

**CITY OF OWOSSO  
SPECIAL MEETING OF THE CITY COUNCIL  
MONDAY, APRIL 30, 2018  
6:30 P.M.**

**Meeting to be held at City Hall  
301 West Main Street**

**AGENDA**

**PLEDGE OF ALLEGIANCE:  
ROLL CALL:**

**ADDRESSING THE CITY COUNCIL**

1. Your comments shall be made during time 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 citizen comments and questions.
5. In addition to the opportunity 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.

**SPECIAL PRESENTATION**

1. Skate Park Donation. Presentation of a \$10,000 donation from Masonic Lodge No. 81 for the construction of a new skate park.

**CITIZEN COMMENTS AND QUESTIONS**

**ITEMS OF BUSINESS**

1. Contract Termination – Real Estate Broker Services. Consider terminating the contract with Looking Grand, Inc. d/b/a Century 21 Looking Glass for the provision of real estate broker services for City-owned lots in Osburn Lakes, Phase 1.

**BUDGET WORKSHOP**

1. 2018-19 Proposed Budget.
  - a. General Fund
  - b. Debt
  - c. Capital Improvement

**NEXT MEETING**

Tuesday, May 01, 2018, 6:00 p.m. – Budget Workshop  
Monday, May 7, 2018, 7:30 p.m. – Regular Meeting

## **BOARDS AND COMMISSIONS OPENINGS**

Building Board of Appeals - term expires June 30, 2019  
Building Board of Appeals – Alternate - term expires June 30, 2018  
Historical Commission – term expires December 31, 2020  
Zoning Board of Appeals – term expires June 30, 2018

## **ADJOURNMENT**

The City of Owosso will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio recordings 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, calling, or emailing the following: Owosso City Clerk's Office, 301 West Main Street, Owosso, MI 48867; Phone: (989) 725-0500; Email: [city.clerk@ci.owosso.mi.us](mailto:city.clerk@ci.owosso.mi.us). The City of Owosso Website address is [www.ci.owosso.mi.us](http://www.ci.owosso.mi.us).



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

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DATE: 4.30.18  
TO: CITY COUNCIL  
FROM: CITY MANAGER  
SUBJECT: CANCEL OSBURN LAKES BROKERAGE AGREEMENT

**BACKGROUND:**

On January 5, 2015 the Owosso City Council approved an agreement between Century 21 Looking Glass to serve as the City's broker for the Osburn Lakes development off of Gould Street near the High School. That original agreement lasted for a period of 18 months. The agreement was renewed in July 2016 for another 18 months. Finally, in January 2018 the agreement was renewed again for 24 months.

In March of 2018, the broker working for Century 21 left to create her own firm. The transition of the Osburn Lakes listings became entangled in some confusion between the two parties so I thought it best to simply re-interview for the listings and start with a clean slate rather than have City staff decide where the listings should go.

To date, there are 24 lots remaining to be developed in Osburn Lakes.

**FISCAL IMPACT:**

The original agreement states that if the City terminates the agreement before the end of its term, the city would reimburse the broker the cost of main signage at the entrance to the development on the corner of Gould St. and Moore St. This reimbursement is not to exceed \$800.00. It is not clear if the broker herself paid for the signage or if the real estate firm of Century 21 Looking Glass paid for the signage.

Summary of fiscal impact: up to \$800.00

**RESOLUTION NO.**

**AUTHORIZING TERMINATION OF THE CONTRACT  
WITH LOOKING GRAND, INC. D/B/A CENTURY 21 LOOKING GLASS  
FOR THE PROVISION OF REAL ESTATE BROKER SERVICES  
FOR CITY-OWNED LOTS IN OSBURN LAKES PHASE 1**

WHEREAS, the city of Owosso, Shiawassee County, Michigan, has a subdivision development containing vacant lots which need to be marketed; and

WHEREAS, the City of Owosso, Shiawassee County, Michigan, entered into a contract with Looking Grand, Inc. d/b/a Century 21 Looking Glass on January 5, 2015 for the marketing and sale of approximately 30 vacant lots in the single-family residential condominium development known as Osburn Lakes Phase 1; and

WHEREAS, significant changes to the staff of Century 21 Looking Glass took place in March of 2018 marking a material change in the contract; and

WHEREAS, the City of Owosso desires to terminate the current contract to allow a new bid process to take place.

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 terminate the contract with Looking Grand, Inc. d/b/a Century 21 Looking Glass for the marketing and sale of vacant lots in the single-family residential condominium development known as Osburn Lakes Phase 1.
- SECOND: The city manager along with other appropriate city officials is hereby authorized to take the required actions to terminate the above named contract.

**RESOLUTION NO. 06-2018**

**AMENDMENT NO. 2 TO A CONTRACT WITH  
LOOKING GRAND, INC. D/B/A CENTURY 21 LOOKING GLASS  
FOR THE PROVISION OF REAL ESTATE BROKER SERVICES  
FOR CITY-OWNED LOTS IN OSBURN LAKES PHASE 1 BY EXTENDING THE TERM**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, entered into a contract with Looking Grand, Inc. d/b/a Century 21 Looking Glass on January 5, 2015 for the marketing and sale of approximately 30 vacant lots in a single-family residential condominium development known as Osburn Lakes Phase 1; and

WHEREAS, the contract provides for an extension upon reaching the term; and

WHEREAS, Looking Grand, Inc. d/b/a Century 21 Looking Glass has met the terms of the contract and satisfactorily provided the services requested, it is deemed advisable to extend the term of the agreement for an additional twenty-four months.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to extend the agreement with Looking Grand, Inc. d/b/a Century 21 Looking Glass for the period of January 1, 2018 through December 31, 2019.

SECOND: The mayor pro-tem and city clerk are instructed and authorized to sign the document amending the Contract for Services between the City of Owosso, Michigan and Looking Grand, Inc. d/b/a Century 21 Looking Glass.

*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 January 16, 2018.*

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



**AMENDMENT NO. 2 TO  
A CONTRACT FOR SERVICES WITH  
LOOKING GRAND, INC. D/B/A CENTURY 21 LOOKING GLASS  
FOR THE PROVISION OF REAL ESTATE BROKER SERVICES  
FOR CITY-OWNED LOTS IN OSBURN LAKES PHASE 1**

This amendment is attached and made part of the contract for services between the city of Owosso, Michigan (City) and Looking Grand, Inc. d/b/a Century 21 Looking Glass (Broker) for real estate broker services for City-owned lots in the Osburn Lakes Subdivision, Phase 1, authorized by City Council January 21, 2015.

**REAL ESTATE BROKER SERVICES FOR CITY-OWNED LOTS IN  
THE OSBURN LAKES SUBDIVISION, PHASE 1**

Section 1 of the contract shall be amended to read as follows, and no further changes shall be made to the contract:

**1. Term**

*The city hereby grants to broker, who shall not be considered a city employee, the sole and exclusive right for a period of twenty-four (24) months from January 1, 2018 to market and sell the properties. At the end of the term, the parties shall engage in any and all actions as necessary to "wind up" any and all then pending transactions under this agreement or the agreement may be extended.*

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

For the Broker:

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

Its: Kori Shook \_\_\_\_\_

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

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

Executed: 1/17/18, 2018

For the City:

By:  \_\_\_\_\_  
Susan J. Osika, Mayor Pro-Tem

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

Executed: January 16, 2018



**RESOLUTION NO. 95-2016**

**AMENDMENT NO. 1 TO A CONTRACT  
WITH LOOKING GRAND, INC. D/B/A CENTURY 21 LOOKING GLASS  
FOR THE PROVISION OF REAL ESTATE BROKER SERVICES  
FOR CITY-OWNED LOTS IN OSBURN LAKES PHASE 1 EXTENDING THE TERM**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, entered into a eighteen month contract with Looking Grand, Inc. d/b/a Century 21 Looking Glass on January 5, 2015 for the marketing and sale of approximately 30 vacant lots in a single-family residential condominium development known as Osburn Lakes Phase 1; and

WHEREAS, the contract provides for an extension upon reaching the stated term; and

WHEREAS, Looking Grand, Inc. d/b/a Century 21 Looking Glass has met the terms of the contract and satisfactorily provided the services requested, it is deemed advisable to extend the term of the agreement for an additional eighteen months.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to extend the agreement with Looking Grand, Inc. d/b/a Century 21 Looking Glass for the period of July 1, 2016 through December 31, 2017.

SECOND: The mayor and city clerk are instructed and authorized to sign the attached document amending the Contract for Services between the City of Owosso, Michigan and Looking Grand, Inc. d/b/a Century 21 Looking Glass.

*I hereby certify that the foregoing document is a true and complete copy of action taken by the Owosso City Council at the regular meeting of August 15, 2016.*

  
Amy K. Kirkland, City Clerk





**AMENDMENT NO. 1 TO A CONTRACT  
WITH LOOKING GRAND, INC. D/B/A CENTURY 21 LOOKING GLASS  
FOR THE PROVISION OF REAL ESTATE BROKER SERVICES  
FOR CITY-OWNED LOTS IN OSBURN LAKES PHASE 1**

THIS contract is made and entered into on the 21<sup>st</sup> day of ~~August~~ <sup>January, 2015</sup> 2016 by and between the city of Owosso, a Michigan municipal corporation, the address of which is 301 West Main Street, Owosso, MI 48867 (the city), and Looking Grand, Inc. d/b/a Century 21 Looking Glass, the address of which is 114 North Washington Street, Owosso, MI 48867 (the broker).

Section 1 of the contract shall be amendment to read as follows and no further changes shall be made to the contract.

**1. Term**

*The city hereby grants to broker, who shall not be considered a city employee, the sole and exclusive right for a period of eighteen (18) months from July 1, 2016 to market and sell the properties. At the end of the term, the parties shall engage in any and all actions as necessary to "wind up" any and all then pending transactions under this agreement or the agreement may be extended.*

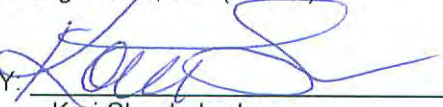
DATED: August 15, 2016

City of Owosso (city):


BY:   
Benjamin Frederick  
ITS: Mayor

DATED: 8/15, 2016

Looking Grand, Inc. (broker):

BY:   
Kori Shook, broker

ATTEST:

  
Amy K. Kirkland, City Clerk



**RESOLUTION NO. 04-2015**

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH  
LOOKING GRAND, INC. D/B/A CENTURY 21 LOOKING GLASS  
FOR PROVIDING REAL ESTATE BROKER SERVICES  
FOR CITY-OWNED LOTS IN OSBURN LAKES PHASE 1**

WHEREAS, the City of Owosso, Shiawassee County, Michigan, sought proposals for the marketing and sale of approximately 30 vacant lots in a single-family residential condominium development known as Osburn Lakes Phase 1;

WHEREAS, the City of Owosso received three proposals which were reviewed and analyzed; and it is hereby determined that Looking Grand, Inc. d/b/a Century 21 Looking Glass is qualified to provide such services and submitted a responsible and responsive proposal.

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

FIRST: The City of Owosso has theretofore determined that it is advisable, necessary and in the public interest to secure a real estate broker to market and sell vacant lots in Osburn Lakes Phase 1 from Looking Grand, Inc. d/b/a Century 21 Looking Glass.

SECOND: The mayor and city clerk are instructed and authorized to sign the document substantially in the form attached, Contract for Services between the City of Owosso, Michigan and Looking Grand, Inc. d/b/a Century 21 Looking Glass.

*I hereby certify that the foregoing document is a true and correct copy of a resolution adopted by the Owosso City Council at the regular meeting of January 5, 2015 and which has not been rescinded or modified in any way whatsoever and is at present in full force and effect.*

  
Amy K. Kirkland, City Clerk



**CONTRACT WITH LOOKING GRAND, INC. D/B/A CENTURY 21 LOOKING GLASS  
FOR THE PROVISION OF REAL ESTATE BROKER SERVICES  
FOR CITY-OWNED LOTS IN OSBURN LAKES, PHASE 1**

THIS contract is made and entered into on the 21<sup>st</sup> day of January 2015 by and between the city of Owosso, a Michigan municipal corporation, the address of which is 301 West Main Street, Owosso, MI 48867 (the city), and Looking Grand, Inc. d/b/a Century 21 Looking Glass, the address of which is 114 North Washington Street, Owosso, MI 48867 (the broker).

Recitals:

- A. The city owns approximately 30 vacant lots within the Osburn Lakes Single-Family Residential Condominium Development also known as Osburn Lakes Phase 1 as shown on Exhibit A (Site Plan) and listed on Exhibit B (List of Properties) hereto. Each property and collectively, all properties, are covered by a master deed and subject to the Michigan Condominium Act, and association bylaws.
- B. Broker has experience in lot sales and has submitted a proposal to the city for the marketing and sale of the lots in response to a request for proposals issued by the city.
- C. Execution of this agreement was authorized by the Owosso city council by resolution on January 5, 2014.

NOW THEREFORE the parties hereto agree as follows:

1. Term

The city hereby grants to broker, who shall not be considered a city employee, the sole and exclusive right for a period of eighteen (18) months from February 1, 2015 to market and sell the properties. At the end of the term, the parties shall engage in any and all actions as necessary to "wind up" any and all then pending transactions under this agreement or the agreement may be extended.

2. Broker obligations.

- A. The broker shall undertake all activities under this contract in compliance with all applicable federal, state and local laws.
- B. The broker shall use broker's best efforts to bring about the sale, advertising the described property as the broker deems advisable in those advertising media of merit customarily used in the area, furnishing such additional information as is necessary to cooperating real estate brokers, assisting such brokers in effecting a sale of property, and keeping the city informed as to the progress of broker's efforts in finding buyers for the described property(s). The city understands the broker makes no representation or guarantee as to the sale of the property(s).

The broker understands that sale prices have been established by the city council in accordance with the city charter and can only be changed by the city council in accordance with the city charter which requires a 21 day advertising period.

- C. The broker shall and the city grants the broker the right to install one sign on either Lot 1 or 2 while owned by the city for advertising the properties. The sign shall not exceed 15 square feet. The broker will construct and install the sign at broker's expense. If city terminates this contract within the term of this contract (18 months) city shall reimburse broker \$800.00 or the cost of the sign and installation, whichever is the smaller and sign shall become the property of the city of Owosso.

- D. The broker shall have the exclusive right to display "For Sale," "Under Contract," "Sale Pending," or other similar signs on each lot and to remove other such signs.
- E. The broker shall prepare a custom brochure to be distributed to other local realtors, lenders, etc.
- F. The broker shall print an advertisement in each Home Buyer's Guide issue.
- G. The broker shall market through the MLS listing in ECAR, MiRealsource, and co-list with Century 21 Looking Glass.
- H. The broker shall market online through such outlets as Century21.com, Realtor.com, Trulia.com, Zillow.com, etc.

### 3. City obligations

- A. The city shall recognize the broker as the exclusive broker for the city-owned vacant lots, and all potential buyers shall be directed to the broker.
- B. The city shall pay the broker a commission of ten percent (10%) of the sale price for any lot sold at time of closing.
- C. The city shall continue to maintain and repair lots at its current level of maintenance, which is mowing approximately once a month during the summer months and removing snow from sidewalks when necessary, subject to available city funds.
- D. The city shall have no obligation to expend any funds on behalf of broker or in connection with any due diligence investigations or other than what is spelled out in this contract.
- E. The city shall provide buyers with disclosures and notices as required by law. City must complete, sign and date required disclosures to the best of city's actual knowledge. City authorizes broker to provide prospective buyers and other brokers with copies of all required disclosures or notices.
- F. The city shall promptly notify broker and amend the applicable disclosures and notices if the documents become outdated or inaccurate, or if city becomes aware of any defect including without limitation, any defect known after an inspection.
- G. The city acknowledges that the broker has a duty to disclose to any buyer any defects in the property actually known to the broker.
- H. The city will protect, defend, indemnify and hold the broker and its affiliated licensees as well as other broker(s) and their affiliated licensees harmless from any and all damages, costs, attorney fees or expenses arising from city's failure to disclose any defect of which city had actual knowledge or information as required by law or communication of any incorrect information to broker and their affiliated licensees, other broker(s) and its affiliated licensees or to any prospective buyers.

### 4. City's indemnification

The broker is not responsible for managing, security or inspection of the property(s). The broker is not responsible or liable for personal injury to any person or loss or damage to any person's real or personal property from i) acts of third parties; ii) vandalism; iii) theft; iv) freezing water pipes; v) dangerous condition on the property; vi) property's non-compliance with any law or ordinance; and vii) any act or

omission not caused by broker's negligence. The city agrees to protect, defend, indemnify and hold the broker and its affiliated licensees harmless from any liability for which the broker is not responsible under this contract.

#### 5. Relationship of the parties

The parties of the contract agree that it is not a contract of employment but is a contract to accomplish a specific result. Contractor is an independent contractor performing services for the city. Nothing contained in this contract shall be deemed to constitute any other relationship between the city and the contractor.

Contractor certifies that it has no personal or financial interest in the project other than the compensation it is to receive under the contract. Contractor certifies that it is not, and shall not become, overdue or in default to the city for any contract, debt, or any other obligation to the city including real or personal property taxes. City shall have the right to set off any such debt against compensation awarded for services under this agreement.

#### 6. Nondiscrimination

The parties acknowledge that pursuant to to Michigan Act 299 of 1980 discrimination because of religion, race, color, national origin, age, sex, disability, familial status, or marital status on the part of the real estate broker, real estate salesperson, seller or lessor is prohibited.

#### 7. Entire contract

This contract and any addenda contain the entire contract between the parties and may not be changed except by written amendment.

#### 8. Assignability

This contract may not be assigned by either party without the written approval of the other party.

#### 9. Binding effect

This contract is binding upon and inures to the benefit of the parties hereto, their respective personal representative, heirs, successors and permitted assigns.

#### 10. Governing law

This contract shall be construed, governed, and enforced in accordance with the laws of the state of Michigan. By executing this agreement, the contractor and the city agree to a venue in a court of appropriate jurisdiction sitting within Shiawassee County for purposes of any action arising under this contract.

The laws of the state of Michigan govern the interpretation, validity, performance of all the terms this contract.

#### 11. Severability

If any clause in this contract is found to be invalid or unenforceable by a court of law, the remainder of this contract will not be affected, and all other provisions of this contract will remain valid and enforceable.

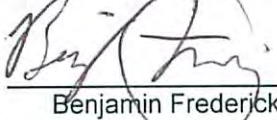
#### 12. Notice



All notices given under this contract shall be in writing, and shall be by personal delivery or by certified mail with return receipt requested to the parties at their respective addresses as specified in the contract documents or other address the contractor may specify in writing.


DATED: 01/12, 2015

City of Owosso (city):

BY:   
Benjamin Frederick  
ITS: Mayor

DATED: 1/21/15, 2015

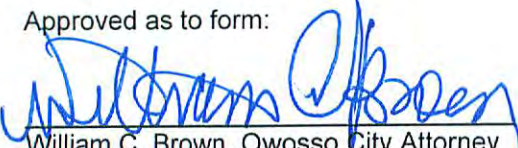
Looking Grand, Inc, (broker):

BY:   
Kori Shook, broker


ATTEST:

  
Amy K. Kirkland, City Clerk

Approved as to form:

  
William C. Brown, Owosso City Attorney

Approved as to content:

  
Donald D. Crawford, City Manager

Approved by Council: January 5, 2015

# 2018-2019 BUDGET



## City Council

Christopher T. Eveleth, Mayor

Susan J. Osika, Mayor Pro-Tem

Loreen F. Baily

Burton D. Fox

Elaine M. Greenway

Daniel Law

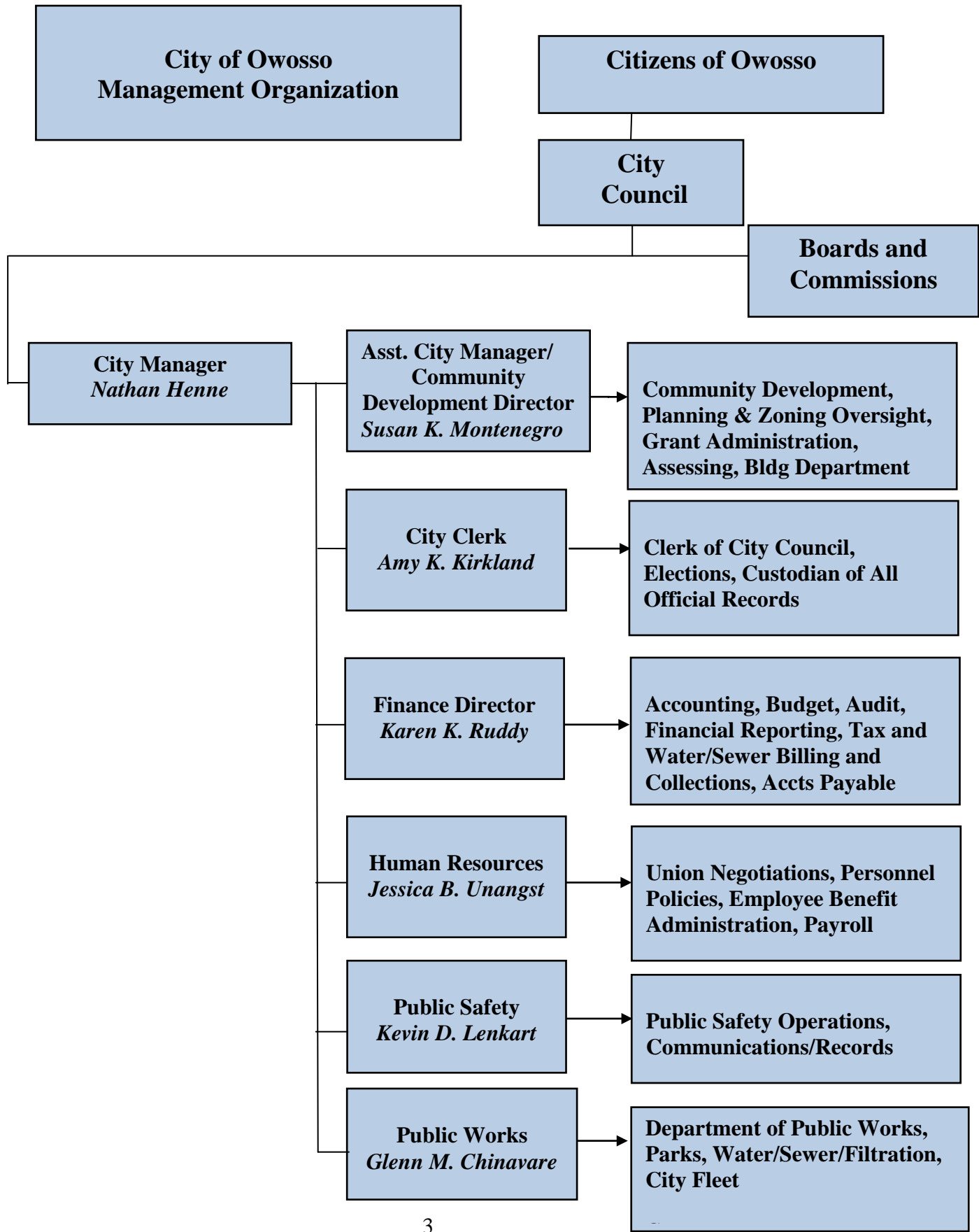
Robert J. Teich, Jr.

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City of Owosso  
Organizational Chart



## Budget Message

The budget process begins in December and the final budget resolution is approved in May. The process requires an analysis of prior year actual compared with the current year budget and the current year projected. These amounts are compared for each line item to arrive at a proposed budget. Budgets are reviewed by department heads and after they have made recommendation the budgets are reviewed by the City Manager and the Finance Director. Once the proposed budget is finalized it is compiled into a budget document and submitted to the council by the first meeting in April. Budget work sessions are held in April to review the budget with the Council. Any Council recommended changes are made and brought back to the next budget work session until the Council is satisfied with the overall budget.

The approval of the budget is made by a budget resolution which is called the General Appropriations Act. The revenue budget is approved by revenue source while expenditures are approved at the fund and or department level. This budget document shows the approved budget in a format that attempts to give the reader a higher level of detail than the resolution. The budget document shows the results both numerically and graphically, and presents a financial summary for each fund type. Furthermore, a separate expenditure page, which outlines the purpose and responsibilities of each department and/or fund, is also presented.

The General Fund 2019 budgeted revenues are \$7,755,766, which include \$165,000 in prior years' fund balance. Property tax revenue (the city's largest source of revenue) increased by \$200,000. However, this is the largest increase the city has seen in property tax revenue since 2008 when all municipalities experienced many years of property devaluation. Rising health and pension costs will continue to make it difficult to balance future budgets.

The General Fund 2019 budgeted expenditures were \$7,755,766; the same as revenues (balanced budget.) Expenditures were up from 2018 by \$93,218. The increase was a combination of increases and decreases. In 2019 the city created a new Capital Improvement Fund. This fund will account for the purchases of computers, vehicles, equipment and land improvements, and will be funded through a general fund transfer each year. In the past these capital purchases were made from individual general fund departments. The creation of this fund is meant to give the city a better idea of its capital needs by consolidating the purchases into one fund and attempts to be proactive in saving for future large purchases.

*Karen K. Ruddy*, Finance Director

## Budget Overview

### City of Owosso

Owosso became an incorporated city in 1859. The name Owosso was adapted in 1840 from the name of a famous Chippewa Indian chieftain called “Wasso”.

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

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

Lansing, Flint and Detroit are all within a 90 minute drive of Owosso offering area residents enhanced educational, cultural, and recreational opportunities.

### Fund Structure

The City of Owosso maintains accounts for 10 funds including a fund that brings the City of Owosso in compliance with GASB 34. There are six types of funds: General Fund, Special Revenue Funds, Debt Service Funds, Enterprise Funds, Capital Projects Funds and Trust and Agency Funds.

**General Fund** - The General Fund is the City’s primary operating fund. The General Fund is a government fund that generates revenues to cover general operational expenses and is accounted for on the modified accrual basis. Modified accrual basis of accounting is a blend of both cash and full accrual. Revenue is recognized when it is considered available and measurable, while expenses are recognized when the liability has occurred.

### Special Revenue Funds

- **Major and Local Streets Funds** – The Major and Local Streets Funds are considered special revenue funds which utilize state and weight tax revenues for the maintenance and improvements to city streets. The Major Street Fund also maintains three state owned trunk lines.
- **Downtown Façade Fund** – The Downtown Façade Fund pursues grant funding to assist in downtown façade rehabilitation.
- **CDBG Revolving Loan Fund** – The Revolving Loan Fund provides lending to community development project through the use of CDBG monies.
- **Housing and Development Fund** – The Housing and Development Fund pursues grant funding to assist housing development and rental property rehabilitation.
- **Historical Commission** – The Historical Commission Fund uses resources to preserve the heritage and history of the city.

**General Obligation Debt Service Funds** - The Debt Service Funds account for the yearly payments of interest and principal on general obligation debt issued by the city.

**Capital Improvement Funds** – Capital Improvement funds account for capital purchases and unused street bond financing.

- **Capital Improvement Fund** – The Capital Improvement Fund is new in 2018-2019 and accounts for capital purchases including computers, vehicles, equipment, and building improvements. In the past these purchases were accounted for in the General Fund.
- **Capital Improvement Streets Fund** – The Capital Improvement Streets Fund is used to account for bond financing funds until the funds are transferred to Major and Local Street Funds for street improvements.

**Enterprise Funds** – Enterprise Funds operate like a business entity. These funds are accounted for on a full accrual basis. The full accrual basis of accounting shows the economic effect of revenues that impact the accounting period; whether or not the cash has been received.

- **Transportation Fund** – This fund collects voter approved millage to support public transportation for city residents. Currently the city contracts with SATA (Shiawassee Area Transportation Association) for these services.
- **Sewer Fund** – The Sewer Fund collects user fees to operate and maintain the city's sewer system.
- **Water Fund** – The Water Fund collects user fees to operate and maintain the city's water system.
- **Wastewater Treatment Fund** – This fund accounts for the treatment of waste water utilizing user fees from the city's water fund and user fees from the Mid-County service area participants.

### **Internal Service Funds**

- The Fleet Fund is the city's only internal service fund. This fund operates like a business by purchasing and maintaining much of the city vehicles and equipment. When other funds require the use of this equipment or vehicles, they are charged rental income.

### **Component Funds**

- **Brownfield Authority** – The Brownfield Authority captures property taxes for improvement to properties that are considered obsolete.
- **Downtown Development Authority (DDA)** – The DDA collects a separate millage to drive people to the downtown business district.

**Trust and Agency Fund** - The Trust and Agency Fund accounts for the yearly property tax receipts collected, and tax distributions made by the City. This fund has no revenue or expense recorded, so no budget is required or prepared.

**GASB 34 Fund** - The GASB 34 Fund converts governmental fund statements to full accrual accounting, in accordance with Governmental Accounting Standards Board Statement 34; no budget is required or prepared for this fund.

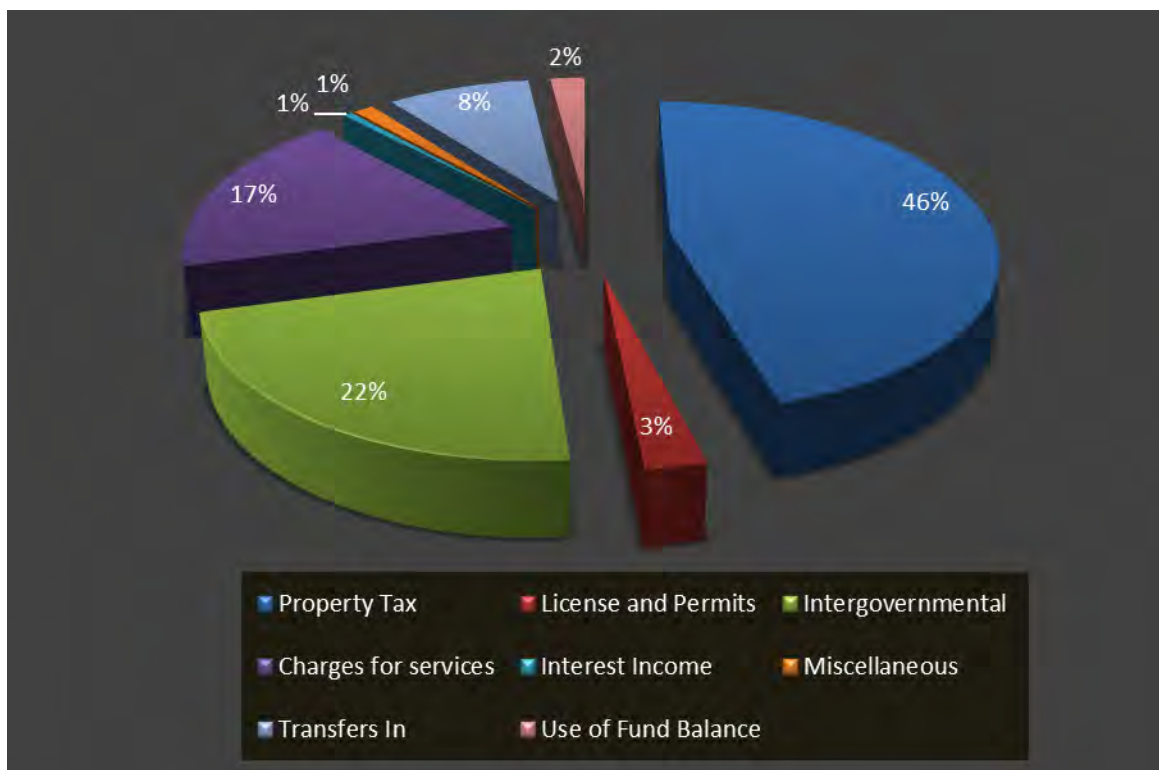
## General Fund Overview

### Revenue

The General Fund 2019 budgeted operating revenue is \$7,755,766 compared with 2018 budgeted revenue of \$7,662,548; an increase of \$93,218. Property taxes increased by approximately \$200,000, while decreases included reduced insurance reimbursement and use of fund balance. In 2019 the budget utilizes \$156,000 in prior year fund balance to finance \$100,000 or approximately half the cost of a new fire pumper, pre-fund SATA transportation cost, and cover the building permitting deficit. In 2018 there were no elections held in which the city could renew the transportation millage, so council voted to pre-fund \$26,000 of the 2019 SATA costs until an election can be held to renew the millage. Also, in 2019 building permitting revenue will be less than expenses causing a deficit. However, each year any revenues in excess of expenses for the building department must be restricted for future year building costs. Therefore, the 2019 budget is utilizing \$30,000 to balance that department's budget. In 2018 \$215,000 of prior year fund balance was used to internally finance the 2017 road special assessments. This financing will produce approximately \$14,000 in interest revenue in 2019.

Property tax is the largest revenue source for the General Fund. The city has seen some recovery to the tax base as the economy continues to improve. However, much of any new increases to taxable value has been captured for Brownfield projects or IFT's (industrial facility tax); making it difficult to keep up with rising costs. State revenue sharing and ambulance revenues are the next largest revenue sources for the General Fund. For the 2019 budget state revenue sharing and ambulance revenue are projected to be \$1,683,311 and \$1,100,000 respectively.

**General Fund – Budgeted Operating Revenue by Source as a % of Total**



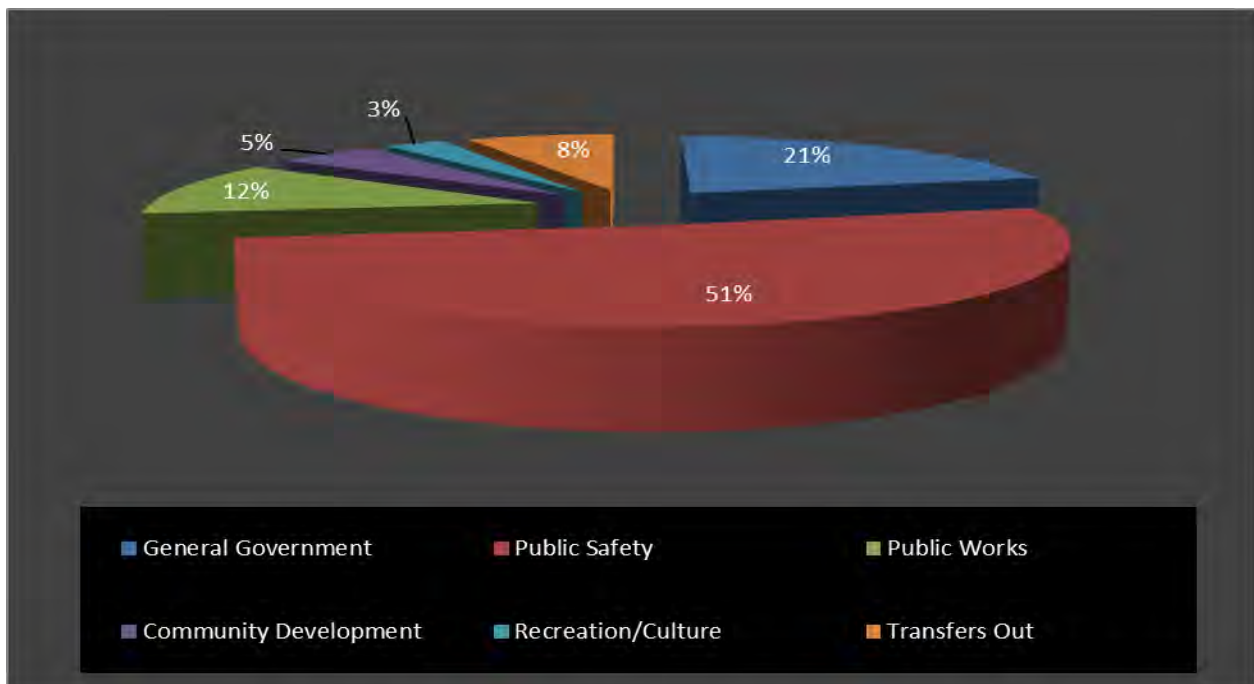
## **Expenditures**

The General Fund expenditure budget for 2019 is \$7,755,766 compared with 2018 budgeted expenditures of \$7,662,548; an increase of \$93,218. The majority of the increase is in transfers out to other funds. In 2019 the city is creating a new Capital Improvement Fund which will require a yearly transfer from the General Fund. Purchases of capital such as computers, equipment and vehicles will be made from this fund in an attempt to save now for future large expenditures such as fire and police equipment. A \$358,840 transfer from the General Fund to the Capital Improvement Fund is budgeted for 2019. \$210,000 of the transfer will be slated to purchase the new fire pumper, of which \$100,000 is being financed with prior years' fund balance. Also, in the transfer out is \$26,000 to pre-fund the 2019 SATA transportation request.

The city continues to see increasing pension liability and health care costs. The increase in property tax is not keeping step with the increasing personnel costs. While 2019 property tax revenue is estimated to increase by \$200,000, health benefits were estimated to increase by 7.5% while pension costs are expected to increase by 3% to 10% depending of the pension group. On a better note, some defined benefit groups have closed. As employees in these groups retire, the city is able to replace these retirees with employees that are now covered under a defined contribution plan. The defined contribution plan only requires the city to contribute 4% of employees' wages in comparison to defined benefit contributions of sometimes over 45% of wages. Also, the defined contribution plan is a known liability that ends when the employee retires or leaves employment with the city, unlike the defined benefit plan where the liability continues for the life of the retiree and his/her beneficiary.

Police and fire departments are the largest cost to the city's general fund. As seen in the graph below, public safety (police and fire) makes up 51% of the total budget. In 2019 all general fund equipment and vehicle purchases will be made through a transfer to a new capital improvement fund. Therefore, if public safety capital purchases were still included in police and fire departments, the percentage of total costs would be much higher.

### **General Fund – Budgeted Expenditures by Function as a Percentage of Total Expense Budget**



**GENERAL FUND  
2018-2019 FINANCIAL SUMMARY**

**Estimated Revenue Sources**

Property Taxes	\$ 3,564,129	
License and Permits	196,704	
Intergovernmental Revenue	1,733,311	
Charges for Services	1,328,972	
Interest Income	38,000	
Other Revenue	91,000	
Transfers In	647,650	
Other Finance Sources-Fund Balance	<u>156,000</u>	
Total Budgeted Revenue Sources		<b>\$ 7,755,766</b>

**Estimated Expenditures**

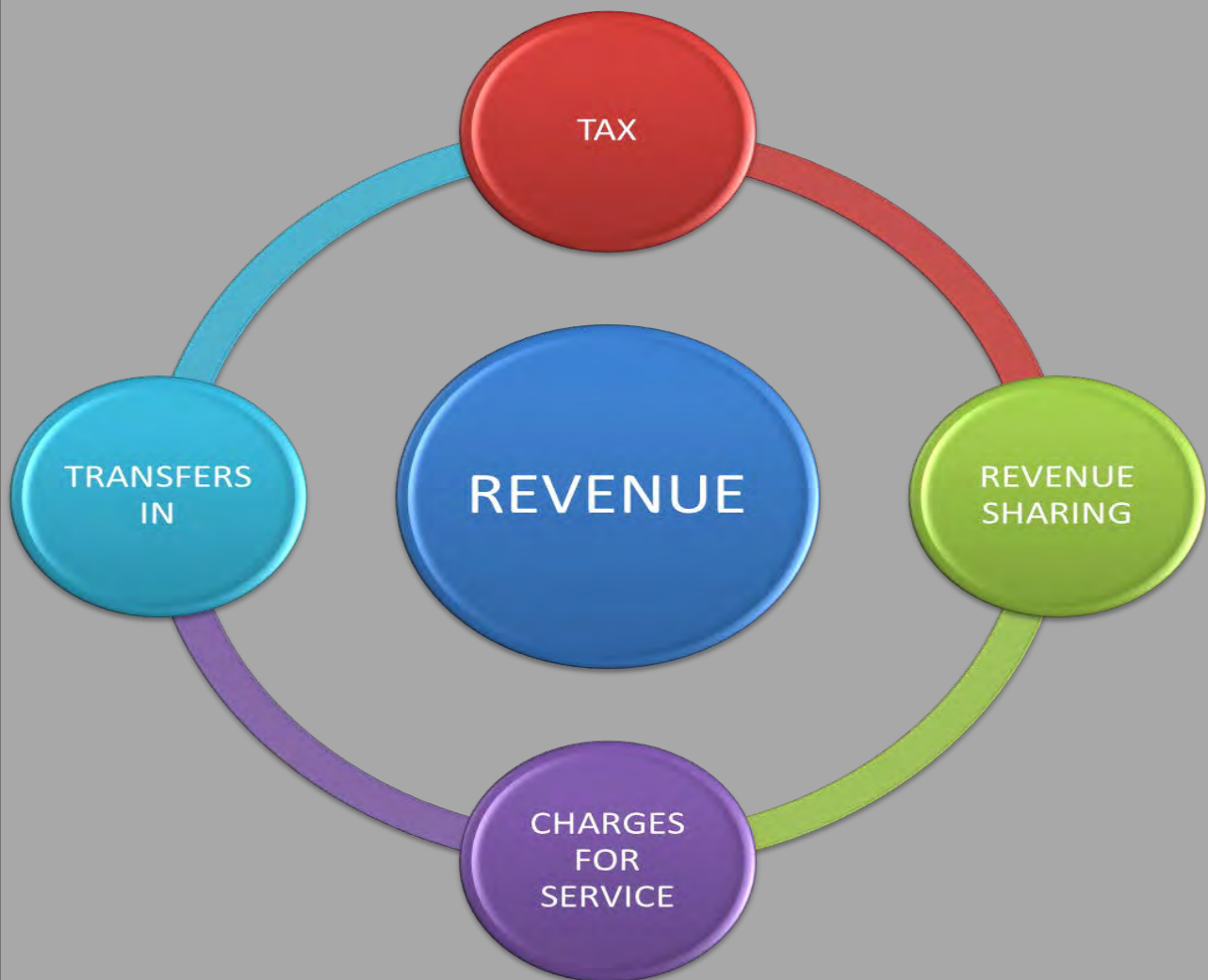
City Council	\$ 3,900	
City Manager	145,488	
Finance	257,531	
Assessing	107,899	
City Attorney	120,000	
City Clerk	242,150	
Human Resources	204,483	
Treasury	148,227	
Information Technology	103,345	
General Admin	119,804	
Building & Grounds	313,246	
Police	2,082,003	
Fire	1,908,979	
Building & Safety	222,620	
Department of Public Works	526,288	
Leaf & Brush	229,143	
Parking	35,030	
Community Development	168,667	
Parks	235,123	
Transfers Out	581,840	
Other Finance Uses-Fund Balance	<u>-</u>	
Total Budgeted Expenditures		<b><u>\$ 7,755,766</u></b>
Budgeted Net Revenue (Expenditures)		<b>\$ -</b>

**Estimated Fund Balance**

Fund Balance at June 30, 2017 (Audited)	\$ 6,015,308
Estimated Change in Fund Balance at June 30, 2018	<u>(214,941)</u>
Estimated Fund Balance at June 30, 2018	\$ 5,800,367
Estimated Change in Fund Balance at June 30, 2018	<u>(156,000)</u>
Estimated Fund Balance at June 30, 2019	<b>\$ 5,644,367</b>



# GENERAL FUND REVENUE



## GENERAL FUND – REVENUE

REVENUE BY SOURCE	2017 Actual	2018 Budget	2019 Budget
<b><u>PROPERTY TAXES</u></b>			
GENERAL PROPERTY TAX	3,216,460	3,249,999	3,450,000
INDUSTRIAL/COMMERCIAL FACILITIES TAX	23,627	21,651	24,000
OBSOLETE PROPERTY REHAB TAXES(OPRA)	308	1,950	-
NEIGHBORHOOD ENTERPRISE ZONE REHAB TAXES	447	-	129
ADMINISTRATION FEES	70,231	68,900	70,000
COLLECTION & INTEREST ON TAXES	19,851	18,500	20,000
<b><u>LICENSES &amp; PERMITS</u></b>			
PERMITS-BUILDING	191,420	107,748	108,144
LIQUOR LICENSES	10,091	9,700	10,000
PERMITS-ELECTRICAL	34,978	26,511	30,000
PERMITS-PLUMBING & MECHANICAL	76,899	38,000	38,000
MISCELLANEOUS LICENSES	11,453	10,511	10,000
PERMITS-HANDGUNS	675	500	500
DOG LICENSES	63	30	60
<b><u>INTERGOVERNMENTAL REVENUE</u></b>			
FEDERAL GRANT - DEPT OF JUSTICE	-	-	-
STATE GRANTS	2,930	45,000	-
LOCAL COMMUNITY STABILIZATION SHARE	122,917	51,559	50,000
REVENUE SHARING-CONSTITUTIONAL	1,890,436	1,666,441	1,683,311
<b><u>CHARGES FOR SERVICES</u></b>			
VACANT PROPERTY REGISTRATION/INSPECTION	5,000	1,000	-
CHARGE FOR SERVICES RENDERED	62,723	52,000	60,000
DUPLICATING SERVICES	1,433	2,000	500
RENTAL REGISTRATION	550	1,100	500
AMBULANCE CHARGES	37,875	255,400	200,000
AMBULANCE MILEAGE CHARGES	410,955	340,873	400,000
AMBULANCE/ ADVANCED LIFE SUPPORT CHARGES	575,880	475,000	500,000
FIRE SERVICES	5,000	-	2,000
CHARGE FOR SERVICES - SALES	6,657	2,000	4,000
CABLE TELEVISION FRANCHISE FEES	145,558	110,000	145,000
RECREATION	430	500	-
PARKING VIOLATIONS	13,709	3,500	2,972
PARKING LEASE INCOME	17,380	3,000	-
ORDINANCE FINES & COSTS	21,397	21,000	14,000
DRUG FORFEITURES-ADJUDICATED	677	-	-
<b><u>INTEREST INCOME</u></b>	25,376	23,000	38,000
<b><u>OTHER REVENUE</u></b>			
RENTAL INCOME	920	1,500	1,000
SALE OF FIXED ASSETS	80,695	5,000	-
DONATIONS-PRIVATE	34,867	2,700	-
DONATIONS-PUBLIC SAFETY	5,000	-	-
INSURANCE REFUNDS	75,000	133,034	70,000
RECOVERY OF BAD DEBTS	7,032	4,500	-
MISCELLANEOUS	19,168	25,500	20,000
<b><u>TRANSFERS IN</u></b>	1,564,179	668,000	647,650
<b><u>OTHER FINANCING SOURCES – FUND BAL</u></b>	-	214,941	156,000
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	<b>\$ 8,790,247</b>	<b>\$ 7,662,548</b>	<b>\$ 7,755,766</b>

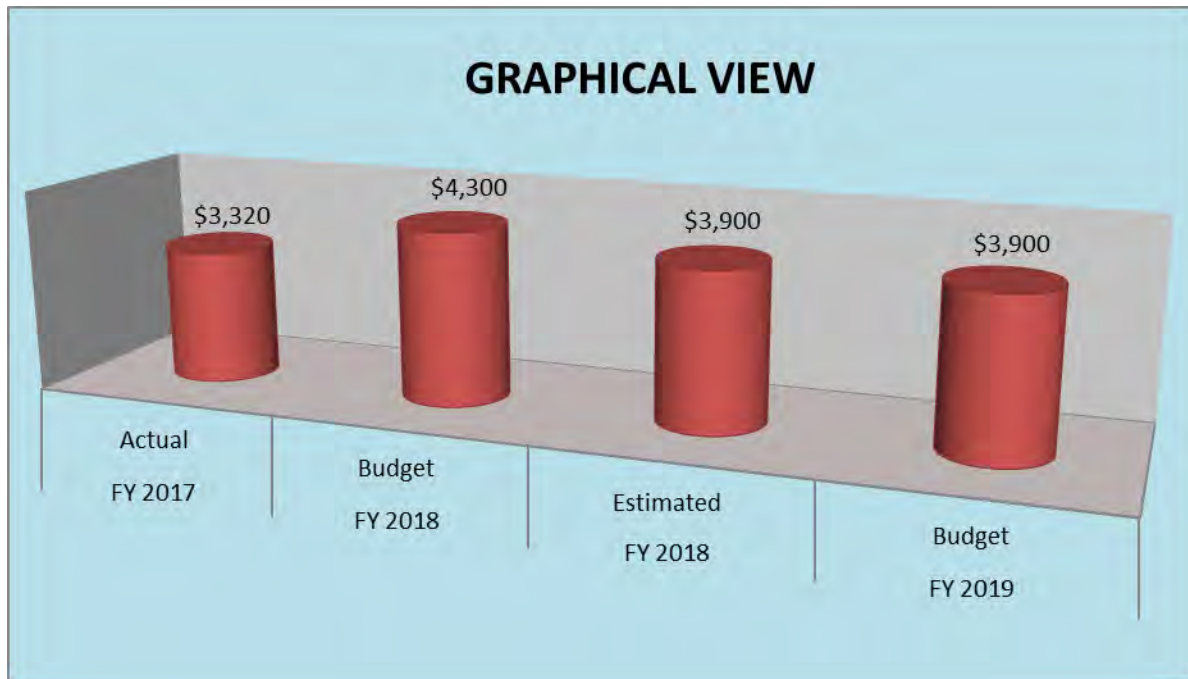
## GENERAL FUND APPROPRIATIONS



# DEPARTMENT APPROPRIATIONS City Council

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: FINANCE DIRECTOR



## FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 2,130	\$ 2,600	\$ 2,300	\$ 2,300
Operating Costs	1,190	1,700	1,600	1,600
<b>Total</b>	<b>\$ 3,320</b>	<b>\$ 4,300</b>	<b>\$ 3,900</b>	<b>\$ 3,900</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Part Time Elected Positions	7	7	7	7
Total Positions	7	7	7	7
Full Time Equivalents	0.02	0.02	0.02	0.02

### Council

- ↗ Six council seats plus a council voted Mayor
- ↗ Enact legislation and policies
- ↗ Approve budget
- ↗ Assist residents

### Changes in Budget

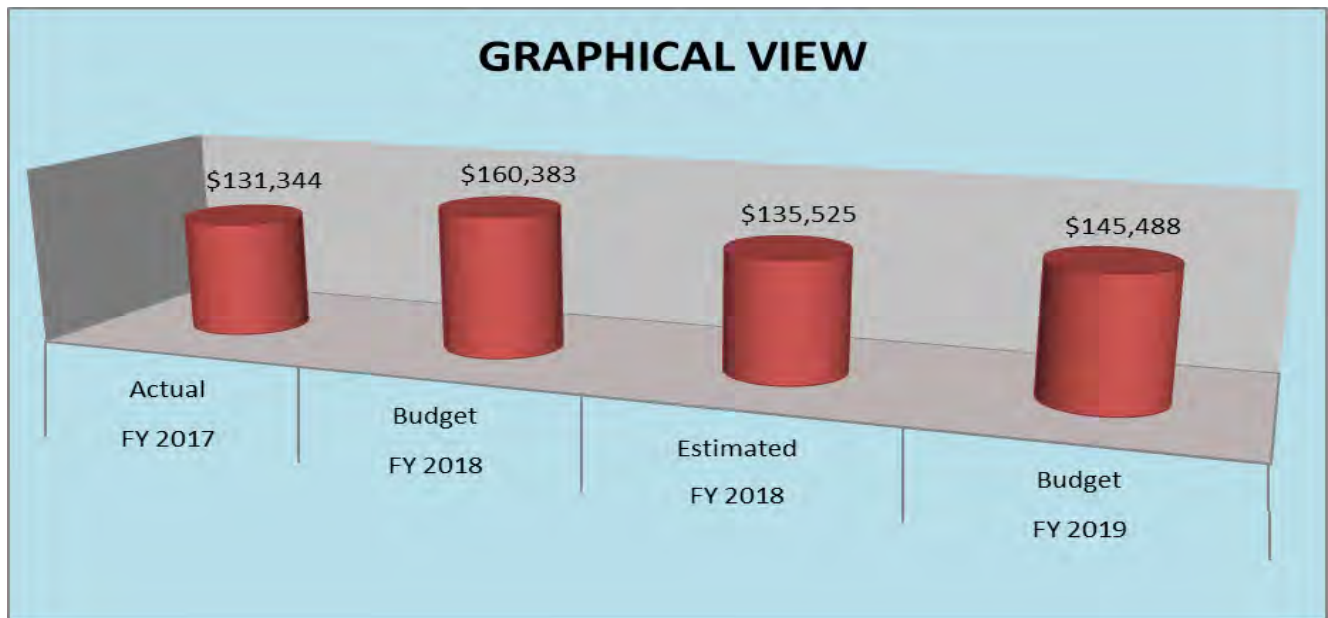
- ↗ .9% decrease from 2018 budget

## DEPARTMENT APPROPRIATIONS

### City Manager

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: CITY MANAGER



#### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 127,649	\$ 131,283	\$ 129,791	\$ 139,588
Operating Costs	3,695	29,100	5,734	5,900
<b>Total</b>	<b>\$ 131,344</b>	<b>\$ 160,383</b>	<b>\$ 135,525</b>	<b>\$ 145,488</b>

<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
City Manager	1	1	1	1
<b>Total Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
Full Time Equivalents	1.0	1.0	1.0	1.0

#### City Manager's Department

- ↗ Directs and coordinates the operations of the City's departments and staff
- ↗ Manages, supervises, and coordinates overall long range planning, strategic plans, public improvements and general municipal
- ↗ Community relations and information
- ↗ Policy initiation, evaluation and implementation with other governmental agencies to increase efficiency and maximize availability of services

#### Changes in Budget

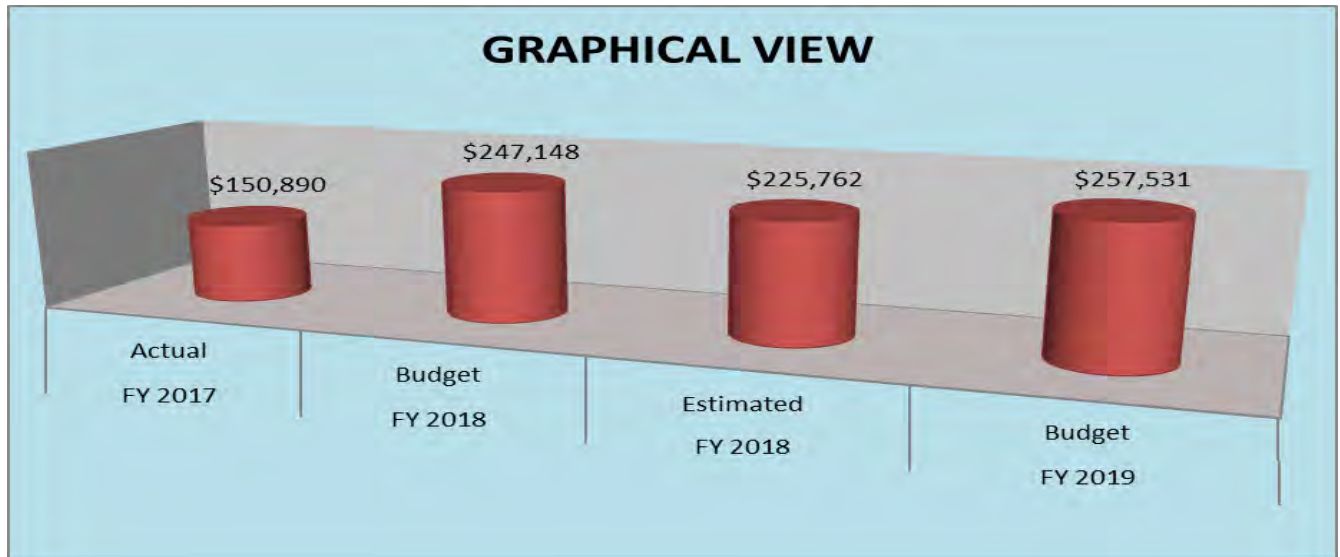
- 📌 9.2% decrease from 2018 budget
- 📌 The 2019 budgeted personnel costs are higher because of a change in health care election and operating costs are lower because a city intern was budgeted for 2018 but never hired

## DEPARTMENT APPROPRIATIONS

### Finance

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: FINANCE DIRECTOR



#### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 103,510	\$ 237,784	\$ 216,945	\$ 249,129
Operating Costs	47,380	9,364	8,817	8,402
<b>Total</b>	<b>\$ 150,890</b>	<b>\$ 247,148</b>	<b>\$ 225,762</b>	<b>\$ 257,531</b>

<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Finance Director	1	1	1	1
Accountant	1	1	1	1
Accts Payable Clerk	1	1	1	1
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Full Time Equivalents	3.0	3.0	3.0	3.0

#### Finance Department

- ⌘ Financial reporting, budgeting, and audit oversight
- ⌘ Purchase order preparation and oversight and accounts payable processes
- ⌘ Supervises the treasury department
- ⌘ Investments and debt issuance

#### Changes in Budget

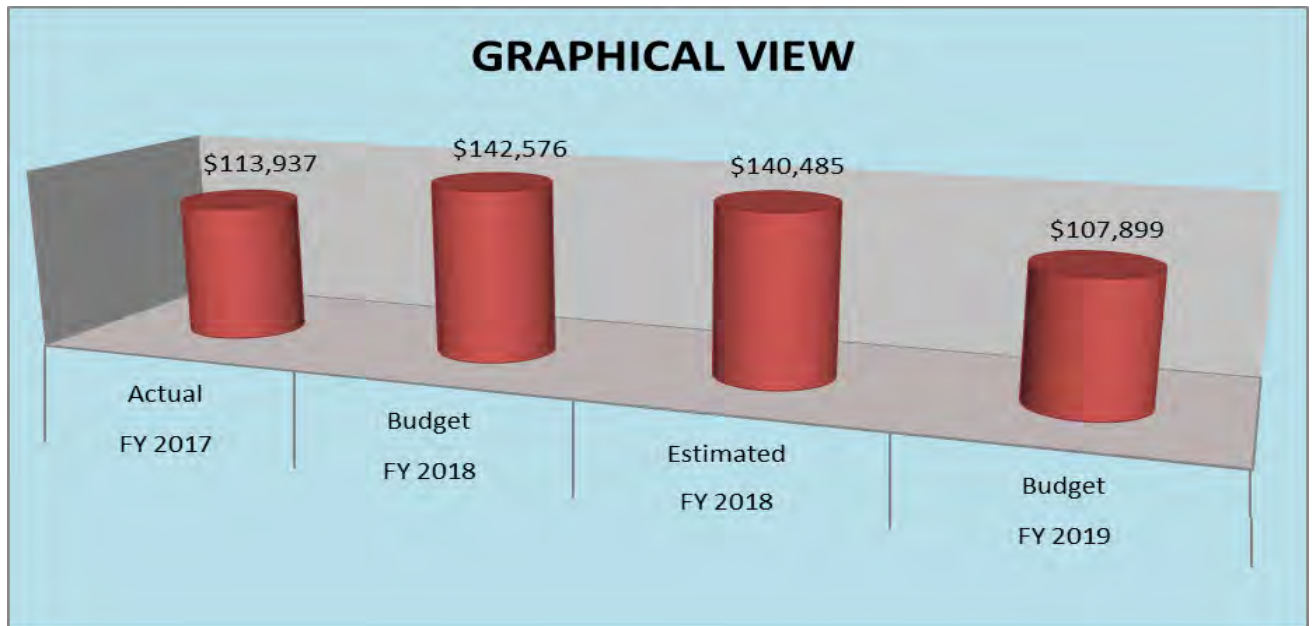
- ⌘ 4% increase over 2018 budget
- ⌘ 2017 actual was lower because the accountant position was budgeted under the treasury department
- ⌘ 2019 budget increase is due to higher pension contribution amount and new defined contribution plan which requires a four percent employer contribution

## DEPARTMENT APPROPRIATIONS

### Assessing

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: ASSESSOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 105,936	\$ 128,776	\$ 130,065	\$ 96,297
Operating Costs	8,001	13,800	10,420	11,602
<b>Total</b>	<b>\$ 113,937</b>	<b>\$ 142,576</b>	<b>\$ 140,485</b>	<b>\$ 107,899</b>

<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Total Positions	1	1	1	1
Full Time Equivalents	1	1	1	1

### Assessing Department

- ↗ Valuation of real and personal property
- ↗ Assists with Board of Review
- ↗ Process and audit personal property tax return
- ↗ Represent the city in tax tribunal cases

### Changes in Budget

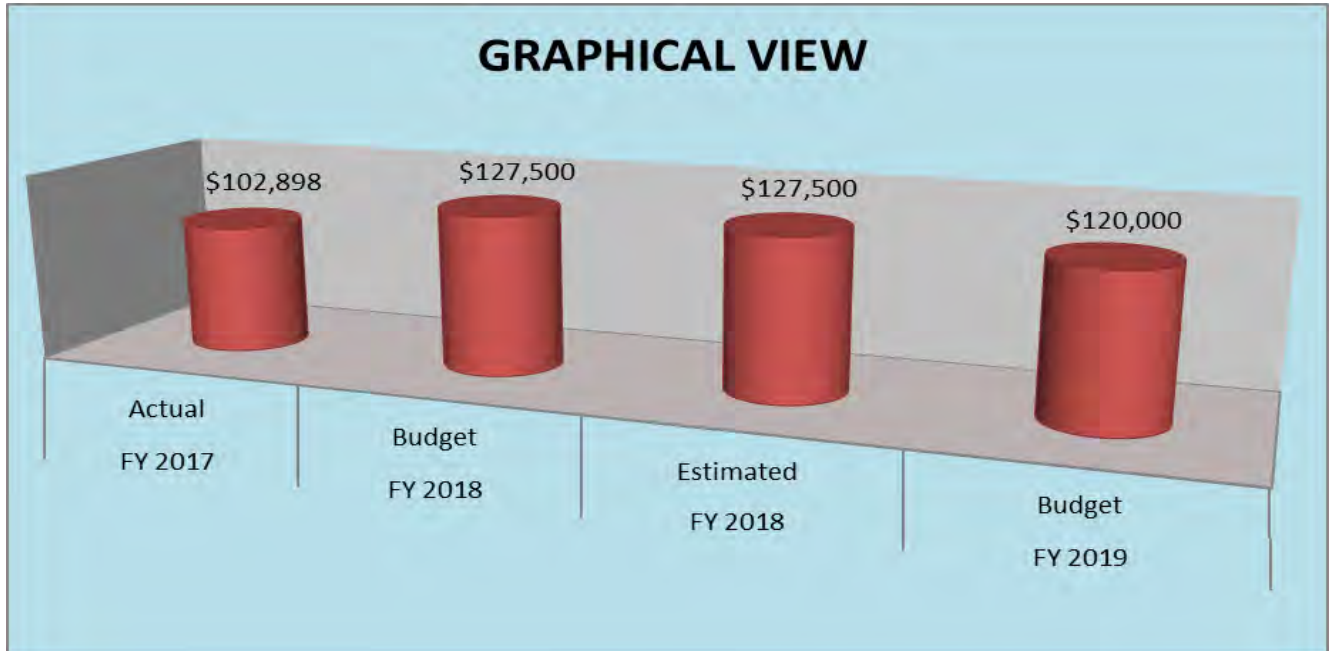
- 📌 24% decrease from 2018 budget
- 📌 2018 actual is greater than 2017 because accrued time off was paid out to the retiring assessor and there was an increase in the defined benefit pension contribution from the previous year
- 📌 The 2019 budget is less because the previous assessor retired in 2018 with a payout of accrued sick and vacation. Also, the new assessor will be under a defined contribution plan which requires a much smaller contribution by the city



# DEPARTMENT APPROPRIATIONS

## City Attorney

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT  
STAFF RESPONSIBLE: FINANCE DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	102,898	127,500	127,500	120,000
<b>Total</b>	<b>\$ 102,898</b>	<b>\$ 127,500</b>	<b>\$ 127,500</b>	<b>\$ 120,000</b>
Personnel Services				
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Total Positions	-	-	-	-
Full Time Equivalents	-	-	-	-

### City Attorney's Department

- ⌘ Contracted by City
- ⌘ Draft adoptions, amendment and repeals of city ordinances
- ⌘ Prepare legal documents
- ⌘ Provide legal advice to council and staff
- ⌘ Prosecution of ordinance violations

### Changes in Budget

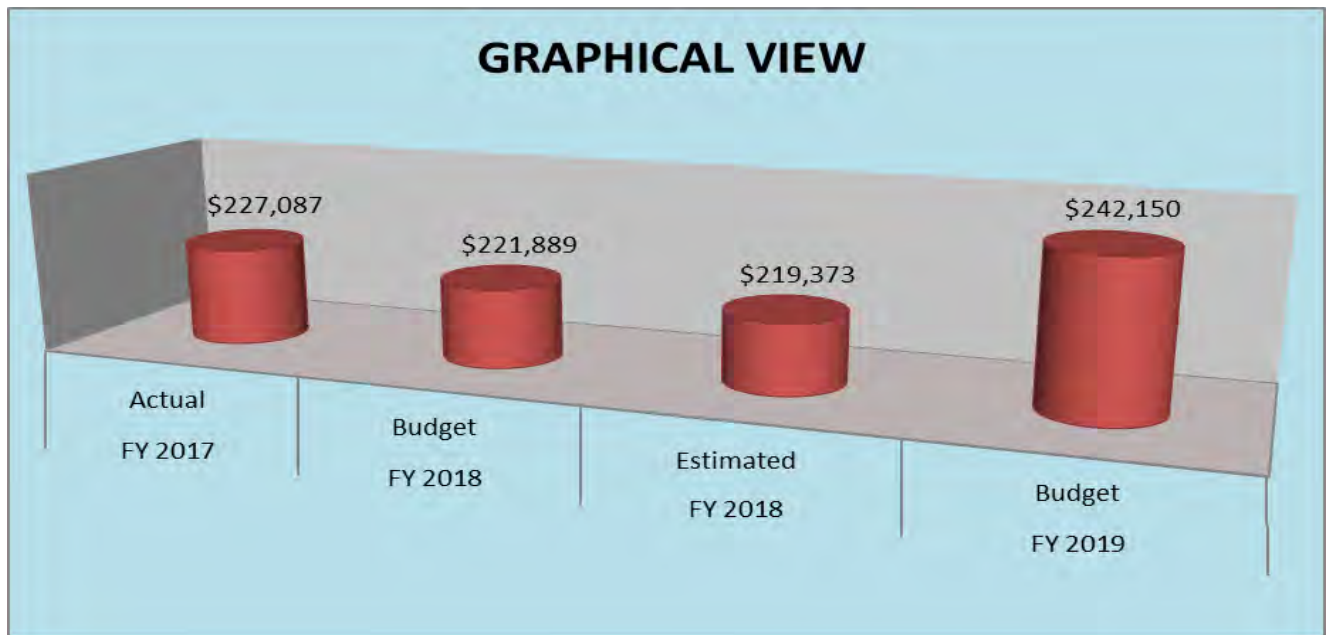
- ⌘ 5.9% decrease from 2018 budget
- ⌘ 2019 budget estimated lower based on historical

## DEPARTMENT APPROPRIATIONS

### City Clerk

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: CITY CLERK



#### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 176,589	\$ 147,874	\$ 146,744	\$ 174,917
Operating Costs	50,498	74,015	72,628	67,233
<b>Total</b>	<b>\$ 227,087</b>	<b>\$ 221,889</b>	<b>\$ 219,373</b>	<b>\$ 242,150</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
City Clerk	1	1	1	1
Deputy Clerk	1	1	1	1
<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Full Time Equivalents	2.0	2.0	2.0	2.0

#### City Clerk's Department

- ☞ Clerk to the City Council and Employees' Retirement System Board
- ☞ Custodian of all official city records
- ☞ Administers all local, school, state and federal elections and maintains Qualified Voter File
- ☞ Administrator of city website
- ☞ Assign, track and codify all enactments of the City Code

#### Changes in Budget

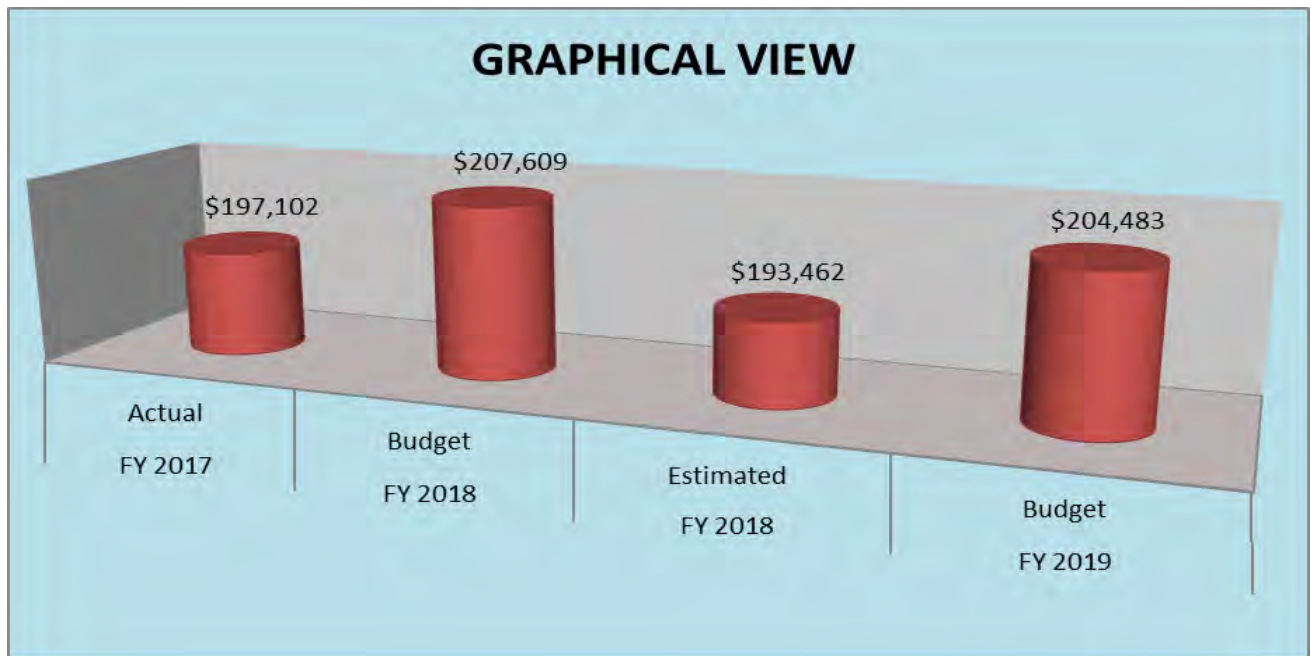
- ☞ 9% increase over 2018 budget
- ☞ The increase in 2019 is due to the expense of two major elections in 2019 compared to two special elections in 2018. The Clerk's budget will fluctuate yearly due to the number of elections called

## DEPARTMENT APPROPRIATIONS

### Human Resources

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: HUMAN RESOURCE DIRECTOR



#### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 165,134	\$ 176,109	\$ 173,462	\$ 182,753
Operating Costs	31,969	31,500	20,000	21,730
<b>Total</b>	<b>\$ 197,102</b>	<b>\$ 207,609</b>	<b>\$ 193,462</b>	<b>\$ 204,483</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Director	1	1	1	1
HR Specialists/PR	1	1	1	1
<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Full Time Equivalents	2.0	2.0	2.0	2.0

#### Human Resources Department

- ↗ Union contract negotiation and administration
- ↗ Payroll and fringe benefit administration
- ↗ Hiring, orientation and employee relations
- ↗ Representative for city grievances, mediation, and arbitration

#### Changes in Budget

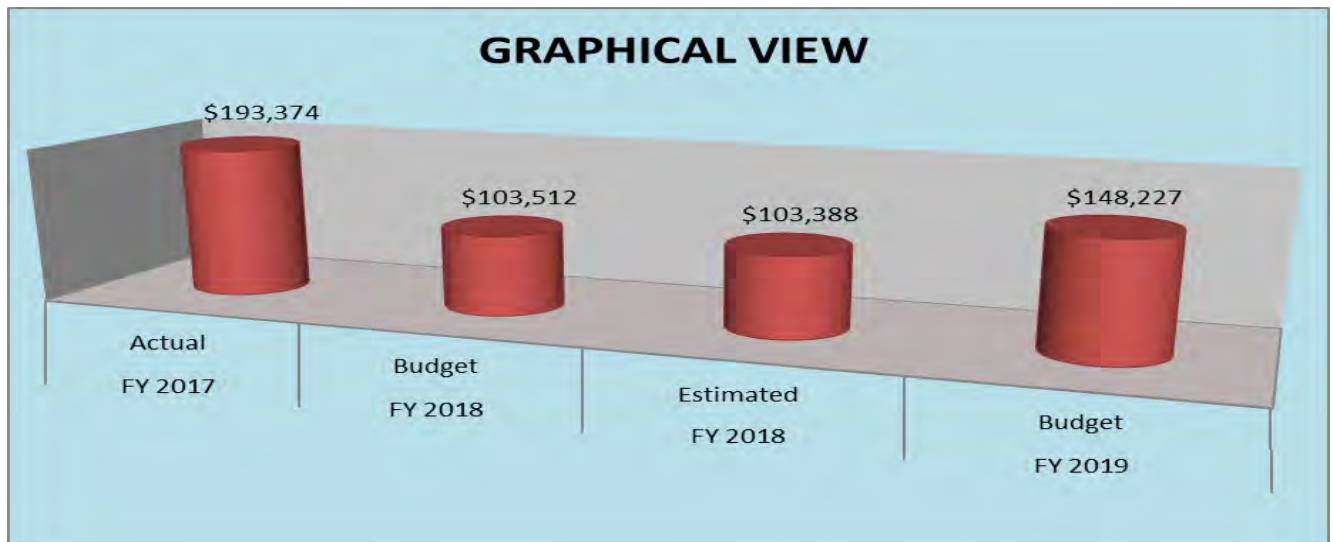
- 📌 2% decrease from 2018 budget
- 📌 The decrease is due to a reduction in contractual services for a lawsuit that was ongoing and is now settled

## DEPARTMENT APPROPRIATIONS

### City Treasurer

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: TREASURER



#### FINANCIAL & PERSONNEL SUMMARY

<u>Financial Summary</u>	<u>FY 2017 Actual</u>	<u>FY 2018 Budget</u>	<u>FY 2018 Estimated</u>	<u>FY 2019 Budget</u>
Personnel Services	\$ 176,364	\$ 86,362	\$ 87,238	\$ 132,285
Operating Costs	17,010	17,150	16,150	15,942
<b>Total</b>	<b>\$ 193,374</b>	<b>\$ 103,512</b>	<b>\$ 103,388</b>	<b>\$ 148,227</b>
<u>Personnel/FTE Data</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
Full Time Positions:				
Treasurer	1	1	1	1
Deputy Treasurer	1	1	1	1
Water/Sewer Biller	1	1	1	1
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Full Time Equivalents	3	3	3	3

#### City Treasurer's Department

- ☞ Tax roll maintenance, tax billing, revenue collection and tax settlement with the county
- ☞ Water and Sewer billing and collections
- ☞ City pension administration
- ☞ Cash receipting for the city

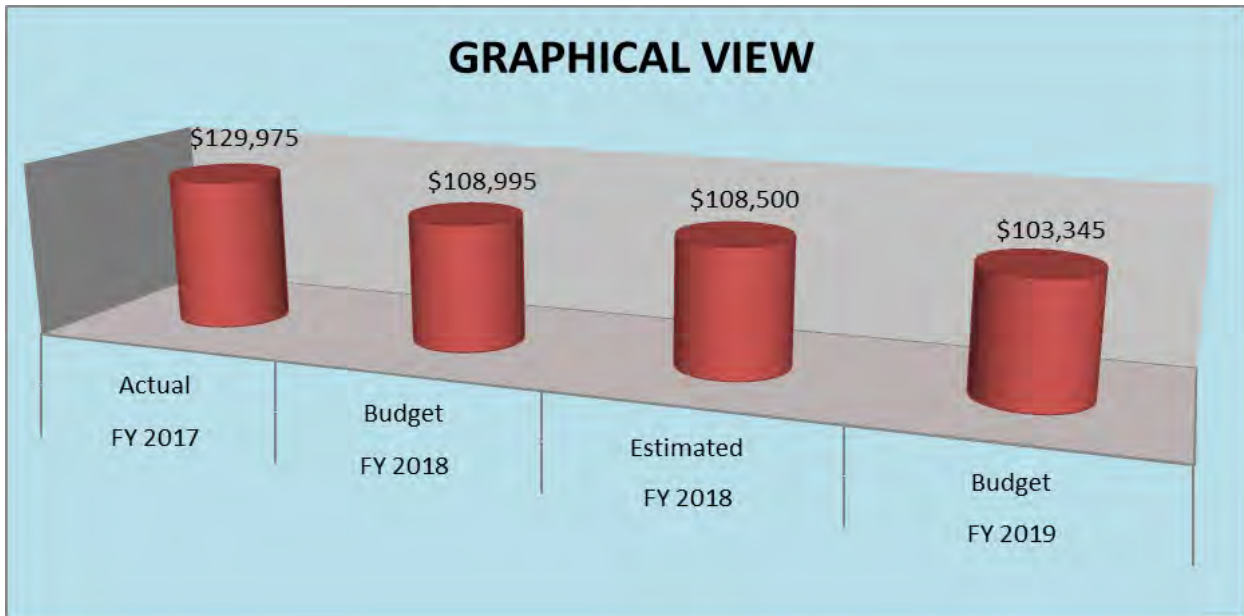
#### Changes in Budget

- ☞ 43% increase over 2018 budget
- ☞ The large increase is due to the Treasurer position being shared for most of 2018 between the treasury department and the finance department. However, 2019 budget is less than 2017 actual
- ☞ Wage and benefit allocations: **Treasury:** Treasurer 100%, Deputy Treasurer 60%. **Water/Sewer Biller** 5%. **Water Sewer Fund:** Deputy Treasurer 40%, Water/Sewer Biller 95%

## DEPARTMENT APPROPRIATIONS Information and Technology

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: HUMAN RESOURCE DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	129,975	108,995	108,500	103,345
<b>Total</b>	<b>\$ 129,975</b>	<b>\$ 108,995</b>	<b>\$ 108,500</b>	<b>\$ 103,345</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Total Positions	-	-	-	-
Full-Time Equivalents	-	-	-	-

### Information and Technology Department

- ↻ Accounts for expenses related to contractual IT personnel and maintenance on computer equipment.

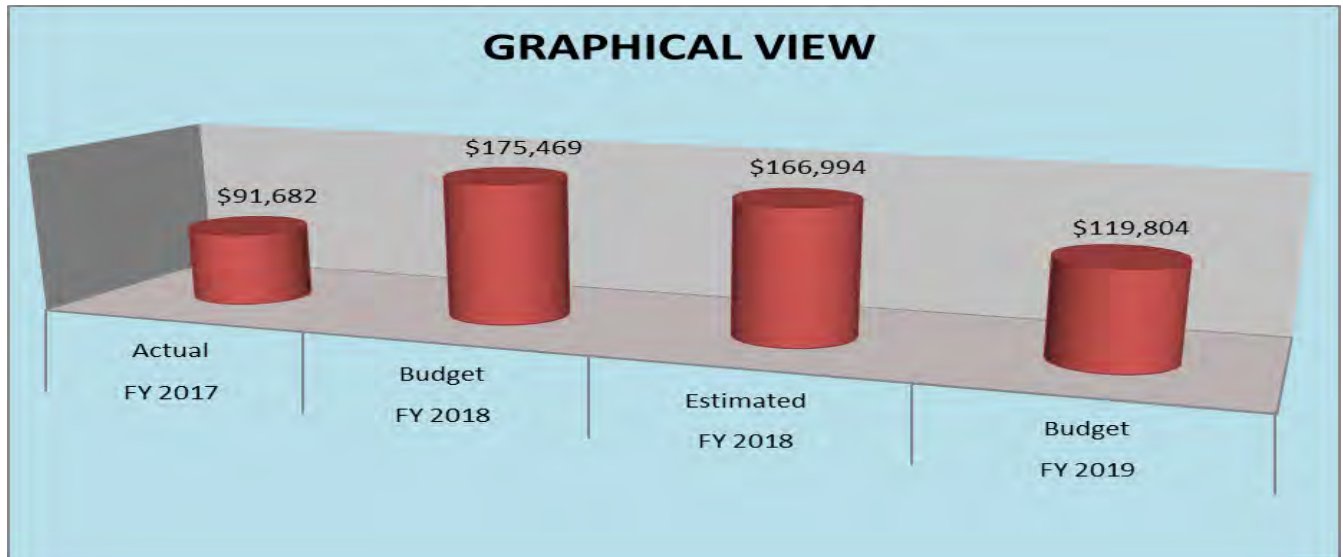
### Changes in Budget

- ↻ 5% decrease from the 2018 budget due to computer equipment purchases being moved to a new Capital Improvement Fund



## DEPARTMENT APPROPRIATIONS Buildings and Grounds

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT  
STAFF RESPONSIBLE: DIRECTOR OF PUBLIC SERVICES



### FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ 50,039	\$ 80,679	\$ 70,204	\$ 70,504
Operating Costs	41,643	44,790	46,790	49,300
Capital Outlay	-	50,000	50,000	-
Total	\$ 91,682	\$ 175,469	\$ 166,994	\$ 119,804

Personnel/FTE Data	Actual	Budget	Actual	Budget
Full Time Positions:				
Custodian	1	1	1	1
Total Positions	1	1	1	1
Full Time Equivalents	1.0	1.0	1.0	1.0

### Buildings and Grounds Department

- ↗ Repair and Maintenance on municipal buildings and grounds
- ↗ Includes cleaning, operating supplies, and utilities costs

### Changes in Budget

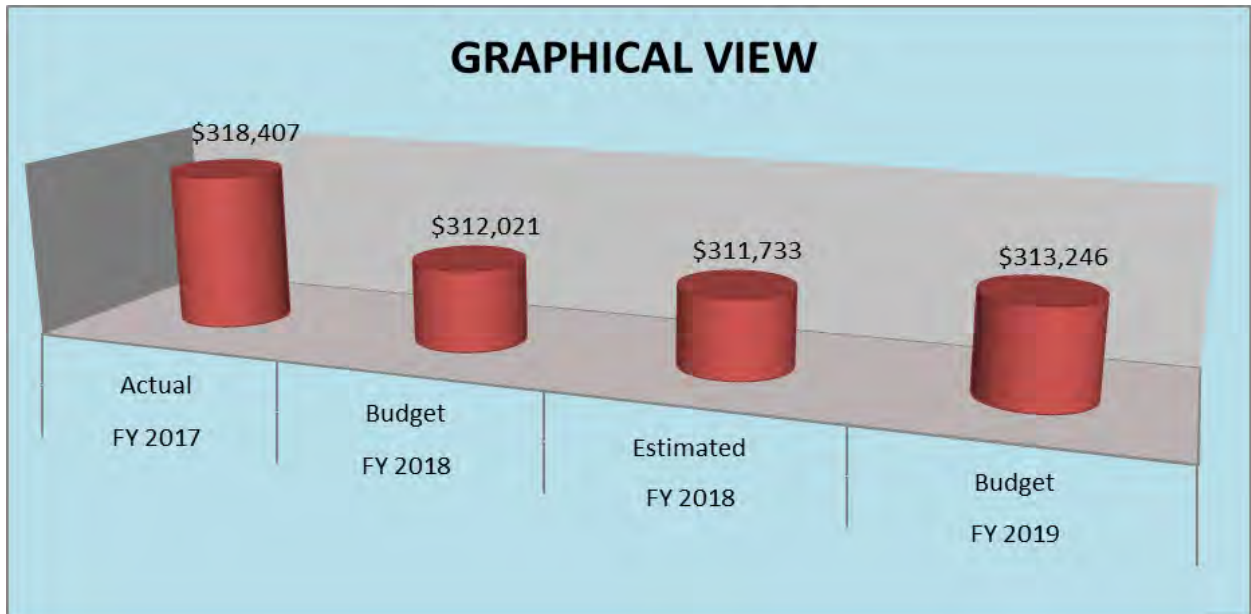
- ↗ 32% decrease over 2018 budget
- ↗ The decrease was primarily due to the cost of carpeting and restoration of the floors at city hall in 2018. All future capital purchases will be part of the newly created Capital Improvement Fund
- ↗ Personnel services increased in 2018 because the custodian wages are now being allocated 100% to this department. In the past, a portion of personnel costs were allocated to police for cleaning of the public safety building. However, since police are part of the General Fund, no allocation is necessary

# DEPARTMENT APPROPRIATIONS

## General Administration

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: FINANCE DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	318,407	312,021	311,733	313,246
<b>Total</b>	<b>\$ 318,407</b>	<b>\$ 312,021</b>	<b>\$ 311,733</b>	<b>\$ 313,246</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Total Positions	-	-	-	-
Full-Time Equivalents	-	-	-	-

### General Administration Department

- Accounts for expenses related to day to day administrative operations that are shared by all General Fund departments.

### Changes in Budget

- .4 increase over the 2018 budget
- In 2019 an increase in the city's contribution to the Shiawassee Economic Development Partnership went from \$2.00 a resident to \$2.55 a resident until 2022. This was an increase to the General Fund operating expenses of \$8,427. The budget was reduced by the same amount for health insurance fees that will be allocated to individual departments next year

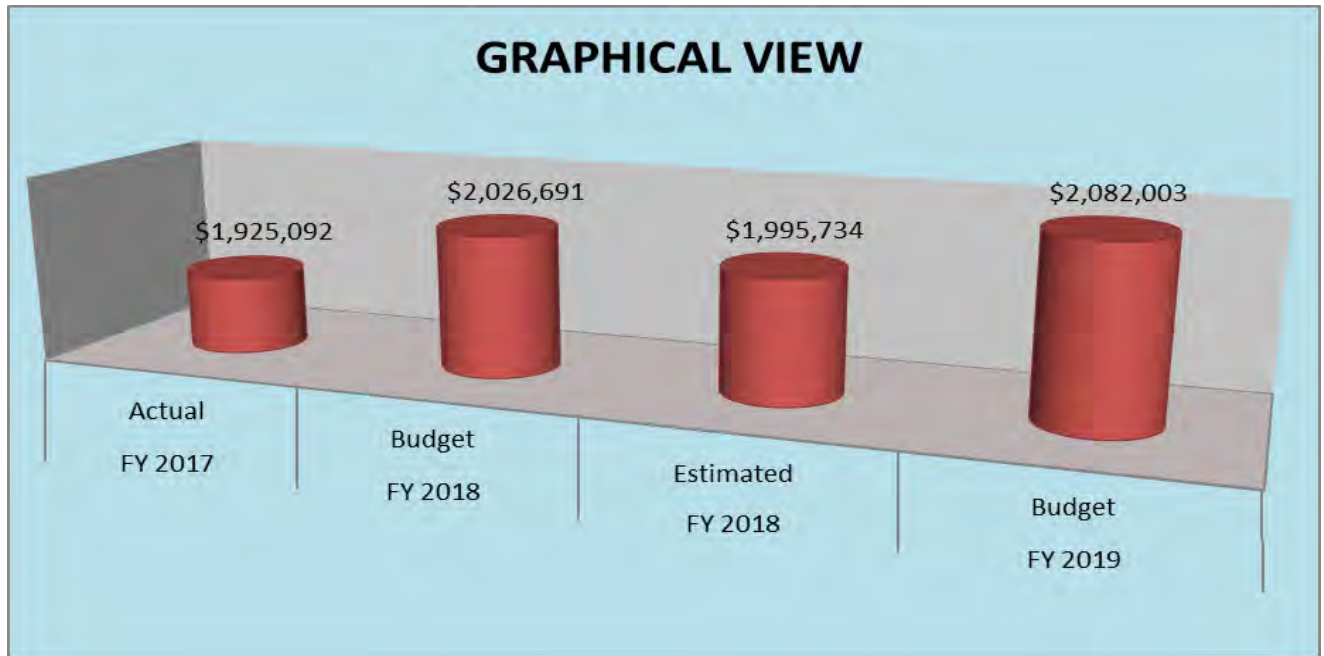


# DEPARTMENT APPROPRIATIONS

## Police Department

FUND/FUNCTION: GENERAL/PUBLIC SAFETY

STAFF RESPONSIBLE: DIRECTOR OF PUBLIC SAFETY



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 1,716,586	\$ 1,782,857	\$ 1,777,551	\$ 1,900,518
Operating Costs	208,506	243,834	218,183	181,485
<b>Total</b>	<b>\$ 1,925,092</b>	<b>\$ 2,026,691</b>	<b>\$ 1,995,734</b>	<b>\$ 2,082,003</b>

<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Chief/Director	.5	.5	.5	.5
Office/Clerical	.5	.5	.5	.5
Lieutenant	1	1	1	1
Sergeants	3	3	3	3
Detective/Sergeants	2	2	2	2
Patrol Officers	12	12	12	12
Magnet Officer	1	1	1	1
<b>Total Full Time</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
Part Time Positions:				
Code Enforcement	1	1	1	1
Crossing Guards	17	17	17	17
<b>Total Part Time</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>Total Positions</b>	<b>46</b>	<b>46</b>	<b>46</b>	<b>46</b>
Full Time Equivalents	23.00	23.00	23.00	23.00

## DEPARTMENT APPROPRIATIONS - CONTINUED

### Police Department

#### Police Department

- ~ Crime Prevention
- ~ Protect life and property
- ~ Preserve peace, order and safety
- ~ Law and ordinance enforcement
- ~ Safeguard constitutional guarantees of all citizens
- ~ Investigate problems and incidents and present evidence for prosecution of offenders
- ~ Crossing Guard program

#### Changes in Budget

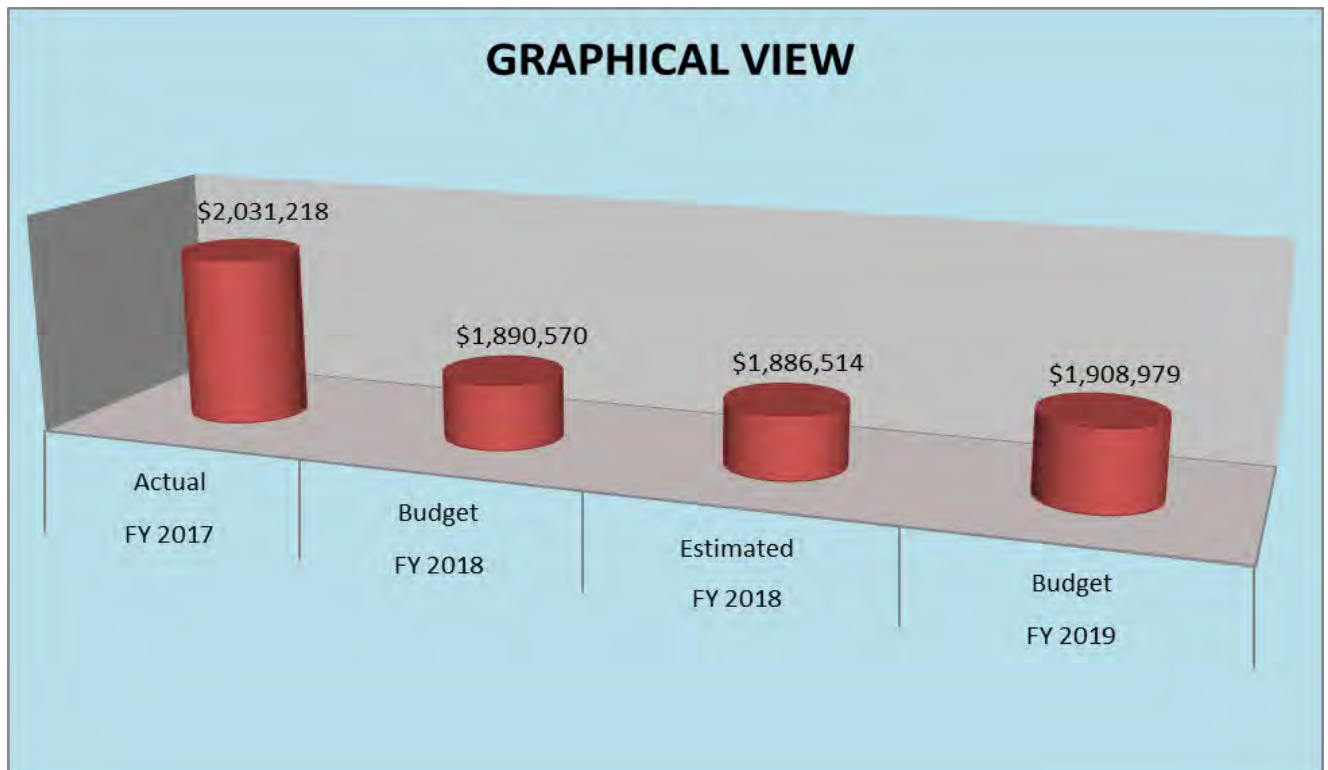
- ~ 2.7% increase from the 2018 budget
- ~ The 2019 budget increase is a combination of an increase in health and pension costs which were offset by a reduction in capital items such as vehicles and equipment. In 2019 a new Capital Improvement Fund has been created to better plan capital needs of the General Fund as a whole
- ~ Wage and benefit allocations: **Director:** 50% police – 50% fire, **Clerical:** 50% police – 50% fire

## DEPARTMENT APPROPRIATIONS

### Fire Department

FUND/FUNCTION: GENERAL/PUBLIC SAFETY

STAFF RESPONSIBLE: DIRECTOR OF PUBLIC SAFETY



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 1,574,720	\$ 1,624,070	\$ 1,609,919	\$ 1,676,362
Operating Costs	456,498	266,500	276,595	232,617
Total	<u>\$ 2,031,218</u>	<u>\$ 1,890,570</u>	<u>\$ 1,886,514</u>	<u>\$ 1,908,979</u>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Chief/Director	.5	.5	.5	.5
Office/Clerical	.5	.5	.5	.5
Captains	3	3	3	3
Lieutenants	3	3	3	3
Mechanics	3	3	3	3
Firefighters	12	12	12	12
Total Positions	<u>22</u>	<u>22</u>	<u>22</u>	<u>22</u>
Full Time Equivalents	22.00	22.00	22.00	22.00

## DEPARTMENT APPROPRIATIONS - CONTINUED

### Fire Department

#### Fire Department

- ~ Fire Prevention
- ~ Protect life and property
- ~ Respond to hazardous material incidents and vehicle accidents
- ~ Educate public on fire safety
- ~ Ambulance services and advance emergency medical care

#### Changes in Budget

- 1 1% increase from the 2018 budget
- 1 The increase in budget is a combination of an increase in health and pension costs which were offset by a larger reduction in capital items such as vehicles and equipment. In 2019 a new Capital Improvement Fund has been created to better plan capital needs of the General Fund as a whole
- 1 Wage and benefit allocations: **Director:** 50% police – 50% fire, **Clerical:** 50% police – 50% fire

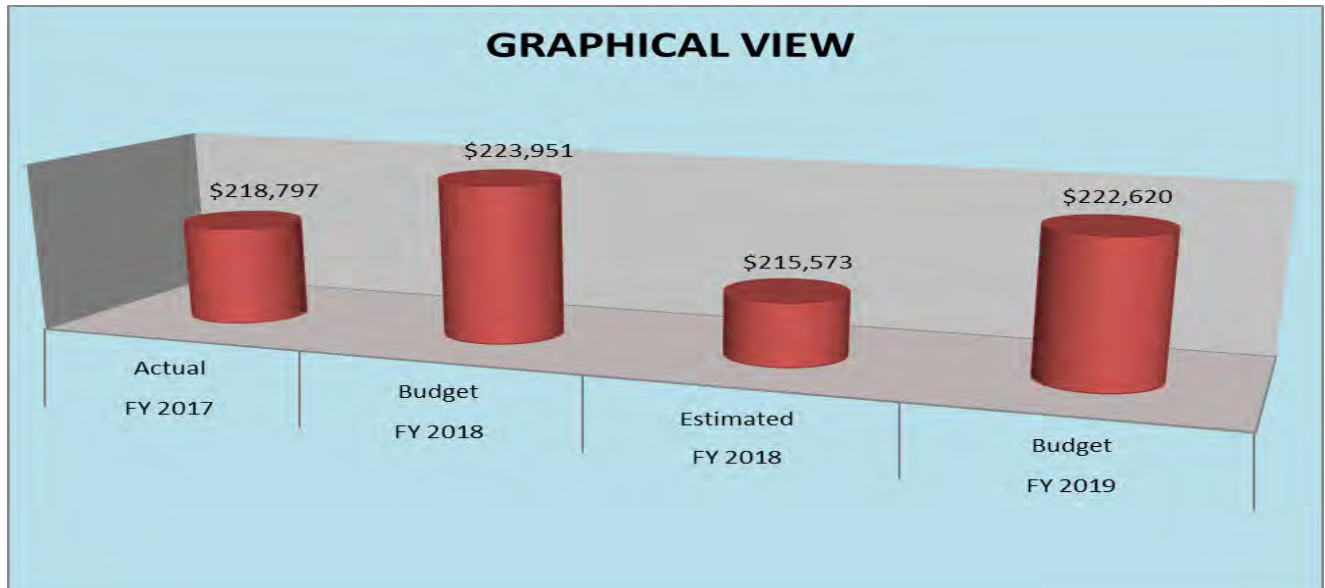


## DEPARTMENT APPROPRIATIONS

### Building and Safety

FUND/FUNCTION: GENERAL/PUBLIC SAFETY

STAFF RESPONSIBLE: ASST. CITY MANAGER/COMMUNITY DEVELOPMENT DIRECTOR



#### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 77,639	\$ 82,751	\$ 86,245	\$ 86,512
Operating Costs	141,158	141,200	129,328	136,108
<b>Total</b>	<b>\$ 218,797</b>	<b>\$ 223,951</b>	<b>\$ 215,573</b>	<b>\$ 222,620</b>
<b>Personnel/FTE Data:</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Executive Assistant	.85	.85	.85	.85
Code Enforcement	.50	.50	.50	.50
Allocated Employee	.25	.25	.25	.25
<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
Full-Time Equivalents	1.60	1.60	1.60	1.60

#### Building and Safety Department

- ⚡ Issues building, electrical, plumbing, mechanical, sign and zoning permits
- ⚡ Performs inspections to ensure code compliance
- ⚡ Ordinance enforcement

#### Changes in Budget

- 📌 Less than 1% decrease from the 2018 budget
- 📌 The decrease in the 2019 budget is caused from estimating contractual services high in 2018
- 📌 Any excess of expenses over building related revenue will be taken from fund balance that has been restricted for building activity. This will include an allocation of shared costs
- 📌 Wage allocations to Building are as follows: Executive Assistant 85%, Allocated employee 25%
- 📌 The Building Official is a contractual position and not included in the FTE count

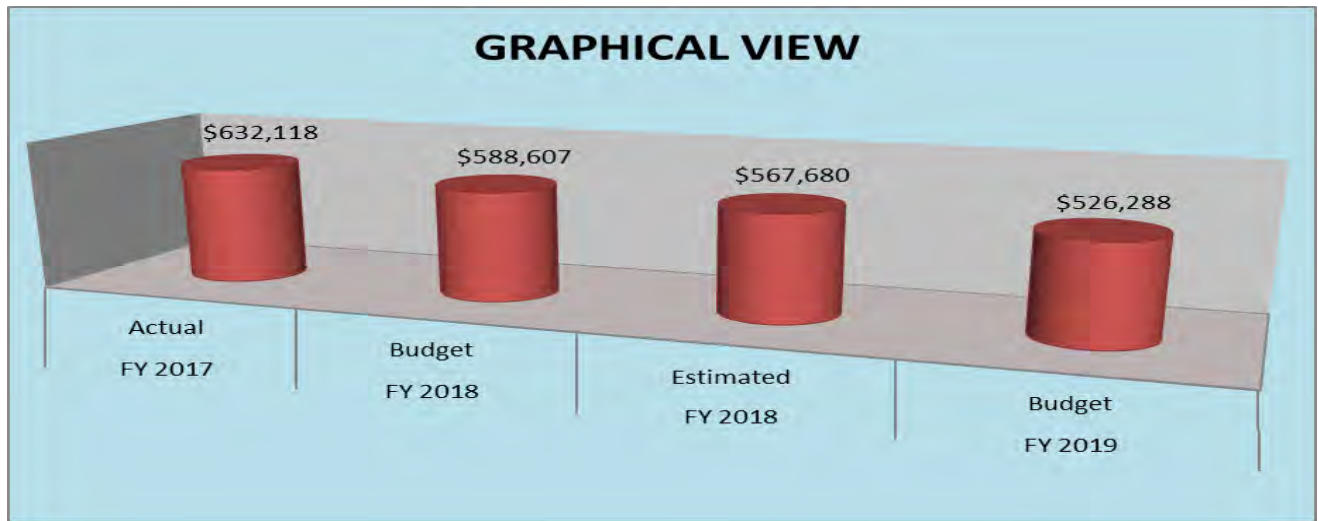


# DEPARTMENT APPROPRIATIONS

## Department of Public Works

FUND/FUNCTION: GENERAL/PUBLIC WORKS

STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 191,188	\$ 239,907	\$ 237,715	\$ 179,599
Operating Costs	440,931	348,700	329,965	346,689
<b>Total</b>	<b>\$ 632,118</b>	<b>\$ 588,607</b>	<b>\$ 567,680</b>	<b>\$ 526,288</b>

<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Director	.10	.10	.10	.10
Executive Assistant	.50	.50	.50	.50
Superintendent	.60	.60	.60	.60
Skilled Operators	9	9	9	9
<b>Total Full Time</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
Seasonal Workers	3	3	3	3
<b>Total Part Time</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total Positions</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>
Full Time Equivalents	11.20	11.20	11.20	11.20

### Department of Public Works

- ↗ Street Maintenance including snow plowing and tree planting
- ↗ Street Sweeping
- ↗ Mowing of vacant lots

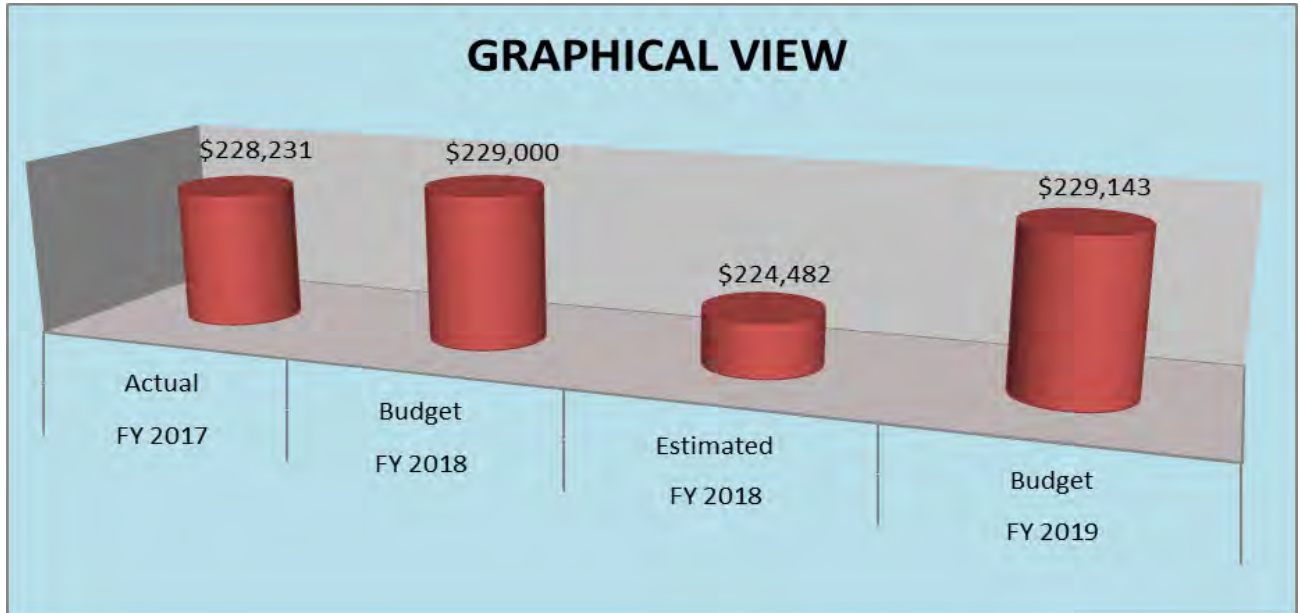
### Changes in Budget

- 📌 11% decrease from the 2018 budget
- 📌 2019 decrease due primarily to an estimated decrease in wages and benefits for allocation to other departments. Also, new employees are hired under the defined contribution which is a much lower rate than the defined benefit contribution amount
- 📌 Wage and benefit allocations: Director 10%, Executive Assistant 50%, Superintendent 60%

## DEPARTMENT APPROPRIATIONS Leaf and Brush

FUND/FUNCTION: GENERAL/PUBLIC WORKS

STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

	FY 2017	FY 2018	FY 2018	FY 2019
<b>Financial Summary</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	228,231	229,000	224,482	229,143
<b>Total</b>	<b>\$ 228,231</b>	<b>\$ 229,000</b>	<b>\$ 224,482</b>	<b>\$ 229,143</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Total Positions	-	-	-	-
Full Time Equivalents	-	-	-	-

### Leaf and Brush Department

- ↗ Leave pickup services
- ↗ Provide leaf and brush drop off to city residents
- ↗ Utilizes millage levy for city services

### Changes in Budget

- 📌 No change from the 2018 budget
- 📌 The wages accounted for in this department are allocated from DPW workers' wage and benefits

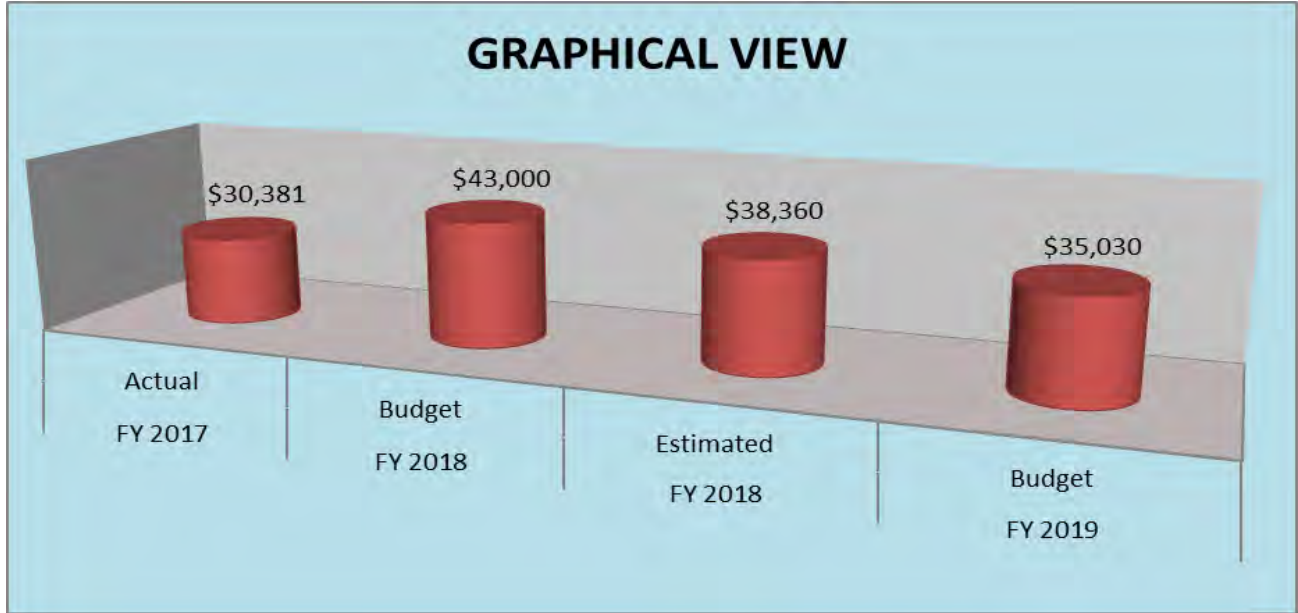


## DEPARTMENT APPROPRIATIONS

### Parking

FUND/FUNCTION: GENERAL/PUBLIC WORKS

STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



#### FINANCIAL & PERSONNEL SUMMARY

	FY 2017	FY 2018	FY 2018	FY 2019
<b>Financial Summary</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	30,381	43,000	38,360	35,030
<b>Total</b>	<b>\$ 30,381</b>	<b>\$ 43,000</b>	<b>\$ 38,360</b>	<b>\$ 35,030</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Total Positions	-	-	-	-
Full Time Equivalents	-	-	-	-

#### **Parking Department**

↗ Maintenance of parking lots and streets spaces

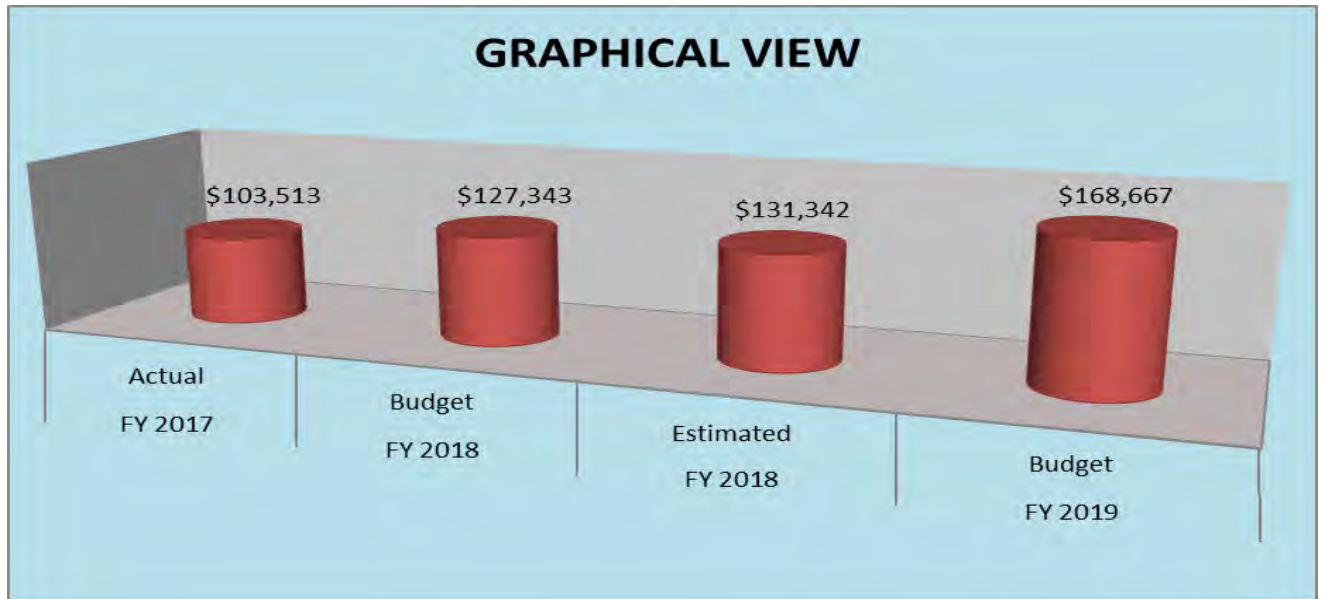
#### **Changes in Budget**

- 📌 19% decrease from 2018 budget
- 📌 Decrease due to wages budgeted high for 2018. Wages can fluctuate from year to year
- 📌 The wages accounted for in this department are allocated from DPW worker's wage and benefits

## DEPARTMENT APPROPRIATIONS Community Development

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: ASST. CITY MANAGER/COMMUNITY DEVEL DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ 96,946	\$ 93,263	\$ 96,680	\$ 95,784
Operating Costs	6,567	34,080	34,662	72,883
<b>Total</b>	<b>\$ 103,513</b>	<b>\$ 127,343</b>	<b>\$ 131,342</b>	<b>\$ 168,667</b>
Personnel/FTE Data	Actual	Budget	Actual	Budget
Full Time Positions:				
Director	1	1	1	1
Executive Asst.	.15	.15	.15	.15
<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Full Time Equivalents	1.15	1.15	1.15	1.15

### Community Development Department

- ⌘ Analysis, design and planning for community land use
- ⌘ Grants coordination
- ⌘ Staff support for planning commission, zoning board of appeals and the brownfield authority
- ⌘ Administrative support for assessing and building safety departments

### Changes in Budget

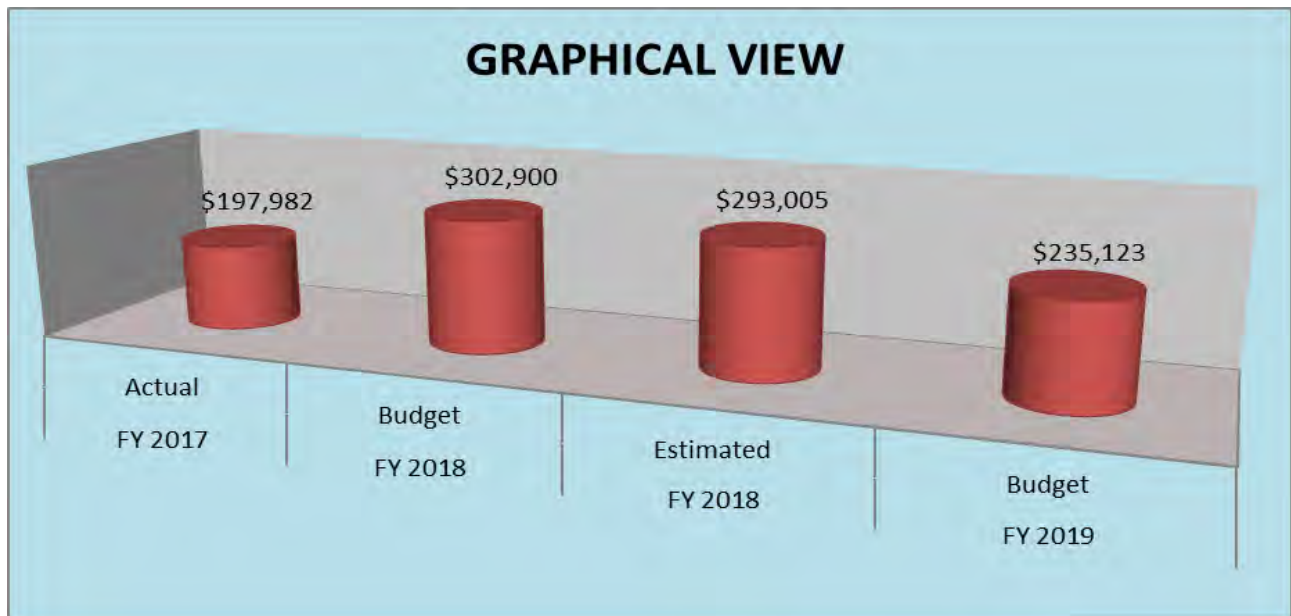
- ⌘ 32% increase from 2018 budget
- ⌘ The increase is for a consultant to rewrite the zoning code for \$40,000. Revenue includes \$20,000 from the MEDC to cover half of the cost
- ⌘ Wage and benefit allocations: Executive Assistant 15%
- ⌘ This department also pays for assistance from DDA which is the majority of contractual services expense, and was an additional expense starting in 2018

## DEPARTMENT APPROPRIATIONS

### Parks

FUND/FUNCTION: GENERAL/ PUBLIC WORKS

STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



#### FINANCIAL & PERSONNEL SUMMARY

	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
<b>Financial Summary</b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	197,982	302,900	293,005	235,123
<b>Total</b>	<b>\$ 197,982</b>	<b>\$ 302,900</b>	<b>\$ 293,005</b>	<b>\$ 235,123</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Total Positions	-	-	-	-
Full-Time Equivalents	-	-	-	-

#### Parks Department

- ↗ Maintenance of parks, tennis courts, basketball and volleyball courts, baseball and soccer field, and playgrounds
- ↗ Coordinates volunteer organizations and seasonal employees to enhance facilities

#### Changes in Budget

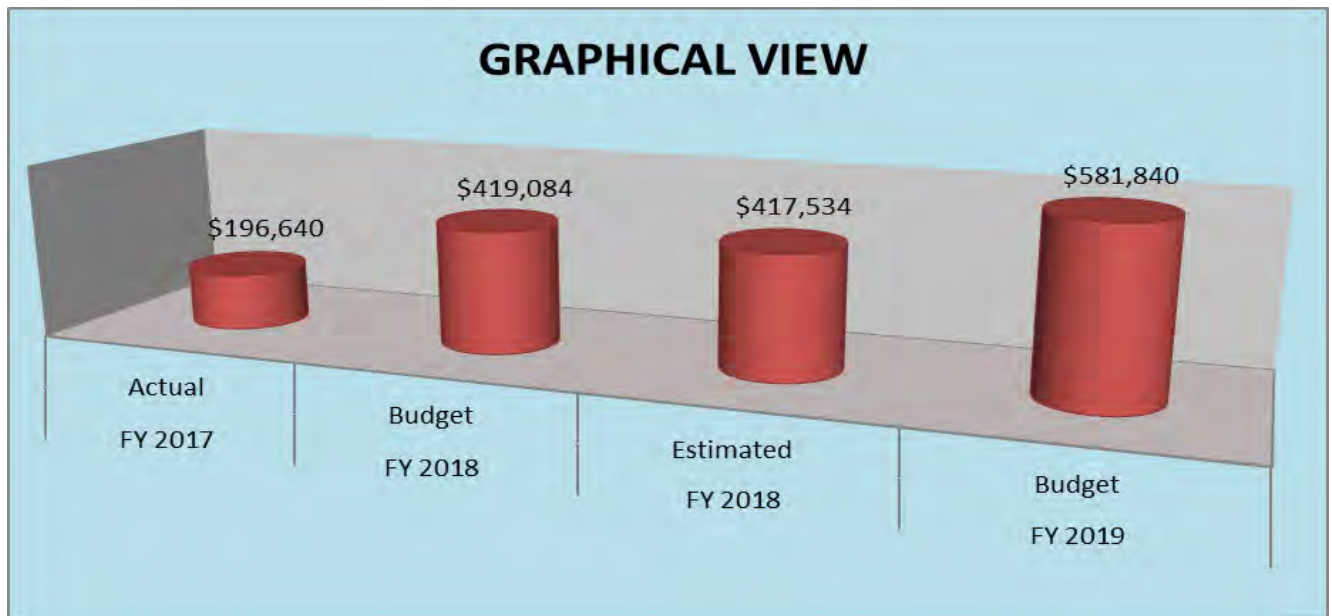
- 📌 22% decrease from the 2018 budget
- 📌 The decrease is due to park renovations done in 2018 for \$82,000 of which \$45,000 was covered by a state grant
- 📌 The wages accounted for in this department are allocated from DPW worker's wage and benefits

## DEPARTMENT APPROPRIATIONS

### Transfers Out

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: FINANCE DIRECTOR



#### FINANCIAL & PERSONNEL SUMMARY

	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
<b>Financial Summary</b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	196,640	419,084	417,534	581,840
<b>Total</b>	<b>\$ 196,640</b>	<b>\$ 419,084</b>	<b>\$ 417,534</b>	<b>\$ 581,840</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Total Positions	-	-	-	-
Full-Time Equivalents	-	-	-	-

#### Transfers Out

↗ Transfers from the General Fund to other Funds are accounted for here.

↗ Transfers include:

- Historical Commission - \$33,000
- Transportation Fund - \$26,000
- Airport - \$7,000
- City pension fund - \$157,000
- Capital Improvement Fund - \$358,840

#### Changes in Budget

- 📌 39% increase over the 2018 budget
- 📌 The increase in 2019 is due the increasing pension administration costs, prefunding for SATA, and a new transfer to the Capital Improvement Fund
- 📌 This is the first year that general fund capital purchases (including computers) will be budgeted and purchased through this fund

# **SPECIAL REVENUE FUNDS**



# MAJOR STREETS FUND

## 2018-2019 FINANCIAL SUMMARY

### Estimated Revenue Sources

State Gas & Weight Tax	\$ 913,000
Federal Sources	0
Metro Act Revenue	39,000
Trunkline Revenue	37,000
Special Assessments	100,956
Transfers In	1,691,800
Financing Sources-Fund Balance	<u>3,366</u>
 Total Budgeted Revenue Sources	 <b>\$ 2,785,122</b>

### Estimated Expenditures

Road Construction	\$ 1,691,800
Maintenance	477,310
Engineering	68,212
Transfers	<u>547,800</u>
 Total Budgeted Expenditures	 <b><u>\$ 2,785,122</u></b>
 Budgeted Net Revenue (Expenditures)	 <b>\$ -0-</b>

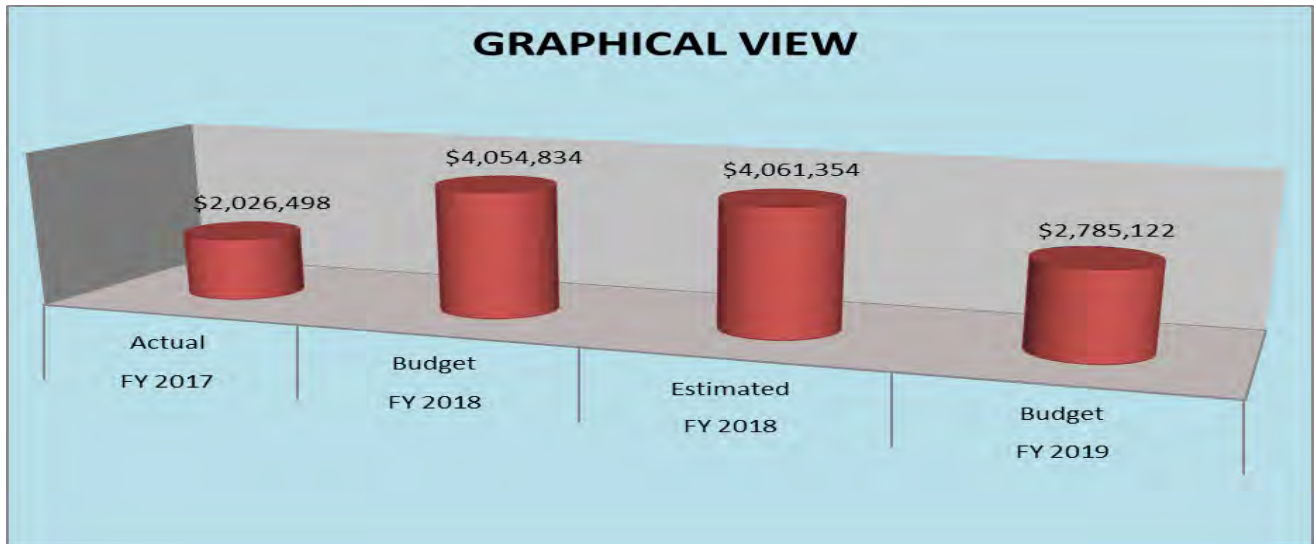
### Estimated Fund Balance

Fund Balance at June 30, 2017 (Audited)	\$ 569,372
Estimated Change in Fund Balance at June 30, 2018	<u>30,649</u>
Fund Balance at June 30, 2018	\$ 600,021
Estimated Change in Fund Balance at June 30, 2019	<u>(3,366)</u>
Estimated Fund Balance at June 30, 2019	<b>\$ 596,655</b>



## FUND APPROPRIATIONS Major Streets Fund

FUND/FUNCTION: MAJOR STREETS/PUBLIC WORKS  
STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 71,333	\$ 89,875	\$ 102,215	\$ 68,212
Operating Costs	751,522	886,659	850,191	1,025,110
Road Improvements	796,835	3,078,300	3,078,300	1,691,800
Fund Balance	406,808	30,649	30,649	-
<b>Total</b>	<b>\$ 2,026,498</b>	<b>\$ 4,054,834</b>	<b>\$ 4,061,354</b>	<b>\$ 2,785,122</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Engineers	2	2	2	2
Total Positions	2	2	2	2
Full Time Equivalents	1.0	1.0	1.0	1.0

### Major Streets Fund

- ⚡ This Fund accounts for the routine and winter maintenance and road improvements of major roads in the city
- ⚡ The city has 24.41 miles of major roads and 47.53 miles of local roads
- ⚡ Since the city has more local streets than major streets, the state allows up to 50% of gas and weight tax revenue to be transferred from the Major Streets Fund to the Local Streets Fund
- ⚡ The Major Streets Fund also reimburses the General Fund for costs relating administration of this fund through a 10% transfer of gas and weight tax revenue

### Changes in Budget

- 📌 31% decrease from the 2018 budget
- 📌 The decrease is due to less road improvement projects. The street projects are being funded through a voter approved millage and special assessment revenue
- 📌 The two engineer wage and benefits listed above are split equally between major and local streets funds.



# LOCAL STREETS FUND

## 2018-2019 FINANCIAL SUMMARY

### Estimated Revenue Sources

State Gas & Weight Tax	\$ 333,125
Federal Sources	-
Metro Act Revenue	13,700
Special Assessments	61,000
Transfer In – Major Street Fund	283,030
Transfer In – Streets Bond Proceeds	921,500
Financing Sources-Fund Balance	<u>-</u>
 Total Budgeted Revenue Sources	 <b>\$ 1,612,355</b>

### Estimated Expenditures

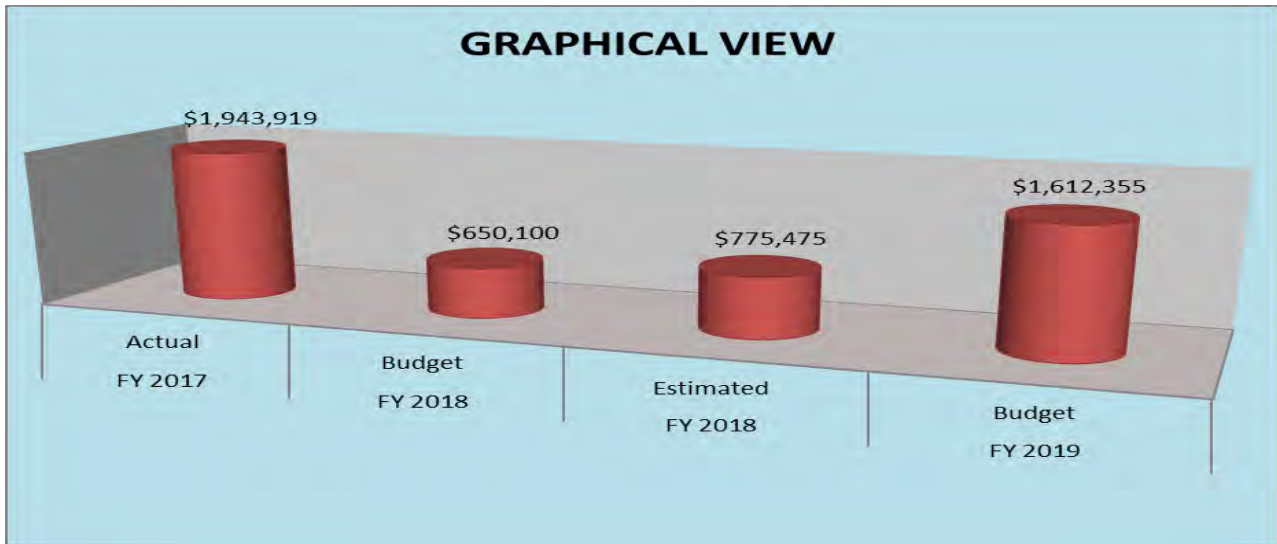
Road Construction	\$ 921,500
Maintenance	454,800
Engineering	72,137
Transfers	33,313
Financing Uses-Fund Balance	<u>130,605</u>
 Total Budgeted Expenditures	 <b><u>\$ 1,612,355</u></b>
 Budgeted Net Revenue (Expenditures)	 <b>\$ -0-</b>

### Estimated Fund Balance

Fund Balance at June 30, 2017 (Audited)	\$ 102,586
Estimated Change in Fund Balance at June 30, 2018	<u>5,093</u>
Fund Balance at June 30, 2018	\$ 107,679
Estimated Change in Fund Balance at June 30, 2019	<u>130,606</u>
Estimated Fund Balance at June 30, 2019	<b>\$ 238,285</b>

## FUND APPROPRIATIONS Local Streets Fund

FUND/FUNCTION: LOCAL STREETS/PUBLIC WORKS  
STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ 89,761	\$ 102,150	\$ 112,070	\$ 72,137
Operating Costs	489,054	427,700	480,313	488,113
Road Improvement	1,269,188	100,000	178,000	921,500
Fund Balance	95,916	20,250	5,093	130,605
<b>Total</b>	<b>\$ 1,943,919</b>	<b>\$ 650,100</b>	<b>\$ 775,475</b>	<b>\$ 1,612,355</b>
Personnel/FTE Data	Actual	Budget	Actual	Budget
Full Time Positions:				
Engineers	2	2	2	2
Total Positions	2	2	2	2
Full Time Equivalents	1.0	1.0	1.0	1.0

### Local Streets Fund

- ⚡ This Fund accounts for the routine and winter maintenance and road improvements of local streets in the city
- ⚡ The city has 24.41 miles of major streets and 47.53 miles of local streets
- ⚡ Since the city has more local streets than major streets, the state allows up to 50% of gas and weight tax revenue to be transferred from the Major Streets Fund to the Local Streets Fund
- ⚡ The Local Streets Fund also reimburses the General Fund for costs relating administration of this fund through a 10% transfer of gas and weight tax revenue

### Changes in Budget

- ⚡ 148% increase over the 2018 budget
- ⚡ The increase is due to a greater number of road improvement projects. The road projects are being funded through a voter approved millage and special assessment revenue
- ⚡ The two engineer wage and benefits listed above are split equally between major and local streets funds.

# DOWNTOWN FACADE FUND

## 2018-2019 FINANCIAL SUMMARY

### Estimated Revenue Sources

Grant Revenue	\$ 515,750	
Private Donations	500,000	
Financing Sources-Fund Balance	<u>-</u>	
Total Budgeted Revenue Sources		<b>\$ 1,018,750</b>

### Estimated Expenditures

Professional Services	\$ 18,750	
Capital Contributions	<u>1,000,000</u>	
Total Budgeted Expenditures		<b><u>\$ 1,018,750</u></b>
Budgeted Net Revenue (Expenditures)		<b>\$ -0-</b>

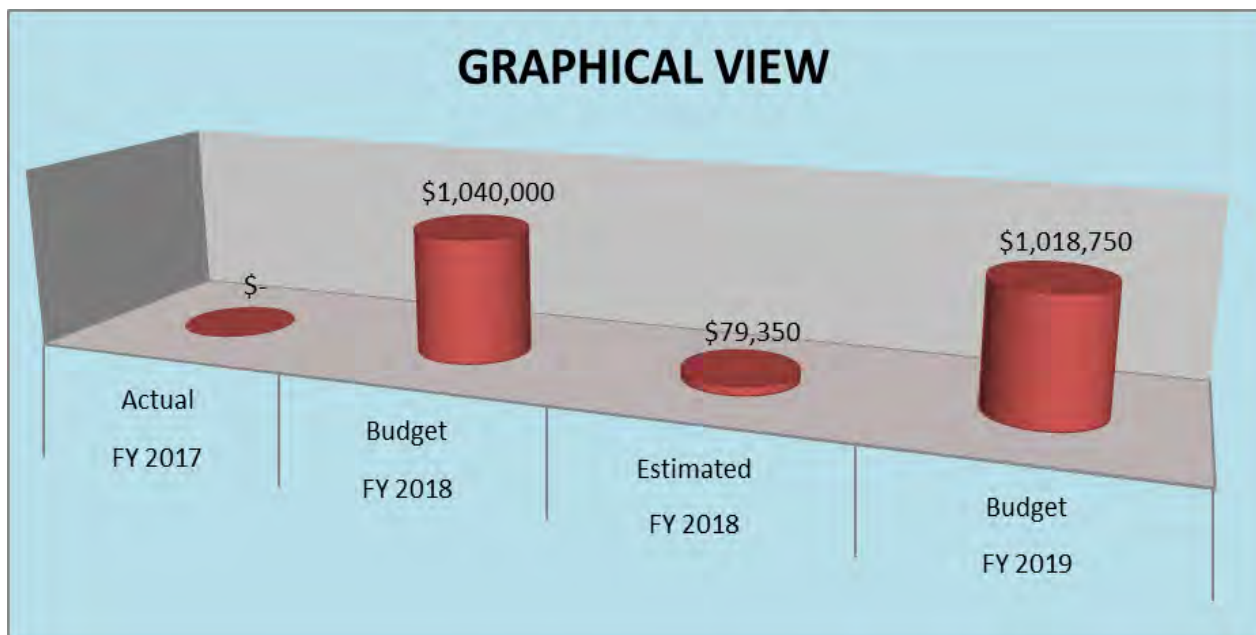
### Estimated Fund Balance

Fund Balance at June 30, 2017 (Audited)	\$ -0-
Estimated Change in Fund Balance at June 30, 2018	<u>-0-</u>
Fund Balance at June 30, 2018	\$ -0-
Estimated Change in Fund Balance at June 30, 2019	<u>-0-</u>
Estimated Fund Balance at June 30, 2019	<b>\$ -0-</b>

## FUND APPROPRIATIONS

### Downtown Façade Fund

FUND/FUNCTION: ECONOMIC DEVELOPMENT/SPECIAL REVENUE  
 STAFF RESPONSIBLE: COMMUNITY DEVELOPMENT DIRECTOR



#### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Economic Development	\$ -	\$ 1,040,000	\$ 79,350	\$ 1,018,750
Total	\$ -	\$ 1,040,000	\$ 79,350	\$ 1,018,750
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Equivalents	-0-	-0-	-0-	-0-

#### Downtown Façade Fund

- ↗ Obtain grant funding for downtown façade renovations
- ↗ Coordinate stakeholders objectives and funding options

#### Changes in Budget

- 📌 The 2019 budget is a carryover from 2018. Only the architectural plans for the project are expected to be completed by the end of 2018. The remainder of the project is expected to be completed in the 2019 budget year
- 📌 The project includes the following properties:
  - 114 W. Main
  - 216 W. Main
  - 218 W. Main
  - 114 N. Washington
  - 115 N. Washington
  - 116 N. Washington

# CDBG REVOLVING LOAN FUND

## 2018-2019 FINANCIAL SUMMARY

### **Estimated Revenue Sources**

Loan Repayments	\$ 4,536	
Financing Sources-Fund Balance	<u>-</u>	
Total Budgeted Revenue Sources		<b>\$ 4,536</b>

### **Estimated Expenditures**

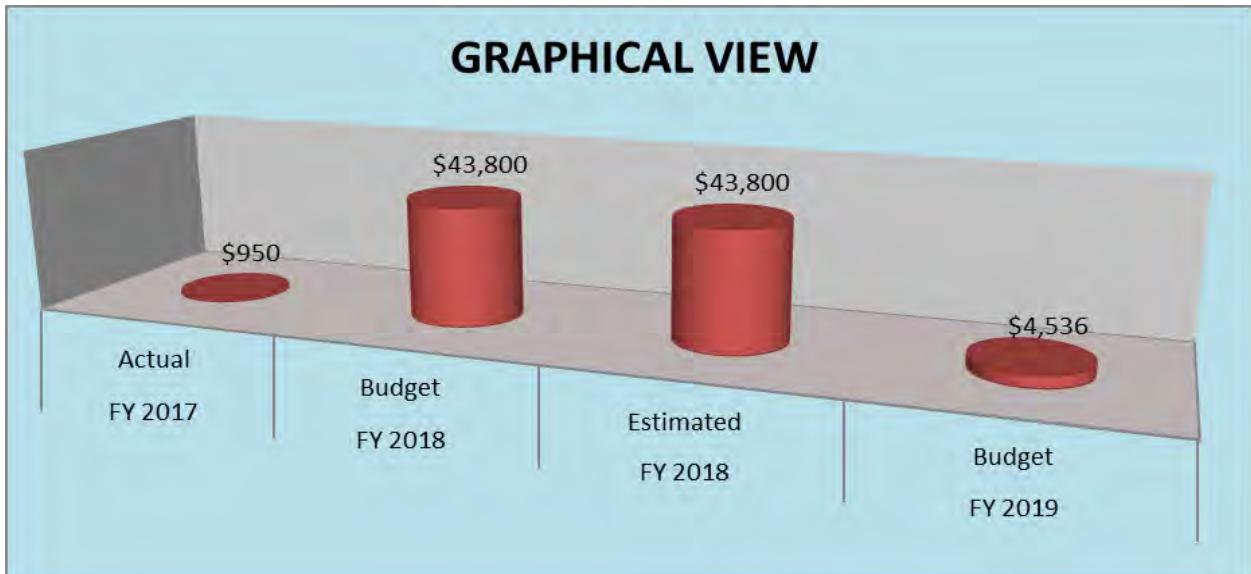
Operating	\$ 1,000	
Financing Uses-Fund Balance	<u>3,536</u>	
Total Budgeted Expenditures		<b><u>\$ 4,536</u></b>
Budgeted Net Revenue (Expenditures)		<b>\$ -0-</b>

### **Estimated Fund Balance**

Fund Balance at June 30, 2017 (Audited)	\$ 1,266,420
Estimated Change in Fund Balance at June 30, 2018	<u>(38,584)</u>
Fund Balance at June 30, 2018	\$ 1,227,836
Estimated Change in Fund Balance at June 30, 2019	<u>3,536</u>
Estimated Fund Balance at June 30, 2019	<b>\$ 1,231,372</b>

## FUND APPROPRIATIONS CDBG Revolving Loan Fund

FUND/FUNCTION: ECONOMIC DEVELOPMENT/SPECIAL REVENUE  
STAFF RESPONSIBLE: COMMUNITY DEVELOPMENT DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Economic Development	\$ 950	\$ 43,800	\$ 43,800	\$ 4,536
Total	\$ 950	\$ 43,800	\$ 43,800	\$ 4,536
Personnel/FTE Data	Actual	Budget	Actual	Budget
Full Time Equivalents	-0-	-0-	-0-	-0-

### CDBG Revolving Loan Fund

- ↗ Use CDBG and UDAG economic development loan funds in accordance with HUD grant agreements for business district improvements and retail expansion
- ↗ Use CDBG loan revenues to enhance housing rehabilitation programs

### Changes in Budget

- 📌 In 2018 a transfer from the CDBG Loan Fund will be made to the Façade Fund as an incentive for the 2019 restoration of downtown properties
- 📌 The project includes the following properties:
  - 114 W. Main
  - 216 W. Main
  - 218 W. Main
  - 114 N. Washington
  - 115 N. Washington
  - 116 N. Washington

# HOUSING/RENTAL REHAB FUND

## 2018-2019 FINANCIAL SUMMARY

### Estimated Revenue Sources

Grant Revenue	\$ 108,800	
Donations	<u>80,000</u>	
Total Budgeted Revenue Sources		<b>\$ 188,800</b>

### Estimated Expenditures

Operating	\$ 28,800	
Rental Rehab	<u>160,000</u>	
Total Budgeted Expenditures		<b><u>\$ 188,800</u></b>
Budgeted Net Revenue (Expenditures)		<b>\$ -0-</b>

### Estimated Fund Balance

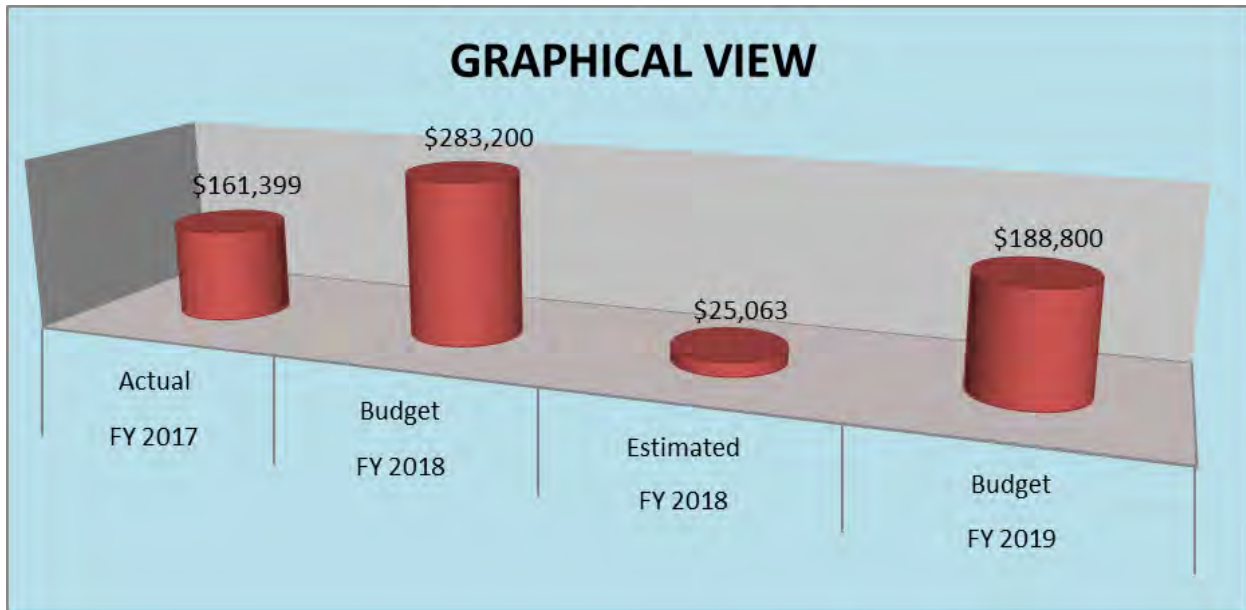
Fund Balance at June 30, 2017 (Audited)	\$ 57,734
Estimated Change in Fund Balance at June 30, 2018	<u>-0-</u>
Fund Balance at June 30, 2018	\$ 57,734
Estimated Change in Fund Balance at June 30, 2019	<u>-0-</u>
Estimated Fund Balance at June 30, 2019	<b>\$ 57,734</b>



## FUND APPROPRIATIONS Housing/Rental Rehab Fund

FUND/FUNCTION: HOUSING/RENTAL REHAB/SPECIAL REVENUE

STAFF RESPONSIBLE: COMMUNITY DEVELOPMENT DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Economic Development	\$ 161,399	\$ 283,200	\$ 25,063	\$ 188,800
Total	\$ 161,399	\$ 283,200	\$ 25,063	\$ 188,800
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Equivalents	-0-	-0-	-0-	-0-

### Housing/Rental Rehab

- ↗ Pursue grant funding for housing redevelopment
- ↗ Coordinate housing programs to assist low-to-moderate income households
- ↗ Assist homeowners at risk of foreclosure
- ↗ Coordinate state and federal housing programs

### Changes in Budget

- 📌 The 2019 rental rehabilitation costs are for property on Howard street

# HISTORICAL COMMISSION FUND

## 2018-2019 FINANCIAL SUMMARY

### Estimated Revenue Sources

Sales	\$ 5,000	
Rent Income	14,200	
Interest Income	70	
Donations	35,000	
Transfer from General Fund	33,000	
Financing Sources-Fund Balance	<u>1,846</u>	
 Total Budgeted Revenue Sources		 <b>\$ 89,116</b>

### Estimated Expenditures

Historical Expense	\$ 16,700	
Curwood Expense	63,216	
Gould House Expense	<u>9,200</u>	
 Total Budgeted Expenditures		 <b><u>\$ 89,116</u></b>
 Budgeted Net Revenue (Expenditures)		 <b>\$ -0-</b>

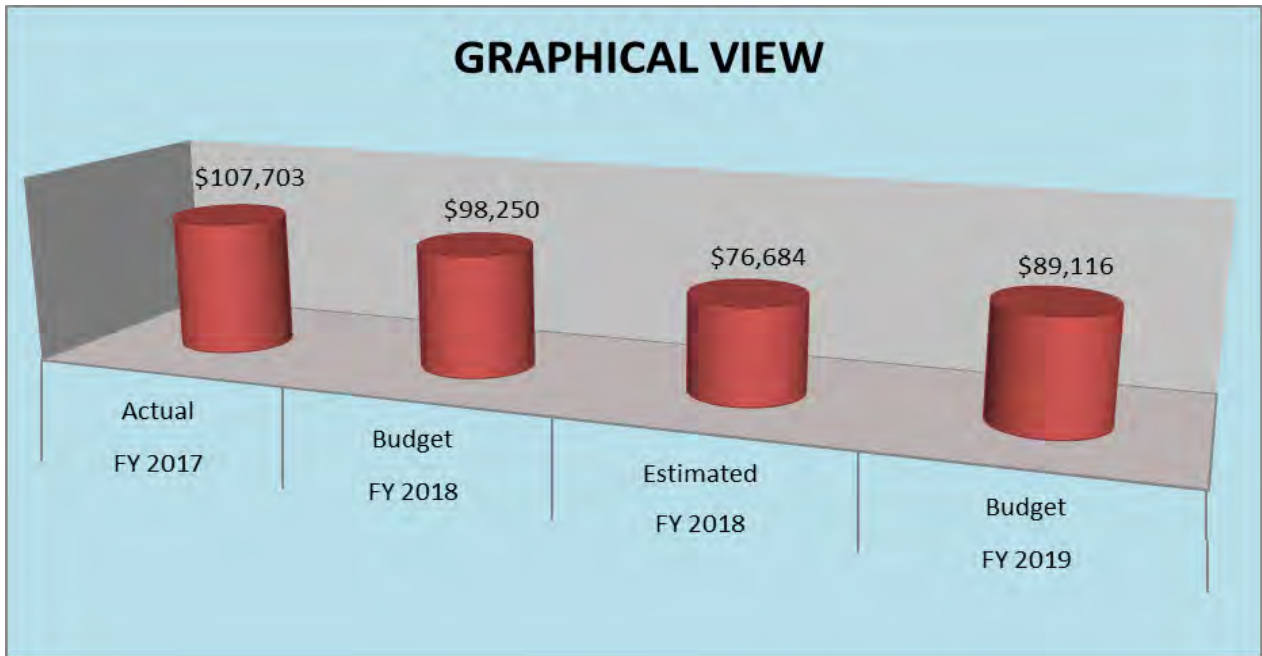
### Estimated Fund Balance

Fund Balance at June 30, 2017 (Audited)	\$ 73,756
Estimated Change in Fund Balance at June 30, 2018	<u>-0-</u>
Fund Balance at June 30, 2018	\$ 73,756
Estimated Change in Fund Balance at June 30, 2019	<u>-0-</u>
Estimated Fund Balance at June 30, 2019	<b>\$ 73,756</b>

## FUND APPROPRIATIONS Historical Commission

FUND/FUNCTION: HISTORICAL COMMISSION/SPECIAL REVENUE

STAFF RESPONSIBLE: HISTORICAL COMMISSION DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 47,936	\$ 56,100	\$ 50,476	\$ 50,139
Operating Costs	59,767	42,150	26,209	38,977
<b>Total</b>	<b>\$ 107,703</b>	<b>\$ 98,250</b>	<b>\$ 76,684</b>	<b>\$ 89,116</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Part Time Positions:				
Director	1	1	1	1
Docent	1	1	1	1
<b>Total Part-Time</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Full Time Equivalents	1.25	1.25	1.25	1.25

### Historical Commission

- Volunteer board that oversees the operations of Curwood Castle, Gould House, Comstock Cabin and Paymaster Building
- Retain stewardship of artifacts significant to preserving the heritage and history of Owosso

### Changes in Budget

- 9.3% decrease from the 2018 budget
- The decrease is due to the cost of restoration of city owned painting being paid directly out of the General Fund. In the past these costs were budgeted here and the money was transferred from the General Fund.

# GENERAL OBLIGATION DEBT FUND



# GENERAL OBLIGATION DEBT FUNDS

## 2018-2019 FINANCIAL SUMMARY

### Estimated Revenue Sources

Property Tax	\$ 502,201	
DDA Contribution	<u>78,115</u>	
Total Budgeted Revenue Sources		<b>\$ 580,316</b>

### Estimated Expenditures

Principal – 2009	\$ 45,000	
Principal – 2010	50,000	
Principal – 2013	35,000	
Principal – 2017	225,000	
Interest – 2009	32,365	
Interest – 2010	33,383	
Interest – 2013	35,704	
Interest – 2017	122,365	
Paying Agent Fees	<u>1,500</u>	
Total Budgeted Expenditures		<b><u>\$ 580,316</u></b>
Budgeted Net Revenue (Expenditures)		<b>\$ -</b>

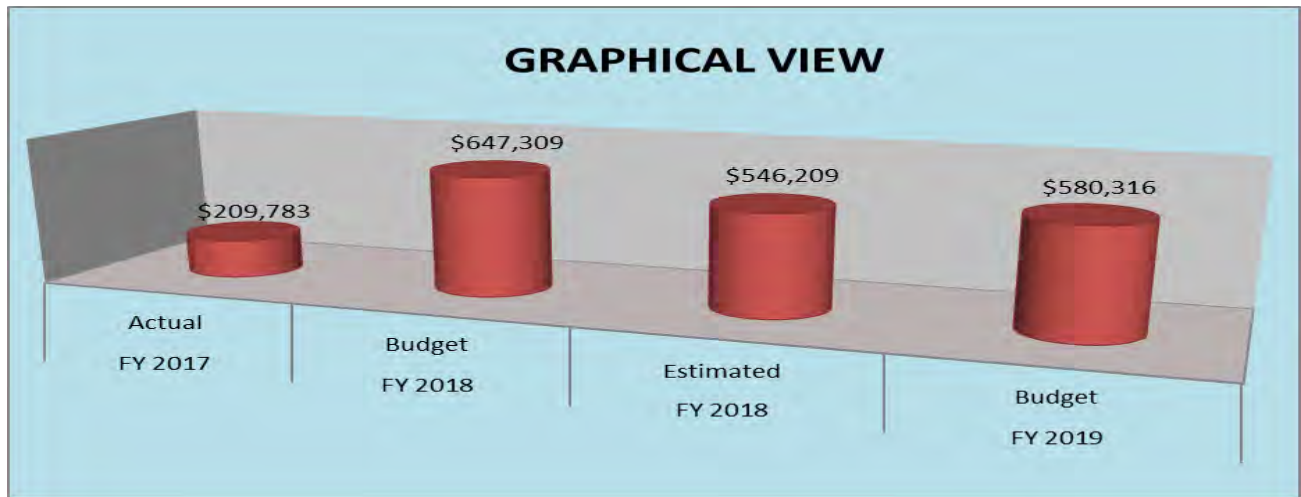
### Estimated Fund Balance

Fund Balance at June 30, 2017 (Audited)	\$ 408	
Estimated Change in Fund Balance at June 30, 2018	<u>408</u>	
Fund Balance at June 30, 2018	\$ -	
Estimated Change in Fund Balance at June 30, 2019	<u>-</u>	
Estimated Fund Balance at June 30, 2019	<b>\$ -</b>	

## FUND APPROPRIATIONS

### General Obligation Debt Fund

FUND/FUNCTION: GENERAL OBLIGATION DEBT/PAYMENT OF DEBT  
STAFF RESPONSIBLE: FINANCE DIRECTOR



#### FINANCIAL & PERSONNEL SUMMARY

	FY 2017	FY 2018	FY 2018	FY 2019
<u>Financial Summary</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Budget</u>
Debt Service	\$ 209,783	\$ 647,309	\$ 546,209	\$ 580,316
Total	\$ 209,783	\$ 647,309	\$ 546,209	\$ 580,316

#### General Obligation Debt Fund

- ↗ This Fund accounts for the yearly debt principal and interest payments on bond financing
- ↗ 2009 LTGO DDA
  - 2019 principal and interest \$77,365
  - 2020-2029 total principal and interest outstanding \$783,678
- ↗ 2010 Voter Approved Road Bonds
  - 2019 principal and interest \$83,383
  - 2020-2031 total principal and interest outstanding \$1,044,041
- ↗ 2013 Voter Approved Road Bonds
  - 2019 principal and interest \$70,704
  - 2020-2034 total principal and interest outstanding \$1,167,657
- ↗ 2017 Voter Approved Road Bonds
  - 2019 principal and interest \$347,365
  - 2020-2037 total principal and interest outstanding \$5,802,343

#### Changes in Budget

- ↗ 11% decrease from the 2018 budget
- ↗ The decrease was because the 2017 debt financing had not been completed before the budget was required to be approved; and had payments had to be estimated.
- ↗ This Fund's budget will vary year to year due to debt schedules; which are shown on the following pages

# DEBT OBLIGATION SCHEDULES

## 2009 LTGO - DDA

Year	Principal	Interest	Total
2019	45,000	32,365	77,365
2020	45,000	30,273	75,273
2021	50,000	28,135	78,135
2022	50,000	25,710	75,710
2023	55,000	23,260	78,260
2024	55,000	20,538	75,538
2025	60,000	17,788	77,788
2026	65,000	14,758	79,758
2027	70,000	11,443	81,443
2028	75,000	7,838	82,838
2029	75,000	3,938	78,938
Totals	645,000	216,043	861,043

## 2010 Voter Approved Road Bonds

Year	Principal	Interest	Total
2019	50,000	33,383	83,383
2020	60,000	31,453	91,453
2021	60,000	29,233	89,233
2022	60,000	26,908	86,908
2023	60,000	24,493	84,493
2024	60,000	21,988	81,988
2025	60,000	19,393	79,393
2026	60,000	16,723	76,723
2027	65,000	13,878	78,878
2028	65,000	10,871	75,871
2029	65,000	7,816	72,816
2030	65,000	4,713	69,713
2031	65,000	1,576	66,576
Totals	795,000	332,424	1,127,424

Debt Schedules continued on next page



### 2013 Voter Approved Road Bonds

Year	Principal	Interest	Total
2019	35,000	35,704	70,704
2020	35,000	34,925	69,925
2021	40,000	33,955	73,955
2022	45,000	32,719	77,719
2023	50,000	31,195	81,195
2024	50,000	29,458	79,458
2025	55,000	27,499	82,499
2026	55,000	25,326	80,326
2027	60,000	22,953	82,953
2028	60,000	20,388	80,388
2029	65,000	17,620	82,620
2030	65,000	14,646	79,646
2031	65,000	11,591	76,591
2032	65,000	8,471	73,471
2033	70,000	5,180	75,180
2034	70,000	1,733	71,733
Totals	885,000	353,361	1,238,361

### 2017 Voter Approved Road Bonds

Year	Principal	Interest	Total
2019	225,000	122,365	347,365
2020	230,000	119,778	349,778
2021	230,000	116,788	346,788
2022	230,000	113,568	343,568
2023	230,000	109,773	339,773
2024	235,000	105,633	340,633
2025	235,000	101,050	336,050
2026	235,000	96,115	331,115
2027	240,000	90,710	330,710
2028	240,000	84,710	324,710
2029	240,000	78,110	318,110
2030	250,000	70,910	320,910
2031	260,000	63,160	323,160
2032	260,000	54,840	314,840
2033	260,000	46,260	306,260
2034	260,000	37,550	297,550
2035	260,000	28,710	288,710
2036	280,000	19,740	299,740
2037	280,000	9,940	289,940
Totals	4,680,000	1,469,708	6,149,708

# **CAPITAL IMPROVEMENT FUNDS**



## **CAPITAL IMPROVEMENT FUND**

### **2018-2019 FINANCIAL SUMMARY**

#### **Estimated Revenue Sources**

Transfer from General Fund	\$ 358,840	
Total Budgeted Revenue Sources		\$ 358,840

#### **Estimated Expenditures**

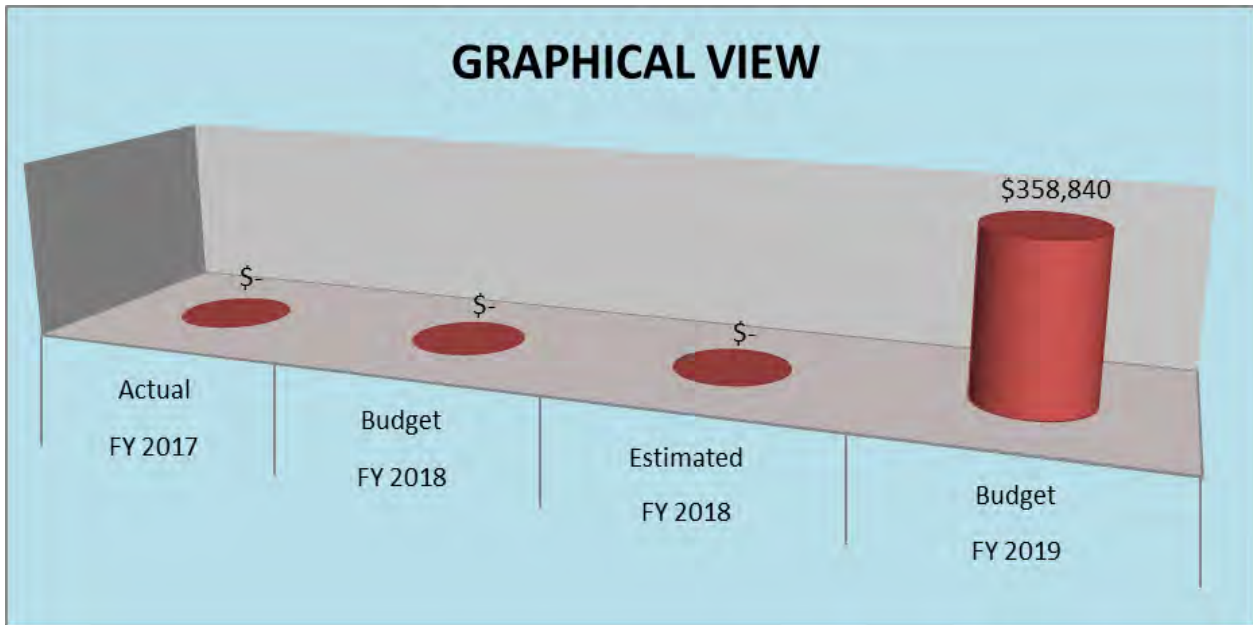
Capital Improvements	\$ 358,840	
Other Financing Uses – Fund Balance	<u>-</u>	
Total Budgeted Expenditures		\$ <u>358,840</u>
Budgeted Net Revenue (Expenditures)		\$ -0-

#### **Estimated Fund Balance**

Fund Balance at June 30, 2017 (Audited)	\$ -
Estimated Change in Fund Balance at June 30, 2018	<u>-</u>
Fund Balance at June 30, 2018	\$ -
Estimated Change in Fund Balance at June 30, 2019	<u>-</u>
Estimated Fund Balance at June 30, 2019	\$ -

## FUND APPROPRIATIONS Capital Improvement Fund

FUND/FUNCTION: CAPITAL IMPROVEMENTS/CAPITAL IMPROVEMENTS  
STAFF RESPONSIBLE: CITY MANAGER



### FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Capital Purchases	\$ -	\$ -	\$ -	\$ 358,840
Total	\$ -	\$ -	\$ -	\$ 358,840

### Capital Improvement Fund

- ⚡ This Fund was established in 2019 to account for purchase of capital building improvements, equipment, furniture, computers and vehicles
- ⚡ A transfer is slated to be made yearly to this fund in an attempt to save now for future large expenditures such as fire equipment
- ⚡ The yearly transfer is not considered restricted funds and any fund balance can be transferred back to the General Fund with approval of the City Council
- ⚡ 2019 capital purchases are as follows:
  - Computers - \$44,570
  - Vehicles - \$249,270
  - Equipment/Furniture - \$40,000
  - Leasehold Improvements - \$25,000

### Changes in Budget

- 📌 This is the first year for this fund so there is no previous activity
- 📌 In the past these expenditures were included in individual departments in the General Fund

## **CAPITAL IMPROVEMENT STREETS FUND**

### **2018-2019 FINANCIAL SUMMARY**

#### **Estimated Revenue Sources**

Other Financing Sources – Bond Proceeds	<u>\$ 4,900,000</u>	
Total Budgeted Revenue Sources		<b>\$ 4,900,000</b>

#### **Estimated Expenditures**

Transfers Out	<u>\$ 2,613,300</u>	
Total Budgeted Expenditures		<b>\$ 2,613,300</b>
Budgeted Net Revenue (Expenditures)		<b>\$ 2,286,700</b>

#### **Estimated Fund Balance**

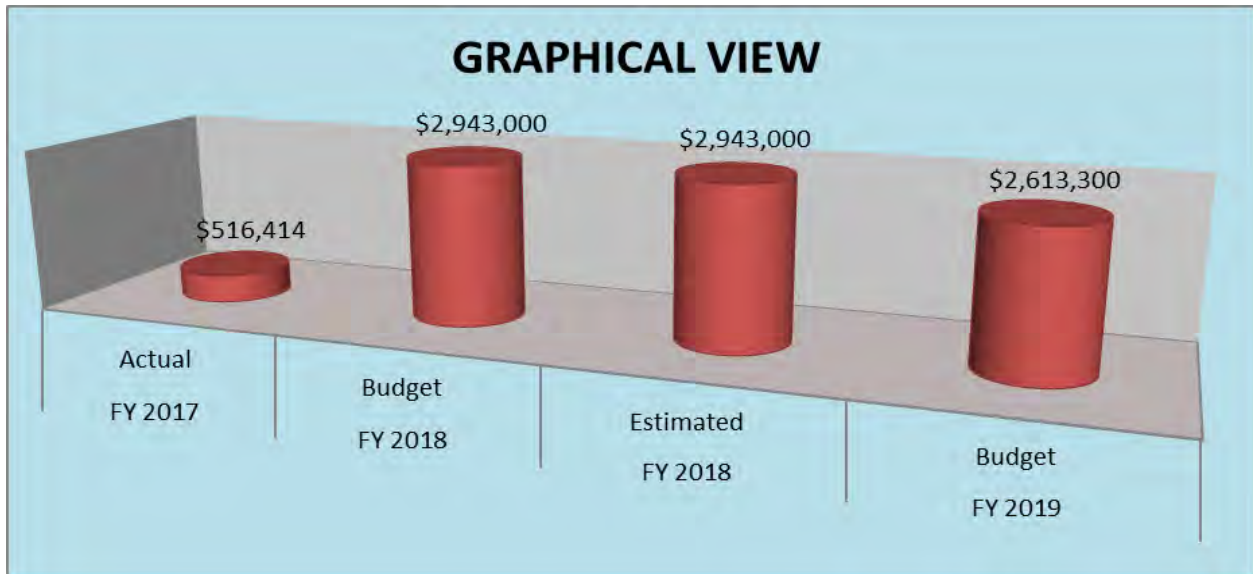
Fund Balance at June 30, 2017 (Audited)		\$ 4,824,243
Estimated Change in Fund Balance at June 30, 2018	<u>(2,943,000)</u>	
Fund Balance at June 30, 2018		\$ 1,881,243
Estimated Change in Fund Balance at June 30, 2019	<u>2,286,700</u>	
Estimated Fund Balance at June 30, 2019		<b>\$ 4,167,943</b>

## FUND APPROPRIATIONS

### Capital Improvement Streets Fund

FUND/FUNCTION: CAPITAL IMPROVEMENTS/STREET IMPROVEMENTS

STAFF RESPONSIBLE: FINANCE DIRECTOR



#### FINANCIAL & PERSONNEL SUMMARY

	FY 2017	FY 2018	FY 2018	FY 2019
<b>Financial Summary</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Budget</b>
Capital Purchases	\$ 516,414	\$ 2,943,000	\$ 2,943,000	\$ 2,613,300
Total	\$ 516,414	\$ 2,943,000	\$ 2,943,000	\$ 2,613,300

#### Capital Improvement-Streets Fund

- ↗ This fund is used to account for bond proceeds for street projects
- ↗ Interest is earned on unused bond proceeds until such time a transfer is made to either Major or Local Street Funds for ongoing approved street improvements
- ↗ 2019 slated transfers are as follows:
  - Major Street Projects - \$ 1,691,800
  - Local Street Projects - \$ 921,500

#### Changes in Budget

- ↗ This budget will fluctuate yearly due to the number of street improvement projects

# ENTERPRISE FUNDS





# TRANSPORTATION FUND

## 2018-2019 FINANCIAL SUMMARY

### **Estimated Revenue Sources**

Property Tax	\$ -0-
Transfer In – General Fund	24,547
Financing Sources - Fund Balance	<u>52,831</u>
 Total Budgeted Revenue Sources	 <b>\$ 77,378</b>

### **Estimated Expenditures**

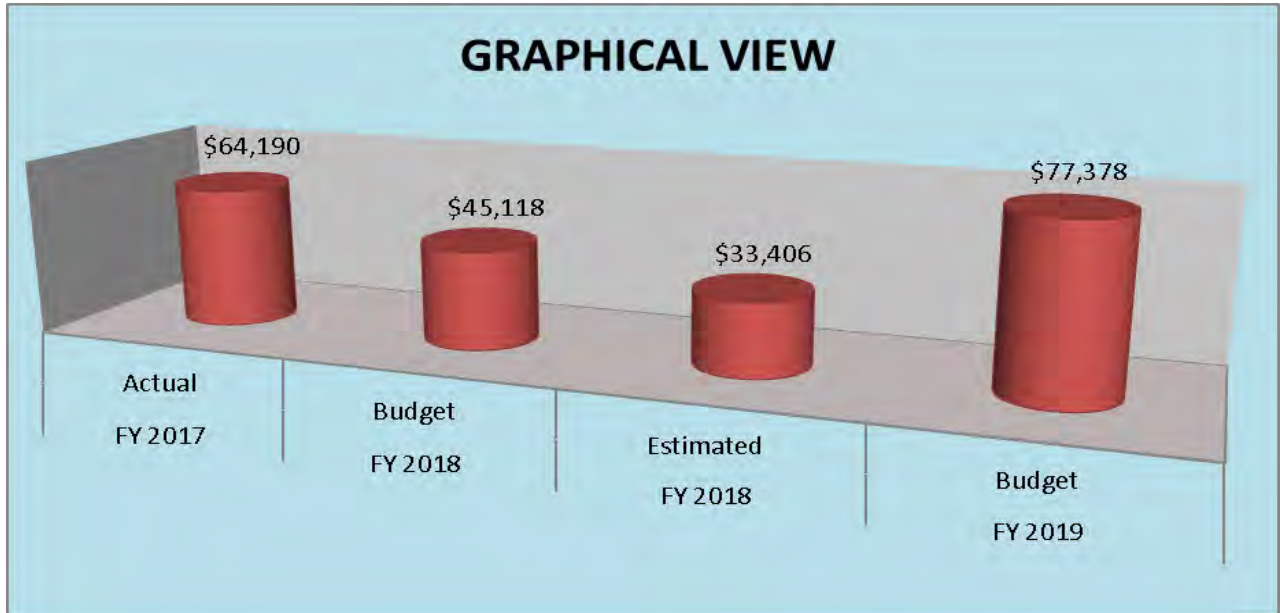
Contractual Services	\$ 77,378
Financing Uses- Fund Balance	<u>-0-</u>
 Total Budgeted Expenditures	 <b>\$ 77,378</b>
 Budgeted Net Revenue (Expenditures)	 <b>\$ -0-</b>

### **Estimated Fund Balance**

Fund Balance at June 30, 2017 (Audited)	\$ 8,237
Estimated Change in Fund Balance at June 30, 2018	<u>44,594</u>
Fund Balance at June 30, 2018	\$ 52,831
Estimated Change in Fund Balance at June 30, 2019	<u>52,831</u>
Estimated Fund Balance at June 30, 2019	<b>\$ -0-</b>

## FUND APPROPRIATIONS Transportation Fund

FUND/FUNCTION: SEWER AND WATER/PUBLIC WORKS  
STAFF RESPONSIBLE: FINANCE DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	64,190	45,118	33,406	77,378
Total	<u>\$ 64,190</u>	<u>\$ 45,118</u>	<u>\$ 33,406</u>	<u>\$ 77,378</u>

### Transportation Fund

- Provide public transportation to the citizens of the city
- Funded through voter approved millage
- Contracts with SATA who provides county wide services

### Changes in Budget

- 📌 72% increase over the 2018 budget
- 📌 The increase is caused by the fluctuation in the yearly amount that SATA charges the city for transportation services
- 📌 No election could be held in 2018 to levy a renewal tax for transportation services. Therefore, the city council elected to make an advance from the general fund to the transportation fund.

## SEWER FUND

### 2018-2019 FINANCIAL SUMMARY

#### Estimated Revenue Sources

Charges for Services	\$ 1,600,000	
License and Permits	500	
Interest and Penalties	33,000	
Other Revenue	<u>-</u>	
Total Budgeted Revenue Sources		<b>\$ 1,633,500</b>

#### Estimated Expenditures

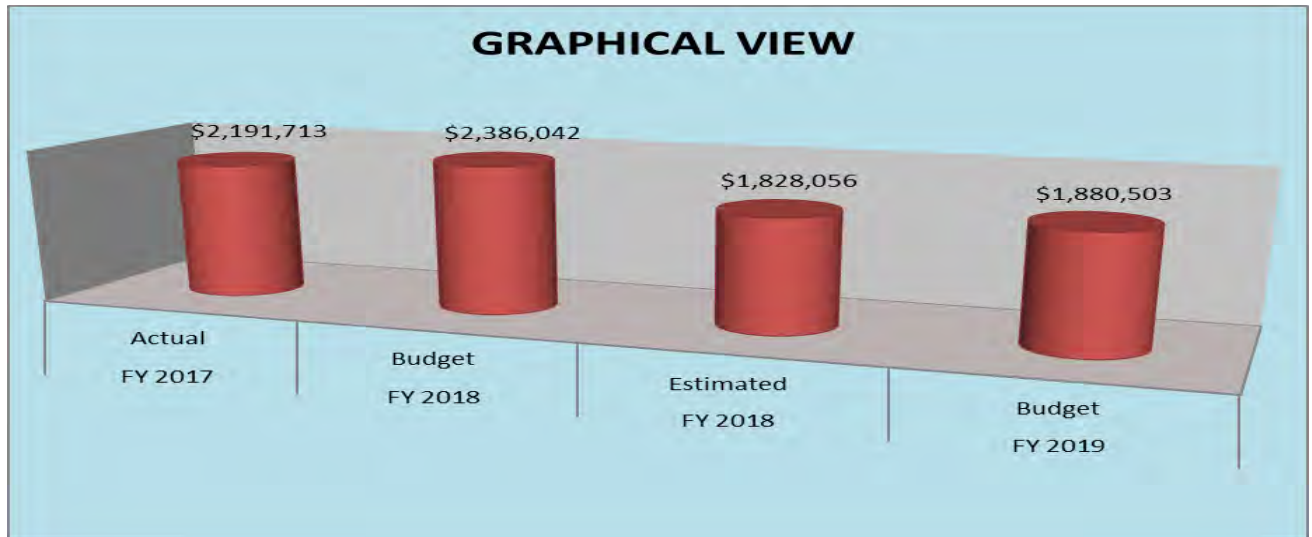
General Services	\$ 1,386,435	
Operation & Maintenance	272,093	
Capital Outlay	170,000	
Debt	<u>51,975</u>	
Total Budgeted Expenditures		<b><u>\$ 1,880,503</u></b>
Budgeted Net Revenue (Expenditures)*		<b>\$ (246,810)</b>

*\*This budget is presented on the modified accrual basis. For auditing purposes the capital outlay will be reclassified to the balance sheet and replaced with depreciation expense. The debt principal will also be reclassified to the balance sheet. This will result in a change to net position which will be different than the budgeted net revenue shown above. This budget attempts to depict the affect to cash rather than assets and liabilities. Negative budgeted net revenue indicates use of prior year's fund equity.*

## FUND APPROPRIATIONS Sewer Fund

FUND/FUNCTION: SEWER/PUBLIC WORKS

STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 152,089	\$ 218,712	\$ 120,352	\$ 222,069
Operating Costs	1,975,856	1,426,350	1,510,034	1,436,459
Capital Outlay	15,441	694,310	150,000	170,000
Debt	48,326	46,670	47,670	51,975
<b>Total</b>	<b>\$ 2,191,713</b>	<b>\$ 2,386,042</b>	<b>\$ 1,828,056</b>	<b>\$ 1,880,503</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Director	.3	.3	.3	.3
GIS Mapper				.5
Billing Allocated	.7	.7	.7	.7
Skilled Operator	1.0	1.0	1.0	1.0
Laborer	1.0	1.0	1.0	1.0
<b>Total Positions</b>	<b>3.0</b>	<b>3.0</b>	<b>3.0</b>	<b>3.5</b>
Full Time Equivalents	3.0	3.0	3.0	3.5

### Sewer Fund

- Enterprise Fund which operates like a regular business
- Maintain 75 miles of collector sewers including more than 1,000 manholes, 5,500 sewer connections and three pumping stations
- This fund receives allocations of employee wage and benefits as well as overhead

### Changes in Budget

- 📌 21.2% decrease from 2018 budget
- 📌 The decrease is due to asset management (SAW grant) project completed reducing operating expense and a reduction to capital outlay
- 📌 For comparative purposes capital purchases and debt principal have been added back and depreciation expense removed for FY 2017 actual

## **WATER FUND**

### **2018-2019 FINANCIAL SUMMARY**

#### **Estimated Revenue Sources**

Charges for Services	\$ 2,750,000	
Grants	1,000,000	
License and Permits	1,102,064	
Interest and Penalties	96,000	
Other Revenue	<u>23,000</u>	
 Total Budgeted Revenue Sources		 <b>\$ 3,838,600</b>

#### **Estimated Expenditures**

Billing & Administrative	\$ 420,820	
Operation & Maintenance	1,422,690	
Capital Outlay	701,500	
Debt	<u>598,007</u>	
 Total Budgeted Expenditures		 <b><u>\$ 3,143,017</u></b>
 Budgeted Net Revenue (Expenditures)		 <b>\$ 695,583</b>

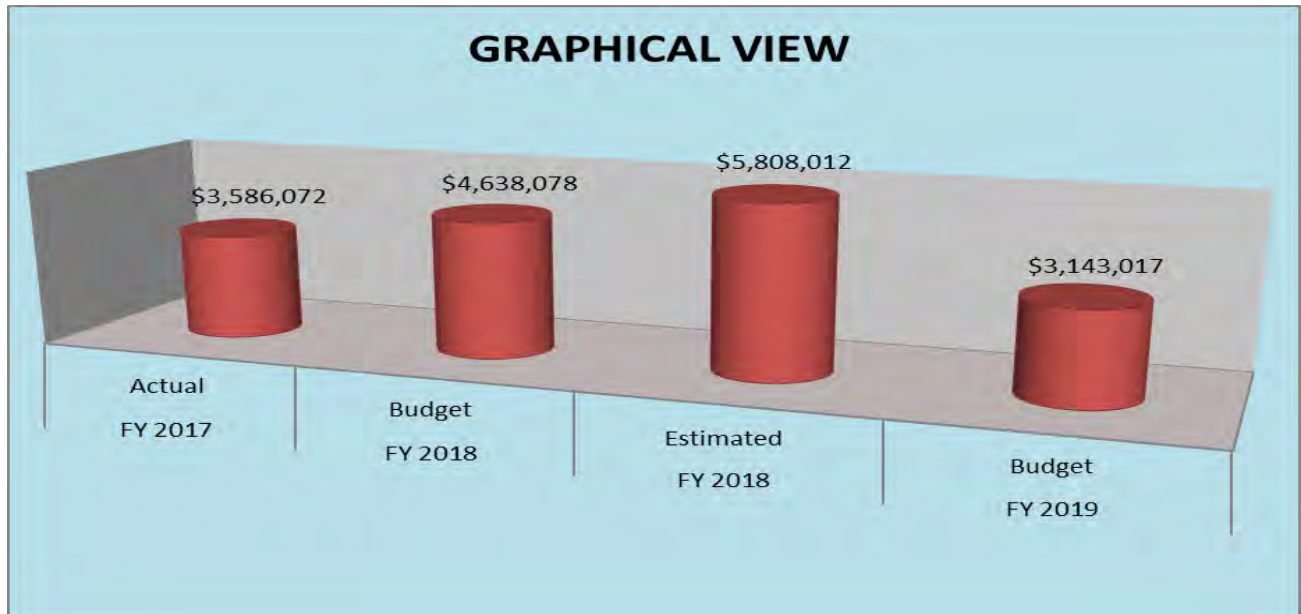
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# FUND APPROPRIATIONS

## Water Fund

FUND/FUNCTION: WATER/PUBLIC WORKS

STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 952,793	\$ 970,858	\$ 985,005	\$ 962,113
Operating Costs	1,161,686	1,164,220	1,019,088	881,397
Capital Outlay	1,057,803	2,068,000	3,308,000	701,500
Debt	413,791	435,000	495,919	598,007
<b>Total</b>	<b>\$ 3,586,072</b>	<b>\$ 4,638,078</b>	<b>\$ 5,808,012</b>	<b>\$ 3,143,017</b>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Director	.30	.30	.30	.30
Executive Assistant	.25	.25	.25	.25
GIS Mapper	-	-	-	.50
Billing Allocated	.55	.55	.55	.55
Superintendents	1.40	1.40	1.40	1.40
Operators	11.00	11.00	11.00	11.00
<b>Total Full Time</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>	<b>14.00</b>
Part Time	1.00	1.00	1.00	1.00
<b>Total Positions</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>	<b>15.00</b>
Full Time Equivalents	14.00	14.00	14.00	14.50

## FUND APPROPRIATIONS - CONTINUED

### Water Fund

#### **Water Fund**

- Enterprise Fund which operates like a regular business
- Treat and distribute 1,600,000 gallons of water daily that meet federal and state drinking water standards
- Provides water services to over 6,300 Owosso customers and the City of Corunna
- This fund receives allocations of employee wage and benefits as well as overhead

#### **Changes in Budget**

- 📌 32% decrease from 2018 budget
- 📌 The decrease is due to a reduction in capital outlay spending
- 📌 The city is expecting a grant from the State of Michigan for \$1 million dollars to replace lead water lines
- 📌 For comparative purposes capital purchases and debt principal have been added back and depreciation expense removed for FY 2017 actual



# WASTE WATER TREATMENT FUND

## 2018-2019 FINANCIAL SUMMARY

### Estimated Revenue Sources

Operation/Maintenance Charges	\$ 1,421,000
Replacement Charges	227,000
Interest Income	5,000
Other Revenue	<u>5,000</u>
Total Budgeted Revenue Sources	<b>\$ 1,658,000</b>

### Estimated Expenditures

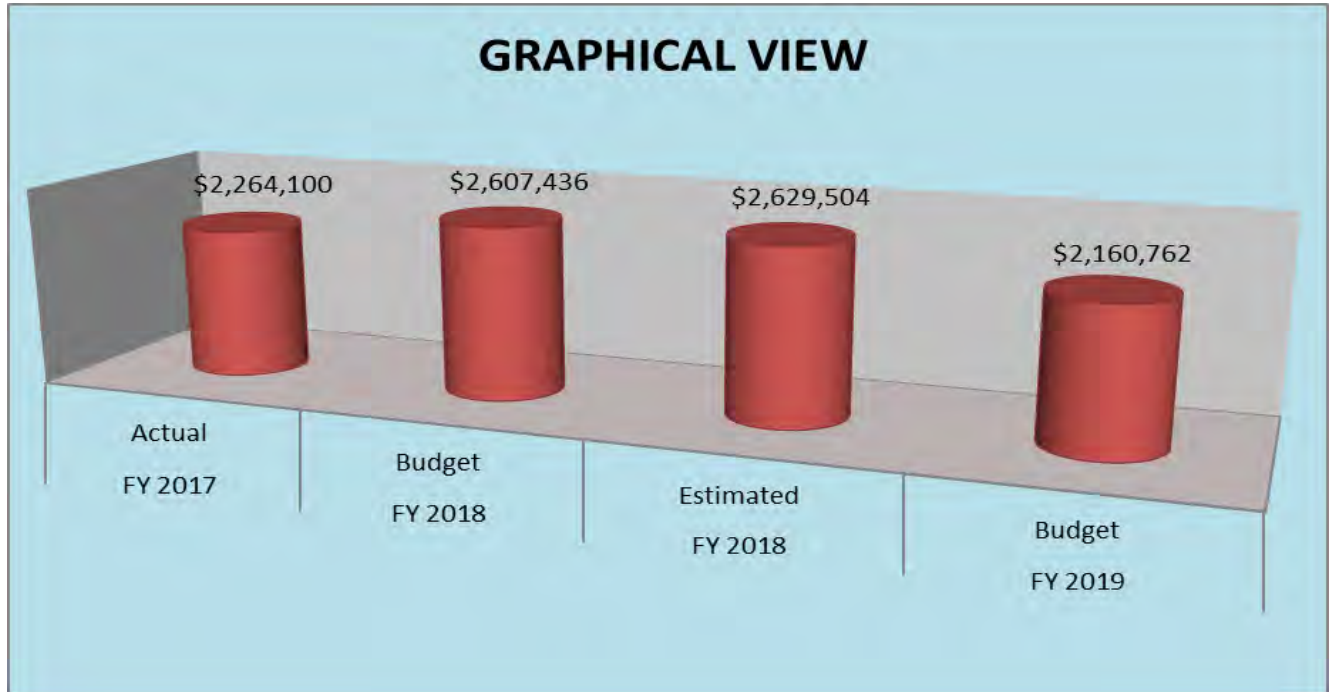
Operations & Maintenance	\$ 1,575,762
Capital Outlay	<u>585,000</u>
Total Budgeted Expenditures	<b><u>\$ 2,160,762</u></b>
Budgeted Net Revenue (Expenditures)	<b>\$ (502,762)</b>

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# FUND APPROPRIATIONS

## Waste Water Treatment Fund

FUND/FUNCTION: WASTE WATER TREATMENT/PUBLIC WORKS  
STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY




<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 797,527	\$ 653,956	\$ 715,568	\$ 695,012
Operating Costs	916,293	981,480	941,936	880,750
Capital Outlay	550,280	972,000	972,000	585,000
Total	<u>\$ 2,264,100</u>	<u>\$ 2,607,436</u>	<u>\$ 2,629,504</u>	<u>\$ 2,160,762</u>
<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Director	.30	.30	.30	.30
Superintendent	1.00	1.00	1.00	1.00
Skilled Operators	6.00	6.00	6.00	6.00
Total Full Time	7.30	7.30	7.30	7.30
Total Part Time	2.00	2.00	2.00	2.00
Total Positions	9.30	9.30	9.30	9.30
Full Time Equivalents	8.30	8.30	8.30	8.30

FUND APPROPRIATIONS - CONTINUED  
**Waste Water Treatment Fund**

**Waste Water Treatment Fund**

- Enterprise Fund which operates like a regular business
- Treatment of waste water of over 4 million gallons per average day for the Mid-County service area
- This fund receives allocations of employee wage and benefits as well as overhead

**Changes in Budget**

-  17% decrease from 2018 budget
-  The decrease is due to asset management (SAW grant) project completed reducing operating expense and a reduction to capital outlay
-  For comparative purposes capital purchases and debt principal have been added back and depreciation expense removed for FY 2017 actual

# INTERNAL SERVICE FUND



# **FLEET FUND**

## **2018-2019 FINANCIAL SUMMARY**

### **Estimated Revenue Sources**

Equipment Rent	\$ 700,000	
Other Revenue	<u>0</u>	
Total Budgeted Revenue Sources		<b>\$ 700,000</b>

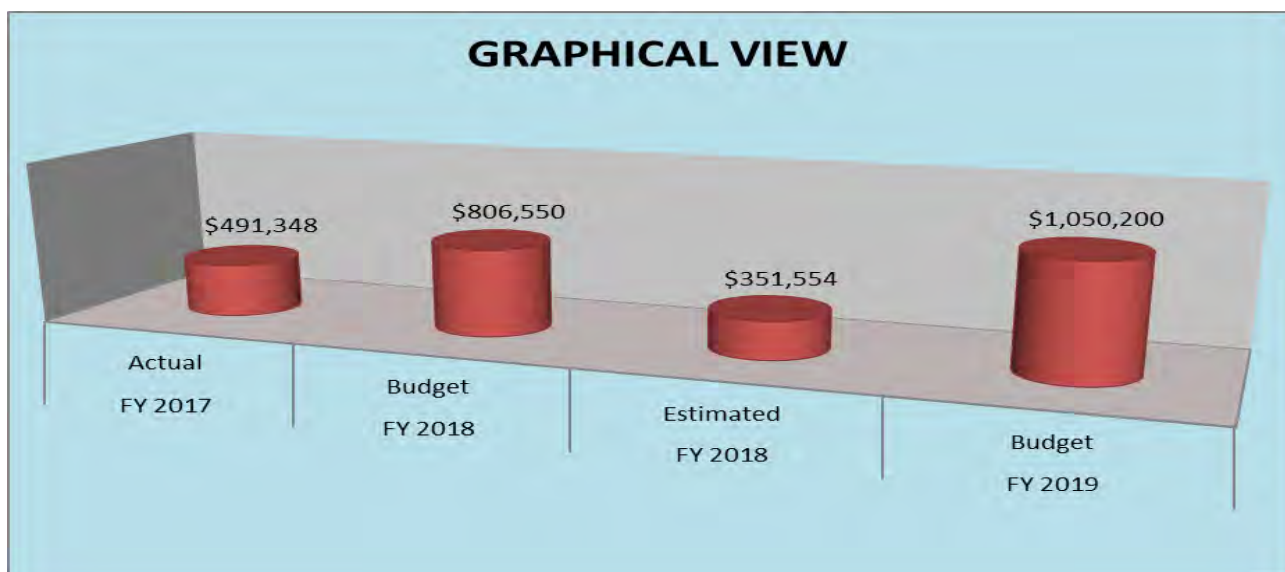
### **Estimated Expenditures**

Operation & Maintenance	\$ 265,867	
Capital Outlay	<u>784,333</u>	
Total Budgeted Expenditures		<b><u>\$ 1,050,200</u></b>
Budgeted Net Revenue (Expenditures)		<b>\$ (350,200)</b>

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## FUND APPROPRIATIONS Fleet Fund

FUND/FUNCTION: SEWER AND WATER/PUBLIC WORKS  
STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Estimated</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 125,326	\$ 187,910	\$ 134,980	\$ 131,667
Operating Costs	155,757	166,100	166,574	134,200
Capital Outlay	210,265	452,540	50,000	784,333
<b>Total</b>	<b>\$ 491,348</b>	<b>\$ 806,550</b>	<b>\$ 351,554</b>	<b>\$ 1,050,200</b>

<b>Personnel/FTE Data</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Full Time Positions:				
Mechanic	1	1	1	1
Total Positions	1	1	1	1
Full Time Equivalents	1	1	1	1

### Fleet Fund

- Internal Service Fund which operates like a regular business
- The Fleet Fund purchases and maintains vehicles and equipment and recovers the expenses by renting the assets to other departments
- This fund receives allocations of employee wage and benefits as well as overhead

### Changes in Budget

- 📌 30% increase from 2018 budget
- 📌 The increase in the 2019 budget is a result of trucks ordered for 2018 but not delivered until 2019. These trucks will be added to 2019 capital outlay and fund balance from prior years' will be used.
- 📌 For comparative purposes capital purchases and debt principal have been added back and depreciation expense removed for FY 2017 actual

# COMPONENT UNITS





# **BROWNFIELD AUTHORITY**

## **2018-2019 FINANCIAL SUMMARY**

### **Estimated Revenue Sources**

Property Taxes	\$ 224,702	
Donations	<u>8,904</u>	
Total Budgeted Revenue Sources		<b>\$ 233,606</b>

### **Estimated Expenditures**

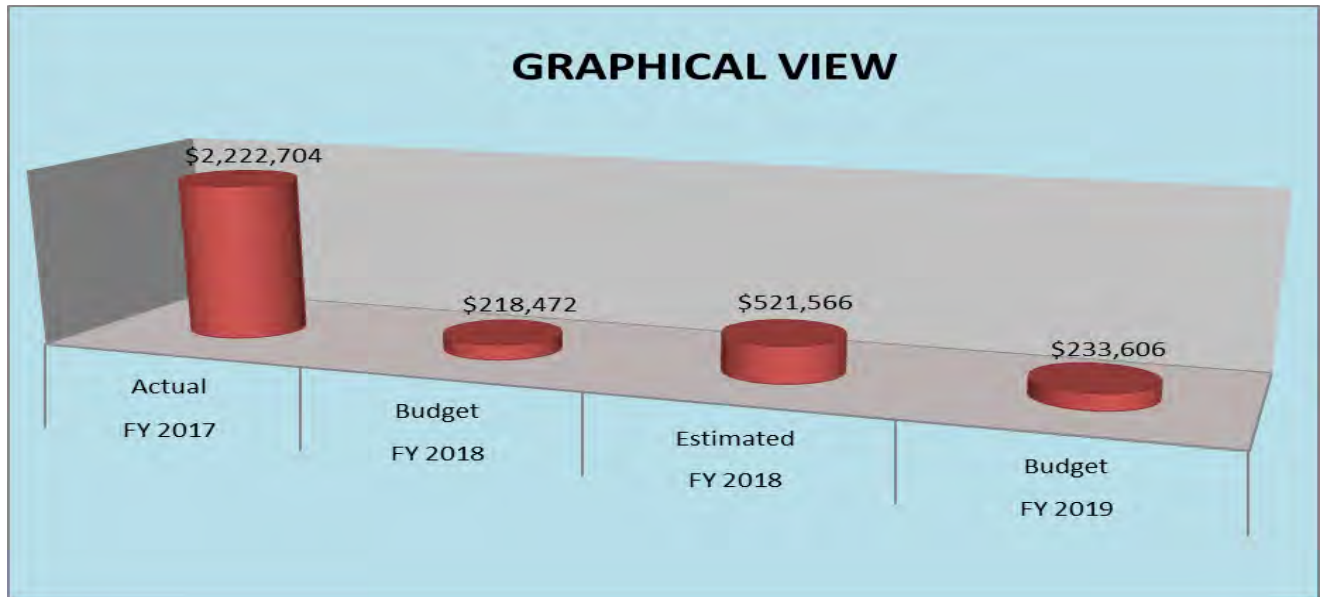
Administrative	\$ 4,475	
Reimbursements	<u>229,131</u>	
Total Budgeted Expenditures		<b><u>\$ 233,606</u></b>
Budgeted Net Revenue (Expenditures)		<b>\$ -</b>

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# APPROPRIATIONS

## Brownfield Authority

FUND/FUNCTION: BROWNFIELD AUTHORITY/COMMUNITY DEVELOPMENT  
STAFF RESPONSIBLE: FINANCE DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Administrative	\$ 16,419	\$ 3,725	\$ 4,475	\$ 4,475
Tax Reimbursement	93,370	214,747	120,893	229,131
Capital Contribution	2,112,914	-	396,198	-
Total	<u>\$ 2,222,704</u>	<u>\$ 218,472</u>	<u>\$ 521,566</u>	<u>\$ 233,606</u>
Personnel/FTE Data	Actual	Budget	Actual	Budget
Full Time Equivalents	-0-	-0-	-0-	-0-

### Brownfield Authority

- Uses financing Mechanism to redevelop obsolete and contaminated industrial and commercial properties
- Tax captures are distributed for city administrative and developer costs

### Changes in Budget

- 📌 FY2017 had large capital expenses due to the construction of Hathaway drive (a new city street) through the Cargill Brownfield. The final costs for the Hathaway drive project were included in 2018 expenses. This project was completed using funds from the General Fund and the Water Fund. The city funds will be reimbursed through loan repayments over the next thirteen years.
- 📌 Other brownfields include: Tial, Qdoba, Robbins, Capital Bowl, Woodard Station, Wesner building, and the Armory

# **DOWNTOWN DEVELOPMENT AUTHORITY**

## **2018-2019 FINANCIAL SUMMARY**

### **Estimated Revenue Sources**

Property Taxes	\$ 192,000	
Other Revenue	<u>24,580</u>	
Total Budgeted Revenue Sources		<b>\$ 216,580</b>

### **Estimated Expenditures**

Personnel Expense	\$ 76,450	
Operating Expense	<u>133,000</u>	
Total Budgeted Expenditures		<b><u>\$ 209,450</u></b>
Budgeted Net Revenue (Expenditures)		<b>\$ 7,130</b>

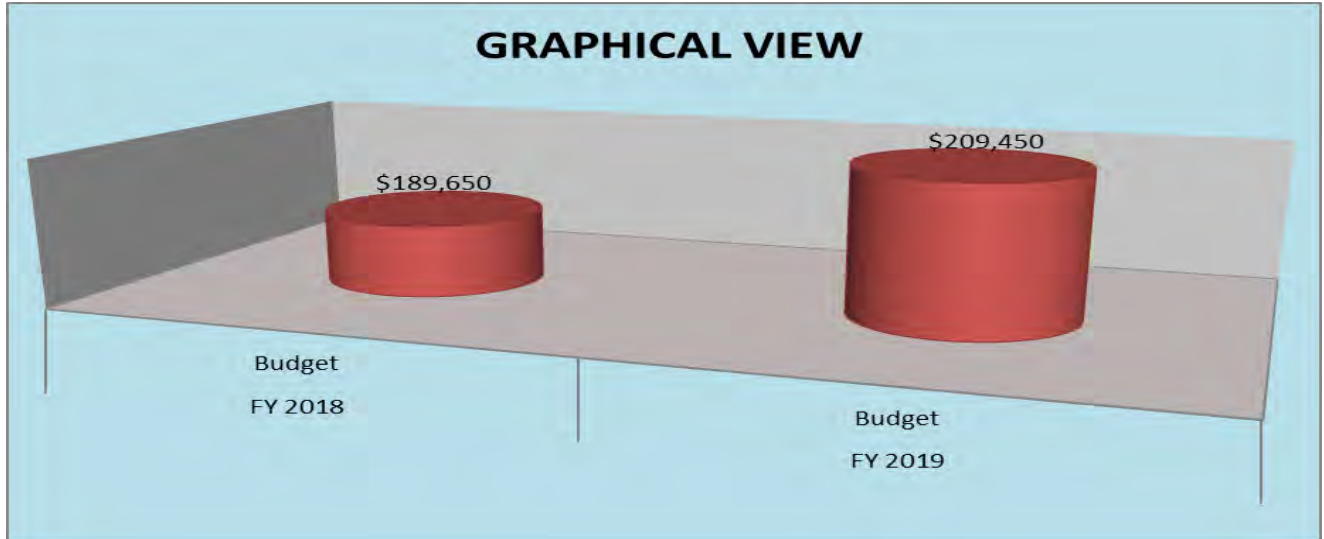
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# APPROPRIATIONS

## Downtown Development Authority

FUND/FUNCTION: DDA/COMMUNITY DEVELOPMENT

STAFF RESPONSIBLE: DDA DIRECTOR



### FINANCIAL & PERSONNEL SUMMARY

<b>Financial Summary</b>	<b>FY 2018 Budget</b>	<b>FY 2019 Budget</b>
Personnel Services	\$ 56,650	\$ 76,450
Operating Expense	133,000	133,000
<b>Total</b>	<b>\$ 189,650</b>	<b>\$ 209,450</b>

<b>Personnel/FTE Data</b>	<b>Budget</b>	<b>Budget</b>
Full Time Positions:		
Director	1	1
Program Assistant	1	1
<b>Total Positions</b>	<b>2</b>	<b>2</b>
Full Time Equivalents	1.5	1.5

### DDA

- Revitalization and preservation of downtown properties
- Design, develop and implement soft-scape and hard-scape improvements
- Provide broad-based communication and engagement with downtown stakeholders

### Changes in Budget

- 📌 10.4% increase over 2018 budget
- 📌 The increase in the 2019 budget is from an additional staff position

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