dept 463-STREET MAINTENANCE		301,900.00	232,477.21	14,216.08	77.00
Dept 474-TRAFFIC SERVICES-MAINTENANCE					
203-474-702.200	WAGES	2,900.00	697.52	185.00	24.05
203-474-716.000	FRINGES	2,900.00	0.00	0.00	0.00
203-474-728.000	OPERATING SUPPLIES	2,500.00	217.86	0.00	8.71
203-474-843.000	EQUIPMENT RENTAL	1,400.00	285.42	9.27	20.39
Total Dept 474-TRAFFIC SERVICES-MAINTENANCE		9,700.00	1,200.80	194.27	12.38
Dept 478-SNOW & ICE CONTROL					
203-478-702.200	WAGES	9,500.00	313.06	0.00	3.30
203-478-716.000	FRINGES	9,300.00	0.00	0.00	0.00
203-478-728.000	OPERATING SUPPLIES	19,500.00	1,523.18	0.00	7.81
203-478-843.000	EQUIPMENT RENTAL	24,000.00	837.90	0.00	3.49
Total Dept 478-SNOW & ICE CONTROL		62,300.00	2,674.14	0.00	4.29

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
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Dept 480-TREE TRIMMING					
203-480-702.200	WAGES	25,000.00	5,454.76	1,249.53	21.82
203-480-716.000	FRINGES	24,300.00	0.00	0.00	0.00
203-480-728.000	OPERATING SUPPLIES	5,500.00	11.78	0.00	0.21
203-480-818.000	CONTRACTUAL SERVICES	0.00	12,712.35	7,398.00	100.00
203-480-843.000	EQUIPMENT RENTAL	28,000.00	6,370.84	1,400.30	22.75
Total Dept 480-TREE TRIMMING		82,800.00	24,549.73	10,047.83	29.65
Dept 482-ADMINISTRATION & ENGINEERING					
203-482-702.100	SALARIES	80,250.00	30,833.56	4,503.18	38.42
203-482-715.000	SOCIAL SECURITY (FICA)	6,450.00	2,360.09	344.70	36.59
203-482-716.100	HEALTH INSURANCE	14,300.00	4,042.46	673.74	28.27
203-482-716.200	DENTAL INSURANCE	900.00	233.75	38.96	25.97
203-482-716.300	OPTICAL INSURANCE	100.00	14.48	4.62	14.48
203-482-716.400	LIFE INSURANCE	275.00	96.93	16.15	35.25
203-482-716.500	DISABILITY INSURANCE	525.00	187.92	31.32	35.79
203-482-718.000	RETIREMENT	10,000.00	5,807.78	870.51	58.08
203-482-719.000	WORKERS' COMPENSATION	1,150.00	146.00	0.00	12.70
203-482-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	200.00	0.00	0.00	0.00
203-482-999.101	CONTRIBUTION-GF ADMIN	26,600.00	13,298.00	2,217.00	49.99
Total Dept 482-ADMINISTRATION & ENGINEERING		140,750.00	57,020.97	8,700.18	40.51
TOTAL Expenditures		597,450.00	379,082.44	33,158.36	63.45
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Fund 203 - LOCAL STREET FUND:					
TOTAL REVENUES		597,450.00	128,636.39	0.00	21.53
TOTAL EXPENDITURES		597,450.00	379,082.44	33,158.36	63.45
NET OF REVENUES & EXPENDITURES		0.00	(250,446.05)	(33,158.36)	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 248 - DOWNTOWN FACADE PROGRAM					
Expenditures					
Dept 200-GEN SERVICES					
248-200-818.000	CONTRACTUAL SERVICES	0.00	3,500.00	0.00	100.00
Total Dept 200-GEN SERVICES		0.00	3,500.00	0.00	100.00
TOTAL Expenditures		0.00	3,500.00	0.00	100.00
Fund 248 - DOWNTOWN FACADE PROGRAM:					
TOTAL REVENUES		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	3,500.00	0.00	100.00
NET OF REVENUES & EXPENDITURES		0.00	(3,500.00)	0.00	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 273 - CDBG REVOLVING LOAN FUND					
Revenues					
Dept 000					
273-000-664.664	INTEREST INCOME	0.00	227.60	6.02	100.00
273-000-671.675	LOAN REPAYMENTS	6,000.00	16,237.86	506.23	270.63
273-000-695.699	APPROPRIATION OF FUND BALANCE	14,000.00	0.00	0.00	0.00
Total Dept 000		20,000.00	16,465.46	512.25	82.33
TOTAL Revenues		20,000.00	16,465.46	512.25	82.33
Expenditures					
Dept 200-GEN SERVICES					
273-200-818.200	REHABILITATION	20,000.00	0.00	0.00	0.00
Total Dept 200-GEN SERVICES		20,000.00	0.00	0.00	0.00
TOTAL Expenditures		20,000.00	0.00	0.00	0.00
Fund 273 - CDBG REVOLVING LOAN FUND:					
TOTAL REVENUES		20,000.00	16,465.46	512.25	82.33
TOTAL EXPENDITURES		20,000.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	16,465.46	512.25	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 275 - HOUSING & REDEVELOPMENT					
Revenues					
Dept 000					
275-000-501.520	GRANT-MSHDA:HO	160,000.00	0.00	0.00	0.00
275-000-501.521	GRANT-MSHDA:RR	155,000.00	0.00	0.00	0.00
275-000-600.626	CHARGE FOR SERVICES RENDERED	27,000.00	3,130.20	0.00	11.59
275-000-600.634	CHARGES FOR ADMIN SERVICES	56,700.00	0.00	0.00	0.00
Total Dept 000		398,700.00	3,130.20	0.00	0.79
TOTAL Revenues		398,700.00	3,130.20	0.00	0.79
Expenditures					
Dept 690-GENERAL SERVICES					
275-690-702.100	SALARIES	38,000.00	14,999.97	2,307.69	39.47
275-690-715.000	SOCIAL SECURITY (FICA)	2,925.00	1,147.74	176.58	39.24
275-690-716.100	HEALTH INSURANCE	0.00	2,736.42	456.07	100.00
275-690-716.200	DENTAL INSURANCE	0.00	144.90	24.15	100.00
275-690-716.300	OPTICAL INSURANCE	0.00	9.31	2.87	100.00
275-690-717.000	UNEMPLOYMENT INSURANCE	0.00	153.03	0.00	100.00
275-690-719.000	WORKERS' COMPENSATION	125.00	80.00	0.00	64.00
275-690-728.000	OPERATING SUPPLIES	1,600.00	1,349.95	0.00	84.37
275-690-818.000	HOUSING REHABILITATION	160,000.00	561.54	52.34	0.35
275-690-818.200	RENTAL REHABILITATION	195,800.00	0.00	0.00	0.00
275-690-858.000	MEMBERSHIPS & DUES	100.00	0.00	0.00	0.00
275-690-860.000	EDUCATION & TRAINING	150.00	154.00	0.00	102.67
Total Dept 690-GENERAL SERVICES		398,700.00	21,336.86	3,019.70	5.35
TOTAL Expenditures		398,700.00	21,336.86	3,019.70	5.35
Fund 275 - HOUSING & REDEVELOPMENT:					
TOTAL REVENUES		398,700.00	3,130.20	0.00	0.79
TOTAL EXPENDITURES		398,700.00	21,336.86	3,019.70	5.35
NET OF REVENUES & EXPENDITURES		0.00	(18,206.66)	(3,019.70)	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 283 - OBRA FUND-DISTRICT#3-CONAGRA					
Revenues					
Dept 000					
283-000-401.407	OBRA:TAX CAPTURE	10,900.00	161.43	0.00	1.48
Total Dept 000		10,900.00	161.43	0.00	1.48
TOTAL Revenues		10,900.00	161.43	0.00	1.48
Expenditures					
Dept 730-PROFESSIONAL SERVICES					
283-730-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	700.00	0.00	0.00	0.00
Total Dept 730-PROFESSIONAL SERVICES		700.00	0.00	0.00	0.00
Dept 905-DEBT SERVICE					
283-905-980.991	PRINCIPAL	8,750.00	0.00	0.00	0.00
Total Dept 905-DEBT SERVICE		8,750.00	0.00	0.00	0.00
Dept 964-TAX REIMBURSEMENTS					
283-964-969.000	DEVELOPER REIMBURSEMENT	1,450.00	0.00	0.00	0.00
Total Dept 964-TAX REIMBURSEMENTS		1,450.00	0.00	0.00	0.00
TOTAL Expenditures		10,900.00	0.00	0.00	0.00
Fund 283 - OBRA FUND-DISTRICT#3-CONAGRA:					
TOTAL REVENUES		10,900.00	161.43	0.00	1.48
TOTAL EXPENDITURES		10,900.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	161.43	0.00	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT)					
Revenues					
Dept 000					
289-000-401.407	OBRA:TAX CAPTURE	2,500.00	81.13	0.00	3.25
Total Dept 000		2,500.00	81.13	0.00	3.25
TOTAL Revenues		2,500.00	81.13	0.00	3.25
Expenditures					
Dept 730-PROFESSIONAL SERVICES					
289-730-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	1,050.00	0.00	0.00	0.00
Total Dept 730-PROFESSIONAL SERVICES		1,050.00	0.00	0.00	0.00
Dept 964-TAX REIMBURSEMENTS					
289-964-969.000	DEVELOPER REIMBURSEMENT	1,450.00	0.00	0.00	0.00
Total Dept 964-TAX REIMBURSEMENTS		1,450.00	0.00	0.00	0.00
TOTAL Expenditures		2,500.00	0.00	0.00	0.00
Fund 289 - OBRA:DISTRICT#9(ROBBIN'S LOFT):					
TOTAL REVENUES		2,500.00	81.13	0.00	3.25
TOTAL EXPENDITURES		2,500.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	81.13	0.00	100.00



		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
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Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL)					
Revenues					
Dept 000					
291-000-401.407	OBRA:TAX CAPTURE	250.00	129.15	0.00	51.66
291-000-671.676	DONATIONS	7,725.00	0.00	0.00	0.00
Total Dept 000		7,975.00	129.15	0.00	1.62
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TOTAL Revenues		7,975.00	129.15	0.00	1.62
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Expenditures					
Dept 730-PROFESSIONAL SERVICES					
291-730-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	875.00	0.00	0.00	0.00
Total Dept 730-PROFESSIONAL SERVICES		875.00	0.00	0.00	0.00
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Dept 964-TAX REIMBURSEMENTS					
291-964-969.000	DEVELOPER REIMBURSEMENT	7,100.00	0.00	0.00	0.00
Total Dept 964-TAX REIMBURSEMENTS		7,100.00	0.00	0.00	0.00
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TOTAL Expenditures		7,975.00	0.00	0.00	0.00
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Fund 291 - OBRA FUND-DIST#11(CAPITOL BOWL):					
TOTAL REVENUES		7,975.00	129.15	0.00	1.62
TOTAL EXPENDITURES		7,975.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	129.15	0.00	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT					
Revenues					
Dept 000					
292-000-401.407	OBRA:TAX CAPTURE	28,950.00	666.39	0.00	2.30
Total Dept 000		28,950.00	666.39	0.00	2.30
TOTAL Revenues		28,950.00	666.39	0.00	2.30
Expenditures					
Dept 730-PROFESSIONAL SERVICES					
292-730-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	1,000.00	0.00	0.00	0.00
Total Dept 730-PROFESSIONAL SERVICES		1,000.00	0.00	0.00	0.00
Dept 964-TAX REIMBURSEMENTS					
292-964-969.000	DEVELOPER REIMBURSEMENT	27,950.00	0.00	0.00	0.00
Total Dept 964-TAX REIMBURSEMENTS		27,950.00	0.00	0.00	0.00
TOTAL Expenditures		28,950.00	0.00	0.00	0.00
Fund 292 - OBRA FUND-DIST#12(WOODARD LOFT:					
TOTAL REVENUES		28,950.00	666.39	0.00	2.30
TOTAL EXPENDITURES		28,950.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	666.39	0.00	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 293 - OBRA-DIST#13 WESNER BUILDING					
Revenues					
Dept 000					
293-000-401.407	OBRA:TAX CAPTURE	550.00	0.00	0.00	0.00
Total Dept 000		550.00	0.00	0.00	0.00
TOTAL Revenues		550.00	0.00	0.00	0.00
Expenditures					
Dept 730-PROFESSIONAL SERVICES					
293-730-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	550.00	0.00	0.00	0.00
Total Dept 730-PROFESSIONAL SERVICES		550.00	0.00	0.00	0.00
TOTAL Expenditures		550.00	0.00	0.00	0.00
Fund 293 - OBRA-DIST#13 WESNER BUILDING:					
TOTAL REVENUES		550.00	0.00	0.00	0.00
TOTAL EXPENDITURES		550.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00

		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
Fund 297 - HISTORICAL FUND					
Revenues					
Dept 000					
297-000-600.600	SALES	5,000.00	916.45	95.05	18.33
297-000-664.664	INTEREST INCOME	50.00	97.78	4.84	195.56
297-000-664.667	RENTS & DEPOSITS-CASTLE	600.00	150.00	0.00	25.00
297-000-664.668	RENTAL INCOME	15,200.00	7,620.00	1,270.00	50.13
297-000-671.675	DONATIONS-PRIVATE	8,000.00	4,087.73	269.45	51.10
297-000-671.678	FUNDRAISER	1,000.00	213.65	0.00	21.37
297-000-671.679	DONATIONS:HOME TOUR	13,425.00	3,978.75	75.00	29.64
297-000-695.101	GENERAL FUND TRANSFER	42,800.00	21,398.00	3,567.00	50.00
297-000-695.699	APPROPRIATION OF FUND BALANCE	20,000.00	0.00	0.00	0.00
Total Dept 000		106,075.00	38,462.36	5,281.34	36.26
TOTAL Revenues		106,075.00	38,462.36	5,281.34	36.26
Expenditures					
Dept 797-HISTORICAL COMMISSION					
297-797-728.000	OPERATING SUPPLIES	2,000.00	2,967.21	0.00	148.36
297-797-728.200	SUPPLIES-HISTORIC COLLECTION	2,500.00	0.00	0.00	0.00
297-797-728.300	HOME TOUR PROMOTION	0.00	2,866.64	0.00	57.33
297-797-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	1,950.00	0.00	0.00	0.00
297-797-810.000	INSURANCE & BONDS	1,000.00	0.00	0.00	0.00
297-797-831.000	BUILDING MAINTENANCE	5,000.00	0.00	0.00	0.00
297-797-856.000	MISCELLANEOUS	2,700.00	369.34	8.00	13.68
Total Dept 797-HISTORICAL COMMISSION		15,150.00	6,203.19	8.00	30.79
Dept 798-CASTLE					
297-798-702.200	WAGES	22,700.00	7,515.00	1,792.50	33.11
297-798-702.400	WAGES - TEMPORARY	6,500.00	4,533.38	806.85	69.74
297-798-715.000	SOCIAL SECURITY (FICA)	2,150.00	921.70	198.85	42.87
297-798-717.000	UNEMPLOYMENT INSURANCE	75.00	46.99	0.00	62.65
297-798-719.000	WORKERS' COMPENSATION	75.00	20.00	0.00	26.67
297-798-728.000	OPERATING SUPPLIES	800.00	489.01	0.00	61.13
297-798-810.000	INSURANCE & BONDS	750.00	0.00	0.00	0.00
297-798-820.000	UTILITIES	7,000.00	1,683.29	410.87	24.05
297-798-831.000	BUILDING MAINTENANCE	20,250.00	17,136.12	0.00	84.62
297-798-856.000	MISCELLANEOUS	2,000.00	584.25	384.25	29.21
297-798-869.000	DOWNTOWN PROMOTION	2,000.00	0.00	0.00	0.00
Total Dept 798-CASTLE		64,300.00	32,929.74	3,593.32	51.21

		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
Dept 799-GOULD HOUSE					
297-799-728.300	HOME TOUR PROMOTION	5,000.00	0.00	0.00	0.00
297-799-810.000	INSURANCE & BONDS	750.00	0.00	0.00	0.00
297-799-820.000	UTILITIES	0.00	2,337.01	715.08	36.23
297-799-820.100	ELECTRICITY	6,000.00	0.00	0.00	0.00
297-799-820.400	WATER & SEWER	450.00	0.00	0.00	0.00
297-799-831.000	BUILDING MAINTENANCE	13,000.00	2,093.41	265.57	16.10
297-799-831.200	BLDG MAINTENANCE-RENTAL	175.00	0.00	0.00	0.00
297-799-856.000	MISCELLANEOUS	1,250.00	1,353.14	1,094.63	108.25
Total Dept 799-GOULD HOUSE		26,625.00	5,783.56	2,075.28	20.60
TOTAL Expenditures		106,075.00	44,916.49	5,676.60	39.92
Fund 297 - HISTORICAL FUND:					
TOTAL REVENUES		106,075.00	38,462.36	5,281.34	36.26
TOTAL EXPENDITURES		106,075.00	44,916.49	5,676.60	39.92
NET OF REVENUES & EXPENDITURES		0.00	(6,454.13)	(395.26)	100.06

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 325 - DEBT SERVICE-2010 GO BONDS					
Revenues					
Dept 000					
325-000-401.403	GENERAL PROPERTY TAX	56,537.00	56,531.24	0.00	99.99
325-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TA	511.00	511.09	0.00	100.02
325-000-401.431	OBSOLETE PROPERTY REHAB TAXES(OPR.	44.00	44.78	0.00	101.77
325-000-695.699	APPROPRIATION OF FUND BALANCE	58.00	0.00	0.00	0.00
Total Dept 000		57,150.00	57,087.11	0.00	99.89
TOTAL Revenues		57,150.00	57,087.11	0.00	99.89
Expenditures					
Dept 905-DEBT SERVICE					
325-905-980.991	PRINCIPAL	20,000.00	20,000.00	0.00	100.00
325-905-980.995	INTEREST	37,150.00	18,681.25	0.00	50.29
Total Dept 905-DEBT SERVICE		57,150.00	38,681.25	0.00	67.68
TOTAL Expenditures		57,150.00	38,681.25	0.00	67.68
Fund 325 - DEBT SERVICE-2010 GO BONDS:					
TOTAL REVENUES		57,150.00	57,087.11	0.00	99.89
TOTAL EXPENDITURES		57,150.00	38,681.25	0.00	67.68
NET OF REVENUES & EXPENDITURES		0.00	18,405.86	0.00	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 327 - 2013 UTGO					
Revenues					
Dept 000					
327-000-401.403	GENERAL PROPERTY TAX	8,171.00	8,168.02	0.00	99.96
327-000-401.430	INDUSTRIAL/COMMERCIAL FACILITIES TA	73.00	73.85	0.00	101.16
327-000-401.431	OBSOLETE PROPERTY REHAB TAXES(OPR.	6.00	6.47	0.00	107.83
327-000-695.699	APPROPRIATION OF FUND BALANCE	62,550.00	0.00	0.00	0.00
Total Dept 000		70,800.00	8,248.34	0.00	11.65
TOTAL Revenues		70,800.00	8,248.34	0.00	11.65
Expenditures					
Dept 905-DEBT SERVICE					
327-905-980.991	PRINCIPAL	20,000.00	20,000.00	0.00	100.00
327-905-980.995	INTEREST	50,550.00	31,531.54	0.00	62.38
327-905-980.998	DEBT SERVICE	250.00	250.00	0.00	100.00
Total Dept 905-DEBT SERVICE		70,800.00	51,781.54	0.00	73.14
TOTAL Expenditures		70,800.00	51,781.54	0.00	73.14
Fund 327 - 2013 UTGO :					
TOTAL REVENUES		70,800.00	8,248.34	0.00	11.65
TOTAL EXPENDITURES		70,800.00	51,781.54	0.00	73.14
NET OF REVENUES & EXPENDITURES		0.00	(43,533.20)	0.00	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
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Fund 397 - 2009 LTGO DEBT					
Revenues					
Dept 000					
397-000-671.674	DDA CONTRIBUTION	74,150.00	19,517.50	0.00	26.32
Total Dept 000		74,150.00	19,517.50	0.00	26.32
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TOTAL Revenues		74,150.00	19,517.50	0.00	26.32
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Expenditures					
Dept 905-DEBT SERVICE					
397-905-980.991	PRINCIPAL	35,000.00	0.00	0.00	0.00
397-905-980.995	INTEREST	39,050.00	19,517.50	0.00	49.98
397-905-980.998	DEBT SERVICE	100.00	0.00	0.00	0.00
Total Dept 905-DEBT SERVICE		74,150.00	19,517.50	0.00	26.32
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TOTAL Expenditures		74,150.00	19,517.50	0.00	26.32
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Fund 397 - 2009 LTGO DEBT:					
TOTAL REVENUES		74,150.00	19,517.50	0.00	26.32
TOTAL EXPENDITURES		74,150.00	19,517.50	0.00	26.32
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00



		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
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Fund 411 - CAPITAL PROJECTS-2011 STREET PROGRAM					
Revenues					
Dept 000					
411-000-664.664	INTEREST INCOME	0.00	275.28	46.39	100.00
411-000-695.699	APPROPRIATION OF FUND BALANCE	235,675.00	0.00	0.00	0.00
Total Dept 000		235,675.00	275.28	46.39	0.12
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TOTAL Revenues		235,675.00	275.28	46.39	0.12
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Expenditures					
Dept 901-CAPITAL OUTLAY					
411-901-965.585	CAPITAL CONTRIBUTION-PARKING	58,000.00	(12,017.00)	0.00	(20.72)
411-901-974.000	LAND IMPROVEMENTS	125,000.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		183,000.00	(12,017.00)	0.00	(6.57)
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Dept 966-TRANSFERS OUT					
411-966-999.202	TRANSFER TO MAJOR STREET	52,675.00	0.00	0.00	0.00
Total Dept 966-TRANSFERS OUT		52,675.00	0.00	0.00	0.00
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TOTAL Expenditures		235,675.00	(12,017.00)	0.00	(5.10)
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Fund 411 - CAPITAL PROJECTS-2011 STREET PROGRAM:					
TOTAL REVENUES		235,675.00	275.28	46.39	0.12
TOTAL EXPENDITURES		235,675.00	(12,017.00)	0.00	5.10
NET OF REVENUES & EXPENDITURES		0.00	12,292.28	46.39	100.00

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 588 - TRANSPORTATION FUND					
Revenues					
Dept 000					
588-000-401.403	GENERAL PROPERTY TAX	65,450.00	62,154.64	(89.14)	94.97
Total Dept 000		65,450.00	62,154.64	(89.14)	94.97
TOTAL Revenues		65,450.00	62,154.64	(89.14)	94.97
Expenditures					
Dept 200-GEN SERVICES					
588-200-818.000	CONTRACTUAL SERVICES	65,450.00	54,838.24	518.17	83.79
Total Dept 200-GEN SERVICES		65,450.00	54,838.24	518.17	83.79
TOTAL Expenditures		65,450.00	54,838.24	518.17	83.79
Fund 588 - TRANSPORTATION FUND:					
TOTAL REVENUES		65,450.00	62,154.64	(89.14)	94.97
TOTAL EXPENDITURES		65,450.00	54,838.24	518.17	83.79
NET OF REVENUES & EXPENDITURES		0.00	7,316.40	(607.31)	100.00

		2013-14			
GL NUMBER	DESCRIPTION	AMENDED BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 590 - SEWER FUND					
Revenues					
Dept 000					
590-000-401.446	PENALTIES - LATE CHARGES	30,000.00	14,303.63	(5.70)	47.68
590-000-450.477	SWR:PERMITS/INSPECTION FEE	0.00	200.00	60.00	0.00
590-000-600.601	METERED SALES	1,600,000.00	288,275.74	2,254.21	18.02
590-000-664.664	INTEREST INCOME	5,000.00	289.82	56.39	5.80
Total Dept 000		1,635,000.00	303,069.19	2,364.90	(71.49)
TOTAL Revenues		1,635,000.00	303,069.19	2,364.90	(71.49)
Expenditures					
Dept 200-GEN SERVICES					
590-200-702.100	SALARIES	12,600.00	4,685.00	753.77	37.18
590-200-715.000	SOCIAL SECURITY (FICA)	1,500.00	358.42	57.67	23.89
590-200-716.100	HEALTH INSURANCE	1,500.00	684.12	114.02	45.61
590-200-716.150	OPEB EXPENSE	2,000.00	0.00	0.00	0.00
590-200-716.200	DENTAL INSURANCE	100.00	36.24	6.04	36.24
590-200-716.300	OPTICAL INSURANCE	100.00	2.35	0.73	2.35
590-200-716.400	LIFE INSURANCE	100.00	13.39	2.23	13.39
590-200-716.500	DISABILITY INSURANCE	100.00	21.74	3.63	21.74
590-200-717.000	UNEMPLOYMENT INSURANCE	0.00	163.15	0.00	0.00
590-200-718.000	RETIREMENT	5,000.00	0.00	0.00	0.00
590-200-719.000	WORKERS' COMPENSATION	500.00	118.00	0.00	23.60
590-200-728.000	OPERATING SUPPLIES	200.00	71.40	0.00	35.70
590-200-801.000	PROFESSIONAL SERVICES: ADMINISTRAT	2,700.00	0.00	0.00	0.00
590-200-810.000	INSURANCE & BONDS	10,000.00	0.00	0.00	0.00
590-200-818.000	CONTRACTUAL SERVICES	12,000.00	5,893.05	0.00	49.11
590-200-856.000	MISCELLANEOUS	0.00	452.00	0.00	0.00
590-200-860.000	EDUCATION & TRAINING	200.00	0.00	0.00	0.00
590-200-890.200	OPERATION & MAINTENANCE	949,000.00	477,812.91	78,830.57	50.35
590-200-890.300	REPLACEMENT	88,300.00	70,898.77	35,310.19	80.29
590-200-899.101	GF CONTRIBUTION	0.00	20,002.00	3,333.00	0.00
590-200-968.000	DEPRECIATION EXPENSE	40,000.00	0.00	0.00	0.00
590-200-999.101	CONTRIBUTION-GF ADMIN	40,000.00	0.00	0.00	0.00
Total Dept 200-GEN SERVICES		1,165,900.00	581,212.54	118,411.85	419.46

		2013-14			
		AMENDED	YTD BALANCE	ACTIVITY FOR	
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	% BDGT USED
Dept 549-SEWER OPERATIONS					
590-549-702.100	SALARIES	44,000.00	0.00	0.00	0.00
590-549-702.200	WAGES	65,000.00	16,067.51	3,579.60	24.72
590-549-702.300	OVERTIME	3,000.00	751.23	139.22	25.04
590-549-702.800	ACCRUED SICK LEAVE	1,600.00	0.00	0.00	0.00
590-549-703.000	OTHER COMPENSATION	0.00	9,448.53	557.60	0.00
590-549-715.000	SOCIAL SECURITY (FICA)	9,600.00	3,152.45	436.47	32.84
590-549-716.100	HEALTH INSURANCE	40,300.00	12,249.96	2,041.66	30.40
590-549-716.200	DENTAL INSURANCE	2,000.00	543.60	90.60	27.18
590-549-716.300	OPTICAL INSURANCE	400.00	28.66	10.76	7.17
590-549-716.400	LIFE INSURANCE	300.00	79.20	13.20	26.40
590-549-718.000	RETIREMENT	29,000.00	13,372.17	1,851.73	46.11
590-549-719.000	WORKERS' COMPENSATION	2,500.00	710.00	0.00	28.40
590-549-728.000	OPERATING SUPPLIES	5,000.00	3,047.95	3,005.23	60.96
590-549-751.000	GAS & OIL	8,000.00	3,253.90	327.96	40.67
590-549-818.000	CONTRACTUAL SERVICES	100,000.00	4,399.92	0.00	4.40
590-549-833.200	SEWER REPAIR	20,000.00	0.00	0.00	0.00
590-549-833.300	SERVICE LINE REPAIR SEPARATION-SSO	50,000.00	0.00	0.00	0.00
590-549-836.000	LIFT STATION MAINTENANCE	5,000.00	2,740.31	0.00	54.81
590-549-836.100	LIFT STATION UTILITIES	2,200.00	1,059.78	176.20	48.17
590-549-843.000	EQUIPMENT RENTAL	30,000.00	9,603.13	2,341.80	32.01
590-549-860.000	EDUCATION & TRAINING	1,000.00	0.00	0.00	0.00
Total Dept 549-SEWER OPERATIONS		418,900.00	80,508.30	14,572.03	489.27
Dept 901-CAPITAL OUTLAY					
590-901-973.000	CAPITAL OUTLAY - SEWERS	100,000.00	0.00	0.00	0.00
590-901-979.000	COL-LIFT STATIONS	10,000.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		110,000.00	0.00	0.00	0.00
Dept 905-DEBT SERVICE					
590-905-980.991	PRINCIPAL	35,000.00	0.00	0.00	0.00
590-905-980.995	INTEREST	16,200.00	7,647.33	0.00	47.21
Total Dept 905-DEBT SERVICE		51,200.00	7,647.33	0.00	47.21
TOTAL Expenditures		1,746,000.00	669,368.17	132,983.88	955.93
Fund 590 - SEWER FUND:					
TOTAL REVENUES		1,635,000.00	303,069.19	2,364.90	(71.49)
TOTAL EXPENDITURES		1,746,000.00	669,368.17	132,983.88	955.93
NET OF REVENUES & EXPENDITURES		(111,000.00)	(366,298.98)	(130,618.98)	(1,027.42)

		2013-14			
		AMENDED	YTD BALANCE	ACTIVITY FOR	
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	% BDGT USED
Fund 591 - WATER FUND					
Revenues					
Dept 000					
591-000-401.446	PENALTIES - LATE CHARGES	40,000.00	20,443.00	(6.76)	51.11
591-000-450.477	WTR:PERMITS/INSPECTION FEE	1,000.00	6,275.00	60.00	627.50
591-000-600.601	METERED SALES	1,996,000.00	352,855.05	(26,027.61)	17.68
591-000-600.602	METERED SALES-WHOLESALE-USAGE	176,000.00	123,859.09	19,328.95	70.37
591-000-600.603	METERED SALES-WHOLESALE-DEBT	44,200.00	0.00	0.00	0.00
591-000-600.604	WATER MAIN REPLACEMENT CHARGE	330,000.00	83,675.01	513.42	25.36
591-000-600.640	MATERIAL & SERVICE	5,000.00	2,553.88	0.00	51.08
591-000-600.641	CONNECTIONS-CALEDONIA TOWNSHIP	0.00	393.01	0.00	0.00
591-000-664.664	INTEREST INCOME	5,000.00	1,899.66	83.59	37.99
591-000-671.688	HYDRANT RENTAL	15,300.00	15,984.00	0.00	104.47
591-000-671.694	MISCELLANEOUS	2,500.00	2,004.83	110.00	80.19
591-000-671.695	MISCELLANEOUS WATER CHARGES	10,000.00	5,558.00	2,260.00	55.58
Total Dept 000		2,625,000.00	615,500.53	(3,678.41)	(1,121.33)
TOTAL Revenues		2,625,000.00	615,500.53	(3,678.41)	(1,121.33)
Expenditures					
Dept 200-GEN SERVICES					
591-200-702.100	SALARIES	20,000.00	8,432.56	1,356.65	42.16
591-200-715.000	SOCIAL SECURITY (FICA)	2,000.00	645.03	103.77	32.25
591-200-716.100	HEALTH INSURANCE	2,500.00	1,231.38	205.23	49.26
591-200-716.200	DENTAL INSURANCE	200.00	65.20	10.86	32.60
591-200-716.300	OPTICAL INSURANCE	50.00	4.19	1.29	8.38
591-200-716.400	LIFE INSURANCE	100.00	24.06	4.01	24.06
591-200-716.500	DISABILITY INSURANCE	100.00	39.11	6.51	39.11
591-200-717.000	UNEMPLOYMENT INSURANCE	0.00	293.68	0.00	0.00
591-200-718.000	RETIREMENT	11,000.00	0.00	0.00	0.00
591-200-719.000	WORKERS' COMPENSATION	400.00	20.00	0.00	5.00
591-200-728.000	OPERATING SUPPLIES	2,000.00	230.77	7.17	11.54
591-200-801.000	PROFESSIONAL SERVICES: ADMINISTRAT	5,500.00	0.00	0.00	0.00
591-200-810.000	INSURANCE & BONDS	45,000.00	0.00	0.00	0.00
591-200-818.000	CONTRACTUAL SERVICES	15,000.00	9,634.18	50.95	64.23
591-200-845.000	LEASE	750.00	776.60	0.00	103.55
591-200-850.000	BAD DEBT EXPENSE	500.00	0.00	0.00	0.00
591-200-860.000	EDUCATION & TRAINING	500.00	0.00	0.00	0.00
591-200-899.101	GF CONTRIBUTION	0.00	99,998.00	16,667.00	0.00
591-200-999.101	CONTRIBUTION-GF ADMIN	200,000.00	0.00	0.00	0.00
Total Dept 200-GEN SERVICES		305,600.00	121,394.76	18,413.44	412.13

		2013-14			
		AMENDED	YTD BALANCE	ACTIVITY FOR	
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	% BDGT USED
Dept 552-WATER UNDERGROUND					
591-552-702.100	SALARIES	33,000.00	8,398.51	1,293.80	25.45
591-552-702.200	WAGES	115,000.00	43,659.92	7,291.98	37.97
591-552-702.400	WAGES - TEMPORARY	3,000.00	0.00	0.00	0.00
591-552-703.000	OTHER COMPENSATION	47,000.00	15,072.10	1,205.32	32.07
591-552-715.000	SOCIAL SECURITY (FICA)	19,000.00	6,473.41	833.02	34.07
591-552-716.100	HEALTH INSURANCE	71,000.00	25,841.04	3,981.42	36.40
591-552-716.200	DENTAL INSURANCE	3,800.00	1,473.32	229.46	38.77
591-552-716.300	OPTICAL INSURANCE	800.00	96.07	30.33	12.01
591-552-716.400	LIFE INSURANCE	600.00	207.58	30.20	34.60
591-552-716.500	DISABILITY INSURANCE	200.00	331.33	41.40	165.67
591-552-718.000	RETIREMENT	53,000.00	18,763.56	2,903.53	35.40
591-552-718.200	DEFINED CONTRIBUTION	0.00	1,162.61	100.19	0.00
591-552-719.000	WORKERS' COMPENSATION	7,500.00	2,288.00	0.00	30.51
591-552-728.000	OPERATING SUPPLIES	5,000.00	1,078.30	172.08	21.57
591-552-751.000	GAS & OIL	13,000.00	8,949.41	1,865.61	68.84
591-552-818.000	CONTRACTUAL SERVICES	20,000.00	9,481.06	2,271.96	47.41
591-552-820.100	ELECTRICITY	3,200.00	1,023.51	221.88	31.98
591-552-820.200	GAS	4,000.00	835.94	648.03	20.90
591-552-820.300	TELEPHONE	3,400.00	1,237.06	142.94	36.38
591-552-833.000	EQUIPMENT MAINTENANCE	2,000.00	2,861.82	94.28	143.09
591-552-833.200	EQUIPMENT MAINT-HYDRANTS & MAINS	120,000.00	67,734.85	21,648.52	56.45
591-552-833.300	EQUIP MAINT. METER & SERV	120,000.00	77,049.19	18,873.90	64.21
591-552-843.000	EQUIPMENT RENTAL	1,000.00	1,488.97	0.00	148.90
591-552-860.000	EDUCATION & TRAINING	1,000.00	1,020.00	0.00	102.00
591-552-968.000	DEPRECIATION EXPENSE	125,000.00	0.00	0.00	0.00
Total Dept 552-WATER UNDERGROUND		771,500.00	296,527.56	63,879.85	1,224.62

		2013-14			
		AMENDED	YTD BALANCE	ACTIVITY FOR	
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	% BDGT USED
Dept 553-WATER FILTRATION					
591-553-702.200	WAGES	211,000.00	112,677.87	17,664.80	53.40
591-553-702.300	OVERTIME	22,000.00	11,437.27	2,352.89	51.99
591-553-702.400	WAGES - TEMPORARY	5,000.00	1,922.63	0.00	38.45
591-553-702.600	UNIFORMS	3,500.00	4,200.00	0.00	120.00
591-553-702.800	ACCRUED SICK LEAVE	1,000.00	930.35	0.00	93.04
591-553-715.000	SOCIAL SECURITY (FICA)	18,500.00	9,853.42	1,503.89	53.26
591-553-716.100	HEALTH INSURANCE	50,000.00	32,251.61	5,538.35	64.50
591-553-716.200	DENTAL INSURANCE	2,500.00	1,630.11	281.22	65.20
591-553-716.300	OPTICAL INSURANCE	500.00	110.95	35.46	22.19
591-553-716.400	LIFE INSURANCE	500.00	230.55	39.15	46.11
591-553-716.500	DISABILITY INSURANCE	400.00	502.35	82.15	125.59
591-553-717.000	UNEMPLOYMENT INSURANCE	0.00	234.85	0.00	0.00
591-553-718.000	RETIREMENT	50,000.00	16,560.98	2,540.97	33.12
591-553-718.200	DEFINED CONTRIBUTION	4,000.00	3,301.11	513.99	82.53
591-553-719.000	WORKERS' COMPENSATION	7,000.00	2,772.00	0.00	39.60
591-553-728.000	OPERATING SUPPLIES	15,000.00	3,111.38	202.83	20.74
591-553-728.100	LAB SUPPLIES	0.00	7,593.06	764.56	0.00
591-553-743.000	CHEMICALS	132,000.00	64,207.22	9,152.58	48.64
591-553-751.000	GAS & OIL	1,500.00	879.15	392.32	58.61
591-553-818.000	CONTRACTUAL SERVICES	9,000.00	11,535.17	780.00	128.17
591-553-820.100	ELECTRICITY	138,000.00	56,244.23	10,360.09	40.76
591-553-820.200	GAS	4,500.00	818.47	592.40	18.19
591-553-820.300	TELEPHONE	6,000.00	2,371.16	147.75	39.52
591-553-820.500	REFUSE	500.00	141.48	23.58	28.30
591-553-831.000	BUILDING MAINTENANCE	5,000.00	3,413.72	149.55	68.27
591-553-832.000	STATIONARY EQUIPMENT	5,500.00	5,372.01	0.00	97.67
591-553-833.000	EQUIPMENT MAINTENANCE	20,000.00	8,869.72	3,809.55	44.35
591-553-833.100	EQUIP MAINT - WELLS	20,000.00	149.55	117.33	0.75
591-553-834.000	MAINTENANCE	150,000.00	0.00	0.00	0.00
591-553-860.000	EDUCATION & TRAINING	1,000.00	0.00	0.00	0.00
591-553-968.000	DEPRECIATION EXPENSE	150,000.00	0.00	0.00	0.00
Total Dept 553-WATER FILTRATION		1,033,900.00	363,322.37	57,045.41	1,482.95
Dept 901-CAPITAL OUTLAY					
591-901-972.000	MAINS & HYDRANTS	300,000.00	441.19	0.00	0.15
591-901-972.200	COL-WATER STORAGE	100,000.00	0.00	0.00	0.00
591-901-977.000	COL - EQUIPMENT	50,000.00	0.00	0.00	0.00
Total Dept 901-CAPITAL OUTLAY		450,000.00	441.19	0.00	0.15
Dept 905-DEBT SERVICE					
591-905-980.991	PRINCIPAL	255,000.00	280,000.00	0.00	109.80
591-905-980.995	INTEREST	106,250.00	51,206.25	0.00	48.19
Total Dept 905-DEBT SERVICE		361,250.00	331,206.25	0.00	158.00
TOTAL Expenditures		2,922,250.00	1,112,892.13	139,338.70	3,277.85
Fund 591 - WATER FUND:					
TOTAL REVENUES		2,625,000.00	615,500.53	(3,678.41)	(1,121.33)
TOTAL EXPENDITURES		2,922,250.00	1,112,892.13	139,338.70	3,277.85
NET OF REVENUES & EXPENDITURES		(297,250.00)	(497,391.60)	(143,017.11)	(4,399.18)

		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
Fund 599 - WASTEWATER FUND					
Revenues					
Dept 000					
599-000-602.100	OP & MAINT CHRG - OWOSSO	956,000.00	477,812.91	78,830.57	49.98
599-000-602.200	OP & MAINT CHRG - OWOSSO TWP	120,000.00	68,602.98	12,585.90	57.17
599-000-602.300	OP & MAINT CHRG - CALEDONIA TWSP	110,000.00	47,916.32	7,239.98	43.56
599-000-602.400	OP & MAINT CHRG - CORUNNA	170,000.00	83,667.80	14,343.54	49.22
599-000-603.100	REPLACEMENT CHRG - OWOSSO	142,000.00	70,898.77	35,310.19	49.93
599-000-603.200	REPLACEMENT CHRG - OWOSSO TWP	32,500.00	17,108.11	8,673.59	52.64
599-000-603.300	REPLACEMENT CHRG - CALEDONIA TWSF	26,300.00	12,615.73	6,238.62	47.97
599-000-603.400	REPLACEMENT CHRG - CORUNNA	25,200.00	12,377.38	6,277.60	49.12
599-000-664.664	INTEREST INCOME	5,000.00	2,644.21	160.70	52.88
599-000-671.694	MISCELLANEOUS	3,000.00	2,145.46	281.74	71.52
Total Dept 000		1,590,000.00	795,789.67	169,942.43	50.05
TOTAL Revenues		1,590,000.00	795,789.67	169,942.43	50.05



		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
Expenditures					
Dept 548-WASTEWATER OPERATIONS					
599-548-702.100	SALARIES	62,000.00	30,062.52	4,628.53	48.49
599-548-702.200	WAGES	276,000.00	128,341.15	19,754.80	46.50
599-548-702.300	OVERTIME	25,000.00	11,265.40	2,483.82	45.06
599-548-702.400	WAGES - TEMPORARY	6,000.00	2,114.57	114.92	35.24
599-548-702.600	UNIFORMS	4,500.00	4,200.00	0.00	93.33
599-548-702.800	ACCRUED SICK LEAVE	2,100.00	1,524.71	0.00	72.61
599-548-703.000	OTHER COMPENSATION	200.00	0.00	0.00	0.00
599-548-715.000	SOCIAL SECURITY (FICA)	29,000.00	13,448.86	2,044.31	46.38
599-548-716.100	HEALTH INSURANCE	90,000.00	38,944.63	6,548.88	43.27
599-548-716.200	DENTAL INSURANCE	4,800.00	2,309.74	387.54	48.12
599-548-716.300	OPTICAL INSURANCE	500.00	244.46	52.63	48.89
599-548-716.400	LIFE INSURANCE	1,000.00	459.81	77.01	45.98
599-548-716.500	DISABILITY INSURANCE	1,000.00	639.57	108.17	63.96
599-548-716.600	PHYSICALS	200.00	303.00	10.00	151.50
599-548-717.000	UNEMPLOYMENT INSURANCE	500.00	142.65	0.00	28.53
599-548-718.000	RETIREMENT	55,000.00	38,904.98	5,888.76	70.74
599-548-718.200	DEFINED CONTRIBUTION	5,000.00	2,564.99	405.66	51.30
599-548-719.000	WORKERS' COMPENSATION	6,500.00	3,798.00	0.00	58.43
599-548-728.000	OPERATING SUPPLIES	8,000.00	6,465.60	1,515.04	80.82
599-548-728.100	SUPPLIES	9,000.00	8,101.57	1,136.97	90.02
599-548-743.100	CHEMICALS - IRON	40,500.00	12,763.09	0.00	31.51
599-548-743.200	CHEMICALS - POLYMER	15,000.00	8,727.50	2,160.00	58.18
599-548-743.300	CHEMICALS - CHLORINE	40,500.00	13,753.60	2,325.02	33.96
599-548-751.000	GAS & OIL	6,500.00	2,737.36	346.62	42.11
599-548-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	18,000.00	5,813.92	501.58	32.30
599-548-810.000	INSURANCE & BONDS	42,000.00	0.00	0.00	0.00
599-548-820.100	ELECTRICITY	230,000.00	102,871.64	31,177.89	44.73
599-548-820.200	GAS	16,000.00	2,004.15	1,708.36	12.53
599-548-820.300	TELEPHONE	3,600.00	1,616.02	233.66	44.89
599-548-820.400	WATER & SEWER	3,000.00	728.80	0.00	24.29
599-548-820.500	REFUSE	500.00	141.42	23.57	28.28
599-548-831.000	BUILDING MAINTENANCE	35,000.00	11,338.24	910.07	32.39
599-548-832.000	STATIONARY EQUIPMENT	6,000.00	5,695.00	5,600.00	94.92
599-548-833.000	EQUIPMENT MAINTENANCE	35,000.00	41,162.72	18,915.12	117.61
599-548-834.000	MAINTENANCE	72,400.00	40,032.26	9,150.13	55.29
599-548-834.100	HHW PROGRAM	9,600.00	9,200.00	0.00	95.83
599-548-845.000	LEASE	15,600.00	16,890.00	1,815.00	108.27
599-548-856.000	MISCELLANEOUS	0.00	3.00	0.00	100.00
599-548-858.000	MEMBERSHIPS & DUES	600.00	536.00	0.00	89.33
599-548-860.000	EDUCATION & TRAINING	1,200.00	125.00	0.00	10.42
599-548-899.101	GF CONTRIBUTION	0.00	83,650.78	17,860.52	100.00
599-548-999.101	CONTRIBUTION-GF ADMIN	171,700.00	0.00	0.00	0.00
Total Dept 548-WASTEWATER OPERATIONS		1,349,000.00	653,626.71	137,884.58	48.45

		2014-15			
		ORIGINAL	YTD BALANCE	ACTIVITY FOR	% BDGT
GL NUMBER	DESCRIPTION	BUDGET	12/31/2014	12/31/2014	USED
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Dept 901-CAPITAL OUTLAY					
599-901-975.000	COL - BUILDING IMPROVEMENTS	100,000.00	0.00	0.00	0.00
599-901-977.000	COL - EQUIPMENT	650,000.00	5,913.22	0.00	0.91
599-901-977.100	COL EQUIPMENT INTEREST	0.00	1,340.00	1,340.00	100.00
Total Dept 901-CAPITAL OUTLAY		750,000.00	7,253.22	1,340.00	0.97
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TOTAL Expenditures		2,099,000.00	660,879.93	139,224.58	31.49
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Fund 599 - WASTEWATER FUND:					
TOTAL REVENUES		1,590,000.00	795,789.67	169,942.43	50.05
TOTAL EXPENDITURES		2,099,000.00	660,879.93	139,224.58	31.49
NET OF REVENUES & EXPENDITURES		(509,000.00)	134,909.74	30,717.85	26.50

		2014-15			
GL NUMBER	DESCRIPTION	ORIGINAL BUDGET	YTD BALANCE 12/31/2014	ACTIVITY FOR 12/31/2014	% BDGT USED
Fund 661 - FLEET MAINTENANCE FUND					
Revenues					
Dept 000					
661-000-664.669	EQUIPMENT RENTAL	475,000.00	374,815.47	56,415.59	78.91
661-000-671.673	SALE OF FIXED ASSETS	48,000.00	41,495.00	0.00	86.45
661-000-695.699	APPROPRIATION OF FUND BALANCE	411,550.00	0.00	0.00	0.00
Total Dept 000		934,550.00	416,310.47	56,415.59	44.55
TOTAL Revenues		934,550.00	416,310.47	56,415.59	44.55
Expenditures					
Dept 891-FLEET MAINTENANCE					
661-891-702.200	WAGES	61,700.00	19,476.18	2,884.49	31.57
661-891-703.000	OTHER COMPENSATION	9,300.00	7,627.38	592.00	82.01
661-891-715.000	SOCIAL SECURITY (FICA)	3,800.00	1,985.67	238.00	52.25
661-891-716.100	HEALTH INSURANCE	16,100.00	7,962.84	1,327.14	49.46
661-891-716.200	DENTAL INSURANCE	825.00	436.26	72.71	52.88
661-891-716.300	OPTICAL INSURANCE	75.00	16.84	5.38	22.45
661-891-716.400	LIFE INSURANCE	100.00	39.60	6.60	39.60
661-891-716.500	DISABILITY INSURANCE	275.00	0.00	0.00	0.00
661-891-717.000	UNEMPLOYMENT INSURANCE	225.00	0.00	0.00	0.00
661-891-718.000	RETIREMENT	11,650.00	4,847.23	585.59	41.61
661-891-719.000	WORKERS' COMPENSATION	1,900.00	808.00	0.00	42.53
661-891-728.000	OPERATING SUPPLIES	500.00	1,173.60	0.00	234.72
661-891-751.000	GAS & OIL	64,000.00	21,038.21	4,514.97	32.87
661-891-801.000	PROFESSIONAL SERVICES: ADMINISTRATI	1,500.00	0.00	0.00	0.00
661-891-810.000	INSURANCE & BONDS	22,000.00	0.00	0.00	0.00
661-891-833.000	EQUIPMENT MAINTENANCE	75,000.00	29,207.80	5,425.23	38.94
661-891-860.000	EDUCATION & TRAINING	300.00	466.80	0.00	155.60
661-891-899.101	GF CONTRIBUTION	0.00	16,148.00	2,692.00	100.00
661-891-999.101	CONTRIBUTION-GF ADMIN	32,300.00	0.00	0.00	0.00
Total Dept 891-FLEET MAINTENANCE		301,550.00	111,234.41	18,344.11	36.89
Dept 901-CAPITAL OUTLAY					
661-901-979.000	COL-EQUIPMENT	633,000.00	187,971.96	0.00	29.70
Total Dept 901-CAPITAL OUTLAY		633,000.00	187,971.96	0.00	29.70
TOTAL Expenditures		934,550.00	299,206.37	18,344.11	32.02
Fund 661 - FLEET MAINTENANCE FUND:					
TOTAL REVENUES		934,550.00	416,310.47	56,415.59	44.55
TOTAL EXPENDITURES		934,550.00	299,206.37	18,344.11	32.02
NET OF REVENUES & EXPENDITURES		0.00	117,104.10	38,071.48	100.00

REGULAR MEETING MINUTES  
OWOSSO DDA / MAIN STREET  
Council Chambers, City Hall January  
7, 2014 – 7:30 am.

MEETING CALLED TO ORDER at 7:36 a.m. by Dave Acton.

ROLL CALL was taken by Secretary Alaina Kraus.

MEMBERS PRESENT: Chairman Dave Acton, Authority Members Benjamin Frederick, Bill Gilbert, Dawn Gonyou (7:38), Lance Omer, Ken Cushman, Treasurer James Demis and Secretary Alaina Kraus

MEMBERS ABSENT: Authority Member Meredith Landino

OTHERS PRESENT: Josh Adams, DDA /Owosso Main Street Manager; Susan Montenegro, Assistant City Manager; Kevin Wiles, prospective Board member; Bill Brown, City Attorney; Don Crawford, City Manager; Helen Granger, press; Ken Beall, Loomis Law Firm.

AGENDA:

MOTION BY AUTHORITY MEMBER GILBERT SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO APPROVE THE AGENDA FOR JANUARY 7, 2015, WITH MOVEMENT OF WESENER BUSINESS TO THE TOP OF ITEMS OF BUSINESS.

YEAS ALL. MOTION CARRIED.

MINUTES:

MOTION BY AUTHORITY MEMBER CUSHMAN, SUPPORTED BY AUTHORITY MEMBER FREDERICK TO APPROVE THE MINUTES FOR THE MEETING OF DECEMBER 3, 2014. YEAS ALL. MOTION CARRIED.

PUBLIC / BOARD / STAFF COMMENTS: None

COMMITTEE UPDATES

1) Design - Bill Gilbert

The meeting was held with feedback from the review from MS in mind. Drinking glasses, flower baskets, and wayfinding are progressing. First signs should be up in Spring.

2) Economic Restructuring - Lance Omer

The committee is making some changes and reevaluating when to cover the market study.

3) Organization - Josh Adams

Alaina Kraus has stepped up as interim chair.

4) Promotion - Josh Adams

They are ready to come back to one committee with a chair. Robert Durant with the historic committee has offered to be a part of the Art Walk. Evening shopping is continuing known as Second Fridays. Morning business and promo have moved to evening.

## ITEMS OF BUSINESS:

Dave Acton stepped out for discussion of the Wesener Building

### 3. WESENER MORTGAGE SUBORDINATION

Over the last five years attempts have been made to secure financing for the approx. 2.5 million project. Through Bazzani and the Bank of Holland they were able to make some progress. The last question from Bank of Holland asked if the Brownfield Tax, which is approx. 1 million, is taxable. Plante Moran said that this was so, which would be approximately \$400,000. Since this amount would cause the project to fail, the concept of having the funds come to the DDA and therefore be un-taxed. Research into the legality of this process was previously approved by the board.

Demis expressed concern for what will come to the building if this money does not come through.

Bill Brown as seen a similar thing down in Owosso Township, but needs review time before being able to make any official comment on this agreement.

According to Demis, the Brownfield Tax Credits are the same as a grant so the risk of income tax is borne by the private citizen, not the DDA.

Ken Beall of Loomis Law Firm presented a flow chart of the loan structure and flow of funds. This includes the creation of Wesener SPE, LLC as a legal entity to hold the money. He has done several similar transactions in the past including one with the Bank of Holland. The expectations of the DDA are to turn in the paperwork that the work is completed and that the DDA use the money in some other way than agreed. Those are the only points where any liability comes into play for the DDA in the course of this agreement. The Bank of Holland would handle the servicing of this agreement and provide bridge funds to the project to cover expenses while waiting for the tax credits to come in. There is no payment liability to the DDA.

The current timeline from the Bank of Holland to close is to have all of the pieces in place by the end of January 2015. They are requiring an interest reserve

A project of this size is usually of about a year. The maximum to see this completed including paperwork would be a year and a half, but should be closer to a year. Prep for construction has already begun.

Crawford asked if there would be any liability to the DDA if the project went bankrupt and Biel said no. Gonyou asked who would provide the paperwork for the loan and this would be done by either the Bank of Holland or Loomis Law Firm. Adams said any paperwork would be sent through the City Attorney as it came in. Legal fees would be borne by the investor, though legal fees for review from the city attorney would come from the DDA budget.

Gilbert pointed out that the DDA lent \$50,000 for the close of the building after the fire, which would be repaid if the project is completed.

MOTION BY AUTHORITY MEMBER FREDERICK, SUPPORTED BY AUTHORITY MEMBER OMER TO HOLD A MEETING BEFORE JANUARY 31, 2015, BUT AFTER THE CITY ATTORNEY HAS HAD AN OPPORTUNITY TO REVIEW THE DOCUMENTS TO DISCUSS AND MAKE A DECISION ON THE MATTER.

YEAS ALL. MOTION CARRIED.

#### 4. WESENER DONATION AGREEMENT (JIM DEMIS)

This will be covered at the special meeting as well.

Dave Acton returned to the meeting.

#### 1. CHECK REGISTER APPROVAL.

There might be a small increase from catching up with GLOBAL receipts. SEE BOARD PACKET FOR CHECK REGISTER

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER OMER TO APPROVE THE CHECK REGISTER FOR DECEMBER 2014 AS PRESENTED. YEAS ALL. MOTION CARRIED.

#### 2. BUDGET REPORT.

The large unpaid amount to the city is from the sidewalk work and is being held until the TIFF capture comes in.

#### 5. MMS REMEDIATION AGREEMENT

To reach the master level of Main Street we have been asked for comprehensive work plans and more board involvement. They would like to see the goals from the board retreat better executed in the development and reporting of work plans. There will be another review in 6 months. Once at master level accreditation happens every two years.

MOTION BY AUTHORITY MEMBER KRAUS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO ACCEPT REMEDIATION AND MOVE TOWARDS MASTER LEVEL. YEAS ALL. MOTION CARRIED.

#### 6. MMS 2015 APPLICATION BASED SERVICES (JOSH ADAMS)

The retail merchandising services have been rescheduled for February. Adams is looking at applying for Customer Service training and workshop as well as the Main Street Branding service, a Communications plan consultant, and fund development.

MOTION BY AUTHORITY MEMBER GILBERT, SUPPORTED BY AUTHORITY MEMBER GONYOU TO APPLY FOR THE FOUR SERVICES LISTED ABOVE. YEAS ALL. MOTION CARRIED.

#### 7. YEARLY AUDIT REVIEW (JIM DEMIS)

Demis found 15 major issues in the audit which he has addressed, but it is the second year issues have been found. The contract was for three years. With the farmer's market no longer included, he recommended that the cost be further negotiated down.

The audit has been submitted to the state.

MOTION BY AUTHORITY MEMBER DEMIS, SUPPORTED BY AUTHORITY MEMBER GILBERT TO ACCEPT THE REPORT AS PRESENTED.  
YEAS ALL. MOTION CARRIED.

Demis suggested that next year the audit be sent through Demis' firm at no cost to be certain any issues are found and resolved.

#### 8. JIM DEMIS BOARD MEMBER RESIGNATION

Due to increased work load, Demis is resigning from the board effective January 31, 2015.

#### 9. NEW TREASURER APPOINTMENT

The new treasurer would be inheriting a streamlined process with built-in support.

#### 10. NEW BOARD MEMBER; MR. KEVIN WILES

Kevin Wiles of It's A Deli Thing has expressed an interest and been accepted by City Council. He will be sworn in before Feb 1, 2015.

#### 11. BOARD RETREAT REMINDER

The board retreat will be held tomorrow, January 8, 2015, starting at 5 pm and expected to go until 7 pm at The Gould House. Pizza will be provided.

#### PUBLIC / BOARD / STAFF COMMENTS:

Gilbert emphasized that this special meeting needs to happen next week. Kraus suggested setting the date at the board retreat.

MOTION MADE BY GILBERT, SUPPORTED BY AUTHORITY MEMBER CUSHMAN TO ADJOURN AT 8:53 AM.  
YEAS ALL. MOTION CARRIED.

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Alaina Kraus, Secretary



## Owosso Main Street/DDA

### Board Retreat/Strategic Planning Report

Thursday January 8, 2015, 5:00 p.m.

The Gould House,  
100 W. Oliver St.  
Owosso, MI 48867

#### **BACKGROUND**

In January 2015 the Owosso Main Street/DDA (OMS) board held a strategic planning/priority setting in preparation for the 2015/16 programming year. The strategic planning process was hoped to assist with budget prioritization and further focus the direction of the OMS Program.

On January 8<sup>th</sup>, the Board of Directors gathered together to discuss the future direction of the program and to set priorities for the four committees. Under the Main Street model, communities take a four-point approach to tackle downtown revitalization in a comprehensive way. The four points (each with its own standing committee) are Organization, Design, Economic Restructuring and Promotions. The four points are meant to work together to create a healthy and attractive historic downtown with an engaged population being served by a number of diverse businesses.

#### **STRUCTURE**

Main Street is a volunteer-driven organization. While there is a paid employee in the form of a Main Street Manager, this employee is there to help guide the efforts of the board and program volunteers.

To give the committees direction, the MS Board of directors sets objectives and priorities allowing each committee to work towards those goals through the lens of their committees skill set. Under these objectives, the committees create specific projects to help achieve the objectives. These projects should have specific tasks, goals and means to measure success.

Once projects are determined by committee members under board objectives and priorities, it is up to the committees to create a work plan for each project. The work plans should include all steps necessary to complete the plan, including a start and finish time for each task, as well as a budget and the person assigned to complete the task. One person should act as the chair for each project, taking the lead to make sure that the work plan is completed. Individual volunteers should be assigned to complete the individual tasks. The Main Street Manager's name should rarely be assigned to tasks and never as the chair of a project.

Once a work plan is completed, it is compiled with the other proposed project work plans to help determine an overall program budget. It is up to the board to either approve or deny a project and work plan, based on how the proposed project is slated to meet the board's objectives and how the work plan is laid out. Once a project is approved, the committee has the authority to carry out the tasks and complete the project without board interference.

#### **MISSION STATEMENT**

The board reviewed the mission statement developed prior for Owosso Main Street:

*"The mission of Owosso Main Street is to actively revitalize the Downtown Owosso District. Owosso Main Street will promote an atmosphere of cooperation throughout the community, with downtown acting as a gathering place and focal point for community engagement through volunteerism. Our organization will work to promote economic development by attracting new businesses, shoppers and residents to the district and act as a resource for downtown merchants."*



Throughout the last year, OMS has formed a sub-committee to develop a new mission statement for the organization. Using last year's strategic planning notes along with additional board comments a list of suggested statements were provided during this year's meeting for board review. As a result, the following mission statement was chosen:

*"Owosso Main Street's mission is to foster an active and thriving downtown that is the heart of our community, promoting historic preservation, and drawing both local residents and visitors to our community."*

Through board discussion, it was agreed that this final mission statement will be formally approved during February's regular board meeting.

### **YEAR END ASSESSMENT**

The purpose of the Year-End Assessment is to determine the progress the local Main Street program is making in the fulfillment of its vision, mission and work plan and identify areas and ways that MMS can continue to support the community in its community development efforts. The Assessment Team will use three primary tools to measure progress - the local programs' self-evaluation, the annual report and interviews with the board, committees and municipality.

Main Street communities are reviewed using the National Main Street Center's 10 Standards of Performance. Fulfillment of each of these 10 criteria leads a community to be a Nationally Accredited Main Street Community and continue its partnership with the Michigan Main Street Center.

10 Standards of Performance:

1. Broad-based Community Support
2. Vision & Mission Statements
3. Comprehensive Work Plan
4. Historic Preservation Ethic
5. Active Board and Committees
6. Adequate Operating Budget
7. Professional Management and Development
8. Program of Ongoing Training
9. Reporting of Key Statistics
10. National Main Street Network Membership

The 2014 Year End Assessment concluded that while OMS has accomplished measurable achievements within the downtown district, the OMS program is currently not meeting the minimum expectations set forth for accreditation by the National Main Street Center (NMSC).

The deficient areas highlight by Michigan Main Street Center (MMSC) and NMSC are as follows:

1. Achievement of #3 ["Has a comprehensive Main Street work plan with measurable objectives"].
2. Achievement of #5 ["Active board and committees"].

It is the intent of MMSC to utilize the six month postponement as a remediation period, in which both MMSC and Owosso Main Street will agree upon an aggressive Remediation Plan. At the time of this report, the terms of the proposed Remediation Plan were still being worked out by the MMSC and OMS.

## **2013 GOALS & OBJECTIVES**

During the 2014 Strategic Planning, the Board of Directors identified four areas of focus for the upcoming year. Some of these goals required multiple layers of objectives to achieve them and likely would translate into several years of programming to support that goal. Before moving toward a new set of goals for the year, it was important to evaluate our performance against the goals outlined in 2014 and decide what areas if any, are necessary to continue focus on.

The four goals included;

- Armory Building as an income generating property, destination for the region and entry way from downtown to the river.
- Increase volunteer participation through comprehensive volunteer management strategies.
- Strong business base in downtown Owosso.
- Broad range of community is aware and in support of Main Street principles and activities.

## **COMMITTEE GOALS & OBJECTIVES**

The Owosso Main Street Board determined the following committee goals. Committee members will determine projects to help achieve the goals. These projects will be work planned by committee members. The only project that will be presented to the board are those that have a project chair and a completed work plan. These work plans will be presented to the board for approval. The board has the option to approve, decline or ask for changes to the plan. Final work plans will dictate the budget, which will be presented to city council for final approval. Once approved, committees will follow the work plan, setting monthly meeting agendas by the work plans, as well as dictating the board, monthly agenda.

1. Revitalization and preservation of downtown properties, especially those which are vacant.
  - a. Objective #1: Work to get the Façade Grant up and running again – Due to new census numbers, Owosso no longer qualifies for the state façade grants. As a result, the City of Owosso will be conducting a survey of local incomes to indicate that our downtown is still within the appropriate criteria to qualify for the grant funding. OMS can help with the communication and implementation of this survey in the hope that façade grants will be reinstituted.
  - b. Objective #2: Education – Use the organizations large social media presence to inform and educate our local stakeholders and the public on the importance of our historic downtown buildings, as well as the financial importance of a fully-occupied downtown.
  - c. Objective #3: Business recruitment and promotion –The Main Street program can play matchmaker for new opportunities. Using the market study for data, start to educate, incentivize, and recruit the businesses to make downtown properties successful.
2. Monthly communication and engagement with downtown stakeholders.
  - a. Objective #1: Communication – In order to be of assistance to the existing business community, you must first be seen as an ally. Continuation of the successful communication efforts will foster these relationships.
  - b. Objective #2: Strategic Partnerships – This effort can be tackled as a team by eliciting the help of volunteers, or other professionals that may interface with business owners on a regular basis. Arm them with information and create a network of ambassadors for downtown Owosso. This will aid in the communication of upcoming services and events.
  - c. Objective #3: Needs Assessment – The best way to engage downtown stakeholders is to simply offer assistance. Local stakeholders need to know that OMS is here to help them. Getting an assessment of their needs is a great catalyst for engagement.

3. Increase volunteer participation and engagement.
  - a. Objective #1: Volunteer Recruitment – Though this is often the most requested aspect of volunteer management, it is often the one least necessary for the successful volunteer program. Strategies used in the past include volunteer raffles, social media, hot jobs, and partnerships.
  - b. Objective #2: Strategic volunteer partnerships – In rural communities, it is more important than ever to share organizational goals with an array of organizations. This will not only move the community faster to a shared goal, but will lessen the burden of volunteers in the community.
  - c. Objective #3: Volunteer communication – With all the pieces in place, communication between volunteers and to volunteers will be the gas that makes the volunteer engine run. This can be through Hot Jobs, Owosso newsletter, local media, or bulletin boards. Any communication tool is a good communication tool to continue participation with the program.
4. Comprehensive fund generation.
  - a. Objective #1: Awaken the Organization Committee – It is important that in the next year OMS finds the right volunteers to take part in this committee. Fund generation at the organizational level will be dictated by the strength of the Org Committee.
  - b. Objective #2: Change the organization's perception of fund generation – OMS is a vital player within the community. OMS events and programs attract thousands of people to the community each year. It is time that promotion and sponsorship outreach starts to reflect that. Instead of simply asking for donations, the development of a strategic sponsorship plan should take place – one that will show potential sponsors their return-on-investment and communicate the value of giving to the organization.
  - c. Objective #3: Create a central fund generation process – Fund generation currently happens at the committee level with each work plan responsible for its own funding. As the Org Committee grows and starts implementing its own programs it will be important to centralize all fund generation, having the Org Committee keeping track of fund development.

### **VISION STATEMENT**

The board reviewed the vision statement developed prior for Owosso Main Street. Throughout the last year, OMS has formed a sub-committee to develop a new vision statement for the organization. Using last year's strategic planning notes along with additional board comments a list of suggested statements were provided during this year's meeting for board review. As a result, the following vision statement was chosen:

*"Our downtown, bright with promise and potential, captures the spirit of community. It is a gathering place to work, eat, play, and stay. Downtown Owosso is rich with opportunities in art, entertainment, business, and learning. Owosso Main Street unites individuals, businesses, and local government to revitalize our historic downtown. It is a comprehensive approach that focuses on community assets and partnerships to preserve and promote historic Owosso."*

Through board discussion, it was agreed that this final vision statement will be formally approved during February's regular board meeting.

### **FUTURE ACTIONS**

1. Edit organizational vision and mission statements – get final approvals of the mission and vision statements listed above.
2. Finalize the upcoming Remediation Plan with the MMSC and start immediate implementation - a Remediation Plan has to be in place with the MMSC by no later than Friday, January 30, 2015. The Remediation Plan will include the following:
  - a. Participate in work planning process facilitated by MMS.
  - b. Prepare detailed work plans for all four committees, finalized and approved by Board. Each Work Plan needs to be detailed and understandable.
  - c. Once work plans are completed and approved by the board; submit copies of all work plans to MMSC no later than April 1, 2015.
  - d. Have regularly-scheduled meetings of all four committees, at which, agendas are set by the approved work plans.
  - e. Participate in Board Training offered by MMS.
  - f. Following the Board Training, the following documents should be submitted to MMSC:
    - Board Position Description
    - Officer Position Description
    - Committee Chair Position Description
    - Committee Member Position Description
    - Main Street Manager Annual Expectations
    - Volunteer recruitment strategy
  - g. Participate in Committee Chair Orientation facilitated by MMS with the help of Owosso Main Street. Document steps and prepare local orientation for new committee members and committee chairs.
  - h. Hold regularly-scheduled monthly meetings with all committees
3. Give goals and objectives to committees to work from for 2015 work planning – each committee will brainstorm projects that would support the identified goals and objectives and each committee member can choose one or two (depending on their level of availability to the program) projects from the list of existing and brainstormed projects to work plan for the next meeting.
4. Board approval of work plans - the board is to review all work plans to assess the level of detail, ability to meet goals and objectives, budget and volunteer support. These work plans should be used by the board or executive committee in creating the upcoming year's budget to be submitted to city council. Once the board approves the work plans for the year the committee has the ability to execute the work plan without interference from the board. The board will receive regular updates and provide support as necessary. Any new projects that are initiated throughout the year due to opportunities or partnerships, should first be work planned and approved by the board.