



Village of Quincy, Michigan

Annual Budget

Fiscal Year 2017/2018

And

2017-2023 Capital Improvement Program

A series of stylized, orange and white wavy lines that wrap around the bottom and left side of the central text area, resembling water or waves.

47 Cole St

Quincy

Michigan

49082

517.639.9065

www.Quincy-MI.org

ELECTED AND APPOINTED OFFICIALS

VILLAGE COUNCIL

Karen Hargreave
Mike Hagaman
Rebecca Horn
Nick Loomis
Bill Heffner
Casey Bassage
Marc Brand

President
President Pro Tem
Trustee
Trustee
Trustee
Trustee
Trustee

VILLAGE ATTORNEY

Charles Lillis

Village Attorney

ADMINISTRATIVE STAFF

Eric Zuzga
Tricia Rzepka
Brittany Hartman

Village Manager
Clerk/Treasurer
Administrative Assist.

DEPARTMENT OF PUBLIC WORKS

Jason Laney
Russ Face
David Green
Bill Poole
George Arnold

Utility Manager
Streets Foreman
DPW Staff
DPW Staff
DPW Staff

PUBLIC SAFETY

Quincy Police Department
Scot Olney
Jeremy Burch
Cody Longrey
Christine Hoelzer
Kevin Kopacz
Rick Pestun
Emily Kreiger

Police Chief (FTE)
Police Officer (FTE)
Police Officer (FTE)
Police Officer (PTE)
Police Officer (PTE)
Police Officer (PTE)
Police Officer (PTE)

Quincy Fire Association
Ray Conley, President
Michael Sherman, Chief

Fire Coverage

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March 21, 2017

Honorable Karen Hargreave, Village President
Village Council
And Residents of Quincy:

RE: Transmittal of 2017-2018 Budget

Dear President Hargreave, Village Council, and Residents of Quincy:

I am pleased to submit for your consideration the 2017-2018 Fiscal Year Budget for the Village of Quincy. This budget is the result of many hours of work by the Village staff and Village Council. The final document was put together after many months of input and review.

External Factors

As with many communities across the state, the Village budget is reliant on revenue sharing payments received from the State of Michigan. Small increases have been proposed by the Governor and initial reports out of the legislature are positive. Staff will continue to monitor this issue and will aggressively defend against any attempt to reduce this portion by the State Legislature.

The employment base in the Village is heavily dependent on the local schools and on manufacturing. Each sector is facing enormous pressures. The budget crisis at the state level is putting the same pressure on the local schools that we are facing. The continued reduction in manufacturing jobs in the United States has not affected the Quincy area yet, but the possibility remains for threats to the local manufacturing base.

Human Resource Issues

The Village has also been very fortunate to keep health care cost increases to a low level. For the coming year, health care premiums increased by less than 10%. Changes in the health care arena have provided several different options that will need to be considered. We must continue to explore the different options available to insure that these costs remain under control.

Capital Projects

The water, local streets, and major streets funds will undertake substantial projects that will help maintain the integrity of each system. The Water Fund will invest \$3.767 million in improvements to the Water distribution system. The streets improvements are all associated with the planned water improvements. Village staff are working on a plan for further investments in the street system.

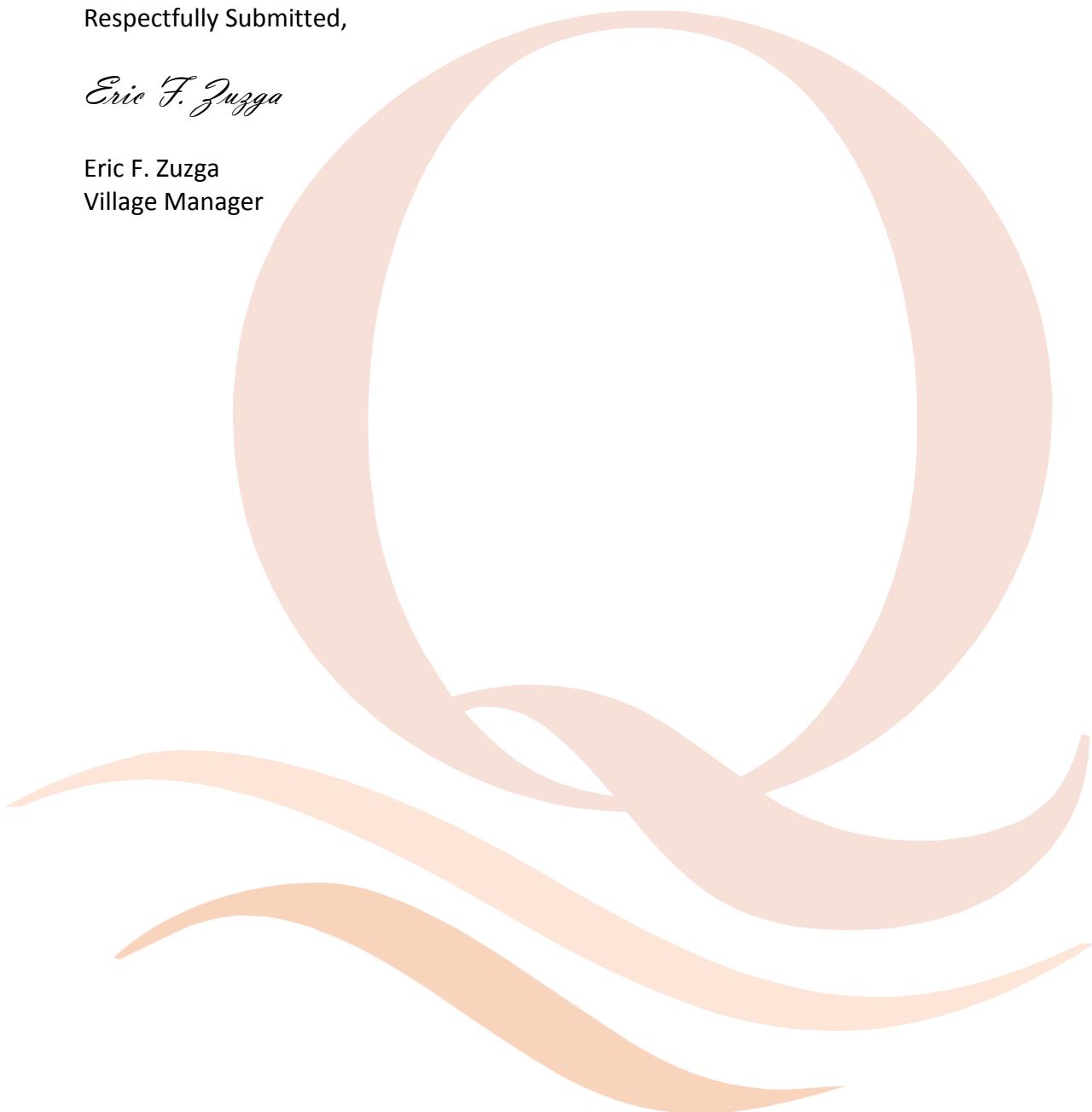
The General Fund has only a few projects planned for the coming year. A new phone system and a generator are planned for the Village Hall, which will be included in the water system improvements. Two other planned projects are a steel rehab of the DPW building in the Village Park and a Police Vehicle replacement.

I would like to thank the Village Council for allowing me the opportunity to continue to work on your behalf. I have been blessed with a fantastic, committed staff that makes my job much easier. I would like to thank each of them for all of their hard work and perseverance. I look forward to working with Council and staff over the next year in continuing our efforts to make Quincy a great place to live, work, and play.

Respectfully Submitted,

Eric F. Zuzga

Eric F. Zuzga
Village Manager



RESOLUTION NO. 2017-03

WHEREAS the Village Manger has submitted a proposed Fiscal Year 2017-2018 Budget and 2017-2023 Capital Improvement Program; and

WHEREAS the Village Council held a public hearing on the proposed budget on March 21, 2017 at 5:30 PM;

NOW, THEREFORE BE IT RESOLVED that the Council of the Village of Quincy hereby adopts the 2017-2018 Fiscal Year Budget and appropriates the following sums for each of the Village for municipal purposes:

Fund	Revenues	Expenditures
General	\$771,794	\$767,299
Major Streets	\$122,200	\$119,191
Local Streets	\$52,275	\$75,754
Municipal Streets	\$114,024	\$113,461
Downtown Development Authority	\$16,000	\$16,000
Debt Service Fund	\$125,429	\$125,429
Sewer Fund	\$525,000	\$475,964
Water Fund	\$625,450	\$617,242

BE IT FURTHER RESOLVED that the Village Council hereby adopts the 2017-2023 Capital Improvement Program as presented for the purpose of establishing a guide for future capital expenditures, with the provision that such Capital Improvement Program in no way obligates the Village to undertake any specific program, include any item in future budgets, or to appropriate funds for any project or item; and

BE IT FURTHER RESOLVED that the Village President shall be compensated at a rate of \$120 per Council meeting and each Council member at a rate of \$100 per Council meeting. Furthermore, all members shall be compensated at a rate of \$10 per Special Council meeting.

BE IT FURTHER RESOLVED that the Village Manager is charged with the supervision and execution of the budget adopted under this general appropriations act and shall be responsible for the performance of the programs within the amounts appropriated by the Village Council unless such amounts appropriated are amended.

BE IT FURTHER RESOLVED THAT this resolution is effective April 1, 2017.

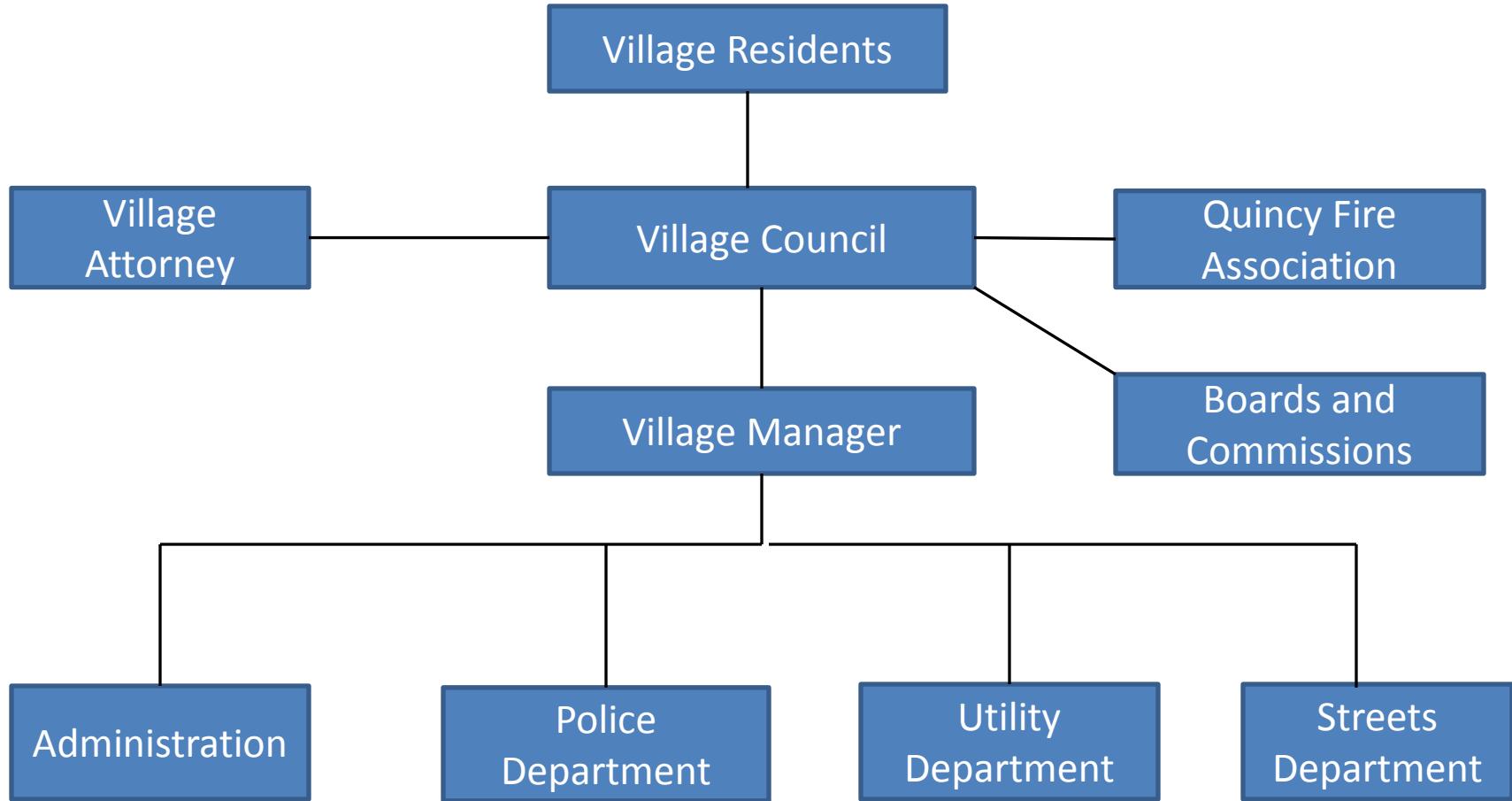
This resolution is hereby adopted on this 21st day of March, 2017 by the Village Council of the Village of Quincy with the following vote:

AYES:

NAYS:

ABSENT:

Tricia Rzepka
Clerk/Treasurer



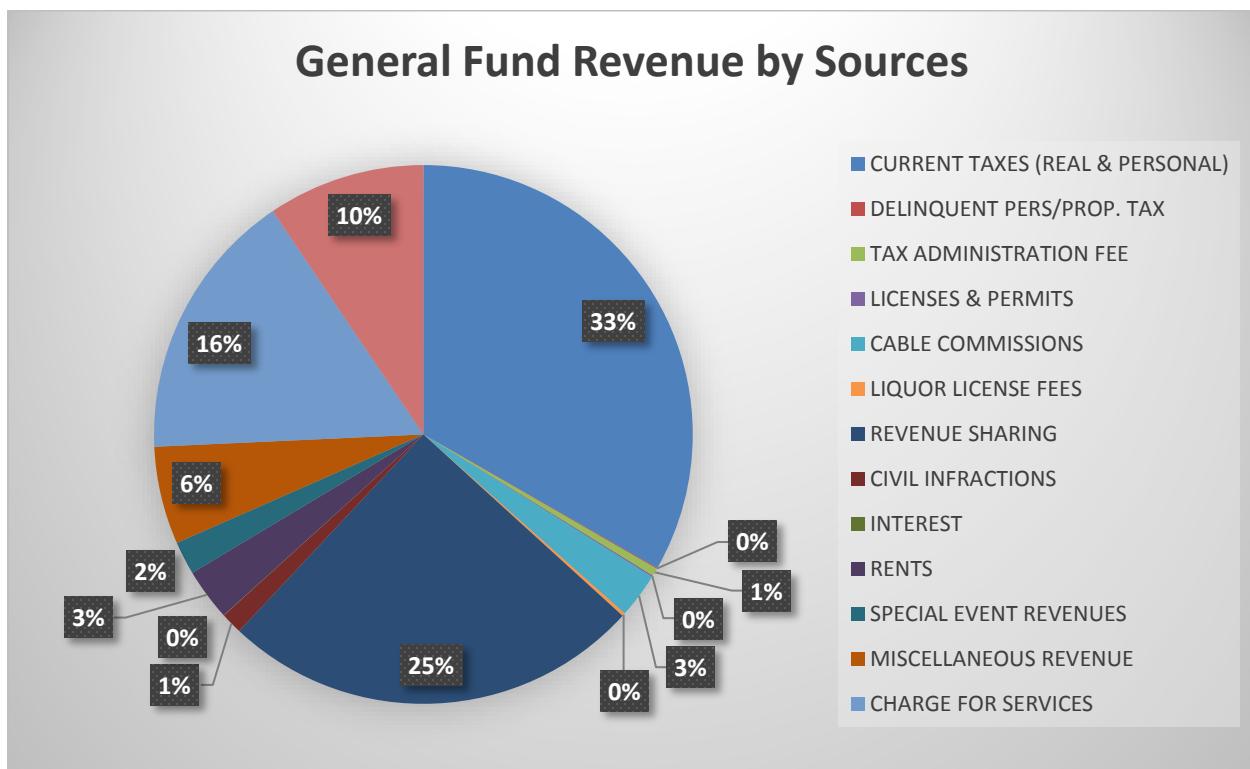
Village of Quincy Organizational Chart

General Fund Detail

Revenue Highlights

General Fund Revenues are not expected to grow very much, continuing the trend seen by many communities around the State. There are four primary sources of revenue in the general fund: property taxes, State Revenue Sharing, Charges for Service (to Utility Funds), and Equipment Rental.

- Property tax revenue is expected to increase slightly, including the reduction from the lost personal property taxes.
- Revenue sharing is expected to increase slightly in both the Constitutional and EVIP categories.
- Civil infractions are expected to increase slightly as the Police Department continues to increase time spent on patrol.
- A new category covering revenues from Special Events was created to account for Quincy Daze and other Village sponsored events.
- Miscellaneous Revenue includes \$24,000 from Quincy Township to pay for Police Services.
- Motor Poole Revenue line item accounts for use of the equipment by other funds.

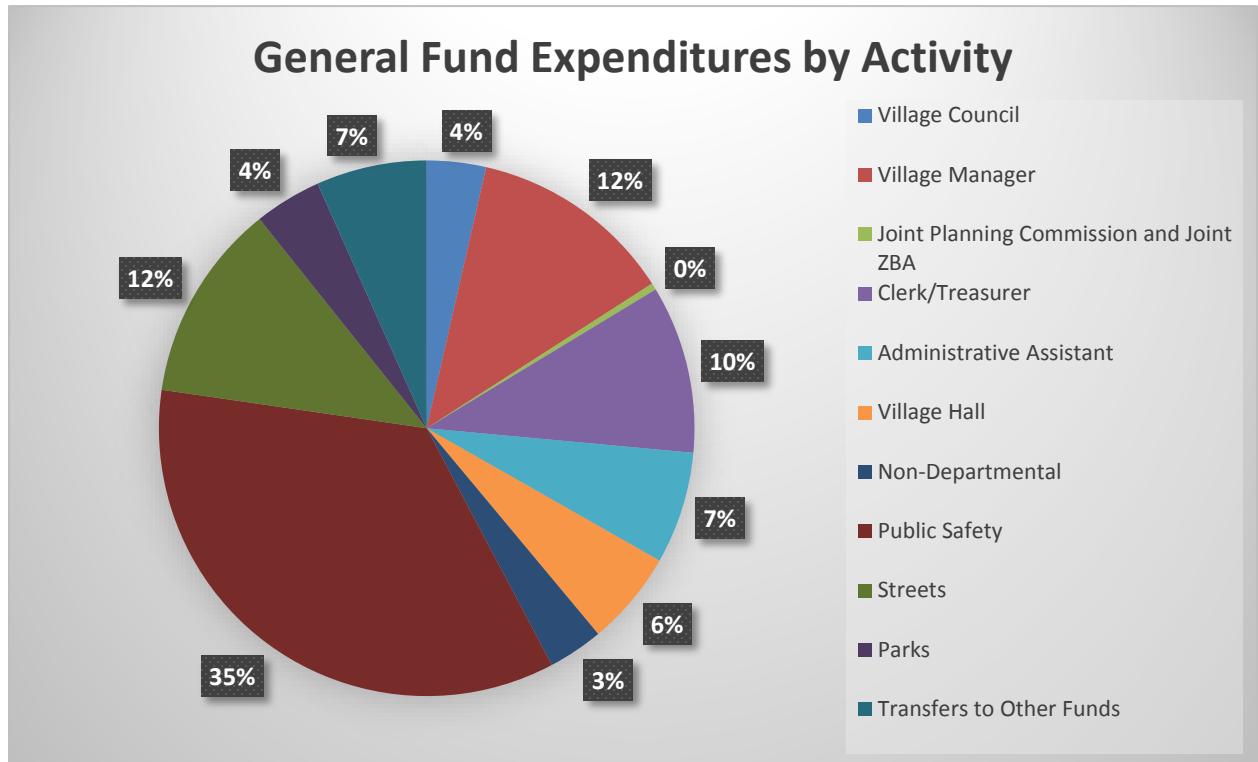


Expense Highlights

- The Village Council makes up 4% of the general fund expenses, which has been fairly consistent over the past several years. The two largest expenditures in this department are council salaries and the retainer for the Village Attorney. Both of these items have been unchanged for the past four years. One other change is an increase to \$200 per Council member for training.
- Expenses related to the Village Manager position account for 12% of General Fund Expenses. The Special Events Expense line item was added this year to account for expenses for Quincy Daze and other events.
- The Village serves as the fiduciary for the Joint Planning Commission (JPC) and Joint Zoning Board of Appeals (JZBA). The JPC only anticipated expenses this year is for salaries to the Village's representatives and a review of Village Ordinances.
- Expenses related to the Clerk/Treasurer account for 10% of the General Fund. The majority of expenses involves personnel costs and the contract for accounting and audit services.
- Village Hall Contracted services account for IT and third party Health Care Administration of our Heath Reimbursement Account.
- Village Hall Equipment accounts for copier expenses and miscellaneous equipment expenses.
- Non-Departmental activities account for 3% of the General Fund and cover any activities that are not accounted for in any of the named departments. Major expenses include allocation for taxes captured by the DDA, tree removal and planting, liability and property insurance, and GIS operation.
- Public Safety accounts for 35% of the General Fund. The majority of these expenses are related to the operation of the Village Police Department, with the only other expense a contribution to the Quincy Fire Association for fire services. The budget anticipates the continuation of the Township contract. If this is not continued, staffing levels will be reduced to compensate for the lost revenue. A COPS grant application, for the addition of a full-time officer, may be submitted which would lead to a mid-year budget amendment. A millage is also being discussed to add additional officers and equipment.
- The Streets Department accounts for 12% of the General Fund. Street services included in the General Fund include vehicle/equipment maintenance, purchase of equipment, brush and leaf pick-up, downtown maintenance, fuel for the Village fleet, and electrical cost of street lights. Payroll expense cover downtown activities, Village Hall maintenance, brush and leaf pick-up, vehicle maintenance, and other related activities.
- One addition to the budget this year is the tracking of park expenses, which accounts for 4% of General Fund expenses, separately from the Streets Department. These expenses account for expected parks maintenance in the coming fiscal year. There is a substantial

decrease from 2015 due to the park redevelopment projects funded by the 2015 Capital Improvement Bond.

- The increase in transfers to other funds, which accounts for 7% of the General Fund Budget, is related to the recent to the 2015 Capital Improvement Bond used to fund park improvements (7-year term) and the proposed lease purchase of three vehicles for the DPW and Utility Departments (5-year lease purchase), and a lease purchase of police vehicle.



Account	Item	2013-14 Actual		2014-2015	2015-16	2016-2017	2016-2017	2017-2018	
		2013-14 Actual	Actual	Actual	Amended	Projected	Requested		
General Fund									
Revenues									
101-000-402.000	CURRENT TAXES (REAL & PERSONAL)	\$ 275,234	\$ 277,502	\$ 280,600	\$ 286,212	\$ 280,647	\$ 283,453		
101-000-402.200	DELINQUENT PERS/PROP. TAX	\$ 1,491	\$ 3,488	\$ 963	\$ 500	\$ 500	\$ 500		
101-000-447.000	TAX ADMINISTRATION FEE	\$ 3,868	\$ 3,394	\$ 3,465	\$ 3,980	\$ 3,419	\$ 3,975		
101-000-451.000	LICENSES & PERMITS	\$ 350	\$ 590	\$ 720	\$ 750	\$ 750	\$ 750		
101-000-452.000	CABLE COMMISSIONS	\$ 16,415	\$ 21,091	\$ 22,745	\$ 22,000	\$ 23,000	\$ 23,000		
101-000-543.000	LIQUOR LICENSE FEES	\$ 1,503	\$ -	\$ 1,498	\$ 1,550	\$ 1,570	\$ 1,600		
101-000-574.000	REVENUE SHARING	\$ 173,222	\$ 185,455	\$ 182,542	\$ 184,817	\$ 245,000	\$ 215,000		
101-000-659.010	CIVIL INFRACTIONS	\$ 4,437	\$ 5,899	\$ 3,933	\$ 7,500	\$ 10,000	\$ 11,000		
101-000-665.000	INTEREST	\$ 275	\$ 125	\$ 234	\$ 250	\$ 150	\$ 150		
101-000-667.000	RENTS	\$ 30,886	\$ 31,190	\$ 20,132	\$ 26,000	\$ 26,000	\$ 26,568		
101-000-670.000	SPECIAL EVENT REVENUES	\$ -	\$ -	\$ 4,100	\$ 17,000	\$ 17,000	\$ 17,000		
101-000-671.000	MISCELLANEOUS REVENUE	\$ 29,399	\$ 95,913	\$ 507,893	\$ 50,000	\$ 50,000	\$ 50,000		
101-000-677.000	CHARGE FOR SERVICES	\$ 116,982	\$ 122,326	\$ 124,186	\$ 133,033	\$ 133,033	\$ 138,798		
101-000-941.003	MOTOR POOL EQUIPMENT RENTAL	\$ 74,152	\$ 69,269	\$ 65,184	\$ 80,500	\$ 80,500	\$ 80,500		
	Total	\$ 712,309	\$ 816,242	\$ 1,218,195	\$ 814,092	\$ 871,569	\$ 771,794		
Expenditures									
Village Council									
101-000-720.000	UNEMPLOYMENT	\$ 240	\$ (237)	\$ -	\$ -	\$ -	\$ -		
101-101-703.000	PART-TIME SALARIES	\$ 7,290	\$ 6,090	\$ 5,410	\$ 9,000	\$ 9,001	\$ 9,000		
101-101-715.000	FICA	\$ 558	\$ 466	\$ 414	\$ 689	\$ 689	\$ 689		
101-101-721.000	WORKERS COMPENSATION	\$ -	\$ 80	\$ 136	\$ 76	\$ 44	\$ 76		
101-101-740.000	OPERATING SUPPLIES	\$ 85	\$ 43	\$ 104	\$ 200	\$ 303	\$ 200		
101-101-801.000	PROFESSIONAL SERVICES	\$ 14,568	\$ 14,571	\$ 13,976	\$ 14,400	\$ 14,930	\$ 16,000		
101-101-958.000	EDUCATION & TRAINING	\$ -	\$ -	\$ 211	\$ 1,400	\$ -	\$ 1,400		
	Total	\$ 22,741	\$ 21,013	\$ 20,251	\$ 25,765	\$ 24,967	\$ 27,365		
Village Manager									
101-172-702.000	PAYROLL	\$ 61,090	\$ 59,896	\$ 60,212	\$ 66,462	\$ 66,462	\$ 72,692		
101-172-715.000	SOCIAL SECURITY	\$ 4,442	\$ 4,729	\$ 4,690	\$ 5,084	\$ 5,084	\$ 5,561		
101-172-716.000	HEALTH BENEFITS	\$ 10,176	\$ 8,484	\$ 4,960	\$ 6,621	\$ 6,581	\$ 6,621		
101-172-718.000	PENSION	\$ 3,665	\$ 3,756	\$ 3,613	\$ 3,988	\$ 3,988	\$ 4,362		
101-172-721.000	WORKERS COMPENSATION	\$ 200	\$ 100	\$ 196	\$ 279	\$ 250	\$ 305		
101-172-805.100	REIMB. FOR SERVICES	\$ (6,750)	\$ (6,250)	\$ (6,250)	\$ (7,500)	\$ (7,500)	\$ (8,000)		
101-172-810.000	DUES & MEMBERSHIPS	\$ 553	\$ 579	\$ 820	\$ 750	\$ 1,792	\$ 750		
101-172-815.000	MARKETING/MISCELLANEOUS	\$ 4,018	\$ 6,022	\$ 12,655	\$ 8,000	\$ 7,292	\$ 1,500		
101-172-850.000	COMMUNICATIONS	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600		
101-172-860.000	TRANSPORTATION	\$ 1,638	\$ 2,166	\$ 1,957	\$ 2,200	\$ 1,800	\$ 1,900		
101-172-958.000	EDUCATION & TRAINING	\$ 1,139	\$ 1,117	\$ 1,108	\$ 1,500	\$ 5,099	\$ 8,500		
101-172-962.000	SPECIAL EVENT EXPENSES	\$ -	\$ -	\$ -	\$ 17,000	\$ 30,840	\$ 17,000		
	Total	\$ 80,771	\$ 81,199	\$ 84,561	\$ 104,984	\$ 122,288	\$ 94,791		
Joint Planning Commission and Joint ZBA									
101-240-702.000	PAYROLL	\$ 200	\$ 450	\$ 200	\$ 600	\$ 150	\$ 600		
101-240-715.000	FICA	\$ 15	\$ 34	\$ 15	\$ 46	\$ 11	\$ 46		
101-241-702.000	PAYROLL	\$ 100	\$ 300	\$ 100	\$ 900	\$ 650	\$ 900		
101-241-715.000	FICA	\$ 8	\$ 23	\$ 8	\$ 69	\$ 50	\$ 69		
101-241-820.000	CONTRACTED SERVICES	\$ -	\$ -	\$ 2,260	\$ 500	\$ 500	\$ 1,500		

Total		\$	323	\$	807	\$	2,583	\$	2,115	\$	1,361	\$	3,115
Clerk/Treasurer													
101-000-665.100	BANK CHARGES	\$	832	\$	929	\$	622	\$	900	\$	1,000	\$	1,000
101-260-702.000	PAYROLL	\$	40,296	\$	41,771	\$	42,580	\$	46,108	\$	51,000	\$	48,288
101-260-715.000	SOCIAL SECURITY	\$	3,036	\$	3,148	\$	3,215	\$	3,527	\$	3,902	\$	3,694
101-260-716.000	HEALTH BENEFITS	\$	14,117	\$	19,693	\$	14,832	\$	8,553	\$	2,500	\$	8,553
101-260-718.000	PENSION	\$	2,418	\$	2,506	\$	2,465	\$	2,766	\$	3,060	\$	2,897
101-260-721.000	WORKERS COMPENSATION	\$	150	\$	100	\$	100	\$	194	\$	180	\$	203
101-260-727.020	POSTAGE & SHIPPING	\$	870	\$	1,110	\$	859	\$	1,000	\$	1,800	\$	1,500
101-260-801.000	PROFESSIONAL SERVICES	\$	10,400	\$	11,400	\$	11,200	\$	16,000	\$	14,900	\$	15,000
101-260-805.100	REIMB. FOR SERVICES	\$	(6,750)	\$	(6,250)	\$	(6,250)	\$	(7,500)	\$	(7,500)	\$	(8,000)
101-260-810.000	DUES & MEMBERSHIPS	\$	280	\$	155	\$	164	\$	400	\$	-	\$	400
101-260-850.000	COMMUNICATIONS	\$	818	\$	3,547	\$	(2,404)	\$	1,500	\$	2,600	\$	2,000
101-260-860.000	TRANSPORTATION	\$	728	\$	1,013	\$	233	\$	600	\$	300	\$	750
101-260-958.000	EDUCATION & TRAINING	\$	550	\$	1,520	\$	923	\$	750	\$	-	\$	1,500
Subtotal		\$	67,745	\$	80,642	\$	68,539	\$	74,799	\$	73,742	\$	77,786
Administrative Assistant													
101-262-702.000	PAYROLL	\$	23,411	\$	25,569	\$	27,212	\$	29,160	\$	27,000	\$	31,320
101-262-715.000	SOCIAL SECURITY	\$	1,763	\$	1,900	\$	1,956	\$	2,231	\$	2,066	\$	2,396
101-262-716.000	HEALTH BENEFITS	\$	9,053	\$	10,745	\$	10,324	\$	14,000	\$	13,031	\$	15,400
101-262-718.000	PENSION	\$	-	\$	1,534	\$	1,633	\$	-	\$	-	\$	1,879
101-262-721.000	WORKERS COMPENSATION	\$	150	\$	50	\$	100	\$	122	\$	100	\$	132
101-262-860.000	TRANSPORTATION	\$	-	\$	-	\$	149	\$	300	\$	50	\$	300
101-262-958.000	EDUCATION & TRAINING	\$	-	\$	-	\$	-	\$	500	\$	-	\$	500
Subtotal		\$	34,377	\$	39,798	\$	41,374	\$	46,313	\$	42,247	\$	51,927
Village Hall													
101-265-727.000	OFFICE SUPPLIES	\$	1,908	\$	5,710	\$	2,631	\$	2,000	\$	3,336	\$	2,000
101-265-820.000	CONTRACTED SERVICES	\$	12,402	\$	14,946	\$	15,232	\$	9,000	\$	20,000	\$	10,000
101-265-921.000	UTILITIES-GAS	\$	7,782	\$	5,211	\$	2,685	\$	3,500	\$	3,800	\$	3,800
101-265-922.000	UTILITIES-ELECTRIC	\$	6,708	\$	7,710	\$	5,109	\$	6,000	\$	6,000	\$	6,200
101-265-923.000	UTILITIES-COMMUNICATIONS	\$	2,549	\$	3,285	\$	3,001	\$	3,500	\$	3,500	\$	3,800
101-265-930.000	EQUIPMENT	\$	3,874	\$	12,534	\$	17,720	\$	13,000	\$	12,800	\$	7,000
101-265-930.100	SOFTWARE LICENSES	\$	4,347	\$	6,891	\$	5,254	\$	5,000	\$	5,000	\$	5,000
101-265-931.000	BUILDING MAINTENANCE	\$	16,726	\$	16,679	\$	16,076	\$	6,000	\$	6,000	\$	6,000
Subtotal		\$	56,296	\$	72,966	\$	67,708	\$	48,000	\$	60,436	\$	43,800
Non-Departmental													
101-294-801.000	DDA TIF	\$	12,830	\$	12,941	\$	13,632	\$	13,768	\$	8,488	\$	8,800
101-294-810.000	DUES & MEMBERSHIPS	\$	1,861	\$	567	\$	1,854	\$	2,100	\$	2,012	\$	2,200
101-294-825.000	INSURANCE	\$	5,063	\$	8,647	\$	7,732	\$	8,000	\$	8,982	\$	9,000
101-294-935.000	VILLAGE MAINTENANCE FUND	\$	3,549	\$	3,858	\$	8,303	\$	5,000	\$	1,150	\$	1,200
101-294-935.100	FORESTRY	\$	10,106	\$	15,968	\$	10,940	\$	6,000	\$	9,580	\$	3,000
101-294-935.200	DRAIN COMMISSION FEES	\$	15	\$	220	\$	-	\$	500	\$	698	\$	500
101-294-961.000	MISCELLANEOUS EXPENSE	\$	91	\$	1,660	\$	904	\$	-	\$	76	\$	-
101-294-967.000	LOAN INTEREST (BOND 2002)	\$	250	\$	750	\$	750	\$	750	\$	750	\$	750
Subtotal		\$	(53,049)	\$	44,611	\$	44,115	\$	36,118	\$	31,736	\$	25,450
Public Safety													
101-301-702.000	PAYROLL	\$	103,360	\$	120,567	\$	123,634	\$	146,396	\$	160,000	\$	150,114
101-301-702.400	PAYROLL- CIVILIAN WAGES	\$	-	\$	-	\$	924	\$	3,840	\$	3,840	\$	3,917
101-301-715.000	SOCIAL SECURITY	\$	7,907	\$	9,223	\$	9,813	\$	11,777	\$	13,200	\$	7,884

101-301-716.000	HEALTH BENEFITS	\$	10,157	\$	11,545	\$	16,620	\$	21,221	\$	21,221	\$	21,221
101-301-718.000	PENSION	\$	-	\$	5,195	\$	5,192	\$	7,584	\$	9,600	\$	9,007
101-301-721.000	WORKERS COMPENSATION	\$	1,571	\$	3,834	\$	3,305	\$	3,704	\$	4,048	\$	3,798
101-301-727.000	OFFICE SUPPLIES	\$	35	\$	204	\$	356	\$	750	\$	750	\$	750
101-301-727.020	POSTAGE & SHIPPING	\$	-	\$	-	\$	3	\$	25	\$	25	\$	25
101-301-740.000	OPERATING SUPPLIES	\$	7,994	\$	5,154	\$	5,123	\$	4,000	\$	4,000	\$	5,000
101-301-741.000	UNIFORMS	\$	4,927	\$	3,992	\$	3,465	\$	1,000	\$	1,000	\$	1,500
101-301-801.000	PROFESSIONAL SERVICES	\$	-	\$	-	\$	45	\$	100	\$	100	\$	500
101-301-803.000	FIRE ASSOCIATION	\$	35,285	\$	37,200	\$	40,292	\$	40,029	\$	40,029	\$	41,230
101-301-810.000	DUES & MEMBERSHIPS	\$	1,787	\$	1,923	\$	1,880	\$	2,000	\$	2,000	\$	250
101-301-820.000	CONTRACTED SERVICES	\$	75	\$	549	\$	1,261	\$	3,000	\$	3,000	\$	150
101-301-825.000	INSURANCE	\$	5,754	\$	7,600	\$	12,370	\$	10,000	\$	10,000	\$	13,000
101-301-850.000	COMMUNICATIONS	\$	1,405	\$	2,553	\$	2,234	\$	3,500	\$	3,500	\$	1,000
101-301-860.000	TRANSPORTATION	\$	827	\$	1,668	\$	864	\$	1,500	\$	1,500	\$	4,000
101-301-929.000	EQUIPMENT	\$	2,560	\$	1,412	\$	22,838	\$	500	\$	500	\$	1,500
101-301-930.000	EQUIPMENT MAINTENANCE	\$	7,420	\$	2,010	\$	5,718	\$	500	\$	500	\$	1,500
101-301-958.000	EDUCATION & TRAINING	\$	1,047	\$	339	\$	1,575	\$	2,000	\$	2,000	\$	2,500
Total		\$	240,638	\$	214,968	\$	257,512	\$	263,427	\$	280,813	\$	268,845

Streets

101-441-702.000	PAYROLL	\$ 71,106	\$ 64,356	\$ 63,007	\$ 54,196	\$ 17,090	\$ 54,196
101-441-715.000	SOCIAL SECURITY	\$ 5,150	\$ 5,692	\$ 4,439	\$ 4,146	\$ 1,307	\$ 4,146
101-441-716.000	HEALTH BENEFITS	\$ 21,888	\$ 20,144	\$ 19,433	\$ 15,325	\$ 15,325	\$ 16,857
101-441-718.000	PENSION	\$ 3,358	\$ 3,720	\$ 2,941	\$ 3,252	\$ 1,025	\$ 3,252
101-441-721.000	WORKERS COMPENSATION	\$ 1,151	\$ 1,235	\$ 1,519	\$ 2,200	\$ 2,200	\$ 3,425
101-441-740.000	OPERATING SUPPLIES	\$ 18,121	\$ 21,807	\$ 8,666	\$ 7,000	\$ 7,000	\$ 13,000
101-441-741.000	UNIFORMS	\$ 818	\$ 1,435	\$ 1,536	\$ 1,500	\$ 1,500	\$ 1,500
101-441-805.100	REIMB. FOR SERVICES	\$ (90,000)	\$ (80,000)	\$ (82,500)	\$ (82,500)	\$ (82,500)	\$ (82,500)
101-441-820.000	CONTRACTED SERVICES	\$ 27,199	\$ 12,651	\$ 43,001	\$ 10,000	\$ 10,000	\$ 15,000
101-441-860.000	TRANSPORTATION	\$ 31,683	\$ 24,325	\$ 21,780	\$ 20,000	\$ 20,000	\$ 22,000
101-441-922.000	UTILITIES-ELECTRIC	\$ 33,987	\$ 19,873	\$ 26,995	\$ 33,000	\$ 33,000	\$ 38,000
101-441-930.000	EQUIPMENT MAINTENANCE	\$ 2,796	\$ 3,867	\$ 4,351	\$ 2,000	\$ 2,000	\$ 2,000
101-441-958.000	EDUCATION & TRAINING	\$ -	\$ 65	\$ 48	\$ 500	\$ 500	\$ 500

Parks

SUBTOTAL

■ 145 ■ 146

Revenue Over (Under) Expenditure

Major Street Details

The Major Street Fund is established by Act 51 to perform 51 to provide support for streets that are higher in traffic, especially commercial and industrial.

Revenue Highlights

- Act 51 established a formula for the distribution of gas taxes based upon the number of miles of major streets and population. With the change in State funding mechanism, the Village expects to receive an increase in revenue over the next five years.
- METRO Act collects funds from telecommunication providers based on the mileage of wire in communities. These funds are then distributed to communities to be used for right-of-way maintenance activities. METRO Act revenues have remained fairly level since they were introduced and we expect that to remain the case for the foreseeable future.
- The Village has a contract with the Michigan Department of Transportation to provide street sweeping and snow removal services on US-12. The expense and revenue for these services are under the Trunkline activities.
- The Municipal Street Fund will start to transfer revenues to the Major Street Fund to assist in maintenance activities and to support specific road projects.

Expenditure Highlights

- Routine maintenance costs continue to escalate as asphalt costs increase paving, cold patch and chip seal expenses. Staff is still working to identify the street maintenance planned for 2017.
- The Village needs to develop a plan for the replacement of its traffic signs due to Federal regulations on retroreflectivity. This will take many years and will be an expensive project. Staff is currently working on a plan and estimate for the project.
- The Village is required to spend 1% of its Act 51 revenues each year, based on 10% over a rolling 10 year period, on non-motorized activities (sidewalks, trails, ramps, etc). The Village is in compliance with this requirement and is planning additional work in this fiscal year.
- We will continue to contract with the City of Coldwater for street sweeping services for US-12 and other curbed streets.

Goals and Objectives

- Update PASER ratings for local streets
- Finish development of an Asset Management Plan for all local streets
- Develop a plan, coordinated with utility system needs, for the reconstruction and/or rehabilitation of several streets in the major street system.

Local Street Fund Details

The Local Street Fund is established by Public Act 51 to provide support for streets that are primarily residential in nature.

Revenues

- Act 51 established a formula for the distribution of gas taxes based upon the number of miles of local streets and population. With the change in the funding mechanism, we expect an increase over the next five years.
- METRO Act collects funds from telecommunication providers based on the mileage of wire in communities. These funds are then distributed to communities to be used for right-of-way maintenance activities. METRO Act revenues have decreased slightly since they were introduced and we expect that to remain the case for the foreseeable future.
- The other major source of revenue is transfers from the Municipal Streets Fund. The amount varies on a year to year basis as projects require.

Expenditures

- Staff is still considering the road treatment projects for the coming year. Amounts allotted for maintenance activities may be switched to debt service to pay for a long term debt issuance under consideration.
- The Village needs to develop a plan for the replacement of its traffic signs due to Federal regulations on retroreflectivity. This will take many years and will be an expensive project. Staff is currently working on a plan and estimate for the project.
- The Village is required to spend 1% of its Act 51 revenues each year, based on 10% over a rolling 10 year period, on non-motorized activities (sidewalks, trails, ramps, etc). The Village is in compliance with this requirement and is planning additional work in this fiscal year.

Goals and Objectives

- Update PASER ratings for local streets
- Finish development of an Asset Management Plan for all local streets
- Develop a plan, coordinated with utility system needs, for the reconstruction and/or rehabilitation of several streets in the local street system.

Municipal Street Details

The Municipal Street Fund is the repository of funds derived from the Streets Millage assessed on all real and personal property in the Village.

Revenues

All revenues are derived from the levy of 4.6379 mills against all real and personal property in the Village.

A slight reduction in the amount of taxes generated from the elimination of personal property taxes for some businesses will be somewhat offset by an increase in the real property taxable values.

Expenditures

- Funds are transferred to the Local Streets Fund, Major Streets, and General Fund for support of various projects.
- A portion of the millage generated by properties in the downtown are captured by the Downtown Development Authority and used for its purposes.

2016-2017 Goals and Objectives

- Derive a long term plan for the reconstruction and/or rehabilitation of the Village Street system.
- Determine the allocation of funds towards on-going maintenance versus capital projects.
- Complete the development of a Street Asset Management Plan.

Account	Item	2017-2018 Requested	2018-2019 Estimated	2019-2020 Estimated	2020-2021 Estimated	2021-2022 Estimated	2022-2023 Estimated
Major Street Fund							
	Beginning Fund Balance	\$ 34,770	\$ 37,779	\$ 43,008	\$ 45,685	\$ 41,931	\$ 45,162
202-000-452.100	METRO ACT	\$ 2,150	\$ 2,100	\$ 2,000	\$ 1,950	\$ 1,950	\$ 1,950
202-000-547.000	STATE-MAJOR	\$ 104,000	\$ 115,200	\$ 118,000	\$ 126,200	\$ 139,600	\$ 142,000
202-000-547.200	STATE-MISC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
202-000-548.000	STATE-TRUNKLINE	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
202-000-665.000	INTEREST	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50
202-000-699.000	TRANSFERS FROM OTHER FUNDS	\$ 15,000	\$ 15,000	\$ 17,000	\$ 19,000	\$ 20,000	\$ 21,000
	Total	\$ 122,200	\$ 133,350	\$ 138,050	\$ 148,200	\$ 162,600	\$ 166,000
202-464-702.000	PAYROLL	\$ 17,340	\$ 17,687	\$ 18,041	\$ 18,401	\$ 18,769	\$ 19,145
202-464-715.000	FICA	\$ 1,327	\$ 1,353	\$ 1,380	\$ 1,408	\$ 1,436	\$ 1,465
202-464-716.000	EMPLOYEE INSURANCES	\$ 3,011	\$ 3,312	\$ 3,643	\$ 4,007	\$ 4,408	\$ 4,849
202-464-718.000	401 PLAN	\$ 1,040	\$ 1,061	\$ 1,082	\$ 1,104	\$ 1,126	\$ 1,149
202-464-721.000	WORKERS COMPENSATION	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400
202-464-740.000	OPERATING SUPPLIES	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
202-464-820.000	CONTRACTED SERVICES	\$ 50,000	\$ 55,000	\$ 60,000	\$ 75,000	\$ 80,000	\$ 80,000
202-464-941.000	EQUIPMENT RENTAL	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
	Total	\$ 81,618	\$ 87,313	\$ 93,046	\$ 108,820	\$ 114,639	\$ 115,507
202-465-702.000	PAYROLL	\$ 3,101	\$ 3,163	\$ 3,226	\$ 3,291	\$ 3,356	\$ 3,424
202-465-715.000	FICA	\$ 237	\$ 242	\$ 247	\$ 252	\$ 257	\$ 262
202-465-716.000	EMPLOYEE INSURANCES	\$ 1,205	\$ 1,325	\$ 1,457	\$ 1,603	\$ 1,764	\$ 1,940
202-465-718.000	401 PLAN	\$ 186	\$ 190	\$ 194	\$ 197	\$ 201	\$ 205
202-465-721.000	WORKERS COMPENSATION	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
202-465-740.000	OPERATING SUPPLIES	\$ 3,500	\$ 3,750	\$ 3,750	\$ 4,000	\$ 4,000	\$ 4,000
202-465-941.000	EQUIPMENT RENTAL	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750	\$ 2,750
	Total	\$ 11,179	\$ 11,619	\$ 11,824	\$ 12,293	\$ 12,528	\$ 12,781
202-466-702.000	PAYROLL	\$ 1,727	\$ 1,762	\$ 1,797	\$ 1,833	\$ 1,870	\$ 1,907
202-466-715.000	FICA	\$ 132	\$ 135	\$ 137	\$ 140	\$ 143	\$ 146
202-466-716.000	EMPLOYEE INSURANCES	\$ 602	\$ 662	\$ 728	\$ 801	\$ 881	\$ 970

202-466-718.000	401 PLAN	\$ 104	\$ 106	\$ 108	\$ 110	\$ 112	\$ 114
202-466-721.000	WORKERS COMPENSATION	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
202-466-740.000	OPERATING SUPPLIES	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
202-466-778.000	PAINT & SIGNS	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
202-466-820.000	CONTRACTED SERVICES	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
202-466-941.000	EQUIPMENT RENTAL	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
Total		\$ 4,365	\$ 5,965	\$ 6,071	\$ 6,185	\$ 6,307	\$ 6,437
202-467-702.000	PAYROLL	\$ 1,727	\$ 1,762	\$ 1,797	\$ 1,833	\$ 1,870	\$ 1,907
202-467-715.000	FICA	\$ 132	\$ 135	\$ 137	\$ 140	\$ 143	\$ 146
202-467-716.000	EMPLOYEE INSURANCES	\$ 602	\$ 662	\$ 728	\$ 801	\$ 881	\$ 970
202-467-718.000	401 PLAN	\$ 104	\$ 106	\$ 108	\$ 110	\$ 112	\$ 114
202-467-721.000	WORKERS COMPENSATION	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
202-467-740.000	OPERATING SUPPLIES	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
202-467-820.000	CONTRACTED SERVICES	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
202-467-941.000	EQUIPMENT RENTAL	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750
Total		\$ 7,765	\$ 7,865	\$ 7,971	\$ 8,085	\$ 8,207	\$ 8,337
202-468-805.000	ADMINISTRATIVE COSTS	\$ 10,000	\$ 11,000	\$ 12,000	\$ 12,000	\$ 13,000	\$ 14,000
202-468-820.000	CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total		\$ 10,000	\$ 11,000	\$ 12,000	\$ 12,000	\$ 13,000	\$ 14,000
202-469-702.000	PAYROLL	\$ 1,550	\$ 1,581	\$ 1,613	\$ 1,645	\$ 1,678	\$ 1,712
202-469-715.000	FICA	\$ 119	\$ 121	\$ 123	\$ 126	\$ 128	\$ 131
202-469-716.000	EMPLOYEE INSURANCES	\$ 602	\$ 662	\$ 728	\$ 801	\$ 881	\$ 969
202-469-718.000	401 PLAN	\$ 93	\$ 95	\$ 97	\$ 99	\$ 101	\$ 103
202-469-721.000	WORKERS COMPENSATION	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
202-469-820.000	CONTRACTED SERVICES	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
202-469-941.000	EQUIPMENT RENTAL	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
Total		\$ 4,264	\$ 4,359	\$ 4,461	\$ 4,571	\$ 4,688	\$ 4,814
TRANSFERS TO OTHER FUNDS		\$ -					
Total Expenditures		\$ 119,191	\$ 128,121	\$ 135,373	\$ 151,954	\$ 159,369	\$ 161,876

Revenue Over/(Under) Exp	\$ 3,009	\$ 5,229	\$ 2,677	\$ (3,754)	\$ 3,231	\$ 4,124
Ending Fund Balance	\$ 37,779	\$ 43,008	\$ 45,685	\$ 41,931	\$ 45,162	\$ 49,286

Local Streets Fund

Beginning Fund Balance	\$ 43,464	\$ 19,985	\$ 27,261	\$ 17,161	\$ 29,711	\$ 15,582
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203-000-452.000 METRO ACT	\$ 2,200	\$ 2,100	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,900
203-000-547.200 STATE-MISC	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
203-000-549.000 STATE-LOCAL	\$ 35,000	\$ 38,000	\$ 42,000	\$ 44,500	\$ 51,000	\$ 52,000
203-000-665.000 INTEREST	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
203-000-699.000 TRANSFERS FROM OTHER FUNDS	\$ 15,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ 21,000
Total	\$ 52,275	\$ 58,175	\$ 62,075	\$ 64,575	\$ 73,075	\$ 74,975

203-464-702.000 PAYROLL	\$ 9,301	\$ 9,487	\$ 9,677	\$ 9,871	\$ 10,068	\$ 10,269
203-464-715.000 SOCIAL SECURITY	\$ 712	\$ 726	\$ 740	\$ 755	\$ 770	\$ 786
203-464-716.000 HEALTH BENEFITS	\$ 3,612	\$ 3,974	\$ 4,371	\$ 4,808	\$ 5,289	\$ 5,818
203-464-718.000 PENSION	\$ 558	\$ 569	\$ 581	\$ 592	\$ 604	\$ 616
203-464-721.000 WORKERS COMPENSATION	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300
203-464-740.000 OPERATING SUPPLIES	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
203-464-820.000 CONTRACTED SERVICES	\$ -	\$ -	\$ 20,000	\$ -	\$ 33,000	\$ 33,000
203-464-941.000 EQUIPMENT RENTAL	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Total	\$ 21,483	\$ 22,056	\$ 42,669	\$ 23,326	\$ 57,031	\$ 57,789

203-465-702.000 PAYROLL	\$ 3,101	\$ 3,163	\$ 3,226	\$ 3,291	\$ 3,356	\$ 3,424
203-465-715.000 FICA	\$ 237	\$ 242	\$ 247	\$ 252	\$ 257	\$ 262
203-465-716.000 EMPLOYEE INSURANCES	\$ 1,205	\$ 1,325	\$ 1,457	\$ 1,603	\$ 1,764	\$ 1,940
203-465-718.000 401 PLAN	\$ 186	\$ 190	\$ 194	\$ 197	\$ 201	\$ 205
203-465-721.000 WORKERS COMPENSATION	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
203-465-740.000 OPERATING SUPPLIES	\$ 3,250	\$ 3,500	\$ 3,750	\$ 4,000	\$ 4,000	\$ 4,000
203-465-941.000 EQUIPMENT RENTAL	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Total	\$ 10,579	\$ 11,019	\$ 11,474	\$ 11,943	\$ 12,178	\$ 12,431

203-466-702.000 PAYROLL	\$ 1,550	\$ 1,581	\$ 1,613	\$ 1,645	\$ 1,678	\$ 1,712
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203-466-715.000	FICA	\$ 119	\$ 121	\$ 123	\$ 126	\$ 128	\$ 131
203-466-716.000	EMPLOYEE INSURANCES	\$ 602	\$ 662	\$ 728	\$ 801	\$ 881	\$ 969
203-466-718.000	401 PLAN	\$ 93	\$ 95	\$ 97	\$ 99	\$ 101	\$ 103
203-466-721.000	WORKERS COMPENSATION	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
203-466-778.000	PAINT & SIGNS	\$ 2,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
203-466-820.000	CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
203-466-941.000	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
	Total	\$ 5,964	\$ 5,559	\$ 5,661	\$ 5,771	\$ 5,888	\$ 6,014

203-467-702.000	PAYROLL	\$ 1,727	\$ 1,762	\$ 1,797	\$ 1,833	\$ 1,870	\$ 1,907
203-467-715.000	FICA	\$ 132	\$ 135	\$ 137	\$ 140	\$ 143	\$ 146
203-467-716.000	EMPLOYEE INSURANCES	\$ 602	\$ 662	\$ 728	\$ 801	\$ 881	\$ 970
203-467-718.000	401 PLAN	\$ 104	\$ 106	\$ 108	\$ 110	\$ 112	\$ 114
203-467-721.000	WORKERS COMPENSATION	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
203-467-740.000	OPERATING SUPPLIES	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
203-467-820.000	CONTRACTED SERVICES	\$ 500	\$ 2,000	\$ 2,000	\$ 500	\$ 500	\$ 500
203-467-941.000	EQUIPMENT RENTAL	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
	Total	\$ 6,665	\$ 8,265	\$ 8,371	\$ 6,985	\$ 7,107	\$ 7,237

203-468-805.000	ADMINISTRATIVE COSTS	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,000
203-468-820.000	CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 5,000	\$ 5,000

TRANSFERS TO OTHER FUNDS **\$ 27,063** **\$ 26,038** **\$ -** **\$ -** **\$ -** **\$ -**

Total Expenditures	\$ 75,754	\$ 50,900	\$ 72,175	\$ 52,025	\$ 87,204	\$ 88,471
Revenue Over/(Under) Exp.	\$ (23,479)	\$ 7,275	\$ (10,100)	\$ 12,550	\$ (14,129)	\$ (13,496)
Ending Fund Balance	\$ 19,985	\$ 27,261	\$ 17,161	\$ 29,711	\$ 15,582	\$ 2,085

Municipal Streets Fund

	Beginning Fund Balance	\$ 4,562	\$ 5,125	\$ 4,899	\$ 4,929	\$ 5,259	\$ 4,936
204-000-402.000	CURRENT TAXES (REAL & PERSONAL)	\$ 114,024	\$ 116,304	\$ 118,630	\$ 121,003	\$ 123,423	\$ 125,891
	Total	\$ 114,024	\$ 116,304	\$ 118,630	\$ 121,003	\$ 123,423	\$ 125,891

204-446-801.100	DDA TIF	\$ 3,461	\$ 3,530	\$ 3,601	\$ 3,673	\$ 3,746	\$ 3,821
204-446-901.000	LOCAL STREETS PROJECT	\$ 15,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 20,000	\$ 21,000
204-446-902.000	MAJOR STREETS PROJECT	\$ 15,000	\$ 15,000	\$ 17,000	\$ 19,000	\$ 20,000	\$ 21,000
204-446-903.000	GENERAL STREETS SERVICES	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Total		\$ 113,461	\$ 116,530	\$ 118,601	\$ 120,673	\$ 123,746	\$ 125,821
Revenue Over/(Under) Exp		\$ 563	\$ (226)	\$ 30	\$ 330	\$ (323)	\$ 70
Ending Fund Balance		\$ 5,125	\$ 4,899	\$ 4,929	\$ 5,259	\$ 4,936	\$ 5,006

Brownfield Redevelopment Authority (BRA) Details

The BRA was established to assist in the redevelopment of the former Acorn Windows facility by Speedrack Products Group. It currently is inactive as the BRA completed repayment of Speedrack's initial investment.

Revenues

In February 2014, the Village Council terminated the tax increment financing and development plan that had existed since 2002. Without the plan in place, the Village is unable to capture taxes paid on the property and will not have any revenue starting this fiscal year. The BRA will remain in place and future TIF and Development plans will be considered as necessary.

A fund balance will exist at the end of the 2014-2015 Fiscal Year. This will be used as required for any expenses authorized by statute.

Expenditures

All remaining fund balance will be budgeted to be used for anything authorized by statute. At this time, there are no specific projects in mind.

Downtown Development Authority (DDA) Details

The DDA was created in 1994 and charged with encouraging redevelopment in the traditional downtown of Quincy. Since that time, many buildings have been renovated, water services and mains have been replaced, all of the parking lots have been redeveloped, and the downtown streetscape was updated.

Revenues

DDA revenue is derived from the capture of taxes from the increased values of property in the traditional downtown. With the reduction in taxable values the past few years and the elimination of the personal property tax for a number of businesses, the amount of taxes captured has been reduced dramatically (over \$10,000 per year since 2011-12). This will limit the number of projects that the DDA Board will be able to undertake.

Expenditures

- The DDA plans to maintain participation in the Coldwater Country-Pure Michigan campaign at \$2,000 per year.
- One area seeing a reduction is the payment to the Village for maintenance services (trash collection, parking lot maintenance, and plowing of sidewalks and parking lots).
- The other area seeing a slight reduction is the community promotions line item which is the funding source for façade improvement, promotions/marketing, and any other aesthetic work downtown.

Goals and Objectives

- The DDA will work with Village to staff to plan a redevelopment of the Northeast Block of downtown.

Account	Item	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
		Requested	Estimated	Estimated	Estimated	Estimated	Estimated
Brownfield Redevelopment Authority							
	Beginning Fund Balance	\$ 6,976	\$ 6,976	\$ 6,976	\$ 6,976	\$ 6,976	\$ 6,976
243-000-402.000	TAX CAPTURE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -					
243-101-805.000	ADMINISTRATIVE COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
243-101-946.000	PROJECT REPAYMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ -					
	Revenues over(under) Expenditures	\$ -					
	Ending Fund Balance	\$ 6,976					
Downtown Development Authority							
	Beginning Fund Balance	\$ 646	\$ 646	\$ 806	\$ 1,128	\$ 1,612	\$ 2,262
248-000-402.000	CURRENT TAXES (REAL & PERSONAL)	\$ 16,000	\$ 16,160	\$ 16,322	\$ 16,485	\$ 16,650	\$ 16,816
	Total	\$ 16,000	\$ 16,160	\$ 16,322	\$ 16,485	\$ 16,650	\$ 16,816
248-101-805.000	ADMINISTRATIVE COSTS	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
248-101-820.000	CONTRACTED SERVICES	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
248-101-930.000	MAINTENANCE SERVICES	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
248-101-945.000	COMMUNITY PROMOTIONS	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Total	\$ 16,000					
	Revenues over(under) Expenditures	\$ -	\$ 160	\$ 322	\$ 485	\$ 650	\$ 816
	Ending Fund Balance	\$ 646	\$ 806	\$ 1,128	\$ 1,612	\$ 2,262	\$ 3,078

Debt Service Fund

The Debt Service Fund was created to account for payments from several funds due for the 2006 Capital Improvement Bond. At that time, a decision was made to move payments for all debt to this fund. All revenues come from transfers from other funds.

Expenditures

- 2006 Capital Improvement Bonds have two more years until they are repaid.
- New lease purchase agreements for Park Improvements and a replacement Police vehicle were approved in 2015.
- Three new vehicles were purchased in the previous year. A new one-ton dump, a service van for the Utility Department, and an All-Terrain Vehicle.

Goals and Objectives

- Complete lease purchase of a new police vehicle.

Sewer Fund		2013-14	2014-2015	2015-16	2016-2017	2016-2017	2017-2018
		Actual	Actual	Actual	Amended	Projected	Requested
590-000-636.000	USAGE/SALES	\$ 145,360	\$ 150,549	\$ 193,000	\$ 148,242	\$ 196,860	\$ 245,000
590-000-647.000	SEWER BASE CHARGE	\$ 124,087	\$ 154,217	\$ 204,000	\$ 197,833	\$ 216,000	\$ 265,000
590-000-648.000	PENALTIES	\$ 6,391	\$ 7,203	\$ 7,300	\$ 8,376	\$ 9,500	\$ 9,500
590-000-650.000	STATE GRANTS	\$ -	\$ -	\$ -	\$ 17,650	\$ 547,500	\$ -
590-000-665.000	INTEREST	\$ 161	\$ 113	\$ 100	\$ 96	\$ 100	\$ 100
590-000-671.000	MISCELLANEOUS REVENUE	\$ 2,720	\$ 2,935	\$ 25,000	\$ 2,695	\$ 2,500	\$ 3,000
590-000-671.010	CONNECTION FEES	\$ 1,800	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 2,400
Total		\$ 280,519	\$ 316,217	\$ 430,600	\$ 376,092	\$ 973,660	\$ 525,000
590-000-999.000	Transfers to Other Funds	\$ 25,275	\$ -	\$ -	\$ -	\$ 80,000	\$ 165,654
590-536-665.100	BANK CHARGES	\$ 1,078	\$ 1,813	\$ 1,000	\$ 962	\$ 1,000	\$ 1,000
590-536-702.000	PAYROLL	\$ 22,066	\$ 23,569	\$ 24,632	\$ 23,337	\$ 21,769	\$ 20,924
590-536-702.999	IPP ACTIVITIES	\$ -	\$ 236	\$ 1,200	\$ -	\$ 1,200	\$ 1,200
590-536-715.000	SOCIAL SECURITY	\$ 1,610	\$ 1,739	\$ 1,633	\$ 1,703	\$ 1,665	\$ 1,601
590-536-716.000	HEALTH BENEFITS	\$ 7,169	\$ 8,454	\$ 7,384	\$ 7,932	\$ 8,122	\$ 7,384
590-536-718.000	401 Plan	\$ 1,305	\$ 1,406	\$ 1,281	\$ 1,374	\$ 1,306	\$ 1,255
590-536-721.000	WORKERS COMPENSATION	\$ 600	\$ 750	\$ 900	\$ 900	\$ 900	\$ 900
590-536-727.000	OFFICE SUPPLIES	\$ 876	\$ 1,019	\$ 1,000	\$ 846	\$ 1,000	\$ 1,500
590-536-727.020	POSTAGE & SHIPPING	\$ 2,192	\$ 2,196	\$ 3,000	\$ 2,124	\$ 3,250	\$ 2,750
590-536-805.000	ADMINISTRATIVE COSTS	\$ 58,491	\$ 61,163	\$ 62,093	\$ 62,093	\$ 62,093	\$ 69,399
590-536-810.000	DUES & MEMBERSHIPS	\$ 967	\$ 1,705	\$ 1,750	\$ 1,454	\$ 1,750	\$ 1,750
590-536-820.000	CONTRACTED SERVICES	\$ -	\$ -	\$ 3,000	\$ 28,000	\$ 3,000	\$ 3,000
590-536-825.000	INSURANCE	\$ 3,896	\$ 4,603	\$ 4,500	\$ 8,054	\$ 5,000	\$ 8,200
590-536-850.000	COMMUNICATIONS	\$ 60	\$ -	\$ 500	\$ 3,982	\$ 250	\$ 250
590-536-860.000	TRANSPORTATION	\$ 172	\$ 477	\$ 500	\$ 239	\$ 500	\$ 500
590-536-923.000	UTILITIES-COMMUNICATIONS	\$ 742	\$ 700	\$ 750	\$ 614	\$ 750	\$ 1,250
590-536-930.200	SOFTWARE & HARDWARE	\$ -	\$ -	\$ 800	\$ 852	\$ -	\$ -
590-536-941.000	EQUIPMENT RENTAL	\$ 27,460	\$ 16,876	\$ 12,000	\$ 3,957	\$ 6,000	\$ 6,000
590-536-958.000	EDUCATION & TRAINING	\$ 486	\$ 550	\$ 1,500	\$ 95	\$ 750	\$ 1,500
590-536-959.000	SAFETY	\$ 20,000	\$ -	\$ 400	\$ 536	\$ 200	\$ 400
590-536-995.000	INTEREST EXPENSE	\$ -	\$ -	\$ -	\$ -		
Total		\$ 149,170	\$ 127,256	\$ 129,822	\$ 149,054	\$ 120,506	\$ 130,762
590-537-702.000	PAYROLL	\$ 12,596	\$ 12,645	\$ 20,623	\$ 6,882	\$ 21,036	\$ 20,623
590-537-715.000	FICA	\$ 909	\$ 911	\$ 1,578	\$ 494	\$ 1,609	\$ 1,578
590-537-716.000	EMPLOYEE INSURANCES	\$ 3,112	\$ 2,950	\$ 6,110	\$ 3,039	\$ 6,721	\$ 6,110
590-537-718.000	401 PLAN	\$ 736	\$ 723	\$ 1,237	\$ 346	\$ 1,262	\$ 1,237
590-537-740.000	OPERATING SUPPLIES	\$ 3,738	\$ 861	\$ 1,000	\$ 2,159	\$ 1,000	\$ 1,800
590-537-801.000	PROFESSIONAL SERVICES	\$ -	\$ -	\$ 50,000	\$ (298,432)	\$ 552,500	\$ -
590-537-820.000	CONTRACTED SERVICES	\$ 11,093	\$ 7,334	\$ 3,500	\$ 19,891	\$ 1,500	\$ 10,000
590-537-922.000	UTILITIES-ELECTRIC	\$ 13,030	\$ 15,127	\$ 11,000	\$ 14,049	\$ 11,500	\$ 11,500
590-537-923.000	UTILITIES-COMMUNICATIONS	\$ 2,974	\$ 3,409	\$ 3,000	\$ 1,907	\$ 3,250	\$ 3,250
590-537-929.000	EQUIPMENT	\$ 4,997	\$ -	\$ 3,000	\$ -	\$ -	\$ -
590-537-930.000	EQUIPMENT MAINTENANCE	\$ 908	\$ 197	\$ 3,000	\$ -	\$ 3,000	\$ 9,375
590-537-932.000	CLEANING/TV	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ -
590-537-933.000	EQUIPMENT RENTAL	\$ -	\$ 3,125	\$ 10,000	\$ 5,463	\$ 13,000	\$ 13,000
Total		\$ 54,093	\$ 47,282	\$ 119,049	\$ (244,202)	\$ 616,378	\$ 78,474
590-539-702.000	PAYROLL	\$ 3,177	\$ 3,880	\$ 20,623	\$ 6,855	\$ 21,036	\$ 20,623
590-539-715.000	FICA	\$ 235	\$ 287	\$ 1,578	\$ 505	\$ 1,609	\$ 1,578
590-539-716.000	EMPLOYEE INSURANCES	\$ 3,256	\$ 2,951	\$ 6,110	\$ 3,040	\$ 6,721	\$ 6,110
590-539-718.000	401 PLAN	\$ 191	\$ 233	\$ 1,237	\$ 411	\$ 1,262	\$ 1,237
590-539-740.000	OPERATING SUPPLIES	\$ 800	\$ 953	\$ 1,500	\$ 2,840	\$ 1,500	\$ 4,000
590-539-741.000	UNIFORMS	\$ 918	\$ 950	\$ 1,000	\$ 849	\$ 1,000	\$ 1,000

590-539-806.000	PERMITS	\$ 1,525	\$ 1,525	\$ 1,575	\$ 1,525	\$ 1,600	\$ 1,525
590-539-820.000	CONTRACTED SERVICES	\$ 3,478	\$ (28,636)	\$ 750	\$ 461,497	\$ 1,000	\$ 1,000
590-539-920.000	LAB SERVICES	\$ 5,663	\$ 7,268	\$ 6,000	\$ 5,328	\$ 6,000	\$ 6,000
590-539-922.000	UTILITIES-ELECTRIC	\$ 29,894	\$ 32,306	\$ 20,000	\$ 25,481	\$ 15,000	\$ 34,000
590-539-930.000	EQUIPMENT MAINTENANCE	\$ 956	\$ 93	\$ 500	\$ -	\$ 500	\$ 3,000
590-539-933.000	CHEMICALS	\$ 12,062	\$ 8,158	\$ 10,000	\$ 10,654	\$ 10,000	\$ 10,000
590-539-940.100	IPP LAB/TESTING	\$ -	\$ 400	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
590-539-941.000	EQUIPMENT RENTAL	\$ 44	\$ 1,772	\$ 6,000	\$ 5,231	\$ 9,000	\$ 9,000
	Total	\$ 62,199	\$ 32,140	\$ 78,874	\$ 524,216	\$ 78,228	\$ 101,074
	Total Expenditures	\$ 290,737	\$ 206,678	\$ 327,744	\$ 429,068	\$ 895,112	\$ 475,964
	Bond Reserve	\$ -	\$ -	\$ -	\$ 17,050	\$ 17,050	\$ 17,050
	O&M Reserve	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
	Revenue Over/(Under) Exp.	\$ (10,218)	\$ 109,539	\$ 102,856	\$ (95,026)	\$ 36,498	\$ 6,986

Sewer Fund Details

The Sewer Fund is an enterprise fund dedicated to operation of the Village Water System. Sewer service is provided to 760 customers in the village and certain areas in Quincy Township. Enterprise funds are standalone funds that derive their revenue from payments from customers of the respective utility.

The Village has to continue to adjust rates, which were raised for the first time since 2007, due to the need to pay for needed improvements on the Sewer System, including a \$4.1 million bond for collection system and treatment plant improvements. Revenues will be monitored to insure that revenues derived from these increases cover operational costs, bond payments, necessary reserves (bond and O&M), and starts to cover the increased costs the system is experiencing.

Expenditures are tracked between three categories of operations: Administration, Collection System, and Treatment System.

Revenue Highlights

- Usage and base fees adjustments will be proposed to take effect in the first quarter of the next fiscal year.

Expenditures Highlights

- Payroll in each category is based on the employees' rate on the proposed salary scale.
- Debt Service for the USDA Bond will start repayment this year.
- Electrical expenses in the Treatment System are expected to be reduced due to construction that will eliminate the air system for its duration and expected efficiencies gained from new equipment.
- Chemical costs in the Treatment System are expected to return to normal with the completion of the chemical feed system improvements.

Goals and Objectives

- Development of an Asset Management Plan through the SAW grant program.
- Completion of a GIS system through the SAW grant program.
- Finish update of the Industrial Pretreatment Program

Water Fund	Item	2013-14	2014-2015	2015-16	2016-2017	2016-2017	2017-2018
		Actual	Actual	Actual	Amended	Projected	Requested
591-000-636.000	USAGE/SALES	\$ 109,803	\$ 111,184	\$ 113,449	\$ 157,000	\$ 107,819	\$ 235,000
591-000-647.000	WATER BASE CHARGE	\$ 252,583	\$ 251,620	\$ 260,490	\$ 282,000	\$ 254,524	\$ 375,000
591-000-648.000	PENALTIES	\$ 8,775	\$ 8,461	\$ 9,384	\$ 9,200	\$ 9,335	\$ 10,500
591-000-665.000	INTEREST	\$ 166	\$ 161	\$ 219	\$ 150	\$ 147	\$ 150
591-000-671.000	MISCELLANEOUS REVENUE	\$ 4,029	\$ 5,143	\$ 8,327	\$ 12,000	\$ 110,122	\$ 3,600
591-000-671.010	CONNECTION FEES	\$ -	\$ 1,800	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Total		\$ 375,356	\$ 378,369	\$ 393,069	\$ 461,550	\$ 483,147	\$ 625,450

Account	Item	2013-14	2014-2015	2015-16	2016-2017	2016-2017	2017-2018
		Actual	Actual	Actual	Amended	Projected	Requested
591-900-999.000	TRANSFERS TO OTHER FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,548
591-536-665.100	BANK CHARGES	\$ 677	\$ 1,079	\$ 1,010	\$ 750	\$ 962	\$ 850
591-536-702.000	PAYROLL	\$ 27,778	\$ 24,026	\$ 24,481	\$ 17,872	\$ 24,641	\$ 19,509
591-536-715.000	FICA	\$ 2,041	\$ 1,753	\$ 1,783	\$ 1,367	\$ 1,794	\$ 1,492
591-536-716.000	EMPLOYEE INSURANCES	\$ 6,047	\$ 8,436	\$ 11,167	\$ 6,085	\$ 10,608	\$ 6,085
591-536-718.000	401 PLAN	\$ 1,537	\$ 1,430	\$ 1,456	\$ 1,072	\$ 1,438	\$ 1,171
591-536-721.000	WORKERS COMPENSATION	\$ 1,200	\$ 1,000	\$ 750	\$ 1,300	\$ 1,300	\$ 1,300
591-536-727.000	OFFICE SUPPLIES	\$ 474	\$ 903	\$ 1,019	\$ 1,250	\$ 1,341	\$ 1,500
591-536-727.020	POSTAGE & SHIPPING	\$ 2,218	\$ 2,335	\$ 2,196	\$ 2,500	\$ 2,123	\$ 2,750
591-536-805.000	ADMINISTRATIVE COSTS	\$ 56,568	\$ 58,491	\$ 61,163	\$ 62,093	\$ 62,093	\$ 69,399
591-536-810.000	DUES & MEMBERSHIPS	\$ 1,095	\$ 948	\$ 1,747	\$ 1,500	\$ 567	\$ 1,500
591-536-825.000	INSURANCE	\$ 4,115	\$ 4,386	\$ 5,115	\$ 6,200	\$ 8,095	\$ 8,100
591-536-820.000	CONTRACTED SERVICES	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
591-536-850.000	COMMUNICATIONS	\$ 59	\$ 112	\$ -	\$ 500	\$ 96	\$ 500
591-536-860.000	TRANSPORTATION	\$ 246	\$ 336	\$ 354	\$ 500	\$ 343	\$ 650
591-536-923.000	UTILITIES-COMMUNICATIONS	\$ 483	\$ 742	\$ 700	\$ 750	\$ 608	\$ 800
591-536-930.200	SOFTWARE & HARDWARE	\$ 1,011	\$ -	\$ -	\$ 700	\$ 852	\$ -
591-536-941.000	EQUIPMENT RENTAL	\$ 30,871	\$ 26,710	\$ 16,470	\$ 6,000	\$ 4,041	\$ 12,000
591-536-958.000	EDUCATION & TRAINING	\$ 332	\$ 380	\$ 1,594	\$ 1,500	\$ 240	\$ 2,000
591-536-959.000	SAFETY	\$ 5,813	\$ -	\$ -	\$ 500	\$ 536	\$ 500
591-536-995.000	INTEREST EXPENSE	\$ 39,967	\$ 39,426	\$ 24,822	\$ 81,038	\$ 85,555	\$ 120,156
Total		\$ 182,532	\$ 172,493	\$ 155,827	\$ 196,477	\$ 210,233	\$ 253,262
591-538-702.000	PAYROLL	\$ 19,913	\$ 21,956	\$ 24,230	\$ 24,868	\$ 9,516	\$ 24,868
591-538-715.000	FICA	\$ 1,433	\$ 1,601	\$ 1,760	\$ 1,902	\$ 683	\$ 1,902
591-538-716.000	EMPLOYEE INSURANCES	\$ 7,003	\$ 4,572	\$ 4,311	\$ 7,842	\$ 4,252	\$ 7,842
591-538-718.000	401 PLAN	\$ 1,189	\$ 1,247	\$ 1,279	\$ 1,492	\$ 440	\$ 1,492
591-538-740.000	OPERATING SUPPLIES	\$ 18,642	\$ 4042	\$ 3,639	\$ 60,000	\$ 60,996	\$ 6,000
591-538-820.000	CONTRACTED SERVICES	\$ 64,726	\$ 66,441	\$ 69,275	\$ 40,000	\$ 87,611	\$ 32,000
591-538-922.000	UTILITIES-ELECTRIC	\$ 488	\$ 481	\$ 503	\$ 600	\$ 463	\$ 750
591-538-923.000	UTILITIES-COMMUNICATIONS	\$ 1,080	\$ 1,190	\$ 801	\$ 1,200	\$ 510	\$ 1,300 x
591-538-929.000	EQUIPMENT	\$ 2,444	\$ 4559	\$ -	\$ 1,000	\$ -	\$ -
591-538-930.000	EQUIPMENT MAINTENANCE	\$ 3	\$ 0	\$ 273	\$ 500	\$ -	\$ 500
591-538-934.000	METER REPLACEMENT/TESTING	\$ 8,864	\$ 3095	\$ 2,156	\$ 10,000	\$ 3,613	\$ 10,000
591-538-934.100	HYDRANT REPLACEMENTS	\$ 1,857	\$ 0	\$ 353	\$ 1,500	\$ -	\$ 3,600
591-538-941.000	EQUIPMENT RENTAL	\$ -	\$ -	\$ 11,340	\$ 13,000	\$ 10,062	\$ 10,000
Total		\$ 127,642	\$ 109,184	\$ 119,920	\$ 163,904	\$ 178,146	\$ 100,254
591-539-702.000	PAYROLL	\$ 2,713	\$ 3,678	\$ 3,489	\$ 17,794	\$ 4,792	\$ 17,794
591-539-715.000	SOCIAL SECURITY	\$ 219	\$ 271	\$ 258	\$ 1,361	\$ 353	\$ 1,361
591-539-716.000	HEALTH BENEFITS	\$ 4,379	\$ 4515	\$ 4,308	\$ 5,677	\$ 4,268	\$ 5,677
591-539-718.000	PENSION	\$ 179	\$ 221	\$ 209	\$ 1,068	\$ 288	\$ 1,068
591-539-740.000	OPERATING SUPPLIES	\$ 2,108	\$ 664	\$ 2,307	\$ 3,000	\$ 707	\$ 3,000
591-539-741.000	UNIFORMS	\$ 896	\$ 919	\$ 951	\$ 1,000	\$ 849	\$ 1,200
591-539-806.000	PERMITS	\$ 1,230	\$ 1,225	\$ 1,228	\$ 1,300	\$ 1,197	\$ 1,300
591-539-820.000	CONTRACTED SERVICES	\$ 178	\$ 9163	\$ 47,030	\$ 53,000	\$ 3,096	\$ 21,500
591-539-920.000	LAB SERVICES	\$ 1,021	\$ 513	\$ 587	\$ 500	\$ 1,243	\$ 700
591-539-921.000	UTILITIES-GAS	\$ 2,354	\$ 2061	\$ 2,234	\$ 2,000	\$ 1,251	\$ 3,000
591-539-922.000	UTILITIES-ELECTRIC	\$ 17,503	\$ 17123	\$ 19,259	\$ 18,000	\$ 15,432	\$ 18,750
591-539-930.000	EQUIPMENT MAINTENANCE	\$ 7,345	\$ 2097	\$ 6,086	\$ 10,000	\$ 4,199	\$ 1,500

591-539-933.000	CHEMICALS	\$ 2,705	1875	\$ 2,014	\$ 3,200	\$ 2,766	\$ 2,300
591-539-941.000	EQUIPMENT RENTAL	\$ 32	\$ 44	\$ 1,492	\$ 4,000	\$ 3,755	\$ 4,000
		\$ 42,862	\$ 44,369	\$ 91,452	\$ 121,900	\$ 44,196	\$ 83,150
Total Expenditures \$ 353,036 \$ 326,046 \$ 367,199 \$ 482,281 \$ 432,575 \$ 591,214							
TRANSFERS TO OTHER FUNDS \$ 26,075 \$ - \$ 24,475 \$ - \$ - \$ 26,028							
BOND RESERVE \$ - \$ - \$ - \$ - \$ - \$ -							
O&M RESERVE \$ - \$ - \$ - \$ - \$ - \$ -							
Revenue Over (Under) Expenses \$ (3,755) \$ 52,323 \$ 1,395 \$ (20,731) \$ 50,572 \$ 8,208							

Water Fund Details

The Water Fund is an Enterprise Fund dedicated to operation of the Village Water System. Water service is provided to 760 customers in the village and certain areas in Quincy Township. Enterprise funds are standalone funds that derive their revenue from customers of the respective utility.

The Village adjusted rates for the first time since 2007, due to the need to pay for needed improvements on the Water System. The proposed budget anticipates a rate increase that covers the necessary reserves (bond and O&M), starts to build additional reserves to pay for system improvements and/or additional debt service, and starts to cover the increased operational costs the system is experiencing. Additional increases are expected to cover the \$3.7 million RD Bond to cover system improvements.

Expenditures are tracked between three categories of operations: Administration, Distribution System, and Treatment System.

Revenue Highlights

- Usage and base fees adjustments will be proposed in the first quarter of the next fiscal year.

Expenditure Highlights

- Payroll in each category is based on the employees' rate on the proposed salary scale.
- The Village is continuing the water tower maintenance program with Utility Services which is approximately \$24,000 per year.
- Replacement of residential water meters and the last of the larger commercial/multi-family residential will start in 2017.
- A preventative maintenance program is in place for the wells and water treatment plant. This will involve all necessary capital improvements and major maintenance activities for the next five years. The cost for this plan is \$21,000 per year.

Goals and Objectives

- Development of an Asset Management Plan to meet DEQ Requirements.
- Develop a plan to finance the replacement of several areas of the Distribution System.
- Complete construction on East Jefferson, Colfax, and Fulton Streets using CDBG funds.
- Finish USDA-RD application and start reconstruction projects on the water system.

2017-2023 Capital Improvement Guide

PURPOSE AND DEFINITIONS

The purpose of the capital improvement plan (CIP) is to forecast and match projected revenues and major capital needs over a six (6)-year period. Capital planning is an important management tool that strengthens the linkages between community infrastructure needs and the financial capacity of the Village.

The Village defines CIP capital expenditures as any expenditure of major value that recurs irregularly, results in the acquisition of a fixed asset, and has a useful life greater than five (5) years. As a rule of thumb, items included in the CIP include those which involve:

- acquisition, renovation, and/or construction of a single fixed asset greater than \$5,000
- any land purchases not associated with or included in another CIP project
- capital maintenance or asset improvement projects greater than \$5,000 – excluding recurring or routine maintenance projects

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the planning commission, Village Council, and Village staff. These plans and policies include: Comprehensive Plan, Downtown Development Plan, Recreation Plan, Asset Management Plans for streets and utility systems, Village Strategic Plan, Community Marketing Plan, Community Economic Development Plan, and administrative policies.

HOW IS THE CIP DEVELOPED?

The CIP is updated annually (beginning in October) as part of the Village's regular budget process. After departments submit their CIP requests to the Village Manager in late October, the Village Manager evaluates the proposed projects based on Village Council service desires, other city infrastructure needs, the financial capacity of the village, and the impact the projects will create on the Village's operating budget.

Once the projects are evaluated, the Village Manager prioritizes the selection and timing of capital projects into future fiscal years. First-year projects are incorporated into the Village Manager's recommended annual operating budget. The Village Council are also presented the future, unappropriated, planning years for their consideration, review, and endorsement so staff can proceed with planning and evaluation of potential capital projects.

CAPITAL IMPROVEMENT PLAN

The capital improvement plan is simply that – a *plan*. As such, projects are subject to change based on new or shifting service needs, special financing opportunities, emergency needs, or other directives or priorities established by the Village Council. Village priorities may change, therefore projects included in outward planning years are not guaranteed for funding.

OVERVIEW OF CAPITAL IMPROVEMENTS PROGRAMMING

These tasks for programming Capital Improvements are explained in detail below and are repeated annually with a six-year projection.

Task #1: Prepare inventory and needs assessment

The inventory and needs assessment is the most involved task in relation to preparing the CIP. First an inventory of each City building, street, water line, sewer line and related facility must be completed. Any future facilities or infrastructure needs identified through the Village's Comprehensive Planning process are also included in the inventory. Maintenance records are then used to identify facilities that may need to be reconstructed or upgraded.

Task #2: Project schedule and cost estimate

The schedule and cost estimate of each of the projects identified within the first task must be prepared next by Village staff, a specific equipment supplier, or by a consultant engineer working for the Village.

Task #3: Project revenue and budget

The projects revenue and budget are projected out over six years.

Task #4: Analyze financing sources

Financing sources for each project are identified and may include multiple sources such as the general fund, federal or state grants, special assessments, general obligation or revenue bonds, and tax increment financing.

Task #5: Capital Improvements Program approval process

The Joint Planning Commission (JPC) first holds a public hearing on the draft document. After all questions are answered and any recommended changes are made, the JPC will approve the CIP and forwarded it to the City Council for final approval.

FUNDING SOURCES

A. General Fund

General fund monies are primarily derived from local property taxes, fines, fees, and contracts. Based upon administrative and operational expenses and committed bond payments, the amount of funds available for capital improvements has varied from year to year. Over the past several years, these funds have dropped significantly for several reasons. Increasing operating costs, combined with declining revenue sharing from the State and lower property tax values, have all tightened the Village's budget even further.

Many expensive projects are financed with General Obligation and Capital Improvement Bonds, which are then paid off through the General Fund. General Obligation Bonds are bonds issued by the Village which are backed by the full faith and credit of the Village. Excluding revenue bonds, which are assumed to be self-liquidating, a village is permitted to issue bonds totaling up to ten (10) percent of its assessed value.

B. Major and Local Street Funds

Major and Local Street Fund monies are derived from the State Gas and Weight Taxes; but the future of this funding continues to be uncertain. These are State excise taxes included in gasoline prices and vehicle licensing fees.

C. Municipal Street Funds

The Village assesses a millage to all ad valorem properties for the support of the street system. These funds are housed in the Municipal Streets Fund, but are transferred to the General, Local Streets, or Major Streets funds for actual project completion. These funds have been reduced over the past several years due to declining property values.

D. Water/Sewer Funds

The Water and Sewer Fund monies are derived primarily from user fees for Village water and sewer services. This fund can only be used to maintain and improve the water and sewer system.

E. State and Federal Grants

In some cases the Village is able to obtain State or Federal funding to cover part of the cost of particular projects, such as road projects, park improvements, etc. In those cases, the CIP is structured to reflect the anticipated funding sources and the Village's share of the total cost.

F. Private Sources

As traditional sources for capital improvements become restricted, private and other non-traditional fund sources offer an opportunity to bridge funding gaps. It is anticipated that the Village will begin to explore private funding sources to assist in the overall financing of many public improvements. Private sources are particularly attractive for projects with high visibility such as the Northeast Block Redevelopment.

G. General Obligation Bonding

One method to achieve a more balanced funding level for CIP projects is to initiate a ballot proposal for a small millage increase specifically earmarked for CIP projects. This method is used as a means to insure that needed projects can be accomplished on a regular basis, even during tight budgetary times.

H. Special Assessment

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment; that is, by those who directly benefit. Local improvements often financed by this method include street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains. These types of improvements are often needed to serve new developments.

I. Tax Increment Financing

The Village has utilized Tax Increment Financing (TIF) for a variety of development projects. TIF is the utilization of the incremental increase in tax revenue generated from a new project that is greater in value from the development it replaces. The Village has three entities that have the ability to utilize TIF: Downtown Development Authority (DDA), Brownfield Redevelopment Authority (BRA), and Local Development Finance Authority (LDFA). The specific use of TIF revenue varies between these three entities, but generally provides for the use of TIF revenue to complete public components of a project. These components include a wide range of activities such as streets and parking (DDA), environmental remediation (BRA), and business development services (LDFA). The legal basis and regulations of TIF are provided for through Michigan law.

STATUS REPORT

A. Inventory

An inventory is kept for all Capital Improvement items to assure that the provisions for maintenance and replacement are made.

1. Water and Sewer Utility Inventory

The Department of Public Works has prepared an inventory of the water and sanitary sewer system. There are four basic facets of the water utility: water lines, valves, meters, and fire hydrants. For the sanitary sewer utility, the data file simply contains information on sewer lines. The sewer lines may consist of combined sanitary and storm sewer lines or separate sanitary sewer lines.

The information for the utility database consists basically of mapped data. This mapped data for sewers includes information on pipe diameter and pipe length. Specific project files include data on pipe material and the date the pipe is installed.

The water database contains quite specific information dealing with water valves, meters, fire hydrants and includes items such as an identification number, size and pipe material. In addition to being filed according to a specific project improvement, information is also included in a mapped database.

2. Local and Major Streets Inventory

The local and major streets inventory and analysis is completed by using the “Roadsoft” program, developed by the Michigan Department of Transportation. The program contains an assessment of street conditions based upon pavement type, pavement width, its condition, and similar characteristics. These factors may change along each street segment and block.

3. Park and Recreation Facilities Inventory

An inventory of existing park and recreation facilities was completed in 2014 as part of the development of the Quincy 5-Year Parks and Recreation Plan. Recommendations were made

and these were used to develop policy statements, action priorities and a 5-Year Action Program for the Parks and Recreation system.

B. Needs Assessment

To determine CIP needs for Quincy, it is necessary to distinguish between expansion or improvement needs and repair and replacement needs. The need for improved facilities is based upon the level of service the Village finds desirable. In general, repair or replacement projects are designed to alleviate the need for more costly replacement of entire systems.

1. Utilities

The Village now has approximately 15 miles of water mains, with limited planned expansion to the distribution system. The water system has seen many projects (i.e. water treatment plant, new water tower, some distribution system improvements) over the past fifteen (15) years that have brought the system closer to contemporary standards. There are deficiencies in the distribution system, with water lines range 4" to 12", some of which are over 100 years old. Most of the Village's residential areas are served by the 100+ year old water mains that are too small by contemporary standards. The replacement of these water mains and its effect on the street systems is the biggest infrastructure issue facing Quincy.

The sewer system is in the midst of a major improvement project that will see all of its remaining original lift stations replaced, meaning that the oldest station in the system will be approximately ten (10) years old. The funds to cover this project were provided by a low interest loan from the US Department of Agriculture- Rural Development (USDA-RD). Increases in the sewer rates may be needed in the future to pay off the debt retirement.

The Village has received a SAW grant from the Michigan Department of Environmental Quality to assist in the development of asset management plans for the sanitary and storm sewer systems. Part of the process will be analyze sewer lines through televising and cleaning. The videotape is reviewed, and problems are scheduled for routine maintenance or correction. These are the only improvements anticipated in the Sanitary Sewer collection system. A comprehensive Master Plan for the Storm Sewer system will be developed with the SAW grant.

The Wastewater Treatment Plant (WWTP) is also receiving upgrades as part of the USDA-RD project. These upgrades of the mechanical and electrical equipment, removal of sludge, and introduction of a SCADA system will address all current and identified issues at the WWTP. The plant is designed to handle flows in the range of about 0.220 million gallons per day. Average flows are now about 0.155 million gallons per day. Hydraulically, the current plant has sufficient capacity to meet the Village's future needs. Any future expansion of the system in the Township or addition of sewer around the lakes will require an expansion of the WWTP.

2. Major and Local Streets

The Village has 4.33 miles of local streets and 3.66 miles of major streets. Much of the funding available for the maintenance and improvement of these streets in the past came from funds distributed through Public Act 51 - Gasoline Tax Funds.

3. Parks and Recreation

The Village has approximately six (6) acres of parks, recreation and open space property. These properties are discussed in the Parks, Recreation, Open Space and Greenways Plan. This plan contains a five-year proposed capital improvement program and must be updated every five years in order to be eligible for funds from the Michigan Department of Natural Resources Grant Programs. The Village just completed the development of the plan in 2015. The Quincy Parks and Recreation Plan outlines the Quincy community's parks and recreation program for the years 2016-2021.

CAPITAL BUDGET POLICIES

In reviewing capital improvements, the Village's Comprehensive Plan has been a major policy document used in evaluating the Capital Improvements Program. The Comprehensive Plan, is currently under development by the Planning Commission, is a broad based policy document for the physical, economic and social development of the City. One of the key methods for implementing the Plan's proposals lies in the Village's schedule of public improvements as expressed in the annual CIP.

The following is a general guideline used in preparing the CIP:

1. The Village will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.
2. The Village shall, to the extent possible, designate that funding for second and third priority projects be given a higher priority and leverage Village resources with private or other fund sources.
3. The Village will maintain its physical assets at a level adequate to protect its capital investment and to minimize future maintenance and replacement costs.
4. The Village will use the following criteria to evaluate the relative merit of each capital project:
 - a. capital improvements which preserve the Village's infrastructure;
 - b. capital improvements which foster the vitality and physical improvement of the downtown;
 - c. capital improvements which preserve the residential character of the community;
 - d. capital improvements which improve the Village's parks and recreational facilities; and
 - e. projects which are environmentally advantageous to both the natural and human habitat.
5. Priority will be given to those capital improvements which:
 - a. implement a component of the Comprehensive Plan or Asset Management Plan;
 - b. meet a mandate or regulation of the State or Federal government;

- b. are part of an approved replacement schedule;
- c. reduce either the cost of operations or energy consumption; and

6. No project will be considered for capital funding if:

- a. the project violates the principles and concepts of the Comprehensive Plan; and
- b. the project is duplicative of other public or private services, unless determined to be in the best interests of the community by the Village Council.

BUDGET SUMMARY

Table 1 is a six-year projection on spending for various functional areas of the Village's Capital Stock. Table 2 is the Village's bonded indebtedness and payment schedule for the next six years.

If the Village is to achieve the goals and objectives presented in the Comprehensive Plan, it will be necessary to make a firm financial commitment to capital improvements through a variety of means in ensuing years. The improvement or replacement of existing public facilities and the development of needed new facilities must be weighed equally with the continued provision of local programs and services in allocating local resources. If existing facilities are allowed to deteriorate, it could result in more severe financial pressures in the future when breakdowns occur. Failure to provide new facilities could impede growth or diminish the desirability, and thus the value, of existing development.

CONTACT INFORMATION

For any questions regarding this document, please contact the Village Manager at (517)639-9065 x11, eric.zuzga@quincy-mi.org, or visit the Village's budget website:

<http://www.quincy-mi.org/Government/Finances/index.html>.

ABBREVIATIONS

The following abbreviations are used in the Capital Improvement Plan:

G	General Fund	LP	Lease Purchase
W	Water Fund	D	Donations
S	Sewer Fund	CDBG	Community Development Block Grant
MS	Major Streets	DNR	Dept of Natural Resources
LS	Local Street	QFA	Quincy Fire Association
MUS	Municipal Streets	RD	USDA-Rural Development
QT	Quincy Township	ACT 51	Act 51 Bond
RB	Revenue Bond	MDOT	MI Department of Transportation
DDA	Downtown Development Authority		

Capital Improvement Plan (CIP)				Fiscal Years					
Function	Project	Funding Sources	Capital Cost	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
GENERAL FUND									
Streets	Front Plow for 2010 Plow Truck	G	\$ 10,000					\$ 10,000	
Streets	Backhoe Replacement	G, LP	\$ 140,000						\$ 140,000
Streets	Replace 1-Ton Dump	G, LP	\$ 45,000			\$ 45,000			
Streets	Replace Kubota	G, LP	\$ 42,000		\$ 20,000				\$ 22,000
Streets	Replace Zero Turn Mower	G, LP	\$ 17,000				\$ 17,000		
Streets	Replace GMC Plow Truck	G, LP	\$ 145,000			\$ 145,000			
Vehicle & Equipment Subtotal				\$ 399,000	\$ -	\$ 20,000	\$ 190,000	\$ 17,000	\$ 10,000
Fire	Fire Truck Purchase	G, LP, RD	\$ -						
Police	Police Vehicle	G, LP, RD	\$ 90,000		\$ 45,000		\$ 45,000		
Police	Shooting Range Construction	G, D	\$ 10,000		\$ 10,000				
Public Safety Subtotal				\$ 100,000	\$ -	\$ 55,000	\$ -	\$ 45,000	\$ -
DDA	Downtown Sound System & Electric Upgrades	G, D, DDA	\$ -						
Village Hall	Computer Server	G, 911	\$ 10,000					\$ 10,000	
Streets	Salt Bin Replacement	G, LP	\$ 100,000		\$ 100,000				
Village Hall	Combined Municipal Building	G, LP, RD, T	\$ 700,000		\$ 700,000				
Village Hall	Generator for Village Hall	G, LP	\$ 20,500	\$ 20,500					
Park	Rehab Park building	G	\$ 5,600	\$ 5,600					
Village Hall	Phone System Replacement	G, W, S, QFA	\$ 12,610	\$ 12,610					
Village Hall	Village Hall Fence Extension	G, W, S, RD	\$ 14,000			\$ 14,000			
Village Hall	Village Hall Parking Lot Recon.	G, W, S, RD	\$ 20,000			\$ 20,000			
Facilities Subtotal				\$ 882,710	\$ 38,710	\$ 800,000	\$ 34,000	\$ -	\$ 10,000
Parks	Village Wide Trail System	G, DNR, LP, D, QT	\$ 300,000					\$ 150,000	\$ 150,000
Parks	Coldwater-Quincy Linear Path	G, DNR, LP, D, QT	\$ 4,000,000		\$ 4,000,000				
Parks	Quincy-Jonesville Linear Path	G, DNR, LP, D, QT	\$ 10,000,000		.				\$ 10,000,000
Parks	Pavilion at Cement Plant	G, DNR, LP, D, QT	\$ 50,000					\$ 50,000	
Parks	Cement Plant Clean-Up/Parking Lot	G, DNR, LP, D, QT	\$ 260,000			\$ 260,000			
Parks	Channel Clean-Up- Cement Plant	G, DNR, LP, D, QT	\$ 30,000					\$ 30,000	
Parks	Fishing Pier	G, DNR, LP, D, QT	\$ 25,000					\$ 25,000	
Parks	SW Neighborhood Park- Land Acquisition	G, DNR, LP, D, QT	\$ 15,000			\$ 15,000			
Parks	SW Neighborhood Park- Equipment	G, DNR, LP, D, QT	\$ 13,500					\$ 13,500	x
Parks	Rotary Park- Land Acquisition	G, D	\$ 150,000		\$ 150,000				
Parks	Rotary Park Development	G, D, DNR	\$ 750,000					\$ 750,000	
Parks	Transfer Station Site Clean-Up and Site Prep	G, DNR, D	\$ 30,000		\$ 30,000				
Parks	Disc Golf Equipment	G, DNR, D	\$ 15,000		\$ 15,000				
Parks	Transfer Station- Parking Lot	G, DNR, D	\$ 7,000		\$ 7,000				
Parks and Recreation Subtotal				\$ 15,645,500	\$ -	\$ 4,202,000	\$ 275,000	\$ 963,500	\$ 205,000
GENERAL FUND TOTAL EXPENSE				\$ 17,027,210	\$ 38,710	\$ 5,077,000	\$ 499,000	\$ 1,025,500	\$ 225,000
									\$ 10,162,000

Capital Improvement Plan (CIP)				Fiscal Years					
Function	Project	Funding Sources	Capital Cost	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
WATER FUND									
Treatment	Fence in Well Site	W	\$ 30,000			\$ 10,000	\$ 10,000	\$ 10,000	
Treatment	Well and Water Plant Improvements	W	\$ 138,000	\$ 21,000	\$ 21,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Treatment	Media Replacement at Water Plant	W	\$ 20,000			\$ 20,000			
Treatment	East Well Replacement	W, CDBG	\$ 275,000		\$ 275,000				
Treatment	Land Acquisition for New Wells	W	\$ 60,000		\$ 60,000				
Treatment	Wells Addition and piping to WTP	W, LP, RD	\$ 600,000						\$ 600,000
Distribution	North Main Street water main	RD, CDBG, W	\$ 227,000						\$ 227,000
Distribution	West Liberty Street water main	W, RD	\$ 106,300						\$ 106,300
Distribution	Hewitt Street water main	W, RD, CDBG	\$ 77,000		\$ 77,000				
Distribution	Depot Street water main	W, RD, CDBG	\$ 45,000						\$ 45,000
Distribution	Bennett Street water main	W, RD, CDBG	\$ 158,000			\$ 158,000			
Distribution	Bond Street water main	W, RD, CDBG	\$ 158,000			\$ 158,000			
Distribution	Fulton Street water main	W, RD, CDBG	\$ 200,000	\$ 200,000					
Distribution	East Jefferson Street water main	W, RD, CDBG	\$ 285,543	\$ 285,543					
Distribution	Grove Street water main	W, RD, CDBG	\$ 62,572	\$ 62,572					
Distribution	Colfax/Fulton Street water main	W, RD, CDBG	\$ 196,768	\$ 196,768					
Distribution	Orange Street water main	W, RD, CDBG	\$ 82,643	\$ 82,643					
Distribution	East Liberty Street water main	W, RD, CDBG	\$ 187,384	\$ 187,384					
Distribution	Pleasant Street water main	W, RD, CDBG	\$ 267,000						\$ 267,000
Distribution	West Jefferson Street water main	W, RD, CDBG	\$ 693,000		\$ 693,000				
Distribution	Church Street water main	W, RD, CDBG	\$ 81,659		\$ 81,659				
Distribution	Water Tower Maintenance	W	\$ 148,428	\$ 24,738	\$ 24,738	\$ 24,738	\$ 24,738	\$ 24,738	\$ 24,738
WATER FUND TOTAL			\$ 4,099,297	\$ 1,060,648	\$ 1,232,397	\$ 394,738	\$ 58,738	\$ 58,738	\$ 1,294,038
Collection	Sewer Main Repairs- CIP lining	S	\$ 60,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Collection	South Main LS Relocation	S, CDBG	\$ 225,000	\$ 225,000					
Collection	North Main LS Upgrades	S, CDBG	\$ 325,000						\$ 325,000
Collection	Pleasant Street Upgrades	S, CDBG	\$ 325,000						\$ 325,000
Collection	Cole Street LS Upgrades	S, CDBG	\$ 76,000						\$ 76,000
SEWER FUND TOTAL			\$ 1,011,000	\$ 235,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 736,000
UTILITY FUNDS TOTAL			\$ 5,110,297	\$ 1,295,648	\$ 1,242,397	\$ 404,738	\$ 68,738	\$ 68,738	\$ 2,030,038
Street Funds									
Local Streets	East Jefferson Street Reconstruction	RD, LS	\$ 290,000	\$ 290,000					
Local Streets	Grove Street Reconstruction	RD, LS	\$ 119,500	\$ 119,500					
Local Streets	Colfax/Fulton Street Reconstruction	RD, MS, LS	\$ 200,000	\$ 200,000					
Local Streets	Orange/Wood Rehabilitation	RD, LS	\$ 109,194	\$ 109,194					
Local Streets	Hewitt Street Rehabilitation	RD, LS	\$ 240,000		\$ 240,000				
Local/Major	Pleasant Street Rehabilitation	RD, CDBG, LS	\$ 574,000						\$ 574,000
Local Streets	Hawley Street Reconstruction	ACT 51, LS	\$ 448,826			\$ 448,826			
Local/Major	West Jefferson Street Reconstruction	RD, CDBG, LS, MS	\$ 225,000		\$ 225,000				
Local Streets	Bennett Street Reconstruction	CDBG, LS	\$ 165,000			\$ 165,000			
Local Streets	Bond Street Reconstruction	CDBG, LS, MUS	\$ 165,000			\$ 165,000			



2017-2023 Capital Improvement Plan Project Descriptions

Streets Equipment Requests

Backhoe Replacement

A replacement backhoe with four wheel drive assist for the current 1998 John Deere Backhoe.

Expected Year: 2022-2023

Total Capital Cost: \$140,000

Funding Method: Lease Purchase

Front Plow for 2010 Int'l Plow Truck

Addition of a front plow on our newest plow truck. This will assist in heavier snows and allow us to be more efficient.

Expected Year: 2021-2022

Total Cost: \$10,000

Funding Method: Operating Revenue

One Ton Dump Replacement

Replacement of our workhorse dump truck with a new F-350.

Expected Year: 2019-2020

Total Cost: \$45,000

Funding Method: Lease Purchase

Kubota Mower Replacement

One of our existing mowers is due for replacement. The other one will also be due for replacement, but we are making a change to a gator vehicle for the winter activities that the kubota has been used.

Expected Year: 2018-2019 and 2022-2023

Total Cost: \$20,000 & \$22,000

Funding Method: Lease Purchase

Replace Zero Turn Mower

The zero-turn mower that is our primary mowing unit will be due for replacement. It has replaced the larger Kubota units as our primary mower.

Expected Year: 2020-2021

Total Cost: \$17,000

Funding Method: Lease Purchase

Replace GMC Plow Truck

Our 2002 GMC plow truck will be due for replacement and adding an International Dump truck is planned.

Expected Year: 2019-2020

Total Cost: \$145,000

Funding Method: Lease Purchase

Public Safety Requests

Fire Truck Replacement

The Village is a member of the Quincy Fire Association. Two vehicles, a grass rig and new engine, are needed over the next few years. A 15 year loan from the USDA Community Loan is the most affordable option. The Village would be responsible for 21% of the total cost.

Expected Year: 2017-2018

Total Cost: \$40,515 is Village Share

Funding Method: USDA Community Loan

Police Vehicle Replacement

The Police Interceptor purchased in 2014 will need to be replaced in 2018-2019. Staying with the Ford Interceptor SUV is

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Quincy

Michigan

49082

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recommended. We will transfer everything still in good condition to the new vehicle. The unit purchased in 2015 will also need to be replaced during the CIP's term, 2021-2022 FY.

Expected Year: 2018-2019, 2021-2022

Total Cost: \$45,000 and \$45,000

Funding Method: Lease Purchase, Operating Revenues

Public Safety Training Facility

The Police Department is developing a shooting range on a field at the lagoons that has not been farmed in many years.

Expected Year: 2018-2019

Total Cost: \$10,000

Funding Method: Operating Revenue, grants

Facilities Requests

Computer Server

The current server was recently provided by 911 and should be sufficient to last until the end of the CIP's term. This server will serve all aspects of Village operations.

Expected Year: 2021-2022

Total Cost: \$10,000

Funding Method: Operating Revenues

Salt Bin Replacement

The existing salt bin is undersized, in need of major repairs, and a different model is needed. We are currently exploring different options.

Expected Year: 2018-2019

Total Cost: \$100,000

Funding Method: Lease Purchase, RD Community Facilities loan

Combined Municipal Building

Construction of an office building in the downtown that would be a combined

Village/Township facility that would anchor the NE Block Redevelopment.

Expected Year: 2018-2019

Total Cost: \$700,000

Funding Method: RC Community Facilities loan

Generator for Village Hall

The installation of a generator at the Village Hall will allow for continuity of operations during natural disasters and other electric outages. This will allow the building to serve as a shelter during these events as well.

Expected Year: 2017-2018

Total Cost: \$20,000

Funding Method: Lease Purchase, Sewer Loan

Rehab Park Building

The Village building in the Park is in need of steel replacement on the roof and exterior of the building. Village staff would complete the repairs.

Expected Year: 2017-2018

Total Cost: \$5600

Funding Method: General Fund

Phone System Replacement

A new phone system is overdue at the Village Hall. The proposed system would tie in the Fire Department, Park Building, and any future sites.

Expected Year: 2017-2018

Total Cost: \$12,610

Funding Method: General Fund

Village Hall Fence Extension

We are proposing to extend the fence to cover the entire Village lot, all the way from the current fence to the railroad.

Expected Year: 2019-2020

Total Cost: \$14,000

Funding Method: Operating Revenue

Village Hall Parking Lot Reconstruction

The lot is close to needing to reconstruction. We will extend the life by using certain maintenance activities on the lot to get a few more years out of the parking lot.

Expected Year: 2019-2020

Total Cost: \$20,000

Funding Method: Operating Revenues

Parks Requests

Village Wide Trail System

A trail system that would connect the school, parks, tip-up, and the county park would be constructed to encourage physical activity and interconnection of community locations.

Expected Year: 2020-2021, 2021-2022

Total Cost: \$200,000

Funding Method: Grants, Operating Revenue, Donations

Coldwater-Quincy Linear Path

A path would be constructed to connect the Village Park and Coldwater's linear path along the Indiana Northeastern Railroad. This five mile trail would be open to all non-motorized uses.

Expected Year: 2018-2019

Total Cost: \$4,000,000

Funding Method: Grants, Donations, and Operating Revenue

Quincy-Jonesville Linear Path

An extension of the Coldwater trail system to Jonesville has been proposed. This would add at least 13 miles to the trail system. It would also connect in to a trail that leads to Hillsdale.

Expected Year: 2022-2023

Total Cost: \$10,000,000

Funding Method: Grants, Donations, and Operating Revenue

Pavilion at Cement Plant

A pavilion, at least 30x60, would be built on the former cement plant property. This would provide additional opportunities along the lakes and could assist the Tip-Up festival.

Expected Year: 2020-2021

Total Cost: \$45,000

Funding Method: Operating Revenue, Donations, and Grants

Cement Plant Clean-up

Additional clean-up at the cement plant, including removal of the silos, removal of all concrete to 6" below grade, and regrading of the entire site. Grass would be planted on the site to create a multi-purpose field for community use. Coordination with the county would be necessary as they own land that would need to be included in the project.

Expected Year: 2019-2020

Total Cost: \$200,000

Funding Method: Grants, Donations, Operating Revenue, and Intergovernmental Partnerships

Cement Plant Parking Lot

A parking lot, asphalt or gravel, would be added to a portion of the site to allow for parking for the pavilion and for Tip-Up Island.

Expected Year: 2019-2020

Total Cost: \$60,000

Funding Method: Grants, Donations, Operating Revenue

Channel Clean-Up Cement Plant

The channel around Tip-Up Island has become overgrown and filled with silt over the past several decades. The channel would need to be dredged and the banks rebuilt.

Expected Year: 2021-2022

Total Cost: \$30,000

Funding Method: Grants, Donations, Operating Revenue, and Intergovernmental Partnerships

Fishing Pier at Tip-Up Island

Construction of a fishing pier to provide public access to the lakes.

Expected Year: 2021-2022

Total Cost: \$30,000

Funding Method: Grants, Donations, Operating Revenue

SW Neighborhood Park- Land Acquisition

The Village should identify property in the southwest quadrant to provide a neighborhood park for this area.

Expected Year: 2019-2020

Total Cost: \$15,000

Funding Method: Operating Revenue and Donations

SW Neighborhood Park- Equipment

Once the potential park property has been identified, equipment for the uses identified by the community will need to be acquired.

Expected Year: 2020-2021

Total Cost: \$13,500

Funding Method: Donations and Operating Revenue

Rotary Park- Land Acquisition

Quincy Rotary and other community groups have been exploring the acquisition of property to be used as a multi-purpose recreational facility. A minimum of 20 acres is required to provide the room necessary for the desired development.

Expected Year: 2018-2019

Total Cost: \$150,000

Funding Method: Donations and Grants

Rotary Park Development

Softball/baseball fields, a walking path, playground, picnic areas, and multi-purpose fields have been proposed for the site.

Expected Year: 2020-2021

Total Cost: \$750,000

Funding Method: Grants, Donations, Operating Revenue, and Intergovernmental Partnerships

Transfer Station Site Clean-Up and Site Prep

A new access drive for the rear of the property would be added off of the current drive and a fence built to separate the transfer station from the rest of the site. Staff time clearing areas of the property and tree maintenance would also be required.

Expected Year: 2018-2019

Total Cost: \$30,000

Funding Method: Operating Revenue, Grants, Staff Time, and Donations.

Disc Golf Equipment

A disc golf course would be built on the unused portion of the transfer station site.

Expected Year: 2018-2019

Total Cost: \$15,000

Funding Method: Operating Revenue, Grants, and Donations.

Transfer Station- Parking Lot

A gravel parking lot would be constructed off of the new access drive.

Expected Year: 2018-2019

Total Cost: \$7,000

Funding Method: Donations, Operating Revenue, and Staff time

Water/Sewer Fund Requests

Fence Well Site

A fence around the entire Glenn Avenue site would be added to provide security for our sole water source.

Expected Year: 2019-2020, 2020-2021, 2021-2022

Total Cost: \$30,000 over three years

Funding Method: Operating Revenue

Well and Water Plant Improvements

The Village has entered in to a contract with Peerless Midwest to overhaul the well pumps, high service pumps, and clean the wells. This work will be completed over many years, with specific activities to be completed each year.

Expected Year: each year

Total Cost: \$21,000-24,000

Funding Method: Grants and Operating Revenue

Media Replacement at Water Plant

The media (sand) in the filters at the water plant have been in place since its construction in 1997. It is still providing the necessary filtration and replacement is not necessary, but may need to be completed over the term of the CIP.

Expected Year: 2019-2020

Total Cost: \$20,000

Funding Method: Grants, Donations, Operating Revenue

East Well Replacement

Drilling of a new well to replace the original well on the Glenn Avenue Site. Includes piping, well drilling, and addition of a building to cover well.

Expected Year: 2018-2019

Total Cost: \$275,000

Funding Method: RD Loan

Land Acquisition for New Wells

The Village's two wells are at one site on Glenn Avenue. The current Wellhead Protection Program has recommended the addition of a new well site for future water needs.

Expected Year: 2017-2018

Total Cost: \$50,000

Funding Method: Grants, Bonds, and Operating Revenue

New Wells and Piping to Water Treatment Plant

The installation of a new well and piping back to the water treatment plant are identified as probable in the next decade. The actual cost will be dictated by the distance of the new well site to the water plant.

Expected Year: 2022-2023

Total Cost: \$600,000

Funding Method: Grants, Bonds, and Operating Revenue

North Main Street Water Main

Installation of 8" or 12" main to replace the existing 4" main from Cole to Broughton. Water main to be placed outside of the roadway.

Expected Year: 2022-2023

Total Cost: \$227,000

Funding Method: Grants, Bonds, and Operating Revenue

West Liberty Street Water Main

Installation of an 8" water main to replace the existing 4" main from Berry to Beckwith Dr.

Expected Year: 2022-2023

Total Cost: \$106,300

Funding Method: Grants, Bonds, and Operating Revenue

Hewitt Street Water Main

Installation of an 8" water main to replace the existing 4" main.

Expected Year: 2018-2019

Total Cost: \$77,000

*Funding Method: Grants, Bonds, and
Operating Revenue*

Depot Street Water Main

Installation of 8" or 12" water main to replace the existing 4" main. To be coordinated with the NE Block Redevelopment.

Expected Year: 2022-2023

Total Cost: \$45,000

*Funding Method: Grants, Bonds, and
Operating Revenue*

Bennet Street Water Main

Installation of 8" water main to replace the existing 4" main.

Expected Year: 2022-2023

Total Cost: \$158,000

*Funding Method: Grants, Bonds, and
Operating Revenue*

Bond Street Water Main

Installation of 8" water main to replace the existing 4" main.

Expected Year: 2022-2023

Total Cost: \$158,000

*Funding Method: Grants, Bonds, and
Operating Revenue*

Fulton Street Water Main

Installation of 8" water main to replace the existing 4" main.

Expected Year: 2017-2018

Total Cost: \$200,000

Funding Method: RD Loan

East Jefferson Water Main

A new 12" water main would be installed from the Fulton Street intersection to the Grove Street intersection. This project needs to be completed to insure adequate supply to the east side. This is our top priority on the distribution system.

Expected Year: 2017-2018

Total Cost: \$283,543

Funding Method: ICE CDBG

Grove Water Main

A 12" water main would be extended from Jefferson Street, across US-12, and tied in to the end of the 12" water main that extends to Briggs Road. Along with the East Jefferson Street work, this is our top priority on the distribution system.

Expected Year: 2017-2018

Total Cost: \$62,572

Funding Method: ICE CDBG

Colfax-Fulton Water Main

A 12" water main was added to Fulton Street from US-12 to just south of the Jefferson Street intersection. This project would extend the 12" water main to Orange Street and then east on Colfax Street. This is a high priority project due to the school campus and our current inability to provide adequate fire flow.

Expected Year: 2017-2018

Total Cost: \$196,768

*Funding Method: Grants, Bonds, and
Operating Revenue*

Orange/Wood Water Main

Over the past few years, work has been completed to abandon the old 4" water main on Wood and Orange Streets. Additional valve and pipe work is necessary at the Wood and Liberty Street intersection. This project would also add a 6" main on Orange Street from Wood to Fulton Street.

Expected Year: 2011-2018

Total Cost: \$82,643

*Funding Method: Grants, Bonds, Operating
Revenue*

East Liberty Water Main

The construction of a 12" water main that would replace an inadequate 4" water main. As on Fulton Street, this is a priority project due to the school campus and our inability to provide adequate fire flow.

Expected Year: 2017-2018

Total Cost: \$187,384

Funding Method: Grants, Bonds, and Operating Revenue

Pleasant Water Main

A 12" water main would be added from US-12 to Jefferson Street and an 8" main from Jefferson to Liberty.

Expected Year: 2022-2023

Total Cost: \$267,000

Funding Method: Grants, Bonds, and Operating Revenue

West Jefferson Water Main

This project would see a 12" water main installed from Main to Berry Street. Another 4" main would be retired under this project.

Expected Year: 2018-2019

Total Cost: \$693,000

Funding Method: RD Loan

Church Water Main

A 6" water main would be extended south from Cole Street to Park Street. One of the few remaining 4" mains on the north side of town would be retired upon project completion.

Expected Year: 2018-2019

Total Cost: \$81,659

Funding Method: Bonds and Operating Revenue

Water Tower Maintenance

The Village entered in to a contract with Utility Services to provide maintenance services on the water tower. Utility Services will inspect the tower annually

and when required will paint the interior and exterior. The fee noted each year covers the cost of all of this work.

Expected Year: Every Year

Total Cost: \$24,738

Funding Method: Operating Revenue

Sewer Main Repairs- CIP lining

The Village Sewer Collection System is almost 85 years old in parts of the Village and is in need of repairs in certain areas. The pipe still provides suitable capacity, but is showing its age in areas. This project will line the pipe in these areas. We are proposing to set aside enough to cover several fixes each year.

Expected Year: Every Year

Total Cost: \$10,000

Funding Method: Operating Revenue

South Main Lift Station Relocation

The current lift station is on an inadequately sized wet well and the current site provides little space for expansion.

Expected Year: 2017-2018

Total Cost: \$225,000

Funding Method: ICE CDBG

North Main Lift Station Wet Well Expansion

There are issues with the wet well and the piping at this location. Several changes are necessary to fix the issues at this site. An exact plan is still in development.

Expected Year: 2022-2023

Total Cost: \$100,000

Funding Method: Bonds and Operating Revenue

Pleasant Lift Station Wet Well Expansion

Like the other wet wells already mentioned, additional capacity is necessary at this site.

Expected Year: 2022-2023

Total Cost: \$325,000

*Funding Method: Grants, Bonds and
Operating Revenue*

Cole Street Lift Station Upgrades

New electrical panel and other minor upgrades to the lift station serving the Industrial Park.

Expected Year: 2022-2023

Total Cost: \$76,000

*Funding Method: Grants, Lease Purchase,
and Operating Revenue*

Street Project Requests

East Jefferson Street Reconstruction

In conjunction with the water main project, one lane of the road will be completely rebuilt to accommodate the water main and the other will be milled and an overlay put down.

Expected Year: 2017-2018

Total Cost: \$290,000

*Funding Method: Grants, Donations,
Operating Revenue*

Grove Street Reconstruction

Grove Street will be completely rebuilt with the addition of curb and storm sewer. This project will be completed in conjunction with the water main replacement.

Expected Year: 2016-2017

Total Cost: \$119,500

*Funding Method: Bonds and Operating
Revenue*

Colfax/Fulton Reconstruction

Fulton Street will be reconstructed from Orange Street to the newly reconstructed area from the 2015-2016 Fiscal Year.

Colfax will see one lane reconstructed to allow the water main installation and the

other lane will be a mill and overlay.

Curbs will be repaired as necessary.

Expected Year: 2017-2018

Total Cost: \$200,000

*Funding Method: Grants, Bonds, and
Operating Revenue*

Orange/Wood Rehabilitation

On Orange Street, one lane will be rebuilt to allow for water main installation from Fulton to Wood, with a mill and overlay on the remaining area. Reconstruction is needed at the Liberty and Wood intersection to repair the area seeing water main/valving improvements.

Expected Year: 2021-2022

Total Cost: \$109,194

*Funding Method: Operating Revenue and
Bonds*

Pleasant Street Rehabilitation

Pleasant Street will be rebuilt from US-12 to Jefferson Street. The east and a portion of the west side of the road will see curb added. Storm sewer will be upgraded to increase capacity from US-12, which was removed from the US-12 Reconstruction.

Expected Year: 2018-2019

Total Cost: \$55,356

*Funding Method: Grants, Bonds, and
Operating Revenue*

Hawley Street Reconstruction

Hawley will be reconstructed from the end of a previous year's project to Brown Street. Storm sewer and curb will be added to the entire length.

Expected Year: 2020-2021

Total Cost: \$448,826

*Funding Method: Operating Revenue and
Bonds*

West Jefferson Street Reconstruction

Coupled with the water main upgrades, West Jefferson is in need of a complete

reconstruction. Storm sewer capacity needs to be reviewed and elevations changed to improve drainage at several areas.

Expected Year: 2021-2022

Total Cost: \$625,000

Funding Method: Grants, Operating Revenue, Bonds

Bennett Street Reconstruction

Reconstruction of the road, including the addition of curb & gutter, to the entire length of the road. To be coordinated with water main replacement.

Expected Year: 2019-2020

Total Cost: \$385,000

Funding Method: Grants, Bonds, and Operating Revenue

Bond Street Reconstruction

Reconstruction of the road, including the addition of curb & gutter, to the entire length of the road. To be coordinated with water main replacement.

Expected Year: 2019-2020

Total Cost: \$385,000

Funding Method: Grants, Bonds, and Operating Revenue

Depot Street Reconstruction

Reconstruction of the road surface, to be coordinated with water main replacement and NE Block Redevelopment

Expected Year: 2022-2023

Total Cost: \$33,000

Funding Method: Grants, Bonds, and Operating Revenue

Brown Street Reconstruction

Reconstruction of the road from Orange to Liberty, including the addition of curb & gutter and storm sewer. Coordination with the Railroad to address rail crossing is necessary.

Expected Year: 2022-2023

Total Cost: \$165,324

Funding Method: Grants, Bonds, and Operating Revenue

Wood Avenue Reconstruction

Reconstruction of the road from Orange to Liberty, including the addition of curb & gutter and storm sewer.

Expected Year: 2019-2020

Total Cost: \$142,264

Funding Method: Grants, Bonds, and Operating Revenue

Broughton Street Reconstruction

Reconstruction of entire street, including the addition of curb & gutter.

Expected Year: 2019-2020

Total Cost: \$234,958

Funding Method: Grants, Act 51 Bonds, and Operating Revenue

Church/Park Reconstruction

Reconstruction of Church, from Cole to Park, including the addition of curb and gutter, to be coordinated with water main replacement. Reconstruction of Park from Main to Church, including the addition of curb & gutter. Coordination with linear path.

Expected Year: 2018-2019

Total Cost: \$75,000

Funding Method: Grants, Act 51 Bonds, and Operating Revenue

Fulton Street Reconstruction

Reconstruction of the road, from Orange St to East Liberty St, including the addition of curb & gutter and storm sewer. To be coordinated with water main replacement.

Expected Year: 2017-2018

Total Cost: \$225,000

Funding Method: RD Loan

East Liberty Street Rehabilitation

Due to water main upgrades, one lane will need to be reconstructed, with the other receiving a mill and overlay. Storm sewer capacity will need to be examined to determine if additional work is necessary.

Expected Year: 2019-2020

Total Cost: \$385,000

Funding Method: Grants, Bonds, and Operating Revenue

Berry Street Reconstruction

Reconstruction of the road from Liberty to US-12, including the addition of curb & gutter and storm sewer.

Expected Year: 2019-2020

Total Cost: \$424,622

Funding Method: Category F Grant, Act 51 Bond, and Operating Revenue

West Liberty Reconstruction #1

Reconstruction of the road, including the addition of curb & gutter, from Main Street to Berry Street.

Expected Year: 2019-2020

Total Cost: \$517,080

Funding Method: Category F Grant, Act 51 Bond, and Operating Revenue

West Liberty Reconstruction #2

Reconstruction of the road from Berry Street to Beckwith Drive, including the addition of storm sewer and curb & gutter. To be coordinated with replacement of water main.

Expected Year: 2021-2022

Total Cost: \$163,100

Funding Method: Grants, Bonds, and Operating Revenue

Table 2
Debt Schedule
Fiscal Year 2017-2018

Project	Year Issued	Year Retired	Amount of Issue	Type of Debt	Funding Source	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	Six Year Total
Park and Water System Imp.	2015	2022-2023	\$ 450,000	Cap Imp Bond	Gen/Water	\$ 69,360	\$ 67,800	\$ 71,175	\$ 69,485	\$ 72,730	\$ 70,910	\$ 421,460
2016 Police SUV Lease Purchase	2016	2020-2021	\$ 44,323	Lease Purchase	General	\$ 8,880	\$ 8,880	\$ 8,880	\$ 2,960	\$ -	\$ -	\$ 29,600
2016 Kubota ATV	2016	2021-2022	\$ 26,188	Lease Purchase	General							\$ -
2016 F-350 Dump Truck	2016	2021-2023	\$ 54,722	Lease Purchase	General							\$ -
2016 Transit Van	2016	2021-2024	\$ 34,690	Lease Purchase	General							\$ -
Subtotal General Fund						\$ 69,360	\$ 67,800	\$ 71,175	\$ 69,485	\$ 72,730	\$ 70,910	\$ 451,060
Enterprise Fund Debt												\$ -
Baldwin/Wilcox/Lake's End Sewer	2006	2018-2019	\$ 225,000	Cap Imp Bond	Sewer	\$ 27,063	\$ 26,038	\$ -	\$ -	\$ -	\$ -	\$ 53,101
Sewer System Improvements	2015	2054-2055	\$ 4,200,000	Revenue Bond	Sewer	\$ 165,654	\$ 165,105	\$ 165,530	\$ 165,903	\$ 165,223	\$ 165,516	\$ 992,931
Subtotal Sewer Fund						\$ 192,717	\$ 191,143	\$ 165,530	\$ 165,903	\$ 165,223	\$ 165,516	\$ 1,046,032
Water System Improvements (water tower and water plant)	1997	2026-2027	\$ 1,081,000	Revenue Bond	Water	\$ 81,819	\$ 81,987	\$ 81,044	\$ 80,809	\$ 82,324	\$ 81,495	\$ 489,478
Subtotal Water Fund						\$ 81,819	\$ 81,987	\$ 81,044	\$ 80,809	\$ 82,324	\$ 81,495	\$ 489,478
Total of all Debt Service						\$ 343,896	\$ 340,930	\$ 317,749	\$ 316,197	\$ 320,277	\$ 317,921	\$ 1,956,970

Total Debt Service/All Funds

Total Bond Indebtedness as of March 31, 2017 was \$5,000,200 (principal outstanding).

GLOSSARY

The Annual Budget contains specialized and technical terminology unique to public finance and budgeting. To assist the reader of the Annual Budget document in understanding these terms, a budget glossary has been included in the document.

ACT 51

Highway and street funds derived from gas and weight taxes, distributed from gas and weight taxes, distributed to communities by the Michigan Department of Transportation (MDOT) based on a municipality's population and number of street miles

ACCRAUL ACCOUNTING

A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

ANNEXATION

The incorporation of a land area into an existing village or village with a resulting change in the boundaries of that unit of local government.

APPROPRIATION

An authorization made by the Village Council that permits officials to incur obligations against and to make expenditures of governmental resources. Appropriations are usually made for fixed amounts.

APPROVED BUDGET

The revenue and expenditure plan for the Village for the fiscal year as reviewed and given final approval by the Village Council.

ASSESSED VALUATION

The taxable value placed upon property as a basis for levying taxes, equal to 50% of market value, as required by state law.

AUDIT

A comprehensive review of the manner in which the government's resources were actually utilized. The main purpose of an audit is to issue an opinion over the presentation of financial statements and to test the controls over the safekeeping of assets while making any recommendations for improvements where necessary.

BOND

A certificate or instrument certifying the existence of a debt. Local units of government only have those powers to borrow monies expressly granted by law. Municipal obligations are generally classified as either general obligation or special obligation bonds. A special obligation bond is payable from a specially identified source; general obligation bond is payable without reference to a specific source.

BROWNFIELD REDEVELOPMENT AUTHORITY (BRA)

As authorized by Public Act 381 of 1996, as amended, an authority that is charged with the redevelopment of environmentally contaminated parcels. The Brownfield Redevelopment

Authority is a resource that may use Tax Increment Financing (TIF) and allow developers to apply for Single Business Tax (SBT) Credit incentives.

BUDGET

Under the Michigan Uniform Budgeting and Accounting Act (MCL 141.421 et.seq.), budget means a plan of financial operation for a given period of time, including an estimate of all proposed expenditures from the funds of a local unit and the proposed means of financing the expenditures. It does not include a fund for which the local unit acts as a trustee or agent, an intragovernmental service fund, and enterprise fund, a public improvement or building fund or a special assessment fund.

BUDGET ADJUSTMENT

Adjustment made to the budget during the fiscal year by the Village Council to properly account for unanticipated changes which occur in revenues and/or expenditures and for programs initially approved during the fiscal year.

BUDGET CALENDAR

The schedule of key dates or milestones which the Village departments follow in the preparation, adoption, and administration of the budget.

CAPPED VALUE

The capped value will be the previous year's final SEV minus losses increased by the consumer price index or 5%, whichever is less, plus additions. Loss is a component of property which is physically removed, for example the removal of a garage. Addition is a component of property which is physically added such as a family room or finishing a basement.

CAPITAL OUTLAY

Expenditures relating to the purchase of equipment, facility modifications, land, and other fixed assets.

COUNCIL

A legislative, executive, advisory or administrative governmental body whose elected or appointed members are assigned certain duties and responsibilities by law such as a village council or a citizens advisory council.

CURRENT TAX COLLECTIONS

The Village functions as the collection agent for the schools and county.

DEBT SERVICE

The Village's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

DEFICIT

An excess of liabilities and reserves of fund over its assets.

DEPARTMENT/DIVISION

A major organizational unit of the Village that indicates overall management responsibility for an operation or a group of related operation within a functional area.

DEPRECIATION

The process of estimating and recording the expired useful life of a fixed asset which is distributed over its revenue producing year.

DOWNTOWN DEVELOPMENT AUTHORITY

As authorized by Public Act 197 of 1975, as amended, an organization that is designed to be a catalyst in the development/redevelopment of a community's downtown. Traditionally used to finance streetscape improvements, parking lots, underground utilities, other infrastructure improvements, marketing efforts, and façade improvement programs. Quincy's DDA is primarily funded through tax increment financing.

ENCUMBRANCES

Obligations in form of purchase orders, contracts or salary commitments that are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbered when paid or when an actual liability is set up.

ENTERPRISE FUNDS

Enterprise funds are used to account for the acquisition, operation and maintenance of governmental facilities and services which are entirely or predominantly self-supported by user charges. The significant characteristic of Enterprise Funds is that the accounting system must make it possible to show whether the activity is operated at a profit or loss, similar to comparable private enterprises. Thus, the reports of enterprise funds are self-contained and creditors, legislators or the general public can evaluate the performance of the municipal enterprise on the same basis as they can the performance of investor-owned enterprises in the same industry.

FISCAL YEAR

The twelve month period designated as the operating year for an entity. The fiscal year for the Village of Quincy is April 1 - March 30.

FUND

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other financial resources, together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE

The excess of the assets of an expendable fund, or of a nonexpendable trust fund, over its liabilities.

GENERAL FUND

The General Fund is the general operating fund of the Village. It is used to account for the resources devoted to finance the services traditionally associated with local government, except those activities that are required to be accounted for in another fund. Transactions are recorded on the modified accrual basis.

GENERAL OBLIGATION BONDS

Bonds that finance a variety of public improvement projects which pledges the full faith and credit of the Village.

GOAL

The activity or function to which the village council and/or the department wants to direct the focus of their efforts.

HEADLEE AMENDMENT

The Headlee Amendment places an upper limit on the total amount of property taxes a Village can collect in the fiscal year. In effect, the Village cannot collect millage on the taxable value (TV) increase derived from existing property, which is in excess of the Headlee inflation factor plus the TV on new construction. This limit is accomplished by rolling back the operation millages which are at their authorized maximum, by the same percentage as the TV is over the Headlee allowable maximum. The Headlee Amendment limitation may be waived only by a vote of the electorate.

INFRASTRUCTURE

Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, tunnels, drainage systems, water and sewer systems, lighting systems and parking lots and ramps.

INTERGOVERNMENTAL GRANT

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal governments. Grants are usually made for specified purposes.

INTERGOVERNMENTAL REVENUE

Revenue received from another government (grants, revenue sharing, Act 51, etc)

INTERNAL SERVICE FUNDS

Internal Service funds are established to finance and account for services and/or commodities furnished by a designated program to other programs within the Village. Since the services and commodities are supplied exclusively to programs under the Village jurisdiction, they are distinguishable from those services which are rendered to the public in general and which are accounted for in general, special revenue or enterprise funds. The Village of Quincy's Motor Pool Fund composes the internal service fund category.

INVENTORY

A detailed listing of property currently held by the government.

LOCAL STREET FUND

Receives all local street money paid to the cities by the State, accounts for all construction, maintenance, traffic services, and snow and ice control on all streets classified as local.

LOCAL DEVELOPMENT FINANCE AUTHORITY (LDFA)

Public Act 281 of 1986, as amended, allows for the creation of an authority that utilizes tax increment financing to fund public infrastructure improvements. The LDFA is targeted for

industrial areas. Funds may be used within that district or in improvements throughout the community that will benefit the LDFA.

LEGAL LEVEL OF CONTROL

The Village Manager is authorized to transfer budgeted amounts within departments within any fund; however, any revisions which alter the total expenditures of any fund or the transfer of funds between departments must be approved by the Village Council.

MAJOR STREET FUND

Used to account for the financial activity of the streets designated by the State of Michigan as major thoroughfares and the maintenance contract of the state trunklines.

MICHIGAN UNIFORM ACCOUNTING AND BUDGETING ACT

Provides for the formulation and establishment of uniform charts of accounts and reports for local units of government; to define local units of government; to provide for the books and accounts of local units of government; to provide for annual financial reports from local units of government; to provide for the administration of this act; to prescribe the powers and duties of the State Treasurer and the Attorney General; to provide penalties for violation of certain requirements of this act; to provide for meeting the expenses authorized by this act; to provide a uniform budgeting system for local units; and to prohibit deficit spending by local unit of government.

MILL

A taxation unit equal to one dollar of tax obligation for every \$1,000 of assessed valuation of property.

MILLAGE

The total tax obligation per \$1,000 of assessed valuation of property.

MODIFIED ACCRUAL ACCOUNTING

A “basis of accounting” that determines when a transaction or event is recognized in the fund’s operating statements. Under the modified basis of accounting, revenues are recognized when they become both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period.

NPDES

National Pollutant Discharge Elimination System. A permit issued by the State of Michigan for the wastewater treatment plant to discharge treated effluent in the State’s waters.

OBJECTIVE

The methods for which the goal is to be obtained. More defined definition to the goal and a focused effort.

PERMANENT FUNDS

Governmental fund type used to report resources that are legally restricted to the extent that only earnings, and not principal, may be used for purposes that support the reporting government’s programs (i.e., for the benefit of the government of its citizenry).

PERSONAL SERVICES

Items of expenditures in the operating budget for salaries and wages paid for services performed by Village employees, as well as the fringe benefit costs associated with Village employment.

PROPOSED BUDGET

Village's revenue and expenditure plan for the fiscal year as prepared and recommended by the Village Manager for the Village Council's consideration.

PROPERTY TAX

A tax based on the assessed value of property, either real or personal. Tax liability falls on the owner of record as of tax day. Real property includes all lands, buildings and fixtures on the land. Personal property is generally movable and not affixed to land. It includes equipment, furniture, electric and gas transmission and distribution equipment and the like.

RESERVE

Funds designated to be allocated in order to meet potential liabilities during the fiscal year.

RESOLUTION

Official action of a legislative body, primarily administrative or ministerial in nature.

REVENUE BONDS

Bonds that utilize specific revenue streams for repayment. The full faith and credit of the Village is not pledged for repayment. These types of bonds are primarily utilized in the Water and Sewer funds.

REVENUE SHARING

The State Revenue Sharing program distributes sales tax collected by the State of Michigan to local governments as unrestricted revenues. The distribution of funds is authorized by the State Revenue Sharing Act, Public Act 140 of 1971, as amended (MCL 141.901).

RISK MANAGEMENT

An organized attempt to protect a government's assets against accidental loss in the most economical method.

STATE EQUALIZED VALUATION (SEV)

The assessed valuation of property in the Village as determined by the local assessor and then reviewed and adjusted, if necessary, by the county and state, to assure that it equals 50% of market value, as required by the State of Michigan.

SURPLUS

Prior years' earnings used to balance the current operating budget. An excess of the assets of a fund over its liabilities and reserves.

TAXABLE VALUE

Taxable value is simply the lesser of the assessed value or capped value.

TAX BASE

The total value of taxable property in the Village.

TAX INCREMENT FINANCING

A tax incentive designed to attract business investment by the dedication of property tax revenue from the redevelopment of an area (tax increment district) to finance development related costs in that district. Tax increment financing divides tax revenue from the area into two categories: 1. taxes on the predevelopment value of the tax base that are kept by each taxing body; and 2. taxes from increased property values resulting from redevelopment that are deposited by some taxing entities in a tax increment fund and are used to finance public improvements in the redevelopment area. In Michigan, there are four different types of authorities with tax increment financing powers: tax increment finance authority (no longer an option for a new authority), Downtown Development Authority, Local Development Financing Authority, and Brownfield Redevelopment Authority.

TAX RATE

An amount levied on assessed property value, real and personal, within the Village of Cadillac. The Village Council establishes the tax rate each year at budget time in order to finance various funds.

TRANSFER OF FUNDS

A procedure established by the village and used to revise a budgeted amount after the budget has been adopted by the village council.

USER CHARGES (also known as User Fees)

The payment of a fee for direct receipt of a public service by the party benefiting from their service.

VARIANCE

Authorization for the construction of a structure or for the establishment of a use which is prohibited by a zoning ordinance. Generally, a variance may not be granted unless the literal enforcement of the zoning ordinance would cause a property owner “practical difficulties or unnecessary hardship.”

WWTP

Initials for Wastewater Treatment Plant.

ZONING

Division of a municipality into districts, the regulation of structures according to their construction, nature, and extent of use and the regulation of land according to nature and use.