

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.

RESOLUTION NO. 81-2018

**GENERAL APPROPRIATIONS ACT (BUDGET)
FOR FY 2018-19**

A resolution to establish a general appropriations act for the City of Owosso; to define the powers and duties of the city officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

WHEREAS, pursuant to Chapter 8, Section 5 of the Owosso City Charter, the City Council has received the proposed budget for the fiscal year beginning July 1, 2018, and held a public hearing on May 7, 2018 in which there was no one to be heard; and

WHEREAS, the City Council has held other additional workshop sessions to discuss the proposed budget.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Owosso hereby adopts the FY2019 budget and sets the tax rates as shown below:

Section 1: Title

This resolution shall be known as the Owosso General Appropriations Act.

Section 2: Chief Administrative Officer

The City Manager shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Finance Director shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Estimated Expenditures

The following amounts are hereby appropriated for the operations of the City Government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

General Fund

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

<u>Major Streets Fund</u>	
Public Works	\$ 2,785,122
<u>Local Streets Fund</u>	
Public Works	\$ 1,612,355
<u>Facade Fund</u>	
Economic Development	\$ 1,018,750
<u>CDBG Revolving Loan Fund</u>	
Economic Development	\$ 4,536
<u>Housing/Rental Rehab Fund</u>	
Economic Development	\$ 188,800
<u>Historical Commission</u>	
Culture and Recreation	\$ 89,116
<u>General Obligation Debt Fund</u>	
Debt Service	\$ 580,316
<u>Capital Improvement Fund</u>	
Capital Improvements	\$ 358,840
<u>Capital Improvement Streets Fund</u>	
Street Improvements	\$ 2,613,300
<u>Transportation Fund</u>	
Transportation	\$ 77,378
<u>Sewer Fund</u>	
Public Works	\$ 1,880,503
<u>Water Fund</u>	
Public Works	\$ 3,143,017
<u>Waste Water Treatment Fund</u>	
Public Works	\$ 2,160,762
<u>Fleet Fund</u>	
Public Works	\$ 1,050,200
<u>Brownfield Authority</u>	
Economic Development	\$ 233,606

Section 5: Estimated Revenues

The following are estimated to be available for the fiscal year beginning July 1, 2018 and ending June 30, 2019, to meet the foregoing appropriations:

<u>General Fund</u>	
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 Financing Sources- Fund Balance	156,000
Total General Fund	\$ 7,755,766

<u>Major Streets Fund</u>	
Intergovernmental Revenue	\$ 989,000
Special Assessments	100,956
Transfers In	1,691,800
Other Financing Sources- Fund Balance	<u>3,366</u>
Total Major Streets Fund	\$ 2,785,122
 <u>Local Streets Fund</u>	
Intergovernmental Revenue	\$ 346,825
Special Assessments	61,000
Transfers In	1,204,530
Other Financing Resources	<u>-</u>
Total Local Streets Fund	\$ 1,612,355
 <u>Downtown Facade Fund</u>	
Grant Revenue	\$ 518,750
Other Revenue	<u>500,000</u>
Total Downtown Façade Fund	\$ 1,018,750
 <u>CDBG Revolving Loan Fund</u>	
Other Revenue	\$ 4,536
 <u>Housing/Rental Rehab Fund</u>	
Grant Revenue	\$ 108,800
Other Revenue	<u>80,000</u>
Total Housing/Rental Rehab Fund	\$ 188,800
 <u>Historical Commission Fund</u>	
Interest/Rental Income	\$ 14,270
Other Revenue	40,000
Transfers In	33,000
Other Financing Sources- Fund Balance	<u>1,846</u>
Total Major Streets Fund	\$ 89,116
 <u>Debt Service Fund</u>	
Property Taxes	\$ 502,201
DDA Contribution	<u>78,115</u>
Total Debt Service	\$ 580,316
 <u>Capital Improvement Fund</u>	
Transfers In	\$ 358,840
 <u>Capital Improvement Streets Fund</u>	
Other Financing Sources- Debt Proceeds	\$ 4,900,000
 <u>Transportation Fund</u>	
Transfers In	\$ 24,547
Other Financing Sources-Fund Balance	<u>52,831</u>
Total Transportation	\$ 77,378
 <u>Sewer Fund</u>	
Charges for Services	\$ 1,600,000
License and Permits	500
Interest and Penalties	<u>33,000</u>
Total Sewer Fund	\$ 1,633,500

<u>Water Fund</u>	
Charges for Services	\$ 2,750,000
Intergovernmental Revenue	1,000,000
License and Permits	20,000
Interest and Penalties	45,600
Other Revenue	<u>23,000</u>
Total Water Fund	\$ 3,838,600
<u>Waste Water Treatment Fund</u>	
Charges for Services	\$ 1,648,000
Interest Income	5,000
Other Revenue	<u>5,000</u>
Total Waste Water Treatment Fund	\$ 1,658,000
<u>Fleet Fund</u>	
Rental Income	\$ 700,000
<u>Brownfield Authority</u>	
Property Taxes	\$ 224,702
Other Income	<u>8,904</u>
Total Water and Sewer Fund	\$ 233,606

Section 6: Millage Levy

The City Council shall cause to be levied and collected the general property tax on all real and personal property within the city upon the current tax roll an amount equal to 15.9770 mills per \$1,000 of taxable value consisting of 13.0070 mills for operating, 1.0000 mill to operate a solid waste recycling program and 1.9700 mills for debt

Section 7: Adoption of Budget by Reference

The general fund budget of the City of Owosso is hereby adopted by reference, with revenues and activity expenditures as indicated in Sections 4 and 5 of this act.

Section 8: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any city order for expenditures that exceed appropriations.

Section 9: Periodic Fiscal Reports

The fiscal officer shall provide the City Council monthly reports of fiscal year to date revenues and expenditures compared to the budgeted amounts.

Section 10: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 11: Budget Monitoring

Whenever it appears to the fiscal officer or the city Council that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the fiscal officer shall present to the city Council recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

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 May 21, 2018.



Amy K. Kirkland, City Clerk



RESOLUTION NO. 80-2018

**GENERAL APPROPRIATIONS RESOLUTION FOR
THE DOWNTOWN DEVELOPMENT AUTHORITY
FOR FY 2018-19**

WHEREAS, the Authority board met to consider a proposed budget for fiscal year 2018-19, and after deliberations and public input approved a budget; and

WHEREAS, the Owosso City Council held a public hearing on the proposed budget on May 7, 2018 and there was no one to be heard; and

WHEREAS, it is the intent of the Downtown Development Authority to levy a tax for general operating purposes pursuant to Public Act 197 of 1975; and

WHEREAS, the general property tax laws, specifically MCL 211.34(d), provide for an annual compound millage reduction calculation applied to the maximum millage rate of two mills authorized by MCL 125.1662; and

WHEREAS, the millage reduction commonly known as the "Headlee" rollback results in a maximum operating millage rate of 1.9215 for which the Authority is authorized to levy.

NOW THEREFORE, BE IT RESOLVED, that the tax levy for the fiscal year commencing July 1, 2018 shall be the rate of 1.9215 per \$1,000 of taxable value of the 2018 assessment roll for the district as approved by the Board of Review.

BE IT FURTHER RESOLVED, that the following amounts are hereby appropriated for the operations of the Owosso Downtown Development Authority and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

Downtown Development	\$ 209,450
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BE IT FURTHER RESOLVED, that the following revenues are estimated to be available for the fiscal year beginning July 1, 2018 and ending June 30, 2019, to meet the foregoing appropriations.

Property Taxes	\$ 192,000
Other Revenue	<u>24,580</u>
Total General Fund	\$ 216,580

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 May 21, 2018.



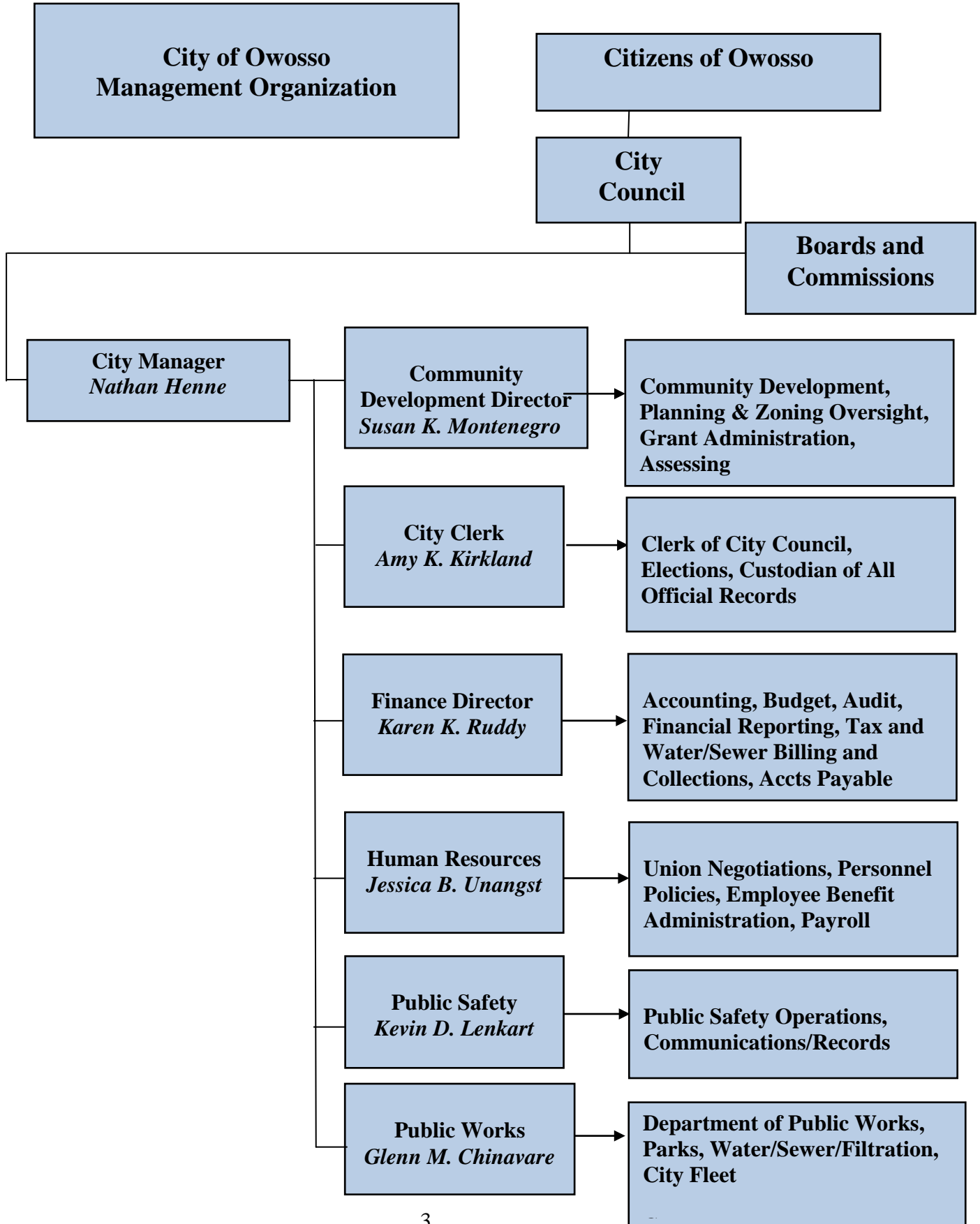
Amy K. Kirkland, City Clerk



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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.

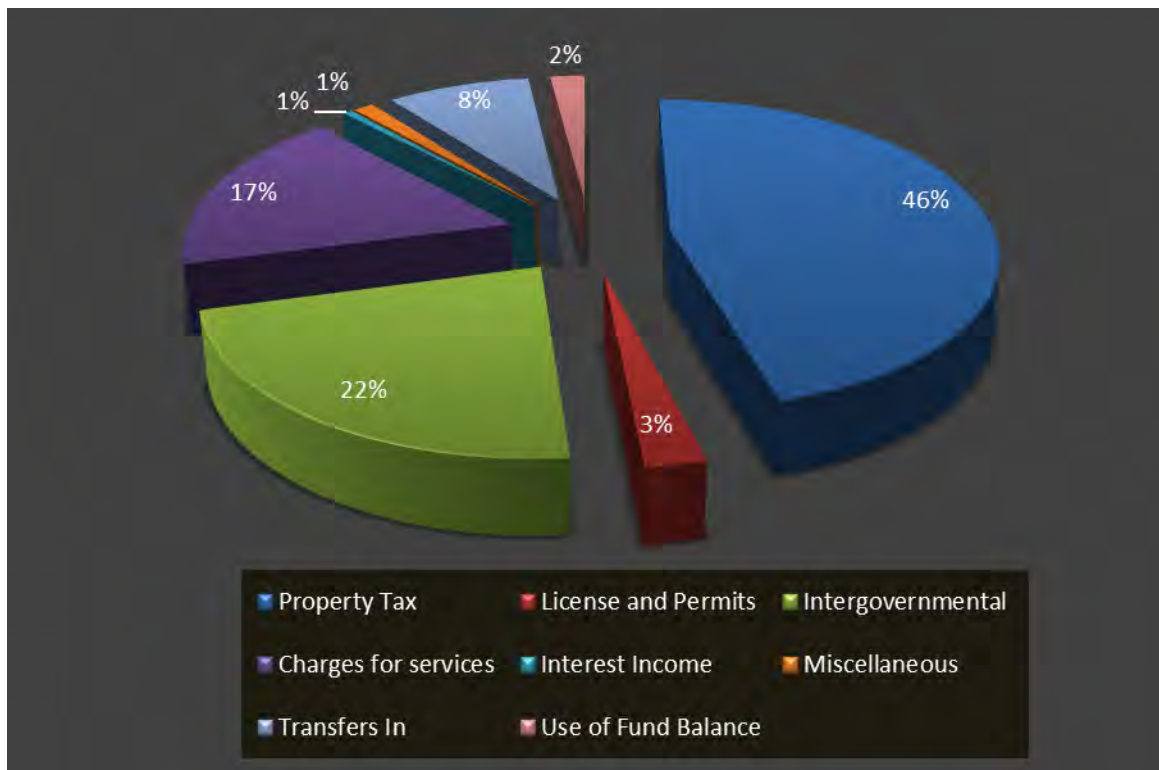
General Fund Overview

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



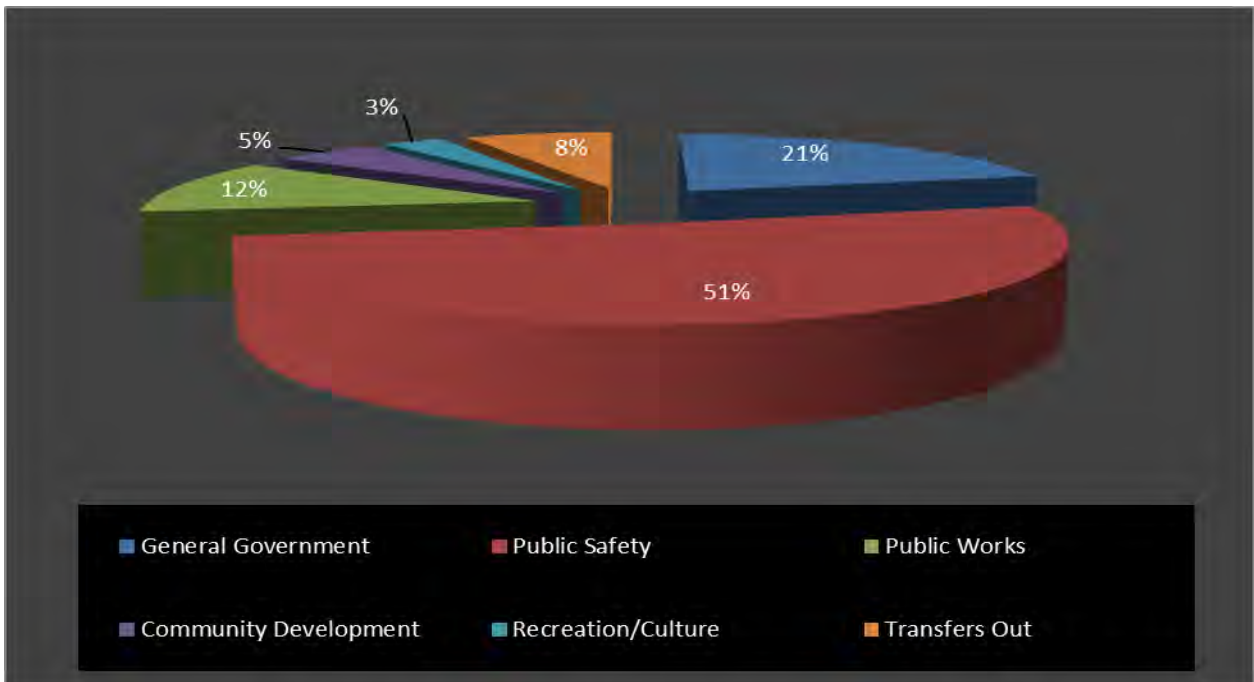
Expenditures

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		 \$ 7,755,766

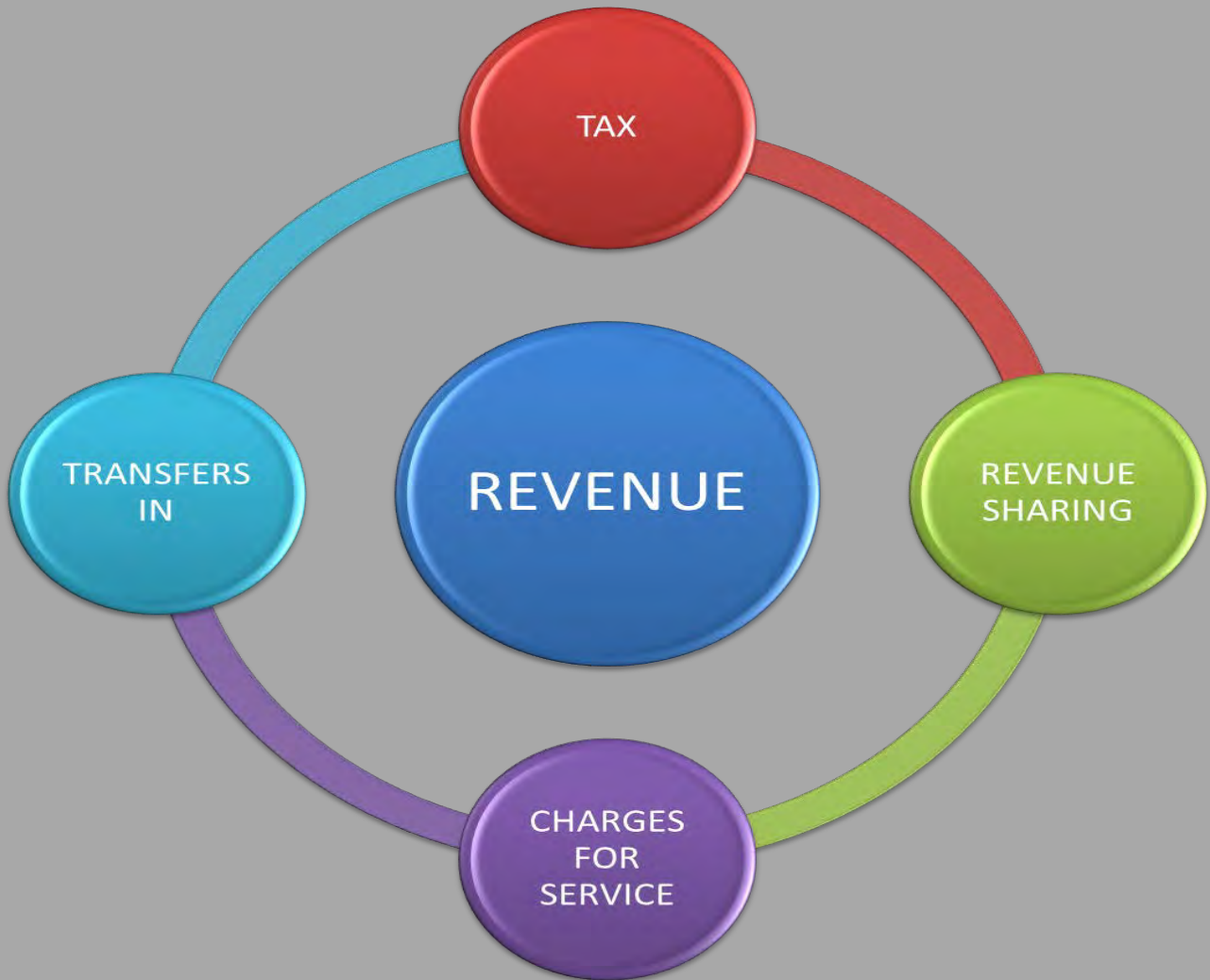
Estimated Expenditures

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	
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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		\$ 7,755,766
 Budgeted Net Revenue (Expenditures)		 \$ -

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	\$ 5,644,367

GENERAL FUND REVENUE



GENERAL FUND – REVENUE

REVENUE BY SOURCE	2017 Actual	2018 Budget	2019 Budget
<u>PROPERTY TAXES</u>			
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
<u>LICENSES & PERMITS</u>			
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
<u>INTERGOVERNMENTAL REVENUE</u>			
FEDERAL GRANT - DEPT OF JUSTICE	-	-	-
GRANT-RECREATION	2,930	-	-
LOCAL COMMUNITY STABILIZATION SHARE	122,917	51,559	50,000
REVENUE SHARING-CONSTITUTIONAL	1,890,436	1,711,441	1,683,311
<u>CHARGES FOR SERVICES</u>			
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	-	-
<u>INTEREST INCOME</u>	25,376	23,000	38,000
<u>OTHER REVENUE</u>			
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	-	-
MISCELLANEOUS	19,168	25,500	20,000
<u>TRANSERS IN</u>	1,564,179	668,000	647,650
<u>OTHER FINANCING SOURCES – FUND BAL</u>	-	214,941	156,000
TOTAL REVENUE & OTHER SOURCES	\$ 8,790,247	\$ 7,662,548	\$ 7,755,766

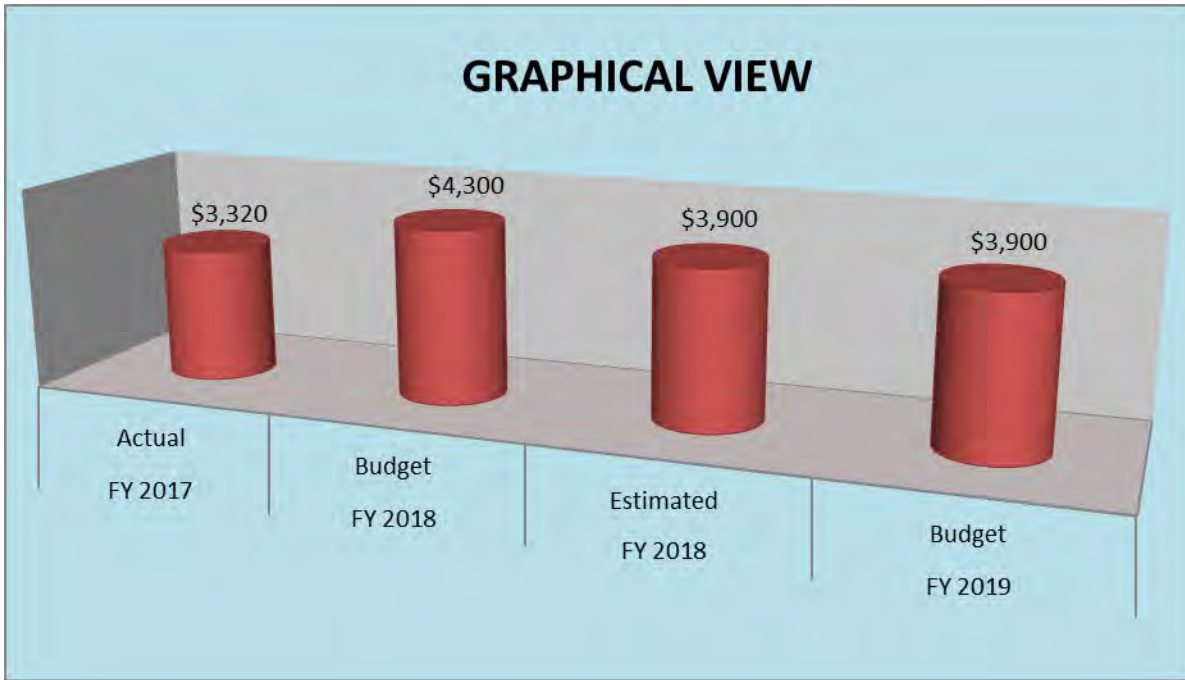
GENERAL FUND APPROPRIATIONS



DEPARTMENT APPROPRIATIONS
City Council

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: FINANCE DIRECTOR



FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ 2,130	\$ 2,600	\$ 2,300	\$ 2,300
Operating Costs	1,190	1,700	1,600	1,600
Total	\$ 3,320	\$ 4,300	\$ 3,900	\$ 3,900

Personnel/FTE Data	Actual	Budget	Actual	Budget
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

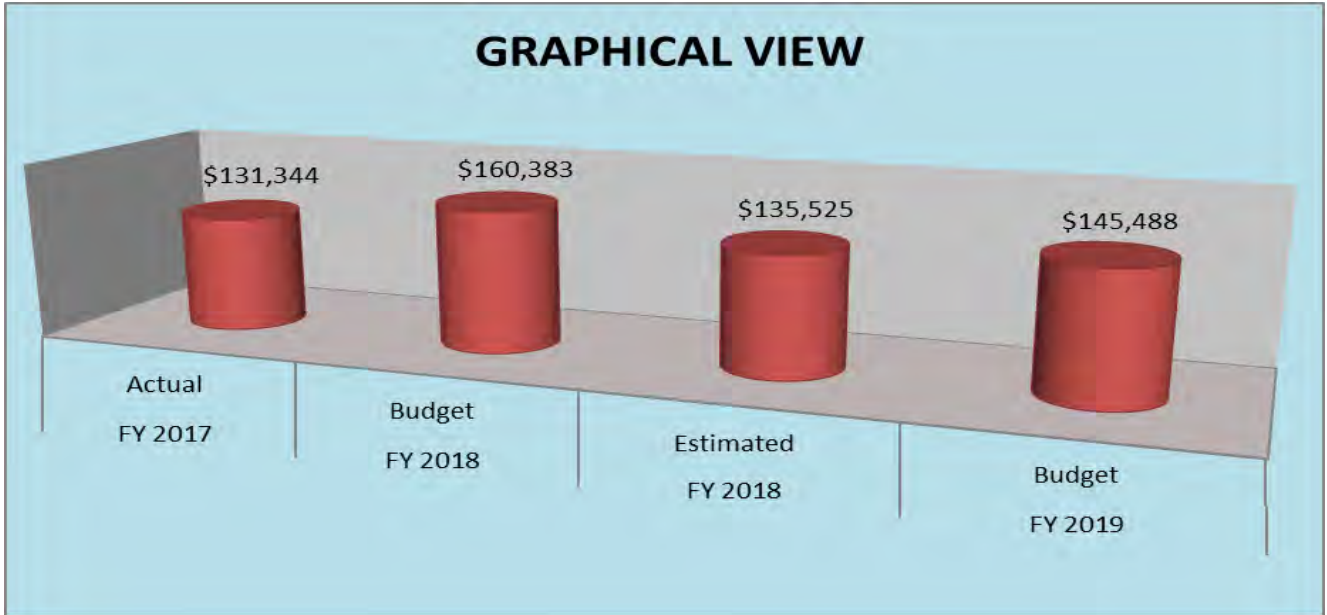
- ↘ .9% decrease from 2018 budget

DEPARTMENT APPROPRIATIONS

City Manager

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: CITY MANAGER



FINANCIAL & PERSONNEL SUMMARY

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

Personnel/FTE Data	Actual	Budget	Actual	Budget
Full Time Positions:				
City Manager	1	1	1	1
Total Positions	1	1	1	1
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

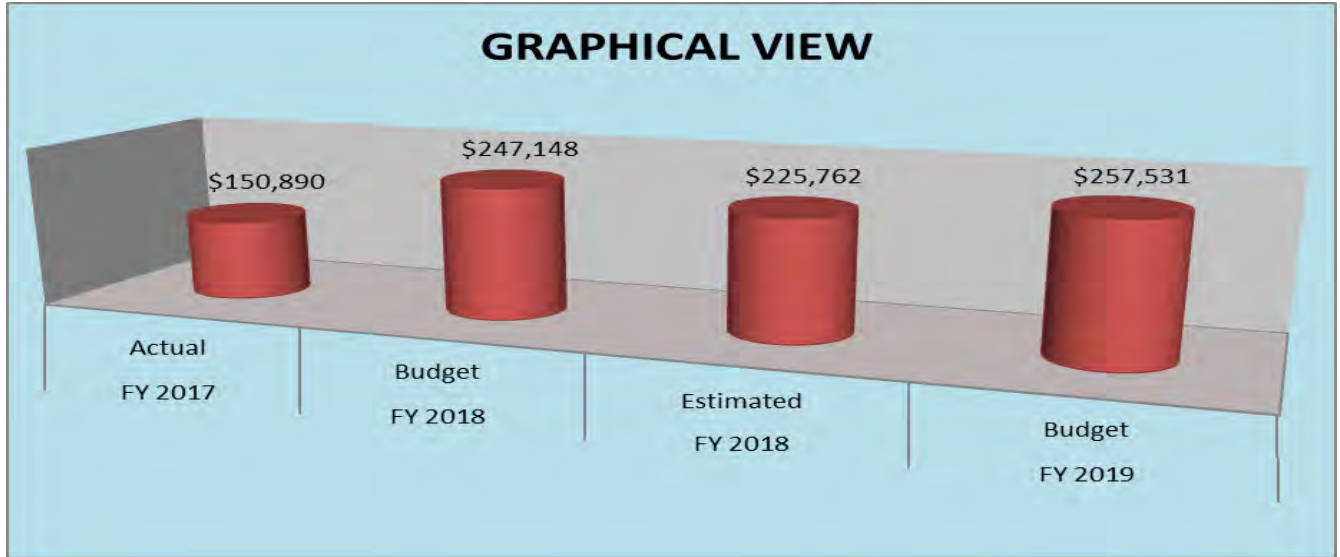
- 📌 9.2% decrease from 2018 budget
- 📌 The 2019 budgeted personnel costs are higher because of a change in health care election and operating costs are lower because a city intern was budgeted for 2018 but never hired

DEPARTMENT APPROPRIATIONS

Finance

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: FINANCE DIRECTOR



FINANCIAL & PERSONNEL SUMMARY

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

Personnel/FTE Data	Actual	Budget	Actual	Budget
Full Time Positions:				
Finance Director	1	1	1	1
Accountant	1	1	1	1
Accts Payable Clerk	1	1	1	1
Total Positions	3	3	3	3
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

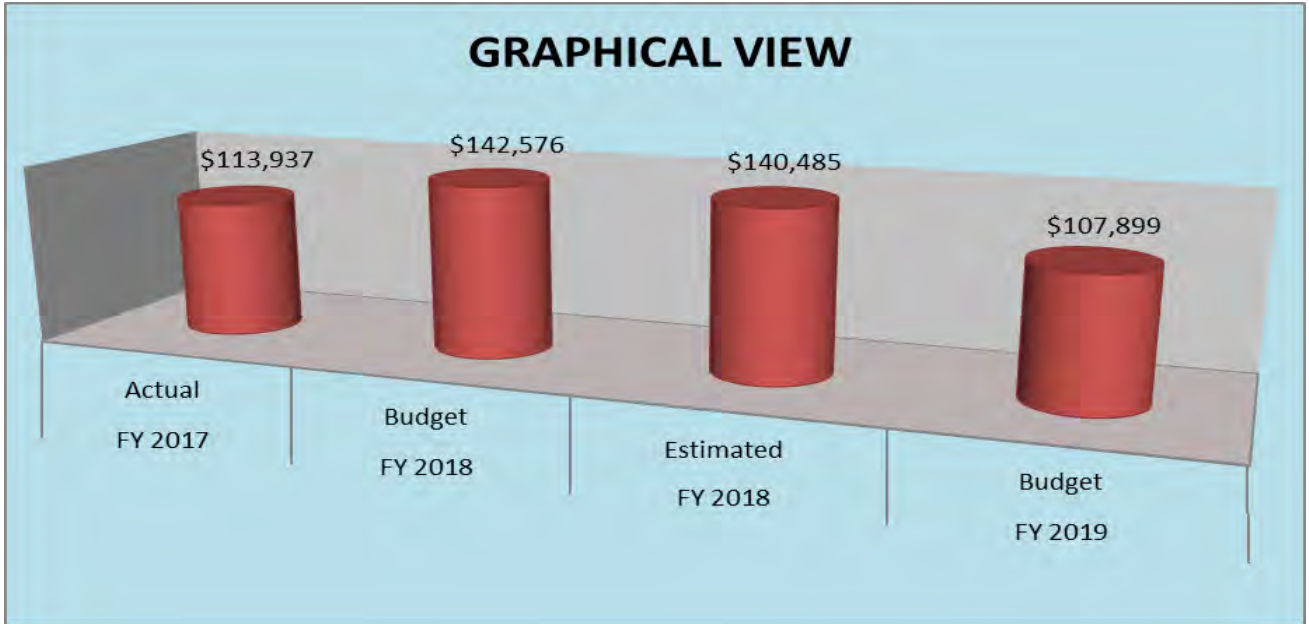
- ↓ 4% increase over 2018 budget
- ↓ 2017 actual was lower because the accountant position was budgeted under the treasury department
- ↓ 2019 budget increase is due to higher pension contribution amount and new defined contribution plan which requires a four percent employer contribution

DEPARTMENT APPROPRIATIONS

Assessing

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: ASSESSOR



FINANCIAL & PERSONNEL SUMMARY

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

Personnel/FTE Data	Actual	Budget	Actual	Budget
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

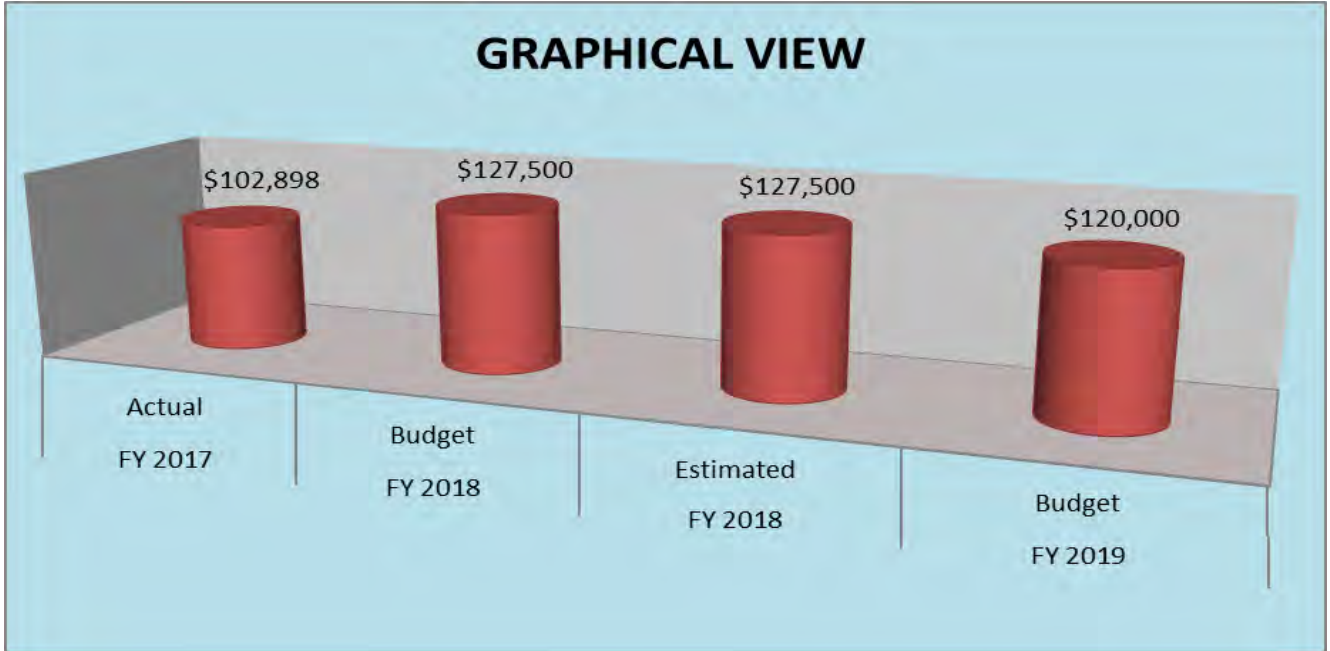
- ↓ 24% decrease from 2018 budget
- ↓ 2018 actual is greater than 2017 because accrued time off was paid out to the retiring assessor and there was an increase in the defined benefit pension contribution from the previous year
- ↓ The 2019 budget is less because the previous assessor retired in 2018 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

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	102,898	127,500	127,500	120,000
Total	\$ 102,898	\$ 127,500	\$ 127,500	\$ 120,000
Personnel Services				
Personnel/FTE Data	Actual	Budget	Actual	Budget
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

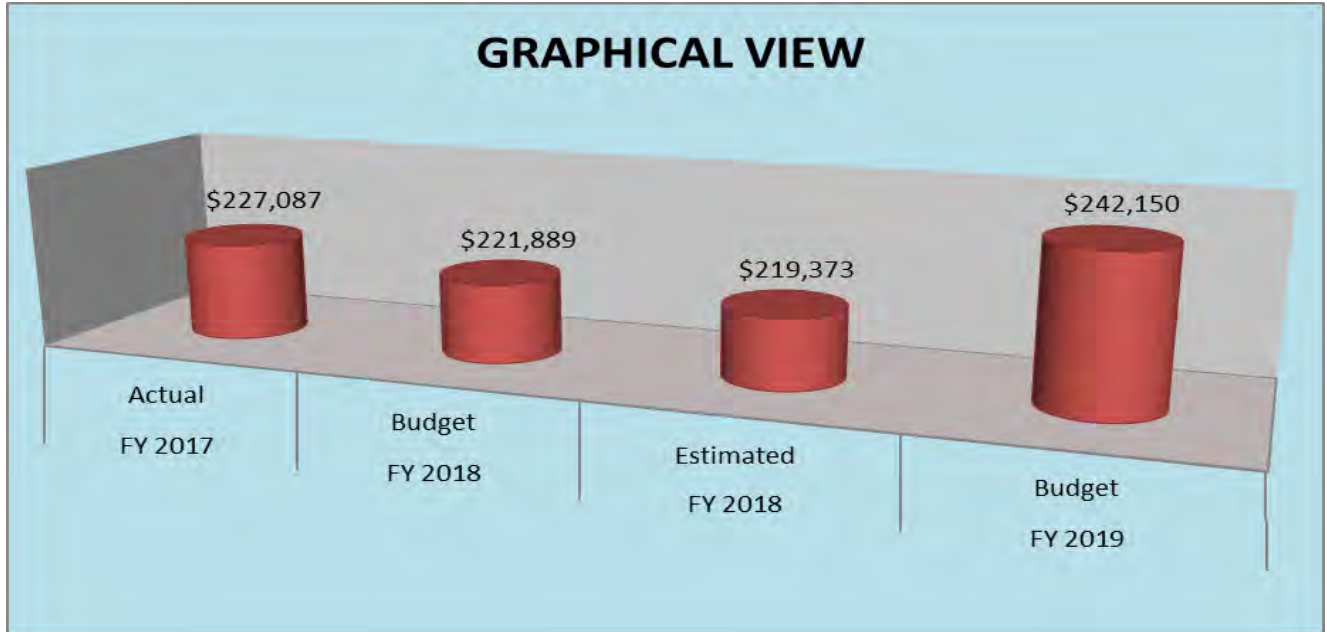
- ↓ 5.9% decrease from 2018 budget
- ↓ 2019 budget estimated lower based on historical

DEPARTMENT APPROPRIATIONS

City Clerk

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: CITY CLERK



FINANCIAL & PERSONNEL SUMMARY

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

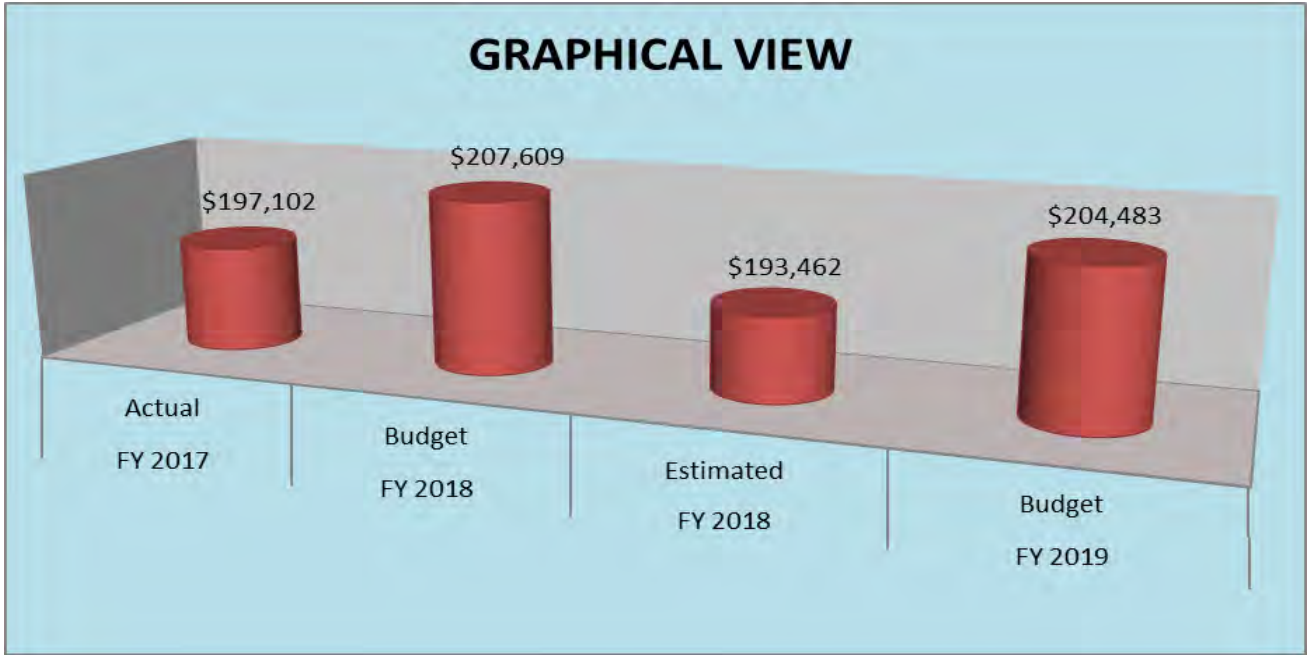
- ↘ 9% increase over 2018 budget
- ↘ The increase in 2019 is due to the expense of two major elections in 2019 compared to two special elections in 2018. The Clerk's budget will fluctuate yearly due to the number of elections called

DEPARTMENT APPROPRIATIONS

Human Resources

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: HUMAN RESOURCE DIRECTOR



FINANCIAL & PERSONNEL SUMMARY

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

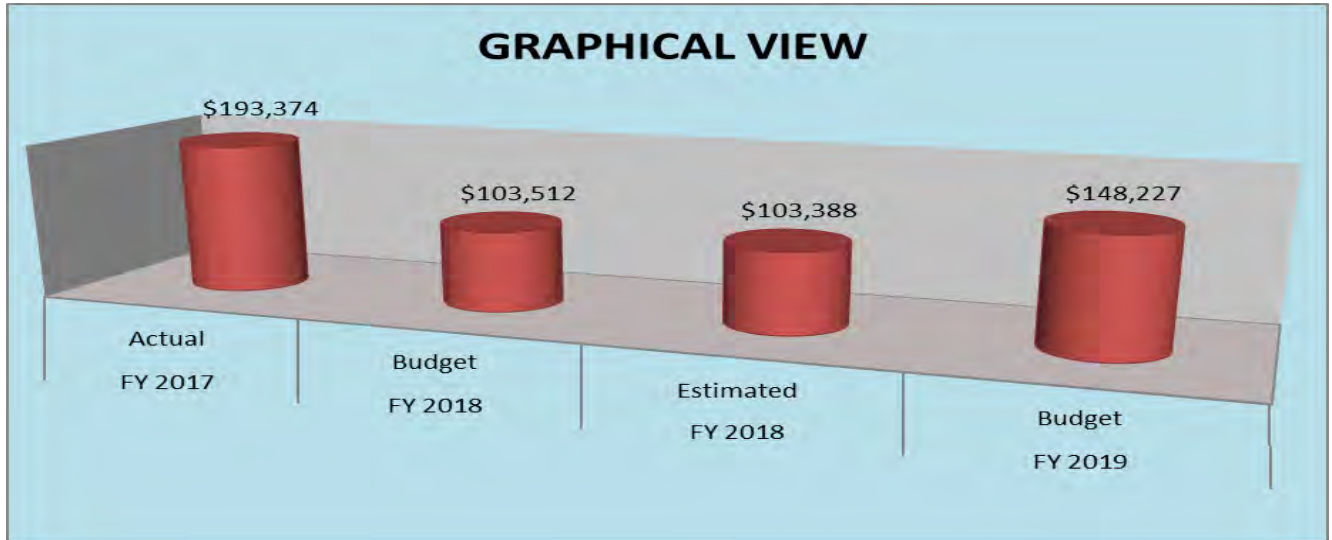
- 📌 2% decrease from 2018 budget
- 📌 The decrease is due to a reduction in contractual services for a lawsuit that was ongoing and is now settled

DEPARTMENT APPROPRIATIONS

City Treasurer

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: TREASURER



FINANCIAL & PERSONNEL SUMMARY

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

City Treasurer's Department

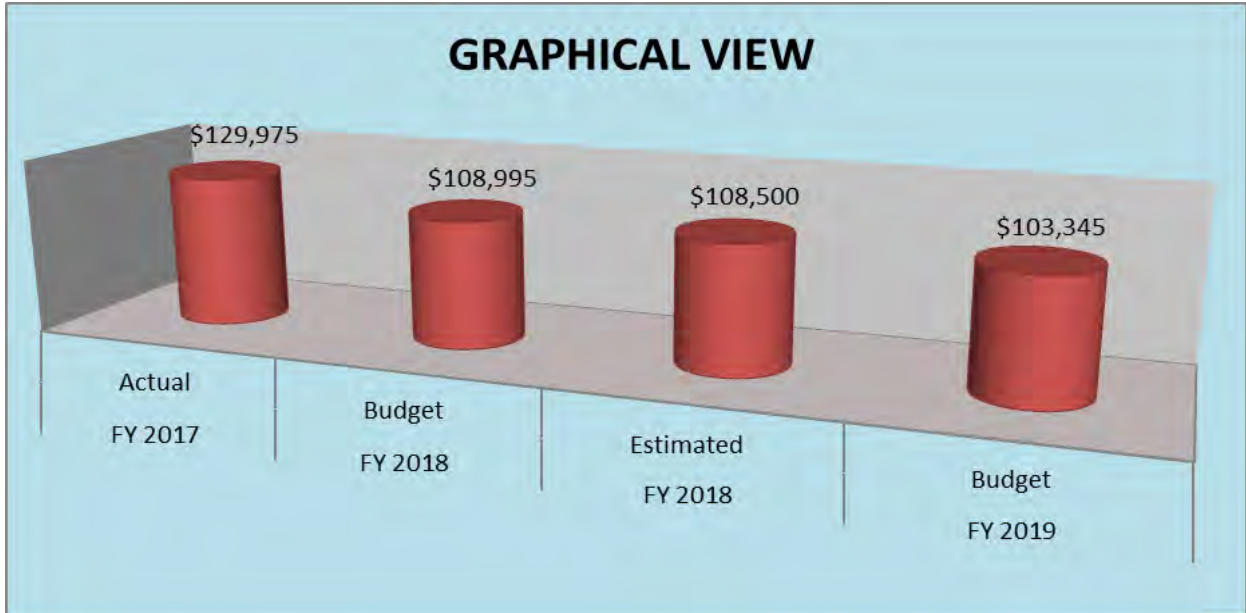
- ↗ Tax roll maintenance, tax billing, revenue collection and tax settlement with the county
- ↗ Water and Sewer billing and collections
- ↗ City pension administration
- ↗ Cash receipting for the city

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 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

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	129,975	108,995	108,500	103,345
Total	\$ 129,975	\$ 108,995	\$ 108,500	\$ 103,345

Personnel/FTE Data	Actual	Budget	Actual	Budget
Total Positions	-	-	-	-
Full-Time Equivalents	-	-	-	-

Information and Technology Department

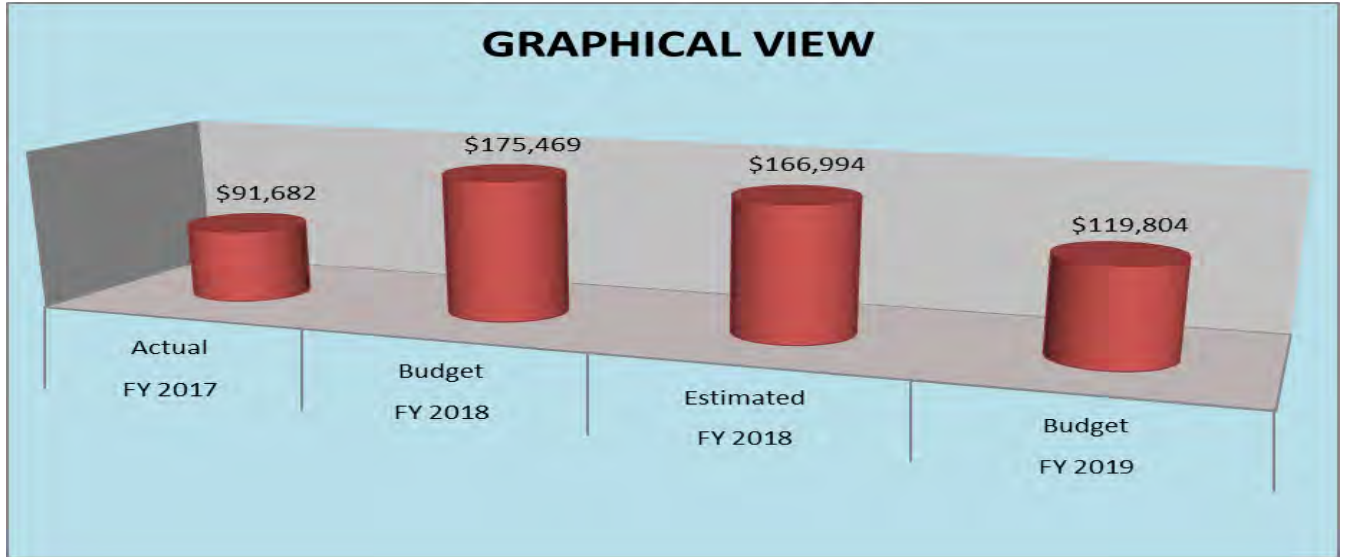
↻ Accounts for expenses related to contractual IT personnel and maintenance on computer equipment.

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

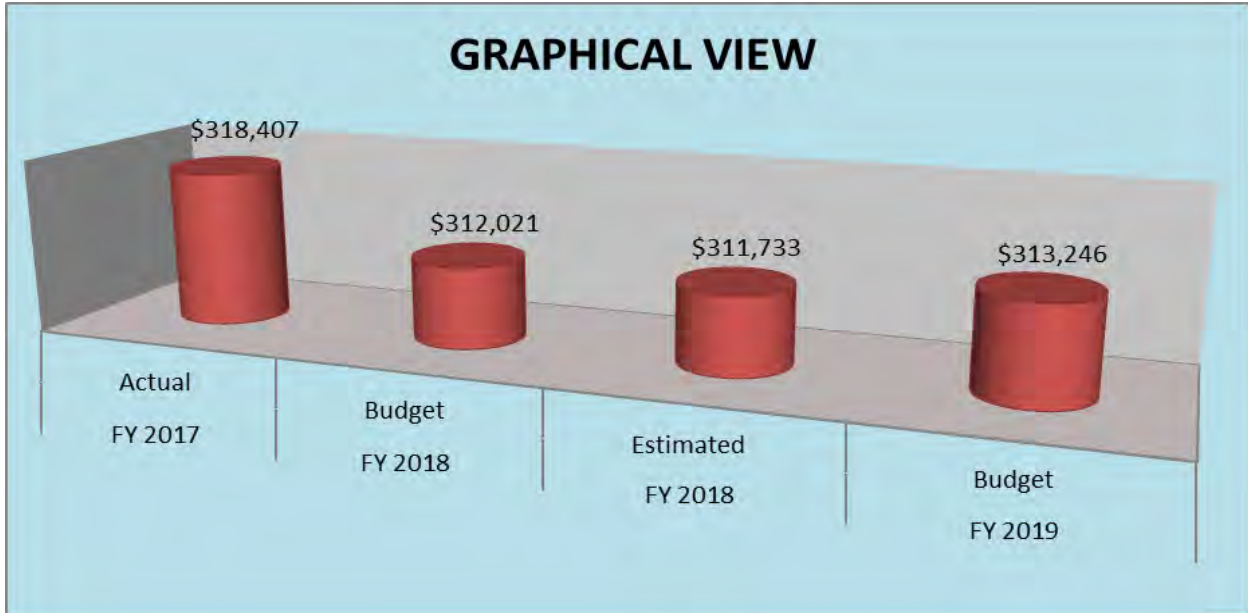
- ↗ Repair and Maintenance on municipal buildings and grounds
- ↗ Includes cleaning, operating supplies, and utilities costs

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

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	318,407	312,021	311,733	313,246
Total	\$ 318,407	\$ 312,021	\$ 311,733	\$ 313,246

Personnel/FTE Data	Actual	Budget	Actual	Budget
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

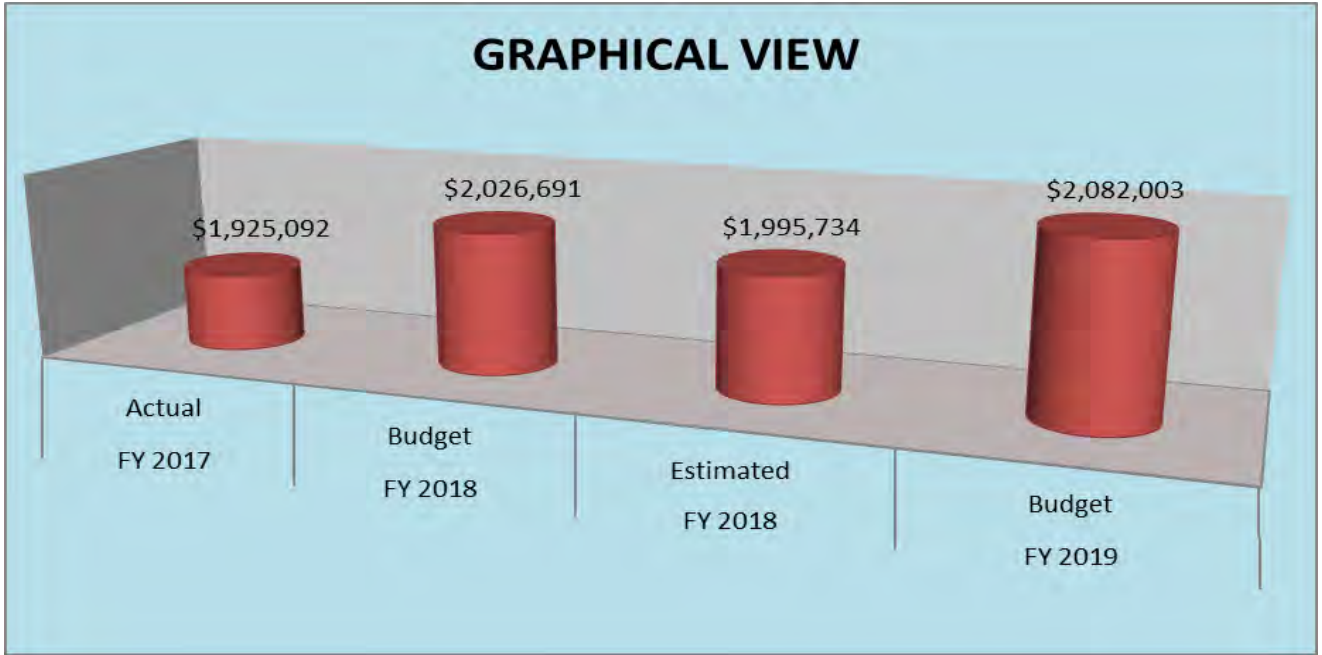
- ↴ .4 increase over the 2018 budget
- ↴ In 2019 an increase in the city's contribution to the Shiawassee Economic Development Partnership went from \$2.00 a resident to \$2.55 a resident until 2022. This was an increase to the General Fund operating expenses of \$8,427. The budget was reduced by the 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

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

Personnel/FTE Data	Actual	Budget	Actual	Budget
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
Total Full Time	20	20	20	20
Part Time Positions:				
Code Enforcement	1	1	1	1
Crossing Guards	17	17	17	17
Total Part Time	18	18	18	18
Total Positions	46	46	46	46
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

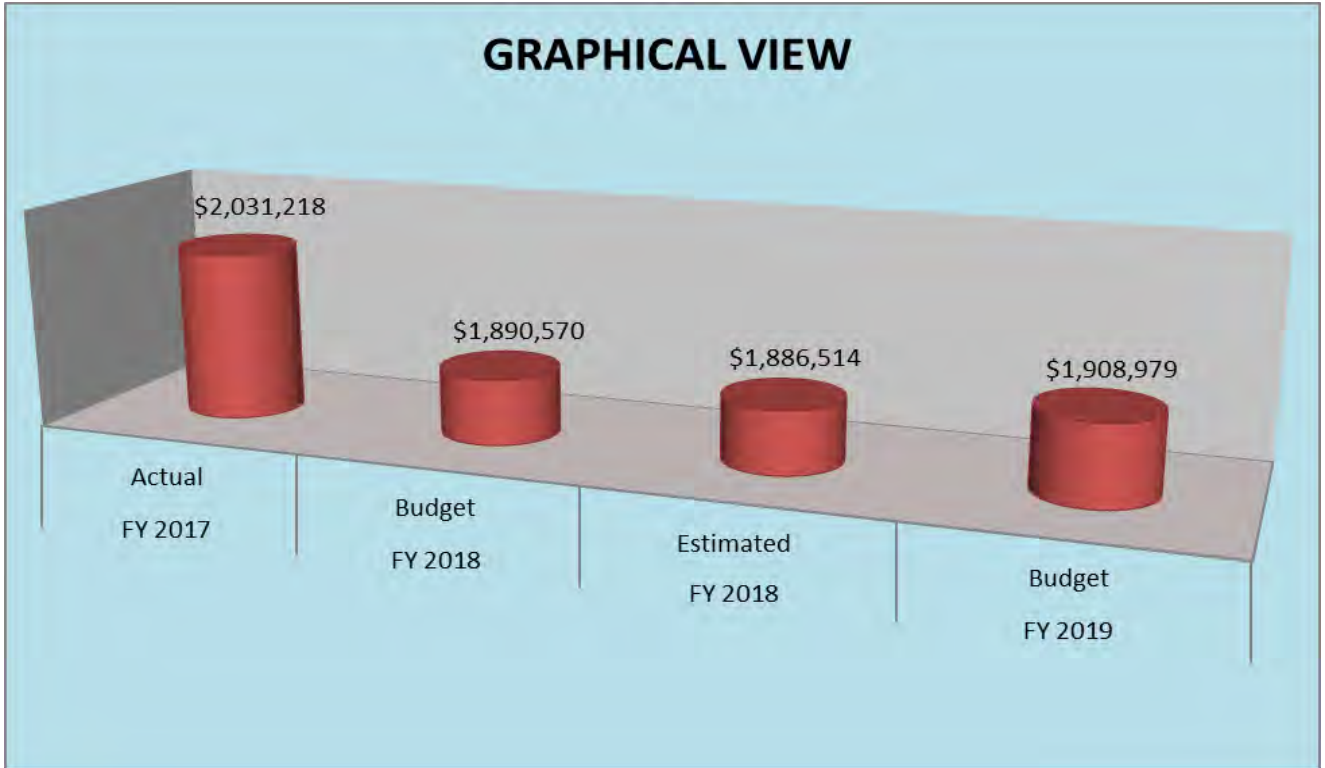
- ↳ 2.7% increase from the 2018 budget
- ↳ The 2019 budget increase is a combination of an increase in health and pension costs which were offset by a reduction in capital items such as vehicles and equipment. In 2019 a new Capital Improvement Fund has been created to better plan capital needs of the 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

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
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	\$ 2,031,218	\$ 1,890,570	\$ 1,886,514	\$ 1,908,979

Personnel/FTE Data	Actual	Budget	Actual	Budget
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	22	22	22	22
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% increase from the 2018 budget
- ↗ 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
- ↗ Wage and benefit allocations: **Director:** 50% police – 50% fire, **Clerical:** 50% police – 50% fire

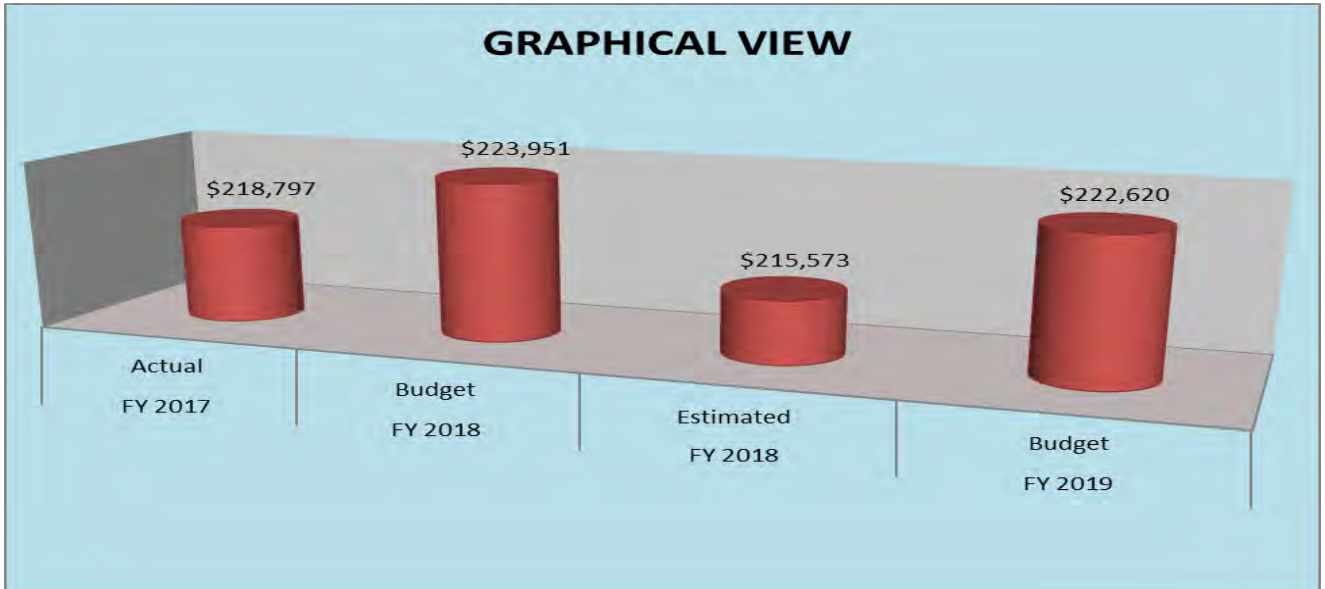


DEPARTMENT APPROPRIATIONS

Building and Safety

FUND/FUNCTION: GENERAL/PUBLIC SAFETY

STAFF RESPONSIBLE: ASST. CITY MANAGER/COMMUNITY DEVEL DIRECTOR



FINANCIAL & PERSONNEL SUMMARY

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

Building and Safety Department

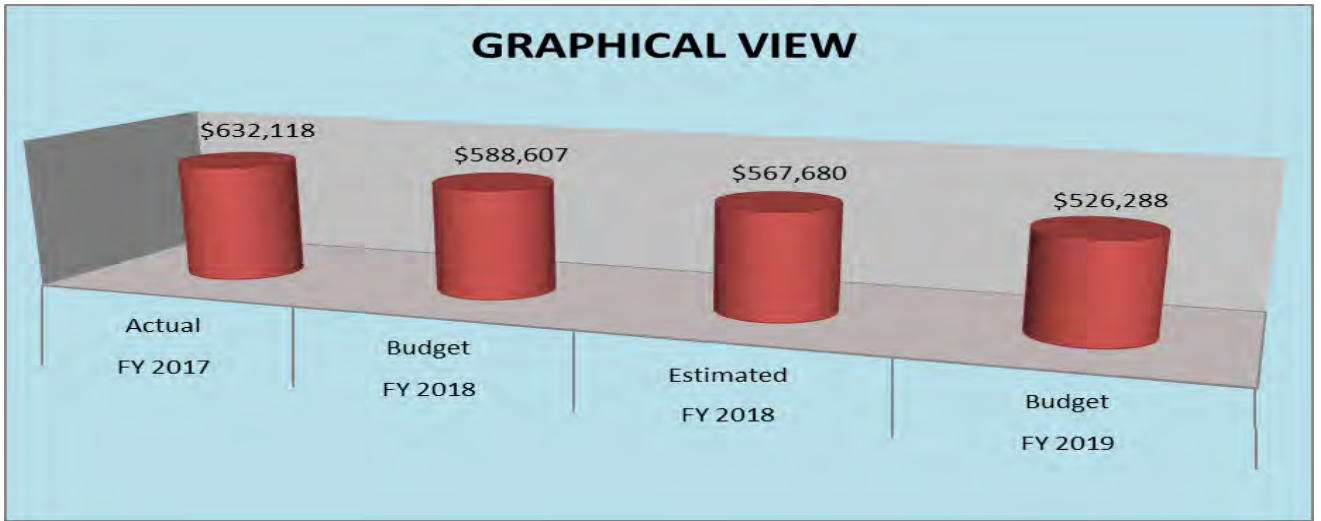
- ↗ Issues building, electrical, plumbing, mechanical, sign and zoning permits
- ↗ Performs inspections to ensure code compliance
- ↗ Ordinance enforcement

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

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

Personnel/FTE Data	Actual	Budget	Actual	Budget
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
Total Full Time	12	12	12	12
Seasonal Workers	3	3	3	3
Total Part Time	3	3	3	3
Total Positions	15	15	15	15
Full Time Equivalents	11.20	11.20	11.20	11.20

Department of Public Works

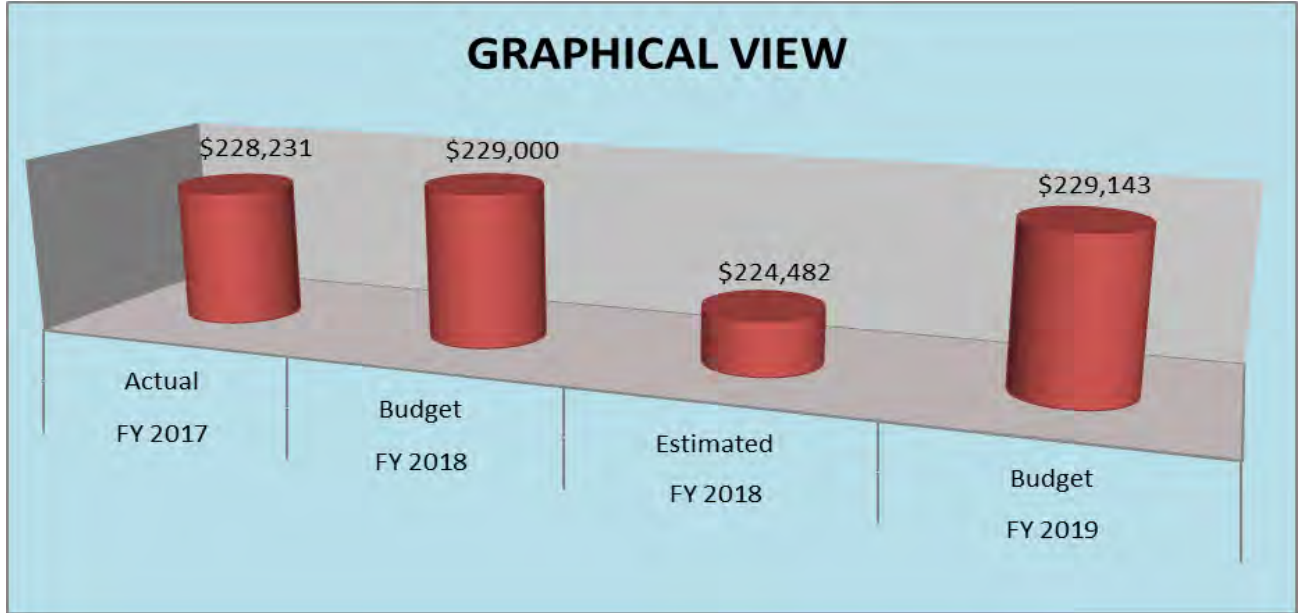
- ↗ Street Maintenance including snow plowing and tree planting
- ↗ Street Sweeping
- ↗ Mowing of vacant lots

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
Financial Summary	Actual	Budget	Estimated	Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	228,231	229,000	224,482	229,143
Total	\$ 228,231	\$ 229,000	\$ 224,482	\$ 229,143
Personnel/FTE Data	Actual	Budget	Actual	Budget
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

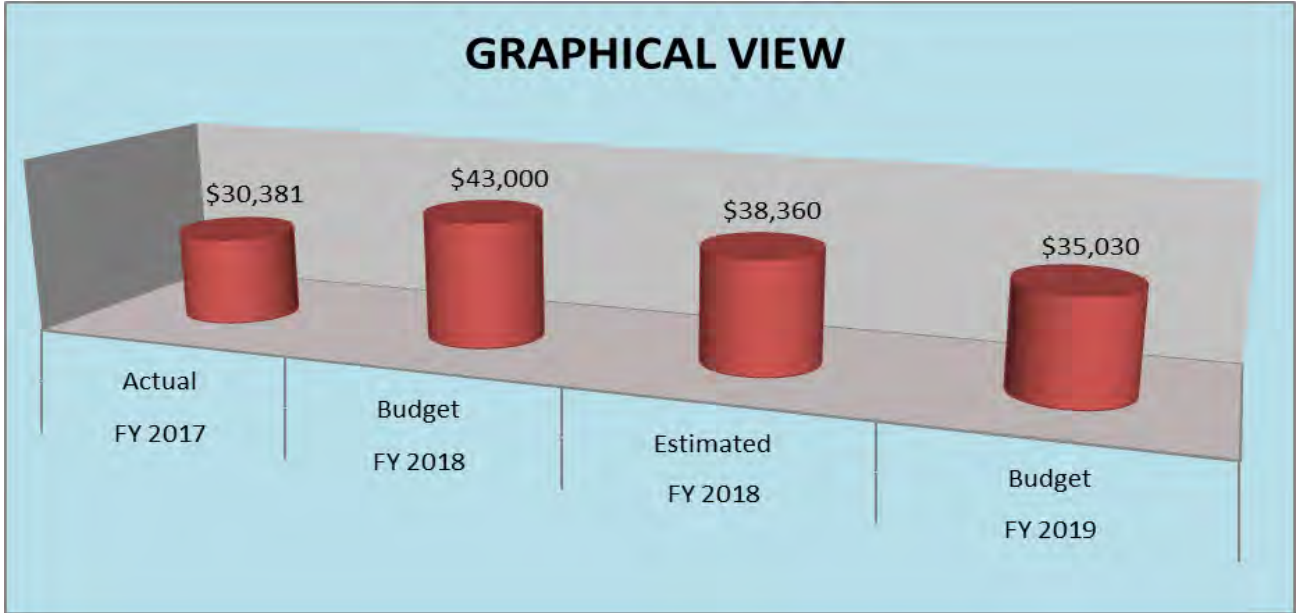
- ↓ No change from the 2018 budget
- ↓ The wages accounted for in this department are allocated from DPW workers' wage and benefits

DEPARTMENT APPROPRIATIONS

Parking

FUND/FUNCTION: GENERAL/PUBLIC WORKS

STAFF RESPONSIBLE: PUBLIC SERVICES DIRECTOR



FINANCIAL & PERSONNEL SUMMARY

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

Parking Department

↗ Maintenance of parking lots and streets spaces

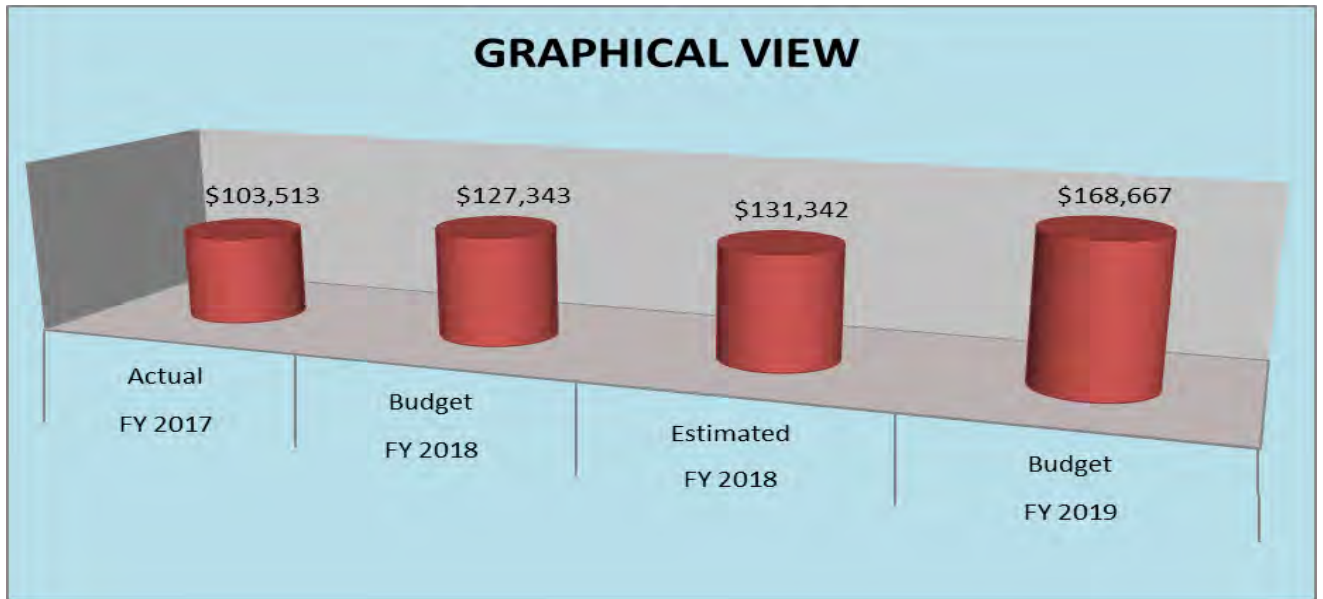
Changes in Budget

- ↓ 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
Total	\$ 103,513	\$ 127,343	\$ 131,342	\$ 168,667
Personnel/FTE Data	Actual	Budget	Actual	Budget
Full Time Positions:				
Director	1	1	1	1
Executive Asst.	.15	.15	.15	.15
Total Positions	2	2	2	2
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

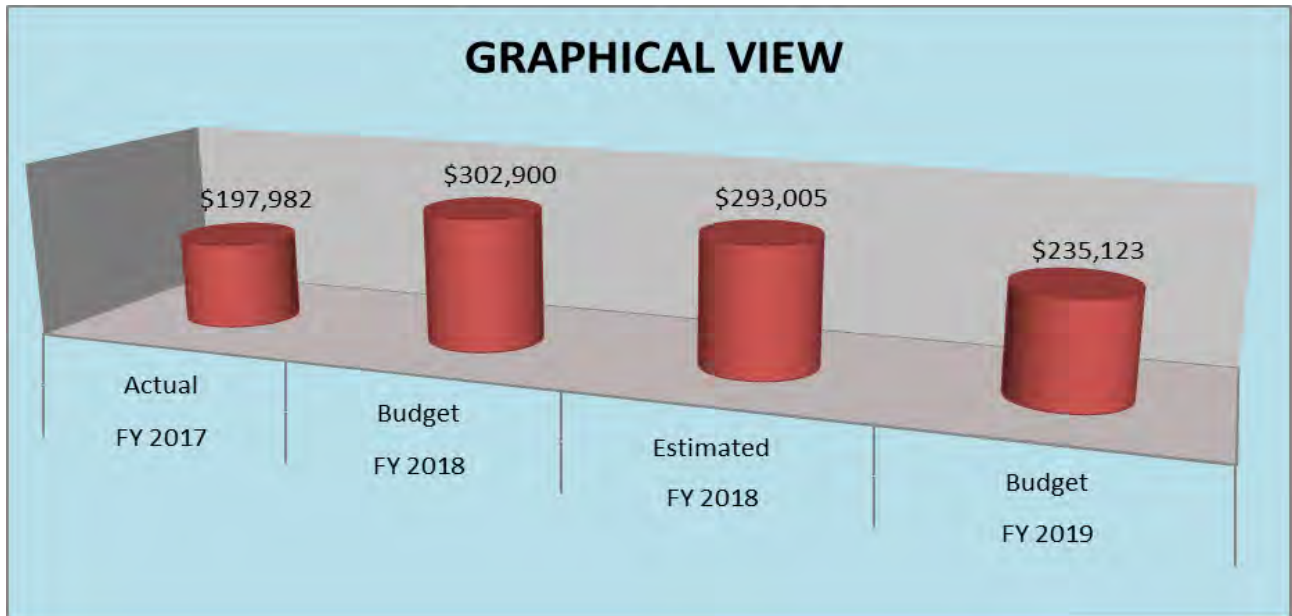
- ↘ 32% increase from 2018 budget
- ↘ The increase is for a consultant to rewrite the zoning code for \$40,000. Revenue includes \$20,000 from the MEDC to cover half of the cost
- ↘ Wage and benefit allocations: Executive Assistant 15%
- ↘ This department also pays for assistance from DDA which is the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

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	197,982	302,900	293,005	235,123
Total	\$ 197,982	\$ 302,900	\$ 293,005	\$ 235,123

Personnel/FTE Data	Actual	Budget	Actual	Budget
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

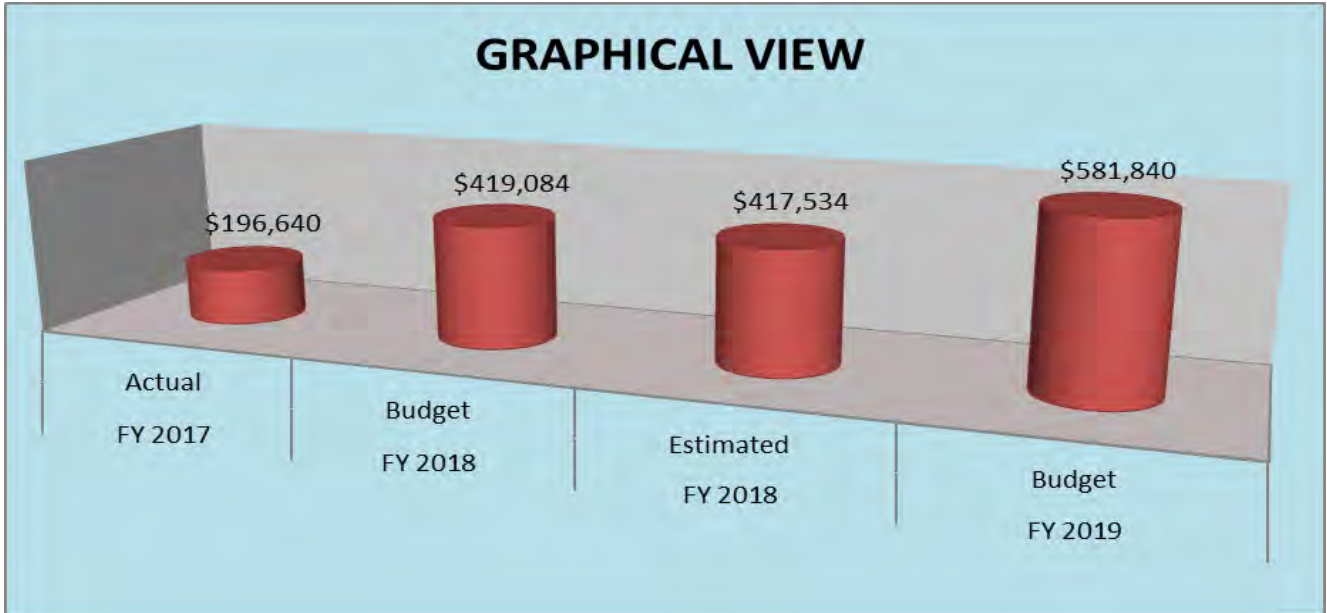
- ↳ 22% decrease from the 2018 budget
- ↳ The decrease is due to park renovations done in 2018 for \$82,000 of which \$45,000 was covered by a state grant
- ↳ The wages accounted for in this department are allocated from DPW worker's wage and benefits

DEPARTMENT APPROPRIATIONS

Transfers Out

FUND/FUNCTION: GENERAL/GENERAL GOVERNMENT

STAFF RESPONSIBLE: FINANCE DIRECTOR



FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ -	\$ -	\$ -	\$ -
Operating Costs	196,640	419,084	417,534	581,840
Total	\$ 196,640	\$ 419,084	\$ 417,534	\$ 581,840
Personnel/FTE Data	Actual	Budget	Actual	Budget
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		 \$ 2,785,122

Estimated Expenditures

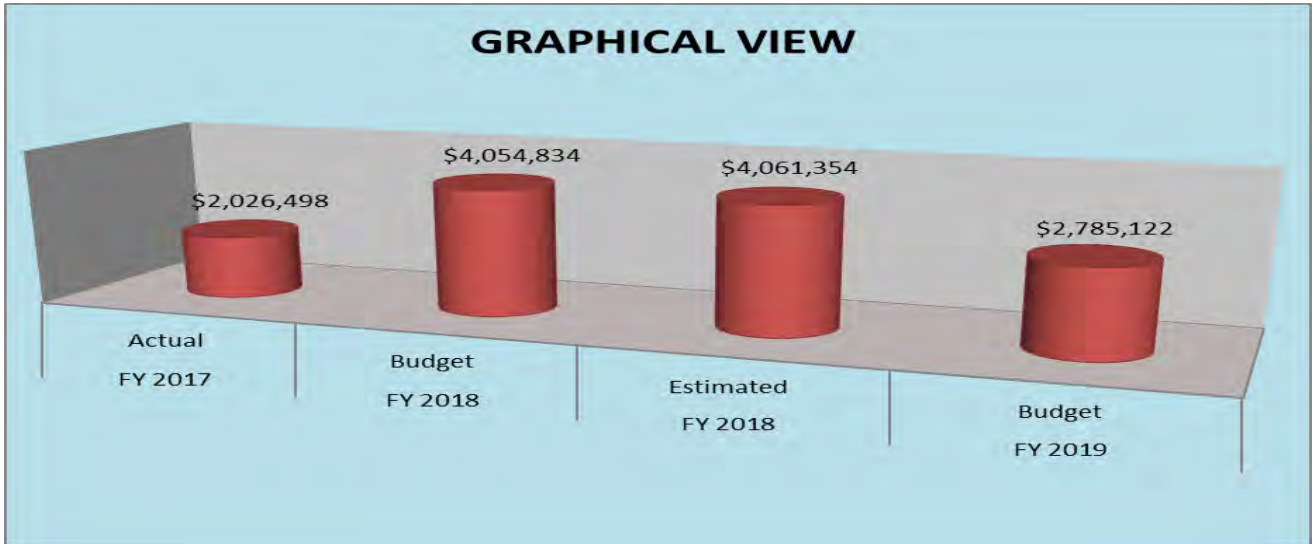
Road Construction	\$ 1,691,800	
Maintenance	477,310	
Engineering	68,212	
Transfers	<u>547,800</u>	
 Total Budgeted Expenditures		 <u>\$ 2,785,122</u>
 Budgeted Net Revenue (Expenditures)		 \$ -0-

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		\$ 596,655

FUND APPROPRIATIONS
Major Streets Fund

FUND/FUNCTION: MAJOR 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	\$ 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	-
Total	\$ 2,026,498	\$ 4,054,834	\$ 4,061,354	\$ 2,785,122

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

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		 \$ 1,612,355

Estimated Expenditures

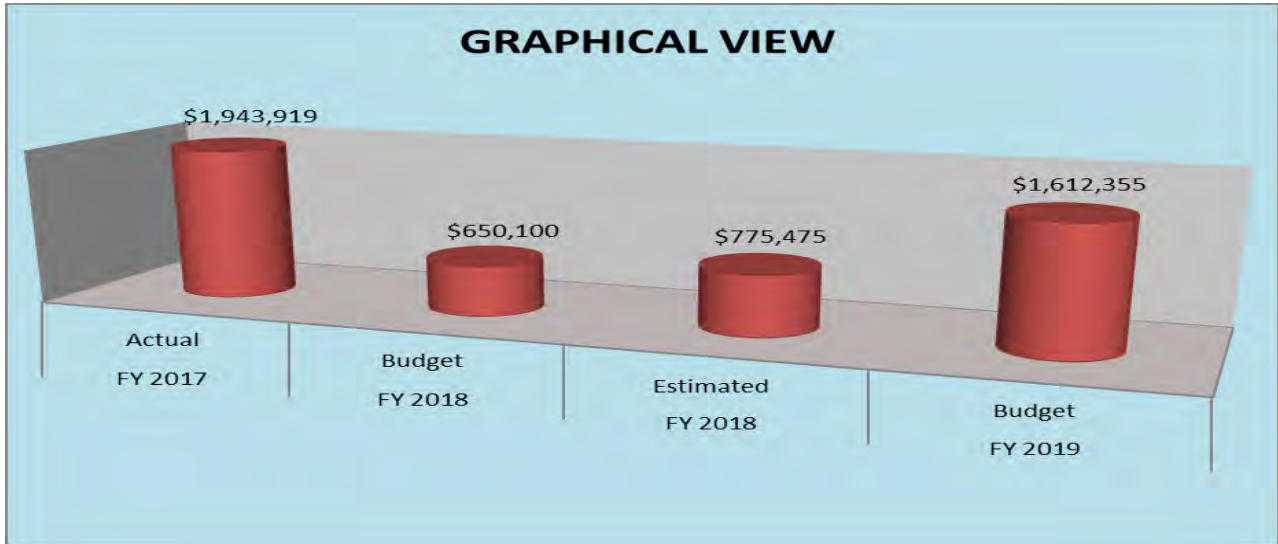
Road Construction	\$ 921,500	
Maintenance	454,800	
Engineering	72,137	
Transfers	33,313	
Financing Uses-Fund Balance	<u>130,605</u>	
 Total Budgeted Expenditures		 <u>\$ 1,612,355</u>
 Budgeted Net Revenue (Expenditures)		 \$ -0-

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	\$ 238,285

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
Total	\$ 1,943,919	\$ 650,100	\$ 775,475	\$ 1,612,355
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		\$ 1,018,750

Estimated Expenditures

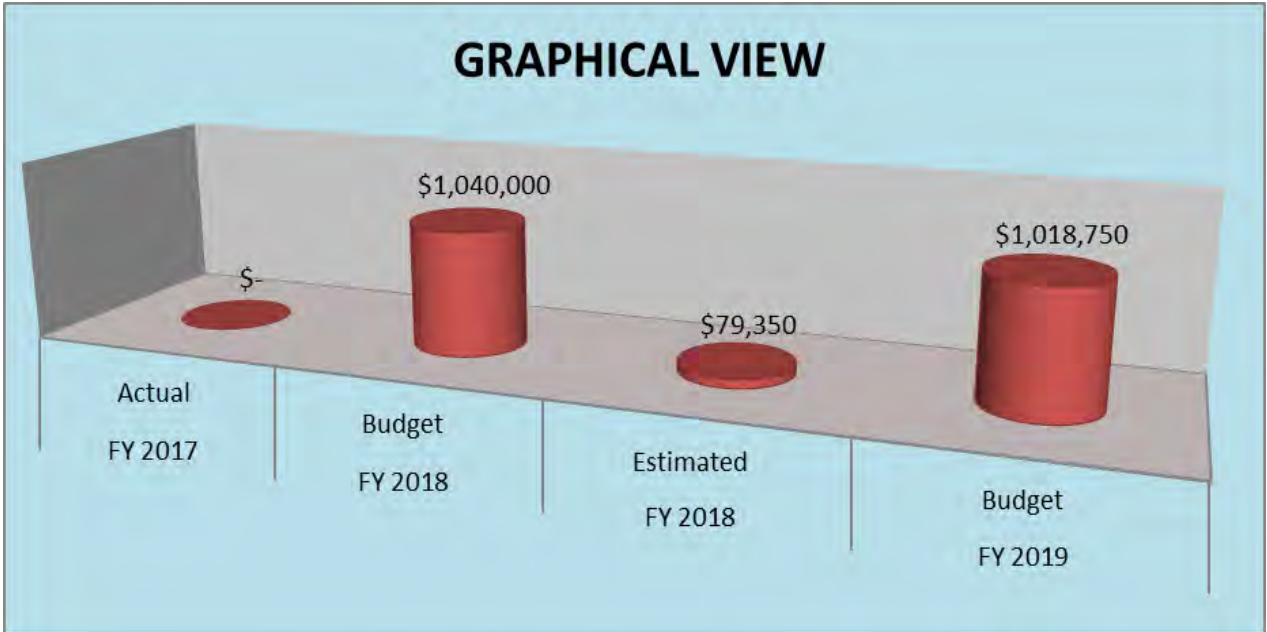
Professional Services	\$	18,750
Capital Contributions		<u>1,000,000</u>
Total Budgeted Expenditures		<u>\$ 1,018,750</u>
Budgeted Net Revenue (Expenditures)		\$ -0-

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		\$	-0-

FUND APPROPRIATIONS
Downtown Façade 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	\$ -	\$ 1,040,000	\$ 79,350	\$ 1,018,750
Total	\$ -	\$ 1,040,000	\$ 79,350	\$ 1,018,750
Personnel/FTE Data	Actual	Budget	Actual	Budget
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		\$ 4,536

Estimated Expenditures

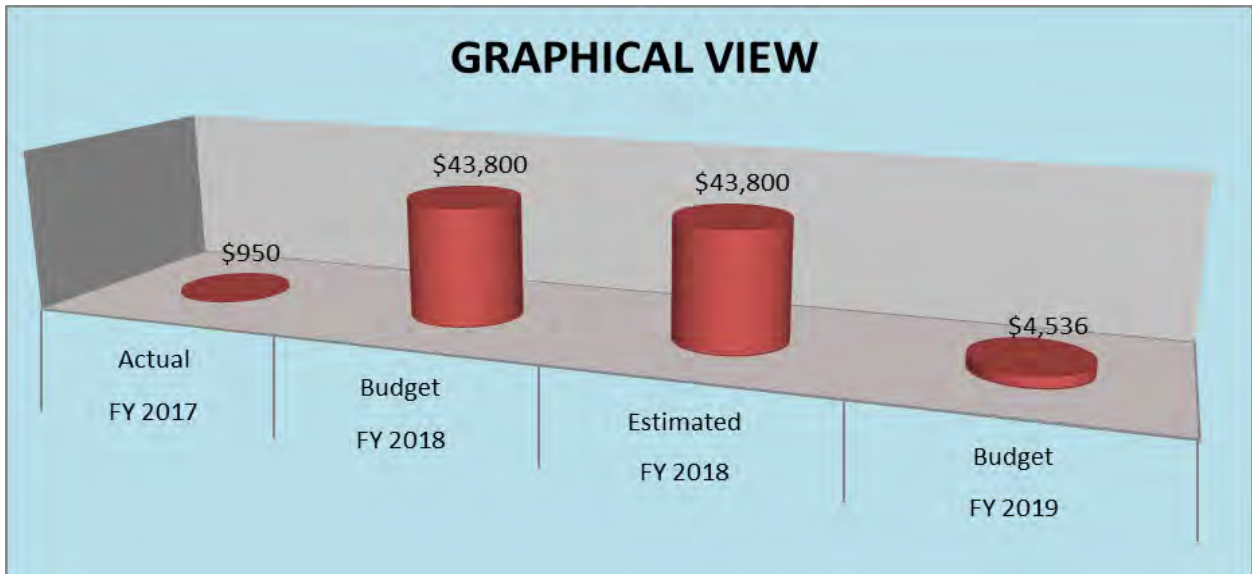
Operating	\$ 1,000	
Financing Uses-Fund Balance	<u> 3,536</u>	
Total Budgeted Expenditures		<u>\$ 4,536</u>
Budgeted Net Revenue (Expenditures)		\$ -0-

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	\$ 1,231,372

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		 \$ 188,800

Estimated Expenditures

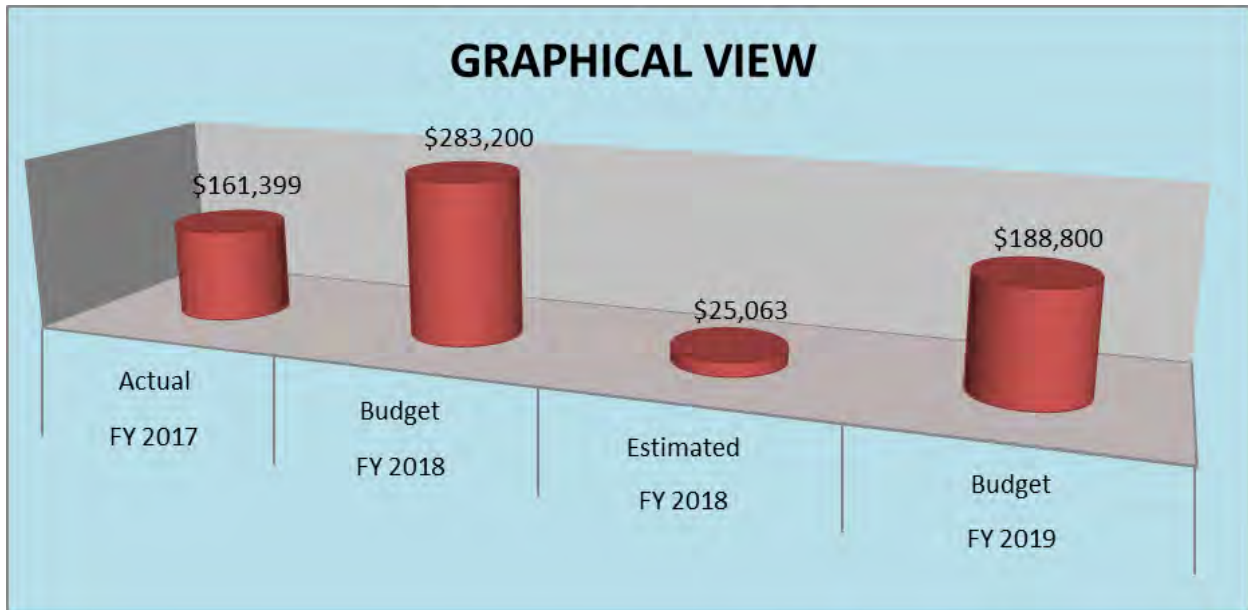
Operating	\$ 28,800	
Rental Rehab	<u>160,000</u>	
 Total Budgeted Expenditures		 <u>\$ 188,800</u>
 Budgeted Net Revenue (Expenditures)		 \$ -0-

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		\$ 57,734

FUND APPROPRIATIONS
Housing/Rental Rehab Fund

FUND/FUNCTION: HOUSING/RENTAL REHAB/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	\$ 161,399	\$ 283,200	\$ 25,063	\$ 188,800
Total	\$ 161,399	\$ 283,200	\$ 25,063	\$ 188,800
Personnel/FTE Data	Actual	Budget	Actual	Budget
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			\$ 89,116

Estimated Expenditures

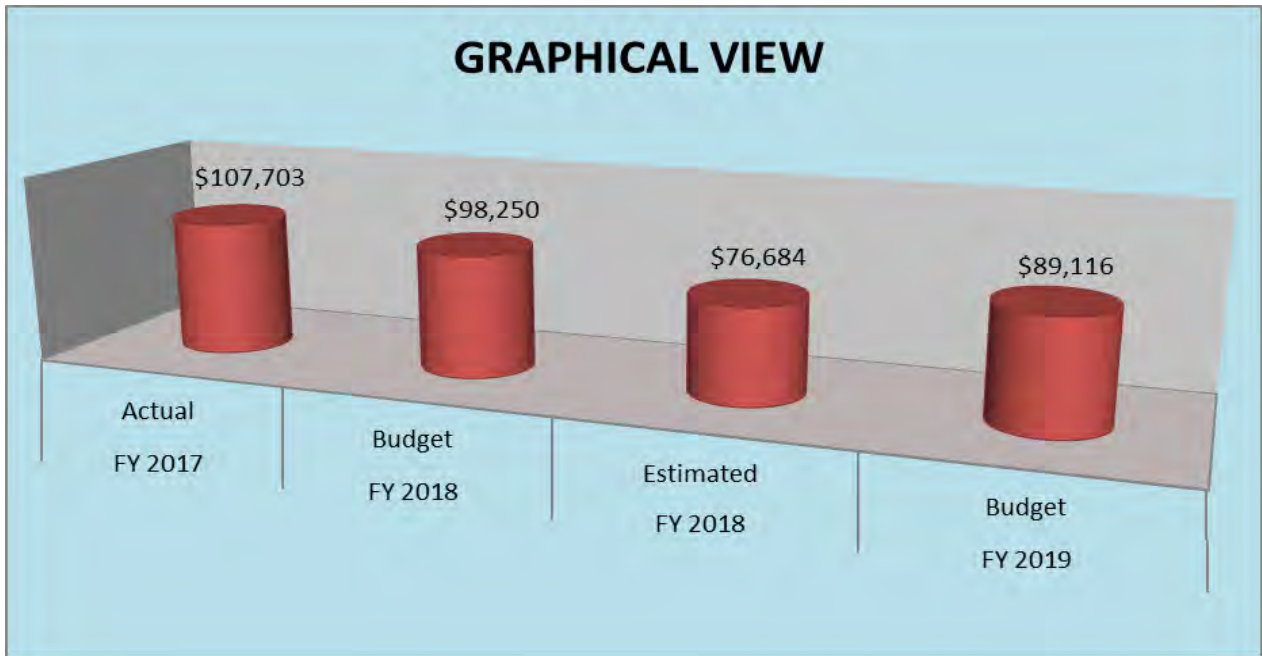
Historical Expense	\$	16,700	
Curwood Expense		63,216	
Gould House Expense		<u>9,200</u>	
Total Budgeted Expenditures			<u>\$ 89,116</u>
Budgeted Net Revenue (Expenditures)			\$ -0-

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	\$	73,756	

FUND APPROPRIATIONS Historical Commission

FUND/FUNCTION: HISTORICAL COMMISSION/SPECIAL REVENUE
STAFF RESPONSIBLE: HISTORICAL COMMISSION DIRECTOR



FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ 47,936	\$ 56,100	\$ 50,476	\$ 50,139
Operating Costs	59,767	42,150	26,209	38,977
Total	\$ 107,703	\$ 98,250	\$ 76,684	\$ 89,116
Personnel/FTE Data	Actual	Budget	Actual	Budget
Part Time Positions:				
Director	1	1	1	1
Docent	1	1	1	1
Total Part-Time	2	2	2	2
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		 \$ 580,316

Estimated Expenditures

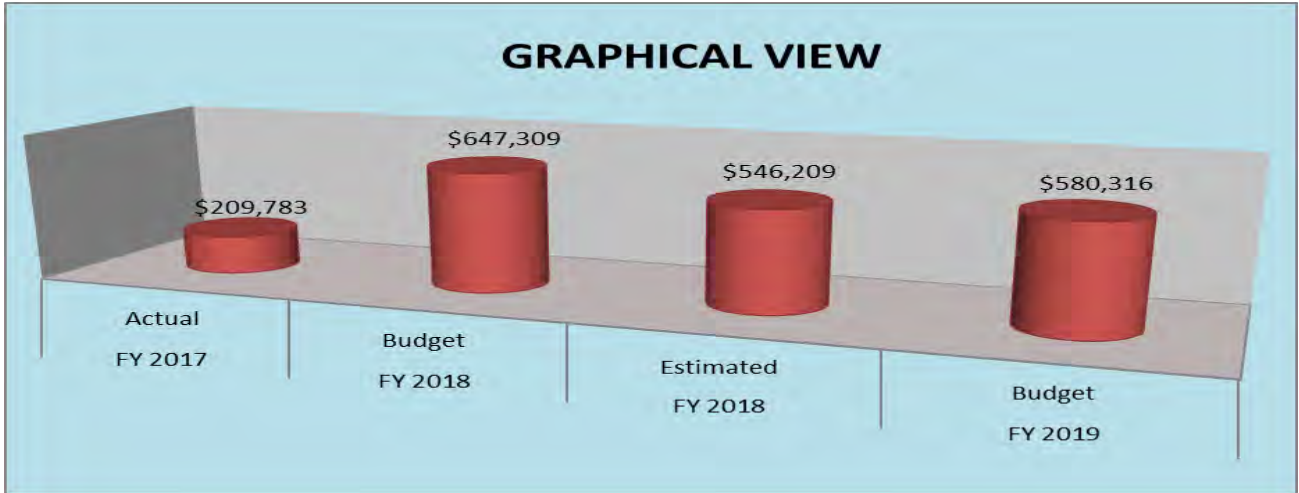
Principal – 2009	\$ 45,000	
Principal – 2010	50,000	
Principal – 2013	35,000	
Principal – 2017	225,000	
Interest – 2009	32,365	
Interest – 2010	33,383	
Interest – 2013	35,704	
Interest – 2017	122,365	
Paying Agent Fees	<u>1,500</u>	
 Total Budgeted Expenditures		 <u>\$ 580,316</u>
 Budgeted Net Revenue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

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		\$ -

FUND APPROPRIATIONS
General Obligation Debt Fund

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



FINANCIAL & PERSONNEL SUMMARY

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
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

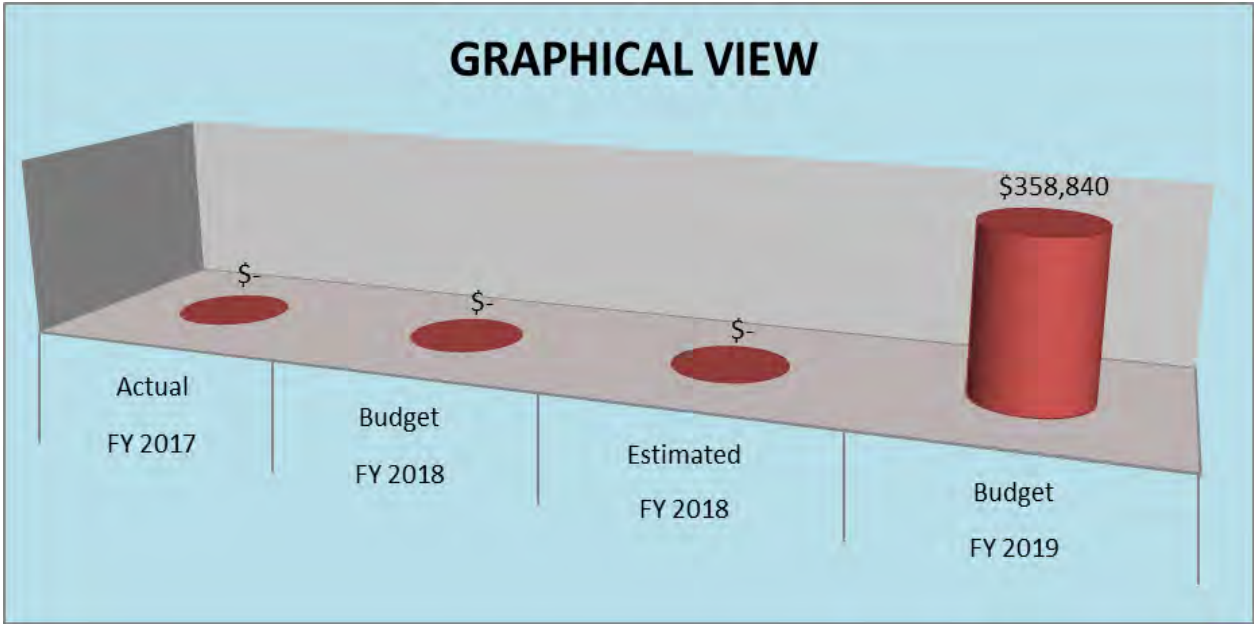
Capital Improvements	\$ 358,840	
Other Financing Uses – Fund Balance	<u> -</u>	
Total Budgeted Expenditures		\$ <u>358,840</u>
Budgeted Net Revenue (Expenditures)		\$ -0-

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		\$ 4,900,000

Estimated Expenditures

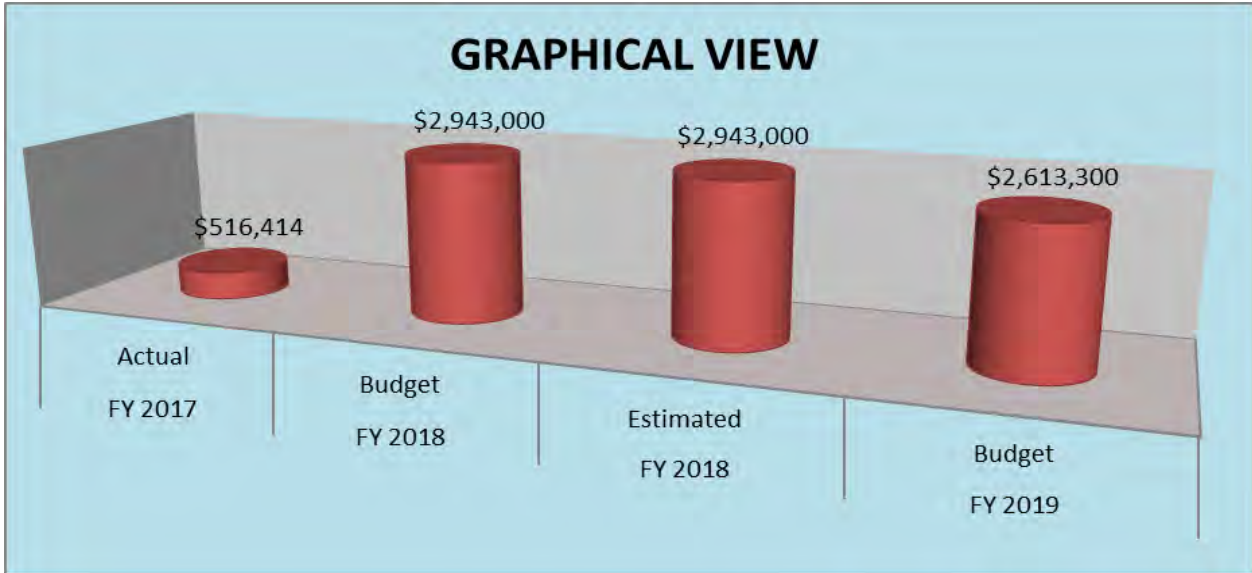
Transfers Out	<u>\$ 2,613,300</u>	
Total Budgeted Expenditures		\$ 2,613,300
Budgeted Net Revenue (Expenditures)		\$ 2,286,700

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	\$ 4,167,943

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
Financial Summary	Actual	Budget	Estimated	Budget
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		 \$ 77,378

Estimated Expenditures

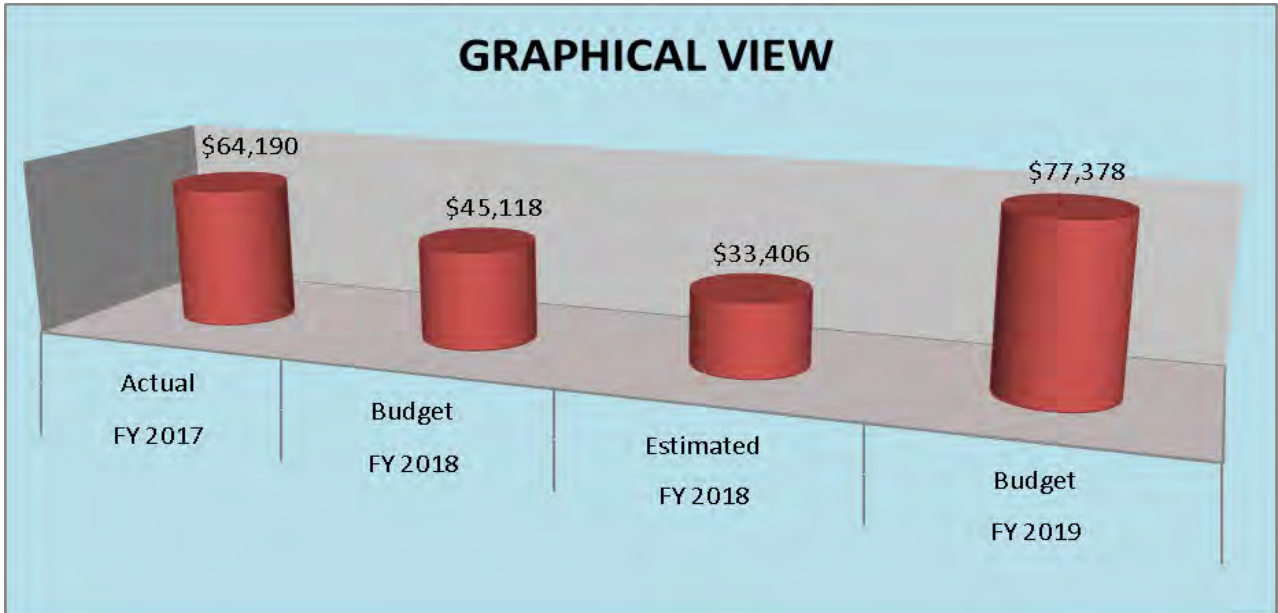
Contractual Services	\$ 77,378	
Financing Uses- Fund Balance	<u>-0-</u>	
 Total Budgeted Expenditures		 <u>\$ 77,378</u>
 Budgeted Net Revenue (Expenditures)		 \$ -0-

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		\$ -0-

FUND APPROPRIATIONS
Transportation Fund

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



FINANCIAL & PERSONNEL SUMMARY

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

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		 \$ 1,633,500

Estimated Expenditures

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

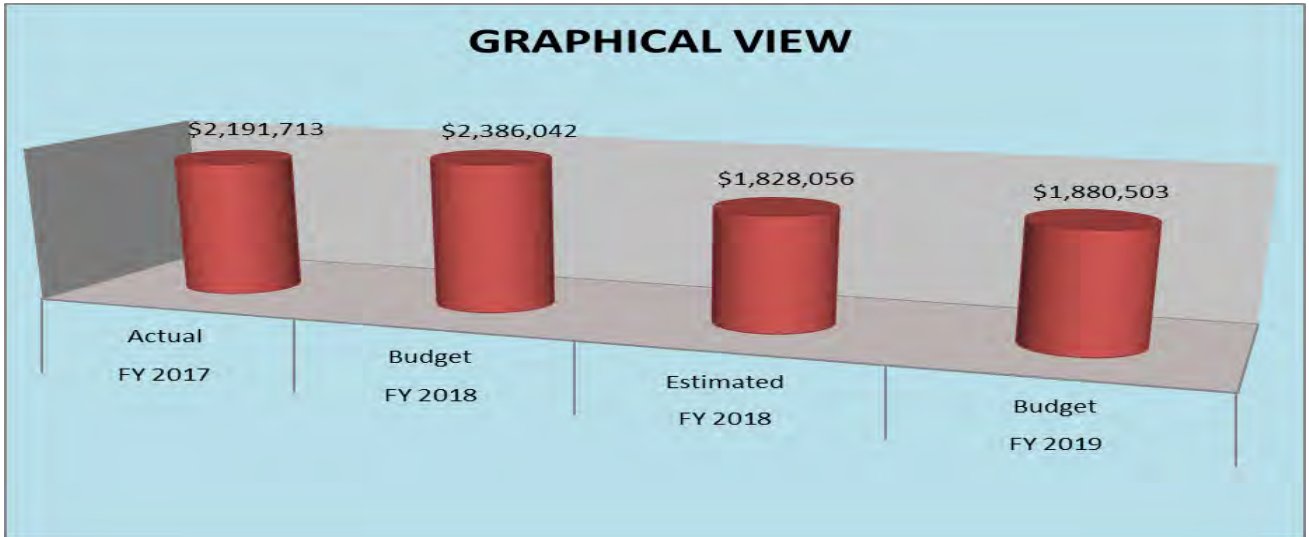
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FUND APPROPRIATIONS

Sewer Fund

FUND/FUNCTION: SEWER/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	\$ 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
Total	\$ 2,191,713	\$ 2,386,042	\$ 1,828,056	\$ 1,880,503

Personnel/FTE Data	Actual	Budget	Actual	Budget
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
Total Positions	3.0	3.0	3.0	3.5
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		 \$ 3,838,600

Estimated Expenditures

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

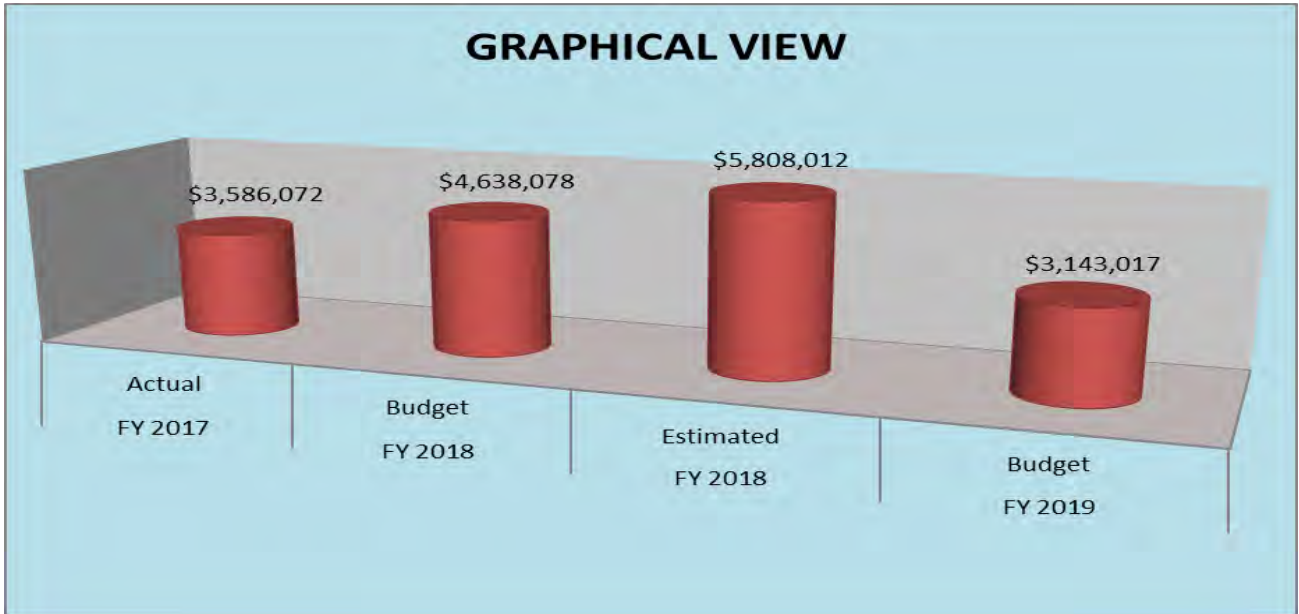
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FUND APPROPRIATIONS

Water Fund

FUND/FUNCTION: WATER/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	\$ 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
Total	\$ 3,586,072	\$ 4,638,078	\$ 5,808,012	\$ 3,143,017
Personnel/FTE Data	Actual	Budget	Actual	Budget
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
Total Full Time	13.50	13.50	13.50	14.00
Part Time	1.00	1.00	1.00	1.00
Total Positions	14.50	14.50	14.50	15.00
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		 \$ 1,658,000

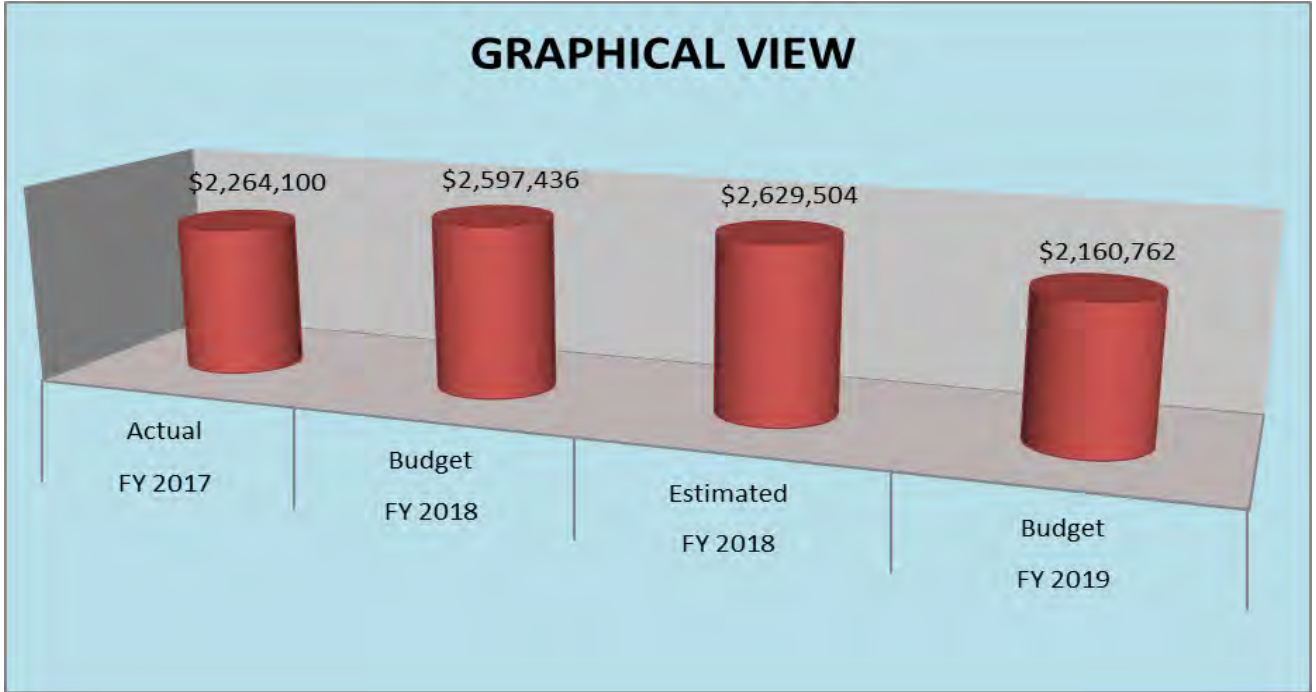
Estimated Expenditures

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

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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

Financial Summary	FY 2017 Actual	FY 2018 Budget	FY 2018 Estimated	FY 2019 Budget
Personnel Services	\$ 797,527	\$ 653,956	\$ 715,568	\$ 695,012
Operating Costs	916,293	971,480	941,936	880,750
Capital Outlay	550,280	972,000	972,000	585,000
Total	\$ 2,264,100	\$ 2,597,436	\$ 2,629,504	\$ 2,160,762

Personnel/FTE Data	Actual	Budget	Actual	Budget
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		\$ 700,000

Estimated Expenditures

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

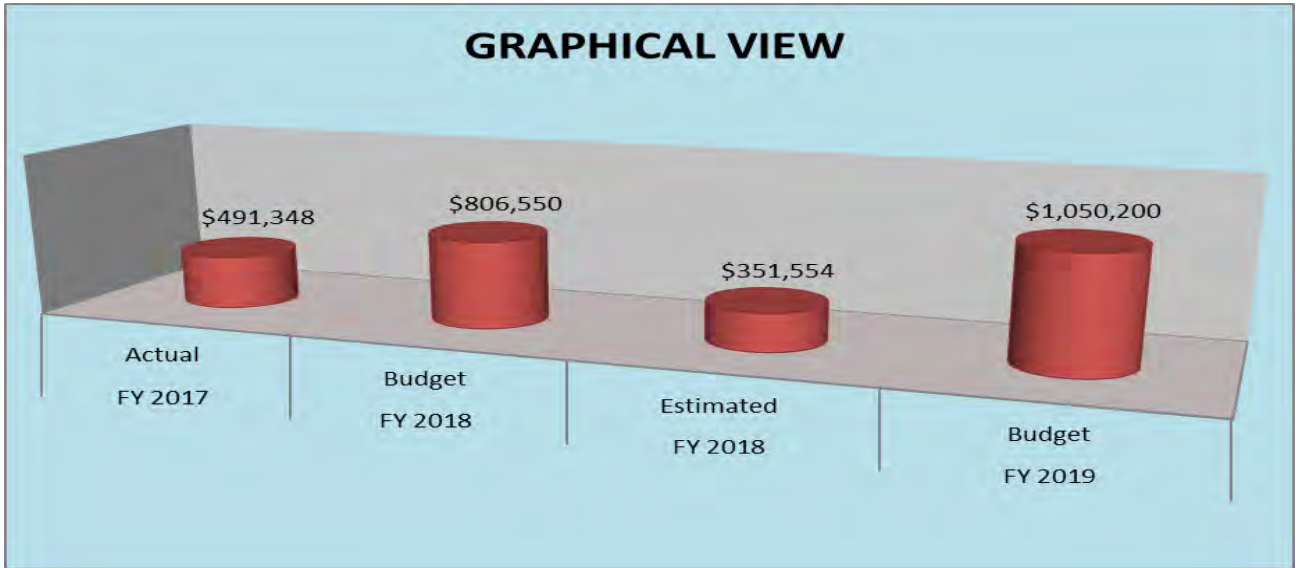
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FUND APPROPRIATIONS

Fleet Fund

FUND/FUNCTION: SEWER AND WATER/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	\$ 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
Total	\$ 491,348	\$ 806,550	\$ 351,554	\$ 1,050,200

Personnel/FTE Data	Actual	Budget	Actual	Budget
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		\$ 233,606

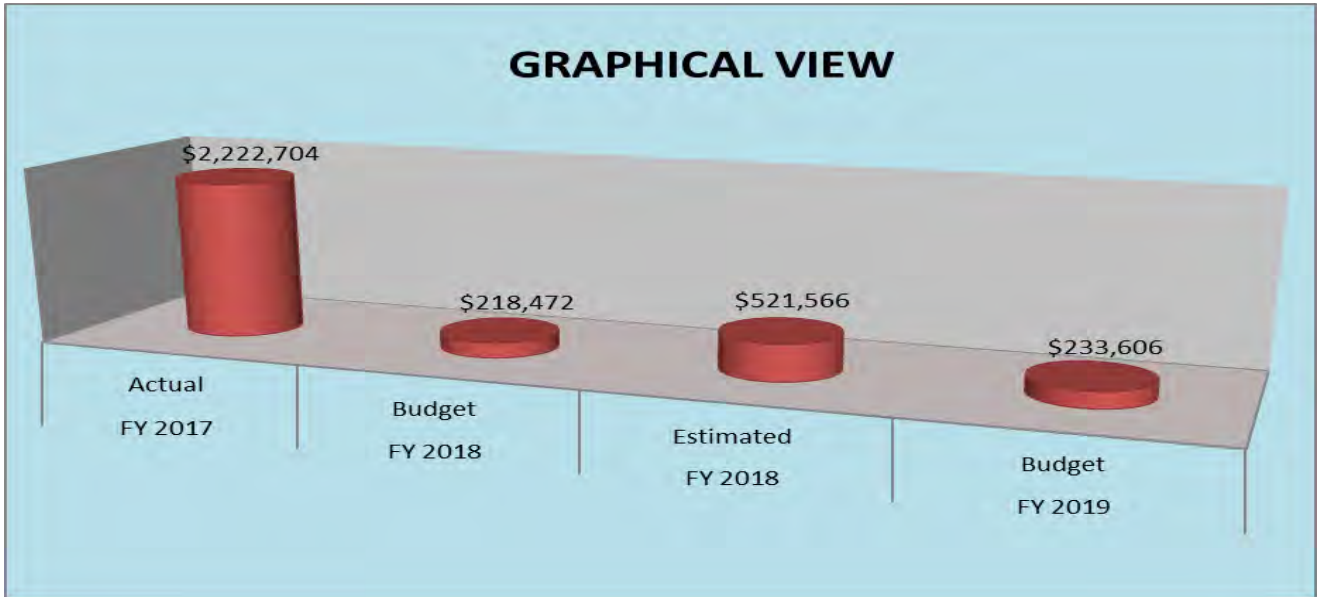
Estimated Expenditures

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

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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	\$ 2,222,704	\$ 218,472	\$ 521,566	\$ 233,606

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		\$ 216,580

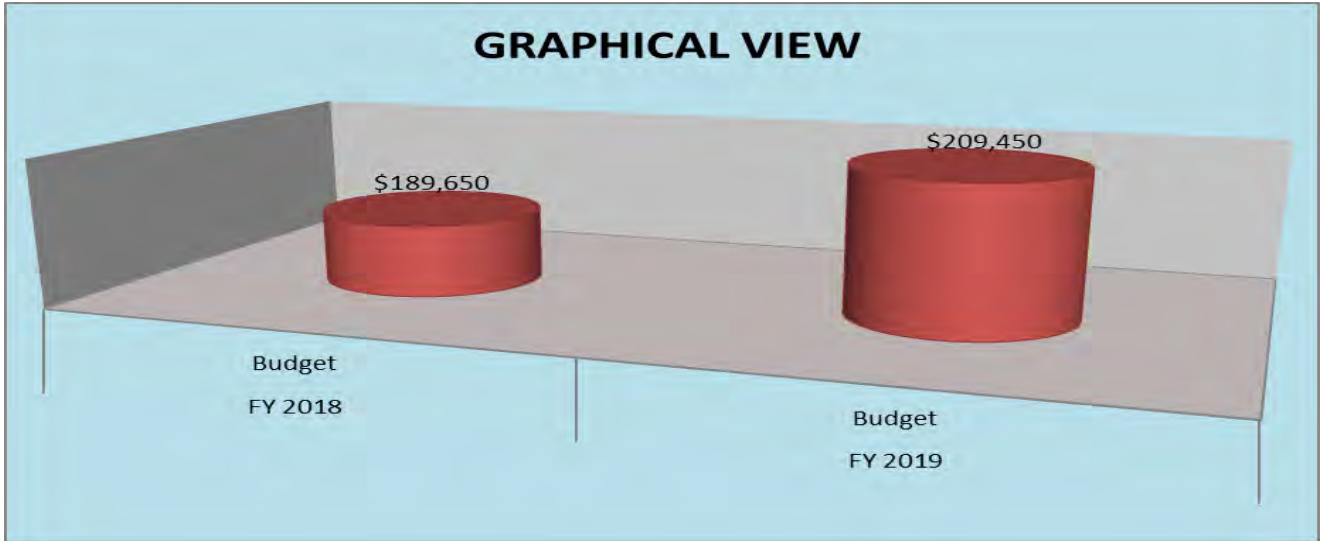
Estimated Expenditures

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

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APPROPRIATIONS
Downtown Development Authority

FUND/FUNCTION: DDA/COMMUNITY DEVELOPMENT
STAFF RESPONSIBLE: DDA DIRECTOR



FINANCIAL & PERSONNEL SUMMARY

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

Personnel/FTE Data	Budget	Budget
Full Time Positions:		
Director	1	1
Program Assistant	1	1
Total Positions	2	2
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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