



Annual Budget
Fiscal Year 2018 / 2019
And

2018-2024 Capital Improvement Program



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

Jeremy Burch
Kevin Kopacz
Anthony Estrada
Bryan Regan
Emily Krieger
Rick Pestun

Police Chief (FTE)
Police Officer (FTE)
Police Officer (FTE)
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 20, 2018

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

RE: Transmittal of 2018-2019 Budget

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

I am pleased to submit for your consideration the 2018-2019 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 a few percentage points. While the Village has been fortunate the past two years, we are not too far removed from increases of 20%. 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 Fund will invest in substantial distribution system improvements with the replacement of mains and roadway on East Liberty, Fulton, Orange, W. Jefferson, Pleasant, and Hewitt. These projects will replace 100-year old water mains that contain lead and which could be a danger to the community if left in place. We have been fortunate to avoid any issues to date, but the proposed project is a large step in the right direction.

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, relax, and thrive.

Respectfully Submitted,

Eric F. Zuzga

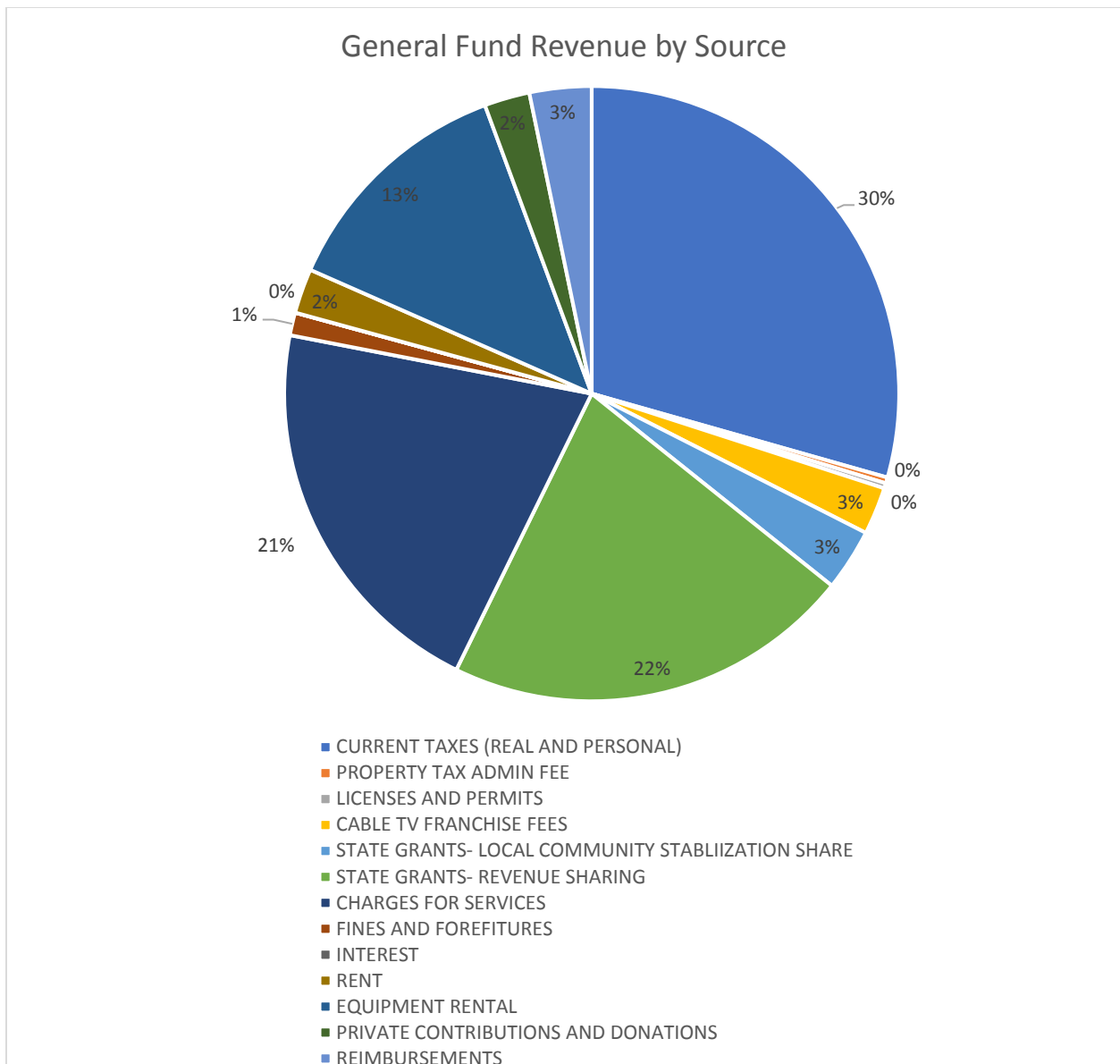
Eric F. Zuzga
Village Manager

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 other funds), and Equipment Rental.

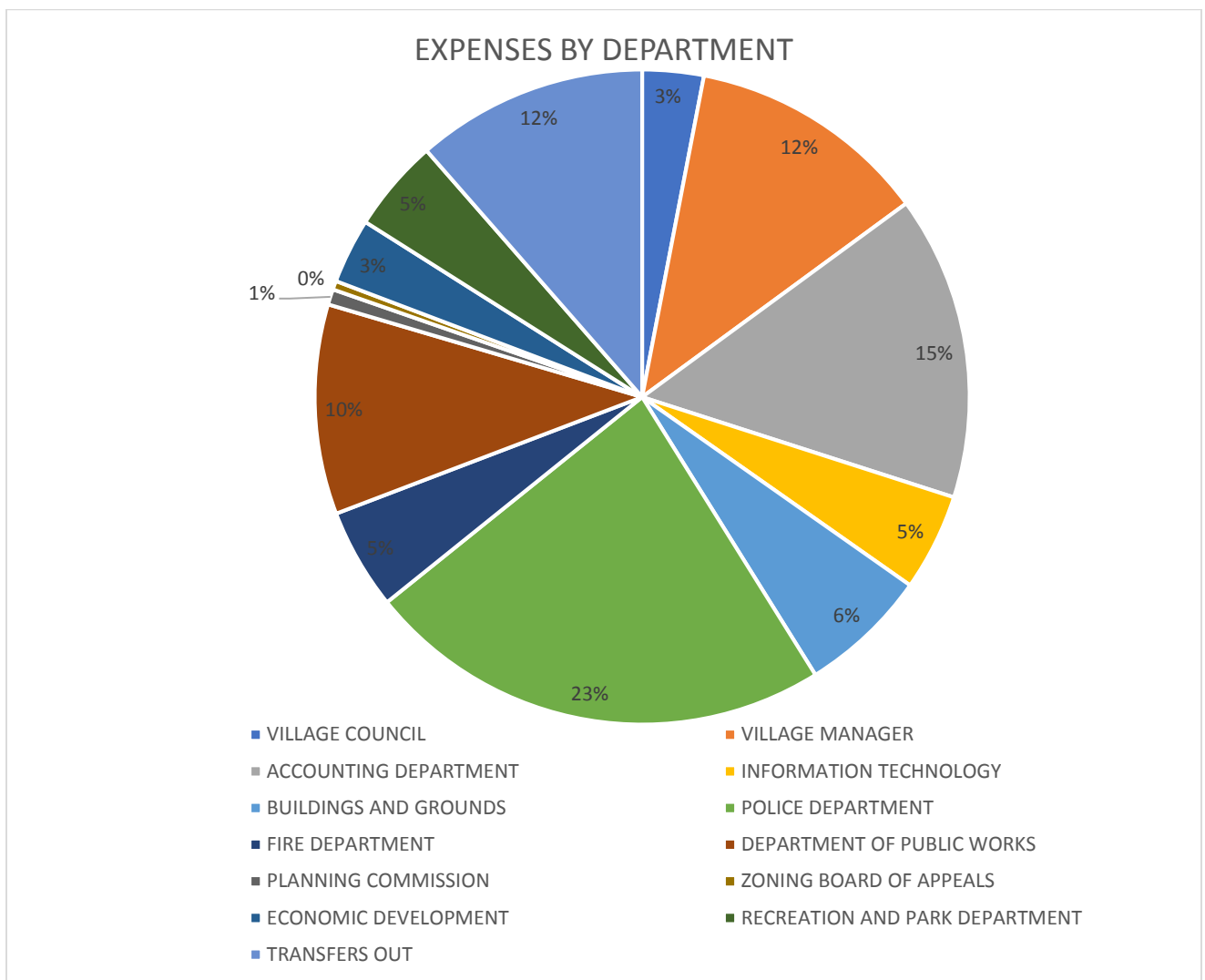
- Property tax revenue is expected to increase slightly, including the reduction from the lost personal property taxes.
- Revenue sharing is expected to increase slightly in both the Constitutional and EVIP categories.
- Civil infractions are expected to increase slightly as the Police Department continues to increase time spent on patrol.



Expense Highlights

- The Village Council makes up 3% 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. The Village Attorney has asked for an increase of \$50 per month in his retainer and it is accounted for in the budget.
- Expenses related to the Village Manager's position have been split between several activities in the General fund to account for work in planning, zoning, and economic development.
- The Clerk/Treasurer and Administrative Assistant positions were combined under the Accounting Department. No major changes are planned. The majority of expenses involves personnel costs and the contract for accounting and audit services.
- The Information Technology department was created to centralize IT spending. All contracted services and software maintenance agreements are included in this fund. General Fund phone and internet expenses are also included.
- The Village Hall department has been renamed Buildings and Grounds. All expenses for General Fund building and grounds, not including parks will be included in this category. DPW staff time will now also be accounted for on maintenance activities.
- The former Public Safety Department has been separated into a Police Department and Fire Department. This will allow the community to fully understand what it costs to provide those respective services. A millage for police services may be on the August 2018 ballot which will allow for the expansion of full services to the township and increase coverage to 24 hours a day/7 days a week.
- The budget anticipates the continuation of the current 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. The budget anticipates the purchase of a new police vehicle to replace the 2013 SUV, which will move to reserve status.
- The Fire Department accounts for the Village's portion of the Quincy Fire Department's (QFD) budget and the cost of Sprint wireless cards for the QFD trucks.
- The Department of Public Works replaces the former Streets Department. Services provided include vehicle/equipment maintenance, purchase of equipment, brush and leaf pick-up, downtown maintenance, forestry, and fuel for the Village fleet.
- The Village serves as the fiduciary for the Joint Planning Commission (JPC) and Joint Zoning Board of Appeals (JZBA). The only anticipated expenses this year are a portion of the Village Manager's salary, salaries to the Village's representatives to each board, and an update to the Village Zoning Ordinance.

- A new Department of Economic Development has been created to account for time spent by the Village Manager and Special Events positions. The Special Events position will be increased to 20 hours per week with the proposed budget.
- No major changes are expected for recreation expenses. These expenses account for expected parks maintenance in the coming fiscal year.
- The increase in transfers to other funds is related to debt for a replacement police vehicle (4-year lease purchase), continued payments on three DPW vehicles, and 2015 park improvements. We will continue to explore grant opportunities for the police vehicle purchase that may reduce the amount necessary to borrow.



| ACCOUNT | ITEM | 2014-2015 Actual | 2015-16 Actual | 2016-2017 Actual | 2017-2018 Amended | 2017-2018 Projected | 2018-2019 Requested |
|------------------------|--|---------------------|---------------------|---------------------|----------------------|------------------------|------------------------|
| GENERAL FUND | | | | | | | |
| | BEGINNING FUND BALANCE | \$ 286,165 | \$ 311,820 | \$ 242,518 | \$ 65,058 | \$ 65,058 | \$ 194,507 |
| REVENUES | | | | | | | |
| 101-000-401.000 | CURRENT TAXES (REAL AND PERSONAL) | \$ 277,502 | \$ 280,600 | \$ 280,647 | \$ 283,453 | \$ 264,475 | \$ 269,765 |
| 101-000-412.000 | DELINQUENT PERSONAL PROPERTY TAXES | \$ 3,488 | \$ 963 | \$ 500 | \$ 500 | \$ 500 | \$ 500 |
| 101-000-414.000 | ALLOWANCE FOR REFUNDS (BOR, MTT) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 101-000-415.000 | ALLOWANCE FOR CHARGEBACKS | \$ (120) | \$ - | \$ - | \$ (1,500) | \$ (1,096) | \$ - |
| 101-000-434.000 | TRAILER TAX | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 510 |
| 101-000-447.000 | PROPERTY TAX ADMIN FEE | \$ 3,394 | \$ 3,465 | \$ 3,419 | \$ 3,844 | \$ 3,654 | \$ 3,738 |
| 101-000-475.000 | LICENSES AND PERMITS | \$ 590 | \$ 2,218 | \$ 2,263 | \$ 2,350 | \$ 2,394 | \$ 2,500 |
| 101-000-477.000 | CABLE TV FRANCHISE FEES | \$ 21,091 | \$ 22,745 | \$ 23,000 | \$ 23,000 | \$ 23,000 | \$ 23,000 |
| 101-000-573.000 | STATE GRANTS- LOCAL COMMUNITY STABILIZATION SHARE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| 101-000-574.000 | STATE GRANTS- REVENUE SHARING | \$ 185,455 | \$ 182,542 | \$ 245,000 | \$ 215,000 | \$ 280,000 | \$ 198,269 |
| 101-000-600.000 | CHARGES FOR SERVICES | \$ 122,326 | \$ 124,186 | \$ 133,033 | \$ 138,798 | \$ 138,798 | \$ 196,508 |
| 101-000-655.000 | FINES AND FOREFITURES | \$ 5,899 | \$ 3,933 | \$ 10,000 | \$ 11,000 | \$ 7,613 | \$ 11,000 |
| 101-000-665.000 | INTEREST | \$ 125 | \$ 234 | \$ 150 | \$ 150 | \$ 11 | \$ 50 |
| 101-000-667.000 | RENT | \$ 31,190 | \$ 20,132 | \$ 26,000 | \$ 26,568 | \$ 30,960 | \$ 21,647 |
| 101-000-667.202 | EQUIP RENTAL-MAJOR STREETS | \$ 12,218 | \$ 14,410 | \$ 3,181 | \$ 7,500 | \$ 5,937 | \$ 14,250 |
| 101-000-667.203 | EQUIP RENTAL-LOCAL STREETS | \$ 5,976 | \$ 3,537 | \$ 1,188 | \$ 4,000 | \$ 2,173 | \$ 8,750 |
| 101-000-667.590 | EQUIP RENTAL-WASTEWATER | \$ 21,773 | \$ 15,999 | \$ 16,620 | \$ 18,000 | \$ 14,981 | \$ 38,000 |
| 101-000-667.591 | EQUIP RENTAL-WATER FUND | \$ 29,302 | \$ 18,833 | \$ 14,037 | \$ 25,000 | \$ 19,644 | \$ 40,500 |
| 101-000-667.774 | EQUIPMENT RENTAL- PARKS | \$ 7,675 | \$ 25,543 | \$ 8,553 | \$ 13,000 | \$ 10,740 | \$ 16,000 |
| 101-000-674.000 | PRIVATE CONTRIBUTIONS AND DONATIONS | \$ - | \$ 5,425 | \$ 16,319 | \$ 17,500 | \$ 17,202 | \$ 22,000 |
| 101-000-676.000 | REIMBURSEMENTS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 30,000 |
| TOTAL | | \$ 727,884 | \$ 1,174,765 | \$ 783,910 | \$ 788,163 | \$ 1,105,986 | \$ 926,986 |
| EXPENDITURES | | | | | | | |
| VILLAGE COUNCIL | | | | | | | |
| 101-101-704.000 | WAGES- PTE | \$ 6,090 | \$ 5,410 | \$ 9,001 | \$ 9,000 | \$ 8,640 | \$ 9,000 |
| 101-101-709.000 | FICA | \$ 466 | \$ 414 | \$ 689 | \$ 689 | \$ 661 | \$ 689 |
| 101-101-752.000 | SUPPLIES | \$ 43 | \$ 104 | \$ 303 | \$ 200 | \$ 17 | \$ 200 |
| 101-101-801.000 | PROFESSIONAL SERVICES | \$ 14,571 | \$ 13,976 | \$ 14,930 | \$ 16,000 | \$ 14,700 | \$ 15,000 |
| 101-101-841.000 | WORKERS COMPENSATION | \$ 80 | \$ 136 | \$ 44 | \$ 76 | \$ 66 | \$ 22 |
| 101-101-910.000 | PROFESSIONAL DEVELOPMENT | \$ - | \$ 211 | \$ - | \$ 1,400 | \$ - | \$ 1,400 |
| 101-101-915.000 | MEMBERSHIPS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,700 |
| SUBTOTAL | | \$ 21,250 | \$ 20,251 | \$ 24,967 | \$ 27,365 | \$ 24,084 | \$ 28,010 |

VILLAGE MANAGER

| | | | | | | | | | | | | | |
|-----------------|---------------------------------------|-----------|---------------|-----------|---------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|
| 101-172-703 | SALARIES | \$ | 59,896 | \$ | 69,381 | \$ | 74,462 | \$ | 72,692 | \$ | 70,383 | \$ | 59,815 |
| 101-172-709 | FICA | \$ | 4,729 | \$ | 5,055 | \$ | 5,363 | \$ | 7,000 | \$ | 5,461 | \$ | 4,406 |
| 101-172-712 | INSURANCE OPT OUT | \$ | 6,000 | \$ | - | \$ | - | \$ | 6,000 | \$ | 6,000 | \$ | 4,800 |
| 101-172-716 | DEFINED CONTRIBUTION PLAN | \$ | 3,756 | \$ | 3,899 | \$ | 3,960 | \$ | 4,362 | \$ | 3,877 | \$ | 3,589 |
| 101-172-718 | HEALTH INSURANCE PREMIUMS | \$ | 2,484 | \$ | 614 | \$ | 629 | \$ | 621 | \$ | 971 | \$ | 1,619 |
| 101-172-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | - | \$ | - | \$ | 2,500 | \$ | 2,500 | \$ | - |
| 101-172-841 | WORKERS COMPENSATION | \$ | 100 | \$ | 196 | \$ | 250 | \$ | 305 | \$ | 100 | \$ | 269 |
| 101-172-850 | COMMUNICATIONS | \$ | 600 | \$ | 600 | \$ | 600 | \$ | 600 | \$ | 600 | \$ | 600 |
| 101-172-861 | MILEAGE REIMBURSEMENT | \$ | 2,166 | \$ | 2,059 | \$ | 1,762 | \$ | 2,100 | \$ | 2,018 | \$ | 2,200 |
| 101-172-910 | PROFESSIONAL DEVELOPMENT | \$ | 1,117 | \$ | 1,108 | \$ | 9,355 | \$ | 17,000 | \$ | 10,912 | \$ | 2,000 |
| 101-172-914 | TUITION REIMBURSEMENT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 7,000 |
| 101-172-915 | MEMBERSHIPS | \$ | 579 | \$ | 820 | \$ | 1,793 | \$ | 1,800 | \$ | 1,479 | \$ | 1,800 |
| 101-172-962 | SPECIAL EVENT EXPENSES | \$ | - | \$ | - | \$ | 30,840 | \$ | 22,000 | \$ | 21,457 | \$ | 22,000 |
| SUBTOTAL | | \$ | 75,177 | \$ | 77,482 | \$ | 121,514 | \$ | 128,980 | \$ | 125,758 | \$ | 110,099 |

ACCOUNTING DEPARTMENT

| | | | | | | | | | | | | | |
|-----------------|---------------------------------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|
| 101-191-702 | WAGES- FTE | \$ | 67,340 | \$ | 73,176 | \$ | 79,208 | \$ | 85,320 | \$ | 80,055 | \$ | 83,347 |
| 101-191-709 | FICA | \$ | 5,152 | \$ | 5,598 | \$ | 6,059 | \$ | 6,527 | \$ | 6,124 | \$ | 6,140 |
| 101-191-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 6,000 |
| 101-191-713 | OVERTIME | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,500 |
| 101-191-716 | DEFINED CONTRIBUTION PLAN | \$ | 4,040 | \$ | 4,293 | \$ | 2,664 | \$ | 4,776 | \$ | 4,336 | \$ | 4,816 |
| 101-191-718 | HEALTH INSURANCE PREMIUMS | \$ | 30,438 | \$ | 26,282 | \$ | 15,166 | \$ | 18,400 | \$ | 14,486 | \$ | 10,211 |
| 101-191-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | 11,400 | \$ | 11,200 | \$ | 14,900 | \$ | 22,000 | \$ | 19,500 | \$ | 18,000 |
| 101-191-806 | BANK FEES | \$ | 929 | \$ | 870 | \$ | 1,045 | \$ | 1,000 | \$ | 857 | \$ | 1,000 |
| 101-191-841 | WORKERS COMPENSATION | \$ | 303 | \$ | 329 | \$ | 356 | \$ | 384 | \$ | 360 | \$ | 375 |
| 101-191-850 | COMMUNICATIONS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,200 |
| 101-191-851 | POSTAGE | \$ | 1,110 | \$ | 859 | \$ | 1,574 | \$ | 1,750 | \$ | 1,021 | \$ | 1,750 |
| 101-191-861 | MILEAGE REIMBURSEMENT | \$ | 1,013 | \$ | 275 | \$ | 288 | \$ | 1,550 | \$ | 1,015 | \$ | 1,250 |
| 101-191-900 | PRINTING & PUBLISHING | \$ | 3,547 | \$ | 1,784 | \$ | 3,063 | \$ | 3,500 | \$ | 3,369 | \$ | 1,750 |
| 101-191-910 | PROFESSIONAL DEVELOPMENT | \$ | 1,520 | \$ | 923 | \$ | - | \$ | 2,000 | \$ | 506 | \$ | 1,250 |
| 101-191-915 | MEMBERSHIPS | \$ | 155 | \$ | 313 | \$ | - | \$ | 400 | \$ | 100 | \$ | 400 |
| SUBTOTAL | | \$ | 126,947 | \$ | 125,902 | \$ | 124,324 | \$ | 147,607 | \$ | 131,729 | \$ | 138,988 |

INFORMATION TECHNOLOGY

| | | | | | | | | | | | | | |
|-------------|---------------------------------------|----|--------|----|--------|----|--------|----|--------|----|--------|----|--------|
| 101-228-792 | HARDWARE PURCHASES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 101-228-793 | SOFTWARE PURCHASES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 101-228-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | 14,946 | \$ | 16,325 | \$ | 20,982 | \$ | 35,000 | \$ | 33,804 | \$ | 20,000 |
| 101-260-850 | COMMUNICATIONS | \$ | 3,285 | \$ | 3,582 | \$ | 3,477 | \$ | 4,500 | \$ | 4,500 | \$ | 1,440 |
| 101-228-852 | INTERNET & OTHER COMMUNICATIONS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,920 |

| | | | | | | | | | | | | | |
|-------------|---------------------------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|
| 101-228-933 | SOFTWARE MAINTENANCE AGREEMENTS | \$ | 6,891 | \$ | 5,303 | \$ | 5,426 | \$ | 8,500 | \$ | 8,300 | \$ | 21,000 |
| | SUBTOTAL | \$ | 25,122 | \$ | 25,210 | \$ | 29,885 | \$ | 48,000 | \$ | 46,604 | \$ | 44,360 |

BUILDINGS AND GROUNDS

| | | | | | | | | | | | | | |
|-------------|---------------------------------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|
| 101-265-702 | WAGES- FTE | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 17,280 |
| 101-265-709 | FICA | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,322 |
| 101-265-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 600 |
| 101-265-716 | DEFINED CONTRIBUTION PLAN | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,037 |
| 101-265-718 | HEALTH INSURANCE PREMIUMS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 4,704 |
| 101-265-751 | OFFICE SUPPLIES | \$ | 5,710 | \$ | 2,672 | \$ | 3,355 | \$ | 5,000 | \$ | 4,163 | \$ | 4,500 |
| 101-265-752 | MAINTENANCE SUPPLIES | \$ | 16,679 | \$ | 13,388 | \$ | 5,382 | \$ | 6,000 | \$ | 5,317 | \$ | 4,500 |
| 101-265-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,000 |
| 101-265-841 | WORKERS COMPENSATION | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 734 |
| 101-265-900 | PRINTING & PUBLISHING | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 2,000 |
| 101-265-920 | ELECTRIC | \$ | 27,583 | \$ | 37,394 | \$ | 37,671 | \$ | 44,200 | \$ | 33,001 | \$ | 6,000 |
| 101-265-921 | NATURAL GAS | \$ | 5,211 | \$ | 3,491 | \$ | 3,492 | \$ | 3,800 | \$ | 3,142 | \$ | 3,800 |
| 101-265-934 | REPAIRS & MAINTENANCE | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,500 |
| 101-265-935 | PROPERTY & LIABILITY INSURANCE | \$ | 8,647 | \$ | 8,051 | \$ | 8,593 | \$ | 9,606 | \$ | 9,606 | \$ | 10,000 |
| | SUBTOTAL | \$ | 63,830 | \$ | 64,996 | \$ | 58,493 | \$ | 68,606 | \$ | 55,229 | \$ | 58,977 |

POLICE DEPARTMENT

| | | | | | | | | | | | | | |
|-------------|---------------------------------------|----|---------|----|---------|----|---------|----|---------|----|---------|----|---------|
| 101-301-702 | WAGES- FTE | | 120,567 | | 137,389 | | 174,398 | | 150,114 | | 146,282 | \$ | 113,088 |
| 101-301-704 | WAGES- PTE | \$ | - | \$ | 1,356 | \$ | 4,116 | \$ | 3,917 | \$ | 3,780 | \$ | 23,712 |
| 101-301-709 | FICA | \$ | 9,223 | \$ | 10,559 | \$ | 13,624 | \$ | 13,000 | \$ | 12,297 | \$ | 10,695 |
| 101-301-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 12,000 |
| 101-301-713 | OVERTIME | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 3,000 |
| 101-301-716 | DEFINED CONTRIBUTION PLAN | \$ | 5,195 | \$ | 5,576 | \$ | 5,458 | \$ | 9,007 | \$ | 6,123 | \$ | 3,869 |
| 101-301-718 | HEALTH INSURANCE PREMIUMS | \$ | 11,545 | \$ | 13,271 | \$ | 11,453 | \$ | 21,221 | \$ | 14,962 | \$ | 8,140 |
| 101-301-741 | UNIFORMS | \$ | 3,992 | \$ | 3,515 | \$ | 4,140 | \$ | 3,000 | \$ | 2,661 | \$ | 3,000 |
| 101-301-751 | OFFICE SUPPLIES | \$ | 204 | \$ | 356 | \$ | 164 | \$ | 750 | \$ | 182 | \$ | 200 |
| 101-301-752 | MAINTENANCE SUPPLIES | \$ | 5,142 | \$ | 5,337 | \$ | 4,370 | \$ | 5,000 | \$ | 3,236 | \$ | 3,000 |
| 101-301-794 | EQUIPMENT | \$ | 1,412 | \$ | 22,838 | \$ | 1,061 | \$ | 1,500 | \$ | 983 | \$ | - |
| 101-301-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | 549 | \$ | 2,136 | \$ | 12,500 | \$ | 20,000 | \$ | 18,342 | \$ | 3,000 |
| 101-301-841 | WORKERS COMPENSATION | \$ | 3,834 | \$ | 3,305 | \$ | 3,300 | \$ | 5,779 | \$ | 5,779 | \$ | 3,885 |
| 101-301-850 | COMMUNICATIONS | \$ | 2,553 | \$ | 2,239 | \$ | 3,518 | \$ | 5,000 | \$ | 2,836 | \$ | 1,800 |
| 101-301-852 | INTERNET AND OTHER COMMUNICATIONS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,428 |
| 101-301-860 | FUEL | \$ | 1,668 | \$ | 864 | \$ | 1,470 | \$ | 4,000 | \$ | 567 | \$ | 2,000 |
| 101-301-861 | MILEAGE REIMBURSEMENT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 250 |
| 101-301-910 | PROFESSIONAL DEVELOPMENT | \$ | 339 | \$ | 1,575 | \$ | 1,054 | \$ | 2,500 | \$ | 262 | \$ | 2,500 |
| 101-301-915 | MEMBERSHIPS | \$ | 1,923 | \$ | 1,880 | \$ | 248 | \$ | 300 | \$ | 293 | \$ | 300 |

| | | | | | | | |
|-----------------|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| 101-301-932 | VEHICLE REPAIRS & MAINTENANCE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,500 |
| 101-301-935 | PROPERTY & LIABILITY INSURANCE | \$ 7,600 | \$ 9,028 | \$ 12,717 | \$ 14,179 | \$ 14,179 | \$ 13,000 |
| 101-301-936 | VEHICLE INSURANCE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,283 |
| SUBTOTAL | | \$ 175,746 | \$ 221,224 | \$ 253,591 | \$ 259,267 | \$ 232,764 | \$ 213,650 |

FIRE DEPARTMENT

| | | | | | | | |
|-----------------|---------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| 101-336-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ 37,200 | \$ 40,292 | \$ 40,029 | \$ 42,613 | \$ 42,613 | \$ 44,764 |
| 101-336-852 | INTERNET AND OTHER COMMUNICATIONS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,368 |
| SUBTOTAL | | \$ 37,200 | \$ 40,292 | \$ 40,029 | \$ 42,613 | \$ 42,613 | \$ 46,132 |

DEPARTMENT OF PUBLIC WORKS

| | | | | | | | |
|-----------------|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| 101-441-702 | WAGES- FTE | \$ 64,356 | \$ 70,123 | \$ 78,344 | \$ 75,000 | \$ 74,944 | \$ 34,560 |
| 101-441-709 | FICA | \$ 5,692 | \$ 4,948 | \$ 5,501 | \$ 6,000 | \$ 5,320 | \$ 2,644 |
| 101-441-712 | INSURANCE OPT OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,200 |
| 101-441-713 | OVERTIME | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 319 |
| 101-441-716 | DEFINED CONTRIBUTION PLAN | \$ 3,720 | \$ 3,285 | \$ 4,636 | \$ 4,500 | \$ 4,341 | \$ 2,074 |
| 101-441-718 | HEALTH INSURANCE PREMIUMS | \$ 20,144 | \$ 21,153 | \$ 24,443 | \$ 16,857 | \$ 13,755 | \$ 9,408 |
| 101-441-741 | UNIFORMS | \$ 1,435 | \$ 1,715 | \$ 2,212 | \$ 3,000 | \$ 2,754 | \$ 2,500 |
| 101-441-751 | MAINTENANCE SUPPLIES | \$ 21,807 | \$ 10,225 | \$ 26,986 | \$ 14,500 | \$ 14,356 | \$ 8,000 |
| 101-441-752 | EQUIPMENT | \$ 3,867 | \$ 4,464 | \$ 2,540 | \$ 2,000 | \$ 315 | \$ - |
| 101-441-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ 12,651 | \$ 49,638 | \$ 17,748 | \$ 44,000 | \$ 42,875 | \$ 4,000 |
| 101-441-841 | WORKERS COMPENSATION | \$ 1,235 | \$ 1,519 | \$ 1,673 | \$ 3,425 | \$ 1,957 | \$ 2,644 |
| 101-441-860 | FUEL | \$ 24,325 | \$ 23,518 | \$ 19,545 | \$ 25,000 | \$ 22,810 | \$ 18,000 |
| 101-441-861 | MILEAGE REIMBURSEMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 250 |
| 101-441-910 | PROFESSIONAL DEVELOPMENT | \$ 65 | \$ 48 | | \$ 500 | \$ - | \$ 250 |
| 101-441-932 | VEHICLE REPAIRS & MAINTENANCE | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 7,500 |
| 101-441-944 | FORESTRY | \$ 15,968 | \$ 18,490 | \$ 9,580 | \$ 3,000 | \$ 2,650 | \$ 2,000 |
| 101-441-945 | DRAIN COMMISSION FEES | \$ 220 | \$ - | \$ 698 | \$ 500 | \$ - | \$ 500 |
| SUBTOTAL | | \$ 175,485 | \$ 209,126 | \$ 193,906 | \$ 198,282 | \$ 186,077 | \$ 95,848 |

PLANNING COMMISSION

| | | | | | | | |
|-------------|---------------------------------------|-----------------|-----------------|---------------|-----------------|-----------------|-----------------|
| 101-701-703 | SALARIES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,600 |
| 101-701-704 | WAGES-PTE | \$ 300 | \$ 200 | \$ 500 | \$ 900 | \$ 600 | \$ 900 |
| 101-701-709 | FICA | \$ 23 | \$ 15 | \$ 38 | \$ 69 | \$ 46 | \$ 344 |
| 101-701-712 | INSURANCE OPT OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 300 |
| 101-701-716 | DEFINED CONTRIBUTION PLAN | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 224 |
| 101-701-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ 2,700 | \$ 2,305 | \$ - | \$ 1,500 | \$ 1,250 | \$ 500 |
| 101-701-910 | PROFESSIONAL DEVELOPMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,000 |
| 101-701-915 | MEMBERSHIPS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200 |
| | | \$ 3,023 | \$ 2,520 | \$ 538 | \$ 2,469 | \$ 1,896 | \$ 7,069 |

ZONING BOARD OF APPEALS

| | | | | | | | | | | | | | |
|-------------|---------------------------------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|------------|-----------|--------------|
| 101-702-703 | SALARIES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,800 |
| 101-702-704 | WAGES-PTE | \$ | 450 | \$ | 200 | \$ | 150 | \$ | 600 | \$ | 300 | \$ | 750 |
| 101-702-709 | FICA | \$ | 34 | \$ | 15 | \$ | 11 | \$ | 46 | \$ | 23 | \$ | 195 |
| 101-702-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 150 |
| 101-702-716 | DEFINED CONTRIBUTION PLAN | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 112 |
| 101-702-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 250 |
| 101-702-910 | PROFESSIONAL DEVELOPMENT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 750 |
| | | \$ | 484 | \$ | 215 | \$ | 161 | \$ | 646 | \$ | 323 | \$ | 4,007 |

ECONOMIC DEVELOPMENT

| | | | | | | | | | | | | | |
|-----------------|---------------------------------------|-----------|--------------|-----------|---------------|-----------|--------------|-----------|---------------|-----------|--------------|-----------|---------------|
| 101-728-703 | SALARIES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 9,346 |
| 101-728-704 | WAGES-PTE | \$ | - | \$ | - | \$ | - | \$ | 8,000 | \$ | 2,865 | \$ | 15,600 |
| 101-728-709 | FICA | \$ | - | \$ | - | \$ | - | \$ | 612 | \$ | 219 | \$ | 1,908 |
| 101-728-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 195 |
| 101-728-716 | DEFINED CONTRIBUTION PLAN | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 561 |
| 101-728-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 250 |
| 101-728-841 | WORKERS COMPENSATION | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 112 |
| 101-728-880 | COMMUNITY PROMOTION | \$ | 6,022 | \$ | 12,955 | \$ | 7,942 | \$ | 7,000 | \$ | 6,076 | \$ | 500 |
| 101-728-910 | PROFESSIONAL DEVELOPMENT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 750 |
| 101-728-915 | MEMBERSHIPS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 500 |
| SUBTOTAL | | \$ | 6,022 | \$ | 12,955 | \$ | 7,942 | \$ | 15,612 | \$ | 9,160 | \$ | 29,723 |

RECREATION AND PARK DEPARTMENT

| | | | | | | | | | | | | | |
|-----------------|---------------------------------------|-----------|---------------|-----------|----------------|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|
| 101-751-702 | WAGES- FTE | \$ | 8,225 | \$ | 30,285 | \$ | 15,121 | \$ | 13,459 | \$ | 11,883 | \$ | 17,280 |
| 101-751-709 | FICA | \$ | 20 | \$ | 2,132 | \$ | 1,149 | \$ | 1,036 | \$ | 838 | \$ | 1,322 |
| 101-751-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 600 |
| 101-751-713 | OVERTIME | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 319 |
| 101-751-716 | DEFINED CONTRIBUTION PLAN | \$ | 11 | \$ | 1,478 | \$ | 1,002 | \$ | 813 | \$ | 713 | \$ | 1,037 |
| 101-751-718 | HEALTH INSURANCE PREMIUMS | \$ | - | \$ | - | \$ | - | \$ | 7,224 | \$ | 7,200 | \$ | 4,572 |
| 101-751-751 | MAINTENANCE SUPPLIES | \$ | 494 | \$ | 87,710 | \$ | - | \$ | 6,500 | \$ | 857 | \$ | 500 |
| 101-751-752 | EQUIPMENT | \$ | - | \$ | - | \$ | 63,688 | \$ | - | \$ | - | \$ | - |
| 101-751-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | 231,500 | \$ | - | \$ | 6,300 | \$ | 5,967 | \$ | - |
| 101-751-841 | WORKERS COMPENSATION | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 524 |
| 101-751-920 | ELECTRIC | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 101-751-934 | REPAIRS & MAINTENANCE | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 250 |
| 101-751-939 | EQUIPMENT RENTAL | \$ | 7,675 | \$ | 25,543 | \$ | 8,553 | \$ | 15,000 | \$ | 15,014 | \$ | 16,000 |
| SUBTOTAL | | \$ | 16,425 | \$ | 378,648 | \$ | 89,513 | \$ | 50,332 | \$ | 42,472 | \$ | 42,403 |

| | | | | | | | | | | | | | |
|--------------|---------------------------|----|----------|----|-----------|----|-----------|----|-----------|----|---------|----|---------|
| 101-900-995? | TRANSFERS OUT | \$ | 100,372 | \$ | 162,659 | \$ | 171,925 | \$ | 77,827 | \$ | 77,827 | \$ | 105,820 |
| | TOTAL | \$ | 827,083 | \$ | 1,341,480 | \$ | 1,116,787 | \$ | 1,067,606 | \$ | 976,537 | \$ | 925,086 |
| | Revenue Over Expenditures | \$ | (99,199) | \$ | (166,715) | \$ | (332,877) | \$ | (279,442) | \$ | 129,449 | \$ | 1,900 |
| | Ending Fund Balance | \$ | 311,820 | \$ | 242,518 | \$ | 65,058 | \$ | (214,384) | \$ | 194,507 | \$ | 196,407 |

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. The Village Council adoption of the Street Asset Management Plan has provided a plan for maintenance activities over the next three years.

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. The following roads are proposed for sealcoating: Arnold, Church (US-12-RR), and S. Main (US-12-Jefferson). The following roads are proposed for crack sealing: Cole, Baldwin, N. Main, S. Main, and Maiden.
- 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
- Submit a request to MDOT to move W. Liberty and Berry to the Major Street system and move W. Jefferson and Pleasant to the Local Street system.
- Develop a funding strategy for the reconstruction of Berry and W. Liberty.
- Review the remaining major streets with underground utility needs and determine a plan for completion of necessary work.

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. The Village Council adoption of the Street Asset Management Plan has provided a plan for maintenance activities over the next three years.

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

- The following roads are proposed for crack sealing: Hunting Trail, Bluebird, Depot, Hawley (Main to Jackson), and West (Tayor-End).
- The following streets will be reconstructed due to utility system upgrades: W. Jefferson, Pleasant (US-12-Jefferson), Orange, and Hewitt.
- 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
- Develop a funding plan for the reconstruction of Hawley, Dally, Wood, and Park 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 4.6151 mills against all real property in the Village.

The taxation of personal property has changed in the past few years as the state has exempted small parcels (under \$80,000 TCV) and all industrial parcels. This has led to a sizable reduction in the amount levied.

Expenditures

- Funds are transferred to the Local Streets Fund (\$30,000), Major Streets (\$20,000), and General Fund (\$50,000) for support of various projects.

2018-2019 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.

| ACCOUNT | ITEM | 2014-2015 Actual | 2015-16 Actual | 2016-2017 Actual | 2017-2018 Amended | 2017-2018 Projected | 2018-2019 Requested |
|-------------------------------|---------------------------------------|---------------------|-------------------|---------------------|----------------------|------------------------|------------------------|
| MAJOR STREETS | | | | | | | |
| BEGINNING FUND BALANCE | | \$ 175,256 | \$ 151,485 | \$ 4,212 | \$ 15,436 | \$ 15,436 | \$ 39,416 |
| | METRO ACT | \$ 2,487 | \$ 2,216 | \$ 2,990 | \$ 2,920 | \$ 2,919 | \$ 2,920 |
| | STATE-MAJOR | \$ 85,495 | \$ 91,840 | \$ 96,733 | \$ 104,000 | \$ 110,296 | \$ 122,188 |
| | STATE TRUNKLINE | \$ 2,579 | \$ - | \$ - | \$ 3,500 | \$ 3,261 | \$ 3,000 |
| | INTEREST | \$ 148 | \$ 74 | \$ - | \$ 50 | \$ 2 | \$ 25 |
| | TRANSFERS FROM OTHER FUNDS | \$ (262) | \$ - | \$ - | \$ 40,000 | \$ 40,000 | \$ 20,000 |
| | TOTAL | \$ 90,447 | \$ 94,130 | \$ 99,723 | \$ 150,470 | \$ 156,478 | \$ 148,133 |
| ROUTINE MAINTENANCE | | | | | | | |
| 202-449-702 | WAGES- FTE | \$ 6,134 | \$ 17,036 | \$ 5,698 | \$ 17,340 | \$ 6,995 | \$ 8,640 |
| 202-449-709 | FICA | \$ 438 | \$ 1,209 | \$ 402 | \$ 1,327 | \$ 492 | \$ 661 |
| 202-449-712 | INSURANCE OPT OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 300 |
| 202-449-713 | OVERTIME | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 319 |
| 202-449-716 | DEFINED CONTRIBUTION PLAN | \$ 300 | \$ 839 | \$ 306 | \$ 1,040 | \$ 387 | \$ 518 |
| 202-449-718 | HEALTH INSURANCE PREMIUMS | \$ 2,657 | \$ 2,953 | \$ 3,824 | \$ 3,011 | \$ 2,684 | \$ 2,352 |
| 202-449-752 | SUPPLIES | \$ 1,068 | \$ 16,115 | \$ 239 | \$ 1,750 | \$ 1,572 | \$ 2,000 |
| 202-449-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ 71,289 | \$ 136,036 | \$ 47,240 | \$ 76,000 | \$ 75,116 | \$ 33,000 |
| 202-449-841 | WORKERS COMPENSATION | \$ 200 | \$ 400 | \$ 400 | \$ 500 | \$ 500 | \$ 787 |
| 202-449-939 | EQUIPMENT RENTAL | \$ 8,421 | \$ 12,469 | \$ 1,945 | \$ 7,000 | \$ 6,050 | \$ 7,000 |
| | SUBTOTAL | \$ 90,507 | \$ 187,057 | \$ 60,054 | \$ 107,968 | \$ 93,796 | \$ 55,577 |
| WINTER MAINTENANCE | | | | | | | |
| 202-450-702 | WAGES- FTE | \$ 1,747 | \$ 1,264 | \$ 1,399 | \$ 3,101 | \$ 2,026 | \$ 3,456 |
| 202-450-709 | FICA | \$ 124 | \$ 90 | \$ 100 | \$ 237 | \$ 146 | \$ 264 |
| 202-450-712 | INSURANCE OPT OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 120 |
| 202-450-713 | OVERTIME | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,276 |
| 202-450-716 | DEFINED CONTRIBUTION PLAN | \$ 105 | \$ 74 | \$ 84 | \$ 186 | \$ 122 | \$ 284 |
| 202-450-718 | HEALTH INSURANCE PREMIUMS | \$ 782 | \$ 894 | \$ 957 | \$ 1,205 | \$ 954 | \$ 941 |
| 202-450-752 | SUPPLIES | \$ 5,054 | \$ 1,654 | \$ 5,581 | \$ 4,500 | \$ 4,448 | \$ 2,500 |
| 202-450-841 | WORKERS COMPENSATION | \$ 100 | \$ 200 | \$ 200 | \$ 300 | \$ 300 | \$ 415 |
| 202-450-939 | EQUIPMENT RENTAL | \$ 3,091 | \$ 1,731 | \$ 999 | \$ 4,000 | \$ 3,816 | \$ 4,000 |
| | SUBTOTAL | \$ 11,003 | \$ 5,907 | \$ 9,320 | \$ 13,529 | \$ 11,812 | \$ 13,257 |
| TRAFFIC SERVICES | | | | | | | |
| 202-451-702 | WAGES- FTE | \$ 138 | \$ - | \$ 525 | \$ 1,727 | \$ 48 | \$ 1,728 |

| | | | | | | | | | | | | | |
|-----------------|---------------------------------------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|
| 202-451-709 | FICA | \$ | 10 | \$ | - | \$ | 37 | \$ | 132 | \$ | 3 | \$ | 132 |
| 202-451-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 60 |
| 202-451-716 | DEFINED CONTRIBUTION PLAN | \$ | 5 | | | \$ | 31 | \$ | 104 | \$ | 3 | \$ | 104 |
| 202-451-718 | HEALTH INSURANCE PREMIUMS | \$ | 394 | \$ | 508 | \$ | 529 | \$ | 602 | \$ | 548 | \$ | 470 |
| 202-451-752 | SUPPLIES | \$ | - | \$ | - | \$ | - | \$ | 100 | \$ | 250 | \$ | 250 |
| 202-451-754 | PAINT AND SIGNS | \$ | 7,395 | \$ | 4,922 | \$ | 5,923 | \$ | 5,000 | \$ | 4,885 | \$ | 2,000 |
| 202-451-841 | WORKERS COMPENSATION | \$ | 100 | \$ | 200 | \$ | 200 | \$ | 200 | \$ | 100 | \$ | 152 |
| 202-451-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | 83 | \$ | 1,000 | \$ | - | \$ | - | \$ | - | \$ | 500 |
| 202-451-939 | EQUIPMENT RENTAL | \$ | 100 | | | \$ | 63 | \$ | 500 | \$ | 159 | \$ | 500 |
| SUBTOTAL | | \$ | 8,225 | \$ | 6,630 | \$ | 7,308 | \$ | 8,365 | \$ | 5,996 | \$ | 5,896 |

NON-MOTORIZED

| | | | | | | | | | | | | | |
|-----------------|---------------------------------------|----|-----|----|-----|----|-----|----|-------|----|-------|----|-------|
| 202-452-702 | WAGES- FTE | \$ | - | \$ | - | \$ | - | \$ | 1,727 | \$ | - | \$ | 1,728 |
| 202-452-709 | FICA | \$ | - | \$ | - | \$ | - | \$ | 132 | \$ | - | \$ | 132 |
| 202-452-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 60 |
| 202-452-716 | DEFINED CONTRIBUTION PLAN | \$ | - | \$ | - | \$ | - | \$ | 104 | \$ | - | \$ | 104 |
| 202-452-718 | HEALTH INSURANCE PREMIUMS | \$ | 394 | \$ | 486 | \$ | 506 | \$ | 602 | \$ | 527 | \$ | 470 |
| 202-452-752 | SUPPLIES | \$ | - | \$ | - | \$ | - | \$ | 750 | \$ | - | \$ | 250 |
| 202-452-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | - | \$ | - | \$ | 3,500 | \$ | 647 | \$ | 4,000 |
| 202-454-841 | WORKERS COMPENSATION | \$ | 100 | \$ | 100 | \$ | 200 | \$ | 200 | \$ | 100 | \$ | 152 |
| 202-452-939 | EQUIPMENT RENTAL | \$ | - | \$ | - | \$ | - | \$ | 750 | \$ | - | \$ | 750 |
| SUBTOTAL | | \$ | 494 | \$ | 586 | \$ | 706 | \$ | 7,765 | \$ | 1,274 | \$ | 7,646 |

ADMINISTRATIVE EXPENSES

| | | | | | | | | | | | | | |
|-----------------|---------------------------------------|----|-------|----|-------|----|--------|----|--------|----|-------|----|--------|
| 202-453-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | 960 | \$ | - | \$ | - | \$ | - | \$ | - |
| 202-453-803 | ADMINISTRATIVE SERVICES | \$ | 8,000 | \$ | 8,000 | \$ | 10,000 | \$ | 10,000 | \$ | 4,850 | \$ | 11,000 |
| 202-453-806 | BANK FEES | \$ | - | \$ | 5 | \$ | 5 | \$ | - | \$ | 6 | \$ | 10 |
| SUBTOTAL | | \$ | 8,000 | \$ | 8,965 | \$ | 10,005 | \$ | 10,000 | \$ | 4,856 | \$ | 11,010 |

TRUNKLINE

| | | | | | | | | | | | | | |
|-------------|---------------------------|----|-----|----|-----|----|-----|----|-------|----|-------|----|-------|
| 202-454-702 | WAGES- FTE | \$ | 782 | \$ | 98 | \$ | 288 | \$ | 1,550 | \$ | 1,071 | \$ | 1,728 |
| 202-454-709 | FICA | \$ | 56 | \$ | 7 | \$ | 20 | \$ | 119 | \$ | 77 | \$ | 132 |
| 202-454-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 60 |
| 202-454-716 | DEFINED CONTRIBUTION PLAN | \$ | 42 | \$ | 4 | \$ | 17 | \$ | 93 | \$ | 64 | \$ | 104 |
| 202-454-718 | HEALTH INSURANCE PREMIUMS | \$ | 394 | \$ | 486 | \$ | 506 | \$ | 602 | \$ | 527 | \$ | 470 |

| | | | | | | | | | | | | | |
|-------------|---------------------------------------|----|----------------|----|--------------|----|---------------|----|---------------|----|---------------|----|---------------|
| 202-454-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | 2,560 | \$ | - | \$ | 1,500 | \$ | 546 | \$ | 1,500 |
| 202-454-841 | WORKERS COMPENSATION | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 152 |
| 202-454-939 | EQUIPMENT RENTAL | \$ | 605 | \$ | 210 | \$ | 173 | \$ | 2,500 | \$ | 2,379 | \$ | 2,000 |
| | SUBTOTAL | \$ | 1,979 | \$ | 3,465 | \$ | 1,104 | \$ | 6,464 | \$ | 4,764 | \$ | 6,146 |
| 202-900-995 | TRANSFERS OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 10,000 | \$ | 20,000 |
| | TOTAL EXPENSES | \$ | 120,208 | \$ | 212,610 | \$ | 88,497 | \$ | 154,091 | \$ | 132,498 | \$ | 119,532 |
| | REVENUES OVER EXPENDITURES | \$ | (29,761) | \$ | (118,480) | \$ | 11,226 | \$ | (3,621) | \$ | 23,980 | \$ | 28,601 |
| | ENDING FUND BALANCE | \$ | 151,486 | \$ | 4,211 | \$ | 15,438 | \$ | 11,815 | \$ | 39,416 | \$ | 68,017 |

LOCAL STREETS

| ACCOUNT | ITEM | 2014-2015 Actual | 2015-16 Actual | 2016-2017 Actual | 2017-2018 Amended | 2017-2018 Projected | 2018-2019 Requested |
|-------------|---------------------------------------|---------------------|-------------------|---------------------|----------------------|------------------------|------------------------|
| | BEGINNING FUND BALANCE | \$ 19,538 | \$ 22,634 | \$ 49,365 | \$ 35,485 | \$ 35,485 | \$ 20,771 |
| | METRO ACT | \$ 2,487 | \$ 2,216 | \$ 2,990 | \$ 2,920 | \$ 2,919 | \$ 2,919 |
| | STATE-LOCAL | \$ 27,684 | \$ 40,262 | \$ 31,344 | \$ 35,000 | \$ 35,747 | \$ 39,607 |
| | INTEREST | \$ 48 | \$ 5 | \$ 2 | \$ 75 | \$ 2 | \$ 10 |
| | TRANSFERS FROM OTHER FUNDS | \$ 19,755 | \$ 69,075 | \$ - | \$ 15,000 | \$ - | \$ 30,000 |
| | TOTAL | \$ 49,974 | \$ 111,558 | \$ 34,336 | \$ 52,995 | \$ 38,668 | \$ 72,536 |
| | ROUTINE MAINTENANCE | | | | | | |
| 203-449-702 | WAGES- FTE | \$ 3,354 | \$ 5,914 | \$ 4,833 | \$ 9,301 | \$ 5,648 | \$ 8,640 |
| 203-449-709 | FICA | \$ 237 | \$ 418 | \$ 343 | \$ 712 | \$ 397 | \$ 661 |
| 203-449-712 | INSURANCE OPT OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 300 |
| 203-449-713 | OVERTIME | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 319 |
| 203-449-716 | DEFINED CONTRIBUTION PLAN | \$ 174 | \$ 300 | \$ 254 | \$ 558 | \$ 306 | \$ 518 |
| 203-449-718 | HEALTH INSURANCE PREMIUMS | \$ 2,657 | \$ 2,949 | \$ 3,821 | \$ 3,612 | \$ 2,685 | \$ 2,352 |
| 203-449-752 | SUPPLIES | \$ 1,076 | \$ 1,459 | \$ - | \$ 1,000 | \$ 63 | \$ 1,000 |
| 203-449-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ 21,122 | \$ 35,481 | \$ 7,253 | \$ 500 | \$ 500 | \$ 7,150 |
| 203-449-841 | WORKERS COMPENSATION | \$ 200 | \$ 300 | \$ 300 | \$ 300 | \$ 300 | \$ 787 |
| 203-449-939 | EQUIPMENT RENTAL | \$ 3,426 | \$ 2,271 | \$ 458 | \$ 6,000 | \$ 2,738 | \$ 4,000 |
| | SUBTOTAL | \$ 32,246 | \$ 49,092 | \$ 17,262 | \$ 21,983 | \$ 12,637 | \$ 25,727 |

| WINTER MAINTENANCE | | | | | | | | | | | | | |
|--------------------|---------------------------|----|--------|----|-------|----|-------|----|--------|----|-------|----|--------|
| 203-450-702 | WAGES- FTE | \$ | 1,539 | \$ | 693 | \$ | 1,241 | \$ | 3,101 | \$ | 1,679 | \$ | 5,184 |
| 203-450-709 | FICA | \$ | 109 | \$ | 49 | \$ | 88 | \$ | 237 | \$ | 121 | \$ | 397 |
| 203-450-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 180 |
| 203-450-713 | OVERTIME | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,276 |
| 203-450-716 | DEFINED CONTRIBUTION PLAN | \$ | 92 | \$ | 41 | \$ | 74 | \$ | 186 | \$ | 101 | \$ | 311 |
| 203-450-718 | HEALTH INSURANCE PREMIUMS | \$ | 780 | \$ | 894 | \$ | 955 | \$ | 1,205 | \$ | 1,006 | \$ | 1,411 |
| 203-450-752 | SUPPLIES | \$ | 5,054 | \$ | 1,654 | \$ | - | \$ | 3,250 | \$ | 2,255 | \$ | 2,500 |
| 203-450-841 | WORKERS COMPENSATION | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 200 | \$ | 200 | \$ | 567 |
| 203-450-939 | EQUIPMENT RENTAL | \$ | 2,551 | \$ | 1,266 | \$ | 730 | \$ | 4,000 | \$ | 3,643 | \$ | 4,000 |
| SUBTOTAL | | \$ | 10,225 | \$ | 4,697 | \$ | 3,188 | \$ | 12,179 | \$ | 9,005 | \$ | 15,826 |

| TRAFFIC SERVICES | | | | | | | | | | | | | |
|------------------|---------------------------------------|----|-------|----|-------|----|-------|----|-------|----|-------|----|-------|
| 203-451-702 | WAGES- FTE | \$ | 162 | \$ | - | \$ | - | \$ | 1,550 | \$ | 149 | \$ | 1,728 |
| 203-451-709 | FICA | \$ | 12 | \$ | - | \$ | - | \$ | 119 | \$ | 10 | \$ | 132 |
| 203-451-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 60 |
| 203-451-716 | DEFINED CONTRIBUTION PLAN | \$ | 10 | \$ | - | \$ | - | \$ | 93 | \$ | 9 | \$ | 104 |
| 203-451-718 | HEALTH INSURANCE PREMIUMS | \$ | 780 | \$ | 894 | \$ | 955 | \$ | 1,000 | \$ | 846 | \$ | 470 |
| 203-451-754 | PAINT AND SIGNS | \$ | 1,848 | \$ | 356 | \$ | 363 | \$ | 2,000 | \$ | 498 | \$ | 1,000 |
| 203-451-841 | WORKERS COMPENSATION | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 152 |
| 203-451-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | 743 | \$ | - | \$ | - | \$ | - | \$ | 500 |
| 203-451-939 | EQUIPMENT RENTAL | | | | | | | \$ | 1,500 | \$ | 388 | \$ | 500 |
| SUBTOTAL | | \$ | 2,912 | \$ | 2,093 | \$ | 1,418 | \$ | 6,362 | \$ | 2,000 | \$ | 4,646 |

| | | | | | | | | | | | | | |
|---------------|------------------------------|----|-----|----|-----|----|-------|----|-------|----|-----|----|-------|
| NON-MOTORIZED | | | | | | | | | | | | | |
| 203-452-702 | WAGES- FTE | \$ | - | \$ | 113 | \$ | - | \$ | 1,727 | \$ | 39 | \$ | 1,728 |
| 203-452-709 | FICA | \$ | - | \$ | 8 | \$ | - | \$ | 132 | \$ | 3 | \$ | 132 |
| 203-452-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 60 |
| 203-452-716 | DEFINED CONTRIBUTION PLAN | \$ | - | \$ | 7 | \$ | - | \$ | 104 | \$ | 2 | \$ | 104 |
| 203-452-718 | HEALTH INSURANCE PREMIUMS | \$ | 393 | \$ | 486 | \$ | 502 | \$ | 602 | \$ | 527 | \$ | 470 |
| 203-452-752 | SUPPLIES | \$ | - | \$ | - | \$ | - | \$ | 2,000 | \$ | - | \$ | 500 |
| 203-452-801 | PROFESSIONAL AND CONTRACTUAL | | | | | | | | | | | | |
| | SERVICES | \$ | - | \$ | - | \$ | 700 | \$ | 500 | \$ | - | \$ | 1,500 |
| 203-454-841 | WORKERS COMPENSATION | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 100 | \$ | 152 |
| 203-452-939 | EQUIPMENT RENTAL | \$ | - | \$ | - | \$ | - | \$ | 1,500 | \$ | 32 | \$ | 250 |
| | SUBTOTAL | \$ | 493 | \$ | 714 | \$ | 1,302 | \$ | 6,665 | \$ | 703 | \$ | 4,896 |

ADMINISTRATIVE EXPENSES

| | | | | | | | | | | | | | |
|-------------|---------------------------------------|-----------|--------------|-----------|--------------|-----------|--------------|-----------|--------------|-----------|--------------|-----------|--------------|
| 203-453-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | - | \$ | 1,440 | \$ | - | \$ | - | \$ | - | \$ | - |
| 203-453-803 | ADMINISTRATIVE SERVICES | \$ | 2,500 | \$ | 2,500 | \$ | 3,000 | \$ | 4,000 | \$ | 3,000 | \$ | 3,750 |
| 203-453-806 | BANK FEES | \$ | - | \$ | 6 | \$ | 5 | \$ | | \$ | 6 | \$ | 10 |
| | SUBTOTAL | \$ | 2,500 | \$ | 3,946 | \$ | 3,005 | \$ | 4,000 | \$ | 3,006 | \$ | 3,760 |
| 203-900-995 | TRANFERS OUT | | | \$ | 27,038 | \$ | 26,538 | \$ | 27,063 | \$ | 26,031 | \$ | 25,519 |
| | TOTAL EXPENSES | \$ | 48,376 | \$ | 87,580 | \$ | 52,713 | \$ | 78,252 | \$ | 53,382 | \$ | 80,374 |
| | REVENUES OVER EXPENDITURES | \$ | 1,598 | \$ | 23,978 | \$ | (18,377) | \$ | (25,257) | \$ | (14,714) | \$ | (7,838) |
| | ENDING FUND BALANCE | \$ | 22,632 | \$ | 49,361 | \$ | 35,484 | \$ | 10,228 | \$ | 20,771 | \$ | 12,933 |

MUNICIPAL STREETS

| | | | | | | | | | | | | | |
|-------------|-----------------------------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|-----------|----------------|
| | BEGINNING FUND BALANCE | \$ | 365 | \$ | 11,167 | \$ | 2,505 | \$ | 35,516 | \$ | 35,516 | \$ | 16,486 |
| 204-446-401 | CURRENT TAXES (REAL AND PERSONAL) | \$ | 105,802 | \$ | 106,338 | \$ | 108,011 | \$ | 104,539 | \$ | 100,970 | \$ | 103,999 |
| | TOTAL | \$ | 105,802 | \$ | 106,338 | \$ | 108,011 | \$ | 104,539 | \$ | 100,970 | \$ | 103,999 |
| 204-446-806 | BANK FEES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 204-446-995 | TRANSFERS OUT | \$ | 95,000 | \$ | 115,000 | \$ | 75,000 | \$ | 135,000 | \$ | 120,000 | \$ | 100,000 |
| | TOTAL | \$ | 95,000 | \$ | 115,000 | \$ | 75,000 | \$ | 135,000 | \$ | 120,000 | \$ | 100,000 |
| | REVENUES OVER EXPENDITURES | \$ | 10,802 | \$ | (8,662) | \$ | 33,011 | \$ | (30,461) | \$ | (19,030) | \$ | 3,999 |
| | ENDING FUND BALANCE | \$ | 11,167 | \$ | 2,505 | \$ | 35,516 | \$ | 5,055 | \$ | 16,486 | \$ | 20,485 |

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 2015-2016 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 will fund a portion of the Special Events position whom will market the downtown and work on special events.
- Three of the downtown parking lots require sealcoating this year. \$8,000 will be contributed by the DDA to this project.
- The DDA agreed to purchase a parking lot in the northwest block from Gale Cutcher for \$25,000. The purchase was by land contract and will require payments of \$5,000 per year for the next two years.
- Village staff are working with possible donors to expand holiday decorations for downtown.

Goals and Objectives

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

| ACCOUNT | DESCRIPTION | 2014-2015 Actual | 2015-16 Actual | 2016-2017 Actual | 2017-2018 Amended | 2017-2018 Projected | 2018-2019 Requested |
|---------------------------------------|---------------------------------------|---------------------|-------------------|---------------------|----------------------|------------------------|------------------------|
| DOWNTOWN DEVELOPMENT AUTHORITY | | | | | | | |
| | BEGINNING FUND BALANCE | \$ 16,336 | \$ 20,012 | \$ 15,323 | \$ 1,574 | \$ 1,574 | \$ 5,794 |
| REVENUES | | | | | | | |
| 248-000-401 | CURRENT TAXES | \$ 27,312 | \$ 30,040 | \$ 18,493 | \$ 23,000 | \$ 23,520 | \$ 23,990 |
| | TOTAL | \$ 27,312 | \$ 30,040 | \$ 18,493 | \$ 23,000 | \$ 23,520 | \$ 23,990 |
| EXPENSES | | | | | | | |
| 248-729-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ 4,575 | \$ 9,645 | \$ 9,300 | \$ 7,000 | \$ 4,700 | \$ 12,000 |
| 248-729-803 | ADMINISTRATIVE COSTS | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 2,000 | \$ 1,000 |
| 248-729-765 | BANNERS/DECORATIONS/SUPPLIES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 2,000 |
| 248-729-915 | MEMBERSHIPS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200 |
| 248-729-929 | MAINTENANCE SERVICES | \$ 5,000 | \$ 7,500 | \$ - | \$ 2,000 | \$ 2,000 | \$ 8,000 |
| 248-729-880 | COMMUNITY PROMOTION | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 3,000 |
| 248-729-881 | FAÇADE PROGRAM | \$ 12,061 | \$ 15,584 | \$ 20,943 | \$ 11,000 | \$ 10,600 | \$ 3,000 |
| | TOTAL | \$ 23,636 | \$ 34,729 | \$ 32,243 | \$ 22,000 | \$ 19,300 | \$ 29,200 |
| | REVENUES OVER EXPENDITURES | \$ 3,676 | \$ (4,689) | \$ (13,750) | \$ 1,000 | \$ 4,220 | \$ (5,210) |
| | ENDING FUND BALANCE | \$ 20,012 | \$ 15,323 | \$ 1,574 | \$ 2,574 | \$ 5,794 | \$ 584 |

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

- Final payment on the 2006 Capital Improvement Bond will be made in November 2018.
- Bond payments for the 2015 Capital Improvement Bond for park and water system upgrades will continue until the 2022-2023 Fiscal Year.
- Lease payments on the Utility Van, DPW Dump, and Kubota ATV will continue.
- Lease payments in the Police SUV will continue for two years.

Goals and Objectives

- Negotiate new lease purchase agreement for the purchase of a new police vehicle proposed in the Capital Improvement Plan.

| ACCOUNT | ITEM | 2014-2015 Actual | 2015-16 Actual | 2016-2017 Actual | 2017-2018 Amended | 2017-2018 Projected | 2018-2019 Requested |
|--------------------------|----------------------------|---------------------|-------------------|---------------------|----------------------|------------------------|------------------------|
| DEBT SERVICE FUND | | | | | | | |
| REVENUES | | | | | | | |
| 395-000-000.001 | TRANSFERS FROM OTHER FUNDS | \$ 124,847 | \$ 116,029 | \$ 198,463 | \$ 150,000 | \$ 122,528 | \$ 131,339 |
| | TOTAL | \$ 124,847 | \$ 116,029 | \$ 198,463 | \$ 150,000 | \$ 122,528 | \$ 131,339 |
| EXPENSES | | | | | | | |
| 395-000-000.002 | PRINCIPAL PAYMENTS | \$ 20,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 | \$ 25,000 |
| 395-000-000.003 | INTEREST EXPENSE | \$ 4,475 | \$ 3,575 | \$ 2,569 | \$ 1,031 | \$ 1,031 | \$ 519 |
| 395-294-994.000 | BOND PRINCIPAL | \$ 70,000 | \$ 75,000 | \$ 80,000 | \$ - | \$ - | \$ - |
| 395-294-995.000 | INTEREST EXPENSE - BOND | \$ 9,465 | \$ 5,875 | \$ 2,000 | \$ - | \$ - | \$ - |
| 395-301-994.000 | BOND PRINCIPAL | \$ - | \$ 5,920 | \$ 8,880 | \$ 8,500 | \$ 17,331 | \$ 17,020 |
| 395-301-995.000 | INTEREST EXPENSE | \$ - | \$ 659 | \$ 738 | \$ 1,000 | \$ 1,762 | \$ 3,000 |
| 395-441-994.100 | DPW VEHICLES PRINCIPAL | \$ - | \$ - | \$ 7,068 | \$ 15,000 | \$ 10,017 | \$ 15,000 |
| 395-441-995.100 | DPW VEHICLES INTEREST | \$ - | \$ - | \$ 1,287 | \$ 3,000 | \$ 2,316 | \$ 3,000 |
| 395-774-994.000 | 2015 CIP PRINCIPAL | \$ - | \$ - | \$ 60,000 | \$ 60,000 | \$ 60,000 | \$ 60,000 |
| 395-774-995.000 | 2015 CIP INTEREST | \$ - | \$ - | \$ 10,920 | \$ 5,070 | \$ 5,070 | \$ 7,800 |
| | TOTAL | \$ 103,940 | \$ 116,029 | \$ 198,462 | \$ 118,601 | \$ 122,527 | \$ 131,339 |

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.

Sewer rates are set to increase April 1, 2018 and April 1, 2019. Revenues will be monitored to insure 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 will increase April 1, 2018.
- The SAW grant project will come to completion by October 1, 2018.

Expenditures Highlights

- Payroll in each category is based on the employees' rate on the proposed salary scale.
- Debt Service for the USDA Bond has started and is following the expected debt service schedule. \$12,000 was returned to RD and will be credited to the final debt service payment.
- Cleaning/TV expenses will resume as we ensure the system remains in optimum shape.
- A preventative maintenance program through Kennedy Industries will continue.
- The SCADA system installed under the 2015 project will begin to require annual fees for maintenance and operations (\$7020 to the sewer fund).

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
- Begin planning for collection system improvements.

| ACCOUNT | DESCRIPTION | 2014-2015 Actual | 2015-16 Actual | 2016-2017 Actual | 2017-2018 Amended | 2017-2018 Projected | 2018-2019 Requested |
|-----------------------|---------------------------------------|---------------------|-------------------|---------------------|----------------------|------------------------|------------------------|
| SEWER | | | | | | | |
| REVENUES | | | | | | | |
| 590-000-488 | CONNECTION FEES | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ 3,300 | \$ 3,300 | \$ 1,200 |
| 590-000-539 | STATE GRANTS | \$ - | \$ 23,239 | \$ 356,468 | \$ 147,280 | \$ 147,280 | \$ 50,000 |
| 590-000-642 | USAGE/SALES | \$ 150,549 | \$ 161,842 | \$ 164,581 | \$ 245,000 | \$ 177,000 | \$ 203,000 |
| 590-000-643 | SEWER BASE CHARGE | \$ 154,217 | \$ 215,791 | \$ 215,944 | \$ 265,000 | \$ 232,000 | \$ 276,000 |
| 590-000-655 | FINES AND FORFEITURES | \$ 7,203 | \$ 9,070 | \$ 10,916 | \$ 9,500 | \$ 6,718 | \$ 10,000 |
| 590-000-665 | INTEREST | \$ 113 | \$ 125 | \$ 67 | \$ 100 | \$ 17 | \$ 50 |
| 590-000-671 | MISCELLANEOUS REVENUE | \$ 2,935 | \$ 8,891 | \$ 3,822 | \$ 3,000 | \$ 2,291 | \$ 3,000 |
| TOTAL | | \$ 316,217 | \$ 420,158 | \$ 752,998 | \$ 673,180 | \$ 568,606 | \$ 543,250 |
| EXPENSES | | | | | | | |
| ADMINISTRATION | | | | | | | |
| 590-536-702 | WAGES- FTE | \$ 23,569 | \$ 24,632 | \$ 26,590 | \$ 30,000 | \$ 30,364 | \$ 21,321 |
| 590-536-709 | FICA | \$ 1,739 | \$ 1,798 | \$ 1,930 | \$ 2,200 | \$ 2,218 | \$ 1,631 |
| 590-536-712 | INSURANCE OPT OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 240 |
| 590-536-716 | DEFINED CONTRIBUTION PLAN | \$ 1,406 | \$ 1,450 | \$ 1,499 | \$ 2,000 | \$ 1,752 | \$ 1,279 |
| 590-536-718 | HEALTH INSURANCE PREMIUMS | \$ 8,454 | \$ 8,647 | \$ 10,104 | \$ 9,500 | \$ 9,604 | \$ 6,878 |
| 590-536-725 | IPP WAGES | \$ 236 | \$ - | \$ - | \$ 1,200 | \$ 432 | \$ 1,200 |
| 590-536-751 | OFFICE SUPPLIES | \$ 1,019 | \$ 2,234 | \$ 1,318 | \$ 1,500 | \$ 915 | \$ 500 |
| 590-536-767 | UNIFORMS | \$ 950 | \$ 893 | \$ 567 | \$ 1,000 | \$ 142 | \$ 500 |
| 590-536-768 | SAFETY SUPPLIES | \$ - | \$ 536 | \$ 2,101 | \$ 400 | \$ 213 | \$ 400 |
| 590-536-792 | HARDWARE PURCHASES | | \$ 852 | \$ 11,764 | \$ 6,440 | \$ 6,440 | \$ - |
| 590-536-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ - | \$ - | \$ 3,228 | \$ 3,000 | \$ 625 | \$ - |
| 590-536-806 | BANK FEES | \$ 1,813 | \$ 1,042 | \$ 1,153 | \$ 1,000 | \$ 916 | \$ 1,200 |
| 590-536-803 | ADMINISTRATIVE EXPENSES | \$ 61,163 | \$ 62,093 | \$ 67,633 | \$ 69,399 | \$ 34,700 | \$ 70,754 |
| 590-536-841 | WORKERS COMPENSATION | \$ 750 | \$ 900 | \$ 900 | \$ 900 | \$ 800 | \$ 433 |
| 590-536-850 | COMMUNICATIONS | \$ 700 | \$ 614 | \$ 1,214 | \$ 1,250 | \$ 1,078 | \$ 1,734 |
| 590-536-851 | POSTAGE | \$ 2,196 | \$ 2,276 | \$ 2,500 | \$ 2,750 | \$ 2,508 | \$ 3,000 |
| 590-536-860 | FUEL | \$ 477 | \$ 239 | \$ 440 | \$ 900 | \$ 769 | \$ 750 |
| 590-536-861 | MILEAGE REIMBURSEMENT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 500 |

| | | | | | | | | | | | | | |
|-----------------|--------------------------------|----|---------|----|---------|----|---------|----|---------|----|---------|----|---------|
| 590-536-880 | COMMUNITY PROMOTION | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 590-539-900 | PRINTING & PUBLISHING | \$ | - | \$ | 3,982 | \$ | 255 | \$ | 300 | \$ | 300 | \$ | 300 |
| 590-536-910 | PROFESSIONAL DEVELOPMENT | \$ | 550 | \$ | 95 | \$ | 580 | \$ | 1,500 | \$ | 1,015 | \$ | 1,500 |
| 590-536-915 | MEMBERSHIPS | \$ | 1,705 | \$ | 1,454 | \$ | 1,215 | \$ | 1,750 | \$ | 1,467 | \$ | 1,500 |
| 590-536-916 | PERMITS | \$ | 1,525 | \$ | 1,525 | \$ | 4,441 | \$ | 1,525 | \$ | 1,525 | \$ | 1,525 |
| 590-536-935 | PROPERTY & LIABILITY INSURANCE | \$ | 4,603 | \$ | 6,030 | \$ | 8,073 | \$ | 8,200 | \$ | 7,680 | \$ | 8,000 |
| 590-536-939 | EQUIPMENT RENTAL | \$ | 16,876 | \$ | 3,957 | \$ | 593 | \$ | 15,000 | \$ | 11,897 | \$ | 15,000 |
| 590-536-991 | PRINCIPAL | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 59,000 |
| 590-536-992 | INTEREST- DEBT | \$ | - | \$ | 5,131 | \$ | 79,706 | \$ | 161,000 | \$ | 160,487 | \$ | 110,165 |
| SUBTOTAL | | \$ | 129,731 | \$ | 130,380 | \$ | 227,804 | \$ | 322,714 | \$ | 277,847 | \$ | 309,310 |

COLLECTION

| | | | | | | | | | | | | | |
|-----------------|---------------------------------------|----|--------|----|--------|----|---------|----|---------|----|---------|----|---------|
| 590-537-702 | WAGES- FTE | \$ | 12,645 | \$ | 7,449 | \$ | 19,326 | \$ | 15,000 | \$ | 10,815 | \$ | 21,028 |
| 590-537-709 | FICA | \$ | 911 | \$ | 535 | \$ | 1,375 | \$ | 1,578 | \$ | 770 | \$ | 1,609 |
| 590-537-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 480 |
| 590-537-713 | OVERTIME | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 766 |
| 590-537-716 | DEFINED CONTRIBUTION PLAN | \$ | 723 | \$ | 376 | \$ | 1,162 | \$ | 1,237 | \$ | 649 | \$ | 1,262 |
| 590-537-718 | HEALTH INSURANCE PREMIUMS | \$ | 2,950 | \$ | 3,314 | \$ | 3,513 | \$ | 6,110 | \$ | 3,989 | \$ | 5,429 |
| 590-537-752 | OPERATING SUPPLIES | \$ | 861 | \$ | 2,320 | \$ | 1,937 | \$ | 1,800 | \$ | 1,049 | \$ | 1,500 |
| 590-537-753 | CHEMICALS | \$ | - | \$ | - | \$ | 1,067 | \$ | 2,500 | \$ | 1,982 | \$ | 2,500 |
| 590-537-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | 7,334 | \$ | - | \$ | 329,860 | \$ | 26,000 | \$ | 169,251 | \$ | 10,000 |
| 590-537-802 | CLEANING/TV CONTRACTORS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,500 |
| 590-537-852 | INTERNET & OTHER COMMUNICATIONS | \$ | 3,409 | \$ | 2,232 | \$ | 1,234 | \$ | 3,250 | \$ | - | \$ | 7,020 |
| 590-537-920 | ELECTRIC | \$ | 15,127 | \$ | 16,075 | \$ | 19,782 | \$ | 16,000 | \$ | 14,592 | \$ | 16,000 |
| 590-537-921 | NATURAL GAS | \$ | - | \$ | - | \$ | - | \$ | 1,500 | \$ | 1,260 | \$ | 1,600 |
| 590-537-930 | LAND & BUILDING REPAIRS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 590-537-931 | EQUIPMENT REPAIRS | \$ | 197 | \$ | - | \$ | 370 | \$ | 9,375 | \$ | - | \$ | - |
| 590-537-939 | EQUIPMENT RENTAL | \$ | 3,125 | \$ | 6,394 | \$ | 10,391 | \$ | 17,500 | \$ | 16,273 | \$ | 15,000 |
| 590-537-946 | ENGINEERING SERVICES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 50,000 |
| SUBTOTAL | | \$ | 47,282 | \$ | 38,695 | \$ | 390,017 | \$ | 101,850 | \$ | 220,630 | \$ | 135,693 |

TREATMENT

| | | | | | | | | | | | | | |
|-------------|------------|----|-------|----|-------|----|-------|----|--------|----|-------|----|--------|
| 590-539-702 | WAGES- FTE | \$ | 3,880 | \$ | 7,461 | \$ | 8,523 | \$ | 20,623 | \$ | 5,738 | \$ | 21,028 |
| 590-539-709 | FICA | \$ | 287 | \$ | 550 | \$ | 625 | \$ | 1,578 | \$ | 416 | \$ | 1,609 |

| | | | | | | | |
|-----------------------------------|---------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|
| 590-539-712 | INSURANCE OPT OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 480 |
| 590-539-713 | OVERTIME | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 510 |
| 590-539-716 | DEFINED CONTRIBUTION PLAN | \$ 233 | \$ 448 | \$ 511 | \$ 1,237 | \$ 344 | \$ 1,262 |
| 590-539-718 | HEALTH INSURANCE PREMIUMS | \$ 2,951 | \$ 3,315 | \$ 3,513 | \$ 6,110 | \$ 3,889 | \$ 5,429 |
| 590-539-752 | OPERATING SUPPLIES | \$ 953 | \$ 2,840 | \$ 10,424 | \$ 4,000 | \$ 1,717 | \$ 1,500 |
| 590-539-753 | CHEMICALS | \$ 8,158 | \$ 10,654 | \$ 23,420 | \$ 28,000 | \$ 22,304 | \$ 25,000 |
| 590-539-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ 36,304 | \$ 6,033 | \$ 6,810 | \$ 20,250 | \$ 17,661 | \$ - |
| 590-539-852 | INTERNET & OTHER COMMUNICATIONS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 780 |
| 590-539-920 | ELECTRIC | \$ 32,306 | \$ 26,597 | \$ 33,671 | \$ 34,000 | \$ 28,745 | \$ 31,000 |
| 590-539-921 | NATURAL GAS | \$ - | \$ - | \$ 174 | \$ 250 | \$ 392 | \$ 750 |
| 590-539-930 | LAND & BUILDING REPAIRS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| 590-539-931 | EQUIPMENT REPAIRS | \$ 93 | \$ - | \$ - | \$ 3,000 | \$ 149 | \$ 500 |
| 590-539-939 | EQUIPMENT RENTAL | \$ 1,772 | \$ 5,648 | \$ 5,635 | \$ 9,000 | \$ 8,076 | \$ 8,000 |
| 590-539-946 | ENGINEERING SERVICES | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| SUBTOTAL | | \$ 86,937 | \$ 63,546 | \$ 93,306 | \$ 128,048 | \$ 89,431 | \$ 97,848 |
| TOTAL EXPENSES | | \$ 263,950 | \$ 232,621 | \$ 711,127 | \$ 552,612 | \$ 587,908 | \$ 542,850 |
| REVENUES OVER EXPENDITURES | | \$ 52,267 | \$ 187,537 | \$ 41,871 | \$ 120,568 | \$ (19,302) | \$ 400 |

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.

A rate increase is scheduled to go in place on April 1, 2018 and April 1, 2019 due to the need to pay for needed improvements covered by the 2018 Rural Development project. 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.

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

Revenue Highlights

- A rate increase will become effective April 1. The increase raises the base rate \$3 and usage rate \$0.75 per month.

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 \$27,500 per year.
- The Administrative Expenses line item increase was due to the 2015 Capital Improvement Bond payment for water expenses.
- A preventative maintenance program has been in place for the wells and water treatment plant and is in its final year. We are in the process of identifying long term needs at these facilities and will explore an extension of this contract if necessary.
- The 2018 Rural Development project will start in April. Streets impacted include E. Liberty, Fulton, Orange, West Jefferson, Pleasant, and Hewitt. Additional money is available to complete other streets and Village staff are in the process of identifying these projects.

Goals and Objectives

- Develop a plan to complete replacement of several areas of the Distribution System.
- Update Asset Management Plan.
- Complete all planned construction prior to November 15.
- Ensure the township adopts a water and sewer ordinance.

| | | 2014-2015 | 2015-16 | 2016-2017 | 2017-2018 | 2017-2018 | 2018-2019 |
|-----------------------|---------------------------------------|-------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
| ACCOUNT | | Actual | Actual | Actual | Amended | Projected | Requested |
| WATER | | | | | | | |
| GL # | Description | | | | | | |
| REVENUES | | | | | | | |
| 591-000-488 | CONNECTION FEES | \$ 1,200 | \$ 1,200 | \$ 1,200 | \$ 3,300 | \$ 3,300 | \$ 1,200 |
| 591-000-642 | USAGE/SALES | \$ 113,449 | \$ 117,729 | \$ 115,871 | \$ 235,000 | \$ 97,616 | \$ 198,120 |
| 591-000-643 | WATER BASE CHARGE | \$ 260,490 | \$ 277,507 | \$ 276,717 | \$ 375,000 | \$ 278,113 | \$ 376,320 |
| 591-000-655 | FINES AND FORFEITURES | \$ 9,384 | \$ 10,053 | \$ 10,550 | \$ 10,500 | \$ 8,289 | \$ 10,500 |
| 591-000-665 | INTEREST | \$ 219 | \$ 169 | \$ 56 | \$ 150 | \$ 16 | \$ 15 |
| 591-000-671 | MISCELLANEOUS REVENUE | \$ 8,327 | \$ 85,121 | \$ 5,674 | \$ 3,600 | \$ 1,002,987 | \$ 6,000 |
| SUBTOTAL | | \$ 391,869 | \$ 490,579 | \$ 408,868 | \$ 624,250 | \$ 1,387,021 | \$ 592,155 |
| EXPENSES | | | | | | | |
| ADMINISTRATION | | | | | | | |
| 591-536-702 | WAGES- FTE | \$ 24,481 | \$ 26,183 | \$ 29,112 | \$ 30,000 | \$ 29,565 | \$ 19,880 |
| 591-536-709 | FICA | \$ 1,783 | \$ 1,907 | \$ 2,102 | \$ 2,000 | \$ 2,130 | \$ 1,521 |
| 591-536-712 | INSURANCE OPT OUT | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 240 |
| 591-536-716 | DEFINED CONTRIBUTION PLAN | \$ 1,456 | \$ 1,529 | \$ 1,650 | \$ 1,800 | \$ 1,678 | \$ 1,193 |
| 591-536-718 | HEALTH INSURANCE PREMIUMS | \$ 11,167 | \$ 11,578 | \$ 13,346 | \$ 12,000 | \$ 10,808 | \$ 5,629 |
| 591-536-751 | OFFICE SUPPLIES | \$ 1,019 | \$ 2,216 | \$ 1,341 | \$ 1,500 | \$ 915 | \$ 1,250 |
| 591-536-767 | UNIFORMS | \$ 951 | \$ 893 | \$ 1,146 | \$ 2,500 | \$ 2,144 | \$ 1,500 |
| 591-536-768 | SAFETY SUPPLIES | \$ - | \$ 536 | \$ 315 | \$ 500 | \$ - | \$ 500 |
| 591-536-792 | HARDWARE PURCHASES | \$ - | \$ 852 | \$ - | \$ - | \$ 700 | \$ - |
| 591-536-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | 0 | \$ 3,000 | \$ 3,000 | \$ 3,000 | \$ 5,400 | \$ - |
| 591-536-806 | BANK FEES | \$ 1,010 | \$ 1,042 | \$ 1,153 | \$ 1,300 | \$ 819 | \$ 1,300 |
| 591-536-803 | ADMINISTRATIVE EXPENSES | \$ 61,163 | \$ 62,093 | \$ 67,633 | \$ 69,399 | \$ 34,700 | \$ 100,754 |
| 591-536-841 | WORKERS COMPENSATION | \$ 750 | \$ 1,300 | \$ 1,300 | \$ 1,300 | \$ 800 | \$ 747 |
| 591-536-850 | COMMUNICATIONS | \$ 700 | \$ 608 | \$ 1,214 | \$ 1,000 | \$ 1,078 | \$ 1,734 |
| 591-536-851 | POSTAGE | \$ 2,196 | \$ 2,276 | \$ 2,496 | \$ 2,750 | \$ 2,508 | \$ 2,800 |
| 591-536-860 | FUEL | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 750 |
| 591-536-861 | MILEAGE REIMBURSEMENT | \$ 354 | \$ 422 | \$ 606 | \$ 650 | \$ 100 | \$ 500 |
| 591-536-910 | PROFESSIONAL DEVELOPMENT | \$ 1,594 | \$ 240 | \$ 1,605 | \$ 2,000 | \$ 740 | \$ 2,000 |
| 591-536-915 | MEMBERSHIPS | \$ 1,747 | \$ 567 | \$ 1,511 | \$ 1,500 | \$ 1,057 | \$ 1,500 |

| | | | | | | | | | | | | | |
|-------------|--------------------------------|----|---------|----|---------|----|---------|----|---------|----|---------|----|---------|
| 591-536-916 | PERMITS | \$ | 1,228 | \$ | 1,197 | \$ | 1,279 | \$ | 1,300 | \$ | 1,292 | \$ | 1,300 |
| 591-536-935 | PROPERTY & LIABILITY INSURANCE | | | | | | | | | | | | |
| | | \$ | 5,115 | \$ | 6,435 | \$ | 7,994 | \$ | 8,100 | \$ | 8,040 | \$ | 8,281 |
| 591-536-939 | EQUIPMENT RENTAL | \$ | 16,470 | \$ | 4,231 | \$ | 1,995 | \$ | 18,000 | \$ | 13,727 | \$ | 16,000 |
| 591-536-991 | PRINCIPAL | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 65,000 |
| 591-536-992 | INTEREST- DEBT | \$ | 24,822 | \$ | 23,415 | \$ | 18,315 | \$ | 120,156 | \$ | 88,499 | \$ | 16,987 |
| | SUBTOTAL | \$ | 158,006 | \$ | 152,616 | \$ | 159,368 | \$ | 284,555 | \$ | 209,699 | \$ | 251,366 |

DISTRIBUTION

| | | | | | | | | | | | | | |
|-------------|---------------------------------------|----|---------|----|---------|----|--------|----|---------|----|--------|----|--------|
| 591-538-702 | WAGES- FTE | \$ | 24,230 | \$ | 10,072 | \$ | 12,984 | \$ | 24,868 | \$ | 16,252 | \$ | 25,351 |
| 591-538-709 | FICA | \$ | 1,760 | \$ | 722 | \$ | 908 | \$ | 1,902 | \$ | 1,150 | \$ | 1,939 |
| 591-538-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 480 |
| 591-538-713 | OVERTIME | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 1,021 |
| 591-538-716 | DEFINED CONTRIBUTION PLAN | \$ | 1,279 | \$ | 461 | \$ | 781 | \$ | 1,492 | \$ | 975 | \$ | 1,521 |
| 591-538-718 | HEALTH INSURANCE PREMIUMS | \$ | 4,311 | \$ | 4,653 | \$ | 5,111 | \$ | 7,842 | \$ | 5,310 | \$ | 7,094 |
| 591-538-752 | OPERATING SUPPLIES | \$ | 3,639 | \$ | 85,996 | \$ | 2,400 | \$ | 6,000 | \$ | 3,038 | \$ | 7,520 |
| 591-538-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | 69,275 | \$ | 64,586 | \$ | 32,265 | \$ | 32,000 | \$ | 22,323 | \$ | 27,460 |
| | INTERNET & OTHER | | | | | | | | | | | | |
| 591-538-852 | COMMUNICATIONS | \$ | 801 | \$ | 556 | \$ | 330 | \$ | 1,300 | \$ | - | \$ | 780 |
| 591-538-920 | ELECTRIC | \$ | 503 | \$ | 505 | \$ | 508 | \$ | 750 | \$ | 421 | \$ | 750 |
| 591-538-930 | LAND & BUILDING REPAIRS | \$ | 273 | \$ | - | \$ | - | \$ | 500 | \$ | - | \$ | - |
| 591-538-931 | EQUIPMENT REPAIRS | \$ | 2,156 | \$ | 3,613 | \$ | 4,987 | \$ | 10,000 | \$ | - | \$ | 2,500 |
| 591-538-939 | EQUIPMENT RENTAL | \$ | 11,340 | \$ | 10,472 | \$ | 7,586 | \$ | 20,000 | \$ | 18,529 | \$ | 20,000 |
| 591-538-940 | RENTALS- MISC | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 750 |
| 591-538-946 | ENGINEERING SERVICES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| | TOTAL | \$ | 119,567 | \$ | 181,636 | \$ | 67,860 | \$ | 106,654 | \$ | 67,998 | \$ | 97,166 |

TREATMENT

| | | | | | | | | | | | | | |
|-------------|---------------------------|----|-------|----|-------|----|-------|----|--------|----|-------|----|--------|
| 591-539-702 | WAGES- FTE | \$ | 3,489 | \$ | 5,253 | \$ | 5,733 | \$ | 17,794 | \$ | 5,489 | \$ | 18,147 |
| 591-539-709 | FICA | \$ | 258 | \$ | 387 | \$ | 420 | \$ | 1,361 | \$ | 398 | \$ | 1,388 |
| 591-539-712 | INSURANCE OPT OUT | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 480 |
| 591-539-713 | OVERTIME | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 255 |
| 591-539-716 | DEFINED CONTRIBUTION PLAN | \$ | 209 | \$ | 315 | \$ | 344 | \$ | 1,068 | \$ | 329 | \$ | 1,089 |
| 591-539-718 | HEALTH INSURANCE PREMIUMS | \$ | 4,308 | \$ | 4,669 | \$ | 5,107 | \$ | 5,677 | \$ | 5,714 | \$ | 5,012 |

| | | | | | | | | | | | | | |
|-------------|---------------------------------------|----|---------|----|---------|----|---------|----|---------|----|-----------|----|---------|
| 591-539-752 | OPERATING SUPPLIES | \$ | 2,307 | \$ | 707 | \$ | 1,988 | \$ | 4,000 | \$ | 3,420 | \$ | 3,000 |
| 591-539-753 | CHEMICALS | \$ | 2,014 | \$ | 2,766 | \$ | 1,434 | \$ | 2,300 | \$ | 1,494 | \$ | 2,300 |
| 591-539-801 | PROFESSIONAL AND CONTRACTUAL SERVICES | \$ | 47,030 | \$ | 3,096 | \$ | 21,756 | \$ | 25,000 | \$ | 23,657 | \$ | 26,000 |
| | INTERNET & OTHER | | | | | | | | | | | | |
| 591-539-852 | COMMUNICATIONS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | 780 |
| 591-539-920 | ELECTRIC | \$ | 19,259 | \$ | 16,961 | \$ | 17,807 | \$ | 18,750 | \$ | 14,200 | \$ | 17,500 |
| 591-539-921 | NATURAL GAS | \$ | 2,234 | \$ | 1,436 | \$ | 2,287 | \$ | 3,000 | \$ | 2,093 | \$ | 3,000 |
| 591-539-930 | LAND & BUILDING REPAIRS | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 591-539-931 | EQUIPMENT REPAIRS | \$ | 6,086 | \$ | 4,199 | \$ | 2,815 | \$ | 2,000 | \$ | 434 | \$ | - |
| 591-539-939 | EQUIPMENT RENTAL | \$ | 1,492 | \$ | 4,130 | \$ | 4,456 | \$ | 4,500 | \$ | 4,351 | \$ | 4,500 |
| 591-539-946 | ENGINEERING SERVICES | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| 591-539-954 | LAB SERVICES | \$ | 587 | \$ | 1,273 | \$ | 982 | \$ | 1,300 | \$ | 1,088 | \$ | 1,300 |
| | SUBTOTAL | \$ | 89,273 | \$ | 45,192 | \$ | 65,129 | \$ | 86,750 | \$ | 62,667 | \$ | 84,751 |
| | BOND RESERVE | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| | O&M RESERVE | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - | \$ | - |
| | TOTAL EXPENSES | \$ | 366,846 | \$ | 379,444 | \$ | 292,357 | \$ | 477,959 | \$ | 340,364 | \$ | 433,283 |
| | REVENUES OVER EXPENSES | \$ | 25,023 | \$ | 111,135 | \$ | 116,511 | \$ | 146,291 | \$ | 1,046,657 | \$ | 158,872 |

Garbage Fund Details

The Garbage Fund is an enterprise fund dedicated to garbage collection for residential properties in the Village. Enterprise funds are standalone funds that derive their revenue from payments from customers of the respective utility.

Collection is provided by contract with Republic Services. The contract requires the Village to pay for the service and to bill the users of the service. The Village charges a small administrative fee for billing and collection purposes.

Revenue Highlights

- Fees for the service will increase October 1 of each year. The fee for 2018-2019 will be set by Council resolution later in the year.
- A 10% late fee is charged to each account that is not in full by the Monday after the due date.

Expenditures Highlights

- Collection expenses will increase as of October 1 with a rate increase from Republic.
- A full year of collection will result in an increase in Village Administration fees.

Goals and Objectives

- Continue to provide large item bulk pick-up to Village residents.
- Increase recycling participants and tons of recycling collected.

| ACCOUNT | ITEM | 2014- 2015 Actual | 2015-16 Actual | 2016-2017 Actual | 2017-2018 Amended | 2017-2018 Projected | 2018-2019 Requested |
|---------------------------|-----------------------------------|-------------------------|-------------------|---------------------|----------------------|------------------------|------------------------|
| GARBAGE COLLECTION | | | | | | | |
| REVENUES | | | | | | | |
| 596-000-647.000 | BASE CHARGE GARBAGE | \$ - | \$ - | \$ - | \$ 32,000 | \$ 25,841 | \$ 64,800 |
| 596-000-648.000 | PENALTIES GARBAGE | \$ - | \$ - | \$ - | \$ 800 | \$ 541 | \$ 1,800 |
| | TOTAL | \$ - | \$ - | \$ - | \$ 32,800 | \$ 26,382 | \$ 66,600 |
| EXPENSES | | | | | | | |
| 596-000-803.000 | ADMINISTRATIVE EXPENSES | \$ - | \$ - | \$ - | \$ 2,000 | \$ 2,000 | \$ 5,000 |
| 596-000-704.000 | TRASH EXPENSE | \$ - | \$ - | \$ - | \$ 30,000 | \$ 19,899 | \$ 61,200 |
| | TOTAL | \$ - | \$ - | \$ - | \$ 32,000 | \$ 21,899 | \$ 66,200 |
| | REVENUES OVER EXPENDITURES | \$ - | \$ - | \$ - | \$ 800 | \$ 4,483 | \$ 400 |



2018-2039 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, with an additional fifteen years for utility systems as required by the Department of Environmental Quality. 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 priorities 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

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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 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 next fifteen-year projection on spending for the Utility Systems. Table 3 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 | | |



TABLE 1. 2018-2024 CAPITAL IMPROVEMENT PLAN

| Function | Project | Funding Sources | Capital Cost | Fiscal Years | | | | | |
|-------------------------------|--|-------------------|---------------|--------------|--------------|------------|------------|------------|---------------|
| | | | | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 |
| 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 | \$ - | \$ 65,000 | \$ 162,000 | \$ - | \$ 150,000 | \$ 22,000 |
| Police | Police Vehicle | G, LP, RD | \$ 90,000 | \$ 45,000 | | | \$ 45,000 | | |
| Police | Public Safety Training Facility | G, D | \$ 10,000 | | \$ 10,000 | | | | |
| Public Safety Subtotal | | | \$ 100,000 | \$ 45,000 | \$ 10,000 | \$ - | \$ 45,000 | \$ - | \$ - |
| DDA | Downtown Sound System & Electric Upgrades | G, D, DDA | \$ 40,000 | | \$ 40,000 | | | | |
| Village Hall | Computer Server | G, 911 | \$ 10,000 | | | | \$ 10,000 | | |
| Streets | Salt Bin Replacement | G, LP | \$ 70,000 | | \$ 70,000 | | | | |
| Village Hall | Cole Street Building Expansion | G, LP, RD, T | \$ 275,000 | | \$ 275,000 | | | | |
| Village Hall | Combined Municipal Building | G, LP, RD, T | \$ 800,000 | | \$ 800,000 | | | | |
| DDA | Festival Pavilion- NE block | G, DDA, RD, T | \$ 150,000 | | \$ 150,000 | | | | |
| 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 | | | \$ 1,339,000 | \$ - | \$ 1,329,000 | \$ - | \$ 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-Concord Linear Path | G, DNR, LP, D, QT | \$ 25,000,000 | | . | | | | \$ 25,000,000 |
| 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 | \$ 30,000 | | | | | \$ 30,000 | |
| 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 | | |
| Parks | Rotary Park- Land Acquisition | G, D | \$ 170,000 | \$ 170,000 | | | | | |
| 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 | | | \$ 30,670,500 | \$ 170,000 | \$ 4,802,000 | \$ 260,000 | \$ 228,500 | \$ 210,000 | \$ 25,000,000 |
| GENERAL FUND TOTAL EXPENSE | | | \$ 32,508,500 | \$ 215,000 | \$ 6,206,000 | \$ 422,000 | \$ 283,500 | \$ 360,000 | \$ 25,022,000 |

| Function | Project | Funding Sources | Capital Cost | Fiscal Years | | | | | |
|----------------------------|--------------------------------------|-----------------|---------------------|---------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| | | | | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 |
| 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 | |
| Distribution | North Main Street water main | RD, CDBG, W | \$ 125,000 | | \$ 125,000 | | | | |
| 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 | 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 | West Jefferson/Pleasant 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 | | | \$ 2,129,882 | \$ 1,557,533 | \$ 170,738 | \$ 175,397 | \$ 48,738 | \$ 108,738 | \$ 68,738 |
| Collection | Sewer Main Repairs- CIP lining | S | \$ 60,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| SEWER FUND TOTAL | | | \$ 60,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000 |
| UTILITY FUNDS TOTAL | | | \$ 2,189,882 | \$ 1,567,533 | \$ 180,738 | \$ 185,397 | \$ 58,738 | \$ 118,738 | \$ 78,738 |
| Local Streets | Orange Street Rehabilitation | RD, LS | \$ 109,194 | \$ 109,194 | | | | | |
| Local Streets | Hewitt Street Rehabilitation | RD, LS | \$ 240,000 | \$ 240,000 | | | | | |
| Local Streets | Hawley Street Reconstruction | ACT 51, LS | \$ 448,826 | | | | | | \$ 448,826 |
| Major Streets | Pleasant Street Rehabilitation | RD, MS | \$ 120,000 | \$ 120,000 | | | | | |
| Local/Major | West Jefferson Street Reconstruction | RD, LS, MS | \$ 225,000 | \$ 225,000 | | | | | |
| Local Streets | Depot Street Reconstruction | RD, LS | \$ 33,000 | | | \$ 33,000 | | | |
| Local Streets | Brown Street Reconstruction | ACT 51, LS | \$ 165,324 | | | | | | \$ 165,324 |
| Local Streets | Church/Park Street Reconstruction | RD, LS | \$ 75,000 | | | \$ 75,000 | | | |
| Major Streets | East Liberty Street Reconstruction | RD | \$ 385,000 | \$ 385,000 | | | | | |
| Major Streets | Fulton Street Reconstruction | RD, MS | \$ 225,000 | \$ 225,000 | | | | | |
| STREETS FUNDS TOTAL | | | \$ 2,026,344 | \$ 1,304,194 | \$ - | \$ 108,000 | \$ - | \$ - | \$ 614,150 |

TABLE 2. UTILITY SYSTEM 2024-2039 CAPITAL IMPROVEMENT PROJECTS

| Function | Project | Funding Sources | Capital Cost | Five Year Periods | | |
|----------------------------|--|-----------------|---------------------|---------------------|-------------------|---------------------|
| | | | | 2024-2029 | 2029-2034 | 2034-2039 |
| Distribution | Hawley Street Main | W, CDBG, RB, RB | \$ 265,000 | \$ 265,000 | | |
| Distribution | Bennett Street Main (Jefferson-Liberty) | W, CDBG, RB, RB | \$ 108,500 | \$ 108,500 | | |
| Distribution | Bond Street Main (Jefferson-Liberty) | W, CDBG, RB, RB | \$ 108,500 | \$ 108,500 | | |
| Distribution | Pleasant Street Main (Jefferson-Liberty) | W, CDBG, RB, RB | \$ 190,000 | | \$ 190,000 | |
| Distribution | West Street Main (Cemetery-US-12) | W, CDBG, RB, RB | \$ 107,865 | | \$ 107,865 | |
| Distribution | Cemetery Loop (West-Beckwith) | W, CDBG, RB, RB | \$ 106,950 | | | \$ 106,950 |
| Distribution | Grand Blvd Loop (Grand-Lake) | W, CDBG, RB, RB | \$ 51,200 | | | \$ 51,200 |
| Distribution | County Park Loop (Lake Blvd-Beckwith) | W, CDBG, RB, RB | \$ 288,960 | | | \$ 288,960 |
| Distribution | West Liberty Street water main | W, CDBG, RB, RB | \$ 130,000 | \$ 130,000 | | |
| Distribution | North Main Street Main (Cole-VL) | W, CDBG, RB, RB | \$ 354,400 | | | \$ 354,400 |
| Distribution | Church Street Main (Cole-Broughton) | W, CDBG, RB, RB | \$ 132,345 | | \$ 132,345 | |
| Distribution | Gravel Pit Extension (Ridge to Pit Area) | W, CDBG, RB, RB | \$ 360,480 | | | \$ 360,480 |
| Distribution | Quail Meadows 2nd Phase | W, CDBG, RB, RB | \$ 131,580 | \$ 131,580 | | |
| Distribution | Additional Water Tower | W, CDBG, RB, RB | \$ 1,000,000 | | | \$ 1,000,000 |
| Distribution | East Chicago Main (Grove-Courtyard) | W, CDBG, RB, RB | \$ 276,800 | | | \$ 276,800 |
| Distribution | Depot Street Main (US-12-end) | W, CDBG, RB, RB | \$ 45,900 | \$ 45,900 | | |
| Distribution | Maiden Lane (US-12-Star of the West) | W, CDBG, RB, RB | \$ 34,425 | \$ 34,425 | | |
| Distribution | Cole Street Loop (Cole-US-12) | W, CDBG, RB, RB | \$ 310,000 | | | \$ 310,000 |
| Distribution | Recreation Facility Main | W, CDBG, RB, RB | \$ 200,000 | \$ 200,000 | | |
| Distribution | Water Meters | W, CDBG, RB, RB | \$ 150,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Distribution | Radio Unit Replacement | W, CDBG, RB, RB | \$ 150,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Treatment | Treatment Plant Expansion | W, CDBG, RB, RB | \$ 750,000 | | | \$ 750,000 |
| Treatment | VFD Installation at Each Well | W, CDBG, RB, RB | \$ 60,000 | | \$ 30,000 | \$ 30,000 |
| Treatment | Fence in Well Site | W, CDBG, RB, RB | \$ 40,000 | \$ 40,000 | | |
| Treatment | Well and Water Plant Improvements | W, CDBG, RB, RB | \$ 395,000 | \$ 130,000 | \$ 130,000 | \$ 135,000 |
| Treatment | Media Replacement at Water Plant | W, CDBG, RB, RB | \$ 25,000 | | | \$ 25,000 |
| Treatment | Wells Addition and piping to WTP | W, CDBG, RB, RB | \$ 600,000 | \$ 600,000 | | |
| WATER FUND TOTAL | | | \$ 5,145,930 | \$ 1,411,905 | \$ 392,345 | \$ 3,341,680 |
| Collection | Sewer Main Repairs- CIP lining | S | \$ 210,000 | \$ 60,000 | \$ 70,000 | \$ 80,000 |
| Collection | North Main Lift Station Upgrades | S, CDBG, RB | \$ 250,000 | \$ 250,000 | | |
| Collection | Pleasant Street Lift Station Upgrades | S, CDBG, RB | \$ 250,000 | \$ 250,000 | | |
| Collection | Cole Street Lift Station Upgrades | S, CDBG, RB | \$ 70,000 | \$ 70,000 | | |
| SEWER FUND TOTAL | | | \$ 780,000 | \$ 630,000 | \$ 70,000 | \$ 80,000 |
| UTILITY FUNDS TOTAL | | | \$ 5,925,930 | \$ 2,041,905 | \$ 462,345 | \$ 3,421,680 |

Table 2
Debt Schedule
Fiscal Year 2017-2018

| Project | Year Issued | Year Retired | Amount of Issue | Type of Debt | Funding Source | 2018-2019 | 2019-2020 | 2020-2021 | 2021-2022 | 2022-2023 | 2023-2024 | Six Year Total |
|---------------------------------|-------------|--------------|-----------------|----------------|----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Park and Water System Imp. | 2015 | 2022-2023 | \$ 450,000 | Cap Imp Bond | Gen/Water | \$ 67,800 | \$ 71,175 | \$ 69,485 | \$ 72,730 | \$ 70,910 | | \$ 352,100 |
| 2016 Police SUV Lease Purchase | 2016 | 2020-2021 | \$ 44,323 | Lease Purchase | General | \$ 8,880 | \$ 8,880 | \$ 2,960 | | | | \$ 20,720 |
| 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 | | | | | | \$ 76,680 | \$ 80,055 | \$ 72,445 | \$ 72,730 | \$ 70,910 | \$ - | \$ 372,820 |
| Enterprise Fund Debt | | | | | | | | | | | | \$ - |
| Baldwin/Wilcox/Lake's End Sewer | 2006 | 2018-2019 | \$ 225,000 | Cap Imp Bond | Sewer | \$ 26,038 | | | | | | \$ 26,038 |
| Sewer System Improvements | 2015 | 2055-2056 | \$ 4,200,000 | Revenue Bond | Sewer | \$ 165,105 | \$ 165,530 | \$ 165,903 | \$ 165,223 | \$ 165,516 | | \$ 827,277 |
| Subtotal Sewer Fund | | | | | | \$ 191,143 | \$ 165,530 | \$ 165,903 | \$ 165,223 | \$ 165,516 | \$ - | \$ 853,315 |
| Water System Improvements RD | 1997 | 2026-2027 | \$ 1,081,000 | Revenue Bond | Water | \$ 81,987 | \$ 81,044 | \$ 80,809 | \$ 82,324 | \$ 81,496 | \$ 81,571 | \$ 489,230 |
| ICE CDBG Revenue Bond | 2017 | 2032-2033 | \$ 530,000 | Revenue Bond | Water | \$ 44,875 | \$ 48,938 | \$ 47,813 | \$ 46,688 | \$ 45,563 | \$ 44,438 | \$ 233,875 |
| ICE CDBG Revenue Bond | 2018 | 2032-2033 | \$ 204,000 | Revenue Bond | Water | \$ 18,441 | \$ 18,730 | \$ 19,280 | \$ 18,785 | \$ 19,290 | \$ 18,750 | \$ 113,276 |
| Water System Improvements RD | 2018 | 2059-2060 | \$ 3,266,000 | Revenue Bond | Water | \$ - | \$ 132,733 | \$ 132,499 | \$ 133,239 | \$ 132,926 | \$ 132,588 | \$ 663,985 |
| Subtotal Water Fund | | | | | | \$ 145,303 | \$ 281,445 | \$ 280,401 | \$ 281,036 | \$ 279,274 | \$ 277,346 | \$ 1,544,803 |
| Total Debt Service | | | | | | \$ 413,126 | \$ 527,030 | \$ 518,749 | \$ 518,989 | \$ 515,700 | \$ 277,346 | \$ 2,770,938 |

Total Debt Service/All Funds

Total Bond Indebtedness as of March 31, 2018 was (principal outstanding).



2018-2024 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: 2022-2023

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: 2019-2020 and 2023-2024

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: 2020-2021

Total Cost: \$145,000

Funding Method: Lease Purchase

Public Safety Requests

Police Vehicle Replacement

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

47 Cole St

Quincy

Michigan

49082

517.639.9065

www.Quincy-MI.org

Facilities Requests

Downtown Sound System & Electric Upgrades

Installation of a district wide sound system and addition of electric outlets at each tree.

Expected Year: 2020-2021

Total Cost: \$40,000

Funding Method: Operating Revenues, RD Community Facilities Loan

Computer Server

The current server was recently provided by 911. 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: 2019-2020

Total Cost: \$70,000

Funding Method: Lease Purchase, RD Community Facilities loan

Cole Street Building Expansion

Expansion of the current garage space to account for expanded Police Department and a reconfigured use of facility.

Expected Year: 2019-2020

Total Cost: \$275,000

Funding Method: CIP Bond, 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: 2019-2020

Total Cost: \$800,000

Funding Method: RD Community Facilities loan, CIP Bond

Festival Pavilion- NE Block

Construction of a new pavilion in the NE Block to host Farmer's Market and other events.

Expected Year: 2019-2020

Total Cost: \$150,000

Funding Method: RD Community Facilities Loan, CIP Bond, DDA

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, RD Community Facilities Loan

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, RD Community Facilities Loan

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: 2021-2022, 2022-2023

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: 2019-2020

Total Cost: \$4,000,000

Funding Method: Grants, Donations, and Operating Revenue

Quincy-Jonesville-Concord Linear Path

An extension of the Coldwater trail system to Jonesville and Concord has been proposed. This would add at least 20 miles to the trail system. It would also connect in to a trail that leads to Hillsdale.

Expected Year: 2023-2024

Total Cost: \$25,000,000

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: 2021-2022

Total Cost: \$50,000

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: 2020-2021

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: 2020-2021

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: 2022-2023

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: 2022-2023

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: 2021-2022

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: 2021-2022

Total Cost: \$13,500

Funding Method: Donations and Operating Revenue

Rotary Park- Land Acquisition

Acquisition of 16.65 acres for be used as a multi-purpose recreational facility. Deal should be closed in April 2018.

Expected Year: 2018-2019

Total Cost: \$170,000

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.

Phase approach to be developed.

Expected Year: 2019-2020

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: 2019-2020

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: 2019-2020

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: 2019-2020

Total Cost: \$7,000

Funding Method: Donations, Operating Revenue, and Staff time

Water/Sewer Fund Requests**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: 2023-2024

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: 2022-2023

Total Cost: \$50,000

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: 2019-2020

Total Cost: \$77,000

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: 2020-2021

Total Cost: \$45,000

Funding Method: Grants, Bonds, and Operating Revenue

Fulton Water Main

An 8" water main will be added from Orange Street to East Liberty as part of the RD project. This will complete the redevelopment of Fulton Street.

Expected Year: 2018-2019

Total Cost: \$196,768

Funding Method: Revenue Bond

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: 2018-2019

Total Cost: \$82,643

Funding Method: Revenue Bond

East Liberty Water Main

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

Expected Year: 2018-2019

Total Cost: \$187,384

Funding Method: Revenue Bond

West Jefferson/Pleasant Water Main

This project would see an 8" water main installed from Main to Berry Street and on Pleasant from US-12 to W. Jefferson. 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: 2020-2021

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

Street Project Requests

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: 2018-2019

Total Cost: \$109,194

Funding Method: Revenue Bonds

Hewitt Street Rehabilitation

Replacement of the storm system and road surface. Curb and gutter will be added.

Expected Year: 2018-2019

Total Cost: \$240,000

Funding Method: Revenue Bond

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: \$120,000

Funding Method: Revenue Bond, MDOT

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: 2023-2024

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: 2018-2019

Total Cost: \$225,000

Funding Method: Grants, Operating Revenue, Bonds

Depot Street Reconstruction

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

Expected Year: 2020-2021

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: 2023-2024

Total Cost: \$165,324

Funding Method: Grants, 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: 2020-2021

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: 2018-2019

Total Cost: \$225,000

Funding Method: RD Loan

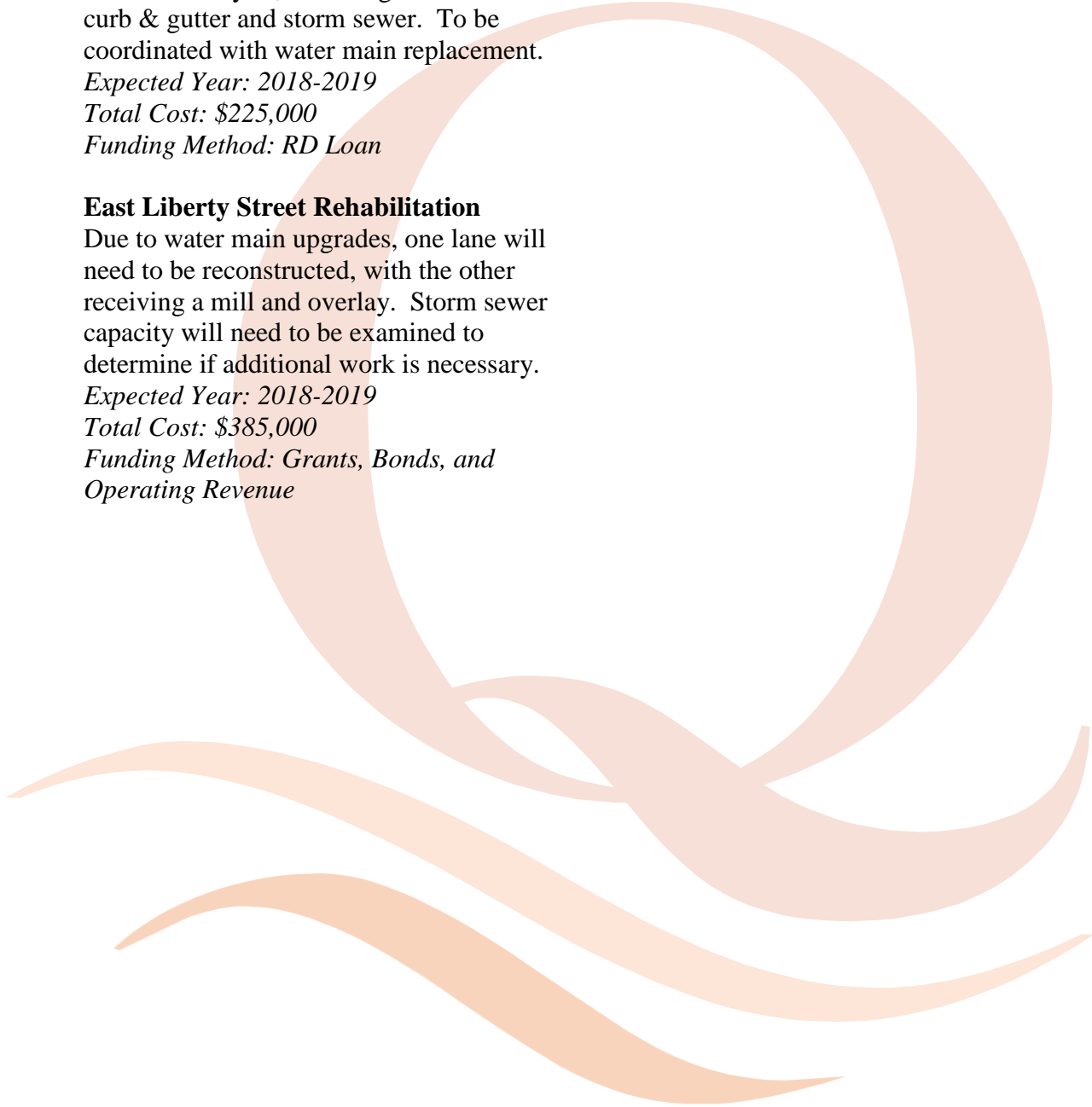
East Liberty Street Rehabilitation

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: 2018-2019

Total Cost: \$385,000

Funding Method: Grants, Bonds, and Operating Revenue





2024-2039 Utility Capital Improvement Plan Project Descriptions

Hawley Street Main

Possible replacement of the 6" water main to an 8" or 12" main. Investigation in to condition of current main is required.

Expected Years: 2024-2029

Total Cost: \$265,000

Funding Method: Operating Revenue and Bonds

Funding Method: Grants, Bonds, and Operating Revenue

Cemetery Loop

Extension of the water main from its current end-point in the cemetery to the existing main on Beckwith Drive. We would need an easement from the Township to complete this project.

Expected Year: 2034-2039

Total Cost: \$106,950

Funding Method: Grants, Bonds, and Operating Revenue

Bennett Street Main

Replacement of the existing 4" water main with an 8" main.

Expected Years: 2024-2029

Total Cost: \$108,500

Funding Method: Grants, Bonds, and Operating Revenue

Grand Boulevard Loop

Extension of the water main from its end on Grand Boulevard to the existing water main on Lake Boulevard. We would need an easement from a neighboring property owner or would need to explore the existence of a proposed ROW that shows up on several maps.

Expected Year: 2034-2039

Total Cost: \$51,200

Funding Method: Grants, Bonds, and Operating Revenue

Bond Street Main

Replacement of the existing 4" water main with an 8" main.

Expected Years: 2024-2039

Total Cost: \$108,500

Funding Method: Grants, Bonds, and Operating Revenue

Pleasant Street Main

Replacement of the existing 4" water main with an 8" main. Project limits are Liberty and Jefferson Streets.

Expected Year: 2029-2034

Total Cost: \$190,000

Funding Method: Grants, Bonds, and Operating Revenue

County Park Loop

Extension of the 12" water main that is installed because of the USDA Sewer project to the existing water main at the rear of the Park.

Expected Year: 2034-2039

Total Cost: \$288,960

Funding Method: Grants, Bonds, and Operating Revenue

West Street Main

Replacement of the 4" water main with an 8" main. Project limits are US-12 and the Cemetery.

Expected Year: 2029-2034

Total Cost: \$107,865

West Liberty Street Main

Replacement of the existing 4" main from Berry to Beckwith.

Expected Year: 2024-2029

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Total Cost: \$288,960

Funding Method: Grants, Bonds, and Operating Revenue

North Main Street Main

Replacement of the existing 4" water main with an 8" main. This replacement was pulled from the 2013 road reconstruction

Expected Year: 2034-2039

Total Cost: \$354,400

Funding Method: Grants, Bonds, and Operating Revenue

Church Street Main

Replacement of the 4" water main with a 12" water main from Cole to Broughton Street.

Expected Year: 2029-2034

Total Cost: \$132,345

Funding Method: Grants, Bonds, and Operating Revenue

Gravel Pit Extension

Extension of a 12" water main to serve the proposed development around the gravel pit when it is retired.

Expected Year: 2034-2039

Total Cost: \$360,480

Funding Method: Grants, Bonds, and Operating Revenue

Quail Meadows Second Phase

Extension of water main to serve the undeveloped section of Quail Meadows. Would provide 15 additional lots for housing development.

Expected Year: 2024-2029

Total Cost: \$131,580

Funding Method: Grants, Bonds, and Operating Revenue

Additional Water Tower

Depending on system expansion, a new water tower may be needed on the east or west side of town.

Expected Year: 2034-2039

Total Cost: \$1,000,000

Funding Method: Grants, Bonds, and Operating Revenue

East Chicago Street Main

Replacement of the existing 4" water main with a 12" main from the area of Depot Street to Grove Street.

Expected Year: 2034-2039

Total Cost: \$276,800

Funding Method: Grants, Bonds, and Operating Revenue

Maiden Lane Main

Replacement of the existing 4" water main with at least an 8" main. Additional work may be need in upgrading the connections with Main and Church Streets.

Expected Year: 2024-2029

Total Cost: \$34,425

Funding Method: Grants, Bonds, and Operating Revenue

Cole Street Loop

Extension of at least a 12" water main from the end on Cole Street along the proposed Industrial Park Access Road, which connects to US-12.

Expected Year: 2034-2039

Total Cost: \$310,000

Funding Method: Grants, Bonds, and Operating Revenue

Recreation Facility Main

Extension of a water main to serve the proposed Rotary Recreational Facility. Actual cost will depend on the final design and location of the site.

Expected Year: 2024-2029

Total Cost: \$200,000

Funding Method: Grants, Bonds, and Operating Revenue

Water Meters

Replacement of residential water meters will need to start soon as they are starting to get

near the end of their expected life span. We have prioritized replacement of the larger commercial meters in the past five years.

Expected Year: 2024-2039

Total Cost: \$150,000

Funding Method: Grants, Bonds, and Operating Revenue

Radio Unit Replacement

The existing radio read units started installation ten years ago. With a 20-year expected life span, we will need to start replacement around 2022.

Expected Year: 2024-2039

Total Cost: \$150,000

Funding Method: Bonds, Lease/Purchase, and Operating Revenue

Treatment Plant Expansion

Depending on the amount of growth over the next two decades, an expansion of the water plan may be necessary. Our current demand of 0.2 MGD is well short of the capacity of 0.8 MGD.

Expected Year: 2034-2039

Total Cost: \$750,000

Funding Method: Grants, Bonds, and Operating Revenue

VFD Installation at Each Well

Variable Frequency Drives at the water plant will allow the wells to operate more efficiently and will save on the amount of electricity.

Expected Years: 2029-2039

Total Cost: \$60,000

Funding Method: Bonds, Lease/Purchase, and Operating Revenue

Fence Well Site

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

Expected Years: 2024-2029

Total Cost: \$40,000

Funding Method: 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 Years: 2034-2039

Total Cost: \$60,000

Funding Method: Grants, Donations, 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 Years: 2024-2029

Total Cost: \$600,000

Funding Method: Grants, Bonds, and Operating Revenue

Sewer Main Repairs

Point repairs, lining projects, replacement of sections, and manhole replacements as outlined by the Asset Management plan.

Expected Years: 2024-2039

Total Cost: \$210,000 minimum

Funding Method: Bonds, CDBG, and Operating Revenue

North Main Street Lift Station

Complete replacement of the lift station located in the Village Park. Standardization to new station model to continue on this project.

Expected Years: 2024-2029

Total Cost: \$250,000

Funding Method: Bonds, CDBG, and Operating Revenue

Pleasant Street Lift Station

Complete replacement of the lift station.
Standardization to new station model to
continue on this project.

Expected Years: 2024-2029

Total Cost: \$60,000

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

Cole Street Lift Station

Replacement of the electrical panel and the
addition of a transducer to better control the
station.

Expected Years: 2029-2039

Total Cost: \$60,000

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





Financial Policies

The following financial policies comprise basic principles and guidelines used in the fiscal management and operation of the Village.

Budgeting

- The Village's budgeting process shall be in accordance with the State of Michigan's Uniform Budgeting Act and General Law Village Act.
- The Village shall avoid using one-time fixes to balance its budget.
- The Village shall stress results-oriented budgeting by integrating financial amounts with mission statements, action plans, performance measures, and other indicators
- The Village shall promote and encourage a positive business climate and economic development climate by partnering with the private sector.
- The Village shall aggressively pursue grant funding from governmental and non-governmental sources as a means to enhance the annual budget.
- Village services that directly and indirectly benefit a relatively limited number of taxpayers or users shall be financially supported primarily from specific user fees, impact fees, and/or special assessments.
- At a minimum, the budget shall include adequate appropriations to meet all of the Village's contractual commitments, mandatory obligations, and essential services.
- The budget document shall include major goals to be achieved, services and programs to be delivered, clearly identifying funding sources, and spending limitations.
- New services and expansion of existing services shall be considered in the proposed annual budget only in relation to revenue sources that can financially support all of the new and ongoing costs and/or reduction/elimination of other existing services and programs.
- To support the Village's budgetary planning and decision making process, its financial situation and key factors impacting recurring revenues and expenditures will be analyzed. The annual budget will include a 5-year General Fund projection, with major assumptions identified.
- During a fiscal year, circumstances may result in changes to department spending priorities. At the beginning of each year, appropriations are made at the fund and department level, as adopted by Village Council in March. Budget amendments are made throughout the fiscal year based on specific council action. The Village Manager has been authorized to approve amendments within each Fund as long as the amount appropriated in the initial budget is not exceeded.

Basis of Accounting

- All governmental-type funds shall utilize a Modified Accrual Basis of Accounting. This means revenues are recorded when received in cash, except those susceptible to accrual, which are recorded as receivables and revenues when measurable and available to meet current obligations. Expenditures are recorded when a liability is incurred: except

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general obligation debt principal and interest maturities that are recorded at the time of payment in the Debt Service Funds.

- All of the Village's Proprietary-Type Funds and Fiduciary Funds shall employ a Full Accrual Basis of Accounting. This implies that Revenues are recognized when earned (with no special exceptions) and Expenses are recognized and recorded as a liability when incurred (with no special exceptions).

Accounting and Financial Reporting

- The accounting and reporting system shall comply with the standards of the Governmental Accounting Standards Board (GASB), as well as State of Michigan statutes and mandates.
- The accounting system shall provide necessary and reasonable internal controls for proper recording and monitoring of all assets, liabilities, reserves and equities, and revenue and expenditures.
- The accounting system shall include budgetary controls sufficient to assure adherence to the approved budget.
- The accounting system shall provide routine monthly, quarterly, and annual reports to management that provides comparisons of actual revenues and expenditures to budgeted amounts.
- At the conclusion of each fiscal year and independent audit shall be performed by a Certified Public Accounting firm, in compliance with State of Michigan statutes. The Village shall work towards providing a Comprehensive Annual Financial Report (CAFR) by the 2018-2019 Fiscal Year, which shall be prepared in accordance with Government GAAP guidelines.

Fund Equities and Reserves


- The Village shall attempt to maintain a fund balance in the General Fund equal to at least 15% of the General Fund budget expenditures.
- Each fund of the Village represents a stand-alone financial operation and has its own operating characteristics, financial capabilities and constraints. The level of reserves needed for each fund is based on the financial and operating characteristics.
- The Village may determine to maintain designated cash reserve balances in certain funds.
- The Village may determine to utilize certain fund balance amounts for purposes of balancing a specific fund's budget; except that the Village shall avoid budgetary practices that tend to balance the budget of a specific year to the detriment of years that immediately follow.

Revenues

- The Village shall attempt to achieve diversified, reliable, and stable sources of revenue to support the general operating budget and minimize volatility and vulnerability from year to year.
- The Village shall maintain an aggressive approach toward collection of past due taxes receivables and all other type of receivables.

- The Village shall annually review the fees and charges for services; and modify rate structures to reflect changing costs to provide associated services.
- The Village shall continually monitor and investigate potential new sources of revenues, to include grants made available by government agencies.
- The Village shall maintain an investment policy that meets the requirements of State of Michigan statutes and standard governmental practices.

Capital Projects and Debt Financing

- The Village shall annually update a six-year plan (proposed budget year plus the next five years) for capital improvements to be used as a guide for short and long term capital budgeting.
 - The Village shall attempt to maintain its existing capital assets in adequate condition to minimize future maintenance and/or replacement.
 - The Village shall consider the financial impact upon future operating budgets, in regards to proposed capital improvement projects.
 - The Village shall explore all possible funding sources that may provide assistance for its proposed capital projects; and at the same time reduce the need for issuance of new and additional debt.
 - The Village shall not enter into any debt instrument that is not permitted under State of Michigan statutes.
 - The Village shall make every attempt to not exceed a maximum of twenty years on long-term debt borrowings.
 - The Village shall make every attempt to maintain a high bond rating level with the bond rating agencies, for the purpose of minimizing interest costs on long-term debt obligations.
 - The Village shall review potential cost savings through the refinancing of existing debt at a lower interest rate or shorter term.
 - The Village will consider loans from one fund to another as an alternative to installment loans and/or bond issuance. When evaluating inter-fund borrowing the financial health of the lending fund will be closely reviewed, as well as the future cash flow projections for the fund borrowing the money.
 - An analysis showing the new issue combined with current debt impacts the City's debt capacity will accompany every future bond issue proposal.
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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

ACCRUAL 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.