

# City of Saginaw Michigan



Approved Budget  
2016-2017



Celebrating 55 Years of Cultural  
Exchange with our Sister City  
Tokushima, Japan

# CITY OF SAGINAW MICHIGAN

Honorable Dennis Browning  
Mayor



Timothy Morales  
City Manager

Approved by City Council

May 23, 2016

Honorable Floyd Kloc, Mayor Pro-Tem

Annie E. Boensch, Council Member

Michael D. Balls, Council Member

Clint Bryant, Council Member

Larry Coulouris, Council Member

Daniel Fitzpatrick, Council Member

Brenda F. Moore, Council Member

Demond L. Tibbs, Council Member

## **2016-2017 APPROVED BUDGET**

# CITY OF SAGINAW MICHIGAN

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City Manager

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**2016-2017 APPROVED BUDGET**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Saginaw  
Michigan**

For the Fiscal Year Beginning

**July 1, 2015**

Executive Director

The Government Finance Officer Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Saginaw for its annual budget for the fiscal year beginning July 1, 2015.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operational guide, as a financial plan, and a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and will be submitting it to GFOA to determine its eligibility for another award.



**CITY OF SAGINAW  
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**CITY OF SAGINAW**  
1315 South Washington Avenue  
Saginaw, MI 48601-2599

May 23, 2016

Honorable Mayor and City Council:

In accordance with Section 43 of the Charter of the City of Saginaw and M.C.L.A. 141.421 et seq, the Uniform Budgeting and Accounting Act, I submit to you the Fiscal Year 2016/2017 Recommended Budget. The City continually strives to improve the budget document, with the purpose and intent to publish a budget document that acts as a policy statement, an operations guide, and a financial plan as well as a communication tool.

I am pleased to provide you with a recommended 2016/2017 Budget. This spending plan reflects our commitment to provide quality services and amenities to our residents, while preserving our organization's long-term financial viability. As the city continues to manage through a tempered economic recovery, we see positive signs of improvement. Although the revenue picture shows signs of leveling, the costs to deliver current services are also growing, restricting our ability to support new or enhanced services in the upcoming year. The recommended budget continues to provide basic services, and maintains the quality standards our residents have come to expect. This balanced and strategic approach results in a spending plan that adapts to the changing needs of our community, without compromising our financial future. The 2016/2017 Budget will require diligent review and monitoring throughout the fiscal year in order for the City to achieve both.

The major highlights of the fiscal year 2016/2017 Budget include:

**A General Fund budget total of \$31,923,052** - This represents an increase of \$951,404, from the FY 2016 General Fund budget of \$30,971,648

**A recommended tax levy of 14.8830 mills** – the tax levy is projected to be the same as 2016 tax year. In FY 2015, the City residents voted to continue to levy the 7.5 mills for the Police and Fire Special Assessment. The General Fund property tax receipts will be limited by the gross revenue ceiling limitation in the City Charter.

Millage Rate	2016
City Operating	7.3830
Police & Fire Special Asmt.	7.5000
Total	14.8830

**Rate of Growth of Property Tax Base** – Proposal A (a 1994 amendment to the State constitution) requires that the increase in taxable value be capped at the Consumer Price Index or 5%, whichever is less, but shall not exceed state equalized value. For the 2016 tax year, the Proposal A cap is 0.3%. As a result of all these factors, and the overall decrease to state equalized value, the net taxable value decreased

by 2.90% from \$473,527,183 to \$459,777,299. It should be noted that the City is subject to a Headlee Limit of 7.3830 this year; otherwise the millage rate would have been 8.3275 mills.

**Staffing Complement** – There have been few changes in the staffing complement, citywide, in FY 2016 from the previous fiscal years. Following is a summary of these changes: in the Office of General Government, two intern positions have been added to the Office of Management and Budget. These positions were approved by city council during mid-year. In addition, the Block Grant Specialist position was reviewed during the fiscal year and based on that review this position was reallocated to a higher pay grade. In the Department of Fiscal Services, the Income Tax Specialist position will be eliminated from the budget. This is due to a retirement. Instead of hiring at the higher position, the department requested to fill this position as an Income Tax Auditor, which is similar to the current staff.

In Community Public Safety – Police, the budget reflects two additional Police Officers. These positions were previously approved by city council due to the fact that the city received the Police ELERV Grant and a higher allocation of the Saginaw Treatment and Prevention Grant to pay for one full time employee. In Community Public Safety – Fire, 13 Firefighters are reflected in the budget. This was previously approved by city council in September 2015, when the city received the renewal of the Homeland Security Staffing for Adequate Fire and Emergency Response Grant. This grant will expire in September 2017.

In the Office of Inspections and Neighborhood Services, the budget reflects that the two part-time Parking Enforcement Officers are eliminated from the budget. Instead, a full-time Parking Enforcement Officer will be added to the complement.

The largest change in personnel, in FY 2016/2017, will be realized in the Department of Public Services. City Council approved, at mid-year, the addition of four Packer Operators and two Skilled Clerical positions to be added to the Rubbish Collection Fund due to the return of recycling services to city operations. With this addition, two Skilled Clerical positions were eliminated from the budget. In the Facilities division, a Skilled Clerical position was added. This addition replaces the Maintenance Groundskeeper position. Furthermore, the Maintenance Person II was retitled to Cemeteries Maintenance Person II. Moreover, the current vacant Maintenance Person II position was reclassified to a Maintenance Person III position in Facilities. Finally, in Maintenance and Services, the 2017 budget allocate funds for two Laborer II and three Laborer III positions.

In the Department of Water and Wastewater Services, the Equipment & Safety Specialist position will be retitled to Safety Specialist.

Non-General Funds account for approximately 74.49% of the \$125,125,762 city budget. Water and Sewer Utility Enterprise Funds make up approximately 69.14% of the total Non-General Fund spending with a combined budget of \$64,443,952.

This year's budget message covers two major topics: Budget Preparation and Presentation as well as FY 2016/2017 Budget Highlights. No service reductions are required yet, even without the pressure of budget reductions we must be smarter about what we do and how we do it in light of our community's values and the challenges we face. Except where inflationary differences, contractual obligations, and organizational changes have been noted, no other areas reflect significant budgetary increases.

The FY 2016/2017 Budget also reflects the strategic planning efforts and priorities as discussed in ongoing strategic planning sessions. Our intent for 2017 is to provide services at the best possible levels given the available resources, balance the budget, and continue the ongoing evaluation of the structure and efficiencies of all City departments. We have achieved that objective with this spending plan. The FY 2016/2017 budget does not include the use of any fund reserves from the General Fund. This budget is in compliance with the Uniform Budgeting and Accounting Act.

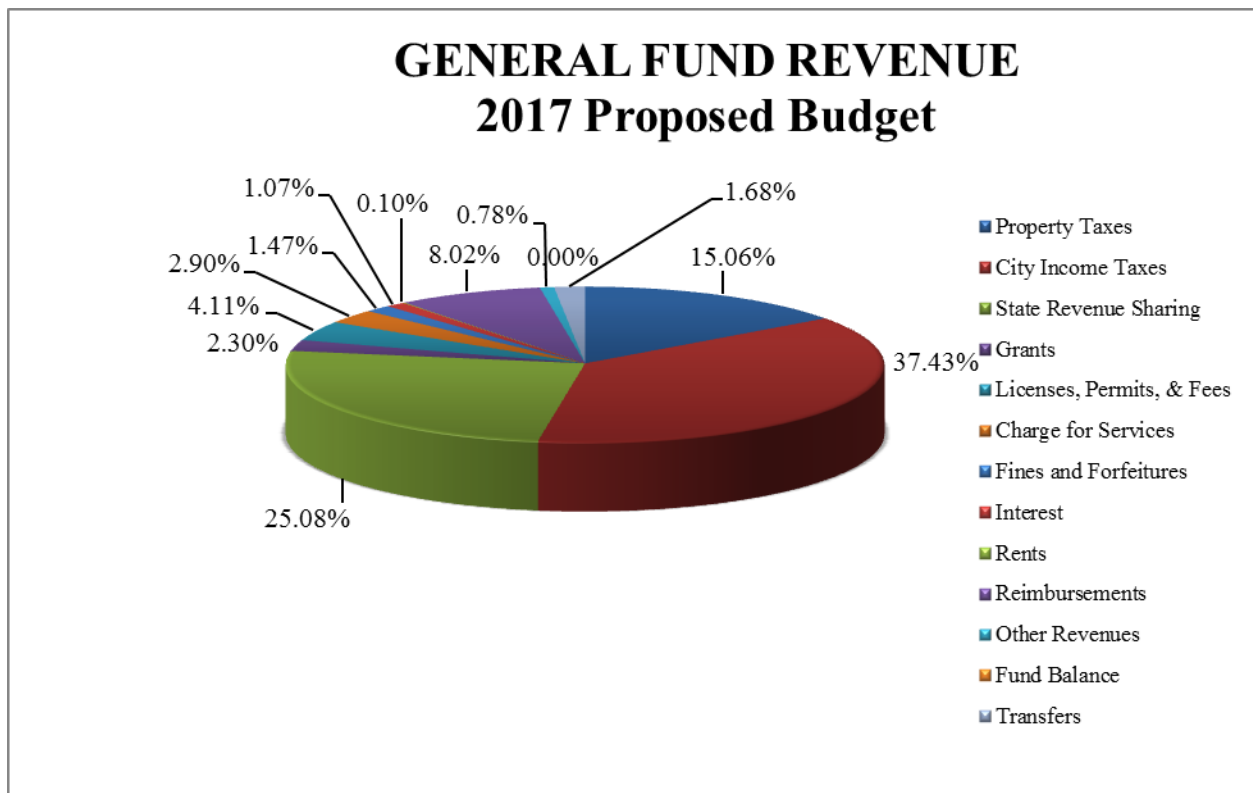
## Budget Preparation and Presentation

The FY 2016/2017 Budget uses a format recommended by the Government Finance Officers Association of the U.S. and Canada and is used by cities throughout North America. The Office of Management and Budget strives to make the budget useful as a management tool, communication device, and policy document.

## FY 2016/2017 Budget Highlights

### General Fund Revenues

The following chart indicates the various General Fund Revenue Sources for 2016/2017 and the relative percentage supplied by each.



## Tax Rate

The 2017 Budget calls for a total City tax levy of **14.8830** mills. This is the same tax levy as the previous year.

It is important to note that the City has a revenue ceiling of \$3,828,778, as per the City of Saginaw Charter; additionally, the City has a maximum allowable general operating millage rate of 7.5000, even if the revenue ceiling has not been reached. This is a result of the tax cap, which was passed by City residents in 1979.

## Property Tax Millage Rates

The City Council has authority, for the 2016/2017 fiscal year, to levy a tax rate of up to 14.8830 without a vote of the citizens, as indicated below.



<b>Millage Rate History</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
City Operating	6.7290	7.0637	7.3830	7.3830	7.3830	7.3830
Trash Collection	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Police & Fire Special Asmt.	<u>7.5000</u>	<u>7.5000</u>	<u>7.5000</u>	<u>7.5000</u>	<u>7.5000</u>	<u>7.5000</u>
	<b>14.2290</b>	<b>14.5637</b>	<b>14.8830</b>	<b>14.8830</b>	<b>14.8830</b>	<b>14.8830</b>

### Tax Shift

The taxable value of residential properties decreased from \$290,437,817 to \$286,410,811 a decrease of 1.38%. The total taxable value projected for FY 2016/2017 is \$459,777,299 of which real property will be \$387,341,499, and personal property will be \$72,435,800.

### Income Tax

The Uniform City Income Tax Ordinance empowers the City to collect an income tax of one and one-half percent or three-quarters percent, depending on the individual's residency status and/or place of employment. Income Tax revenue for FY 2016/2017 projected to be \$11,950,000 (a 1.57% increase from the FY 2016 projection of \$11,765,000). Income tax revenue relies heavily upon the financial health of businesses operating in the Saginaw area. It should be noted that \$950,000 of the projected income tax revenue for 2017 is related to delinquent taxes.

### Cost Allocation Plan

In an effort to accurately reflect the cost of providing and administering services in all departments, the City began completing an annual cost allocation plan in 2008. The Cost Allocation Plan recognizes indirect or administrative expenses, such as accounting, human resources, payroll, etc., and allocates those expenses to benefiting departments. The implementation of this plan has ensured that costs are spread equitably among City departments and administered accurately. The 2017 Budget reflects the continued use and updating of the cost allocation plan.

### Unfunded Liabilities/Retiree Health Care

The City of Saginaw provides post-employment health care coverage under a traditional insured plan to retired employees, their qualified spouses, and other dependents as mandated by collective bargaining agreements and federal law. Historically, the City has recognized the cost of this benefit on a "pay-as-you-go" basis for those current recipients of the benefit, as well as pre-funding a portion of these future benefits.

Retiree benefits have long been an issue for the City and the rate at which those costs have continued to rise is alarming. Over the last five to seven years, the city has realized significant increases to the Municipal Employee Retirement System (MERS) annual required contributions. As such, the city has had to reorganize services as well as evaluate how to best approach legacy costs that could cripple the city. During FY 2015, city administration evaluated these pension costs. The city has worked with MERS to re-amortize the valuation schedule, in order to provide some relief from these escalating costs by reducing the annual required contributions.

Part of these staggering increases have been cost increases to provide retiree healthcare to over 800 retirees. Because the city has over 20 different collective bargaining agreements with different plans, we have been unable to standardize the level of healthcare coverage for retirees. City administration has been, and will continue, working with these retiree groups to develop a plan that will provide coverage for retirees and also provide some financial relief for the city. Listed below is the Other Post-Employment Benefits as detailed in the June 30, 2015 Comprehensive Annual Financial Report. The total liability for the City of Saginaw as of December 31, 2013 is \$217,282,627.

<i>December 31,</i>	<i>OPEB Amount</i>
<b>2013</b>	\$217,282,627
<b>2011</b>	\$220,255,745
<b>2009</b>	\$201,433,114

*\*Information is as of the June 30, 2015 Comprehensive Annual Financial Report.*

The Governmental Accounting Standards Board, which is the regulatory body responsible for establishing the financial reporting requirement with which municipalities must comply, has changed the reporting standards for post-employment health benefits through GASB Statement Number 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. This statement requires governmental entities to begin reporting the Accrued Liability for retiree health care and other post-employment benefits over a phase in period. The FY 2009 audit was the first audit affected by GASB 45. In addition, there are a variety of unfunded liabilities that are addressed and explained as part of the City's fiscal year-end audit. As of the June 30, 2015, GASB Statement Number 68 was implemented. GASB 68 – Accounting and financial report for pension plans, requires governments participating in public employee pension plans to recognize their portion of the long-term unfunded obligation for the pension benefits as a liability.

<b>Pension Systems</b>	<b>Total pension liability</b>	<b>Plan net position</b>	<b>Net pension liability</b>	<b>% Funded</b>
MERS	\$140,639,245	\$65,959,249	\$74,679,996	46.90%
Police and Fire Pension	\$185,585,136	\$116,771,659	\$68,813,477	62.92%

*\*Information is as of the June 30, 2015 Comprehensive Annual Financial Report.*

### Capital Improvements

General Fund capital improvement expenditures have not been included in the FY 2016/2017 budget. Due to economic conditions, not only within Saginaw but throughout the country, we have experienced a significant decline or stagnation of revenues. This trend is expected to continue in FY 2016/2017. Simultaneously, the City is experiencing an increase in operating expenses. The City's goal is to continue to provide a satisfactory level of services given the declining or leveling of resources to meet these needs.

City administration understands the importance of providing funding for some capital purchases. As such all capital purchase requests are evaluated and pursued if funding is available to ensure minimal economic impact and operational efficiencies while providing high-quality service delivery.

### Public Safety Millage

The City of Saginaw continues to levy 7.5 mills to provide for public safety services. FY 2016/2017 is the first year from the current authorization that was approved by the electorate in FY 2015.

For FY 2016/2017, the Public Safety Millage will generate approximately \$2,868,355. Additional funds, \$150,749, will be appropriated from the Public Safety Millage fund equity to offset the expenditures of \$3,019,104. The General Fund will not be subsidizing this fund in 2017. In fact, this fund will return a subsidy to the general fund to support police and fire services. The 2016/2017 Public Safety Millage will support 21 police officers and 11 firefighters.

City Strategic Plan

The City has continued the practice of strategic planning sessions where City Council members and the City Management Team meet to discuss issues that are pertinent to the continued success of the City. As part of these continuing sessions, the following five goals and objectives were established, and in the 2017 budget, funding has been earmarked to meet these goals and objectives:

<b>City of Saginaw – Goals and Objectives</b>	<b>Amount designated from 2017 Budget</b>
Crime and Public Safety Issues	\$23,537,103
Neighborhood Revitalization and City Beautification	\$932,098
Recreational Offering and Youth Activities	\$198,119
Maintain and Enhance City Revenue Efforts	\$111,940
Organizational Development	\$15,000

Conclusion

The Fiscal Year 2016/2017 budget was once again developed in a year of financial challenges. Local units of government throughout the country are struggling to find ways to maintain services, particularly those cities that once relied heavily on the manufacturing industry. As City Manager, my primary goal is to help build our city for the future and to develop it into what we believe it can be going forward. It is an exciting time for the city. Development, opportunity, interest, and investment are all taking place, particularly in the Riverfront Saginaw. With all of the changes over the last three years, the city has drastically changed the way it looks and the way that it does business. Community and economic development continues to be a key focus in Saginaw and there are some major initiatives that are happening in FY 2016/2017. We expect construction on the new farmer’s market plaza and indoor marketplace to be a key focus in the upcoming year. This will provide year-round access to local goods and produce as well as provide space for new businesses. The City of Saginaw in conjunction with the Michigan Municipal League and Saginaw Future, Inc. continues to find ways to enhance city services and entice business to the area. Riverfront Saginaw is the focus for commercial and entertainment enhancement in the City, and several like-minded community and business partners are working together to spread the positive message. This group is working together to get the word out about Saginaw. The goal is to accentuate the positives in our city, and let everyone know that Saginaw is open for business!

City administration is taking a holistic approach to financial planning, organizational development, and citizen engagement initiatives. We are increasing our presence in the community, while maintaining a budget that is solvent and sustainable. Legacy costs continue to be an issue for the city, and the city is actively engaged with our union groups and retirees to reduce those costs. FY 2016/2017 continues to be a year to reduce those costs so that we can move forward.

As our community changes so does the City of Saginaw as an organization. The economy has forced everyone to make adjustments to the way they live. It has been more difficult than ever to make ends meet. The City of Saginaw is no exception. As you will notice in this budget, as well as by observing City operations, the City is not funding parks and recreation activities in the manner in which we would like to. Saginaw is largely relying on volunteers and community groups to help improve and maintain our

parcs, and also to provide recreation services to our youth. While not reflected in this budget, the community groups are essential to the success of our City, and we do thank each and every one of those organizations.

What will be realized in your review of the budget is that revenues have continued to decrease or began leveling off and we have had to prioritize our need and reflect expenditures that are in alignment with the existing revenues. Saginaw is evolving in order to provide the same full service delivery system to the residents that it currently does. This change comes in the form of active management and review of city organization. The budget is balanced, but we will continue to monitor our situation throughout the year.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Timothy Morales". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Timothy Morales  
City Manager



## ***HOW TO USE THE BUDGET DOCUMENT***

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This page provides an explanation of the format and content of the Fiscal Year (FY) 2016/2017 Budget document. To find the exact location of this information, please refer to the *Table of Contents*. The major sections of this document are described as follows:

### **City Manager’s Budget Message**

The City Manager’s Budget Message highlights major changes in city services, policies, and requirements contained in the 2016/2017 Budget.

### **Policies and Initiative**

This section illustrates City Manager and Council goals and objectives, which provide direction for budgetary decisions and allocations.

### **Additional Introductory Information**

This introductory information consists of the updated City Organizational Chart, Elected Officials, Management Team, and Organizational Structure of the City of Saginaw.

### **Budget Overview**

Contained within the Budget Overview is the Budget and Finance section. This section describes the financial and operating policies and procedures that guide the development of the City’s budget. Additionally, the Budget Summary section provides the reader a series of financial summaries with information on revenues, expenditures, and staffing levels for FY 2016/2017 and prior years.

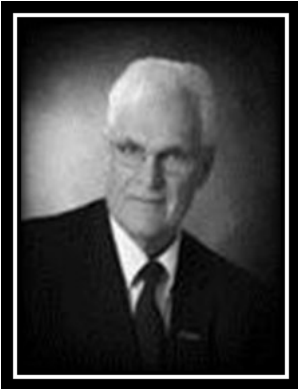
### **Budget Detail**

This section contains information on FY 2016/2017, as well as historical revenue and expenditure information for the General, Special Revenue, Enterprise, Internal Service, and Fiduciary Funds’ operating budgets. This detail of fund and corresponding department budgets is represented according to:

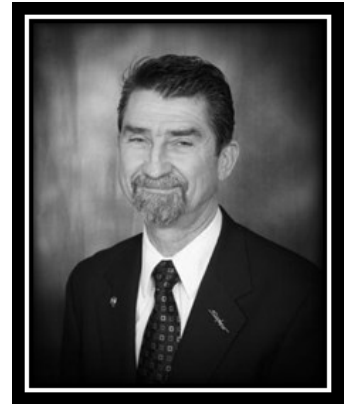
- Description of individual programs
- Summary of resources (revenue) and appropriations (expenditures) – total fund budget.
- Line-item detail – provides detail of revenues and expenditures for FY 2013-2015 actual, FY 2016 approved budget, adjusted budget, and projected, and FY 2017 approved budget.
- Revenue line items identify specific funding sources. Expenditure line items are categorized as personnel services, operating expenses, capital outlay, and miscellaneous. “Other Services” has the following classifications:
  - **Professional Fees** – covers all expenditures that are related to professional services provided to the City. This includes professional services, legal services, engineering services, employment agency fees, operating services, labor professional services, insurance, workers compensation payments, and advertising.

- **Maintenance Fees** – covers all expenditures that are related to services performed or utilized. These fees include: demolition, postage and freight, telephone, printing, utilities, water/sewer, general repairs, motor pool charges, motor vehicle repairs, streets resurfacing, equipment rental, rents and taxes, impounding fees, and other service fees.
  
- **Other Contracted Fees** – covers all expenditures that are related to specific services, professional organizations, subscriptions, and employee enhancement. Examples of these costs would be: subscriptions, dues, recruitment fees, right-to-know expenses, claims and judgments, council meals, travel/meal/lodging, training and development, education reimbursements and other reimbursements.

**CITY OF SAGINAW  
ELECTED OFFICIALS**



Mayor  
Dennis D. Browning



Mayor Pro-Tem  
Floyd Kloc



Council Member  
Michael D. Balls



Council Member  
Clint Bryant



Council Member  
Annie E. Boensch



Council Member  
Daniel Fitzpatrick



Council Member  
Brenda F. Moore



Council Member  
Larry Coulouris



Council Member  
Demond L. Tibbs



**CITY OF SAGINAW  
MANAGEMENT TEAM**



Timothy Morales  
City Manager



Janet Santos  
City Clerk



Amy Lusk  
City Attorney



Robert Ruth  
Police Chief



Yolanda M. Jones  
Director of OMB



Christopher Van Loo  
Fire Chief



Dennis Jordan  
Human Resources Director



Debbie Powell  
Asst. to the City Manager/Public Information Officer



Jeff Klopac  
Technical Services Director



Phillip Karwat  
Public Services Director



Kimberly Mason  
Water and Wastewater Services Director



John Stemple  
Chief Inspector



# CITY OF SAGINAW

Citizens

City Council

City Manager

Office of Management & Budget

City Attorney  
Amy Lusk

Community Development  
Block Grant

Economic Development  
And SEDC

Inspections and Neighborhood  
Services

Saginaw Future

Fiscal  
Services

Technical  
Services

City Clerk

Human  
Resources

Public  
Services

Water &  
Wastewater

Police

Fire

- Health Officer

*CITY OF SAGINAW*  
*ORGANIZATIONAL STRUCTURE*

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The City of Saginaw operates under the Council-Manager form of government. Nine Council members are elected on a non-partisan, at-large basis for four-year, overlapping terms. The Mayor is elected from other council members at the first meeting after each election, for a two-year term. The City Council appoints the City Manager who in turn appoints all City employees and Department Heads. The City Manager, as the Chief Executive Officer, prepares and submits his/her budget to City Council for review and approval. Organizationally, the City Manager provides the institutional focus for planning, programming, and developing policy.

The City Manager, as Chief Executive Officer, has the sole responsibility to select, direct, and oversee his Administration. As the head of the Executive/Administrative Branch of government, the City Manager is responsible for conveying City Council instructions to department heads and division heads. With a top-down form of management, department heads and division heads are fully accountable for departmental operations. This includes overseeing supervisory line management to assure the City's goals and priorities are achieved.

The formal organizational structure of the City is comprised of the Offices of General Government, Departments of Fiscal Services, Community Public Safety Police, Community Public Safety Fire, Inspections and Neighborhood Services, Public Services, Water and Wastewater Treatment Services, and Technical Services. The largest organizational component within a department is the division. The structural design of the division is closely related to service output or function. Divisions provide separation of duties within each department. With responsibilities delegated at such a definitive level, many divisions can be interpreted as local government programs, wherein the City places emphasis on the distribution of workloads to achieve a specific output and outcomes. To evaluate these output and outcomes, the Office of Management and Budget (OMB) staff has incorporated policy objectives and key performance measurements into the approved budget document that analyze the effectiveness and efficiency of these service delivery systems. Meeting organizational goals and objectives are the ultimate outcome each department is attempting to achieve.

To account for departmental and office fiscal transactions, the City utilizes the fund basis of accounting whereby all governmental activities are accounted for through a series of distinct funds. These funds include reporting entities to control resources and demonstrate compliance with various legal and budgetary constraints affecting government. The General Fund accounts for all resources not otherwise devoted to specific activities and finances many of the basic municipal functions. Other governmental funds include Special Revenue, Enterprise, Internal Service, and Fiduciary Funds. The City also has several Expendable Trust Funds. The budget is organized by fund and is further identified by resources and appropriation details.

Some departments encompass the operations of more than one fund. The Technical Services Department combines the General Fund's Saginaw Government Television (SGTV) Division with the Internal Service Fund's Geographical Information Systems and Information Services Funds. Inspections and Neighborhood Services combines the General Fund's Planning and Zoning, Inspections, and Parking Operations and Maintenance with the Rubbish Collection Fund's Environmental Improvement. Additionally, the Department of Public Services combines General Fund Operations with Special Revenue Funds – Major and Local Streets, Rubbish Collection, Clean Energy Coalition, Andersen Enrichment Center, Boat Launch and Celebration Park Funds, Enterprise Funds – Sewer and Water Operations and Maintenance Funds, and Internal Service Funds – Public Works Building, Radio Operation Fund, and the Motor Pool Operation Fund. All Enterprise Funds are owned and operated by the City; therefore, all revenues go directly for those operations.

The Offices of General Government and departments listed below are part of the General Fund. Discussions regarding these departments will involve the roles of management and supervisory personnel.

**General Government Offices:**

General Government encompasses six offices, which include separate offices for elected officials. The City Council Office is made up of nine at-large elected members headed by the Mayor. The Assistant to the City Manager/Public Information Officer provides technical and administrative support to City Council. The Administrative Support Clerk assists the Assistant to the City Manager/Public Information Officer with all related responsibilities.

The Office of the City Manager is the administrative office for all administrative activities. The City Manager, who is appointed by City Council, is the highest-ranking official. City Manager Office personnel includes an Assistant to the City Manager/Public Information Officer, and an Administrative Support Clerk. Both administrative staff individuals conduct the day-to-day business for the office. The responsibilities of the City Manager are the supervision and coordination of the City administration in implementing policies formulated by the City Council; preserving the health, safety, and general welfare of persons and property within the City of Saginaw; and enforcing the City Charter, City Ordinances, and applicable State and Federal Laws. Likewise, the primary responsibilities of this office are preparation of Council agendas; providing informational material and staff support to Council members; providing information to the general public and performing all administrative functions necessary for the operation of City government programs and services.

A Human Resource Director heads the Human Resources Office. This individual manages the City human resource operation, which includes maintenance of personnel records, recruitment for vacant positions, labor administration and negotiation of collective bargaining contracts, equal employment opportunity, workers compensation, health and safety, and administering the City's benefit programs. There are five employees in this office – Director, Assistant Director, Employee Benefits Coordinator, Administrative Assistant, and a Human Resources Support Staff. All individuals are considered non-union management.

The City Clerk's Office is headed by the City Clerk, who serves the City Council by recording and indexing minutes of Council meetings and handling correspondence needed as a result of official Council action. The office updates codes and ordinances, maintains a legislative history of code changes, and indexes and files all legal documents pertaining to city business. The City Clerk serves as Clerk of the Civil Service Commission, operates the Charter mandated Bureau of Public Information and Complaints, and oversees the operation of the City Hall mail service, printing, and office supplies sections. The office also administers city licensing functions and publishes all legal notices, unless otherwise provided.

The City Clerk's Office also functions as the Election Office. The City Clerk, along with the Deputy City Clerk and other supporting staff, is also responsible for ballot preparation, issuance of absent voter ballots, delivery and set up of voting equipment, training of election board workers in proper election procedures, the processing of ballots in compliance with federal and state election laws and the maintenance of voter registration files.

The City Attorney's Office provides advice and counsel to the City Council, City Manager, department and division supervisors, and employees of the city on city-related business. In addition, the City Attorney's Office provides assistance and counsel to the City's boards and commissions, and it represents the City and city employees when they are sued for acts occurring in the course of their employment.

A division of the City Manager's Office is the Office of Management and Budget. This office is supervised by the Director of the Office of Management and Budget, who oversees the operation of this office, and an Administrative/Budget Analyst. The City Manager, through this office, submits an annual recommended budget to the City Council; develops the City Capital Improvement plan, monitors, evaluates, and facilitates the City's CitiStat and Performance Management programs; and identifies and secures outside funding resources for City programs and projects through grants administration. The Director of this office is also responsible for the Community Development Block Grant and the Saginaw Economic Development Corporation Programs.

**Economic Development:**

In 2015, Economic Development is coordinated through the City Manager's Office through Saginaw Future, Inc. Saginaw Future, Inc. acts as the city's contracted community development agency. This company works in conjunction with the City Manager and the Economic Development Coordinator to promote business opportunities within city limits.

**Department of Fiscal Services:**

The Department of Fiscal Services is comprised of 7 divisions: Administration, Office of the Controller, Purchasing, Treasury, Assessor's Office, Income Tax, and Customer Accounting. A Finance Director, who is responsible for financial planning, control, and reporting for the City of Saginaw, heads the departments of Fiscal Services. Fiscal Services also provides administrative support in budgeting, financial planning, management, evaluation and forecasting necessary for administering City services and assisting all departments in their missions.

**Community Public Safety (CPS) – Police:**

The Police Chief oversees the Police Department. Divisions within this structure are: Administration, Police Patrol, Police Investigation, Criminal Investigation, Building and Maintenance, and Support Services. The City of Saginaw utilizes the 12-hour shift for the Patrol Officers, which includes some of the Commanding Officers. In addition, in FY 2011, the City of Saginaw renewed a public safety millage, which pays the salaries and benefits of 33 Police Officers and Firefighters. The CPS-Police has 21 Patrol Officers paid through this millage. The Public Safety millage is renewable in FY 2016. The costs for these individuals are reflected in the Public Safety Millage Fund, which is a Special Revenue Fund.

**Community Public Safety (CPS) – Fire:**

The Fire Chief provides oversight to the CPS-Fire. Three Battalion Chiefs oversee and manage the daily activities of this structure. CPS-Fire consists of four divisions: Fire Prevention, Fire Suppression, Fire Training, and Fire Apparatus Operations and Maintenance. CPS-Fire has approximately 11 Firefighters who are paid from the Public Safety Millage as with the CPS-Police.



### **Inspections and Neighborhood Services:**

In FY 2014, Inspections and Neighborhood Services division was established. This division is a division of the City Manager's Office. The Chief Inspector oversees and manages the daily activities of Inspections, Parking Operations and Maintenance, and Planning and Zoning.

Inspections consist of a Chief Inspector, a Deputy Chief Inspector, Electrical Inspector, one Code Enforcement Inspector and an Office Assistant. The primary goal of this division is to protect the general health, safety, and welfare of the public by administering and enforcing the City's building, electrical, plumbing, mechanical, and other property codes. This division is also responsible for managing the inspection staff assigned to the housing rehabilitation program demolitions, and all ordinance enforcements, such as weed abatement and environmental improvement.

Parking Operations consists of two Parking Enforcement Officers. Employees of this division report directly to the Chief Inspector. The primary goals of this division are to manage the municipal parking structures and enforce the City Parking Ordinance. Activities include the issuance of tickets to illegally parked vehicles and inspection of the City parking lots. This division also ensures that the lots are free of debris and there are no maintenance or safety concerns for the patrons using the facilities.

Planning and Zoning division consists of an Associate Planner. Their main responsibility is to provide comprehensive management for all development related activities. Further, these individuals oversee all planning and zoning activities of the City, including staff support to the Planning Commission and Zoning Board of Appeals. Staff also provides customer service functions with regard to zoning inquiries, site plan review, and other regulatory questions.

### **Department of Public Services:**

The Director of Public Services heads the Department of Public Services. This department makes up more than half the City's workforce and spans multiple funds. The Department of Public Services consist of eight divisions within the General Fund – Cemeteries, Public Services - Administration, Engineering, Traffic Engineering, Street Lighting, Japanese Tea House, Weed Abatement, and Facilities; seven Special Revenue Funds: Major and Local Streets, Rubbish Collections, Clean Energy Coalition, Andersen Enrichment Commission, Boat Launch, and Celebration Park; two Enterprise Funds: Sewer and Water Operations and Maintenance Services and Right of Way Services (only); three Internal Service Funds: Public Works Building, Radio Operations, and Motor Pool Operations; and two Fiduciary Fund: Oakwood and Forest Lawn Cemeteries Endowment. Many of the services provided in this department require a twenty-four hour, seven-day-per-week schedule. Crucial infrastructure services include traffic signal engineering, and general management of City streets in the event of an emergency.

### **Water and Wastewater Services:**

The Director of Water and Wastewater Treatment Services oversees both Water and Wastewater Treatment Plants. These plants require a twenty-four hour, seven-day-per-week schedule. The crucial utility infrastructure services that are maintained around the clock include water and sewage facilities. Both the Director of Public Services and the Director of Water and Wastewater Treatment Services serve as an advisor to the City Manager regarding any serious conditions. The Director of Water and Sewer Treatment Services is also responsible for the Water and Sewer Operation and Maintenance Process and Control divisions.

**Technical Services:**

The Director of Technical Services and an Assistant Director of Technical Services head the Technical Services Department. The Director of Technical Services reports directly to the City Manager. Technical Services operates the Geographical Information System and Information Technology Services for all the departments in the City of Saginaw. Activities include telecommunications, cellular phones, computer networking services, software and hardware selection and installation, systems analysis and design, programming, problem resolution, end-user training and on-line and batch processing. This department is also responsible for the Saginaw Government Television (SGTV), which has been on the air since January 1988. The purpose of the station is to provide residents with up-to-date information regarding City government services, activities, and events; live and taped telecasts of City Council Meetings and special meetings or news conferences, and public service announcements.

The City is unique in providing a full array of services including utility operations. The City of Saginaw has used an entrepreneurial approach to solving problems resulting in substantial savings to the City while meeting the public's need. Through the continual improvement in productivity, the Administration intends to expand services where necessary and minimize costs.

*CITY OF SAGINAW*  
*2016/2017 BUDGET*  
*ORGANIZATIONAL POLICIES & STRATEGIC PLAN*

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The City Charter, the Uniform Budgeting and Accounting Act for State and Local Units of Government in Michigan, and the generally accepted accounting principles govern the City of Saginaw (City) budget policies. These laws establish budget control guidelines, establish tax levy and assessment valuations limits, and provide bonded debt limits. The City's resources and appropriations policies are extensions of these laws, and follow generally accepted accounting principles.

**LEGAL REQUIREMENTS:**

The City Charter (*Section 43*) states that by the last Monday in April, the City Manager shall submit to the City Council the proposed budget for the next fiscal year.

Council shall by resolution, determine and adopt the budget and make the appropriations for the next fiscal year and shall provide, by resolution, for a tax levy of the amount necessary to be raised by taxation at least thirty days prior to the first day of the upcoming fiscal year. In accordance with Public Act 5 of 1982 as amended, a public hearing shall be held prior to levying of an additional millage rates (Truth and Taxation) and the adoption of the next fiscal year budget by the council, as such time and place as the council shall direct. The city clerk shall publish the notice of public hearing at least one week in advance.

The amount of property taxes that may be levied by the city in any year shall not exceed three-quarters of one percent of the assessed valuation as equalized of all taxable real and personal property of the city. If the assessed value of all the property in the city, as determined on the first Monday in May, 1979, is increased in subsequent years for any reason, the maximum millage rate provided herein shall be permanently reduced to yield the same gross dollar revenue as the fiscal year 1978-79 property tax revenue yield (*Section 45 of City of Saginaw Charter*).

The City is also required by the State of Michigan to present a balanced budget. An appropriation resolution cannot be adopted that would cause total expenditures, including accrued deficit, to exceed total revenues, to include any available surplus, Section 16 of Public Act 621 of 1978.

**FINANCIAL (BUDGET) POLICIES:**

The City of Saginaw's financial policies have been established for the overall fiscal management of the City. These policies operate independently of changing circumstances and conditions. These policies also provide a framework to assist the decision-making process for the Council and Administration.

The following policies provide guidelines to evaluate current services as well as proposals for future projects and programs:

- The budget will determine how much money is available. It will then allocate these resources among the highest priorities that have been established by City Council at the City's Strategic Planning Sessions.
- Expanding an existing service program or adding a new service or program will only be considered when a new revenue source has been identified or can be supported through the

requesting department's identification of an existing service that can be reduced or eliminated. Programs that are financed through grant money shall be budgeted in special revenue funds, and when grant revenues are reduced or eliminated, the service program shall be adjusted accordingly.

- The budget is balanced and the City shall maintain a balanced budget in which estimated revenues and fund balance reserves are equal to or greater than estimated expenditures.
- The City will maintain a budgetary control system to ensure adherence to the budget and will prepare monthly reports comparing actual revenues and expenditures to budgeted amounts.
- The City will integrate performance management strategies within the budget.
- The City will avoid budgetary practices or procedures that balance current period expenditures at the expense of future years' revenues.
- The budget will provide for adequate levels of funding for all retirement systems.
- The City will develop and maintain accounting and budgetary control systems to adequately safeguard the assets held in public trust.
- The City will finance essential City services, which have a citywide benefit from revenue sources, which are generated from property taxes, special assessments, State Shared Revenues, and various fees.
- For Enterprise Funds, user fee rate structures will be reassessed to accurately charge the cost of services provided to the customers.

### **Operating Budget Policies:**

The operating budget for the city is based on the principle of financing current expenditures with current revenues or available and undesignated fund balance. Expenditures shall include adequate funding of the retirement systems (Municipal Employee Retirement Systems and Police and Fire Pension Systems), and adequate maintenance and replacement of capital assets and operating expenditures.

Budgeted expenditures will reflect the City's perceived administrative needs and recommended council strategic long – term goals and objectives. The budget will be based on generally accepted accounting principles.

### **Transfers of Appropriations:**

**City Council Authority** - After the budget has been adopted, no money shall be drawn from the treasury of the city, nor shall there be obligations for the expenditures of money incurred, except pursuant to a budget appropriation. The council may transfer any unencumbered appropriation balance or any portion thereof from one department, fund, or agency to another.

Transfers shall require City Council approval if the transfer will result in an increase or decrease in the appropriation as set forth in the annual budget resolution.

All transfers from the General Fund Contingent Appropriation account shall require City Council approval regardless of the amount.

**City Manager Authority** – The City Manager is empowered to transfer appropriations within appropriation centers. General Fund line item budget transfers from one account to another within the same appropriation center can be made without City Council approval. All budget transfers from one appropriation center to another or from the General Fund Contingent Appropriation account must be

approved by City Council. In all other funds, line item budget transfers from one account to another within the same department and fund can be made without City Council approval.

### **Budget Controls:**

At the beginning of each quarterly period during the fiscal year, and more often if required by council, the City Manager shall submit to the council data showing the relation between the estimated and actual revenue and expenditure to date; and if it shall appear that the revenue is less than anticipated, the council or City Manager may reduce appropriations for any item or items, except amounts required for debt and interest charges, to such a degree as may be necessary to keep expenditures within the cash revenues. If revenues exceed the amounts estimated in the budget, the council may make supplemental appropriations. The City Manager may provide for monthly or quarterly allotments of appropriations to departments, funds, or agencies under his control.

### **REVENUE POLICIES:**

- The City will attempt to maintain a diversified and stable revenue base to shelter itself against short-term and long-term fluctuations.
- Annual revenues will be projected by an objective and thorough analytical process.
- The City will establish user charges and shall set fees for services for enterprise funds at a level that fully supports operational and capital outlay costs and activities

### **ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES:**

- An independent audit will be performed annually.
- The City will complete an annual audit report in accordance with Generally Accepted Accounting Principles (GAAP).

### **CAPITAL IMPROVEMENT PLAN**

- The City's Capital Improvement Plan shall be developed to reflect the strategic objectives of City Council and City Administration.
- The City shall, on an annual basis, update its multi-year capital improvement plan including proposed fund sources.
- The City will coordinate decision-making for capital improvement budget with the operating budget to make effective use of the City's limited resources for operating and maintaining existing services and facilities.

### **STRATEGIC PLANNING AND VISIONING STATEMENTS**

The City of Saginaw's City Council and Management Team meet twice a year to discuss and prioritize the city's goals and objectives. In 2014, the aforementioned team met with a facilitator from Saginaw Valley State University to identify the goals and objectives and create a vision which stretches into the future. During FY 2016, city staff continued to work on each of these goals and objectives. The City's goals and objectives that came from the 2014 session were: 1.) Quality of Life, 2.) Infrastructure, 3.) Blight Enforcement, 4.) Public Safety, 5.) City Administration and 6.) City Services. City Council and Management Team envision a city which has reclaimed its longtime position as the region's most

inviting and attractive place to live, work, and play and have begun earmarking funding to meet these goals. This vision spotlights six areas where the City can re-invent itself and transition to the next level of excellence in local governance.

### **Quality of Life – Good Place to Live/Raise Children**

***Vision Statement*** - “Enjoy our Culture and Diversity”

***Goals:***

1. Promote good news stories to local media/social media
2. Work with foundations to secure grant funding for promotion of youth activities
3. Reduce negative perception through increased communication by staff
4. Create a marketing slogan for the City

### **Infrastructure – Roads, Sidewalks, Curb/Gutter**

***Vision Statement*** - “Maintaining Infrastructure that is Reliable, Efficient, Safe, and Drivable”

***Goals:***

1. Complete an asset management review for water and waste treatment within six months to a year.
2. Create a committee to discuss road infrastructure and funding within six months to a year.
3. Work with the state legislature to promote changes in the gas and weight revenue formula
4. Work with city administration annually to review the capital improvement plan and determine funding availability.

### **Blight Enforcement – Abandoned Vehicles, Junk and Debris**

***Vision Statement*** - “A self-sustaining, but strict and sufficient code enforcement program”

***Goals:***

1. Review by council committee of existing blight ordinance.
2. Define, identify, and hold accountable absentee landlords.
3. Education/build relationship with citizens
4. Seek creative and new sources of revenue

### **Public Safety- Patrol Service and Fire Suppression**

***Vision Statement*** - “Professional, diverse public safety supporting and engaged community”

***Goals:***

1. Diversity through local youth development
2. Public safety millage renewal and increased revenues
3. Increased community awareness
4. Increased public trust in public safety

### **City Administration – Responsive to Citizen/Efficient**

**Vision Statement** - “A collaborative philosophy for financial stability with proactive management providing community foresight”

**Goals:**

1. Increase fund balance by 10% within five years.
2. Address unfunded liabilities (retiree healthcare, labor agreement revisions, active retirees, and police and fire pension systems)
3. Create a capital improvement plan (CIP) Fund that has approximately \$500,000 within five years.
4. Increase involvement in local & state associations to improve/aid collaborative efforts.

### **City Services – Snow Removal/Park Maintenance**

**Vision Statement** - “Provide a solid waste/recycling process that promotes a high level of participation, reinforced by continued education of benefits and value”

**Goals:**

1. Increase recycling rate by 3% each year for five years.
2. Replace critically aged vehicles/equipment within five years by innovative actions like selling advertising, or developing an “adopt-a” or “buy a piece of a fire truck/snowplow/ police car”.
3. Within six months, develop a 2-4 hour course for staff to use to educate the public, focusing first on Neighborhood/Landlord Associations, volunteer attendees, regarding city ordinances, regulations, codes, staff issues, city needs, revenue problems, etc., to create a more educated citizenry regarding the city.
4. Reach out, over the next six months, to city retirees to form a City Retiree Association made up of members interested in pursuing, with the city and staff, goals 1, 2, and 3.

During the strategic planning session, city council and the management team also developed SWOT Analysis for each priority. Furthermore, action plans were established for at least two of the goals of each priority outlined above. For more information on the City of Saginaw’s Strategic Plan, the entire plan can be found on the city’s website at [www.saginaw-mi.com](http://www.saginaw-mi.com).



## ***BUDGET AND FINANCE***

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### **SCOPE OF THE BUDGET**

The City of Saginaw budget policies are governed by the City Charter, the Uniform Budgeting and Accounting Act for Local Units of Government in Michigan, and generally accepted accounting principles. These laws provide for budget control, establish tax levy and assessment valuation limits, and provide for bonded debt limits. The City's resources and appropriations policies are extensions of these laws, and follow generally accepted accounting and budgeting principles.

The budget for the City of Saginaw is a multifaceted document that expresses spending policy for the fiscal year, illustrates a resource allocation plan for the Administration to implement, and provides a means of communication between citizens and elected officials.

The budget spells out a management strategy through specific objectives designed to provide the best services at the most efficient cost. With regards to the delivery of services, these objectives must produce measurable results as key indicators of the effectiveness and efficiency of government policies and programs. Programs must be evaluated every year to determine their legitimacy since limited resources must be allocated between existing programs and the need for new ones.

In summary, the budget is a policy document, a financial plan, an operations guide, and a communicative device. The true art of budgeting reflects a combination of leadership, independent judgment, competent administration, and cooperation between various branches of City government.

### **Budget Process**

The City Manager's Office of Management and Budget (OMB) compiles the annual budget for the City. The fiscal year for the City of Saginaw is July 1 to June 30. The actual budget development process begins in early December. One important element of this process is a cooperative effort between the OMB and other departments within City government.

During the first week of December, the Budget Preparation Manuals are distributed to all departments/offices for use in establishing expenditure requests. The City uses an incremental budget technique in arriving at the requested figures. Incremental budgeting emphasizes changes in the costs of providing City services based on competing priorities. To evaluate these priorities, departments/offices examine historical trends of these costs using a five-year cost analysis to determine the needs of the department/office for the upcoming year. The department's requests are data entered onto computerized budgetary spreadsheets that categorically incorporate requests into a singular format, distinguishing expenditures in the following manner: Personnel Services, Operating Expenses, Debt Service, Miscellaneous, and Capital Outlay. Once all the data is prepared, it is returned to the Office of Management and Budget. The Director of OMB and the Administrative/Budget Analyst review all requests for accuracy and completeness. During the month of January, the OMB meets with all department heads to review and acquire additional information for the data provided. The draft and recommendations are then forwarded to the City Manager for his review. In late February – early March budget hearings are held with each department as forums where department directors can substantiate their expenditure projections and justify their requests.

Forms are prepared and submitted to all department directors for use in developing projections for anticipated revenues for the ensuing year. The Director of OMB and Administrative/Budget Analyst prepare the revenue projections for presentation to the City Manager, who will evaluate the budget gap between revenue projections and expenditure requests. The City Manager provides guidance as to the most viable means to balance the budget. Decisions regarding revenues and expenditures, after the balancing of the budget, are then incorporated into the proposed budget document.

Pursuant to the City Charter Chapter VII, Section 43, the City Manager's Recommended Budget is presented to City Council on or before the last Monday in April.

Pursuant to the City of Saginaw City Charter Chapter VII, Section 44, the council shall hold a public hearing on the budget before its final adoption.

City Council then makes appropriations and adopts the budget by ordinance at least thirty days prior to the first day of the upcoming fiscal year.

**Budget Calendar**

<b>December</b>	<ul style="list-style-type: none"> <li>• Department head meeting for Budget Kickoff</li> <li>• 1<sup>st</sup> round Personnel Projection Reports provided to Departments</li> <li>• Distribute budget instructions, calendar, and narratives</li> <li>• Prepare and distribute revenue and expenditure manuals</li> <li>• Snapshot the Pension modules of the City’s Financial System</li> <li>• Departments return 1<sup>st</sup> round Personnel Projection Reports</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Personnel Projection Reports distributed to Departments</li> <li>• Budget staff meets with selected Departments</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Prepare a preliminary summary statement of projected revenue vs. expenditure requests</li> <li>• 2<sup>nd</sup> Personnel Projection Reports returned from Departments</li> <li>• Preliminary summary of projected revenue and expenditure requests presented to City Manager for review</li> <li>• City Manager meets with Departments</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• City Manager meets with Departments (continues)</li> <li>• 1<sup>st</sup> and 2<sup>nd</sup> rounds of budget review with City Manager, and OMB</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• City Manager’s Proposed Budget presented to City Council</li> <li>• Development and printing of the FY Proposed Budget</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>• City Council budget hearing and budget adoption</li> </ul>

**Revenue Projections**

The Office of Management and Budget estimates revenues by evaluating actual and projected numbers through various revenue projection methods. Revenue estimates are based on four different projection methods which incorporate growth rates over the previous ten years, current year receipts, collection rates where applicable, and important input from all departments. Each projection method is tested against actual prior year revenues to determine validity and reasonableness. These tests are conducted at the revenue line item (detail) level, and only the projection methods deemed valid and reasonable are utilized. Additionally, in accordance with the State of Michigan’s Uniform Budgeting and Accounting Act, all one-time revenue sources are given appropriate consideration.

**Revenue Projection Methods**

**Method 1:** 7 years Average Growth Rate x 2015 Actual Revenues at June 30, 2015

The seven-year average growth rate from 2008 – 2015 multiplied by 2015 actual revenues is used as a projection for the 2016 revenues. By utilizing the average growth rate for an additional year, the 2017 revenues are projected.

**Method 2:** 2016 Actual Revenues at December 31, 2015 / 6 months x 12 months

A monthly average of current year revenues is calculated based on six months of receipts, which are then annualized to project current year revenues. Based on revenue trends and this method of projection for 2016 revenues, 2017 revenues are projected. (Please note as more information is provided the revenues are further altered).

**Method 3:** 2016 Actual Revenues at December 31, 2015 / (2015 Actual Revenues at December 31, 2014 / 2015 Actual Revenues at June 30, 2015)

A percent of 2016 revenues are determined from revenues receipts at December 31, 2014. The 2016 revenues at December 31, 2015, are divided by the percentage collected December 31, 2014, to project revenues for 2016. By reviewing revenue trends in conjunction with this method of projections for 2016 revenues, the 2017 revenues are projected.

**Method 4:** Percentage of 2015 Revenue budget collected at June 30, 2015 x 2016 Budget

2016 revenues can be projected by multiplying the percentage of 2015 Budget, which was collected at June 30, 2015, times the 2016 Budget. By reviewing the historical actual to budget ratios, assumptions can be determined to assist in 2017 revenue projections.

### **Budgets and Budgetary Accounting**

The City Charter requires the City Council, by resolution, to determine and adopt the budget and make the appropriations for the next fiscal year and to provide, by resolution, for a tax levy of the amount necessary to be raised by taxation at least 30 days prior to the first day of the upcoming fiscal year. Budgetary control is exercised at the department (appropriation center) level in the General Fund and at the fund level for all other budgeted funds. General Fund line item budget transfers from one account to another within the same appropriation center can be made without City Council approval. All budget transfers from one appropriation center to another or from the General Fund Contingent Appropriation account must be approved by City Council. In all other funds, line item budget transfers from one account to another within the same department and fund can be made without City Council approval.

All unencumbered appropriations lapse at the end of the fiscal year unless specific requests to reserve funds for capital items are made by the departments and approved by City Manager or the Director of the Office of Management and Budget. The subsequent fiscal year's budget is then amended when these expenditures are recorded. Encumbrances outstanding at June 30 do not lapse but are brought forward to the new fiscal year, unless the fund ends in a deficit. In accordance with the State of Michigan's Uniform Budgeting and Accounting Act, all encumbrances of the fund are cancelled and expenditures are assessed against the next year's budget should the fund end in a deficit.

The General, Community Development, Major Streets, Local Streets, Rubbish Collection, Police Grants, Drug Forfeiture, Andersen Enrichment Center Operation, Boat Launch Operation, Celebration Park and all other Special Revenue Funds are under formal budgetary control as is required by Michigan Public Act 621. Budgets shown in the financial statements were prepared on the *modified accrual* basis. This is the same basis used to reflect actual results and consists only of those amounts contained in the formal budget approved by City Council. Special Revenue Funds are considered to be departments for budgetary purposes. All Enterprise, Internal Service, and Fiduciary Funds are budgeted annually for internal control purposes only. Budgetary information for these funds is not required in the financial statements. Furthermore, the City Charter requires that all funds except for Inventory and Trust and Agency Funds be approved by City Council.

### **One-time and Questionable Revenues**

The City of Saginaw adheres to the State of Michigan's Uniform Budgeting and Accounting Act as it relates to the use of one-time revenues. In general, the City's policy on the use of one-time revenues has been to fund capital improvement or reserves. The use of one-time revenues to fund ongoing expenditures is discouraged. The City Manager and/or the Director of the Office of Management and Budget review these sources of revenues to determine whether they should be included in the budget.

Questionable revenues are budgeted in accordance with state law and conservatively. These revenues are only budgeted if they are certain. The City of Saginaw discloses all questionable revenues in its general appropriation act. Additionally, the City Manager requires that a plan for expenditure reductions be developed and enacted if it becomes apparent that the revenues will not be realized.

## **Grants**

All potential grants shall be carefully examined for matching requirements. Some grants may not be accepted if the local matching funds cannot be justified. Grants may also be rejected if programs must be continued with local resources after grant funds have been exhausted.

## **Cash and Cash Equivalents**

Cash and cash equivalents for all funds include amounts in demand deposits, petty cash, and certain investments which are payable upon the demand of the City and have an original maturity of three months or less. Cash balances in most of the City's operating funds are pooled and invested in various investments throughout the year. Each fund's cash balance is reported in a separate cash account and the City allocates interest earnings based on the average cash balance in each fund during the year. For purposes of the Annual Financial Report, the City considers all highly liquid investments held by trustees with maturity of three months or less when purchased to be cash equivalents. In addition, all cash and investments that are managed by the City Manager and Controller are also considered to be cash equivalents since they are available on demand.

## **Basis of Accounting:**

Although the annual budget is prepared on *cash basis* with respect to revenues received and on an items *invoiced basis* with respect to expenditures incurred for all funds, the Governmental Funds and Expendable Trust Funds are reported on a *modified accrual basis* of account for financial statement purposes. Revenues of these funds are recognized in the year in which they become both measureable and available within 60 days after year end to pay current year liabilities. The major revenue sources accrued by the City include city income taxes; state shared revenues, some departmental earnings, and investment income. Revenues from other sources are recognized when received. Expenditures are generally recognized in the year the related fund liability is incurred. Currently, the City does not have any general long-term obligations; however, the policy is to recognize the obligation when it is due. Inventory purchases are reported as expenditures in the year the items are used. Expenditures for claims, judgments, and employer pension contributions are reported as the amounts accrued during the year that normally would be liquidated with expendable available financial resources.

The *full accrual basis* of accounting is utilized by Enterprise Fund types for financial statement reporting purposes. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

## **Expenditure Policies**

The City of Saginaw scrutinizes all expenditures that affect the budget. Budgeted funds are appropriated and are aligned with the City Council and City Administration's five priorities, which are Crime and Public Safety Issues; Neighborhood Revitalization and Beautification; Recreational Offering and Youth Activities; Maintain and Enhance City Revenue Efforts; and Organizational Development. Listed below are the budget dollars for FY 2016/17:

<b>City of Saginaw – Goals and Objectives</b>	<b>Amount designated from 2017 Approved Budget</b>
Crime and Public Safety Issues	\$23,537,103
Neighborhood Revitalization and City Beautification	\$932,098
Recreational Offering and Youth Activities	\$198,119
Maintain and Enhance City Revenue Efforts	\$111,940
Organizational Development	\$15,000

An appropriate balance will be maintained between budgeted funds provided that directs efficient and effective public services, management, and legal compliance. Additionally, all externally mandated services for which reimbursement is

available will be fully evaluated and calculated to allow for recovery of expenditures. Furthermore, it is City policy to compare budget to actual expenditures on a monthly basis. In compliance with the City of Saginaw City Charter's Chapter VII, Section 47 Budget Control, a quarterly budget adjustment is submitted to the legislative body for re-appropriation of approved funding.

### **Encumbrances**

Encumbrances are commitments under purchase orders or contracts. Outstanding encumbrances at year-end are not recorded as expenditures until the goods or services are received. Only those encumbrances that are recorded as payables at June 30 are included as expenditures for budgetary presentations. Fund balance has been reserved for all outstanding encumbrances in the governmental fund types and will be recorded as expenditures in the subsequent fiscal year. In accordance with the Uniform Budgeting and Accounting Act, all encumbrances, of a fund that ends in a deficit, are cancelled and expenditures are assessed against the next year's budget.

### **Reservations and Designations of Fund Equities**

Reservations of fund balance are established to identify (1) claims against resources of the entity that have not materialized as liabilities at the balance sheet date or (2) the existence of assets that, because of their non-monetary nature or lack of liquidity, represent financial resources not available for current appropriation or expenditure, for example: encumbrances, prepaid items, inventories, specific projects, and long-term advances to other funds. Such reserves are not intended as valuation allowances, but merely demonstrate the current unavailability of the subject assets to pay current expenditures. The City of Saginaw operates from a balanced budget at the onset of every fiscal year. Undesignated fund balance or prior year budgetary surplus can be appropriated to balance a fund's budget if a sufficient balance/surplus exists and the appropriation is fiscally prudent.

### **Citi-Stat and Performance Management**

In an effort to align our City Council goals with departmental actions and to address Michigan Governor Rick Snyder's call for increased transparency and accountability, the City of Saginaw has refocused the manner in which it tracks performance. The City's revised approach is separated into two parallel tracks: CitiStat and Performance Management. For the City of Saginaw's purposes CitiStat is defined as a problem solving mechanism, which is issue focused, inter-departmental, and accompanied by immediate action steps. The City defines its performance management strategy as an analysis and reporting tool, that is intra-departmental and mission focused and integral in long-term planning. The performance management process for the City of Saginaw begins in the month preceding the annual budget submission to City Council and concludes the following year with a comprehensive city-wide performance evaluation document.

## ***BUDGET SUMMARY*** ***RESOURCE ALLOCATION***

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The following Resource Allocation chart lists resources and appropriations for each fund and provides a grand total for all City resources. The accounts of the City are organized on the basis of fund(s), each of which is considered to be a separate accounting entity. These funds are the General, Special Revenue, Enterprise, Internal Service, and Fiduciary Funds. Although each fund is accounted for independently, the proper cooperation and interaction among all funds contribute to the effective and efficient management of City government.

### **GENERAL FUND**

The General Fund is the top account for resources traditionally associated with government, which are not required legally or by sound financial management to be accounted for in another fund.

### **SPECIAL REVENUE FUNDS**

Special Revenue Funds are defined as those funds used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

#### **Major, Local, and Municipal Street Funds:**

The Major and Local Streets Funds receive allocation of State collected gasoline taxes and license fees to be used for the maintenance, repair, and construction of streets and bridges within the City. The Municipal Street Fund functions as an inventory account for street maintenance materials. These materials are reallocated to the Major and Local Streets Funds upon completion of construction.

#### **Public Safety Fund:**

In May of 2006 and renewed in November of 2011, the City levied a special property tax earmarked to support Police Officers and Firefighters. This fund accounts for the tax levy proceeds.

#### **Rubbish Collection Fund:**

This fund accounts for the \$200 fee assessed to household units for the collection of solid waste, trash (environmental) fees, and composting fees. It also records the expenditures for rubbish collection, hauling and disposal, curbside recycling, composting, and trash cleanup.

#### **Clean Energy Coalition Fund:**

This fund accounts for the promotion of clean energy technology, projects, and savings citywide. The State of Michigan through MSHDA provided the City of Saginaw with a grant that gives the City the ability to complete energy efficiency and renewable energy installations on municipal facilities.

#### **Andersen Center Operation Fund:**

This fund accounts for the operation and maintenance expenditures and building rentals for the Andersen Enrichment Center.

#### **Saginaw Arts and Enrichment Commission Fund:**

The Saginaw Arts and Enrichment Commission Fund accounts for the private donations and individual contributions received by the Saginaw Arts and Enrichment Commission to provide financial support to

cultural and creative arts organizations and to sponsor various social and community events to improve the quality of life in the City.

**Community Policing Fund:**

This fund accounts for revenues and expenditures of Police Officers assigned to various City neighborhoods, the City's Weed N Seed Program, as well as crime technology. These programs and technology provide the residents with a greater sense of protection and gives them the responsibility for developing and implementing problem-solving strategies for their neighborhoods.

**Police Training Fund:**

This fund accounts for allocations received from the State of Michigan pursuant to Act 302 of the Public Acts of 1982. Distributions are made twice annually based on the number of sworn Police Officers. These funds can only be expended for direct costs of criminal justice training of Police Officers.

**Department of Justice Grant:**

This fund accounts for revenues and expenditures related to various projects to provide better services and fight crime in the community as approved by the United States' Department of Justice. Funding allocations are based on the community's violent crime statistics.

**Saginaw County Treatment and Prevention Services Fund:**

This fund accounts for grant funds received from the United States' Department of Justice. These funds will be used to engage youth and facilities in programs that will enhance self-awareness and self-esteem, and reduce the use of substances through participation in substance abuse programs.

**Drug Forfeiture Fund:**

This fund accounts for all expenditures and funds received from the forfeiture of cash and property seized during drug raids.

**Homeland Security Staffing for Adequate Fire and Emergency Response Grant Fund:**

This fund accounts for funding from Homeland Security to be provided directly to fire departments and volunteer firefighters interest organization in order to help them increase the number of trained front-line firefighters available in the community. This grant allows for the City to be in compliance with staffing, response and operational standards that are established by NFPA and OSHA. In 2016, this fund will no longer be in use.

**Auto Theft Prevention Fund:**

This fund accounts for the grant funding received from the State of Michigan pursuant to Act 10 of the Public Acts of 1986. These funds are used by Saginaw Police Department and Saginaw Township Police Department for the prevention and investigation of automobile thefts in Saginaw County. Effective July 1, 2016. This fund will no longer be in use.

**Michigan State Housing Development Authority (MSHDA) TARP Hardest Hit Grant Fund:**

This fund accounts for the grant funding the Michigan State Housing Development Authority for the elimination of blighted properties in the City of Saginaw and the surrounding communities.



### **Community Development Block Grant Fund:**

The Community Development Block Grant Fund is used to account for the revenues and expenditures of the Federal Community Development Block Grant Entitlement Program. Other funds included under Community Development Block Grant funding are: Residential Loans, Rental Loans, Block Grant Home Program, Neighborhood Stabilization Program I, II, and III, SEDC Revolving Loan, and Section 108 Loan.

### **Police Enhancing Law Enforcement Response Fund:**

The Police Enhancing Law Enforcement Response to Victims (ELERV) Fund accounts funds received from the Office for Victims of Crime (OVC), U.S. Department of Justice and is administered by the International Association of Chief of Police. The purpose of this grant is to provide funding to the city of Saginaw to develop and implement an ELERV strategy that promotes enhanced administrative, technical, and operational police practices; foster cooperation and the exchange of information and experience among police leaders and organizations, including enhancing law enforcement response to victims of crime, with a strong focus on reaching and serving the underserved and unserved victims identified in the community.

### **Capital Project Fund:**

Capital Project Fund is considered to be a Special Revenue Fund of the City. Revenues and expenditures related to the acquisition, development, improvement, and/or maintenance of capital assets.

### **Celebration Park Fund:**

Revenues and expenditures related to the construction and operation of the Frank N. Andersen – Celebration Park are recorded in this fund. Assets of the facility are also recorded.

### **ENTERPRISE FUNDS:**

Enterprise Funds are used by a governmental entity to account for services provided to the general public on a user charge basis.

#### **Boat Launch Operation Fund:**

This fund accounts for the revenues collected from the Wickes and Rust Avenue boat launches for parking and admission fees. The fund also accounts for the operation and maintenance expenditures of these facilities.

#### **Sewer Operations and Maintenance Fund:**

The sewer fund is used to account for the revenues and expenses associated with the provision of sewer services to residential, commercial, and industrial establishments of the City as well as several municipalities surrounding the City.

#### **Water Operations and Maintenance Fund:**

The water fund is used to account for revenues and expenses associated with the provision of water service to residential, commercial, and industrial establishments of the City as well as several municipalities surrounding the City.

### **INTERNAL SERVICE FUNDS**

Internal Service Funds are used to account for goods and services provided to one department by another on a cost reimbursement basis.

**Public Works Building Fund:**

This fund was established to account for all operating and capital expenses required to maintain the Public Works Service Center. Rent is charged to the departments occupying the building based on square footage.

**Technical Services – Geographical Information Systems Fund:**

This fund is used to account for the development and operation of the citywide geographical information system. Money for the operation of this fund is supplied from contributions from other city funds.

**Technical Services – Information Service Fund:**

Computer and information services are provided to the City operating departments through this fund. The operation is financed by service charges levied against user departments and service contracts with other governmental agencies.

**Radio Operations Fund:**

This fund acquires, installs, and maintains two-way radio equipment for use by City operating departments. Rental fees are charged to user departments to recover the cost of maintaining and replacing equipment.

**Motor Pool Operations Fund:**

This fund is responsible for acquiring and maintaining vehicles and other motorized equipment for use in general City operations. The costs of maintenance and replacement are recovered through rental rates charged to City operations using the vehicles and equipment.

**Self-Insurance Fund:**

This fund was established by City Council to serve as a general insurance reserve for liabilities and claims not covered by commercial carriers or to pay deductibles. This fund accounts for the payment of insurance premiums; the distribution of insurance costs to other City funds, and records the insurance claims liability.

**Worker’s Compensation Fund:**

This fund accounts for all expenses, revenues, and claims relating to the City’s self-insured workers’ compensation program. Premiums are charged to other City funds based on a percentage of budgeted salaries.

## **FIDUCIARY FUNDS:**

Fiduciary Funds are used to account for or administer property or assets that are owned by other entities.

### **Public Employee Healthcare Fund/ Unfunded Liabilities Fund:**

This fund was established to start funding the unfunded health insurance premiums that are fully paid for all City retirees. The unfunded liability is estimated at over \$211 million.

### **Cemetery Endowment Trust Funds:**

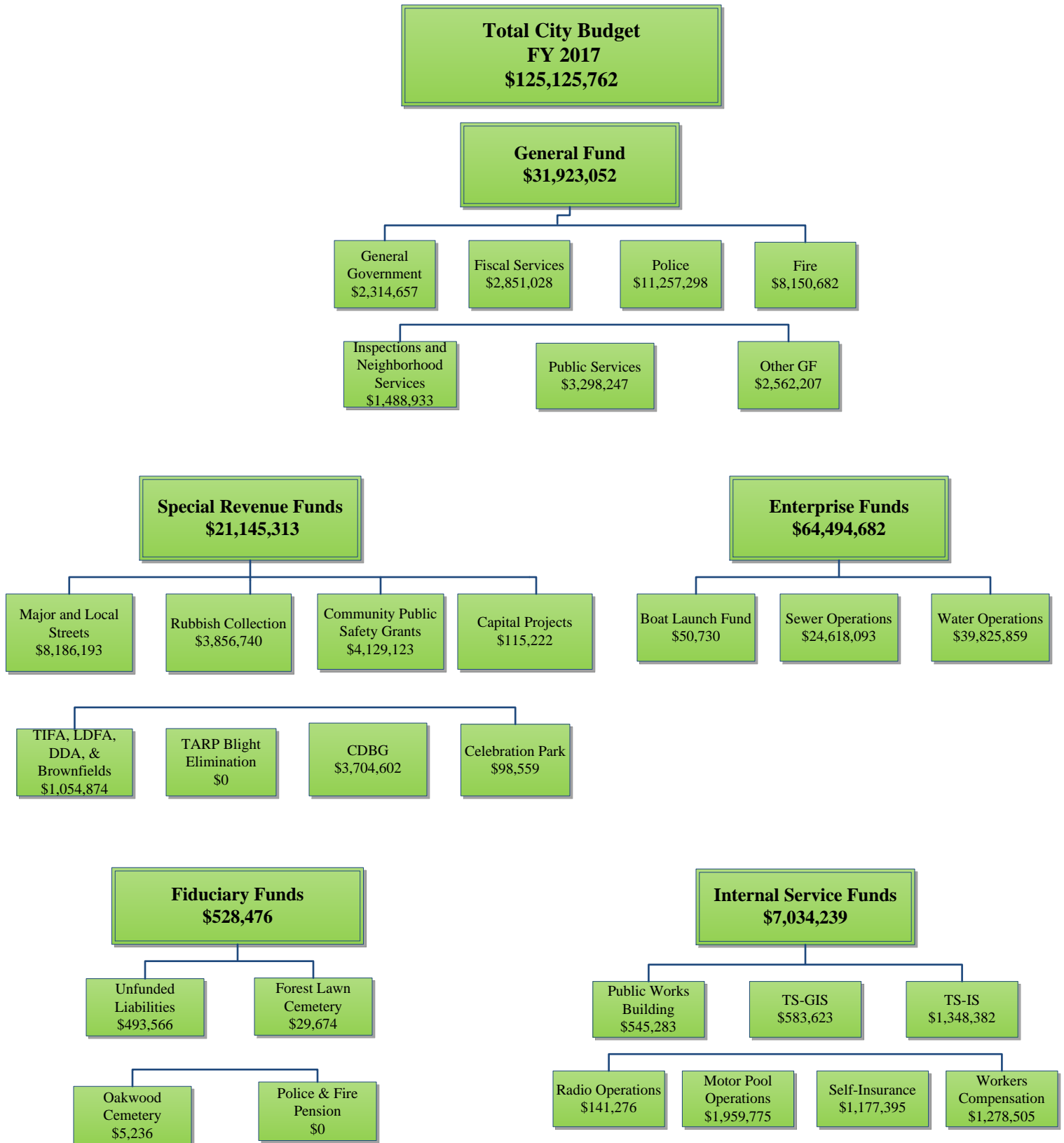
Forest Lawn Cemetery and the Oakwood Cemetery Funds are considered to be a Fiduciary Fund for the City of Saginaw. These funds are used to report resources that are legally restricted to the extent that only earnings may be used for cemetery care purposes in support of the city's program. In accordance with Chapter XIII, Section 83 Cemetery Trust Funds, in the Charter of the City of Saginaw, the city allocates 25% of all monies, which comes from the sale of lots and single graves, to the cemeteries trust funds. This income will be used annually for the general care and maintenance of each city-owned cemetery.

### **Police and Fire Pension Fund:**

Assets accumulated for the payment of retirement benefits for City Police and Fire personnel are recorded in this fund. Benefits for retired members are paid from this fund and active members contribute to the pension system through payroll deductions. The City contributes to the fund by an annual appropriation from the General Fund and Public Safety Grant Funds, which is determined and set by an annual actuarial valuation. Effective, July 1, 2015, the pension system now holds the assets for the Fire personnel only.

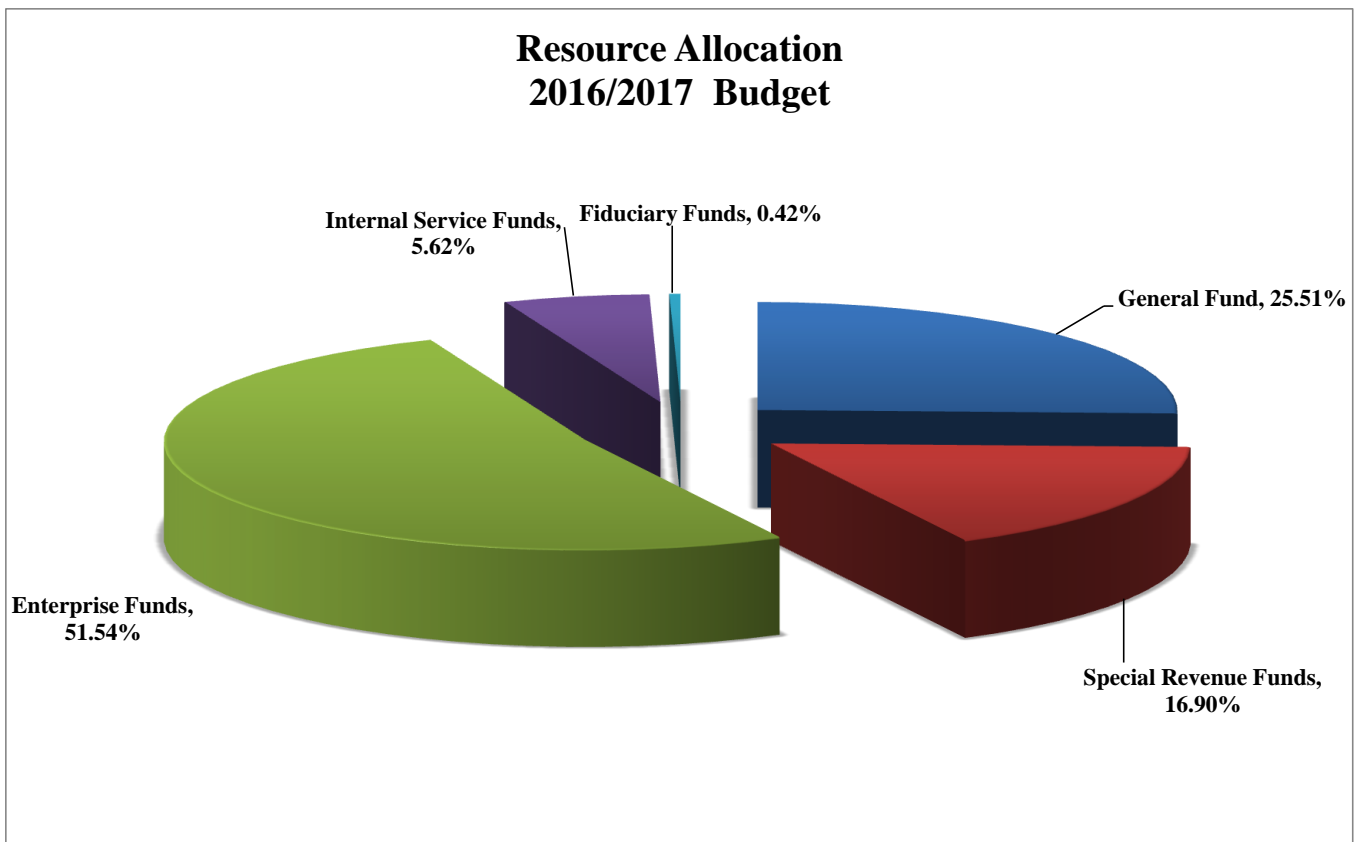
# CITY OF SAGINAW - FINANCIAL ORGANIZATIONAL CHART

## 2016/2017 APPROVED BUDGET



**RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

<u>RESOURCES</u>		<u>APPROPRIATION</u>	
GENERAL FUND	\$ 31,923,052	GENERAL FUND	\$ 31,923,052
SPECIAL REVENUE FUNDS	21,145,313	SPECIAL REVENUE FUNDS	21,145,313
ENTERPRISE FUNDS	64,494,682	ENTERPRISE FUNDS	64,494,682
INTERNAL SERVICE FUNDS	7,034,239	INTERNAL SERVICE FUNDS	7,034,239
FIDUCIARY FUNDS	528,476	FIDUCIARY FUNDS	528,476
<b>TOTAL RESOURCES</b>	<b><u>\$ 125,125,762</u></b>	<b>TOTAL APPROPRIATION</b>	<b><u>\$ 125,125,762</u></b>



## SUMMARY OF REVENUES

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### GENERAL FUND

The total General Fund revenues for 2016/2017 are \$31,923,052, which represents an increase of \$951,404 from the 2016 approved budgeted levels.

**Property Taxes:** the total property taxes category will be \$4,808,776 which is an \$858,642, or 21.74% increase from the previous fiscal year. This increase is primarily attributable to the recognition of refunds of captured property taxes in the City's Brownfield Districts. The Office of Management and Budget has been working on cleaning up these districts and began moving forward on the reconciliation of them.

**City Income Taxes:** The City of Saginaw receives approximately 37.43% of its General Fund revenue from local income tax. Economic conditions continue to have a negative impact on this revenue source. For the 2016/2017 Budget, revenue from income taxes increases \$185,000, or 1.57% from the previous year. This is primarily due to new businesses that are expected to come to the city.

**State Revenue Sharing:** The City of Saginaw receives approximately 25.08% of its General Fund revenue from state revenue sharing. The FY 2016/2017 Budget for State Shared Revenues decreases 0.45% or \$36,375. This decrease is realized in Constitutional Revenue by \$36,375.

**Grants:** For FY 2017, the City budgeted \$732,841 for Federal and State grant funding related to police drug overtime, the Local Community Stabilization funding, and Medicare Part D reimbursement. This is an \$84,905, or 13.1% increase from the 2016 approved budget levels. In FY 2017, the City continues to receive funds from the Project Safe Neighborhood Grant in the amount of \$23,119. These funds are offset by the overtime that will be incurred by Community Public Safety – Police. Furthermore, Community Public Safety – Fire has been receiving State Fire Protection funding each year for the last three years for services provided to the state building. The City will budget for these funds in FY 2017.

**Licenses, Permits, and Fees:** The City anticipates \$1,313,099 for licenses, permits, and fees for FY 2017. This represents an increase of \$51,800 over the approved 2016 revenue. This category includes business licenses, building permits, and cable television franchise fees. This increase will be realized in Cable TV Franchise Fees in the amount of \$50,000.

**Charge for Services:** The total projected charges for services for FY 2017 is \$926,197. Charges for services include cemetery charges, Public Act 425, and police and fire services. Future State of Michigan Public Act 425 agreements or corresponding service agreements is being negotiated with other communities as they increase business and residential development. These agreements will provide additional revenue to the General Fund.

**Fines and Forfeitures:** The revenue in this category includes ordinance fines, parking receipts, parking lot receipts, parking violations and transfer affidavit fees. These revenues decreases from the 2016 approved revenue by \$82,500. This decrease is due to the reduction in parking lot receipts by \$35,000, ordinance fines by \$50,000, civil infractions by \$7,000, Dog Fines by \$500, and an increase in Clerk's Office penalties by \$5,000. These reductions are based on historical activities as well as current revenue trends.

**Interest and Rents:** Interest revenue decrease by 16.22% from the 2016 approved budget. This is primarily due to the expected decrease in the interest earned on investments and City income taxes.

**Reimbursements:** The General Fund uses a cost allocation plan to charge other funds for internal services rendered. Since 2001, the City has used Maximus to prepare the cost allocation plan. For FY 2017, a total of \$2,267,392 is budgeted for the indirect cost allocation plan. The category of reimbursement equates to \$2,559,849, which is \$452,119 less than in FY 2016. This reduction is primarily associated to the reduction in the indirect cost allocation to the General Fund.

**Other Revenues:** This category decreases \$1,460 or 0.58% from 2016 budgeted levels. Total revenues are \$249,037. This includes miscellaneous revenues related to police department services, donations, and the sale of assets. These reductions are due to the reduction in the funds from sales to pawn shops. These reductions will be slightly offset by the addition of the revenues for Clerk's Office fees.

**Fund Balance and Transfers:** The 2016/2017 Budget does not add to or uses any of the General Fund reserves. However, the General Fund receives reimbursements from the following funds: Community Development Block Grant and Water Operations and Maintenance Funds to offset the community police officers that have been reallocated to the General Fund; Economic Development Fund to offset the cost of economic development that is being performed; and the Public Safety Millage Fund, to reimburse the General Fund for police and fire services.

## **SPECIAL REVENUE FUNDS**

The total Special Revenue Funds' revenues are \$21,145,313, for the 2016/2017 Budget. This represents a \$3,049,783 or 16.85% increase from the previous fiscal year. Listed below is a discussion on major variances within this fund type:

### **Major and Local Streets**

Overall, the Major Streets Fund's revenues increase by a net \$1,563,043, or 32.66% from the FY 2016 Approved Budget. This is due to increased use of fund equity to offset an increase in construction and street resurfacing projects. The Local Streets Fund revenues are projected to increase by \$394,274 or 27.33% due to an increase in direct Act 51 monies and a higher appropriation of fund equity. Other sources of revenue for this fund includes: interest on investments, special assessments, surplus receipts, and reimbursement.

### **Public Safety Fund**

For FY 2016/17, the Public Safety Fund is \$3,019,104. This is an increase of \$126,500, or 4.37%, from the previous fiscal year's budget. The increase in revenues is due to the recognition of the previous year's fund balance that will be transferred to the General Fund to support police and fire services.

### **Rubbish Collection Fund**

The FY 2016/17 Rubbish Collection Fund is \$3,856,740. This is a reduction of \$50,623. This reduction is primarily associated with a reduction to the amount that will actually be received for the household units. Although the City is projecting to increase the rate by \$25, the amount that is projected to be collected is less. Furthermore, the City will not be appropriating any use of fund equity.

### **Andersen Enrichment Center**

The FY 2017 Andersen Enrichment Center budget is \$99,560. This represents a \$13,397 reduction from the previous fiscal year. The Charge for Services is expected to drop which will require an operating transfer from the General Fund. The Department of Public Services is currently reviewing the fee structure.

**Commerce Center DDA**

For the Approved 2016/2017 Budget, revenues in the Commerce Center DDA Fund are \$21,326, which represents an 8.3% decrease from the previous fiscal year. This reduction is attributed to a decrease in the real property tax values in this district.

**Downtown Development Authority (DDA)**

For the FY 2017 Approved Budget, revenues in the Downtown Development Authority Fund are \$593,100, an increase of \$451,217. The increase in revenues is due to receiving a \$1 million DEQ grant for the Downtown Farmers Market, which is split between FY 2016 and FY 2017.

**Economic Development Fund**

In previous fiscal years, these funds were not budgeted. In FY 2016/2017, the Economic Development Fund will be closed and the remaining \$64,105 in fund balance will be transferred to the general fund.

**Brownfield Authority SRRF**

For the Approved 2016/17 Budget, revenues in the Brownfield Authority SRRF Fund are \$40,744. This represents a \$26,243 decrease from the previous fiscal year. This is attributed to a decrease in the real property tax values within these districts.

**Downtown Development Authority 2011**

The DDA 2011 Fund became a new fund in FY 2015/2016. This fund is used to account for revenues collected for the Downtown Development Authority's updated Tax Increment Finance Authority (TIFA) district as outlined in the 2011 DDA TIFA plan. The FY 2016/2017 DDA 2011 Fund revenues will be \$2,739 and will be used to reinvest in the district.

**Community Policing Fund**

For FY 2017, the Community Policing Fund revenues are \$0. During the June 30, 2015 audit, the auditors determined that the predominant sources of revenues are transfers. Therefore, based on Generally Accepted Accounting Principles, this fund must be incorporated in the General Fund. The transfers from the Water Operations and Maintenance, and Community Development Block Grant Funds will be realized in the General Fund.

**Department of Justice – JAG Grant Fund**

For FY 2017, Department of Justice – JAG Grant Fund equates to \$3,563. This is an \$11,437 reduction from the previous fiscal year. Traditionally, the city does not receive the DOJ – JAG allocation amount until May of each year. Historically, the city budgets to receive \$15,000. For FY 2017, it was determined that the department will recognize the remaining balance of the 2015 appropriation and will adjust the budget once the funds have been provided by Saginaw County.

**Saginaw County Treatment and Prevention Fund**

The Saginaw County Treatment and Prevention Fund increases \$58,186 from the previous fiscal year. This increase is due to the additional grant funds received from the Saginaw County Health Department. This grant is expected to expire on September 30, 2016 and will automatically renew.

**Police Enhancing Law Enforcement Response Fund**

During FY 2016, the City of Saginaw received the Police Enhancing Law Enforcement Response Fund (ELERV) Grant from the Office of Victims of Crime through the Department of Justice and the Police Chief Association. The FY 2017 budget reflects the allocation of \$98,283 of grant funds for this program.



### **Homeland Security – SAFER Grant**

The Homeland Security SAFER Grant Fund's revenues are \$844,011 for FY 2017. This is due to the city receiving the renewal on the staffing grant for another two years. This will maintain the salary and benefits of 13 fire personnel.

### **Trouble Asset Relief Program (TARP) – Hardest Hit Grant:**

In 2014, the City of Saginaw and the Saginaw County Land Bank were notified that they were recipients of the TARP Blight Elimination Grant for the acquisition, demolition, and refurbishing of blighted property. This grant amounted to \$11.2 million. Since these properties are owned by the Saginaw County Land Bank, the majority of the grant dollars have been allocated to them. In FY 2016, the City received \$31,500. This program was set to expire in the spring of FY 2015. However, the City has received an extension for the program that will last through the end of the first quarter of FY 2016. Funds are expected to be fully expended prior to FY 2017, so revenues are expected to be \$0.

### **Capital Project Fund**

The Capital Project Fund revenues are \$115,222 for FY 2017. This fund accounts for the purchase and installment payments of the General Obligation Limited Tax Capital Improvement Bonds, Series 2015. Funds that are current users of this fund are – the General Fund and Rubbish Collection Fund.

### **Celebration Park Fund**

The Celebration Park Fund revenue is \$98,559 for FY 2017. This is an increase of 14.25% or \$12,292 from the FY 2015/16 Approved Budget. This increase is due to a larger transfer required to cover the cost of repairs to the park.

## **ENTERPRISE FUNDS**

The total Enterprise Funds' revenues are \$64,494,682, for the 2016/2017 Budget. This represents a \$17,716,466 or 37.87% increase from the previous fiscal year's budgeted levels. Listed below is a discussion on major variances within this fund type:

### **Boat Launch Operations and Maintenance Fund**

The FY 2017 Boat Launch Operations and Maintenance Fund's budget is \$50,730. This is a \$13,663 increase from the previous fiscal year. This increase is due to the appropriation of fund reserves to repair and restripe the parking lot.

### **Sewer Operations and Maintenance Fund**

For FY 2016/17, the Sewer Operations and Maintenance Fund's revenues are \$24,618,093. This is a decrease of \$964,334, or -3.77% from the approved 2015/16 budgeted levels. The reduction in revenues is a direct result of decreases in the Storm Water Asset Management Grant and bond proceeds.

### **Water Operations and Maintenance Fund**

The FY 2017 budget for the Water Operations and Maintenance Fund increases \$18,667,137, or 88.22%. This is due to the expected issuance of the Water System Improvement Bonds in an amount not to exceed \$19,000,000. In addition, the Water Sales revenues are expected to be slightly higher due to the rate change that occurred in FY 2016.

## **INTERNAL SERVICE FUNDS**

The total Internal Service Funds' revenues will be \$7,034,239, for the 2016/2017 Budget. This represents a \$69,198 or 0.99% increase from FY 2016. Listed below is a discussion on major variances within this fund type:

### **Public Works Building Fund**

The Public Works Building Fund increases by \$71,409 for the FY 2017 Approved Budget. This increase is primarily due to an increase in the user charges to offset the cost to repair the parking lot.

### **Radio Operations Fund**

The Radio Operations Fund revenues for FY 2017 are \$141,276. This is an increase of \$7,716 from the 2016 Approved Budget. This increase is due to a normal increase in the maintenance charges to the user departments.

### **Motor Pool Operations Fund**

The FY 2017 Motor Pool Operations Fund is \$1,959,775. This is an increase of \$168,283. This increase to the user fee is due large to cover the cost of depreciation and obsolete inventory.

### **Self-Insurance Fund**

The Self-Insurance Fund Revenues are budgeted at \$1,177,395 for FY 2017. This represents a decrease of 8.89% from the previous fiscal year. This reduction is due to a reduction in the July and February general obligation insurance renewals.

## **FIDUCIARY SERVICE FUNDS**

The total Fiduciary Service Funds' revenues are \$528,476, for the 2016/2017 Budget. This represents a decrease of \$7,713,519, or -93.59%. Listed below is a discussion on major variances within this fund type:

### **Unfunded Liabilities Fund**

For FY 2017, the Unfunded Liabilities Fund's revenues are \$493,566. This is a \$92,431 or 23.04% increase from the previous fiscal year. This increase reflects an appropriation of fund equity to assist with the payment of retiree healthcare payment for the General Fund. .

### **Police and Fire Pension Fund**

In FY 2017 the Police and Fire Pension Fund revenues are \$0. In January 2016 the International Association of Fire Fighters (IAFF) voted to transfer the Fire Pension portfolio to the Michigan Municipal Employees Retirement System (MERS). MERS will now manage the portfolio.

Overall, for fiscal year 2016/2017, the City of Saginaw's budgeted revenues are \$125,125,762, which represents a 12.67% or \$14,073,302, increase from the Approved 2015/2016 Budget.

**SUMMARY OF BUDGETED REVENUES  
2016/2017 APPROVED BUDGET**

<b>FUND</b>	<b>2014/2015 APPROVED BUDGET</b>	<b>2015/2016 APPROVED BUDGET</b>	<b>2016/2017 APPROVED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>	<b>% CHANGE</b>
<b><u>GENERAL FUND</u></b>					
PROPERTY TAX	4,593,973	3,950,134	4,808,776	858,642	21.74%
CITY INCOME TAX	11,626,000	11,765,000	11,950,000	185,000	1.57%
STATE REVENUE SHARING	7,918,839	8,041,392	8,005,017	(36,375)	-0.45%
GRANTS	503,000	647,936	732,841	84,905	13.10%
LICENSES, PERMITS, & FEES	1,305,549	1,261,299	1,313,099	51,800	4.11%
CHARGES FOR SERVICES & SALES	938,097	1,053,497	926,197	(127,300)	-12.08%
FINES AND FORFEITURES	658,700	550,925	468,425	(82,500)	-14.97%
INTEREST	368,000	407,000	341,000	(66,000)	-16.22%
RENTS	32,000	32,000	32,000	0.00	0.00%
REIMBURSEMENTS	3,283,809	3,011,968	2,559,849	(452,119)	-15.01%
OTHER REVENUES	239,787	250,497	249,037	(1,460)	-0.58%
USE OF FUND EQUITY	0	0	0	0	0.00%
TRANSFERS	0	0	536,811	536,811	100.00%
<b>TOTAL GENERAL FUND</b>	<b>31,467,754</b>	<b>30,971,648</b>	<b>31,923,052</b>	<b>951,404</b>	<b>3.07%</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>					
MAJOR STREETS	4,953,956	4,786,485	6,349,528	1,563,043	32.66%
LOCAL STREETS	1,291,353	1,442,391	1,836,665	394,274	27.33%
PUBLIC SAFETY FUND	3,094,195	2,892,604	3,019,104	126,500	4.37%
RUBBISH COLLECTION FUND	3,923,767	3,907,363	3,856,740	(50,623)	-1.30%
CLEAN ENERGY COALITION	40,000	40,000	40,000	0	0.00%
ANDERSEN CENTER FUND	239,011	112,957	99,560	(13,397)	-11.86%
ARTS AND ENRICHMENT COMMISSION	0	190,300	193,300	3,000	1.58%
COMMERCE CENTER DDA	23,632	23,253	21,326	(1,927)	-8.29%
DOWNTOWN DEVELOPMENT AUTH.	164,800	141,883	593,100	451,217	318.02%
ECONOMIC DEVELOPMENT	0	0	64,105	64,105	100.00%
BROWNFIELD AUTHORITY SRRF	68,006	66,987	40,744	(26,243)	-39.18%
DOWNTOWN DEVELOPMENT 2011	0	1,200	2,739	1,539	128.25%
COMMUNITY POLICING FUND	598,645	546,307	0	(546,307)	-100.00%
POLICE TRAINING FUND	14,000	14,000	14,000	0	0.00%
J.A.G. FUND	15,000	15,000	3,563	(11,437)	-76.25%
DRUG FORFEITURE FUND	63,616	62,956	62,956	0	0.00%
SAGINAW COUNTY TAPS	28,614	29,020	87,206	58,186	200.50%
POLICE ELERV GRANT FUND	0	0	98,283	98,283	100.00%
HOMELAND SECURITY SAFER FUND	1,180,944	0	844,011	844,011	100.00%
TARP HARDEST HIT GRANT FUND	130,000	31,500	0	(31,500)	-100.00%
COMM. DEV. BLOCK GRANT FUND	2,146,362	1,806,069	1,805,614	(455)	-0.03%
CDBG RESIDENTIAL LOANS	549,555	579,003	579,003	0	0.00%
BLOCK GRANT HOME PROGRAM FUND	709,437	607,893	607,893	0	0.00%
SEDC REVOLVING LOAN	678,306	712,092	712,092	0	0.00%
AUTO THEFT PREVENTION FUND	149,244	0	0	0	0.00%
CAPITAL PROJECT FUND	0	0	115,222	115,222	100.00%
CELEBRATION PARK	143,562	86,267	98,559	12,292	14.25%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>20,206,005</b>	<b>18,095,530</b>	<b>21,145,313</b>	<b>3,049,783</b>	<b>16.85%</b>

**SUMMARY OF BUDGETED REVENUES  
2016/2017 APPROVED BUDGET**

<b>FUND</b>	<b>2014/2015 APPROVED BUDGET</b>	<b>2015/2016 APPROVED BUDGET</b>	<b>2016/2017 APPROVED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>	<b>% CHANGE</b>
<b><u>ENTERPRISE FUNDS</u></b>					
BOAT LAUNCH FUND	0	37,067	50,730	13,663	36.86%
SEWER OPERATIONS & MAINTENANCE	26,317,521	25,582,427	24,618,093	(964,334)	-3.77%
WATER OPERATIONS & MAINTENANCE	23,156,128	21,158,722	39,825,859	18,667,137	88.22%
<b>TOTAL ENTERPRISE FUNDS</b>	<b>49,473,649</b>	<b>46,778,216</b>	<b>64,494,682</b>	<b>17,716,466</b>	<b>37.87%</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>					
PUBLIC WORKS BUILDING FUND	473,507	473,874	545,283	71,409	15.07%
TECHNICAL SERVICES - GIS	601,401	601,702	583,623	(18,079)	-3.00%
TECHNICAL SERVICES - IS	1,373,338	1,367,452	1,348,382	(19,070)	-1.39%
RADIO OPERATION FUND	118,767	133,560	141,276	7,716	5.78%
MOTOR POOL OPERATIONS	1,601,501	1,791,492	1,959,775	168,283	9.39%
SELF-INSURANCE FUND	1,271,779	1,292,318	1,177,395	(114,923)	-8.89%
WORKERS' COMPENSATION FUND	1,304,673	1,304,673	1,278,505	(26,168)	-2.01%
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>6,744,966</b>	<b>6,965,071</b>	<b>7,034,239</b>	<b>69,168</b>	<b>0.99%</b>
<b><u>FIDUCIARY FUNDS</u></b>					
UNFUNDED LIABILITIES	1,222,797	401,135	493,566	92,431	23.04%
FOREST LAWN CEMETERY	29,674	29,674	29,674	0	0.00%
OAKWOOD CEMETERY	5,236	5,236	5,236	0	0.00%
POLICE AND FIRE PENSION FUND	16,372,718	7,805,950	0	(7,805,950)	-100.00%
<b>TOTAL FIDUCIARY FUNDS</b>	<b>17,630,425</b>	<b>8,241,995</b>	<b>528,476</b>	<b>(7,713,519)</b>	<b>-93.59%</b>
<b>TOTAL REVENUES</b>	<b>125,522,799</b>	<b>111,052,460</b>	<b>125,125,762</b>	<b>14,073,302</b>	<b>12.67%</b>

**SUMMARY OF ACTUAL REVENUES  
2016/2017 APPROVED BUDGET**

FUND	2014/2015 ACTUAL TOTAL	2015/2016 ACTUAL TOTAL	2016/2017 APPROVED BUDGET	INCREASE/ (DECREASE)	% CHANGE
<b><u>GENERAL FUND</u></b>					
PROPERTY TAX	3,713,025	3,719,276	4,808,776	1,089,500	29.29%
CITY INCOME TAX	12,252,323	12,625,101	11,950,000	-675,101	-5.35%
STATE REVENUE SHARING	7,843,698	7,818,103	8,058,118	240,015	3.07%
GRANTS	763,668	1,022,772	732,841	-289,931	-28.35%
LICENSES, PERMITS, & FEES	1,335,310	1,148,811	1,313,099	164,288	14.30%
CHARGES FOR SERVICES & SALES	894,906	930,499	926,197	-4,302	-0.46%
FINES AND FORFEITURES	403,144	422,338	468,425	46,087	10.91%
INTEREST	323,293	344,041	341,000	-3,041	-0.88%
RENTS	31,081	33,209	32,000	-1,209	-3.64%
REIMBURSEMENTS	3,528,402	3,140,170	2,559,849	-580,321	-18.48%
OTHER REVENUES	35,598	133,412	249,037	115,625	86.67%
USE OF FUND EQUITY	0	0	0	0	0.00%
TRANSFERS	0	0	536,811	536,811	0.00%
<b>TOTAL GENERAL FUND</b>	<b>31,124,448</b>	<b>31,337,732</b>	<b>31,923,052</b>	<b>585,320</b>	<b>1.87%</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>					
MAJOR STREETS	5,220,672	5,155,314	6,349,528	1,194,214	23.16%
LOCAL STREETS	1,325,188	1,217,792	1,836,665	618,873	50.82%
PUBLIC SAFETY FUND	3,066,488	2,902,665	3,019,104	116,439	4.01%
RUBBISH COLLECTION FUND	2,761,065	1,969,994	3,856,740	1,886,746	95.77%
CLEAN ENERGY COALITION	40,002	21,802	40,000	18,198	83.47%
ANDERSEN CENTER FUND	71,205	67,483	99,560	32,077	47.53%
ARTS AND ENRICHMENT COMMISSION	196,639	283,839	193,300	-90,539	-31.90%
COMMERCE CENTER DDA	23,562	23,159	21,326	-1,833	-7.91%
DOWNTOWN DEVELOPMENT AUTH.	67,312	103,287	593,100	489,813	474.23%
ECONOMIC DEVELOPMENT	-10	-10	64,105	64,115	-641150.00%
BROWNFIELD AUTHORITY SRRF	71,170	73,596	40,744	-32,852	-44.64%
DOWNTOWN DEVELOPMENT 2011	0	1,200	2,739	1,539	128.25%
COMMUNITY POLICING FUND	597,606	198,243	0	-198,243	-100.00%
POLICE TRAINING FUND	11,142	10,484	14,000	3,516	33.54%
J.A.G. FUND	19,868	118,494	3,563	-114,931	-96.99%
DRUG FORFEITURE FUND	23,726	56,281	62,956	6,675	11.86%
SAGINAW COUNTY TAPS	60,001	56,434	87,206	30,772	54.53%
POLICE ELERV GRANT FUND	0	13,982	98,283	84,301	602.93%
HOMELAND SECURITY SAFER FUND	1,034,514	857,036	844,011	-13,025	-1.52%
TARP HARDEST HIT GRANT FUND	139,321	78,747	0	-78,747	-100.00%
COMM. DEV. BLOCK GRANT FUND	2,191,427	1,458,796	1,805,614	346,818	23.77%
CDBG RESIDENTIAL LOANS	410,425	448,707	579,003	130,296	29.04%
BLOCK GRANT HOME PROGRAM FUND	605,515	355,111	607,893	252,782	71.18%
SEDC REVOLVING LOAN	541,513	306,138	712,092	405,954	132.60%
AUTO THEFT PREVENTION FUND	149,244	0	0	0	0.00%
CAPITAL PROJECT FUND	0	3,693,007	115,222	-3,577,785	-96.88%
CELEBRATION PARK	144,155	82,811	98,559	15,748	19.02%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>18,771,750</b>	<b>19,554,392</b>	<b>21,145,313</b>	<b>1,590,921</b>	<b>8.14%</b>

**SUMMARY OF ACTUAL REVENUES  
2016/2017 APPROVED BUDGET**

FUND	2014/2015 ACTUAL TOTAL	2015/2016 ACTUAL TOTAL	2016/2017 APPROVED BUDGET	INCREASE/ (DECREASE)	% CHANGE
<b><u>ENTERPRISE FUNDS</u></b>					
BOAT LAUNCH FUND	22,561	23,374	50,730	27,356	117.04%
SEWER OPERATIONS & MAINTENANCE	21,038,734	21,228,948	24,618,093	3,389,145	15.96%
WATER OPERATIONS & MAINTENANCE	15,100,541	15,709,039	39,825,859	24,116,820	153.52%
<b>TOTAL ENTERPRISE FUNDS</b>	<b>36,161,836</b>	<b>36,961,361</b>	<b>64,494,682</b>	<b>27,533,321</b>	<b>74.49%</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>					
PUBLIC WORKS BUILDING FUND	473,694	473,854	545,283	71,429	15.07%
TECHNICAL SERVICES - GIS	575,480	568,094	583,623	15,529	2.73%
TECHNICAL SERVICES - IS	1,374,011	1,360,952	1,348,382	-12,570	-0.92%
RADIO OPERATION FUND	118,634	133,486	141,276	7,790	5.84%
MOTOR POOL OPERATIONS	1,756,719	2,274,519	1,959,775	-314,744	-13.84%
SELF-INSURANCE FUND	1,766,938	1,174,944	1,177,395	2,451	0.21%
WORKERS' COMPENSATION FUND	1,015,820	1,059,097	1,278,505	219,408	20.72%
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>7,081,296</b>	<b>7,044,946</b>	<b>7,034,239</b>	<b>(10,707)</b>	<b>-0.15%</b>
<b><u>FIDUCIARY FUNDS</u></b>					
UNFUNDED LIABILITIES	-99,497	-60,762	493,566	554,328	-912.29%
FOREST LAWN CEMETERY	24,289	80,892	29,674	-51,218	-63.32%
OAKWOOD CEMETERY	3,920	19,920	5,236	-14,684	-73.71%
POLICE AND FIRE PENSION FUND	13,567,768	403,991	0	-403,991	-100.00%
<b>TOTAL FIDUCIARY FUNDS</b>	<b>13,496,480</b>	<b>444,041</b>	<b>528,476</b>	<b>84,435</b>	<b>19.02%</b>
<b>TOTAL REVENUES</b>	<b>106,635,810</b>	<b>95,342,472</b>	<b>125,125,762</b>	<b>29,783,290</b>	<b>31.24%</b>

## SUMMARY OF EXPENDITURES

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### **GENERAL FUND**

General Fund expenditures increase \$951,404, or 3.07%, from the 2016 Budget. The total General Fund Expenditure Budget is \$31,923,052.

#### **Department of General Government:**

The Offices of General Government increases \$32,382, or 1.42% from the FY 2016 approved budgeted levels. The largest increase will be realized in Personnel Services of \$38,220. This increase is due to the addition of 2.00 interns in the Office of Management and Budget (OMB) and an increase in the allocation of the Assistant Human Resources Director to the Human Resources Division. In the City Clerk's Office, a small reduction will be realized for several positions and reallocated into the Election division. In addition, .05 of the Deputy City Clerk was reallocated to the General Fund from the Self-Insurance Fund. Operating expenditures actually decreases approximately \$3,000. This is due to reduction in general liability insurance cost and information management charges.

#### **Department of Fiscal Services:**

The Department of Fiscal Services decrease by \$32,042 or 1.11% from the FY 2016 approved budgeted levels. The largest reduction to this department will be realized in Personnel Services, which decreases by \$34,978. This reduction is directly related to the departure of the Deputy Treasurer and the Income Tax Specialist from the city. These positions will be filled at the first step of their salary range. In addition the Income Tax Specialist position will be reclassified to an Income Tax Auditor. Operating Expenses are expected to increase by \$2,936 from the FY 2016 Approved Budget. This increase is due to a slight increase in telephone charges to align them with historical averages, as well as increases to printing and postage.

#### **Community Public Safety (CPS):**

*Community Public Safety – Police* - expenditures are \$11,257,298 for FY 2016/2017. This represents an overall increase of \$866,423 from the 2016 budgeted levels. The largest increase will be realized in Personnel Services. Personnel Services for FY 2017 increases by a net \$773,366 from the 2016 approved budgeted levels. The primary increase to the General Fund – Community Public Safety – Police department is due to the addition and inclusion of the Community Policing division. It was determined during the June 30, 2015 annual audit that the Community Policing Fund could no longer stand as a separate fund. Therefore, the personnel and operating expenditures will be reallocated to the General Fund. Furthermore, there was a slight increase in the active dental, short and long-term disability, and life insurance costs. Operating Expenses are expected to increase \$93,057 from 2016 budgeted levels. This increase is due to increases in motor vehicle repairs and fleet charges to cover the cost of depreciation and obsolete inventory.

*Community Public Safety – Fire* - expenditures for FY 2017 are \$8,150,682. This represents a decrease of \$113,698, or -1.38%. This reduction is primarily attributed to a decrease in the pension obligation. Operating Services for the department will only decrease \$8. Community Public Safety – Fire will continue to pay the installment payments during FY 2017.

#### **Office of Inspections and Neighborhood Services:**

The Inspections and Neighborhood Services divisions will be \$1,488,933, which is an increase of \$31,324 or 2.15% from the 2016 Approved Budget. During FY 2016, the Management Review Team

revisited the personnel change in the Parking Operations and determined that having two part-time officers was detrimental to the revenues received for parking. Therefore, a decision was made to change the staffing back to two full time Parking Enforcement Officers. With this change, the new position will receive salary and benefits, which increases personnel services.

**Department of Public Services:**

The Public Services Department of the General Fund is \$3,298,247 for FY 2017. This represents an increase of \$3,767. During FY 2016, the city completed the streetlight retrofit project which is expected to save over \$300,000 each year in utility cost. The Street Light Division reflects this change. To offset this savings will be increases in motor vehicle repair cost and fleet charges, increase to some of the interdepartmental charges such as radio rental fee to recognize depreciation, public works building charges to pay for the pavement of the parking lot, and additional funds in parts and supplies to cover any incidental with the street project.

**Other General Fund:**

The total Other General Fund expenditures are \$2,562,207 for the 2016/17 Budget. This represents an increase of \$163,248 or 6.8% from the 2016 approved budgeted levels. This increase is attributable to a higher apportionment of GIS Charges due to utilization, as well as a higher allocation for Celebration Park's General Fund contribution. In addition, retiree healthcare cost increased in the Retiree Healthcare Division. The Saginaw Housing Commission increased due to an increase in retiree healthcare. In the previous fiscal year, the city repaid itself for its contribution to the Unfunded Liabilities Fund. Although there is an appropriation that will be received from the Unfunded Liabilities fund, the true costs are still higher. To slightly offset this increase, there will be a reduction in funds appropriated in the Operating Transfers Out. This reduction will be realized in the Police Grants Local Match program by \$224,692. This is due to the Community Policing Fund being incorporated into the General Fund. However, there is an increase of \$81,504 as a transfer out to the Capital Projects Fund. This is due to the repayment of interest on the 2015 General Obligation Limited Capital Improvement Bonds. The overall reduction in Operating Transfers is \$134,519.

**SPECIAL REVENUE FUNDS**

The total Special Revenue Funds' expenditures are \$21,145,313, for the 2016/2017 Budget. This represents a \$3,049,783 or 16.85% increase from the previous fiscal year. Listed below is a discussion on major variances within this fund type:

**Major and Local Streets**

Total Major Streets Fund expenditures are \$6,349,528 for FY 2017. Expenditures will increase by \$1,563,043, or 32.66%. This increase is due to the addition of 1.18 positions to the Major Street complement from Rubbish Collections. Additionally, there are several construction and street resurfacing projects underway in FY 2017, with the major ones being repairs to the Court Street Bridge and enhancement of N. Hamilton Street. Additionally, the Department of Public Services expects to spend \$323,400 for the purchase of vehicles and a replacement plow truck in FY 2017.

The total Local Streets Fund expenditures are \$1,836,665 for FY 2017. Similar to Major Streets, the Local Streets Fund will recognize additional personnel by a net total 1.31 positions from the FY 2016 Approved Budget. Other added expenditures for FY 2017 will be realized in street and road material purchases for routine maintenance due to the ongoing street projects. Furthermore, there will be purchases of a vehicle and maintenance equipment out of this fund as well.

**Public Safety Fund**

The Public Safety Fund expenditures are \$3,019,104 for FY 2017. This represents a \$126,500 increase from FY 2016. This increase is primarily attributed to the reserve balance that will be reallocated to the general fund to be utilized on police and fire services.



### **Rubbish Collection Fund**

The Rubbish Collection Fund is \$3,856,740. This is a decrease of \$50,623, or 1.30%. The reduction in this fund is due to the fact that the city brought recycling back into city services. This created a net saving of \$528,845. With the return of these services, the city employed four Packer Operators, two Office Assistant II positions as well as incurred debt to purchase four recycling trucks. Further offsetting this reduction is the planned purchase of a single axle hook loader truck with salter and chipper boxes.

### **Andersen Enrichment Center**

The total Andersen Enrichment Center 2017 budget is \$99,560. This is a decrease of \$13,397. This reduction is due to the change in personnel during FY 2016. The new 25 hour per week employees do not receive benefits.

### **Commerce Center DDA**

The total Commerce Center DDA expenditures for 2017 are \$21,326. This is a reduction of \$1,927. Because of the drop in real property values, less money will be reinvested into the district.

### **Downtown Development Authority (DDA)**

The total Downtown Development Authority Fund's expenditures are \$593,100, for FY 2017. This is an increase from FY 2016 of \$451,217. The increase is associated with receiving a \$1 million grant from the DEQ for the farmers market.

### **Economic Development**

The total Economic Development Fund expenditures are \$64,105 for FY 2017. This consist of a transfer of the remaining fund balance to the general fund.

### **Downtown Development Authority 2011 (DDA 2011)**

The DDA 2011 Fund became a new fund in FY 2015/2016. This fund is used to account for revenues collected for the Downtown Development Authority's updated Tax Increment Finance (TIF) district as outlined in the 2011 DDA TIF plan. The FY 2016/2017 DDA 2011 Fund expenditures will be \$2,739 and will be used to reinvest in the district.

### **Community Policing Fund**

For FY 2017, the Community Policing Fund revenues are \$0. During the June 30, 2015, the auditors determined that the predominant sources of revenues are transfers. Therefore, based on Generally Accepted Accounting Principles, this fund must be incorporated in the General Fund. The four police officers that were allocated to this fund will be reflected in the General Fund.

### **Department of Justice – JAG Grant Fund**

For FY 2017, Department of Justice – JAG Grant Fund equates to \$3,563. This is a \$11,437 reduction from the previous fiscal year. Traditionally, the city does not receive the DOJ – JAG allocation amount until May of each year. Historically, the city budgets to receive \$15,000. For FY 2017, it was determined that the department will recognize the remaining balance of the 2015 appropriation and will adjust the budget once the funds have been provided by Saginaw County.

### **Saginaw County Treatment and Prevention Fund**

The Saginaw County Treatment and Prevention Fund increases \$58,186 from the previous fiscal year. This increase is due to the additional grant funds received from the Saginaw County Health Department. The new grant will pay the salary and fringe benefits of one police officer.

### **Police Enhancing Law Enforcement Response Fund**

During FY 2016, the City of Saginaw received the Police Enhancing Law Enforcement Response Fund (ELERV) Grant from the Office of Victims of Crime through the Department of Justice and the Police

Chief Association. The FY 2017 budget reflects the allocation of \$98,283 of grant funds for this program. These funds will be utilized to pay for the salary and benefits of one police personnel.

**Homeland Security – SAFER Grant**

The Homeland Security SAFER Grant Fund’s revenues are \$844,011 for FY 2017. This is due to the city receiving the renewal on the staffing grant for another two years. This will maintain the salary and benefits of 13 fire personnel.

**Trouble Asset Relief Program (TARP) – Blight Elimination Grant:**

The TARP Hardest Hit Fund is \$0 in FY 2017. This grant was extended into FY 2016 but should be fully expended before FY 2017 so there will be no expenditures.

**Capital Project Fund**

The Capital Project Fund expenditures are \$115,222 for FY 2017. This fund accounts for the purchase and installment payments of the General Obligation Limited Tax Capital Improvement Bonds, Series 2015. Funds that are current users of this fund are – the General Fund and Rubbish Collection Fund.

**Celebration Park Fund**

The total Celebration Park Fund expenditures are \$98,559 for FY 2017. This increase is due to the allocation for funds to repair the underground pipe leak as well as unforeseen emergencies that might arise during the year.

**ENTERPRISE FUNDS**

The total Enterprise Funds’ expenditures are \$64,494,682, for the 2016/2017 Budget. This represents a \$17,716,466, or 37.87% increase from the previous fiscal year’s budgeted levels. Listed below is a discussion on major variances within this fund type:

**Boat Launch Operations and Maintenance Fund**

The Boat Launch Fund is expected to expend \$50,730 in FY 2017, which is \$13,663 higher than FY 2016. This increase is due to the \$15,000 to repair and restripe the parking lot.

**Sewer Operations and Maintenance Fund**

The total Sewer Operations and Maintenance Fund is \$24,618,093. This represents a reduction of \$964,334 or -3.77% from the previous fiscal year. The reduction in expenditures is attributable to decreases in the indirect cost allocation, information management charges, general liability insurances costs, and reduction in the engineering cost to provide design services. These decreases will be offset by increased computer software costs and Flexnet support services in the Process Control System division, radio rental fees to recognize depreciation in the Radio Operations and Maintenance Fund, additional funds for street and road materials in the Maintenance and Service division, sewer cleaning and televising services, and hauling and disposal services due to expected increase in pricing.

**Water Operations and Maintenance Fund**

The total Water Operations and Maintenance Fund is \$39,825,859, which is an \$18,667,137 increase from the previous fiscal year. This increase is due to the following reasons: the addition of two Laborers II and three Laborers I positions and the issuance of Water System Capital Improvement bond in the amount not to exceed \$19,000,000 for the Davis Road project.

## **INTERNAL SERVICE FUNDS**

The total Internal Service Funds' expenditures are \$7,034,239, for the 2016/2017 Budget. This represents a \$69,168 or 0.99% increase from FY 2016. Listed below is a discussion on major variances within this fund type:

### **Public Works Building Fund**

The total Public Works Building Fund expenditures are \$545,283 for FY 2017. The fund will increase by \$71,409 from the FY 2016 Approved Budget. This is due to an increase in higher costs for parts and supplies, utilities, and general repairs. In addition the department plans to make repairs and replace the parking lot at the building.

### **Radio Operations Fund**

The Radio Operations Fund increases by \$7,716 from the 2016 Approved Budget. This increase is due to a normal increase in the maintenance charge to the user department. Also, beginning in FY 2017, depreciation will be recognized at the beginning of the fiscal year.

### **Motor Pool Operations Fund**

The total Motor Pool Operations Fund expenditures are \$1,959,775 for FY 2017. This represents a \$168,283 increase from the previous fiscal year. This increase in expenditures is due to the recognition of depreciation and an allocation of funds to offset the obsolete inventory in the garage.

### **Self-Insurance Fund**

The Self Insurance Fund expenditures decrease \$114,923. This is directly associated with a reduction in insurance costs from the previous fiscal year.

## **FIDUCIARY SERVICE FUNDS**

The total Fiduciary Service Funds' expenditures will be \$528,476, for the 2016/2017 Budget. This represents a decrease of \$7,713,519, or -93.59%. Listed below is a discussion on major variances within this fund type:

### **Unfunded Liabilities Fund**

The total Unfunded Liabilities Fund expenditures are \$493,566 for FY 2017. The City will re-appropriate these funds from reserve monies for the payment of retiree healthcare cost for the General Fund. These funds represent amounts previously apportioned towards the OPEB Liability over the years.

### **Police and Fire Pension Fund**

The total Police and Fire Pension Fund expenditures are \$0 for the 2017 Approved Budget. This represents a 100% decrease from the previous fiscal year. This reduction is due primarily to the transfer of the IAFF pension portfolio to the Michigan Municipal Employee Retirement System in January 2016. The city employees that were partially funded in this fund will now be recognized in the General Fund's Office of General Government – Office of Human Resources.

Overall, for fiscal year 2016/2017, the City of Saginaw's budgeted expenditures are \$125,125,762, which represents a 12.67% or \$14,073,302, increase from the Approved 2015/2016 Budget.

**SUMMARY OF BUDGETED EXPENDITURES  
2016/2017 APPROVED BUDGET**

FUND	2014/2015 APPROVED BUDGET	2015/2016 APPROVED BUDGET	2016/2017 APPROVED BUDGET	INCREASE/ (DECREASE)	% CHANGE
<b><u>GENERAL FUND</u></b>					
GENERAL GOVERNMENT	1,937,512	2,282,275	2,314,657	32,382	1.42%
FISCAL SERVICES	3,140,509	2,883,070	2,851,028	(32,042)	-1.11%
COMMUNITY PUBLIC SAFETY- POLICE	10,382,868	10,390,875	11,257,298	866,423	8.34%
COMMUNITY PUBLIC SAFETY - FIRE INSPECTIONS AND NEIGHBORHOOD SERVICES	8,670,788	8,264,380	8,150,682	(113,698)	-1.38%
PUBLIC SERVICES (GF)	1,541,838	1,457,609	1,488,933	31,324	2.15%
OTHER GENERAL FUND	3,601,061	3,294,480	3,298,247	3,767	0.11%
<b>TOTAL GENERAL FUND</b>	<b>31,467,754</b>	<b>30,971,648</b>	<b>31,923,052</b>	<b>951,404</b>	<b>3.07%</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>					
MAJOR STREETS	4,953,956	4,786,485	6,349,528	1,563,043	32.66%
LOCAL STREETS	1,291,353	1,442,391	1,836,665	394,274	27.33%
PUBLIC SAFETY FUND	3,094,195	2,892,604	3,019,104	126,500	4.37%
RUBBISH COLLECTION FUND	3,923,767	3,907,363	3,856,740	(50,623)	-1.30%
CLEAN ENERGY COALITION	40,000	40,000	40,000	0	0.00%
ANDERSEN CENTER FUND	239,011	112,957	99,560	(13,397)	-11.86%
ARTS AND ENRICHMENT COMMISSION	0	190,300	193,300	3,000	1.58%
COMMERCE CENTER DDA	23,632	23,253	21,326	(1,927)	-8.29%
DOWNTOWN DEVELOPMENT AUTH. ECONOMIC DEVELOPMENT	164,800	141,883	593,100	451,217	318.02%
BROWNFIELD AUTHORITY SRRF	0	0	64,105	64,105	100.00%
DOWNTOWN DEVELOPMENT 2011	68,006	66,987	40,744	(26,243)	-39.18%
COMMUNITY POLICING FUND	0.00	1,200	2,739	1,539	128.25%
POLICE TRAINING FUND	598,645	546,307	0	(546,307)	-100.00%
J.A.G. FUND	14,000	14,000	14,000	0	0.00%
DRUG FORFEITURE FUND	15,000	15,000	3,563	(11,437)	-76.25%
SAGINAW COUNTY TAPS	63,616	62,956	62,956	0	0.00%
POLICE ELERV GRANT FUND	28,614	29,020	87,206	58,186	200.50%
HOMELAND SECURITY SAFER FUND	0	0	98,283	98,283	100.00%
TARP HARDEST HIT GRANT FUND	1,180,944	0	844,011	844,011	100.00%
COMM. DEV. BLOCK GRANT FUND	130,000	31,500	0	(31,500)	-100.00%
CDBG RESIDENTIAL LOANS	2,146,362	1,806,069	1,805,614	(455)	-0.03%
BLOCK GRANT HOME PROGRAM FUND	549,555	579,003	579,003	0.00	0.00%
SEDC REVOLVING LOAN	709,437	607,893	607,893	0.00	0.00%
AUTO THEFT PREVENTION FUND	678,306	712,092	712,092	0	0.00%
CAPITAL PROJECT FUND	149,244	0	0	0	0.00%
CELEBRATION PARK	0	0	115,222	115,222	100.00%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>20,206,005</b>	<b>18,095,530</b>	<b>21,145,313</b>	<b>3,049,783</b>	<b>16.85%</b>

**SUMMARY OF BUDGETED EXPENDITURES  
2016/2017 APPROVED BUDGET**

FUND	2014/2015 APPROVED BUDGET	2015/2016 APPROVED BUDGET	2016/2017 APPROVED BUDGET	INCREASE/ (DECREASE)	% CHANGE
<b><u>ENTERPRISE FUNDS</u></b>					
BOAT LAUNCH FUND	0	37,067	50,730	13,663	36.86%
SEWER OPERATIONS & MAINTENANCE	26,317,521	25,582,427	24,618,093	(964,334)	-3.77%
WATER OPERATIONS & MAINTENANCE	23,156,128	21,158,722	39,825,859	18,667,137	88.22%
<b>TOTAL ENTERPRISE FUNDS</b>	<b>49,473,649</b>	<b>46,778,216</b>	<b>64,494,682</b>	<b>17,716,466</b>	<b>37.87%</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>					
PUBLIC WORKS BUILDING FUND	473,507	473,874	545,283	71,409	15.07%
TECHNICAL SERVICES-GIS	601,401	601,702	583,623	(18,079)	-3.00%
TECHNICAL SERVICES-IS	1,373,338	1,367,452	1,348,382	(19,070)	-1.39%
RADIO OPERATION FUND	118,767	133,560	141,276	7,716	5.78%
MOTOR POOL OPERATIONS	1,601,501	1,791,492	1,959,775	168,283	9.39%
SELF-INSURANCE FUND	1,271,779	1,292,318	1,177,395	(114,923)	-8.89%
WORKERS' COMPENSATION FUND	1,304,673	1,304,673	1,278,505	(26,168)	-2.01%
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>6,744,966</b>	<b>6,965,071</b>	<b>7,034,239</b>	<b>69,168</b>	<b>0.99%</b>
<b><u>FIDUCIARY FUNDS</u></b>					
UNFUNDED LIABILITIES	1,222,797	401,135	493,566	92,431	23.04%
FOREST LAWN CEMETERY	29,674	29,674	29,674	0	0.00%
OAKWOOD CEMETERY	5,236	5,236	5,236	0	0.00%
POLICE AND FIRE PENSION FUND	16,372,718	7,805,950	0	(7,805,950)	-100.00%
<b>TOTAL FIDUCIARY FUNDS</b>	<b>17,630,425</b>	<b>8,241,995</b>	<b>528,476</b>	<b>(7,713,519)</b>	<b>-93.59%</b>
<b>TOTAL EXPENDITURES</b>	<b>125,522,799</b>	<b>111,052,460</b>	<b>125,125,762</b>	<b>14,073,302</b>	<b>12.67%</b>

**SUMMARY OF ACTUAL EXPENDITURES  
2016/2017 APPROVED BUDGET**

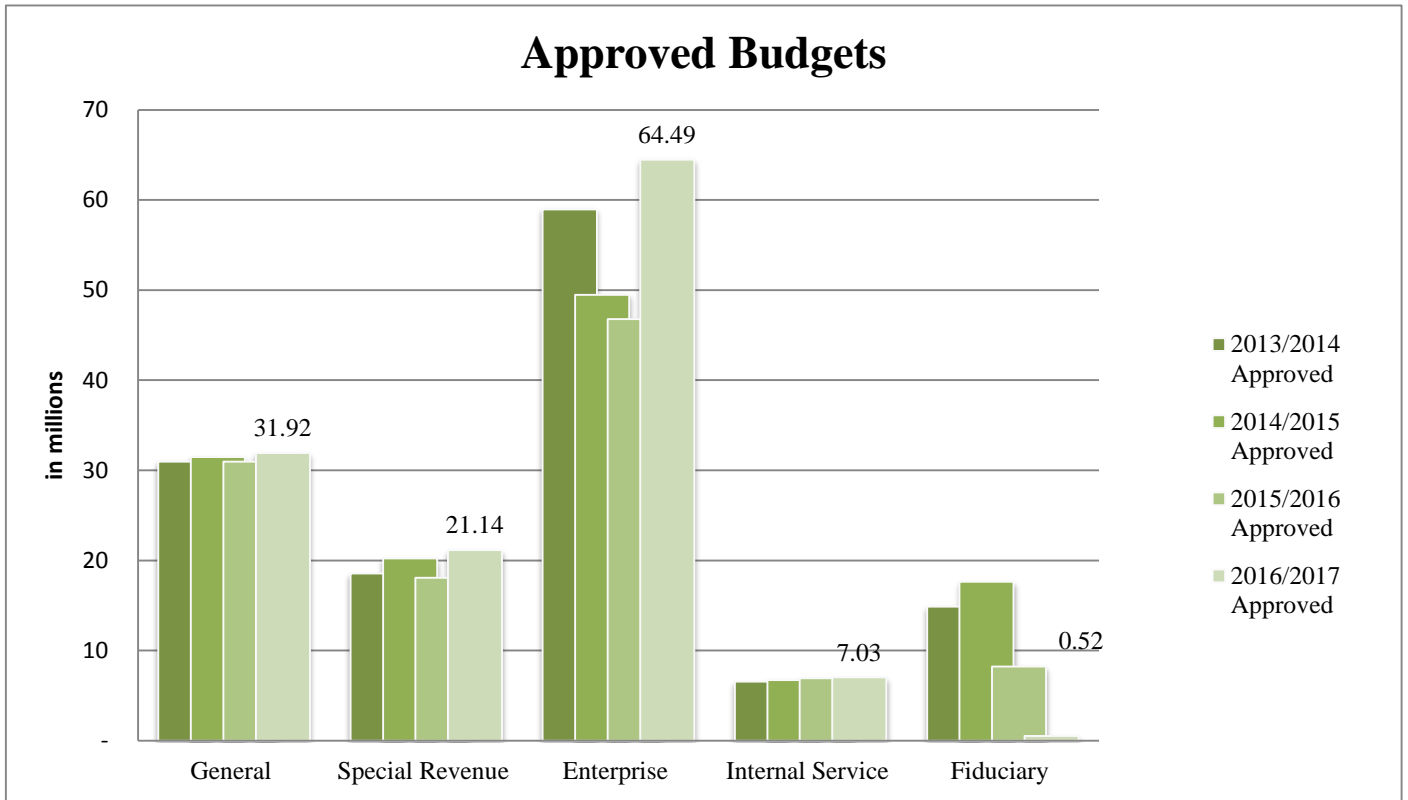
<b>FUND</b>	<b>2014/2015 ACTUAL TOTAL</b>	<b>2015/2016 ACTUAL TOTAL</b>	<b>2016/2017 APPROVED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>	<b>% CHANGE</b>
<b><u>GENERAL FUND</u></b>					
GENERAL GOVERNMENT	1,808,462	2,082,653	2,314,657	232,004	11.14%
FISCAL SERVICES	3,009,909	2,670,360	2,851,028	180,668	6.77%
COMMUNITY PUBLIC SAFETY- POLICE	10,135,893	10,117,078	11,257,298	1,140,220	11.27%
COMMUNITY PUBLIC SAFETY - FIRE INSPECTIONS AND NEIGHBORHOOD SERVICES	8,878,790	8,399,368	8,150,682	(248,686)	-2.96%
PUBLIC SERVICES (GF)	1,446,167	1,509,012	1,488,933	(20,079)	-1.33%
OTHER GENERAL FUND	3,646,202	3,192,202	3,298,247	106,045	3.32%
	512,747	2,751,996	2,562,207	(189,789)	-6.90%
<b>TOTAL GENERAL FUND</b>	<b>29,438,170</b>	<b>30,722,669</b>	<b>31,923,052</b>	<b>1,200,383</b>	<b>3.91%</b>
<b><u>SPECIAL REVENUE FUNDS</u></b>					
MAJOR STREETS	5,113,432	4,852,920	6,349,528	1,496,608	30.84%
LOCAL STREETS	1,199,369	1,289,674	1,836,665	546,991	42.41%
PUBLIC SAFETY FUND	2,915,736	2,717,718	3,019,104	301,386	11.09%
RUBBISH COLLECTION FUND	3,899,791	3,479,800	3,856,740	376,940	10.83%
CLEAN ENERGY COALITION	36,848	43,817	40,000	(3,817)	-8.71%
ANDERSEN CENTER FUND	92,328	159,882	99,560	(60,322)	-37.73%
ARTS AND ENRICHMENT COMMISSION	194,989	208,515	193,300	(15,215)	-7.30%
COMMERCE CENTER DDA	23,058	22,875	21,326	(1,549.00)	-6.77%
DOWNTOWN DEVELOPMENT AUTH.	115,424	125,492	593,100	467,608	372.62%
ECONOMIC DEVELOPMENT	0	0	64,105	64,105	0.00%
BROWNFIELD AUTHORITY SRRF	40,832	31,318	40,744	9,426	100.00%
DOWNTOWN DEVELOPMENT 2011	0.00	0.00	2,739	2,739	0.00%
COMMUNITY POLICING FUND	570,116	392,170	0	(392,170)	-100.00%
POLICE TRAINING FUND	9,292	5,601	14,000	8,399	149.96%
J.A.G. FUND	0.00	118,494	3,563	(114,931)	-96.99%
DRUG FORFEITURE FUND	26,478	128,411	62,956	(65,455)	-50.97%
SAGINAW COUNTY TAPS	43,005	63,887	87,206	23,319	36.50%
POLICE ELERV GRANT FUND	0	36,534	98,283	61,749	169.02%
HOMELAND SECURITY SAFER FUND	1,034,513	857,037	844,011	(13,026)	-1.52%
TARP HARDEST HIT GRANT FUND	124,728	68,217	0	(68,217)	-100.00%
COMM. DEV. BLOCK GRANT FUND	2,088,027	1,680,605	1,805,614	125,009	7.44%
CDBG RESIDENTIAL LOANS	443,322	417,868	579,003	161,135	100.00%
BLOCK GRANT HOME PROGRAM FUND	567,038	416,748	607,893	191,145	100.00%
NEIGHBORHOOD STABILIZATION	38,699	156,096	0	(156,096)	-100.00%
SEDC REVOLVING LOAN	297,853	592,265	712,092	119,827	20.23%
CAPITAL PROJECT FUND	0	3,431,273	115,222	(3,316,051)	-96.64%
CELEBRATION PARK	144,237	48,838	98,559	49,721	101.81%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>19,019,115</b>	<b>21,346,055</b>	<b>21,145,313</b>	<b>(200,742)</b>	<b>-0.94%</b>
<b><u>ENTERPRISE FUNDS</u></b>					
BOAT LAUNCH FUND	20,146	27,995	50,730	22,735	81.21%
SEWER OPERATIONS & MAINTENANCE	20,418,059	5 <sup>1</sup> 22,016,584	24,618,093	2,601,509	11.82%

**SUMMARY OF ACTUAL EXPENDITURES  
2016/2017 APPROVED BUDGET**

<b>FUND</b>	<b>2014/2015 ACTUAL TOTAL</b>	<b>2015/2016 ACTUAL TOTAL</b>	<b>2016/2017 APPROVED BUDGET</b>	<b>INCREASE/ (DECREASE)</b>	<b>% CHANGE</b>
WATER OPERATIONS & MAINTENANCE	15,169,696	16,936,806	39,825,859	22,889,053	135.14%
<b>TOTAL ENTERPRISE FUNDS</b>	<b>35,607,901</b>	<b>38,981,385</b>	<b>64,494,682</b>	<b>25,513,297</b>	<b>65.45%</b>
<b><u>INTERNAL SERVICE FUNDS</u></b>					
PUBLIC WORKS BUILDING FUND	407,987	401,906	545,283	143,377.00	35.67%
TECHNICAL SERVICES-GIS	474,843	558,766	583,623	24,857.00	4.45%
TECHNICAL SERVICES-IS	1,267,974	1,311,324	1,348,382	37,058.00	2.83%
RADIO OPERATION FUND	147,249	145,913	141,276	(4,637.00)	-3.18%
MOTOR POOL OPERATIONS	1,782,838	1,966,927	1,959,775	(7,152.00)	-0.36%
SELF-INSURANCE FUND	1,195,698	659,285	1,177,395	518,110.00	78.59%
WORKERS' COMPENSATION FUND	843,307	1,100,805	1,278,505	177,700.00	16.14%
<b>TOTAL INTERNAL SERVICE FUNDS</b>	<b>6,119,896</b>	<b>6,144,926</b>	<b>7,034,239</b>	<b>889,313</b>	<b>14.47%</b>
<b><u>FIDUCIARY FUNDS</u></b>					
UNFUNDED LIABILITIES	1,182,466	401,135	493,566	92,431.00	23.04%
FOREST LAWN CEMETERY	0.00	0.00	29,674	29,674.00	0.00%
OAKWOOD CEMETERY	0.00	0.00	5,236	5,236.00	0.00%
POLICE AND FIRE PENSION FUND	75,696,802	55,056,230	0	#####	-100.00%
<b>TOTAL FIDUCIARY FUNDS</b>	<b>76,879,268</b>	<b>55,457,365</b>	<b>528,476</b>	<b>(54,928,889)</b>	<b>-99.05%</b>
<b>TOTAL EXPENDITURES</b>	<b>167,064,350</b>	<b>152,652,400</b>	<b>125,125,762</b>	<b>(27,526,638)</b>	<b>-18.03%</b>

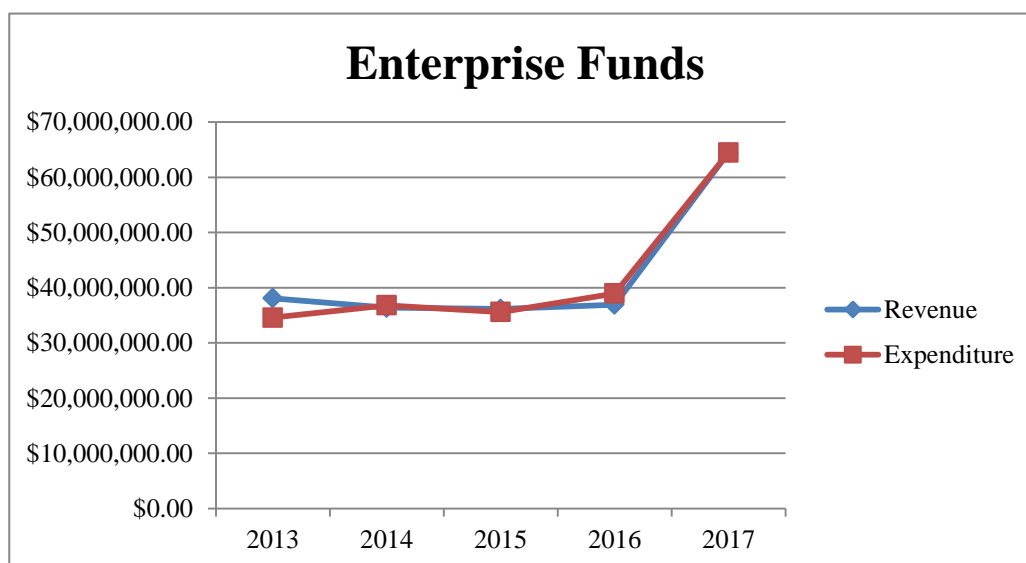
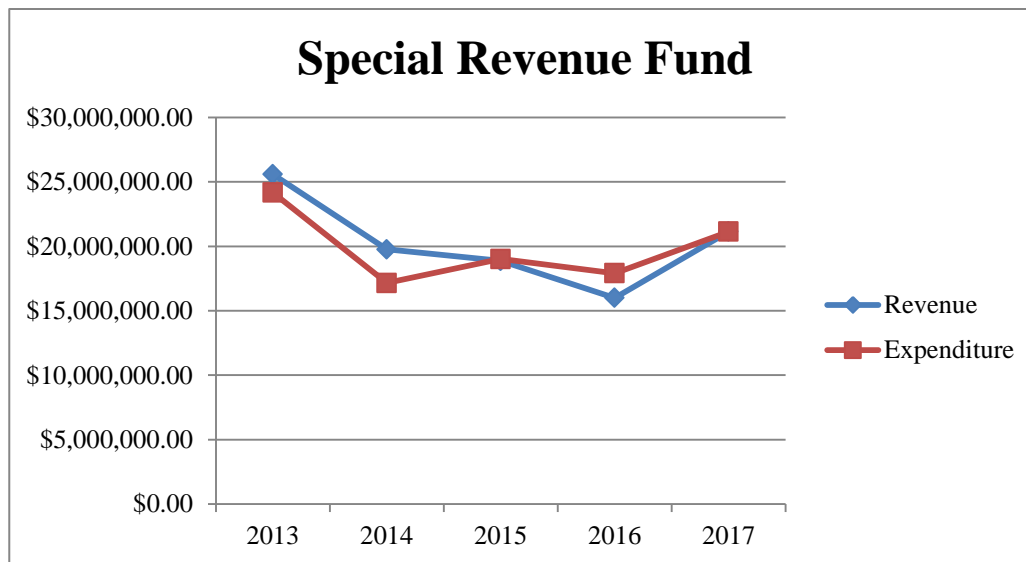
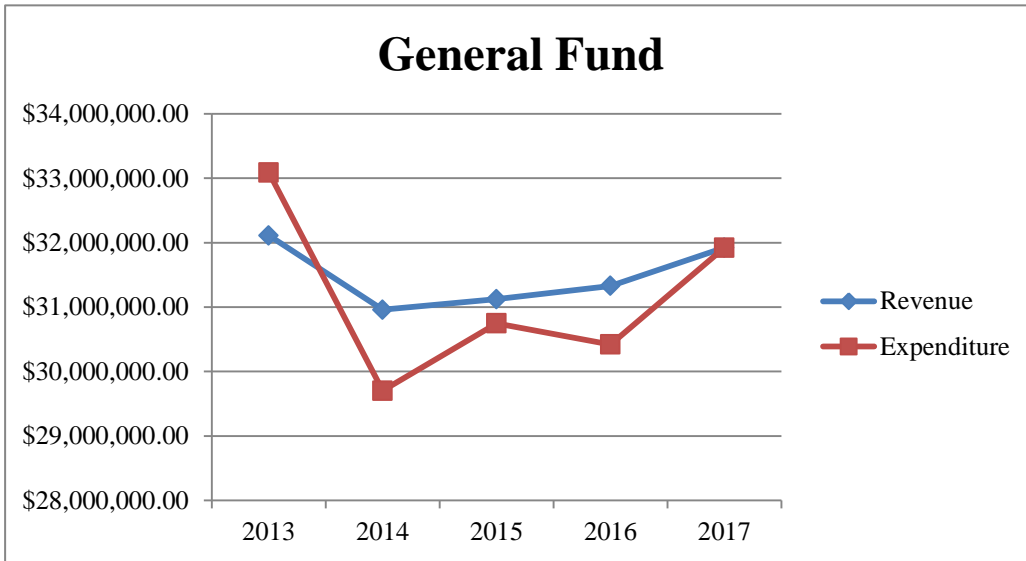
**CITY OF SAGINAW**  
**SUMMARY OF REVENUES AND EXPENDITURES**

**Summary of Revenues and Expenditures**

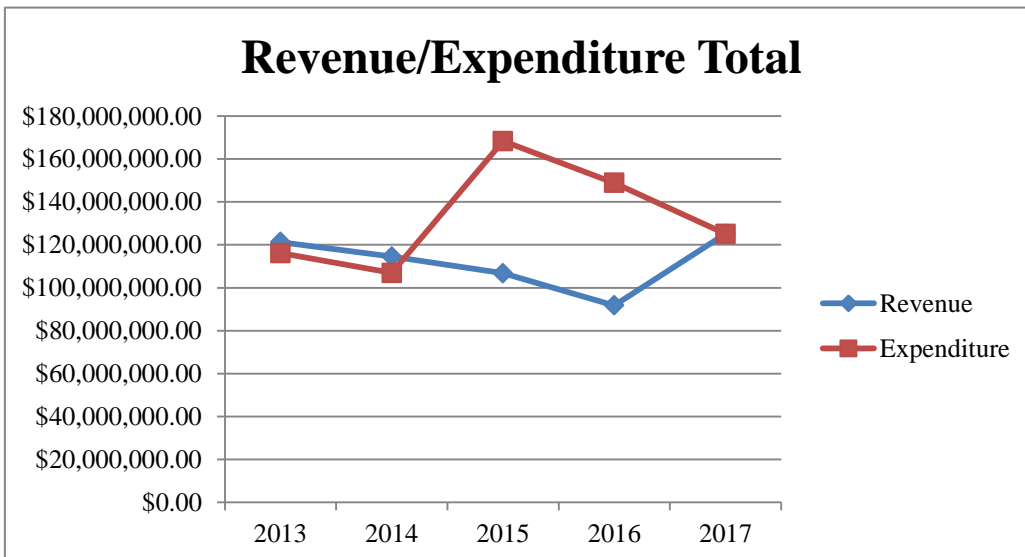
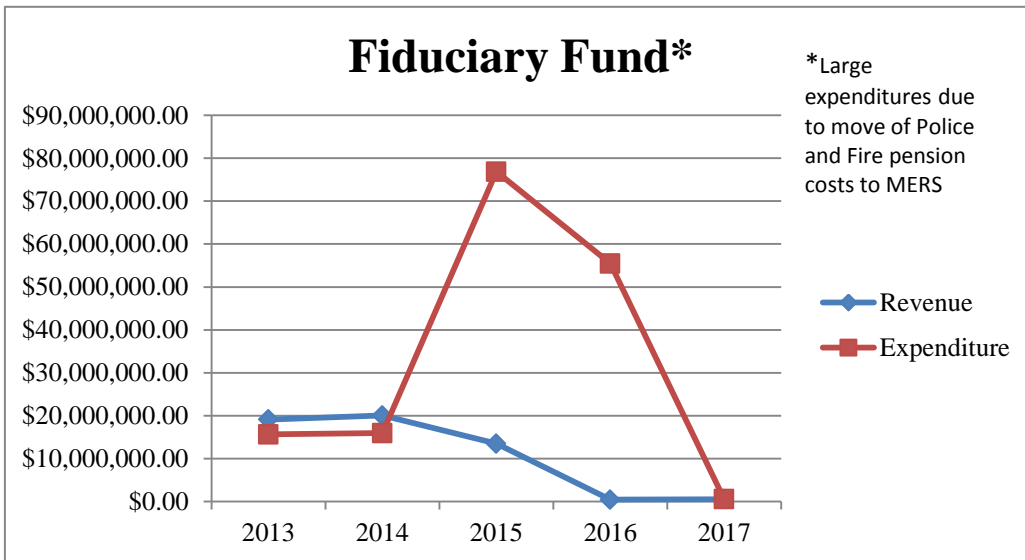
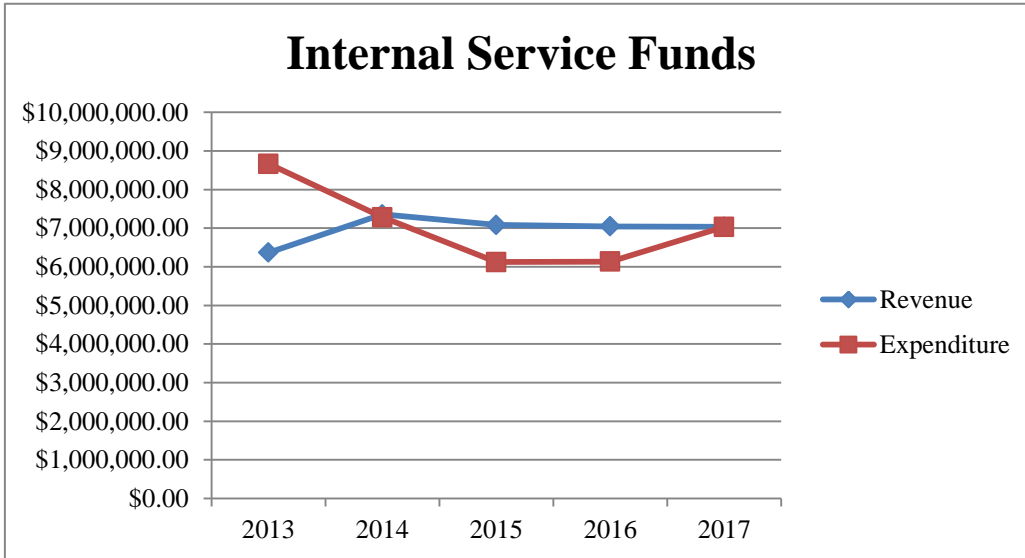




**ACTIVITY BY FUND TYPE  
FY 2013 - FY 2017**



**ACTIVITY BY FUND TYPE  
FY 2013 - FY 2017**



## ***EXPENDITURE BY CATEGORY ANALYSIS***

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The Expenditure by Category Analysis chart on the following page compares the 2015/2016 Approved Budget to the 2016/2017 Approved Budget, by category, for all fund types. The analysis below discusses the change in each of the categories.

Personnel Services category reflects to be \$55,893,217 of the total citywide 2016/2017 Budget. This category decreases \$4,773,302 or -4.30% from the previous fiscal year. This reduction is largely due to the elimination of the Fire Pension payments with the movement of International Association of Fire Fighters (IAFF) to the Municipal Employee Retirement System. Furthermore, from the transfer of pension systems, the city was able to decrease the 2017 fire pension payments. In addition, the city expects for active healthcare to decrease slightly for FY 2017. To offset this reduction are increases to dental, short and long-term disability insurances, life insurance and workers compensation insurance. Retiree healthcare costs continue to increase in FY 2017. As it relates to personnel, the following positions were added to the personnel complement – a full-time parking enforcement officer to Inspections and Neighborhood Services, two laborers II and three laborers I position to the Water Operations and Maintenance Fund, four packer operators and two office assistant II positions in the Rubbish Collection Fund due to the return of recycling to city services, two Interns to the General Fund – General Government’s Office of Management and Budget and an Engineering Intern to the Major and Local Street Funds. These additions will be offset by the following eliminations – in the Rubbish Collection fund the elimination of two skilled clerical positions, and a part time parking enforcement officer in Inspections and Neighborhood Services. (*Other personnel changes are listed under Summary of Positions*).

Operating Expenses, the largest expenditure category, is 49.84% of the total 2016/2017 Approved Budget. This category increases, overall, approximately \$21,000,825, or 50.77% from the previous fiscal year. This increase is largely due to the projected issuance of a Water System Capital Improvement bond in an amount not to exceed \$19,000,000 for the Davis Road Improvement project.

Miscellaneous Expenditures represent 2.95% of the total citywide budget. This category consists of Transfers, Increase in Fund Equity, Debt Services, Grants, and Block Grant Services. For FY 2017, this category decreases by -45.28% from the 2016 budgeted levels. This decrease is due primarily to reduction in the “Transfer from the General Fund to Other Funds” and a slight decrease in the entitlement funds for Community Development Block Grant. However, this reduction is offset by the addition of installment payments for the 2015 G.O. Limited Capital Improvement Bond issuance. This affects the Capital Project Fund, and Water and Sewer Operations and Maintenance Funds.

Capital Outlay, which accounts for 2.54% of the total citywide budget, increases \$896,836 from FY 2016. This increase is due to the purchase of vehicles and equipment in the Major and Local Street Funds, and Water and Sewer Operations and Maintenance Funds.

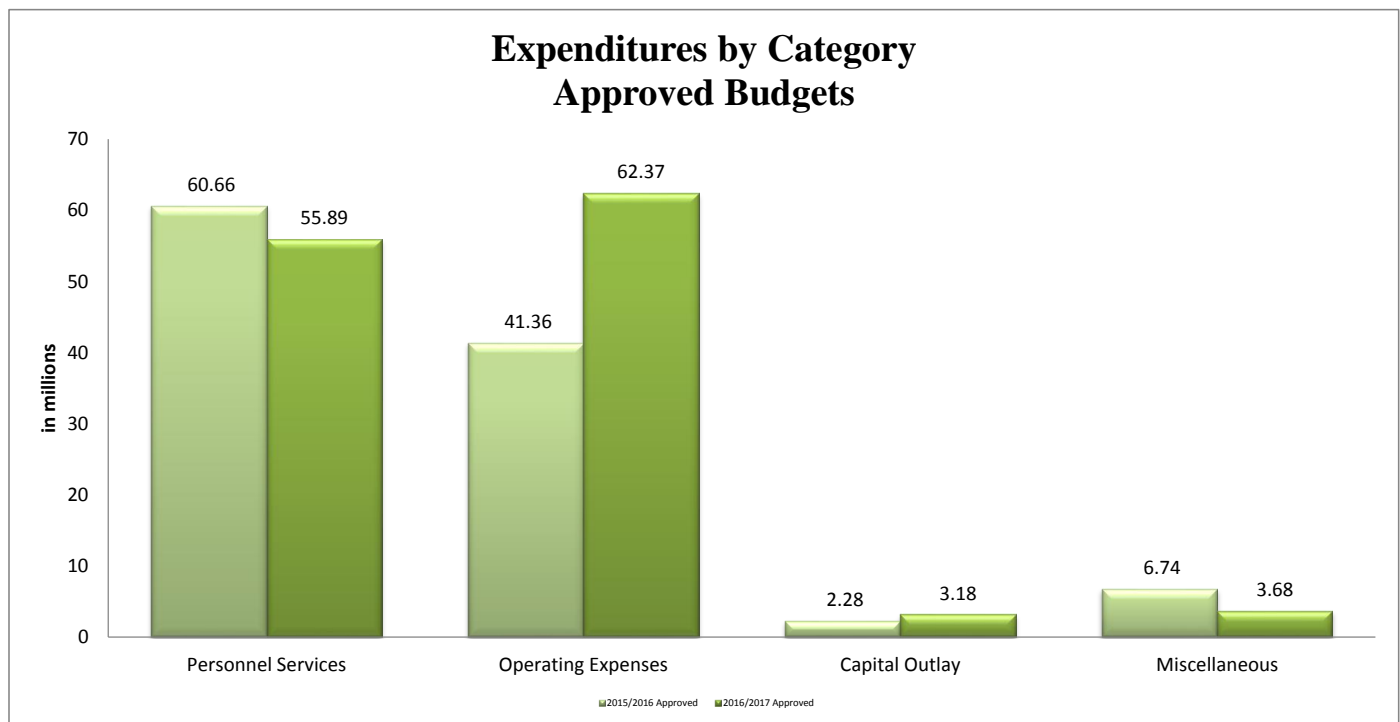
**EXPENDITURES BY CATEGORY ANALYSIS  
2016/2017 APPROVED BUDGET**

<u>EXPENDITURE CATEGORY</u>	<b>2015/2016 APPROVED BUDGET</b>		<b>2016/2017 APPROVED BUDGET</b>		<b>CHANGE</b>		
	<u>AMOUNT</u>	<u>% OF TOTAL</u>	<u>AMOUNT</u>	<u>% OF TOTAL</u>	<u>AMOUNT</u>	<u>%*</u>	<u>%**</u>
Personnel Services	60,666,519	54.63%	55,893,217	44.67%	(4,773,302)	-4.30%	-7.87%
Operating Expenses	41,366,540	37.25%	62,367,365	49.84%	21,000,825	18.91%	50.77%
Capital Outlay	2,281,419	2.05%	3,178,255	2.54%	896,836	0.81%	39.31%
Miscellaneous***	6,737,982	6.07%	3,686,925	2.95%	(3,051,057)	-2.75%	-45.28%
<b>TOTAL FUNDS</b>	<b><u>111,052,460</u></b>	<b><u>100%</u></b>	<b><u>125,125,762</u></b>	<b><u>100%</u></b>	<b><u>14,073,302</u></b>	<b><u>12.67%</u></b>	<b><u>N/A</u></b>

\* Change in each expenditure category as a percentage of the total 2015/2016 Approved Budget.

\*\* Change in each expenditure category as a percentage of total 2015/2016 expenditure category.

\*\*\* Miscellaneous category includes Transfers, Increase in Fund Equity, Debt Service, Grants, and Block Grant Services.



## ***SUMMARY OF POSITIONS***

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The graph listed below summarizes and compares positions in the 2017 Approved Budget with those in the 2016 Approved Budget by department. Additionally, in each department, a positional page has been constructed that details changes within these specific areas. The total budgeted positions in 2016 were 432.35 compared to 458.35 in the 2017 Approved Budget. This equates to an increase of 26.00 positions from the approved budget.

### **General Government:**

The total Office of General Government is 28.35 full and part-time positions for FY 2017. This represents a two position increase. This increase will be realized in the Office of Management and Budget. During January 2016, city council approved the addition of two Interns to the personnel complement. Other personnel complement changes include the title change of the Executive Assistant to the City Manager/Public Information Officer to the Assistant to the City Manager/Public Information Officer. Furthermore, the Block Grant Specialist and Administrative Support Clerk positions were reviewed and their pay grades have been changed to a higher level.

### **Fiscal Services:**

The total personnel complement for the Department of Fiscal Services is 29.25 FTE for FY 2017. This represents a one position increase from the FY 2016 personnel complement. Other personnel changes include the elimination of the Income Tax Specialist due to the retirement of the incumbent. This position will be replaced by an Income Tax Auditor at a lesser amount. Furthermore, the current Income Tax Auditor positions have been under review and have been reclassified to a higher pay grade.

### **Community Public Safety:**

The personnel complement for Community Public Safety – Police is 90.40 full and part-time positions for FY 2017. This is an increase of two police officers from the previous fiscal year. This increase was approved by city council with the mid-year adjustment due to the city receiving the Police ELERV Grant and a higher allocation of the Saginaw County Treatment and Prevention Grant.

Community Public Safety – Fire's personnel complement for FY 2017 is 52.00. This is a 13 positional increase from the FY 2016 approved personnel complement. This is primarily due to the renewal of the Homeland Security SAFER Grant.

### **Inspections and Neighborhood Services:**

Three divisions were reorganized into a new division mid-year FY 2014 – Inspections, Parking, Planning and Zoning. This conglomerate of divisions is located organizationally within, and is a division of the Office of the City Manager. The total personnel complement for this area is 12.90 positions- 9 full-time and 4 part-time. At mid-year, city council approved the elimination of two Parking Enforcement Officers (skilled laborer). With this elimination, one full time Parking Enforcement Officer was added to the complement. *(Please note that the four part time positions for this division are incorporated with the Rubbish Collection Fund and are listed under the Department of Public Services).*

### **Public Services:**

In January 2016, city council approved the following positions that have been added to the budget: four packer operators, two Office Assistant II positions to the Rubbish Collection Fund, and a Skilled Clerical to Facilities. With these additions, the following positions were eliminated from the budget: two Skilled Clerical positions from the Rubbish Collection Fund, and one Maintenance Groundskeeper position from Facilities. In addition, city council approved the retitling of the Maintenance Person II to Cemeteries Maintenance Person II as well as a Maintenance Person II position to a Maintenance Person III position in Facilities. For FY 2017, the total personnel complement for the Department of Public Services is 119.95. The budget includes the addition of an Engineering Intern in the Engineering Office and two Laborer II and three Laborer I positions in Maintenance and Service Division.

**Water and Wastewater Treatment Services:**

The Department of Water and Wastewater Treatment Services remain the same as the FY 2016 personnel complement. City council approved at mid-year the retitling of the Equipment & Safety Specialist to Safety Specialist. This change is reflected in the 2017 Approved budget.

**Technical Services:**

In the Department of Technical Services the FTE complement will remain the same for FY 2016/2017.

**Full-Time Complement:**

<b>COMPLEMENT SUMMARY (FTE)</b>					
<b>2016/2017 APPROVED BUDGET</b>					
<b>DEPARTMENT</b>	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Approved</b>	<b>Approved</b>
<b>General Government</b>	10.00	10.00	10.00	11.50	11.50
<b>Fiscal Services</b>	29.00	29.00	35.00	28.25	28.25
<b>CPS - Police</b>	101.00	65.00	64.50	65.40	67.40
<b>CPS - Fire</b>	57.00	35.00	51.50	38.00	51.00
<b>Neighborhood Serv.</b>	0.00	10.00	8.05	7.90	8.90
<b>Technical Services</b>	8.00	8.00	8.00	8.00	8.00
<b>Community Services</b>	18.00	7.00	0.00	6.90	6.90
<b>Public Services</b>	95.00	93.00	93.00	79.85	90.85
<b>Water &amp; Wastewater</b>	88.00	88.00	89.00	99.60	99.60
<b>Total FTE:</b>	<b>406.00</b>	<b>345.00</b>	<b>359.05</b>	<b>345.40</b>	<b>372.40</b>

**Part-Time Complement:**

<b>COMPLEMENT SUMMARY (PTE)</b>					
<b>2016/2017 APPROVED BUDGET</b>					
<b>DEPARTMENT</b>	<b>2012/2013</b>	<b>2013/2014</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Approved</b>	<b>Approved</b>
<b>General Government</b>	13.00	13.00	14.00	14.85	16.85
<b>Fiscal Services</b>	1.00	1.00	1.00	1.00	1.00
<b>CPS - Police</b>	26.00	28.00	24.00	23.00	23.00
<b>CPS - Fire</b>	1.00	1.00	1.00	1.00	1.00
<b>Neighborhood Serv.</b>	0.00	6.00	6.00	2.00	0.00
<b>Technical Services</b>	3.00	4.00	4.00	3.00	3.00
<b>Community Services</b>	2.00	0.00	0.00	0.00	0.00
<b>Public Services</b>	25.00	25.00	29.00	30.10	29.10
<b>Water &amp; Wastewater</b>	10.00	10.00	10.00	12.00	12.00
<b>Total PTE:</b>	<b>81.00</b>	<b>88.00</b>	<b>89.00</b>	<b>86.95</b>	<b>85.95</b>
<b>Total FTE and PTE:</b>	<b>487.00</b>	<b>433.00</b>	<b>448.05</b>	<b>432.35</b>	<b>458.35</b>

## *UNASSIGNED FUND BALANCE ANALYSIS*

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The City of Saginaw operates from a balanced budget at the onset of every fiscal year. Unassigned fund balance or prior year budgetary surplus can be appropriated to balance a fund's budget if a sufficient balance/surplus exists and the appropriation is fiscally prudent.

In FY 2017, the City will not appropriate any use of unassigned fund balance in the General Fund. At the time of budget development it was determined that the reserve balance was less than 10% and could not be utilized to balance the fund. The 2017 budget is a balance budget that does include one-time revenue sources related to the refund of prior year captured property taxes. It should be noted that the city continuously struggles to maintain revenue sources as well as realize any new revenue sources. As a result, the city's senior management has monitored the activities of the General Fund throughout the year, in order to avoid a structural deficit. Until the city financials have been audited, the position of the General Fund is \$2,281,997.

The Special Revenue Funds is projected to end FY 2016 in a budgetary deficit. The primary reason for this is due the deficits listed in the Community Development Block Grant Funds for the last two years, as well as projected deficits in the Andersen Enrichment Operation Fund and the Neighborhood Stabilization Fund II. The estimated unassigned fund balance for this fund type is -\$483,874.

Enterprise Funds for year-ending FY 2016 is projected to have deficit of -\$2,551,732. This negative ending balance is a direct result the implementation of GASB 68 which requires that the net pension liability must be recorded in the financial statements.

Internal Services Fund's June 30, 2017 unassigned fund balance is projected at -\$1,083,971. This is due to the implementation of GASB 68 which requires that the net pension liability must be recorded in the financial statements.

The Fiduciary Fund projects a \$57,172,678 estimated unassigned fund balance for June 30, 2017. Favorable market conditions have produced significant gains in the Police and Fire Pension and the Unfunded Liabilities Funds.



**UNASSIGNED (UNAUDITED) FUND BALANCE ANALYSIS  
2016/2017 BUDGET**

	GENERAL FUND	SPECIAL REVENUE FUNDS	ENTERPRISE FUNDS	INTERNAL SERVICE FUNDS	FIDUCIARY FUNDS
Unassigned Fund Balance (Deficit) - June 30, 2015	1,532,968	(865,651)	(3,653,838)	(2,140,250)	57,071,865
FY 2016 Projected Revenues	31,319,886	5,155,315	38,365,685	7,043,393	100,813
FY 2016 Projected Expenditures (w/ Encumb)	30,570,856	4,773,537	37,263,579	5,987,114	0
Est. Unassigned Fund Balance (Deficit) - June 30, 2016	2,281,997	(483,874)	(2,551,732)	(1,083,971)	57,172,678
FY 17 Estimated Revenues:					
Property Taxes	4,808,776	2887158	(39,000)	0	0
City Income Taxes	11,950,000		0	0	0
State Revenue Sharing	8,005,017	5603442	0	0	0
Grants	732,841	4375864	1,000,000	0	0
Licenses, Permits, and Fees	1,313,099	31500	600	0	0
Charge for Services	926,197	2119055	40,053,039	7,001,211	34,910
Fines and Forfeitures	468,425	2500	70,000	0	0
Interest	341,000	208167	608,500	4,850	0
Rents	32,000	0	0	0	0
Reimbursements	2,559,849	472251	0	0	0
Other Revenues	249,037	5141939	22,801,543	28,178	0
Transfers In	536,811	303437	0	0	493,566
Total FY 17 Estimated Revenues	31,923,052	21,145,313	64,494,682	7,034,239	528,476
Total Resources Available for Appropriation	34,205,049	20,661,439	61,942,950	5,950,268	57,701,154
FY 17 Expenditure Appropriations:					
General Government	2,314,657	0	0	0	0
Fiscal Services	2,851,028	0	0	0	0
Police	11,257,298	1,908,983	0	0	0
Fire*	8,150,682	1,954,132	0	0	0
Highways and Streets	0	8,186,193	0	0	0
Garbage and Rubbish	0	3,890,458	0	0	0
Public Works	0	0	64,443,952	545,283	0
Development	1,488,933	4,814,128	0	0	0
Public Services (GF)	3,298,247	0	50,730	0	0
Other General Services	2,562,207	391,419	0	6,488,956	528,476
Total FY 17 Expenditure Appropriations	31,923,052	21,145,313	64,494,682	7,034,239	528,476
<b>Estimated Unassigned Fund Balance - June 30, 2017</b>	<b>2,281,997</b>	<b>(483,874)</b>	<b>(2,551,732)</b>	<b>(1,083,971)</b>	<b>57,172,678</b>

**RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
PROPERTY TAXES	4,808,776	GENERAL GOVERNMENT	2,314,657
CITY INCOME TAXES	11,950,000	FISCAL SERVICES	2,851,028
STATE REVENUE SHARING	8,005,017	COMMUNITY PUBLIC SAFETY - POLICE	11,257,298
GRANTS	732,841	FIRE	8,150,682
LICENSES, PERMITS, & FEES	1,313,099	INSPECTIONS AND NEIGHBORHOOD SERVICES	1,488,933
CHARGE FOR SERVICES	926,197	PUBLIC SERVICE (GF)	3,298,247
FINES AND FORFEITURES	468,425	OTHER GENERAL FUND	2,562,207
INTEREST	341,000		
RENTS	32,000		
REIMBURSEMENTS	2,559,849		
OTHER REVENUES	249,037		
FUND BALANCE	0		
TRANSFERS	536,811		
<b>TOTAL RESOURCES</b>	<b><u><u>31,923,052</u></u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u><u>31,923,052</u></u></b>

**CITY OF SAGINAW**  
**SCHEDULE OF AD-VALOREM TAXABLE VALUE**

	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<b>BY PROPERTY TYPE</b>					
Real Property					
Agricultural	77,958	95,631	114,440	109,851	112,395
Commercial	96,361,425	96,304,235	94,999,826	93,930,967	89,997,662
Industrial	48,939,004	47,738,218	47,161,286	32,053,496	30,489,558
Residential	<u>477,680,156</u>	<u>471,601,430</u>	<u>445,170,091</u>	<u>388,236,562</u>	<u>350,887,163</u>
Total Real	623,058,543	615,739,514	587,445,643	514,330,876	471,486,778
Personal Property					
Commercial	45,810,753	43,787,288	40,897,871	36,550,100	36,309,220
Industrial	55,373,600	45,371,600	39,775,400	39,087,100	41,319,400
Utility	<u>16,306,500</u>	<u>16,742,300</u>	<u>17,433,000</u>	<u>18,003,800</u>	<u>19,876,600</u>
Total Personal	<u>117,490,853</u>	<u>105,901,188</u>	<u>98,106,271</u>	<u>93,641,000</u>	<u>97,505,220</u>
Total Real & Personal	<u><u>740,549,396</u></u>	<u><u>721,640,702</u></u>	<u><u>685,551,914</u></u>	<u><u>607,971,876</u></u>	<u><u>568,991,998</u></u>

<b>BY TAXPAYER CLASS</b>					
Agricultural	77,958	95,631	114,440	109,851	112,395
Commercial	142,172,178	140,091,523	135,897,697	130,481,067	126,306,882
Industrial	104,312,604	93,109,818	86,936,686	71,140,596	71,808,958
Residential	477,680,156	471,601,430	445,170,091	388,236,562	350,887,163
Utility	<u>16,306,500</u>	<u>16,742,300</u>	<u>17,433,000</u>	<u>18,003,800</u>	<u>19,876,600</u>
Total	<u><u>740,549,396</u></u>	<u><u>721,640,702</u></u>	<u><u>685,551,914</u></u>	<u><u>607,971,876</u></u>	<u><u>568,991,998</u></u>

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
<b>BY PROPERTY TYPE</b>					
Real Property					
Agricultural	29,593	30,302	70,047	66,445	73,993
Commercial	84,778,764	79,516,069	77,346,282	75,273,043	76,069,247
Industrial	29,253,146	27,780,845	27,295,369	25,238,078	24,787,448
Residential	<u>334,056,853</u>	<u>317,901,841</u>	<u>304,976,219</u>	<u>290,437,817</u>	<u>286,410,811</u>
Total Real	448,118,356	425,229,057	409,687,917	391,015,383	387,341,499
Personal Property					
Commercial	32,741,000	32,725,100	29,610,500	29,725,400	29,061,200
Industrial	40,166,500	33,645,600	31,887,700	25,515,700	15,237,600
Utility	<u>21,003,700</u>	<u>21,967,300</u>	<u>26,082,300</u>	<u>27,270,700</u>	<u>28,137,000</u>
Total Personal	<u>93,911,200</u>	<u>88,338,000</u>	<u>87,580,500</u>	<u>82,511,800</u>	<u>72,435,800</u>
Total Real & Personal	<u><u>542,029,556</u></u>	<u><u>513,567,057</u></u>	<u><u>497,268,417</u></u>	<u><u>473,527,183</u></u>	<u><u>459,777,299</u></u>

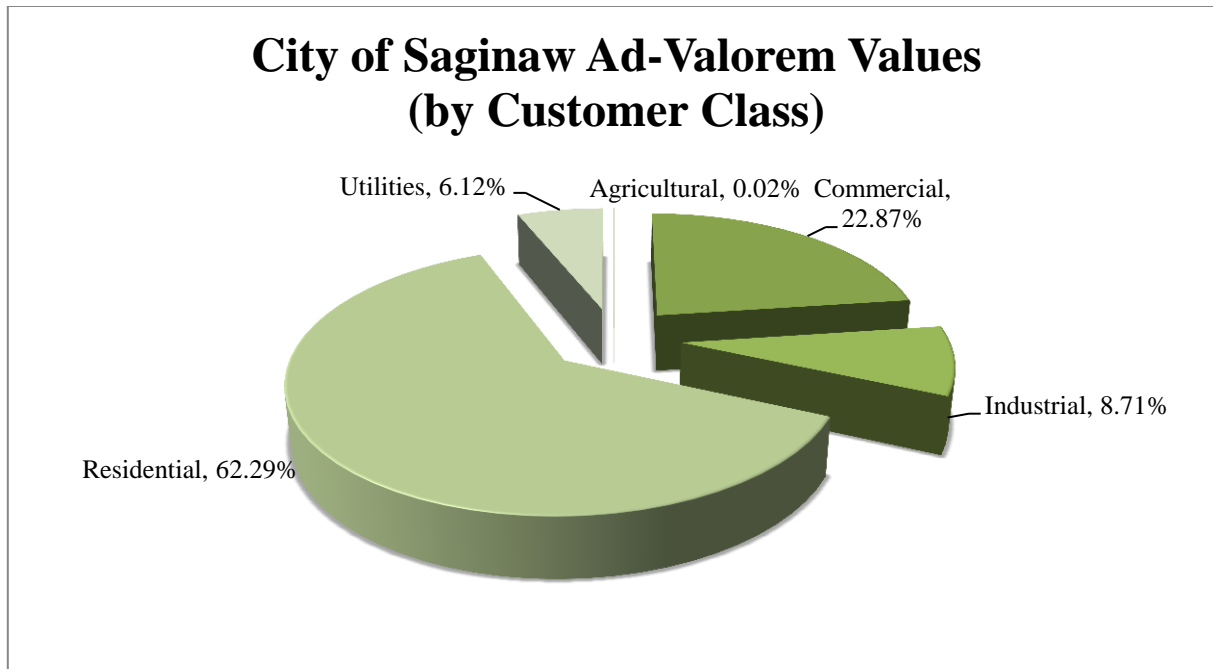
<b>BY TAXPAYER CLASS</b>					
Agricultural	29,593	30,302	70,047	66,445	73,993
Commercial	117,519,764	112,241,169	106,956,782	104,998,443	105,130,447
Industrial	69,419,646	61,426,445	59,183,069	50,753,778	40,025,048
Residential	334,056,853	317,901,841	304,976,219	290,437,817	286,410,811
Utility	<u>21,003,700</u>	<u>21,967,300</u>	<u>26,082,300</u>	<u>27,270,700</u>	<u>28,137,000</u>
Total	<u><u>542,029,556</u></u>	<u><u>513,567,057</u></u>	<u><u>497,268,417</u></u>	<u><u>473,527,183</u></u>	<u><u>459,777,299</u></u>

## *General Fund Revenues*

Total 2016/2017 General Fund resources are budgeted at \$31,923,052, which represents an increase of \$951,404, or 2.98%, from the 2015/2016 approved resources of \$30,971,648.

### **PROPERTY TAXES**

City property taxes are levied each July 1 on the taxable value of property located in the City as of the preceding December 31 tax day and the lien date. In accordance with the provisions of Proposal A (see below), taxable value is the lower of the following three computations: 1) assessed/state equalized value; 2) the prior year's taxable value multiplied by the increase in the consumer price index or five percent (5%), whichever is less; or 3) the multiplier value. Proposal A requires the City Assessor to annually establish the assessed values and the equalization of said assessed values by the State of Michigan at 50 percent of current market value, prior to the application of formulas to determine the taxable value. Real property taxable value for the July 1, 2016 levy will be assessed at \$387,341,499 and personal property taxable value will be assessed at \$72,435,800.



*The graph above illustrates the taxable value of property in the City as a percent of customer class.*

The City of Saginaw's operating tax rate for FY 2017 is projected to be 7.3830 mills (limited to 7.50 mills). A special assessment of 7.5000 mills is also levied for public safety services. The City does not levy for debt service.

On March 15, 1994, voters in the State of Michigan approved Proposal A, a property tax reform proposal, which shifted the funding of education from property taxes to a combination of property taxes, higher sales tax and a real estate transfer tax. Property taxes were reduced to a maximum of six mills for homestead property and eighteen mills for non-homestead property; the State Sales Tax was increased from four cents to six cents; and a new real estate transfer tax of \$7.50 per thousand dollars was added. In addition, Proposal A restricted the growth of assessments on individual properties to an increase in the consumer price index or five percent (5%); whichever is less, until ownership of the property is transferred. The citizens of Saginaw subsequently

approved an additional four mills for public libraries when Proposal A eliminated their millage from the school's millage and another three mills to operate a public transportation system.

Taxes are due and payable on July 1 at the City Treasurer's Office and become delinquent after 30 days. To all real and personal taxes paid on or after August 1, there shall be added interest at the rate of  $\frac{1}{2}$  of 1 percent for every month, or fraction thereof, from August 1 until the date of payment. A penalty of  $\frac{1}{2}$  of 1 percent is added after July 31. From March 1 and thereafter, real taxes are collected by the Treasurer of Saginaw County, who adds and keeps a collection fee of four percent (4%) on the unpaid balance, and in addition, adds interest at the rate of one percent (1%) per month from March 1 until the date of payment. Unpaid taxes, together with all charges thereon, become a continuing lien on the property assessed. The general tax law provides that real estate with delinquent taxes shall be sold at a state land sale.

### **Tax Limitation**

By general law, property taxes for City purposes are limited to two percent (2%) of the assessed valuation of all real and personal property in the municipality, provided that no such restriction shall prevent the levy of taxes required for the payment of general debt obligations.

The charter of the City of Saginaw provided that City taxes shall be subject to the overall limitation (City, School and County) imposed by Section 21, Article X, of the Michigan State Constitution, which is 1-1/2 percent of assessed value exclusive of debt incurred prior to December 8, 1932. Act No. 44, Public Acts of 1948, effective August 20, 1948, amended all Michigan city charters nullifying charter limitations and authorized that the levy for city purposes shall not exceed one percent (1%) of assessed valuation in any one year, unless and until a different tax rate limitation is provided by charter. State equalized valuations have been used in place of local assessed valuations.

On November 6, 1979, pursuant to an initiatory referendum, the City Charter was amended by the electors of the City of Saginaw to reduce the maximum property tax that may be levied by the City in any year from 10 mills to 7.50 mills. The amendment further provided that if in subsequent years the assessed value of all property within the City is increased for any reason, this maximum 7.50 mill rate would have to be permanently reduced so as to yield the same gross dollar revenue as the fiscal year 1979 property tax revenue yield (\$3,828,778). The amendment further provided for up to a 3 mill emergency levy if a specific emergency is declared by the Mayor and concurred by a 3/4 vote of the full Council.

On November 5, 2002, May 3, 2005, and November 3, 2009, special elections were held to remove the property tax dollar limitation of \$3,828,778 and the 7.50 mill limitation that was approved by the voters on November 6, 1979. The voters overwhelmingly defeated the proposal in these special elections.

### **LOCAL INCOME TAXES**

The City of Saginaw receives approximately 37.43% of its General Fund revenue from local income tax. Economic conditions continue to have a negative impact on this revenue source. For the 2016/2017 Approved Budget, revenue from income taxes is expected to increase \$185,000, or 1.57% from the previous year. This is primarily due to expected new businesses that are to come to the city.

## **STATE SHARED REVENUES**

The City of Saginaw receives approximately 25.08% of its General Fund revenue from state revenue sharing. The FY 2016/2017 Approved Budget for State Shared Revenues will decrease 0.45% or \$36,375. This decrease is realized in Constitutional revenue by \$36,375.

## **GRANTS**

For FY 2017, the City budgeted \$732,841 for federal and state grant funding related to police drug overtime, the Local Community Stabilization funding, and Medicare Part D reimbursement. This is an \$84,905, or 13.1% increase from the 2016 approved budget levels. In FY 2017, City received funds from the Project Safe Neighborhood Grant in the amount of \$23,119. These funds will offset the overtime that will be incurred by Community Public Safety – Police. Furthermore, Community Public Safety – Fire has been receiving State Fire Protection funding each year for the last three years for services provided to the state building. The City will budget for these funds in FY 2017.

## **LICENSES, PERMITS, & FEES**

The City anticipates \$1,313,099 for licenses, permits, and fees for FY 2017. This represents an increase of \$51,800 over the approved 2016 revenue. This category includes business licenses, building permits, and cable television franchise fees. This increase is realized in Cable TV Franchise Fees in the amount of \$50,000.

## **CHARGE FOR SERVICES**

The total projected charges for services for FY 2017 is \$926,197. Charges for services include cemetery charges, Public Act 425, and police and fire services. Future State of Michigan Public Act 425 agreements or corresponding service agreements is being negotiated with other communities as they increase business and residential development. These agreements will provide additional revenue to the General Fund.

## **FINES AND FORFEITURES**

The revenue in this category includes ordinance fines, parking receipts, parking lot receipts, parking violations and transfer affidavit fees. The revenue is anticipated to decrease from the 2016 approved revenue by \$82,500. This decrease is due to the reduction in parking lot receipts by \$35,000, ordinance fines by \$50,000, civil infractions by \$7,000, Dog Fines by \$500, and an increase in Clerk's Office penalties by \$5,000. These reductions are based on historical activities as well as current revenue trends.

## **INTEREST REVENUE**

Interest revenue is projected to decrease by 16.22 % from FY 2016 approved. This is primarily due to the expected decrease in the interest earned on investments and City income taxes.

## **REIMBURSEMENTS**

The General Fund uses a cost allocation plan to charge other funds for internal services rendered. Since 2001, the City has used Maximus to prepare the cost allocation plan. For FY 2017, a total of \$2,267,392 is budgeted for the indirect cost allocation plan. The category of reimbursement will equate to \$2,578,153, which is \$433,815 less than in FY 2016. This reduction is primarily associated to the reduction in the indirect cost allocation to the General Fund.

## OTHER REVENUES

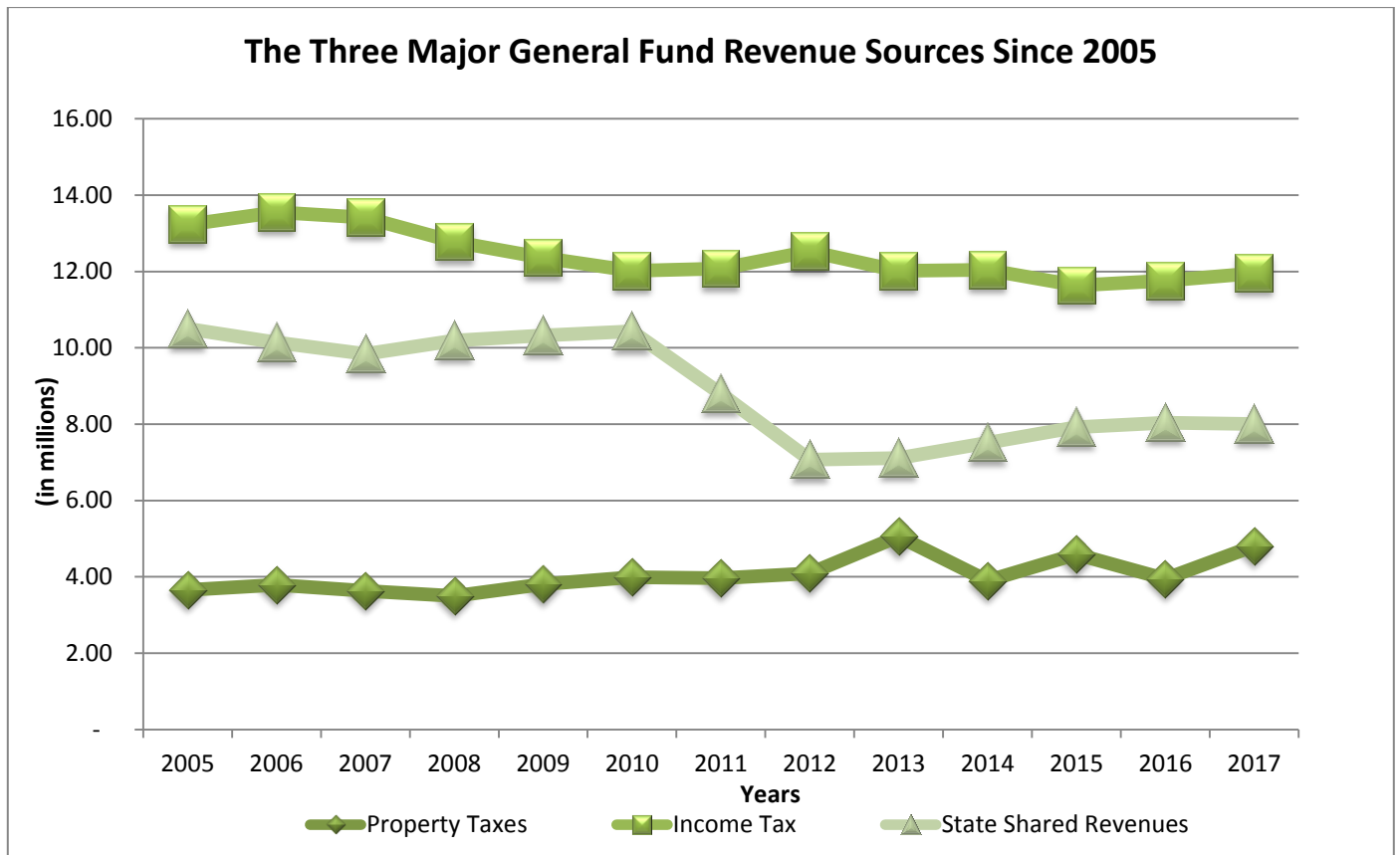
This category will decrease \$1,460 or 0.58% from 2016 budgeted levels. Total revenues will be \$249,037. This includes miscellaneous revenues related to police department services, donations, and the sale of assets. These reductions are due to the reduction in the funds from sales to pawn shops. These reductions will be slightly offset by the addition of the revenues for Clerk's Office fees.

## USE OF FUND EQUITY AND TRANSFERS

The 2016/2017 Approved Budget does not add to or use any of the General Fund reserves. However, the General Fund will receive reimbursements from the following funds – Community Development Block Grant and Water Operations and Maintenance Funds to offset the community police officers that have been reallocated to the General Fund; Economic Development Fund to offset the cost of economic development hat is being performed; and the Public Safety Millage Fund, to reimburse the General Fund for police and fire services.

## ANALYTICAL REVIEW:

The three major revenue sources for the City of Saginaw are Property Taxes, Income Taxes, and State Shared Revenues. Listed below is a graphical representation of the history of these revenue sources from FY 2005 through the budgeted FY 2017.



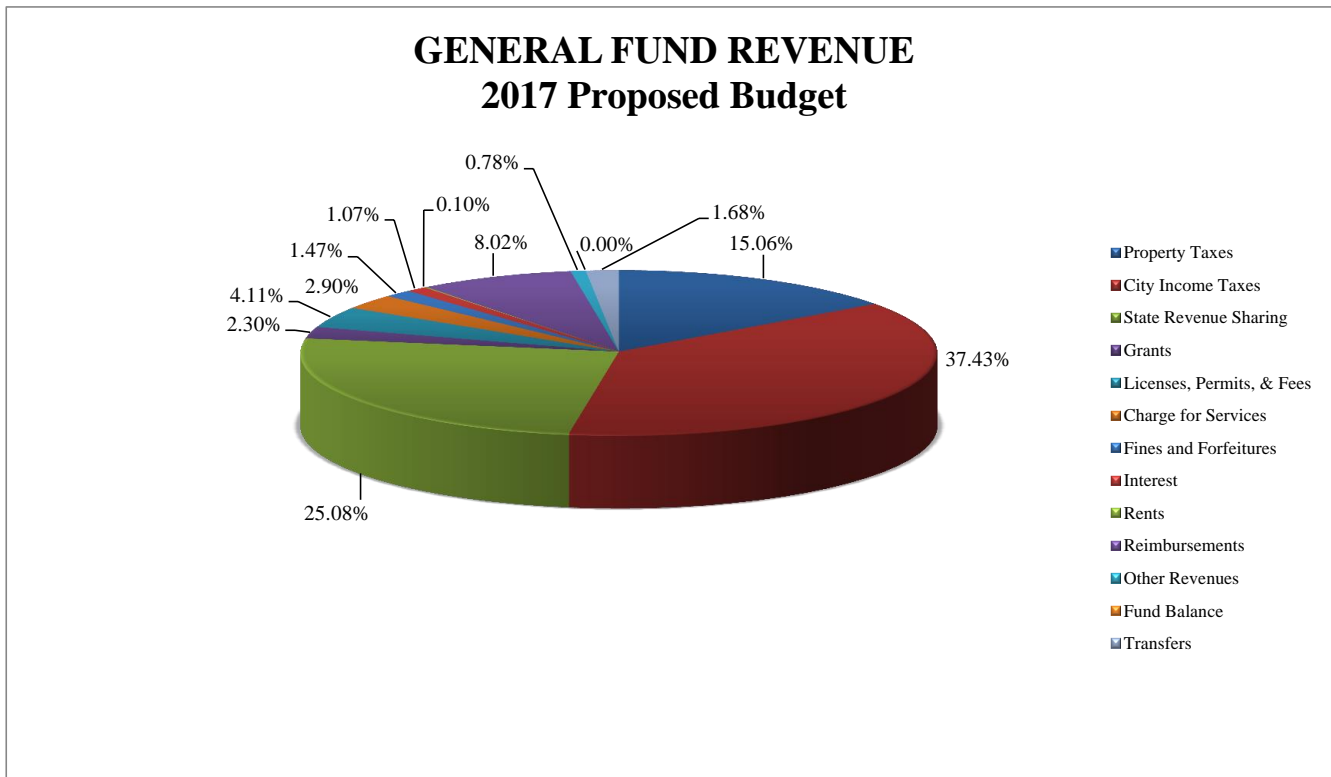
The chart above reveals that the amount of revenues received from property taxes have changed little since 2005. However, in FY 2013, monies from some of the Renaissance Zones matured; creating a spike in the trend. Even though the City realized some one-time revenues for FY 2015 and FY 2016, the City still

continues to be reliant on Income Tax and State Shared revenues, both of which have either remained flat or declined in recent years. The chart, above, also indicates that State Shared Revenues have decreased steadily and, at times dramatically, from 2005 through 2013. However, from FY 2013 to FY 2017, this trend begins to move upward. This is due to anticipated increases in the EVIP and Constitutional revenue sharing. Income Tax Revenues, which have become the City's major source of revenues, have stabilized and will begin to reflect a downward trend.



**REVENUE ANALYSIS SUMMARY  
2016/2017 APPROVED BUDGET**

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Approved Budget</b>	<b>2016 Adjusted Budget</b>	<b>2016 Projected</b>	<b>2017 Approved Budget</b>
Property Taxes	3,239,993	3,582,805	3,713,025	3,950,134	3,950,134	3,719,276	4,808,776
City Income Taxes	12,257,420	12,309,181	12,252,323	11,765,000	11,855,868	12,625,101	11,950,000
State Revenue Sharing	7,417,862	7,668,823	7,843,698	8,041,392	8,041,392	7,818,103	8,005,017
Grants	473,936	418,341	763,668	647,936	983,000	1,022,772	732,841
Licenses, Permits, & Fees	1,398,717	1,311,046	1,335,310	1,261,299	1,261,299	1,148,811	1,313,099
Charge for Services	949,473	948,676	894,906	1,053,497	1,072,856	930,499	926,197
Fines and Forfeitures	518,396	478,502	403,144	550,925	524,420	422,338	468,425
Interest	345,679	335,155	323,293	407,000	412,218	344,041	341,000
Rents	30,851	30,479	31,081	32,000	32,000	33,209	32,000
Reimbursements	3,435,974	3,577,166	3,528,402	3,011,968	2,988,665	3,140,170	2,559,849
Other Revenues	578,935	299,913	35,598	250,497	300,503	133,412	249,037
Fund Balance	0	0	0	0	176,152	0	0
Transfers	1,622,249	0	0	0	0	0	536,811
<b>TOTAL RESOURCES</b>	<b>32,269,485</b>	<b>30,960,087</b>	<b>31,124,448</b>	<b>30,971,648</b>	<b>31,598,507</b>	<b>31,337,732</b>	<b>31,923,052</b>



**REVENUE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Adjusted Budget	2016 Projected	2017 Approved Budget
<b>TAXES</b>							
Real Property	2,986,027	2,783,607	2,935,592	2,815,412	2,815,412	2,826,716	2,801,683
Real Property - IFT	760	0	9,399	4,639	4,639	11,155	7,673
Refund of Capture	380		0	0	0	0	889,507
Personal Property	541,131	559,542	576,624	594,106	594,106	558,186	523,936
Personal Property - IFT	6,543	0	8,356	7,858	7,858	13,684	7,858
Personal Property - DPPT	12,244	19,145	11,831	10,000	10,000	18,967	10,000
Property Taxes, - PY Refunds	0	0	0	296,939	296,939	0	296,939
Property Taxes - Chargeback	(649,653)	(123,635)	(184,148)	(200,000)	(200,000)	(75,974)	(150,000)
Penalties & Interest	84,644	75,423	75,633	110,000	110,000	78,792	110,000
Tax Administration Fees	229,802	224,281	222,307	257,476	257,476	219,750	257,476
<b>PROPERTY TAXES</b>	<b>3,211,878</b>	<b>3,538,363</b>	<b>3,655,594</b>	<b>3,896,430</b>	<b>3,896,430</b>	<b>3,651,276</b>	<b>4,755,072</b>
Housing Commission	28,115	44,442	57,431	0	0	0	
P.I.L.O.T. Taxes	0	0		53,704	53,704	68,000	53,704
Birch Park	0	0		0	0	0	
<b>P. I. L. O. T. TAXES</b>	<b>28,115</b>	<b>44,442</b>	<b>57,431</b>	<b>53,704</b>	<b>53,704</b>	<b>68,000</b>	<b>53,704</b>
<b>TOTAL PROPERTY TAXES</b>	<b>3,239,993</b>	<b>3,582,805</b>	<b>3,713,025</b>	<b>3,950,134</b>	<b>3,950,134</b>	<b>3,719,276</b>	<b>4,808,776</b>
City Income Taxes	11,287,013	11,377,817	11,282,340	10,800,000	10,800,000	11,521,141	11,000,000
Delinq City Income Tax	974,521	935,228	973,538	965,000	1,055,868	1,108,134	950,000
425 Agreement Refund	(4,114)	(3,864)	(3,555)	0	0	(4,174)	
<b>INCOME TAXES</b>	<b>12,257,420</b>	<b>12,309,181</b>	<b>12,252,323</b>	<b>11,765,000</b>	<b>11,855,868</b>	<b>12,625,101</b>	<b>11,950,000</b>
<b>TOTAL TAXES</b>	<b>15,497,413</b>	<b>15,891,986</b>	<b>15,965,348</b>	<b>15,715,134</b>	<b>15,806,002</b>	<b>16,344,377</b>	<b>16,758,776</b>
<b>INTERGOVERNMENTAL</b>							
EVIP	3,615,231	3,789,405	3,905,091	3,905,092	3,905,092	3,905,092	3,905,092
Constitutional	3,768,788	3,843,018	3,903,379	4,099,900	4,099,900	3,877,841	4,063,525
Liquor Licenses	33,843	36,400	35,228	36,400	36,400	35,170	36,400
<b>STATE SHARED REV.</b>	<b>7,417,862</b>	<b>7,668,823</b>	<b>7,843,698</b>	<b>8,041,392</b>	<b>8,041,392</b>	<b>7,818,103</b>	<b>8,005,017</b>
FEMA	0	0	17,715	0	0	500	0
Homeland Security Training	6,948		0	0	0	0	0
Other State Grants	0	0	2,953	0	53,101	53,101	53,101
Federal Grants	851	4,413	66,468	100,000	106,960	108,541	23,119
EECBG	50,701		0	0	0	0	0
HUD	0	49,808	(44,986)	0	62,135	87,401	0
Fire Federal Grants			67,601				0
State Fire Protection Grant	0	46,224	44,936	44,936	52,121	52,121	52,121
Foundation Grant	0	4,190	4,800	0	0	0	0
Donations	0	2,280	1,000	0	0	0	0
Police Drug Overtime	87,406	2,089	1,673	3,000	3,000	855	3,000
Miscellaneous- Police Department	0	30	672	0	0	23	0
Fireworks Delegation Fees	0	0	0	0	0	1,540	1,500
Reimbursement/Medicare	328,030	309,307	600,836	500,000	705,683	705,683	600,000
Local Community Stabilization	0	0	0	0	0	13,007	0
<b>GRANTS</b>	<b>473,936</b>	<b>418,341</b>	<b>763,668</b>	<b>647,936</b>	<b>983,000</b>	<b>1,022,772</b>	<b>732,841</b>
<b>TOTAL INTERGOV'TAL</b>	<b>7,891,798</b>	<b>8,087,164</b>	<b>8,607,366</b>	<b>8,689,328</b>	<b>9,024,392</b>	<b>8,840,875</b>	<b>8,737,858</b>

**REVENUE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Adjusted Budget	2016 Projected	2017 Approved Budget
<b>LICENSES, PERMITS &amp; FEES</b>							
Occupational	33,306	35,782	30,133	33,000	33,000	29,242	35,000
General Business License	76,750	76,612	69,200	80,000	80,000	65,525	80,000
<b>TOTAL LICENSES</b>	<b>110,056</b>	<b>112,394</b>	<b>99,333</b>	<b>113,000</b>	<b>113,000</b>	<b>94,767</b>	<b>115,000</b>
Housing Registration Fees	285,840	308,799	300,605	303,000	303,000	298,567	303,000
Building Permits	275,563	104,252	119,153	100,000	100,000	117,893	100,000
Electrical Permits	40,235	32,676	24,440	40,100	40,100	33,995	40,100
Mechanical Permits	49,251	43,047	45,050	50,000	50,000	38,966	50,000
Plumbing Permits	17,635	17,170	12,310	24,000	24,000	17,790	24,000
Demolition Permits	0	45,445	59,771	50,000	50,000	43,600	50,000
Sign Permits	2,600	4,250	1,655	0	0	1,825	0
Sidewalk Permits	0	0	0	0	0	0	0
Fire Department Permits	300	150	75	250	250	225	250
Open Burn Permits	0	4,300	4,900	3,500	3,500	3,400	3,300
<b>TOTAL PERMITS</b>	<b>671,424</b>	<b>560,089</b>	<b>567,959</b>	<b>570,850</b>	<b>570,850</b>	<b>556,261</b>	<b>570,650</b>
Cable TV Franchise Fees	551,556	580,516	620,802	525,000	525,000	452,540	575,000
Cable TV PEG Fees	65,681	58,047	47,216	52,449	52,449	45,243	52,449
<b>TOTAL FEES</b>	<b>617,237</b>	<b>638,563</b>	<b>668,018</b>	<b>577,449</b>	<b>577,449</b>	<b>497,783</b>	<b>627,449</b>
<b>TOTAL LIC./PERM/FEES</b>	<b>1,398,717</b>	<b>1,311,046</b>	<b>1,335,310</b>	<b>1,261,299</b>	<b>1,261,299</b>	<b>1,148,811</b>	<b>1,313,099</b>
<b>CHARGE FOR SERVICES</b>							
Boot Removal Fee	12,915	9,095	12,116	10,000	10,000	15,195	15,000
Witness Fees	2,994	2,613	1,834	3,200	3,200	520	3,200
Zoning Code Fees	5,705	2,895	3,717	6,000	6,000	3,970	6,000
Fire System Plan Review	1,250	3,670	2,650	1,500	1,500	4,550	3,000
Attorney Collections	17	0	0	0	0	0	0
Fire False Alarm	25,782	12,098	777	2,000	2,000	0	1,000
Police False Alarm	24,263	10,688	5,944	5,000	5,000	14,192	10,000
Fire Training Services	0	0	0	0	0	80	500
Fire Dept - Inspection Services	0	0	0	0	0	2,086	0
Fire Dept - Admin Charges	0	0	0	0	0	578	0
Dog Registration Fees	2,250	1,970	1,540	1,500	1,500	1,120	1,500
Public Act 425	218,245	222,941	193,060	213,657	213,657	215,657	213,657
Police Billable Overtime	53,083	63,860	55,388	150,000	150,000	51,530	50,000
Police Dept PBT Charges	250	320	235	300	300	80	300
Special Events Services	0	35,656	23,079	45,000	45,000	35,297	28,000
Special Events Ojibway	10,050	12,640	10,000	10,000	10,000	5,000	8,000
Engineering Plans/Records	201	(42)	16	50	50	64	50
Abandoned Vehicles	0	0	0	0	0	2,402	0
Fire Apparatus Testing	(311)	(19,312)	75	0	0	204	0
Sale of Junk	82	258	459	0	0	99	300
Construction Plan Review	0	1,889	3,288	0	11,690	12,607	0
Neighborhood Watch Signs	0	0	0	0	0	0	0
Traffic Signs	383	0	0	0	0	0	0
Election Services	164	510	180	90	90	500	90
Materials and Services	23,314	25,265	15,254	14,600	14,600	14,695	14,600
<b>TOTAL GENERAL GOVT.</b>	<b>380,637</b>	<b>387,014</b>	<b>319,612</b>	<b>462,897</b>	<b>474,587</b>	<b>380,426</b>	<b>355,197</b>

**REVENUE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Adjusted Budget	2016 Projected	2017 Approved Budget
Gun Registration Fees	1,860	340	370	1,600	1,600	962	1,000
Vehicle Storage Fees	3,668	18,627	20,174	30,000	30,000	15,150	20,000
Hazmat Clean Up Fees	9,254	43,626	56,234	33,000	33,000	33,617	33,000
Police Department	60,863	15,577	17,171	10,000	10,000	26,120	25,000
Fire Department- Cost Recoveries	16,545	12,901	21,893	10,000	17,669	10,813	12,000
<b>TOTAL POLICE &amp; FIRE</b>	<b>92,190</b>	<b>91,071</b>	<b>115,842</b>	<b>84,600</b>	<b>92,269</b>	<b>86,662</b>	<b>91,000</b>
Internment Services	267,585	260,520	269,465	270,000	270,000	263,285	270,000
Markers and Bases	26,919	34,840	25,202	27,000	27,000	25,003	25,000
Grave Spaces	110,126	106,911	98,544	112,000	112,000	120,267	110,000
Materials and Services	72,016	68,320	66,241	97,000	97,000	54,856	75,000
<b>TOTAL CEMTERIES</b>	<b>476,646</b>	<b>470,591</b>	<b>459,452</b>	<b>506,000</b>	<b>506,000</b>	<b>463,411</b>	<b>480,000</b>
<b>TOTAL CHARGE SVC.</b>	<b>949,473</b>	<b>948,676</b>	<b>894,906</b>	<b>1,053,497</b>	<b>1,072,856</b>	<b>930,499</b>	<b>926,197</b>
<b>FINES &amp; FORFEITURES</b>							
Parking Ramp #1 Receipts	33,836	750	0	35,000	0	0	0
Parking Lot Receipts	119,212	103,011	70,522	80,000	80,000	74,983	80,000
Ordinance Fines	178,043	147,093	106,276	150,000	150,000	97,107	100,000
Parking Violation Fines	110,172	189,701	174,343	250,000	250,000	212,094	250,000
Civil Infractions	3,900	7,400	2,200	10,000	10,000	518	3,000
Parking Tickets - Police	51,188	10,378	9,010	5,000	5,000	9,063	10,000
Dog Fines (Civil Infraction)	0	0		1,000	1,000	0	500
Transfer Affidavit Fines	22,045	25,256	22,925	19,925	19,925	20,333	19,925
Penalties - Clerks Office	0	(5,087)	17,868	0	8,495	8,241	5,000
<b>TOTAL FINES &amp; FORFEIT.</b>	<b>518,396</b>	<b>478,502</b>	<b>403,144</b>	<b>550,925</b>	<b>524,420</b>	<b>422,338</b>	<b>468,425</b>
<b>INTEREST</b>							
Interest on Investments	(13,469)	433	346	51,000	51,000	116	30,000
Cemetery Endowments		368	566	0	0	(132)	0
Interest on City Income Taxes	356,820	305,874	319,266	350,000	350,000	337,225	305,000
Interest on Spec Asmts	2	1,476	0	3,000	3,000	10	3,000
Interest and Penalties	44	27,922	2,677	0	0	1,527	0
Cemetery Int on Investments	2,282	(918)	438	3,000	3,000	(482)	3,000
Dividends	0	0	0	0	5,218	5,777	0
<b>TOTAL INTEREST</b>	<b>345,679</b>	<b>335,155</b>	<b>323,293</b>	<b>407,000</b>	<b>412,218</b>	<b>344,041</b>	<b>341,000</b>
<b>RENTS &amp; PRIVILEGES</b>							
Land and Building Rentals	30,851	30,479	31,081	32,000	32,000	33,209	32,000
<b>TOTAL RENTS &amp; PRIV.</b>	<b>30,851</b>	<b>30,479</b>	<b>31,081</b>	<b>32,000</b>	<b>32,000</b>	<b>33,209</b>	<b>32,000</b>

**REVENUE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Adjusted Budget	2016 Projected	2017 Approved Budget
<b>OTHER REVENUES</b>							
Saginaw County	97,500	80,000	50,000	15,000	50,000	50,000	15,000
Riverfront Comm Donations	1,750	2,200	2,625	1,000	4,160	2,880	1,000
Google Advertising Revenue	0	3,507	2,533	2,750	2,750	1,727	2,750
Contributions	18,616	0		6,000	6,000	0	6,000
<b>CONTRIBUTIONS</b>	<b>117,866</b>	<b>85,707</b>	<b>55,158</b>	<b>24,750</b>	<b>62,910</b>	<b>54,607</b>	<b>24,750</b>
Sale of Land/Buildings	10,000	39,470	641	0	0	76	0
Sale of Property - Police	0	0	0	0	0	4,843	0
Sale of Property Items	28,959	0		0	0	0	0
Sale of Property - Fire	2,525	6,555	2,423	2,000	5,050	6,801	2,000
<b>SALES OF PROPERTY</b>	<b>41,484</b>	<b>46,025</b>	<b>3,064</b>	<b>2,000</b>	<b>5,050</b>	<b>11,720</b>	<b>2,000</b>
Sale of Firearms	5,375	0	0	0	0	0	0
Special Assessments	157,885	36,203	(97,585)	150,000	150,000	2,375	150,000
<b>TOTAL SPECIAL ASSESS.</b>	<b>163,260</b>	<b>36,203</b>	<b>(97,585)</b>	<b>150,000</b>	<b>150,000</b>	<b>2,375</b>	<b>150,000</b>
Surplus Receipts	1,006	(1,539)	2,807	20,000	20,000	12,523	20,000
Demolition Contracts	35,805	37,200	0	0	0	0	0
Gain/Loss on Investment	0	0	(537)	0	0	4,635	0
Cash Over and Short	(856)	(6,959)	178	3,000	3,000	959	3,000
Smoke Detectors	100	66,026	31,657	0	0	0	0
Clerk's Dept Fees	0	0	6	0	0	1,990	1,500
Police Donations	5	6,005	0	0	7,196	6,938	0
Fire Donations	250	100	200	500	2,100	1,444	500
Encroachment	0	313	0	4,000	4,000	0	4,000
Pawn Shop	34,746	18,695	15,287	18,000	18,000	14,528	15,000
Board Ups	19,812	2,860	17,324	19,000	19,000	14,386	19,000
Other Revenue	0	0	(2,825)	0	0	0	0
Detachment	7,287	7,287	7,287	7,287	7,287	7,287	7,287
<b>TOTAL SURPLUS RECEIPT</b>	<b>98,155</b>	<b>129,988</b>	<b>71,384</b>	<b>71,787</b>	<b>80,583</b>	<b>64,690</b>	<b>70,287</b>
Indirect Costs	2,851,425	2,984,489	2,671,701	2,777,880	2,742,359	2,738,702	2,267,392
Administration Fee	295,000	(9)	28	0	0	0	0
Insurance Proceeds	0	0	202,243	0	0	0	0
Insurance Premiums	27,313	42,556	49,750	14,500	14,500	2,099	14,500
Fire Dept Overtime Reimbursements	0	0	0	0	4,921	4,922	6,000
Installment Contract Proceeds	0	330,490		0	0	0	0
Reimbursements	41,699	32,046	409,377	30,000	37,297	188,266	36,537
Saginaw Housing Comm	147,256	147,269	147,053	141,338	141,338	141,056	181,420
Inspections	40,000	40,325	48,250	48,250	48,250	65,125	54,000
<b>TOTAL REIMBURSEMENTS</b>	<b>3,402,693</b>	<b>3,577,166</b>	<b>3,528,402</b>	<b>3,011,968</b>	<b>2,988,665</b>	<b>3,140,170</b>	<b>2,559,849</b>

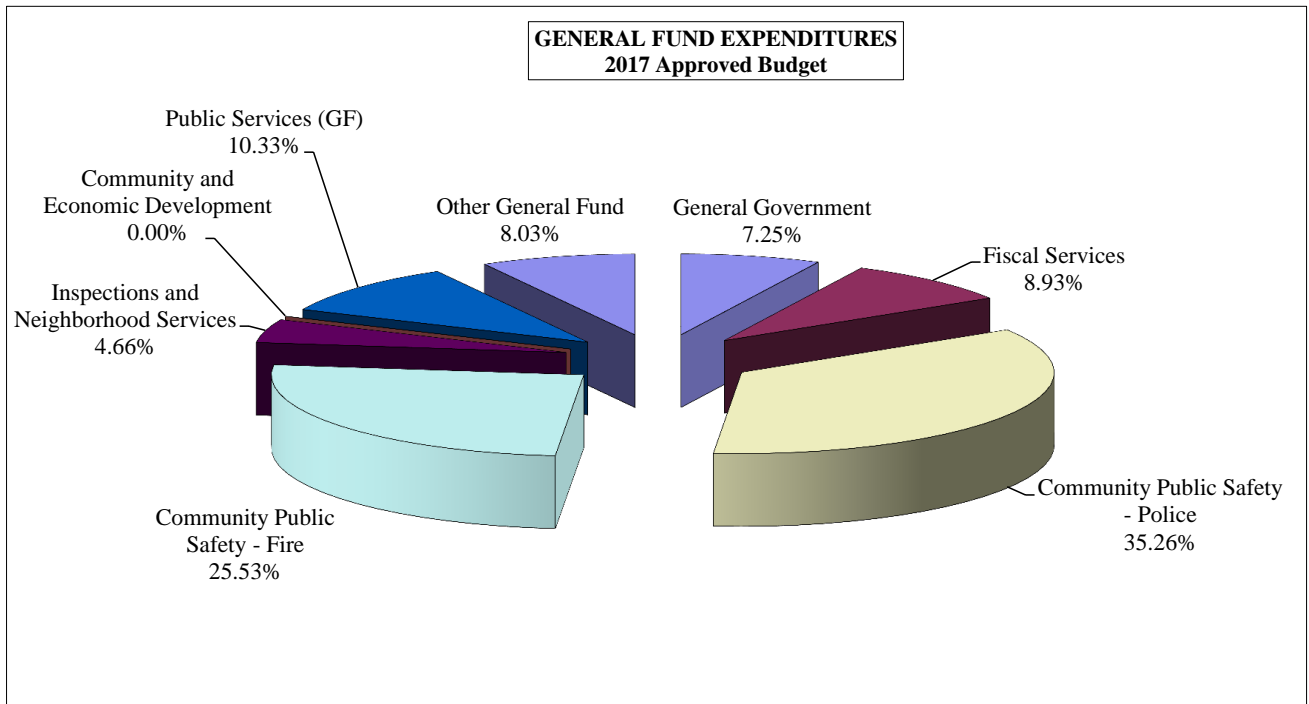
**REVENUE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Adjusted Budget	2016 Projected	2017 Approved Budget
Police Dept Services	300	2,100	3,577	1,960	1,960	20	2,000
<b>TOTAL PUB. SAFETY FEE</b>	<b>300</b>	<b>2,100</b>	<b>3,577</b>	<b>1,960</b>	<b>1,960</b>	<b>20</b>	<b>2,000</b>
<b>TOTAL OTHER REVENUE</b>	<b>3,823,758</b>	<b>3,877,189</b>	<b>3,564,000</b>	<b>3,262,465</b>	<b>3,289,168</b>	<b>3,273,582</b>	<b>2,808,886</b>
Decrease in Fund Equity	157,870	0	0	0	176,152	0	0
<b>TOTAL FUND EQUITY</b>	<b>157,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>176,152</b>	<b>0</b>	<b>0</b>
Community Dev. Block Grant	0	0	0	0	0	0	186,615
Weed and Seed	0	0	0	0	0	0	0
Capital Projects	102,249	0	0	0	0	0	0
Transfer from Other Funds	1,520,000	0	0	0	0	0	64,105
Public Safety	0	0	0	0	0	0	150,749
Water Fund	0	0	0	0	0	0	135,342
Insurance Fund	0	0	0	0	0	0	0
Sick and Vacation Fund	0	0	0	0	0	0	0
Budget Stabilization	0	0	0	0	0	0	0
Radio Operation Fund	0	0	0	0	0	0	0
<b>TOTAL TRANSFERS</b>	<b>1,622,249</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>536,811</b>
<b>TOTAL GENERAL FUND</b>	<b>32,236,204</b>	<b>30,960,197</b>	<b>31,124,448</b>	<b>30,971,648</b>	<b>31,598,507</b>	<b>31,337,732</b>	<b>31,923,052</b>

**GENERAL FUND EXPENDITURES  
BY DEPARTMENT AND CATEGORY  
2016/2017 APPROVED BUDGET**

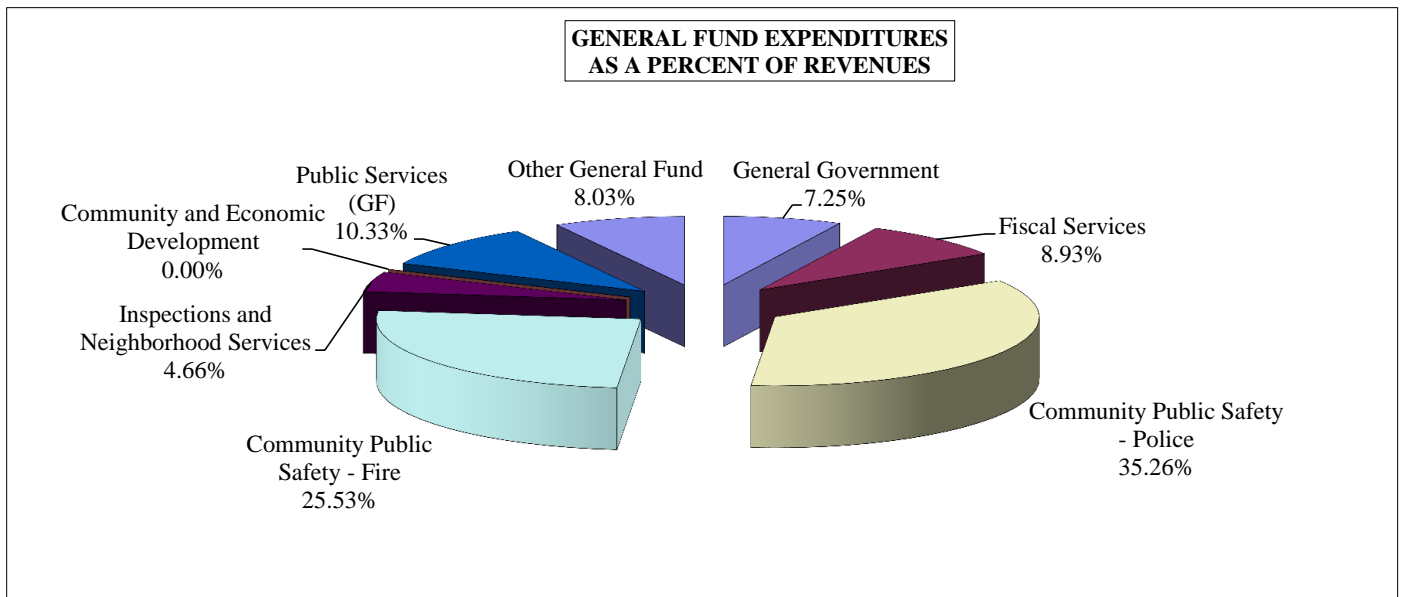
	2013 Actual	2014 Actual	2015 Actual	2016 Approved Budget	2016 Adjusted Budget	2016 Projected	2017 Approved Budget
General Government	1,709,175	1,593,480	1,808,462	2,282,275	2,303,919	2,082,653	2,314,657
Fiscal Services	2,699,145	2,791,931	3,009,909	2,883,070	2,883,070	2,670,360	2,851,028
Community Public Safety - Police	12,662,236	10,058,375	10,135,893	10,390,875	10,471,425	10,117,078	11,257,298
Community Public Safety - Fire	8,174,390	7,766,873	8,878,790	8,264,380	8,328,821	8,399,368	8,150,682
Inspections and Neighborhood Services	1,042,307	1,040,528	1,446,167	1,457,609	1,542,142	1,509,012	1,488,933
Community and Economic Development	282,620	418,393	0	0	0	0	0
Public Services (GF)	3,132,760	3,045,403	3,646,202	3,294,480	3,342,195	3,192,202	3,298,247
Other General Fund	3,312,348	2,986,767	1,823,571	2,398,959	2,726,935	2,751,996	2,562,207
<b>TOTAL GENERAL FUND</b>	<b>33,014,981</b>	<b>29,701,750</b>	<b>30,748,994</b>	<b>30,971,648</b>	<b>31,598,507</b>	<b>30,722,669</b>	<b>31,923,052</b>

Personnel Services	26,638,227	23,356,159	23,704,572	24,735,087	24,908,701	24,559,775	25,930,047
Operating Expenses	5,363,762	5,695,340	6,012,047	5,862,013	6,047,902	5,603,129	5,762,380
Capital Outlay	171,383	85,399	480,069	9,400	280,788	198,651	0
Miscellaneous	807,818	564,852	552,306	365,148	361,116	361,113	230,625
<b>TOTAL GENERAL FUND</b>	<b>32,981,190</b>	<b>29,701,750</b>	<b>30,748,994</b>	<b>30,971,648</b>	<b>31,598,507</b>	<b>30,722,668</b>	<b>31,923,052</b>



**GENERAL FUND REVENUES AND EXPENDITURES  
2016/2017 APPROVED BUDGET**

	<b>2013 Actual</b>	<b>2014 Actual</b>	<b>2015 Actual</b>	<b>2016 Approved Budget</b>	<b>2016 Adjusted Budget</b>	<b>2016 Projected</b>	<b>2017 Approved Budget</b>
Property Taxes	3,239,993	3,582,805	3,713,025	3,950,134	3,950,134	3,719,276	4,808,776
City Income Taxes	12,257,420	12,309,181	12,252,323	11,765,000	11,855,868	12,625,101	11,950,000
State Revenue Sharing	7,417,862	7,668,823	7,843,698	8,041,392	8,041,392	7,818,103	8,005,017
Grants	473,936	418,341	763,668	647,936	983,000	1,022,772	732,841
Licenses, Permits, & Fees	1,398,717	1,311,046	1,335,310	1,261,299	1,261,299	1,148,811	1,313,099
Charge for Services	949,473	948,676	894,906	1,053,497	1,072,856	930,499	926,197
Fines and Forfeitures	518,396	478,502	403,144	550,925	524,420	422,338	468,425
Interest	345,679	335,155	323,293	407,000	412,218	344,041	341,000
Rents	30,851	30,479	31,081	32,000	32,000	33,209	32,000
Reimbursements	3,435,974	3,577,166	3,528,402	3,011,968	2,988,665	3,140,170	2,559,849
Other Revenues	578,935	299,913	35,598	250,497	300,503	133,412	249,037
Fund Balance	0	0	0	0	176,152	0	0
Transfers	1,622,249	0	0	0	0	0	536,811
<b>TOTAL RESOURCES</b>	<b>32,269,485</b>	<b>30,960,087</b>	<b>31,124,448</b>	<b>30,971,648</b>	<b>31,598,507</b>	<b>31,337,732</b>	<b>31,923,052</b>
General Government	1,709,175	1,593,480	1,808,462	2,282,275	2,303,919	2,082,653	2,314,657
Fiscal Services	2,699,145	2,791,931	3,009,909	2,883,070	2,883,070	2,670,360	2,851,028
Community Public Safety - Police	12,662,236	10,058,375	10,135,893	10,390,875	10,471,425	10,117,078	11,257,298
Community Public Safety - Fire	8,174,390	7,766,873	8,878,790	8,264,380	8,328,821	8,399,368	8,150,682
Inspections and Neighborhood Services	1,042,307	1,040,528	1,446,167	1,457,609	1,542,142	1,509,012	1,488,933
Community and Economic Development	282,620	418,393	0	0	0	0	0
Public Services (GF)	3,098,969	3,045,403	3,646,202	3,294,480	3,342,195	3,192,202	3,298,247
Other General Fund	3,312,348	2,986,767	1,823,571	2,398,959	2,726,935	2,751,996	2,562,207
<b>TOTAL APPROPRIATIONS</b>	<b>32,981,190</b>	<b>29,701,750</b>	<b>30,748,994</b>	<b>30,971,648</b>	<b>31,598,507</b>	<b>30,722,669</b>	<b>31,923,052</b>





**GENERAL FUND APPROPRIATIONS**

*GENERAL GOVERNMENT*

*DEPARTMENT OF FISCAL SERVICES*

*COMMUNITY PUBLIC SAFETY - POLICE*

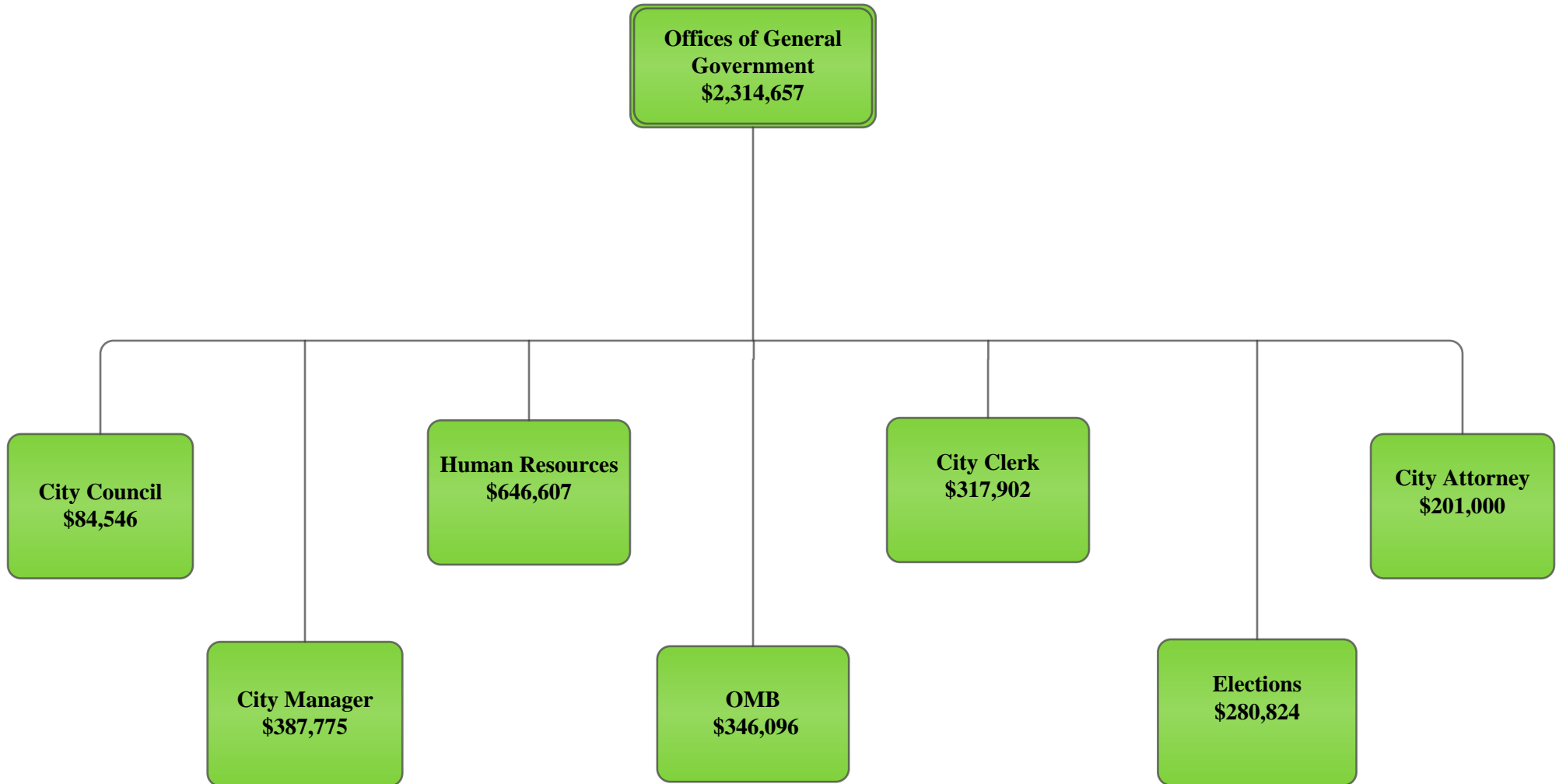
*COMMUNITY PUBLIC SAFETY - POLICE*

*INSPECTIONS AND NEIGHBORHOOD SERVICES*

*DEPARTMENT OF PUBLIC SERVICES*

*OTHER GENERAL FUND*

# CITY OF SAGINAW OFFICES OF GENERAL GOVERNMENT



*Also considered a part of the Offices of General Government is Saginaw Government Television Division, which equates to \$49,907. This division is represented under the Department of Technical Services. The total 2017 Proposed Budget for the Offices of General Government is \$2,314,657.*

## ***THE OFFICES OF GENERAL GOVERNMENT***

### **EXPENDITURE BUDGET SUMMARY**

The Offices of General Government will increase \$32,382, or 1.42% from the FY 2016 approved budgeted levels. The largest increase will be realized in *Personnel Services* of \$38,220. (*The personnel complement changes are listed in detail under Summary of Positions.*) As it relates to *Operating Expenses*, this department reflects a \$3,438 decrease. Furthermore, expenditures have been built into the budget for the anticipated arrival of delegates from the city's sister city Tokushima in 2016. There are no *Capital Outlay* expenditures in FY 2017.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
0101 City Council	48,885	51,742	52,914	84,598	84,598	68,565	84,546
0105 City/School Liaison	1,247	5,000	0	0	0	0	0
1710 Office of the City Manager	395,503	371,847	408,450	415,051	415,051	369,812	387,775
1711 SGTV	55,978	39,811	48,399	52,204	70,098	64,187	49,907
1725 Human Resources	507,304	503,642	555,977	593,551	593,551	570,454	646,607
1730 City Clerk's Office	306,480	282,988	316,091	343,946	343,946	308,847	317,902
1731 Elections	229,054	180,341	266,644	254,005	257,575	236,350	280,824
1734 City Attorney's Office	164,724	158,109	159,987	201,300	201,300	156,477	201,000
1735 Office of Management and Budget	0	0	0	337,800	337,800	307,961	346,096
<b>Total Expenditures</b>	<b>1,709,175</b>	<b>1,593,480</b>	<b>1,808,462</b>	<b>2,282,275</b>	<b>2,303,919</b>	<b>2,082,653</b>	<b>2,314,657</b>

### **FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	1,154,617	1,107,582	1,258,397	1,580,108	1,579,425	1,506,551	1,618,328
Operating Expenses	536,486	485,898	547,367	699,767	694,529	544,994	696,329
Capital Outlay	18,072	0	2,698	2,400	29,965	31,108	0
<b>Total Expenditures</b>	<b>1,709,175</b>	<b>1,590,480</b>	<b>1,808,462</b>	<b>2,282,275</b>	<b>2,303,919</b>	<b>2,082,653</b>	<b>2,314,657</b>

### **SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
City Council	9.20	9.20	9.20	9.25	9.25	9.25	9.25
Office of the City Manager	2.95	2.95	2.95	2.25	2.25	2.25	2.25
SGTV	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources	3.55	3.80	3.80	3.80	3.80	3.80	4.15
City Clerk's Office	3.30	3.05	2.90	2.95	2.95	2.95	2.60
Elections	4.70	3.65	4.80	4.75	4.75	4.75	5.15
Office of Management and Budget	0.00	0.00	0.00	2.35	2.35	4.35	4.35
<b>Total Positions</b>	<b>24.70</b>	<b>23.65</b>	<b>24.65</b>	<b>26.35</b>	<b>26.35</b>	<b>28.35</b>	<b>28.75</b>

The total Office of General Government will be 28.75 FTE for FY 2017. This is a 2.40 positional increase from the 2016 approved budgeted levels. This increase is due to the addition of 2.00 interns in the Office of Management and Budget (OMB) and an increase in the allocation of the Assistant Human Resources Director to the Human Resources Division. In the City Clerk’s Office, a small reduction will be realized for several positions and reallocated into the Election division. In addition, .05 of the Deputy City Clerk was reallocated to the General Fund from the Self-Insurance Fund.

**Performance Measures/Metrics: General Government:**

**SGTV – (summary of services)**

The SGTV Division uses technology applications and software to provide audio/visual, multimedia, voice and video based projects for the City. In addition, this division provides internal technology support services to all departments, commissions and the City Council.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Increase the number of collaborative projects with city departments	7	12	10	10	10

**Human Resources – (summary of services)**

Human Resources Division manages the city-wide recruitment process, maintains employee compensation and benefits files, provides labor and employee relations assistance and holds health and safety training for staff. This division specifically, conducts employee onboarding orientation, manages the open enrollment process for employee benefits, processes city employee retirement requests, and evaluates wage and benefit increase and/or limits.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Percentage of positions filled with highly qualified candidates within 75 business days of the announcement closing	90%	90%	90%	90%	90%
Process all enrollment changes within 30 business days of notification from employee	100%	100%	100%	100%	100%

**Office of the City Clerk – (summary of services)**

The City Clerk’s office serves as the City’s Bureau of Information and Complaints, as stated in the City Charter; maintains agreements, reports, petitions, and informational documentation related to the City. Serves as Clerk to Council and the Civil Service Commission and preserves a record of their proceedings. Additionally, this division administers oaths and affirmations; facilitates tax abatements; preserves ordinances; manages the City’s license requirements; coordinates the annual special single lot assessments and provides risk management service through coordination of insurance coverage and handling of claims.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
% of proposed minutes made available to the public within 8 business days after the meeting	75%	96%	77%	80%	83%
% of past due notices for licensing and registration mailed w/in 30 business days of violation	65%	100%	68%	70%	73%

**Elections** – (summary of services)

The Elections Division conducts local, county, state and federal elections assuring there is compliance with the applicable laws, rules and regulations. This involves maintenance of voter registration files, election statistics, ballot preparation, issuance of absent voter ballots, delivery and set-up of voting equipment and supplies, election board appointments and their proper training.

Key Performance Indicator	FY 2016 Goal	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection	FY 2019 Projection
% of precincts without errors as noted by the Receiving Board	60%	51%	62%	65%	68%

**Office of the City Attorney** – (summary of services)

The office of the City Attorney is an appointed office of the City Charter and recognized by ordinance as the Department of Law. Unless specified otherwise, the appointed City Attorney initially reviews requests for legal services, which may include conducting review of City contracts, drafting City contracts, ordinances, and other materials, and conducting legal research and preparing opinions on a wide range of municipal matters. Generally, ordinance prosecution, labor relations, and some economic development and litigation matters are referred to other outside counsel. Legal services are coordinated through the Law and Legal Affairs Team and counsel is provided by attorneys appointed by the City to perform specified services.


Key Performance Indicator	FY 2016 Goal	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection	FY 2019 Projection
Law and Legal Affairs Team shall maintain sufficient oversight of the provision of legal services and coordinate all legal affairs of the City by meeting weekly	24 meetings	33 meetings	24 meetings	24 meetings	24 meetings
Provide initial review of all legal requests (including contracts) within five (5) business days	95%	97%	95%	95%	95%
Provide response to all legal requests (including contracts) by the designated due date	90%	90%	90%	90%	90%


**Office of Management and Budget** – (summary of services)

OMB develops city’s financial management policies and strategies. This office assists in the preparation of the city’s annual budget. In addition, this office maintains master grant files, coordinates grant drawdowns, and oversees the performance management activities, evaluates program performance, and manages and reports city’s data.

Key Performance Indicator	FY 2016 Goal	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection	FY 2019 Projection
Increase the City’s GFOA Distinguished Budget Award Rating to 3.5 in each area	3.40	3.08	3.15	3.25	3.30
% of budget to actual reports completed w/in 10 business days of the period closing	90%	83.33%	90%	92%	95%
Percentage of General Fund Revenues and Expenditures projections to adjusted budget	95%	97%	95%	95%	96%

**Explanation of variances:**

 The key performance indicator to “Increase the City’s GFOA Distinguished Budget Presentation Award Rating to 3.5 in each area” reflects to be mostly achieved. The average in most areas was 3.0. The OMB staff will continue to strive to increase the rating.

 The key performance indicator of “% of budget to actual report completed within 10 business days of period closing” reflects to be mostly achieved at 83.33%. This is largely due to vacancies within the department for three months.

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-0101 City Council**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	21,291	Council Members	9.00	13,470
Overtime	0	Admin Support Clerk	0.25	7,821
Fringe Benefits	18,376			
		<b>Total Personnel</b>	<u>9.25</u>	<u>21,291</u>
<b>TOTAL</b>	<u><b>39,667</b></u>			
		<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
Supplies	600	FICA		1,629
Internal Services	779	Healthcare Benefits - Active		6,645
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	5,000	Pension		10,102
Maintenance Fees	2,050			
Other Contracted Fees	36,450	<b>Total Fringe Benefits</b>		<u>18,376</u>
<b>TOTAL</b>	<u><b>44,879</b></u>			
		<b>TOTAL</b>	<u><u><b>9.25</b></u></u>	<u><u><b>39,667</b></u></u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>84,546</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1710 City Manager**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	181,567	City Manager	1.00	115,877
Overtime	0	Assistant to the CM/		
Add Pays	6,000	Public Information Officer	1.00	57,869
Fringe Benefits	148,845	Admin Support Clerk	0.25	7,821
<b>TOTAL</b>	<b>336,412</b>	<b>Total Personnel</b>	<b>2.25</b>	<b>181,567</b>
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		<b>0</b>
Supplies	2,800			
Internal Services	15,470	Car Allowance		6,000
Other Services		<b>Total Add Pays</b>		<b>6,000</b>
Professional Fees	14,649			
Maintenance Fees	3,744	FICA		14,349
Other Contracted Fees	14,700	Healthcare Benefits - Active		26,861
<b>TOTAL</b>	<b>51,363</b>	Healthcare Benefits - Retirees		0
<b>CAPITAL OUTLAY</b>	<b>0</b>	Pension		107,635
<b>TOTAL</b>	<b>0</b>	<b>Total Fringe Benefits</b>		<b>148,845</b>
<b>TOTAL APPROPRIATION</b>	<b>387,775</b>	<b>TOTAL</b>	<b>2.25</b>	<b>336,412</b>



**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1711 SGTV**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	29,536	SGTV Program Coord. (PT)	1.00	29,536
Overtime	0			
Fringe Benefits	12,861	<b>Total Personnel</b>	<u>1.00</u>	<u>29,536</u>
<b>TOTAL</b>	<u><b>42,397</b></u>	<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
		FICA		428
Supplies	2,000	Healthcare Benefits - Active		12,433
Internal Services	4,210	Healthcare Benefits - Retirees		0
Other Services		Pension		0
Professional Fees	600	<b>Total Fringe Benefits</b>		<u>12,861</u>
Maintenance Fees	600			
Other Contracted Fees	100			
<b>TOTAL</b>	<u><b>7,510</b></u>	<b>TOTAL</b>	<u><b>1.00</b></u>	<u><b>42,397</b></u>
<b>CAPITAL OUTLAY</b>				
	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>49,907</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1725 Human Resources**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	254,877	Director of Human Resources	1.00	92,233
Overtime	0	Asst. Human Resources Dir.	0.85	66,290
Fringe Benefits	216,479	Employee Benefits Coordinator	1.00	54,096
		Administrative Assistant I	0.40	19,378
		Human Resources Support Staff (PT)	0.90	22,880
<b>TOTAL</b>	<b>471,356</b>			
<b>OPERATING EXPENSES</b>		<b>Total Personnel</b>	<b>4.15</b>	<b>254,877</b>
Supplies	5,000			
Internal Services	25,161	<b>Overtime</b>		<b>0</b>
Other Services				
Professional Fees	117,460	FICA		19,689
Maintenance Fees	24,180	Healthcare Benefits - Active		48,679
Other Contracted Fees	3,450	Healthcare Benefits - Retirees		0
		Pension		148,111
<b>TOTAL</b>	<b>175,251</b>	<b>Total Fringe Benefits</b>		<b>216,479</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>4.15</b>	<b>471,356</b>
<b>TOTAL APPROPRIATION</b>	<b>646,607</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

101-1730 City Clerk

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	117,424	City Clerk	0.55	44,890
Overtime	0	Deputy City Clerk	0.50	27,358
Fringe Benefits	132,044	Office Assistant III	0.75	27,511
		Office Assistant II	0.40	11,114
		Skilled Clerical I (PT)	0.40	6,552
<b>TOTAL</b>	<b>249,468</b>			
		<b>Total Personnel</b>	<b>2.60</b>	<b>117,424</b>
<b>OPERATING EXPENSES</b>				
Supplies	3,000	<b>Overtime</b>		0
Internal Services	29,607			
Other Services				
Professional Fees	11,000	FICA		8,983
Maintenance Fees	22,145	Healthcare Benefits - Active		29,960
Other Contracted Fees	2,682	Healthcare Benefits - Retirees		0
		Pension		93,101
<b>TOTAL</b>	<b>68,434</b>	<b>Total Fringe Benefits</b>		<b>132,044</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>2.60</b>	<b>249,468</b>
<b>TOTAL APPROPRIATION</b>	<b>317,902</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1731 Elections**

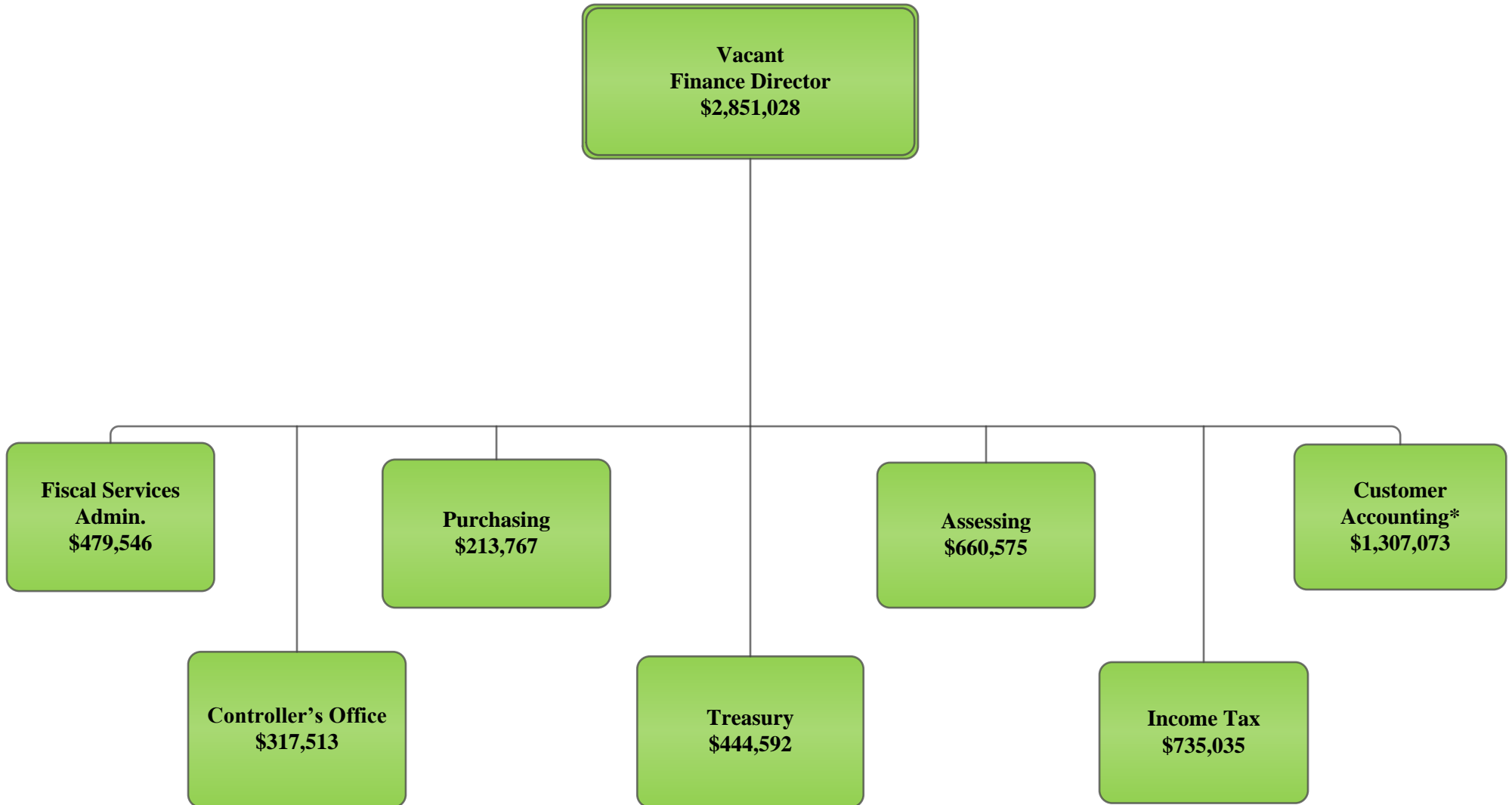
Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	86,240	City Clerk	0.30	24,485
Overtime	8,000	Deputy City Clerk	0.40	21,886
Fringe Benefits	96,339	Office Assistant III	0.25	9,170
		Office Assistant II	0.60	16,670
		Skilled Clerical I (PT)	0.60	9,828
		Election Asst (Temp)	3.00	4,200
<b>TOTAL</b>	<b>190,579</b>			
<b>OPERATING EXPENSES</b>		<b>Total Personnel</b>	<b>5.15</b>	<b>86,240</b>
Supplies	3,240			
Internal Services	22,208	<b>Overtime</b>		<b>8,000</b>
Other Services				
Professional Fees	50,392	FICA		7,209
Maintenance Fees	12,695	Healthcare Benefits - Active		24,127
Other Contracted Fees	1,710	Healthcare Benefits - Retirees		0
		Pension		65,003
<b>TOTAL</b>	<b>90,245</b>	<b>Total Fringe Benefits</b>		<b>96,339</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>5.15</b>	<b>190,579</b>
<b>TOTAL APPROPRIATION</b>	<b>280,824</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1735 Office of Management and Budget (OMB)**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	149,745	Director of OMB	1.00	85,024
Overtime	0	Admin./Budget Analyst	1.00	46,845
Fringe Benefits	138,704	Economic Dev. Coord.	0.10	4,056
		Admin. Support Clerk	0.25	7,821
		Interns	2.00	6,000
<b>TOTAL</b>	<b>288,449</b>	<b>Total Personnel</b>	<b>4.35</b>	<b>149,745</b>
<b>OPERATING EXPENSES</b>				
Supplies	2,725	<b>Overtime</b>		0
Internal Services	33,453			
Other Services				
Professional Fees	14,717	FICA		11,456
Maintenance Fees	4,016	Healthcare Benefits - Active		25,267
Other Contracted Fees	2,736	Healthcare Benefits - Retirees		0
		Pension		101,981
<b>TOTAL</b>	<b>57,647</b>	<b>Total Fringe Benefits</b>		<b>138,704</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>4.35</b>	<b>288,449</b>
<b>TOTAL APPROPRIATION</b>	<b>346,096</b>			

**CITY OF SAGINAW  
DEPARTMENT OF FISCAL SERVICES**



*\*Customer Accounting is budgeted in the Water and Sewer Operation and Maintenance Funds.*

## DEPARTMENT OF FISCAL SERVICES

### EXPENDITURE BUDGET SUMMARY

The Department of Fiscal Services will decrease by \$32,042 or 1.11% from the FY 2016 approved budgeted levels. The largest reduction to this department will be realized in *Personnel Services*, which decreases by \$34,978. This reduction is directly related to the departure of the Deputy Treasurer and the Income Tax Specialist from the city. These positions will be filled at the first step of their salary range. In addition, the Income Tax Specialist position will be reclassified to an Income Tax Auditor. *Operating Expenses* are expected to increase by \$2,936 from the FY 2016 Approved Budget. This increase is due to a slight increase in telephone charges to align them with historical averages, as well as increases to printing and postage. No *Capital Outlay* purchases will be budgeted in the Department of Fiscal Services for FY 2017.

### FUNDING LEVEL SUMMARY

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
1740 Administration	634,866	652,799	679,437	490,794	479,203	418,598	479,546
1741 City Controller	315,625	272,906	325,269	308,250	319,841	319,558	317,513
1742 Purchasing	187,166	206,366	222,775	220,717	220,717	216,846	213,767
1743 Treasury	418,065	401,490	397,102	462,712	452,712	371,742	444,592
1744 Assessor	537,305	611,773	651,283	677,894	682,894	650,539	660,575
1745 Income Tax	606,118	646,597	734,043	722,703	727,703	693,077	735,035
<b>Total Expenditures</b>	<b>2,699,145</b>	<b>2,791,931</b>	<b>3,009,909</b>	<b>2,883,070</b>	<b>2,883,070</b>	<b>2,670,360</b>	<b>2,851,028</b>

### FUNDING LEVEL BY CATEGORY

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	1,996,431	2,106,923	2,260,213	2,179,948	2,158,449	1,988,530	2,144,970
Operating Expenses	701,879	684,543	748,766	703,122	717,686	681,005	706,058
Capital Outlay	835	465	930	0	6,935	825	0
<b>Total Expenditures</b>	<b>2,699,145</b>	<b>2,791,931</b>	<b>3,009,909</b>	<b>2,883,070</b>	<b>2,883,070</b>	<b>2,670,360</b>	<b>2,851,028</b>

### SUMMARY OF POSITIONS

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Administration	5.35	5.35	5.35	3.75	3.75	3.75	3.75
Purchasing Office	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Treasury Office	3.25	3.25	3.25	3.25	3.25	3.25	3.25
Office of the Assessor	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Income Tax Office	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Customer Accounting	7.25	7.25	7.25	7.25	7.25	7.25	7.25
<b>Total Positions</b>	<b>29.85</b>	<b>29.85</b>	<b>29.85</b>	<b>28.25</b>	<b>28.25</b>	<b>28.25</b>	<b>28.25</b>

The total personnel complement for the Department of Fiscal Services will be 28.25 FTE for FY 2017. This is the same amount as FY 2016.

**Performance Measures/Metrics: Fiscal Services:**

**Administration** – (summary of services)


Fiscal Services Administration develops the city’s financial management policies and strategies. This division assists in the preparation of the city’s annual budget, manages city investments, maintains banking relationships, and prepares and processes citywide payroll. In addition, this division processes payments to outside vendors, verifies employee reimbursements, and serves as treasurer to the Police and Fire Pension Board.

**Controller’s Office** – (summary of services)

The Controller’s Office maintains the city’s accounting system in accordance with generally accepted accounting principles (GAAP) for local units of government and continually monitors and reviews all aspects of the city’s financial software by training city employees to enter, compile, and analyze financial information. The division is also responsible for auditing, reconciling cash receipts, and approving all claims for payment. The Controller assists in the preparation of the Comprehensive Annual Financial Report (CAFR), provides financial history to outside divisions, and assists in the physical inventory of fixed assets.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Percent of month-end closes completed by target date	91%	91%	N/A	N/A	N/A
Percent of bank reconciliations completed within 30 days of month end	New	New	75%	75%	83%
Percent of correcting accounting entries to total accounting entries	5%	9%	5%	5%	5%

**Explanation of variances:**

 The key performance indicator to review the “percent of correcting accounting entries to total accounting entries” reflects to be mostly achieved. This is due to more correction that was required for personnel services and fringe benefits.

**Purchasing** – (summary of services)

The Purchasing Division facilitates centralized purchasing of equipment, supplies, materials, and services for all city operations. Purchasing also solicits sealed bids, quotes, and proposals for city departments and divisions. The division also monitors all vendors, performs year end-inventory counts, and maintains contract compliance information as well as contractor licenses and insurance records.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Increase the percentage of city bids posted on joint venture procurement websites (MITN)	100%	100%	100%	100%	100%

**City Treasury** – (summary of services)

The Treasury Division collects fees and processes payments for property tax, water billing, income tax payments, business licenses, rental registrations, occupational licenses, boiler operator licenses, rubbish fees, and city building permits. The division also performs collection activities for non-sufficient fund checks and manages the petty cash fund.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Send out NSF notifications to customers within 5 business days of receiving the notice from the bank	87% 93	90%	90%	90%	90%



**Assessing** – (summary of services)

The Assessing Division is responsible for identifying and valuing all taxable real and personal property within the city. The division annually produces the ad valorem real and personal property assessment rolls, the specific assessment roll (IFT, NEZ, OPRA, Land Bank, and Act 328), and the property tax rolls in accordance with Michigan’s General Property Tax laws and the City of Saginaw Charter.


<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Review 25% of real property w/in the city per year	6,000	6,263	6,200	6,200	6,200

**Income Tax** – (summary of services)

The Income Tax Division administers and processes the collection of all income tax revenue for the city according to Saginaw’s Uniform Income Tax Ordinance. The division processes payments and individual tax returns, corporate and partnership tax returns, and reconciles employer withholding accounts with w-2’s. In addition, the division prepares and files delinquent income tax warrants with the city prosecutor.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Total collection of delinquent income taxes as a percentage of total income tax revenue	11%	12%	11%	11%	11%
Increase the number of income tax warrant files completed	5%	11%	5%	5%	5%

**Explanation of variances:**


 The key performance indicator to “Increase the number of income tax warrant files completed” reflects to be fully achieved and exceeds the goal by 6%. This is possible due to more staff being dedicated to issuing warrants.

**Customer Accounting** – (summary of services)

The Customer Accounting Division is responsible for the administration and billing/collection of all water and sewer accounts. This involves initiating new accounts, ensuring that metered accounts are read, edited, and billed in a timely manner as well as closing accounts when requested or delinquent. Staff members handle all bill payment arrangements, collection of returned checks, initiation of meter checks, and discontinuance of service due to non-payment.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Decrease the number of days between meter reads and billing by 30%	5 days	4 days	5 days	5 days	4 days

**Explanation of variances:**

 The key performance indicator to “Decrease the number of days between meter readings and billings by 30%” reflects to be fully achieved with a reduction by 1 day. This was possible due to the smaller in-house printed cycles that turned the numbers around.

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1740 Fiscal Services Administration**

<b>Allocation Plan</b>		<b>Postion Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	185,754	Finance Director	0.50	42,512
Overtime	0	Payroll Specialist	1.00	46,217
Fringe Benefits	227,293	Acct Payable Coordinator	1.00	40,382
		Collections Specialist	1.00	48,822
		Admin. Support Clerk	0.25	7,821
<b>TOTAL</b>	<b>413,047</b>			
		<b>Total Personnel</b>	<b>3.75</b>	<b>185,754</b>
<b>OPERATING EXPENSES</b>				
Supplies	1,625	<b>Overtime</b>		<b>0</b>
Internal Services	25,443			
Other Services				
Professional Fees	16,258	FICA		14,210
Maintenance Fees	5,811	Healthcare Benefits - Active		54,634
Other Contracted Fees	17,362	Healthcare Benefits - Retirees		0
		Pension		158,449
<b>TOTAL</b>	<b>66,499</b>	<b>Total Fringe Benefits</b>		<b>227,293</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
		<b>TOTAL</b>	<b>3.75</b>	<b>413,047</b>
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>479,546</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1742 Purchasing**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	93,487	Purchasing Officer	1.00	54,037
Overtime	0	Purchasing Assistant	1.00	39,450
Fringe Benefits	103,066			
		<b>Total Personnel</b>	2.00	93,487
<b>TOTAL</b>	<b>196,553</b>			
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		0
Supplies	400	FICA		7,343
Internal Services	11,589	Healthcare Benefits - Active		11,566
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	2,598	Pension		84,157
Maintenance Fees	1,352			
Other Contracted Fees	1,275	<b>Total Fringe Benefits</b>		103,066
<b>TOTAL</b>	<b>17,214</b>			
		<b>TOTAL</b>	<b>2.00</b>	<b>196,553</b>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>213,767</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1743 Treasury**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	160,444	Finance Director	0.50	42,512
Overtime	0	Deputy Treasurer	1.00	57,493
Fringe Benefits	201,338	Office Assistant III	1.00	37,761
		Customer Serv. Coord.	0.25	7,577
		Customer Serv. Repre.	0.50	15,101
<b>TOTAL</b>	<b>361,782</b>	<b>Total Personnel</b>	<b>3.25</b>	<b>160,444</b>
<b>OPERATING EXPENSES</b>				
Supplies	6,500	<b>Overtime</b>		<b>0</b>
Internal Services	35,150			
Other Services		FICA		12,274
Professional Fees	2,000	Healthcare Benefits - Active		50,453
Maintenance Fees	36,444	Healthcare Benefits - Retirees		0
Other Contracted Fees	2,716	Pension		138,611
<b>TOTAL</b>	<b>82,810</b>	<b>Total Fringe Benefits</b>		<b>201,338</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>3.25</b>	<b>361,782</b>
<b>TOTAL APPROPRIATION</b>	<b>444,592</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1744 Assessor**

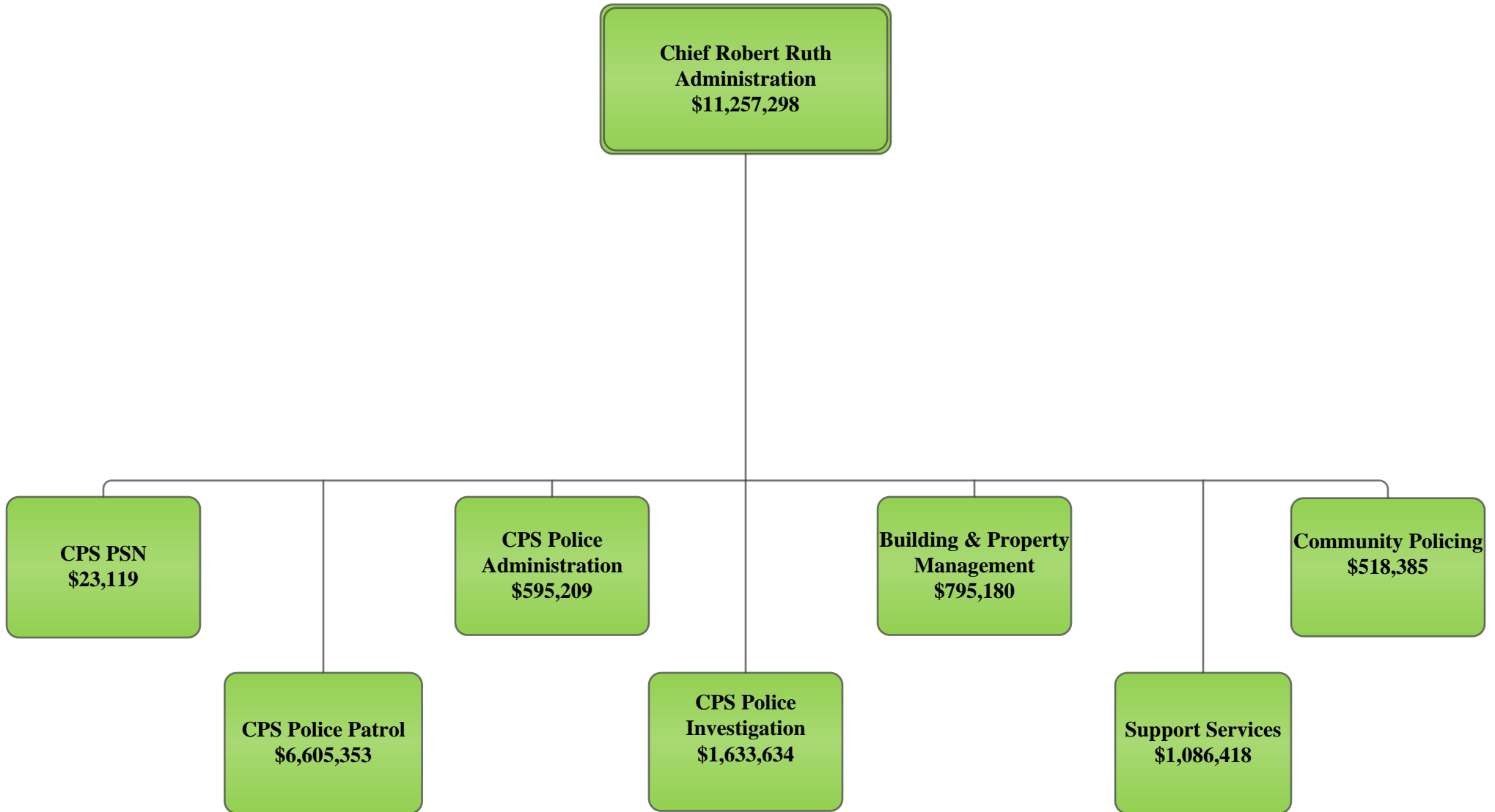
Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	278,489	City Assessor	1.00	73,679
Overtime	200	Property Appraiser III	2.00	103,565
Fringe Benefits	283,531	Property Appraiser II	1.00	48,763
		Assessing Technician	1.00	35,374
		Skilled Clerical I (PT)	1.00	17,108
<b>TOTAL</b>	<b>562,220</b>			
		<b>Total Personnel</b>	<b>6.00</b>	<b>278,489</b>
<b>OPERATING EXPENSES</b>				
Supplies	3,270	<b>Overtime</b>		200
Internal Services	57,944			
Other Services				
Professional Fees	4,698	FICA		21,320
Maintenance Fees	25,618	Healthcare Benefits - Active		49,678
Other Contracted Fees	6,825	Healthcare Benefits - Retirees		0
		Pension		212,533
<b>TOTAL</b>	<b>98,355</b>			
		<b>Total Fringe Benefits</b>		<b>283,531</b>
<b>CAPITAL OUTLAY</b>				
	0			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>6.00</b>	<b>562,220</b>
<b>TOTAL APPROPRIATION</b>				
	<b>660,575</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1745 Income Tax**

<b>Allocation Plan</b>		<b>Postion Control</b>		
		<b>JOB CLASISIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	251,813	Income Tax Administrator	1.00	55,921
Overtime	0	Income Tax Auditor	4.00	160,135
Fringe Benefits	359,555	Office Assistant III	1.00	35,758
<b>TOTAL</b>	<b>611,368</b>	<b>Total Personnel</b>	<b>6.00</b>	<b>251,813</b>
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		<b>0</b>
Supplies	4,200	FICA		19,264
Internal Services	54,222	Healthcare Benefits - Active		91,436
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	24,695	Pension		248,855
Maintenance Fees	40,000	<b>Total Fringe Benefits</b>		<b>359,555</b>
Other Contracted Fees	550			
<b>TOTAL</b>	<b>123,667</b>	<b>TOTAL</b>	<b>6.00</b>	<b>611,368</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>735,035</b>			

**CITY OF SAGINAW**  
**COMMUNITY PUBLIC SAFETY (CPS) - POLICE**



## ***COMMUNITY PUBLIC SAFETY - POLICE***

### **EXPENDITURE BUDGET SUMMARY**

The total Community Public Safety (CPS) - Police expenditures will be \$11,257,298 for FY 2016/2017. This represents an overall increase of \$866,423 from the 2016 budgeted levels. The largest increase will be realized in ***Personnel Services***. Personnel Services for FY 2017 will increase by a net \$773,366 from the 2016 approved budgeted levels. The primary increase to the General Fund – Community Public Safety – Police department is due to the addition of the Community Policing division. It was determined during the June 30, 2015 annual audit that the Community Policing Fund could no longer stand as a separate fund. Therefore, the personnel and operating expenditures will be reallocated to the General Fund. Furthermore, there was a slight increase in the active dental, short and long term disability, and life insurance costs. ***(The personnel complement changes are listed in detail under Summary of Positions.)*** ***Operating Expenses*** are expected to increase \$93,057 from 2016 budgeted levels. This increase is attributable to increases in the motor vehicle repairs and fleet charges to cover the cost of depreciation and obsolete inventory. No ***Capital Outlay*** purchases will be budgeted in Community Public Safety – Police in FY 2017.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
3510 Community Public Safety	715,164	550,702	59,364	100,000	100,000	92,600	23,119
3511 CPS - Police Patrol	7,891,822	5,855,453	5,875,912	6,108,616	6,026,961	5,952,097	6,605,353
3512 CPS - Police Administration	439,994	831,013	903,385	905,476	913,022	821,050	595,209
3513 CPS - Police Investigation	2,245,445	1,268,258	1,499,957	1,475,978	1,486,588	1,536,785	1,633,634
3514 Building Management	510,508	657,779	842,325	779,518	908,283	775,887	795,180
3515 Support Services	859,303	895,170	954,950	1,021,287	1,036,571	938,659	1,086,418
3516 Community Policing	0	0	0	0	0	0	518,385
<b>Total Expenditures</b>	<b>12,662,236</b>	<b>10,058,375</b>	<b>10,135,893</b>	<b>10,390,875</b>	<b>10,471,425</b>	<b>10,117,078</b>	<b>11,257,298</b>

### **FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	11,403,686	8,588,095	8,814,290	9,130,883	9,026,972	8,826,491	9,904,249
Operating Expenses	1,297,532	1,459,987	1,286,437	1,259,992	1,254,359	1,175,751	1,353,049
Capital Outlay	(38,982)	10,293	35,166	0	190,094	114,836	0
<b>Total Expenditures</b>	<b>12,662,236</b>	<b>10,058,375</b>	<b>10,135,893</b>	<b>10,390,875</b>	<b>10,471,425</b>	<b>10,117,078</b>	<b>11,257,298</b>



**SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Community Public Safety	5.00	4.00	0.00	0.00	0.00	0.00	0.00
CPS - Police Patrol	55.75	32.00	27.00	31.00	31.00	31.00	32.00
CPS - Police Administration	1.00	2.70	4.20	4.70	4.70	4.70	2.25
CPS - Police Investigation	11.00	9.00	10.00	10.00	10.00	10.00	11.00
Building & Property Mgmt	0.00	0.00	0.40	0.40	0.40	0.40	0.40
Support Services	17.00	17.00	17.00	17.00	17.00	17.00	17.75
Community Policing	0.00	0.00	0.00	0.00	0.00	0.00	4.00
<b>Total General Fund Positions</b>	<b>89.75</b>	<b>64.70</b>	<b>58.60</b>	<b>63.10</b>	<b>63.10</b>	<b>63.10</b>	<b>67.40</b>
CPS - Police Patrol	31.00	24.00	24.00	21.00	21.00	21.00	21.00
<b>Total Public Safety Fund Positions</b>	<b>31.00</b>	<b>24.00</b>	<b>24.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>	<b>21.00</b>
Community Policing	7.15	3.00	4.00	4.00	4.00	4.00	0.00
Saginaw County TAPS	0.00	0.30	0.30	0.30	0.30	0.30	1.00
Police ELERV	0	0	0	0	0	0	1.00
Auto Theft Prevention	1.00	1.00	1.00	0.00	0.00	0.00	0.00
<b>Total Grant Positions</b>	<b>8.15</b>	<b>4.30</b>	<b>5.30</b>	<b>4.30</b>	<b>4.30</b>	<b>4.30</b>	<b>2.00</b>
Water Operations and Maintenance	0.10	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Water Operations and Maintenance Fund</b>	<b>0.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Positions</b>	<b>128.90</b>	<b>93.00</b>	<b>87.90</b>	<b>88.40</b>	<b>88.40</b>	<b>88.40</b>	<b>90.40</b>

The personnel complement for Community Public Safety – Police will be 90.40 FTE for FY 2017. This increase is primarily due to the fact that the City added two police officer positions when we received the Police ELERV grant and a larger allocation of the Saginaw County Treatment and Prevention Grant. These positions are 100% funded by these grants.

**Performance Measures/Metrics: Police**

Community Public Safety-Police for the City of Saginaw operates through four divisions:

**Police Patrol** – (summary of services)

The Police Patrol Division provides preventive and directed patrol services, responds to calls for service, conducts preliminary investigations of reported crimes and traffic accidents, enforces traffic laws, apprehends criminal offenders, and serves on the county-wide Emergency Services Team.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Decrease the number of Part One crimes by 5%	5%	8%	5%	5%	5%

**Police Administration** – (summary of services)

The Police Administration Division is responsible for the administrative functions of the department (i.e. Support Services, Training, Budget, and Purchasing,). In addition, this division oversees the firearms unit, recruiting, investigative crime analysis, supervision of the patrol function of the department and Community Policing. The Police Administration also seeks, procures and administers grant funding where available.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Decrease the Use of Force incidents	45	38	37	36	35

**Police Investigation** – (summary of services)

The Police Investigation Division investigates personal and a property crime committed by adult offenders, obtains warrants, and apprehends violators. This division also prepares cases for prosecution and provides specialized investigative and interdicted services, and investigative collaborations with state and federal law enforcement partners.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
To attain the case closure rate for the division of 70% or greater	70%	82.90%	70%	70%	70%
To increase the closure rate of part one crime committed by 5%	70	80.31	70	70	70

**Support Services** – (summary of services)

The Support Services Division maintains the records in the Saginaw Police Records Management System, manages the centralized operation and maintenance of the L.E.I.N. system and monitors its compliance with Policy and Procedure – 36, Central Records. This division also issues gun permits, registers firearms for citizens, and provides oversight of the department’s computer systems. Other services and functions include gathering, organizing, and disseminating analytical reports. This division has oversight over the department property and evidence handling function.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Eliminate LEIN** violations for department	0	0	0	0	0
Track the number of FOIA requests submitted and responded to by the due date, with a goal of achieving on-time responses	100%	100%	100%	100%	100%

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How To Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3511 CPS - Police Patrol**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	1,160,698	Police Lieutenant	1.00	74,847
Overtime	142,254	Police Sergeant	8.00	530,259
Add Pays	16,004	Police Officer	9.00	502,671
Fringe Benefits	5,099,673	School Crossing Guard	14.00	52,920
<b>TOTAL</b>	<b>6,418,629</b>	<b>Total Personnel</b>	<b>32.00</b>	<b>1,160,698</b>
<b>OPERATING EXPENSES</b>				
		Overtime		92,254
		Billable Overtime		50,000
Supplies	0	<b>Total Overtime</b>		<b>142,254</b>
Internal Services	186,724			
Other Services		Education Bonus		10,504
Professional Fees	0	Food/Clothing Allowance		5,500
Maintenance Fees	0			
Other Contracted Fees	0	<b>Total Add Pays</b>		<b>16,004</b>
<b>TOTAL</b>	<b>186,724</b>			
<b>CAPITAL OUTLAY</b>				
	0	FICA		22,401
<b>TOTAL</b>	<b>0</b>	Healthcare Benefits - Active		315,167
		Healthcare Benefits - Retirees		2,701,105
		Pension - Sworn		2,061,000
<b>TOTAL APPROPRIATION</b>	<b>6,605,353</b>	<b>Total Fringe Benefits</b>		<b>5,099,673</b>
		<b>TOTAL</b>	<b>32.00</b>	<b>6,418,629</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 PROPOSED BUDGET**

**101-3512 CPS - Police Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	150,364	Police Chief	1.00	89,765
Overtime	15,000	Police Lieutenant	0.25	18,753
Add Pays	959	Administrative Professional	1.00	41,846
Fringe Benefits	199,179			
		<b>Total Personnel</b>	<u>2.25</u>	<u>150,364</u>
<b>TOTAL</b>	<u><b>365,502</b></u>			
		<b>Overtime</b>		<u>15,000</u>
<b>OPERATING EXPENSES</b>				
Supplies	1,987	Education Bonus		959
Internal Services	27,064			
Other Services		<b>Total Add Pays</b>		<u>959</u>
Professional Fees	156,172			
Maintenance Fees	0	FICA		4,748
Other Contracted Fees	44,484	Healthcare Benefits - Active		35,600
		Healthcare Benefits - Retirees		0
<b>TOTAL</b>	<u><b>229,707</b></u>	Pension - Civilian		41,464
		Pension - Sworn		117,368
<b>CAPITAL OUTLAY</b>	0			
		<b>Total Fringe Benefits</b>		<u>199,179</u>
<b>TOTAL</b>	<u><b>0</b></u>			
		<b>TOTAL</b>	<u><b>2.25</b></u>	<u><b>365,502</b></u>
<b>TOTAL APPROPRIATION</b>	<u><u><b>595,209</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3513 CPS - Police Investigation**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	581,222	Police Sergeant	2.00	123,448
Overtime	60,000	Police Officers	9.00	457,774
Add Pays	46,176			
Fringe Benefits	861,562	<b>Total Personnel</b>	<u>11.00</u>	<u>581,222</u>
<b>TOTAL</b>	<u><b>1,548,960</b></u>	<b>Overtime</b>		<u>60,000</u>
<b>OPERATING EXPENSES</b>				
Supplies	0	Standby Pay		41,092
Internal Services	14,574	Education Bonus		5,084
Other Services		<b>Total Add Pays</b>		<u>46,176</u>
Professional Fees	69,700	FICA		9,371
Maintenance Fees	0	Healthcare Benefits - Active		219,286
Other Contracted Fees	400	Healthcare Benefits - Retirees		0
<b>TOTAL</b>	<u><b>84,674</b></u>	Pension - Sworn		632,905
		<b>Total Fringe Benefits</b>		<u>861,562</u>
<b>CAPITAL OUTLAY</b>	0	<b>TOTAL</b>	<u><b>11.00</b></u>	<u><b>1,548,960</b></u>
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>1,633,634</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3514 Building Maintenance**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	18,875	Facilities Administrator	0.05	3,478
Overtime	5,000	Labor Foreman, Parks		
Add Pays	20	and Facilities	0.05	2,587
Fringe Benefits	25,637	Maintenance Person II	0.25	10,690
		Parks Mechanic/Mtce		
<b>TOTAL</b>	<b>49,532</b>	Person II	0.05	2,119
		<b>Total Personnel</b>	<b>0.40</b>	<b>18,875</b>
<b>OPERATING EXPENSES</b>				
Supplies	232,738	<b>Overtime</b>		5,000
Internal Services	0			
Other Services		Education Bonus		20
Professional Fees	24,900			
Maintenance Fees	488,010	<b>Total Add Pays</b>		20
Other Contracted Fees	0			
<b>TOTAL</b>	<b>745,648</b>	FICA		1,828
		Healthcare Benefits - Active		6,961
<b>CAPITAL OUTLAY</b>	<b>0</b>	Healthcare Benefits - Retirees		0
		Pension - Civilian		16,848
<b>TOTAL</b>	<b>0</b>	<b>Total Fringe Benefits</b>		<b>25,637</b>
<b>TOTAL APPROPRIATION</b>	<b>795,180</b>	<b>TOTAL</b>	<b>0.40</b>	<b>49,532</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3515 Support Services**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	471,512	Support Services Admin.	1.00	59,103
Overtime	6,000	Property and Impound		
Fringe Benefits	505,610	Specialist	1.00	41,462
		Support Services Specialist	1.00	45,179
		Property & Evidence		
		Specialist	1.00	39,524
		TAC/LEIN Operator	1.00	38,080
		Office Assistant II	2.75	87,406
		Custodial Worker (PT) SEIU	1.00	19,552
		Clerical II (PT) SEIU	1.00	22,464
		Clerical I (PT) SEIU	1.00	20,384
		Skilled Clerical I (PT)	4.00	61,204
		Basic Clerical (PT)	2.00	28,028
		Basic Labor (PT)	1.00	9,126
		<b>Total Personnel</b>	<b>17.75</b>	<b>471,512</b>
<b>TOTAL</b>	<b>983,122</b>			
<b>OPERATING EXPENSES</b>				
Supplies	0			
Internal Services	59,843			
Other Services				
Professional Fees	1,400			
Maintenance Fees	42,053			
Other Contracted Fees	0			
<b>TOTAL</b>	<b>103,296</b>			
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>Overtime</b>		6,000
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>1,086,418</b>	FICA		32,852
		Healthcare Benefits - Active		140,216
		Healthcare Benefits - Retirees		0
		Pension		332,542
		<b>Total Fringe Benefits</b>		<b>505,610</b>
		<b>TOTAL</b>	<b>17.75</b>	<b>983,122</b>

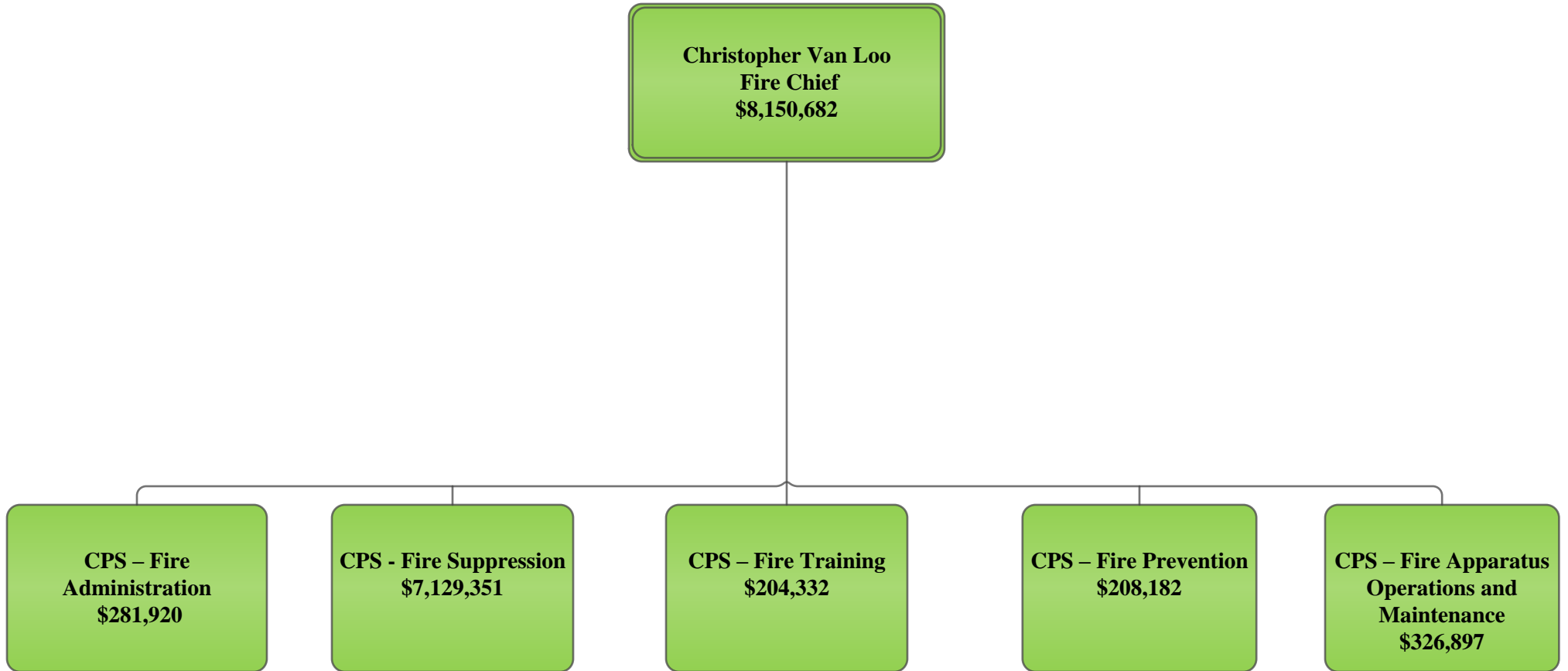
**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3516 Community Policing**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	208,157	Police Officer	4.00	208,157
Overtime	0			
Add Pays	1,500	<b>Total Personnel</b>	<u>4.00</u>	<u>208,157</u>
Fringe Benefits	305,728			
<b>TOTAL</b>	<u><b>515,385</b></u>	<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
		Education Bonus		1,500
Supplies	0	<b>Total Add Pays</b>		<u>1,500</u>
Internal Services	0			
Other Services		FICA		3,040
Professional Fees	0	Healthcare Benefits - Active		69,704
Maintenance Fees	3,000	Healthcare Benefits - Retirees		0
Other Contracted Fees	0	Pension - Sworn		232,984
<b>TOTAL</b>	<u><b>3,000</b></u>	<b>Total Fringe Benefits</b>		<u>305,728</u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>	<b>TOTAL</b>	<u><b>4.00</b></u>	<u><b>515,385</b></u>
<b>TOTAL APPROPRIATION</b>	<u><u><b>518,385</b></u></u>			



**CITY OF SAGINAW  
COMMUNITY PUBLIC SAFETY (CPS) - FIRE**



## **COMMUNITY PUBLIC SAFETY - FIRE**

### **EXPENDITURE BUDGET SUMMARY**

The total Community Public Safety (CPS) - Fire expenditures will be \$8,150,682 for the 2017 Approved Budget. This represents a decrease of \$113,698 from the 2016 budgeted levels. The category of *Personnel Services* is expected to decrease \$113,706 or 1.52% for FY 2017. This reduction is largely due to a reduction in the pension obligation. As it relates to *Operating Expenses*, CPS –Fire expenditures are expected to decrease \$8 from the previous fiscal year. No *Capital Outlay* will be budgeted for FY 2017. *Category of Miscellaneous* will be \$39,578 in FY 2017. The city continues to make payments on an installment contract for the purchase of a fire apparatus. These payments will continue through 2024.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
3550 Fire Administration	0	332	305,284	297,240	305,140	289,638	281,920
3551 CPS - Fire Suppression	7,407,702	7,066,794	7,483,099	7,188,709	7,187,428	7,367,123	7,129,351
3552 CPS - Fire Training	164,464	184,548	291,734	213,006	224,191	209,093	204,332
3553 CPS - Fire Prevention	344,485	213,875	207,225	227,477	233,427	219,419	208,182
3554 CPS - Fire Apparatus Operations and Maintenance	257,739	301,324	591,448	337,948	378,635	314,095	326,897
<b>Total Expenditures</b>	<b>8,174,390</b>	<b>7,766,873</b>	<b>8,878,790</b>	<b>8,264,380</b>	<b>8,328,821</b>	<b>8,399,368</b>	<b>8,150,682</b>

### **FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	7,581,361	7,059,325	7,767,251	7,465,350	7,466,350	7,638,462	7,351,644
Operating Expenses	575,569	703,948	709,801	759,468	778,761	677,200	759,460
Capital Outlay	17,460	0	362,179	0	44,148	44,147	0
Miscellaneous	0	3,600	39,559	39,562	39,562	39,559	39,578
<b>Total Expenditures</b>	<b>8,174,390</b>	<b>7,766,873</b>	<b>8,878,790</b>	<b>8,264,380</b>	<b>8,328,821</b>	<b>8,399,368</b>	<b>8,150,682</b>

## SUMMARY OF POSITIONS

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Fire Administration	0.00	0.00	1.50	1.00	1.00	1.00	1.00
CPS - Fire Suppression	27.00	24.00	24.00	24.00	24.00	24.00	24.00
CPS - Fire Training	1.00	1.00	1.00	1.00	1.00	1.00	1.00
CPS - Fire Prevention	3.00	2.00	2.00	2.00	2.00	2.00	2.00
<b>Total General Fund Positions</b>	<b>31.00</b>	<b>27.00</b>	<b>28.50</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>	<b>28.00</b>
CPS - Fire Suppression	20.00	9.00	9.00	11.00	11.00	11.00	11.00
<b>Total Public Safety Fund Positions</b>	<b>20.00</b>	<b>9.00</b>	<b>9.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>
Homeland Sec. - Safer Fund	0.00	15.00	15.00	0.00	13.00	13.00	13.00
<b>Total Grant Fund Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>15.00</b>	<b>0.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>
<b>Total Positions</b>	<b>51.00</b>	<b>51.00</b>	<b>52.50</b>	<b>39.00</b>	<b>52.00</b>	<b>52.00</b>	<b>52.00</b>

Community Public Safety – Fire’s personnel complement for FY 2017 will be 52.00. This is a 13 positional increase from the FY 2016 approved personnel complement. In July 2015, the city received the renewal on the Homeland Security SAFER grant. This added 13 positions to Community Public Safety – Fire.


### Performance Measures/Metrics: Fire Operations:


#### **Fire Suppression/Operations** – (summary of services)

The Fire Suppression/Operations division responds to and mitigates emergencies related to fire and personal rescues. The division also provides manpower support for fire prevention presentations, code enforcement inspections and conducts pre-fire planning surveys. In addition, Fire Suppression maintains fire facilities and grounds and coordinates fire apparatus maintenance and repairs.

Key Performance Indicator	FY 2016 Goal	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection	FY 2019 Projection
Confine structure fires (NFIRS code 111) to the room of fire origin	40%	65%	42%	44%	46%
Incrementally increase fire code inspections by 10%	28	23	31	34	37

#### **Explanation of variances:**

 The key performance indicator to “Confine structure fires (NFIRS code 111) to the room of fire origin.” reflects to be fully achieved and has exceeded the goal by 15%. In FY 2016, 104 of 161 or 65% of the structure fires the fire department responded to were confined to the room of origin, thus preventing further property damage and injuries. Confining a fire to the room of fire origin is a measure of fire operations effectiveness. Preventing a fire from spreading outside of the room it originated in is a reasonable indication of a timely response, adequate personnel, and equipment on scene, and the application of a good firefighting tactics. Factors that allowed us to exceed our goal include adequate staffing and enhanced training efforts which have improved our fire suppression effectiveness.

 The key performance indicator to “Incrementally increase fire code inspections by 10%.” reflects to be mostly achieved. This is because the implementation of the formal Fire Company based inspection program did not occur until


the 2<sup>nd</sup> quarter of FY 2016 due to the hiring of 6 new personnel and the time commitment required of Operations Personnel in the early phase of the orientation/probationary period.


**Fire Training** – (summary of services)

The Fire Training Division coordinates department-wide training and personnel development programs and serves as the point-of-contact for city emergency management and department homeland security programs. In addition, this division conducts performance testing, establishes criteria for entry level and promotional position testing, and supervises department safety compliance with OSHA and MIOSHA regulations.

Key Performance Indicator	FY 2016 Goal	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection	FY 2019 Projection
Deliver one Fire Officer training class (co-requisites included) or a Michigan Fire Fighters Training Council approved class department wide per month	12	10	12	12	12
Conduct at least 1 joint training activity with another regional first responder organization per quarter.	6	10	4	4	4

**Explanation of variances:**

 The key performance indicator to “Deliver one Fire Officer training class (co-requisites included) or a Michigan Fire Fighters Training Council approved class department wide per month” reflects to be mostly achieved. 10 Fire Officer Courses were delivered to the department in FY2016. We did not meet our goal of one per month due to a variety of other training initiatives which included a formal vehicle operations class and joint training activities with other first responder organizations.


 The key performance indicator to “Conduct at least 1 joint training activity with another regional first responder organization per quarter” reflects to be fully achieved. The Fire department was able to provide succession training to all eligible officer candidate personnel. They delivered Fire Officer Certification training to all 10 candidates on the Fire Lieutenant eligible list.

**Fire Prevention** – (summary of services)

The Fire Prevention and Public Safety Division completes building inspections and fire code enforcements, conducts fire and life safety program presentations, provides public information coordination with media outlets, and investigates fires. In addition, this division maintains permanent business inspection files, conducts classroom training for operations division personnel, and serves as a member of Saginaw Code Enforcement Neighborhood Improvement Cooperative (S.C.E.N.I.C.) program. Operates the Fire Safety House and Freddie the Firefighter Fire and Life Safety Programs, and executes billing for code violations.

Key Performance Indicator	FY 2016 Goal	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection	FY 2019 Projection
Increase Fire and Life Safety Public Presentations by 5% annually	70	80	74	78	82
Increase Business and Industrial Fire Code Inspections and Re-inspections by 10% annually	150	274	165	182	200

**Explanation of variances:**


 The Fire Department was able to surpass their goals of “Increase Fire and Life Safety Public Presentation by 5% annually, and Increase Business and Industrial Fire Code Inspections and Re-Inspections by 10% annually” for FY 2016. The primary reason for these results is based on a partnership formed with the Michigan State Police (MSP) Fire Investigation Division. The assistance of MSP currently provides the fire department the ability to allow the Fire Marshal to spend time focusing on his two other main responsibilities: public fire education and fire inspection services.

**Fire Apparatus and Maintenance** – (summary of services)

The Fire Apparatus and Maintenance division provides for the funding of vehicles and apparatus repairs and maintenance. This division is not staffed by personnel. Minor repairs of fire apparatus and staff vehicles are performed by personnel assigned to the Fire Operations division. All other repairs, including preventative maintenance services, are performed by outside vendors. A Battalion Chief assigned within the Fire Operations division coordinates and schedules all small vehicle and apparatus services performed by outside vendors.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Reduce outside vendor repairs by 2% through daily apparatus checks and minor repairs	\$4,370	\$4,850	\$4,458	\$4,547	\$4,456

**Explanation of variances:**

 The goal for FY 2016 was surpassed due to the warranty coverages still associated with the purchase of a new fire apparatus (Engine 2) in the 1<sup>st</sup> quarter of FY 2015. Fire Operations personnel continue to perform small repairs on staff vehicles and fire apparatus. Increased efforts by Fire Operations personnel toward diagnosing and resolving minor mechanical issues on all other vehicles has resulted in increased savings and reduced dependence on outside vendors for minor repairs.

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3550 CPS - Fire Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	92,233	Fire Chief	1.00	92,233
Overtime	0			
Fringe Benefits	87,410	<b>Total Personnel</b>	<u>1.00</u>	<u>92,233</u>
<b>TOTAL</b>	<u><b>179,643</b></u>	<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
		FICA		1,337
Supplies	4,800	Healthcare Benefits - Active		26,922
Internal Services	7,086	Healthcare Benefits - Retirees		0
Other Services		Pension - Sworn		59,151
Professional Fees	87,421	<b>Total Fringe Benefits</b>		<u>87,410</u>
Maintenance Fees	500			
Other Contracted Fees	2,470	<b>TOTAL</b>	<u><b>1.00</b></u>	<u><b>179,643</b></u>
<b>TOTAL</b>	<u><b>102,277</b></u>			
<b>CAPITAL OUTLAY</b>				
	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>281,920</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3551 CPS - Fire Suppression**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	1,541,518	Battalion Chief	3.00	232,937
Overtime	115,000	Fire Captain	3.00	211,438
Add Pays	28,126	Fire Lieutenant	10.00	641,861
Fringe Benefits	5,134,497	Fire Engineer	5.00	291,834
		Firefighter	3.00	163,449
<b>TOTAL</b>	<b>6,819,141</b>	<b>Total Personnel</b>	<b>24.00</b>	<b>1,541,518</b>
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		115,000
Supplies	118,025			
Internal Services	75,679			
Other Services		Food Allowance		26,376
Professional Fees	20,350	Education Bonus		1,750
Maintenance Fees	94,956			
Other Contracted Fees	1,200	<b>Total Add Pays</b>		28,126
<b>TOTAL</b>	<b>310,210</b>	FICA		24,536
		Healthcare Benefits - Active		480,777
		Healthcare Benefits - Retirees		2,247,334
<b>CAPITAL OUTLAY</b>	0	Pension - Sworn		2,381,850
<b>TOTAL</b>	<b>0</b>	<b>Total Fringe Benefits</b>		5,134,497
		<b>TOTAL</b>	<b>24.00</b>	<b>6,819,141</b>
<b>TOTAL APPROPRIATION</b>	<b>7,129,351</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3552 CPS - Fire Training**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	77,862	Fire Training &		
Overtime	13,505	Safety Officer	1.00	77,862
Add Pays	200			
Fringe Benefits	74,503	<b>Total Personnel</b>	<u>1.00</u>	<u>77,862</u>
<b>TOTAL</b>	<u><b>166,070</b></u>	<b>Overtime</b>		<u>13,505</u>
<b>OPERATING EXPENSES</b>				
		Education Bonus		200
Supplies	25,000	<b>Total Add Pays</b>		<u>200</u>
Internal Services	4,082			
Other Services		FICA		1,328
Professional Fees	0	Healthcare Benefits - Active		14,024
Maintenance Fees	0	Healthcare Benefits - Retirees		0
Other Contracted Fees	9,180	Pension - Sworn		59,151
<b>TOTAL</b>	<u><b>38,262</b></u>	<b>Total Fringe Benefits</b>		<u>74,503</u>
<b>CAPITAL OUTLAY</b>	0	<b>TOTAL</b>	<u><b>1.00</b></u>	<u><b>166,070</b></u>
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>204,332</b></u></u>			

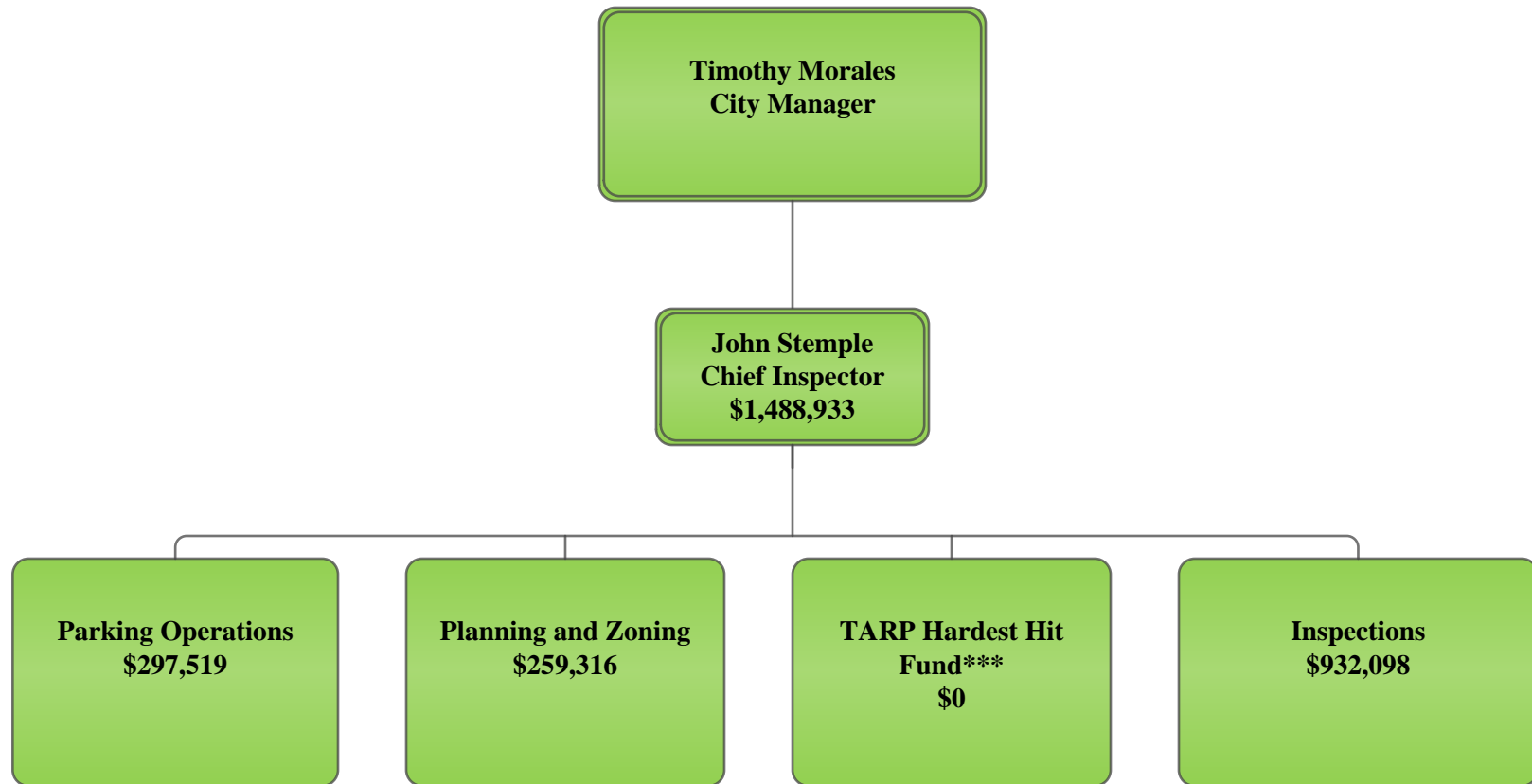


**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3553 CPS - Fire Prevention**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	94,242	Fire Marshal	1.00	77,862
Overtime	4,500	Clerical II (PT) SEIU	1.00	16,380
Fringe Benefits	88,048			
		<b>Total Personnel</b>	2.00	94,242
<b>TOTAL</b>	<b>186,790</b>			
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		4,500
Supplies	2,700	FICA		2,447
Internal Services	12,852	Healthcare Benefits - Active		25,607
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	0	Pension - Civilian		843
Maintenance Fees	0	Pension - Sworn		59,151
Other Contracted Fees	5,840			
		<b>Total Fringe Benefits</b>		88,048
<b>TOTAL</b>	<b>21,392</b>			
		<b>TOTAL</b>	<b>2.00</b>	<b>186,790</b>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>208,182</b>			

**CITY OF SAGINAW**  
**INSPECTIONS AND NEIGHBORHOOD SERVICES DIVISION**



## INSPECTIONS AND NEIGHBORHOOD SERVICES

### EXPENDITURE BUDGET SUMMARY

The Inspections and Neighborhood Services divisions will be \$1,488,933, which is an increase of \$31,324 or 2.15% from the 2016 Approved Budget. Three divisions were reorganized into an office mid-year in 2014 – Inspections, Parking Operations and Maintenance, and Planning and Zoning. This conglomerate of divisions is now located organizationally within Office of the City Manager. This is the third year of this organization.

*Personnel Services* will increase in these divisions, by \$39,520, or 4.36%. Even though the personnel complement goes from 9.90 FTE to 8.90 FTE. During FY 2016, the Management Review Team revisited the personnel change in the Parking Operations and determined that having two part-time officers was detrimental to the revenues received for parking. Therefore, a decision was made to change the staffing back to two full time Parking Enforcement Officers. With this change, the new position will receive salary and benefits, which increases personnel services. *Operating Expenses* are expected to decrease by a net \$8,196 from 2016 Approved Budget. This is due to decreases in information management and utility costs. Parking Operations will continue to contract with Complus Data for parking ticket administration. No *Capital Outlay* purchases were budgeted in these divisions.

### FUNDING LEVEL SUMMARY

	<u>2012/13</u> <u>Actual</u>	<u>2013/14</u> <u>Actual</u>	<u>2014/15</u> <u>Actual</u>	<u>2015/16</u> <u>Approved</u>	<u>2015/16</u> <u>Adjusted</u>	<u>2015/16</u> <u>Projected</u>	<u>2016/17</u> <u>Approved</u>
3863 Planning and Zoning	282,620	418,393	292,757	263,427	266,177	254,689	259,316
3865 Inspections	845,183	823,583	895,434	948,965	1,023,748	1,005,619	932,098
3868 Parking Operations	197,124	216,945	257,976	245,217	252,217	248,704	297,519
<b>Total Expenditures</b>	<b>1,324,927</b>	<b>1,458,921</b>	<b>1,446,167</b>	<b>1,457,609</b>	<b>1,542,142</b>	<b>1,509,012</b>	<b>1,488,933</b>

### FUNDING LEVEL BY CATEGORY

	<u>2012/13</u> <u>Actual</u>	<u>2013/14</u> <u>Actual</u>	<u>2014/15</u> <u>Actual</u>	<u>2015/16</u> <u>Approved</u>	<u>2015/16</u> <u>Adjusted</u>	<u>2015/16</u> <u>Projected</u>	<u>2016/17</u> <u>Approved</u>
Personnel Services	824,395	945,610	956,059	906,677	904,227	884,582	946,198
Operating Expenses	493,690	468,325	486,817	550,932	637,505	624,020	542,735
Capital Outlay	6,842	44,986	3,291	0	410	410	0
<b>Total Expenditures</b>	<b>1,324,927</b>	<b>1,458,921</b>	<b>1,446,167</b>	<b>1,457,609</b>	<b>1,542,142</b>	<b>1,509,012</b>	<b>1,488,933</b>

### SUMMARY OF POSITIONS

	<u>2012/13</u> <u>Actual</u>	<u>2013/14</u> <u>Actual</u>	<u>2014/15</u> <u>Actual</u>	<u>2015/16</u> <u>Approved</u>	<u>2015/16</u> <u>Adjusted</u>	<u>2015/16</u> <u>Projected</u>	<u>2016/17</u> <u>Approved</u>
Planning and Zoning	2.32	1.97	1.05	1.00	1.00	1.00	1.00
Inspections	5.30	6.00	6.00	5.90	5.90	5.90	5.90
Parking Operations	3.00	3.00	3.00	3.00	3.00	3.00	2.00
<b>Total Positions</b>	<b>10.62</b>	<b>10.97</b>	<b>10.05</b>	<b>9.90</b>	<b>9.90</b>	<b>9.90</b>	<b>8.90</b>

**Performance Measures/Metrics: Inspections and Neighborhood Services:**

**Planning and Zoning**-(summary of services)

The Planning and Zoning Division provides comprehensive management for all development-related activities including: processing, planning, and zoning applications; completing site plan review, as well as providing staff support to the Planning Commission, Zoning Board of Appeals, and the Historic District Commission. This division is also responsible for the management and implementation of the Master Plan, Zoning Ordinance, and the Neighborhood Revitalization initiatives adopted by the City Council.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Review and Update the City of Saginaw’s Zoning Ordinance.	60%	60	70%	70%	75%
Initiate Actions Steps Identified in the City of Saginaw’s 2011 Master Plan	2	3	2	2	2


**Inspections** – (summary of services)


The Inspections Division protects the general health, safety and welfare of the public by administering and enforcing the City’s building, electrical, plumbing, mechanical, and other property codes. This division also completes the inspections for the housing rehabilitation program and determines which properties will participate in the citywide demolition program.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Attend at least one neighborhood association meeting monthly*	20	22	20	20	20
Increase the Issuance of City initiated code enforcement citations	5,500	3,450	5,500	5,500	5,500
Register all residential rental property within the City	75%	59%	75%	75%	75%

\*There are 15 neighborhood associations. The goal is to attend at least one meeting per neighborhood association each year.

**Explanation of variances:**

 The key performance “Increase the issuance of City initiated code enforcement citations” reflects to be partially achieved. This is due to the fact that the Office of Inspections and Neighborhood Services has had one code enforcement officer out on disability for the part of the year.


 The key performance indicator to “Register all residential rental property within the City.” reflects to be mostly achieved for FY 2016. This is largely due to the fact that the city was short one code enforcement officer for part of the year.

**Parking Operations and Maintenance** – (summary of services)

The Parking Operations and Maintenance Division manages the municipal parking structures and enforce the City’s parking ordinances. Activities include the issuance of tickets to illegally parked vehicles and inspections of the City’s parking lots. This division also ensures that the lots are free of debris and there are no maintenance or safety concerns for the patrons using the facilities.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Increase the number of citations issued for parking violations by five percent (5%)	10,500	5,560	11,000	11,550	11,550
Complete two monthly inspections of each municipal parking lot monthly	95%	100%	95%	95%	95%

**Explanation of variances:**

 The key performance indicator to “Increase the number of citations issued for parking violations by five percent (5%)” reflects to be partially achieved. This is due to the high turnover of part time positions during FY 2016. As a result of this high turnover, the Management Review Team approved the creation of a second full-time position.

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3863 Planning and Zoning**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	52,924			
Overtime	0	Associate Planner	1.00	52,924
Fringe Benefits	59,323			
		<b>Total Personnel</b>	1.00	52,924
<b>TOTAL</b>	<b>112,247</b>			
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		0
Supplies	1,000	FICA		4,049
Internal Services	6,144	Healthcare Benefits - Active		12,703
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	125,950	Pension		42,571
Maintenance Fees	13,975			
Other Contracted Fees	0	<b>Total Fringe Benefits</b>		59,323
<b>TOTAL</b>	<b>147,069</b>			
		<b>TOTAL</b>	<b>1.00</b>	<b>112,247</b>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>259,316</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3865 Inspections**

<b>Allocation Plan</b>		<b>Position Control</b>	
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET ALLOCATION</b>
<b>PERSONNEL SERVICES</b>			
Salaries	302,218	Chief Inspector	73,679
Overtime	0	Deputy Chief Inspector	49,680
Fringe Benefits	352,150	Electrical Inspector	48,103
<b>TOTAL</b>	<b>654,368</b>	Code Enforce. Inspectors	61,986
		Residential Rehab Specialist	30,649
		Office Assistant III	38,121
<b>OPERATING EXPENSES</b>		<b>Total Personnel</b>	<b>302,218</b>
Supplies	12,100		
Internal Services	33,474	<b>Overtime</b>	<b>0</b>
Other Services			
Professional Fees	7,740	FICA	23,437
Maintenance Fees	224,416	Healthcare Benefits - Active	80,603
Other Contracted Fees	0	Healthcare Benefits - Retirees	0
<b>TOTAL</b>	<b>277,730</b>	Pension	248,110
		<b>Total Fringe Benefits</b>	<b>352,150</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>TOTAL</b>	<b>654,368</b>
<b>TOTAL</b>	<b>0</b>		
<b>TOTAL APPROPRIATION</b>	<b>932,098</b>		

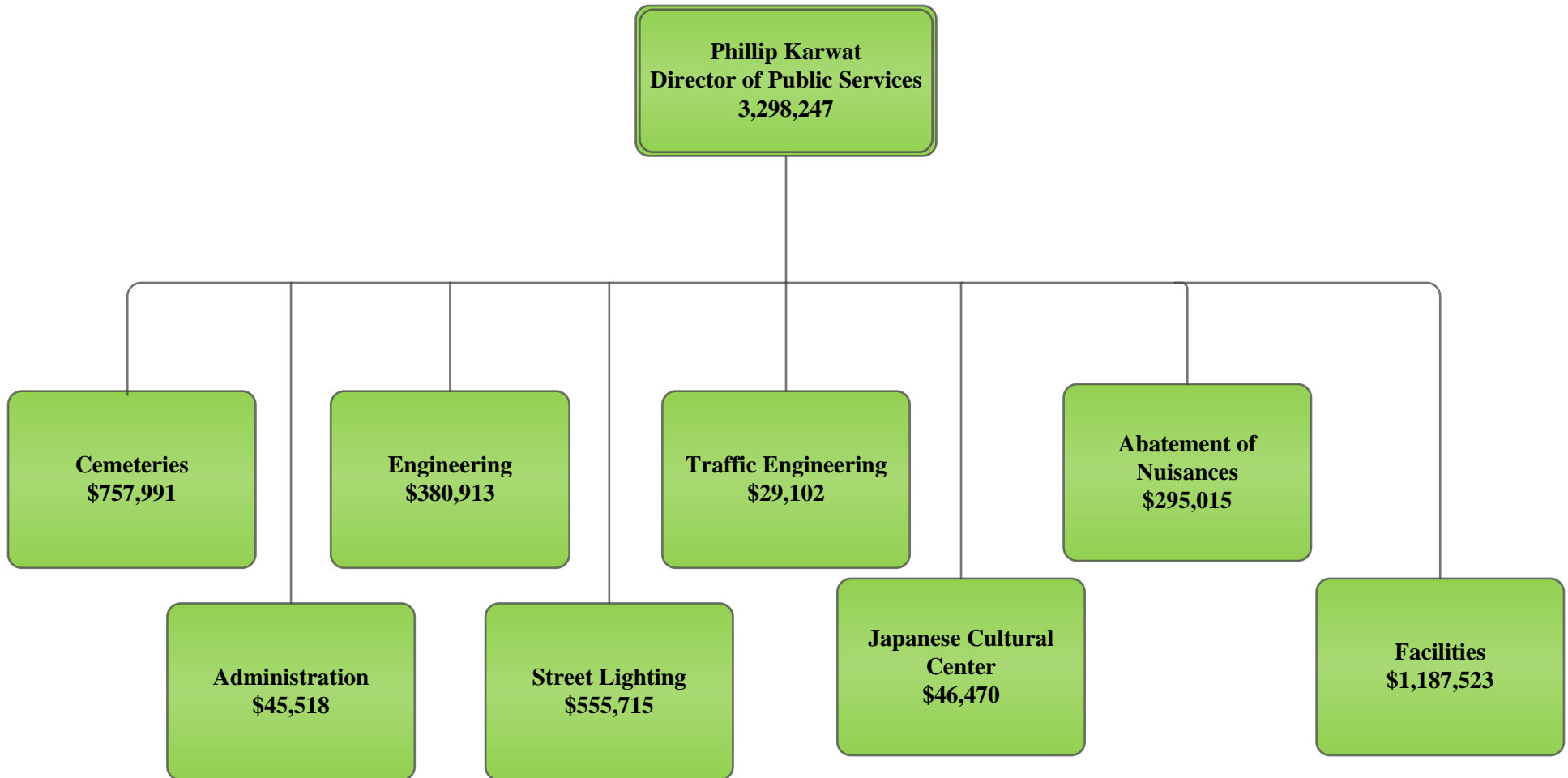
**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-3868 Parking Operations**

<b>Allocation Plan</b>		<b>Position Control</b>	
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET ALLOCATION</b>
<b>PERSONNEL SERVICES</b>			
Salaries	55,291	Parking Enforcement	2.00 55,291
Overtime	2,000	Officer	
Fringe Benefits	122,292		
<b>TOTAL</b>	<b>179,583</b>	<b>Total Personnel</b>	<b>2.00 55,291</b>
		<b>Overtime</b>	<b>2,000</b>
<b>OPERATING EXPENSES</b>			
Supplies	6,150	FICA	4,383
Internal Services	4,231	Healthcare Benefits - Active	40,567
Other Services		Healthcare Benefits - Retirees	0
Professional Fees	63,665	Pension	77,342
Maintenance Fees	43,890		
Other Contracted Fees	0	<b>Total Fringe Benefits</b>	<b>122,292</b>
<b>TOTAL</b>	<b>117,936</b>	<b>TOTAL</b>	<b>2.00 179,583</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>		
<b>TOTAL</b>	<b>0</b>		
<b>TOTAL APPROPRIATION</b>	<b>297,519</b>		



**CITY OF SAGINAW**  
**DEPARTMENT OF PUBLIC SERVICES – GENERAL FUND**



## GENERAL FUND – PUBLIC SERVICES

### EXPENDITURE BUDGET SUMMARY

General Fund – Public Services will increase by \$3,767 from the 2016 approved levels. *Personnel Services* will increase by 12.79% or \$195,534. This is mostly due to a \$156,591 increase in unfunded MERS obligation in the Facilities division. There is a decrease of 0.03 FTE allocated to General Fund-Public Services. Most other fringe benefit rates are staying consistent with FY 2015/2016 levels, except for dental, short and long term disability and life insurance rates. The City is also budgeting for the normal contractual step and longevity increases. *Operating Expenses* are expected to decrease by \$184,767 or 10.5% from the FY 2016 Approved budget. This decrease in expenditures can be attributed to various operating service reductions, the largest of which is a decrease in utility cost in the Street Lighting division due to the retrofit of street lights to LED technology, which is expected to save over \$300,000 per year. There are no *Capital Outlay* purchases included in FY 2016/2017.

### FUNDING LEVEL SUMMARY

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
1747 Cemeteries Operations	634,302	640,029	767,728	713,208	765,086	747,669	757,991
1790 EECBG	50,701	0	0	0	0	0	0
4610 Administration	38,479	36,755	38,137	46,477	46,477	48,236	45,518
4611 Engineering	318,125	314,705	713,916	380,361	396,368	389,240	380,913
4620 Street Lighting	800,242	785,250	786,203	835,481	693,086	649,680	555,715
4621 Traffic Engineering	29,360	26,980	28,013	27,074	27,074	23,422	29,102
7534 Japanese Cultural Center	47,177	46,826	46,580	46,601	91,401	84,572	46,470
7550 Recreation Administration	25,541	0	0	0	0	0	0
7571 Abatement Nuisances	283,910	242,006	259,637	262,516	293,544	292,144	295,015
7575 Facilities	981,165	952,852	1,005,988	982,762	1,029,159	957,238	1,187,523
<b>Total Expenditures</b>	<b>3,209,002</b>	<b>3,045,403</b>	<b>3,646,202</b>	<b>3,294,480</b>	<b>3,342,195</b>	<b>3,192,202</b>	<b>3,298,247</b>

### FUNDING LEVEL BY CATEGORY

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	1,341,881	1,260,596	1,458,263	1,528,585	1,518,599	1,446,788	1,724,119
Operating Expenses	1,710,708	1,755,152	2,112,134	1,758,895	1,816,271	1,738,088	1,574,128
Capital Outlay	146,413	29,655	75,805	7,000	7,325	7,325	0
<b>Total Expenditures</b>	<b>3,209,002</b>	<b>3,045,403</b>	<b>3,646,202</b>	<b>3,294,480</b>	<b>3,342,195</b>	<b>3,192,202</b>	<b>3,298,247</b>

**SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Cemeteries	4.25	3.95	3.95	3.95	3.95	3.95	3.95
Public Services Administration	0.20	0.20	0.20	0.25	0.25	0.25	0.25
Engineering	2.30	1.80	1.80	2.30	2.30	2.30	2.30
Street Lighting	1.25	1.25	1.25	1.25	1.25	1.25	1.25
Traffic Engineering	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Japanese Cultural Center Recreation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Abatement of Nuisances	2.20	1.35	3.35	1.50	1.50	1.50	1.53
Facilities	9.10	10.60	9.90	10.90	10.90	10.90	10.84
<b>Total Positions</b>	<b>19.30</b>	<b>19.15</b>	<b>20.95</b>	<b>20.15</b>	<b>20.15</b>	<b>20.15</b>	<b>20.12</b>

The total FY 2016/2017 personnel complement for General Fund - Public Services will be 20.12 FTE. This is a net decrease of 0.03 FTE. This decrease is associated with a reallocation of some clerical positions between divisions and an addition of 0.15 FTE for a groundskeeper in the Abatement of Nuisance division.

**Performance Measures/Metrics: Public Services:**

**Cemeteries** – (summary of services)

The Cemeteries Division provides sales, burial, and maintenance services for Saginaw’s three municipally owned Cemeteries: Forest Lawn (200 acres), Oakwood (100 acres), and Brady Hill (50 acres).


<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Percentage of burial records entered into online database within 5 days of burial	100%	100%	80%	80%	80%
% of times an entire cutting cycle is completed for all 3 Cemeteries within 30 days	67%	67%	67%	67%	67%


**Engineering** – (summary of services)

The Engineering Division provides multi-disciplinary engineering and full contract administration duties to the City as it relates to bridge construction and maintenance, roadway reconstruction, resurfacing and streetscaping, utility upgrades for water and sewer systems, and energy efficiency projects.

Key Performance Indicator	FY 2016 Goal	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection	FY 2019 Projection
% of metered street light system retrofitted for efficiency	20%	100%	N/A	N/A	N/A
Reduction in the number of kilowatt hours used in street lighting	50,000 kwh	1,222,088 kwh	N/A	N/A	N/A
Lane miles of pavement reconstructed, rehabilitated, or resurfaced	3.50 miles	3.50 miles	3.40 miles	7.40 miles	2.15 miles
Miles of water mains or water services replaced	1.46 miles	0.70 miles	1.00 mile	1.00 mile	0 miles
% of sidewalk complaints that have been inspected and temporary repairs made within 10 calendar days	90%	57%	90%	90%	90%

**Explanation of variances:**

 The key performance indicator for “Miles of water main or water services replaced” was not met because the Lapeer Avenue Water Main Replacement from 12<sup>th</sup> Street to 16<sup>th</sup> Street and the Warren Avenue Water main Replacement from Millard to E. Genesee was postponed for one year.


 The key performance indicator for “% of sidewalk complaints that have been inspected and temporary repairs made within 10 calendar days” was partially achieved. This is because the Streets Section was unable to make the temporary repairs within the ten days because of the large number of road repairs they completed. Additional staff may be necessary to do all required work; however, all inspections were completed within ten days.


**Traffic Engineering/Traffic Maintenance – (summary of services)**

The Traffic Engineering/Traffic Maintenance Division provides engineering and contract administration duties as it relates to traffic signal design and maintenance. Services include planning and design of traffic signs and signals, traffic studies, transportation modeling and planning and response to citizen’s requests. Traffic Maintenance operates and maintains 105 traffic signals, 30,000 signs, 7,000 streetlights and lane or line markings for over 300 miles of streets. This division also provides maintenance for all MDOT signs and signals.

Key Performance Indicator	FY 2016 Goal	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection	FY 2019 Projection
No. of Street light bulbs replaced (each) - scheduled	1,000	N/A	N/A	N/A	N/A
% of Traffic study requests completed within 9 months	80%	71%	75%	75%	75%
% of street light complaints addressed within 10 business days	100%	94%	100%	100%	100%

**Explanation of variances:**

 The key performance indicator for” % of Traffic Study requests completed within in 9 months” was mostly achieved. This is due to the fact that the large volume of traffic setups, press releases, and MDOT permits required for the Streets, Water and Sewer Maintenance Sections to complete road repairs and patches. This KPI goal is being lowered for this reason.

 The key performance indicator for “% of Street Light Complaints addressed within 10 business days” was mostly achieved. This is because of an error in the BS&A Street Lighting Reporting module for the first three weeks of January. The report showed no street lighting complaints for this period. Traffic Engineering Staff realized that

something was wrong and reported it to IT. The problem was fixed and all outstanding complaints were immediately taken care of.

**Recreation Administration** – (summary of services)

This Recreation Administration supports recreation and cultural activities by administering the agreements with First Ward Community Center, Friends of Hoyt Park, Japanese Tea House, and Andersen Enrichment Center. The Recreation Administration also maintains the Frank N. Andersen Celebration Park, Rust Street Boat Launch, and maintains grounds at various community parks

**Abatement of Nuisances** – (summary of services)

The Abatement of Nuisances Division ensures public health and safety through the enforcement of city ordinances and regulations related to noxious weeds. This enforcement includes inspection, cutting of weeds, and billing costs to the appropriate property owners.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Number of times program will complete cutting cycle.	6.0	7.0	10.0	10.0	10.0
Percent of sight obstruction complaints responded to within 48 hours	80%	80%	80%	80%	80%

**Facilities** [*Inclusive of the Public Works Building*] – (summary of services)

The Facilities Division provides for the maintenance and improvements to City buildings and grounds including the Public Works Building, Police Department building, buildings located in the park system, City Hall, Green Point Nature Center, Ojibway Island, the River walk, and Westside Riverfront Park Broadside Docking Facility. This division is also responsible for janitorial staff and set-up of special events.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
% of building maintenance work requests responded to within 72 hours	80%	80.2%	80%	80%	80%
% of time parks cut cycle completed within 15 days	100%	100%	100%	100%	100%
% of time boulevards cut cycle completed within 9 days	100%	100%	100%	100%	100%

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-1747 Cemeteries**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	181,652	Facilities Administrator	0.25	17,390
Overtime	10,000	Cemeteries Foreman	1.00	51,665
Fringe Benefits	251,098	Admin. Professional	0.70	29,044
		Maintenance Person II	2.00	83,553
<b>TOTAL</b>	<b>442,750</b>	<b>Total Personnel</b>	<b>3.95</b>	<b>181,652</b>
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		<b>10,000</b>
Supplies	45,500			
Internal Services	18,404			
Other Services		FICA		14,661
Professional Fees	106,537	Healthcare Benefits - Active		71,395
Maintenance Fees	144,800	Healthcare Benefits - Retirees		0
Other Contracted Fees	0	Pension		165,042
<b>TOTAL</b>	<b>315,241</b>	<b>Total Fringe Benefits</b>		<b>251,098</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>TOTAL</b>	<b>3.95</b>	<b>442,750</b>
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>757,991</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-4610 Public Services Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	14,409	Director of Public Services	0.05	4,737
Overtime	0	Staff Professional	0.20	9,673
Add Pays	125			
Fringe Benefits	12,999	<b>Total Personnel</b>	<u>0.25</u>	<u>14,409</u>
<b>TOTAL</b>	<u><b>27,533</b></u>	<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
		Education Bonus		125
Supplies	300	<b>Total Add Pays</b>		<u>125</u>
Internal Services	5,140			
Other Services		FICA		1,112
Professional Fees	10,234	Healthcare Benefits - Active		2,093
Maintenance Fees	2,311	Healthcare Benefits - Retirees		0
Other Contracted Fees	0	Pension		9,794
<b>TOTAL</b>	<u><b>17,985</b></u>	<b>Total Fringe Benefits</b>		<u>12,999</u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>	<b>TOTAL</b>	<u><u><b>0.25</b></u></u>	<u><u><b>27,408</b></u></u>
<b>TOTAL APPROPRIATION</b>	<u><u><b>45,518</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-4611 Engineering**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	119,381	City Engineer	0.30	25,116
Overtime	4,520	Admin. Professional	0.25	10,598
Fringe Benefits	141,342	Engin.Office Supervisor	0.25	15,092
		Engineering Tech. I	0.50	24,008
		Engineering Assistant	1.00	44,567
<b>TOTAL</b>	<b>265,243</b>			
		<b>Total Personnel</b>	<b>2.30</b>	<b>119,381</b>
<b>OPERATING EXPENSES</b>				
Supplies	8,700	<b>Overtime</b>		4,520
Internal Services	69,173			
Other Services		FICA		9,536
Professional Fees	20,200	Healthcare Benefits - Active		34,214
Maintenance Fees	17,597	Healthcare Benefits - Retirees		0
Other Contracted Fees	0	Pension		97,592
<b>TOTAL</b>	<b>115,670</b>	<b>Total Fringe Benefits</b>		<b>141,342</b>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>2.30</b>	<b>265,243</b>
<b>TOTAL APPROPRIATION</b>	<b>380,913</b>			



**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-4620 Street Lighting**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	66,286	Traffic Foreman	0.25	13,980
Overtime	6,000	Traffic Electrician II	0.50	26,946
Add Pays	1,800	Traffic Electrician I	0.50	25,360
Fringe Benefits	78,413			
<b>TOTAL</b>	<b>152,499</b>	<b>Total Personnel</b>	<b>1.25</b>	<b>66,286</b>
		<b>Overtime</b>		<b>6,000</b>
<b>OPERATING EXPENSES</b>				
Supplies	45,564	Standby Pay		1,750
Internal Services	2,602	Education Bonus		50
Other Services		<b>Total Add Pays</b>		<b>1,800</b>
Professional Fees	5,000	FICA		5,668
Maintenance Fees	350,000	Healthcare Benefits - Active		19,712
Other Contracted Fees	50	Healthcare Benefits - Retirees		0
<b>TOTAL</b>	<b>403,216</b>	Pension		53,033
		<b>Total Fringe Benefits</b>		<b>78,413</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>1.25</b>	<b>150,699</b>
<b>TOTAL APPROPRIATION</b>	<b>555,715</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-7571 Abatement and Nuisance**

<b>Allocation Plan</b>		<b>Position Control</b>	
		<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>		<b>JOB CLASSIFICATION</b>	
Salaries	56,466	Facilities Administrator	0.10 6,956
Overtime	1,500	Labor Foreman, Parks & Facilities	0.30 15,525
Addl Pays	110	Park Mechanic/Maint	0.40 16,953
Fringe Benefits	78,867	Admin. Professional	0.15 6,224
<b>TOTAL</b>	<b>136,943</b>	Office Assistant II	0.08 2,276
		Skilled Clerical	0.20 3,349
		Groundskeeper (S)	0.30 5,184
<b>OPERATING EXPENSES</b>		<b>Total Personnel</b>	<b>1.53 56,466</b>
Supplies	9,000	<b>Overtime</b>	<b>1,500</b>
Internal Services	13,008	Education Bonus	110
Other Services		<b>Total Add Pays</b>	<b>110</b>
Professional Fees	65,800		
Maintenance Fees	70,264	FICA	4,458
Other Contracted Fees	0	Healthcare Benefits - Active	20,004
<b>TOTAL</b>	<b>158,072</b>	Healthcare Benefits - Retirees	0
<b>CAPITAL OUTLAY</b>	<b>0</b>	Pension	54,405
<b>TOTAL</b>	<b>0</b>	<b>Total Fringe Benefits</b>	<b>78,867</b>
<b>TOTAL APPROPRIATION</b>	<b>295,015</b>	<b>TOTAL</b>	<b>1.53 136,833</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**101-7575 Facilities**

<b>Allocation Plan</b>		<b>Position Control</b>	
		<b>JOB CLASSIFICATION</b>	<b>2016/2017 ALLOCATION</b>
<b>PERSONNEL SERVICES</b>			
Salaries	269,221	Facilities Administrator	0.30 20,868
Overtime	4,000	Labor Foreman, Parks & Facilities	0.35 18,112
Add Pays	125	Maintenance Person II	1.00 43,245
Fringe Benefits	425,805	Maintenance Person III	0.90 37,945
		Admin. Professional	0.15 6,224
		Park Mechanic/Maint.	0.40 16,953
<b>TOTAL</b>	<b>699,151</b>	Skilled Labor I (PT)	1.00 16,380
		Custodial Worker (PT) SEIU	1.00 19,552
		Office Assistant II	0.04 1,138
<b>OPERATING EXPENSES</b>			
Supplies	67,680	Skilled Clerical I (PT)	0.10 1,674
Internal Services	135,676	Groundskeeper (S)	4.40 71,329
Other Services		Basic Labor (PT)	1.20 15,801
Professional Fees	48,727	<b>Total Personnel</b>	<b>10.84 269,221</b>
Maintenance Fees	236,289		
Other Contracted Fees	0	<b>Overtime</b>	<b>4,000</b>
<b>TOTAL</b>	<b>488,372</b>	Education Bonus	125
		<b>Total Add Pays</b>	<b>125</b>
<b>CAPITAL OUTLAY</b>			
<b>TOTAL</b>	<b>0</b>		
<b>TOTAL APPROPRIATION</b>			
	<b>1,187,523</b>	FICA	19,706
		Healthcare Benefits - Active	106,719
		Healthcare Benefits - Retirees	0
		Pension	299,380
		<b>Total Fringe Benefits</b>	<b>425,805</b>
		<b>TOTAL</b>	<b>10.84 699,026</b>

## ***OTHER GENERAL FUND***

### **EXPENDITURE BUDGET SUMMARY**

The use of this group of accounts is to reflect expenses in the General Fund, which are not directly related to any one particular departmental operation. Examples include: retiree health insurance, unemployment compensation, subsidies/payments to other local governmental units, contribution to other organizations and debt service. The last set of accounts in this group is transfers to other funds, which are used to reflect transfers to other City funds and related entities to supplement operations, specifically the Public Safety Millage and Public Safety Grant Funds.

The total Other General Fund expenditures will be \$2,562,207 for the 2016/17 Approved Budget. This represents an increase of \$163,248 or 6.8% from the 2016 approved budgeted levels. This increase is attributable to a higher apportionment of GIS Charges due to utilization, as well as a higher allocation for Celebration Park's General Fund contribution. In addition, retiree healthcare cost increased in the Retiree Healthcare Division. The Saginaw Housing Commission increased due to an increase in retiree healthcare. In the previous fiscal year, the city repaid itself for their contribution to the Unfunded Liabilities Fund. Although there is an appropriation that will be received from the Unfunded Liabilities fund, the true costs are still higher. To slightly offset this increase, there will be a reduction in funds appropriated in the Operating Transfers Out. This reduction will be realized in the Police Grants Local Match program by \$224,692. This is due to the Community Policing Fund being incorporated into the General Fund. However, there is an increase of \$81,504 as a transfer out to the Capital Projects Fund. This is due to the repayment of interest on the 2015 G.O. Limited Capital Improvement Bonds. The overall reduction in Operating Transfers is \$134,519.

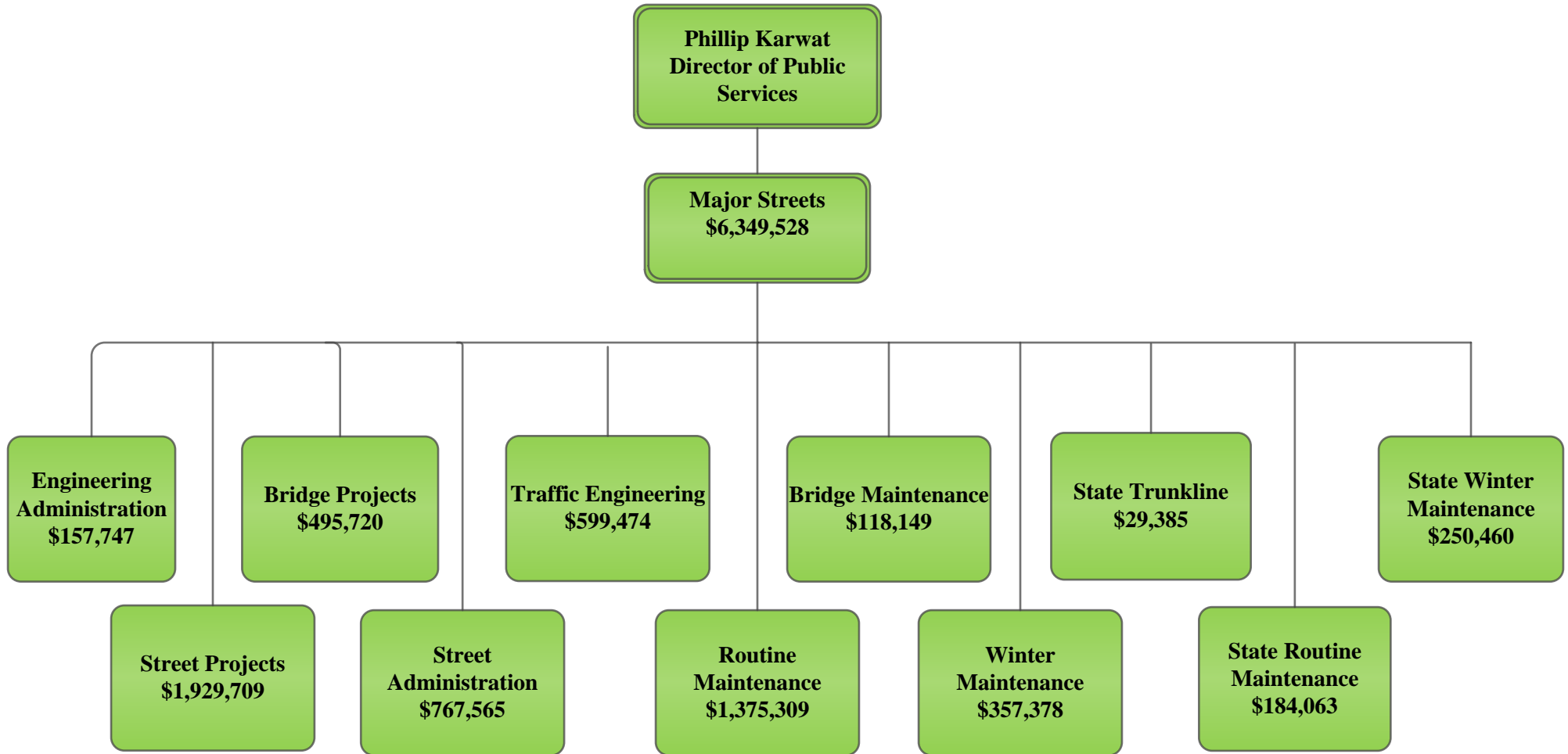
### **FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
8510 Retiree Health	2,277,298	2,105,895	1,084,438	1,865,468	2,189,695	2,213,769	2,083,834
8515 Retiree Pension	0	0	0	0	0	28,110	
8520 Unemployment	21,284	21,045	8,292	25,000	24,904	866	25,000
8525 Saginaw Housing Commission	147,666	254,605	195,347	141,338	141,338	146,034	219,907
8540 Contributions	1,000	1,000	1,000	1,000	1,000	1,000	1,000
8541 Payment to Other Govts	5,989	17	0	0	96	96	0
8547 GIS Charges	51,293	42,953	21,747	40,567	40,567	40,567	41,399
9660 Operating Transfers	807,818	561,252	512,747	325,586	321,554	321,554	191,067
<b>Total Expenditures</b>	<b>3,312,348</b>	<b>2,986,767</b>	<b>1,823,571</b>	<b>2,398,959</b>	<b>2,719,154</b>	<b>2,751,996</b>	<b>2,562,207</b>

### **FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	2,346,266	2,287,216	1,190,099	1,943,536	2,242,176	2,268,371	2,240,471
Operating Expenses	158,264	138,299	120,725	129,837	155,424	162,071	130,669
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	807,818	561,252	512,747	325,586	321,554	321,554	191,067
<b>Total Expenditures</b>	<b>3,312,348</b>	<b>2,986,767</b>	<b>1,823,571</b>	<b>2,398,959</b>	<b>2,719,154</b>	<b>2,751,996</b>	<b>2,562,207</b>

# CITY OF SAGINAW MAJOR STREETS FUND



*The total Major Street Fund is \$6,349,528. Transfers and Debt Service equate to \$84,569, which is not reflected in the organizational chart.*

**MAJOR STREETS FUND (202)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

Major Streets Fund receives an allocation of State collected gasoline taxes and license fees to be used for the maintenance, repair, and construction of state-owned streets and bridges within the City. The Municipal Street Fund functions as an inventory account for street maintenance materials. These materials are reallocated to the Major and Local Streets Funds upon completion of construction.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
STATE REVENUE	4,428,355	ENGINEERING ADMIN.	157,747
STATE REIMBURSEMENTS	472,251	STREET PROJECTS	1,929,709
NON BUSINESS PERMITS	31,500	BRIDGE PROJECTS	495,720
SERVICES - SALES	12,000	TRAFFIC ENGINEERING	599,474
OTHER REVENUES	3,300	STREET ADMINISTRATION	767,565
FUND EQUITY	1,402,122	ROUTINE MAINTENANCE	1,375,309
		BRIDGE MAINTENANCE	118,149
		WINTER MAINTENANCE	357,378
		STATE TRUNKLINE	29,385
		STATE ROUTINE MAINTENANCE	184,063
		STATE WINTER MAINTENANCE	250,460
		DEBT SERVICE	84,569
<b>TOTAL RESOURCES</b>	<b><u><u>6,349,528</u></u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u><u>6,349,528</u></u></b>

## **MAJOR STREETS FUND**

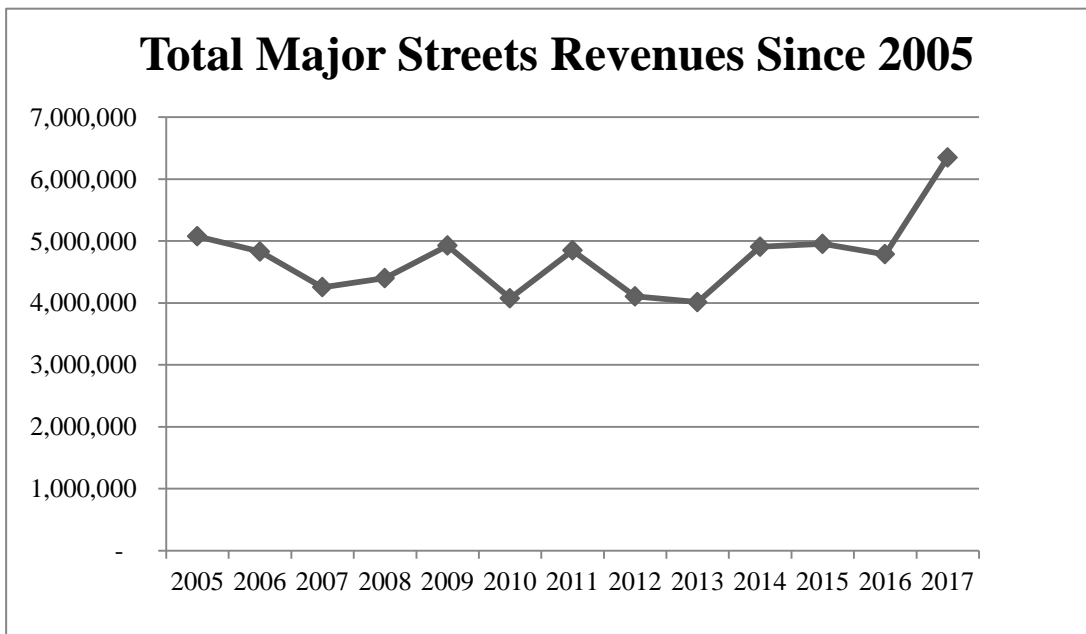
### **REVENUE BUDGET SUMMARY**

The Major Streets Fund receives an allocation of State collected gasoline taxes and license fees to be used for the maintenance, repair, and construction of state-owned roadways and bridges within the City. The major revenue source for this fund is “State Revenue Sharing”, which is \$4,428,355 in FY 2017. This source of revenue increased by \$848,734, or 23.7%. Other sources of revenue for this fund include services and sales, interest, non-business permits, and transfers from other funds. Overall, the Major Streets Fund’s revenues will increase by a net \$1,563,043, or 32.65% from the FY 2016 Approved Budget. This is due to increased use of fund equity to offset an increase in construction and street resurfacing projects.

### **SUMMARY OF REVENUE**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/2016</b>	<b>2015/2016</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
State Revenue	3,395,002	3,634,015	3,967,802	3,579,621	4,119,435	4,297,487	4,428,355
State Reimbursements	513,592	688,762	452,626	492,948	492,948	529,810	472,251
Federal Grants	2,247	0	0	0	0	0	0
State Grants	0	305,002	0	0	0	0	0
Non-Business Permits	30,665	36,050	50,410	20,500	20,500	20,455	31,500
Services-Sales	12,710	10,050	52,296	12,000	12,000	9,426	12,000
Interests and Rents	(1,171)	(129)	(91)	0	0	(207)	0
Other Revenue	33,594	183,191	538,763	0	2,500	16,852	3,300
Reimbursements	26,502	34,239	158,866	53,300	172,535	281,491	0
Use of Fund Equity	0	0	0	628,116	718,947	0	1,402,122
Transfers from Other Funds	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>4,013,141</b>	<b>4,907,344</b>	<b>5,220,672</b>	<b>4,786,485</b>	<b>5,538,865</b>	<b>5,155,314</b>	<b>6,349,528</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. In 2009, the revenues rise to account for FEMA monies and reimbursements to the Major Streets Fund due to the June 2008 wind storm. The trend also shows two years of decreased revenues: 2007 and 2010. In 2007, revenues from MDOT for construction projects were reduced. From 2011 to 2013 there was a steady decrease in revenue, going from \$4,847,182 in FY 2011 to \$4,013,141 in FY 2013. Revenues in FY 2014 increase due to special one-time winter maintenance funding from the state of Michigan because of a harsh winter. In addition, funding for Major Streets in FY 2015 stayed elevated due to higher allocations from the state’s general fund. FY 2016 showed a slight decrease of \$169,076 and FY 2017 shows a large increase due to increased use of fund equity to cover the cost of several projects.

**DETAIL REVENUES ANALYSIS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Gas and Weight Tax	3,395,002	3,634,015	3,568,507	3,479,794	3,479,794	3,758,053	4,248,418
Trunkline Maintenance	255,127	278,088	275,323	294,948	294,948	290,671	294,948
MDOT Projects	48,110	210,798	0	0	0	0	0
Right of Way Revenue	210,355	199,876	177,303	198,000	198,000	239,139	177,303
Sidewalk Permits	4,100	6,375	7,925	2,500	2,500	4,150	6,500
Curb Cut	5,625	5,400	8,125	6,000	6,000	3,775	6,000
Barricade Permits	8,250	8,375	14,200	6,000	6,000	5,000	8,000
Right of Way Permits	12,690	15,900	20,160	6,000	6,000	7,530	11,000
FEMA	2,247	305,002	0	0	0	0	0
Engineering Plans/Records	0	50	0	0	0	125	0
Special Events Service	0	0	18,511	0	0	13,447	1,500
Sale of Junk	8,718	11,259	1,992	2,000	2,000	2,181	2,000
Materials and Service	3,992	14,955	31,793	10,000	10,000	7,120	10,000
Interests on Investments	(1,171)	(129)	(91)	0	0	(207)	0
Sale of Property Items	33,580	0	0	0	0	905	0
Surplus Receipts	14	0	0	0	0	0	0
State Grants	0	0	399,295	99,827	639,641	539,434	179,937
Local Grants	0	1,000	2,000	0	2,500	2,500	0
Reimbursements	26,502	34,239	158,866	53,300	172,535	281,491	0
Installment Contract	0	182,191	536,763	0	0	0	0
Use of Fund Equity	0	0	0	628,116	718,947	0	1,402,122
Transfer In	0	0	0	0	0	0	0
<b>Totals</b>	<b>4,013,141</b>	<b>4,907,344</b>	<b>5,220,672</b>	<b>4,786,485</b>	<b>5,538,865</b>	<b>5,155,314</b>	<b>6,349,528</b>



**EXPENDITURE BUDGET SUMMARY**

Total Major Streets Fund expenditures will be \$6,349,528 for FY 2017. Expenditures will increase by \$1,563,043 or 29.63%. *Personnel Services* will increase by 1.18 positions from the FY 2016 Approved Budget and total funding will increase by 4.2%. The City is also budgeting for normal contractual step and longevity increases. Active healthcare costs have remained about the same and include the 2017 benefit rates as well as the Patient Protection and Affordable Care Act Taxes and Fees. *(The personnel complement changes are listed in detail under Summary of Positions.) Operating Expenses* will be \$3,815,271 which is an increase of 62.39% from the FY 2016 Approved Budget. This increase is due to several construction and street resurfacing projects, with the major ones being repairs to the Court Street Bridge and enhancement of N. Hamilton Street as well as an inclusion of indirect cost allocation. *Capital Outlay* is expected to be \$323,400 and will include a replacement vehicle and a replacement plow truck in FY 2017. *Miscellaneous* expenditures will be \$0 in FY 2017. This is due to not providing a transfer to the Local Streets fund.

**FUNDING LEVEL SUMMARY**

	2012/13	2013/14	2014/2015	2015/16	2015/2016	2015/16	2016/17
	Actual	Actual	Actual	Approved	Adjusted	Projected	Approved
4612 Engineering Administration	336,580	73,602	147,949	150,087	218,587	186,002	157,747
4614 Street Projects	536,437	563,190	899,700	909,671	1,297,998	905,144	1,929,709
4616 Bridge Projects	41,410	95,047	52,023	218,850	133,584	128,871	495,720
4621 Traffic Engineering	535,412	477,212	455,299	526,817	512,155	476,998	599,474
4650 Street Administration	592,318	650,231	709,568	706,945	692,155	676,732	767,565
4651 Routine Maintenance	934,144	1,049,247	1,227,805	1,174,040	1,645,153	1,540,476	1,375,309
4654 Bridge Maintenance	116,501	98,432	104,531	109,746	109,746	101,521	118,149
4655 Winter Maintenance	177,392	209,243	829,053	232,473	198,447	197,067	357,378
4690 State Trunkline	35,593	25,093	28,509	29,979	27,479	24,967	29,385
4691 State Routine Maintenance	99,045	105,800	75,034	188,075	183,075	117,088	184,063
4692 State Winter Maintenance	158,570	256,724	223,649	276,351	257,035	245,029	250,460
4695 Debt Service	0	1,950	21,359	84,701	84,701	84,568	84,569
9660 Transfers	265,188	333,760	338,953	178,750	178,750	178,750	0
<b>Totals</b>	<b>3,828,390</b>	<b>3,939,531</b>	<b>5,113,432</b>	<b>4,786,485</b>	<b>5,538,865</b>	<b>4,863,213</b>	<b>6,349,528</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13	2013/14	2014/2015	2015/16	2015/2016	2015/16	2016/17
	Actual	Actual	Actual	Approved	Adjusted	Projected	Approved
Personnel Services	1,493,338	1,676,676	1,829,368	2,039,878	2,041,165	1,935,986	2,126,288
Operating Expenses	1,901,599	1,607,979	2,206,100	2,331,806	2,701,354	2,193,601	3,815,271
Debt Service	0	1,950	21,359	84,701	84,701	84,568	84,569
Capital Outlay	168,265	319,166	717,652	151,350	532,895	470,307	323,400
Miscellaneous	265,188	333,760	338,953	178,750	178,750	178,750	0
<b>Total Expenditures</b>	<b>3,828,390</b>	<b>3,939,531</b>	<b>5,113,432</b>	<b>4,786,485</b>	<b>5,538,865</b>	<b>4,863,213</b>	<b>6,349,528</b>

**SUMMARY OF POSITIONS**

	2012/13	2013/14	2014/2015	2015/16	2015/2016	2015/16	2016/17
	Actual	Actual	Actual	Approved	Adjusted	Projected	Approved
4612 Engineering Administration	0.72	0.47	0.72	0.72	0.72	0.72	1.22
4614 Streets Projects	0.20	0.50	0.50	0.50	0.50	0.50	0.50
4621 Traffic Engineering	2.50	2.50	2.50	2.50	2.50	2.50	2.50
4650 Street Administration	0.48	0.35	0.35	0.75	0.75	0.75	0.38
4651 Routine Maintenance	4.00	3.80	4.00	4.50	4.50	4.50	5.40
4654 Bridge Maintenance	0.20	0.20	0.20	0.30	0.30	0.30	0.45
4655 Winter Maintenance	0.75	0.75	1.00	0.50	0.50	0.50	0.50
4690 State Trunkline	0.25	0.25	0.25	0.25	0.25	0.25	0.25
4691 State Routine Maintenance	0.85	0.95	0.95	1.00	1.00	1.00	1.00
4692 State Winter Maintenance	0.85	1.20	1.20	1.35	1.35	1.35	1.35
<b>Total Positions</b>	<b>10.80</b>	<b>10.97</b>	<b>11.67</b>	<b>12.37</b>	<b>12.37</b>	<b>12.37</b>	<b>13.55</b>

There are a few personnel changes in the Major Streets Fund for FY 2017. The total personnel complement in this fund is 13.55 FTE-- an increase of 1.18 FTE from FY 2016. Engineering Administration has increased by 0.50 FTE to 1.22 FTE due to the addition of an intern. The Street Administration division decreased by 0.37 employees due to a decreased distribution of current clerical staff. The total complement for this division is 0.38 FTE. The Routine Maintenance Division increased by .90 FTE. This is due to the reallocation of an additional 1.15 FTE for heavy equipment operators. The Routine Maintenance Division now has a total of 5.40 FTE. The Bridge Maintenance Division increases from 0.30 FTE to 0.45 FTE due to an increased allocation of a Tree Trimmer.


**Performance Measures/Metrics: Major/Local Streets:**


**Major and Local Streets – (summary of services)**

The Major and Local Streets Divisions manage and maintain the city streets that include seasonal services such as: snow and ice control, crack sealing, pothole patching, and debris removal to allow for safe transportation throughout the community. The division is responsible for the maintenance and repair of the City’s 302 miles of paved streets, 7 vehicular bridges, and 6 pedestrian bridges. In addition, they provide for the maintenance of trees that can create hazards to the public by trimming limbs that block street signs, traffic signals, sidewalks and roadways, and also remove damaged or diseased trees on City right of ways and City property.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Number of trees removed (each)	700	372	700	700	700
Street Sweeping (min 3x per each mile per year) (miles)	1,800	1,500	1,800	1,800	1,800
Plowing and Salting - open majors and state highways within 24 hours of snow event	100%	100%	100%	100%	100%
Plowing - open all locals within 72 hours of snow event	75%	100%	75%	75%	75%
% of time potholes complaints responded to within 10 days	90%	97%	90%	90%	90%

**Explanation of variances:**

 The key performance indicator for “number of trees removed” was partially achieved because of the large volume of road repair projects completed by Streets staff. The KPI goal for tree removal is being lowered for this reason.

 The key performance indicator for “street sweeping” was mostly achieved because of the large volume of road repair projects completed by Streets staff.

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**202-4612 Engineering**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	52,502	City Engineer	0.15	12,558
Overtime	3,000	Assistant City Engineer	0.25	16,941
Fringe Benefits	46,526	Engin. Ofc Supervisor	0.12	7,244
		Admin. Professional	0.20	8,478
<b>TOTAL</b>	<b>102,028</b>	Intern	0.50	7,280
		<b>Total Personnel</b>	1.22	52,502
<b>OPERATING EXPENSES</b>				
Supplies	0	<b>Overtime</b>		3,000
Internal Services	22,252			
Other Services		FICA		4,275
Professional Fees	20,000	Healthcare Benefits - Active		10,890
Maintenance Fees	10,467	Healthcare Benefits - Retirees		0
Other Contracted Fees	0	Pension		31,361
<b>TOTAL</b>	<b>52,719</b>	<b>Total Fringe Benefits</b>		46,526
<b>CAPITAL OUTLAY</b>	3,000			
<b>TOTAL</b>	<b>3,000</b>	<b>TOTAL</b>	<b>1.22</b>	<b>102,028</b>
<b>TOTAL APPROPRIATION</b>	<b>157,747</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**202-4614 Street Projects**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	24,008	Engineering Tech. I	0.25	12,004
Overtime	20,000	Engineering Tech. I	0.25	12,004
Fringe Benefits	31,182			
		<b>Total Personnel</b>	<u>0.50</u>	<u>24,008</u>
<b>TOTAL</b>	<u><b>75,190</b></u>			
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		<u>20,000</u>
Supplies	0			
Internal Services	2,584	FICA		3,367
Other Services		Healthcare Benefits - Active		6,779
Professional Fees	465,000	Healthcare Benefits - Retirees		0
Maintenance Fees	2,250	Pension		21,036
Other Contracted Fees	1,384,685			
		<b>Total Fringe Benefits</b>		<u>31,182</u>
<b>TOTAL</b>	<u><b>1,854,519</b></u>			
		<b>TOTAL</b>	<u><b>0.50</b></u>	<u><b>75,190</b></u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>1,929,709</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**202-4621 Traffic Engineering**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	115,807	Traffic Foreman	0.25	13,980
Overtime	9,750	Traffic Electrician II	0.30	16,168
Add Pays	50	Traffic Electrician I	0.50	25,360
Fringe Benefits	192,417	Trans. Engr. Assistant	0.40	19,365
		Traffic Mtce. Technician	1.05	40,935
<b>TOTAL</b>	<b>318,024</b>	<b>Total Personnel</b>	<b>2.50</b>	<b>115,807</b>
<b>OPERATING EXPENSES</b>				
Supplies	44,500	<b>Overtime</b>		9,750
Internal Services	41,608	Car Allowance		
Other Services		Education Bonus		50
Professional Fees	92,714	<b>Total Add Pays</b>		<b>50</b>
Maintenance Fees	25,728			
Other Contracted Fees				
<b>TOTAL</b>	<b>204,550</b>			
<b>CAPITAL OUTLAY</b>	<b>76,900</b>	FICA		9,609
		Healthcare Benefits - Active		35,185
		Healthcare Benefits - Retirees		42,801
		Pension		104,822
<b>TOTAL</b>	<b>76,900</b>	<b>Total Fringe Benefits</b>		<b>192,417</b>
<b>TOTAL APPROPRIATION</b>	<b>599,474</b>	<b>TOTAL</b>	<b>2.50</b>	<b>318,024</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**202-4650 Street Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	13,620	Director of Public Services	0.05	4,612
Overtime	500	Skilled Clerical (PT)	0.11	2,512
Add Pays	250	Office Assistant II	0.22	6,496
Fringe Benefits	547,866			
		<b>Total Personnel</b>	<b>0.38</b>	<b>13,620</b>
<b>TOTAL</b>	<b>562,236</b>			
		<b>Overtime</b>		<b>500</b>
<b>OPERATING EXPENSES</b>				
		Car Allowance		125
		Education Bonus		125
Supplies	1,045			
Internal Services	165,021	<b>Total Add Pays</b>		<b>250</b>
Other Services				
Professional Fees	2,000	FICA		1,141
Maintenance Fees	1,940	Healthcare Benefits - Active		2,216
Other Contracted Fees	35,323	Healthcare Benefits - Retirees		533,266
		Pension		11,243
<b>TOTAL</b>	<b>205,329</b>	<b>Total Fringe Benefits</b>		<b>547,866</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>0.38</b>	<b>562,236</b>
<b>TOTAL APPROPRIATION</b>	<b>767,565</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**202-4651 Routine Maintenance**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	223,982	Chief ROW Foreman	0.15	9,635
Overtime	8,000	ROW Foreman	0.50	26,092
Add Pays	1,080	Heavy Equipment Operator	2.40	104,097
Fringe Benefits	352,470	Tree Trimmer	1.50	64,022
		Compost Site Operator	0.25	11,000
		Groundskeeper (S)	0.60	9,137
<b>TOTAL</b>	<b>585,532</b>			
<b>OPERATING EXPENSES</b>		<b>Total Personnel</b>	<b>5.40</b>	<b>223,982</b>
		<b>Overtime</b>		<b>8,000</b>
Supplies	231,400			
Internal Services	84,113			
Other Services		Standby Pay		1050
Professional Fees	3,950	Education Bonus		30
Maintenance Fees	397,814			
Other Contracted Fees	0	<b>Total Add Pays</b>		<b>1,080</b>
<b>TOTAL</b>	<b>717,277</b>			
<b>CAPITAL OUTLAY</b>		FICA		17,906
	72,500	Healthcare Benefits - Active		84,625
		Healthcare Benefits - Retirees		26,317
		Pension		223,622
<b>TOTAL</b>	<b>72,500</b>	<b>Total Fringe Benefits</b>		<b>352,470</b>
<b>TOTAL APPROPRIATION</b>		<b>TOTAL</b>	<b>5.40</b>	<b>585,532</b>
	<b>1,375,309</b>			



**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**202-4654 Bridge Maintenance**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	18,990	Tree Trimmer	0.45	18,990
Overtime	300			
Fringe Benefits	29,390	<b>Total Personnel</b>	<u>0.45</u>	<u>18,990</u>
<b>TOTAL</b>	<u><b>48,680</b></u>	<b>Overtime</b>		<u>300</u>
<b>OPERATING EXPENSES</b>				
		FICA		1,476
Supplies	0	Healthcare Benefits - Active		9,239
Internal Services	0	Healthcare Benefits - Retirees		0
Other Services		Pension		18,675
Professional Fees	0	<b>Total Fringe Benefits</b>		<u>29,390</u>
Maintenance Fees	69,469			
Other Contracted Fees	0			
<b>TOTAL</b>	<u><b>69,469</b></u>	<b>TOTAL</b>	<u><b>0.45</b></u>	<u><b>48,680</b></u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>118,149</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**202-4655 Winter Maintenance**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	21,641	Heavy Equipment Operator	0.50	21,641
Overtime	22,000			
Fringe Benefits	41,602	<b>Total Personnel</b>	0.50	21,641
<b>TOTAL</b>	<b>85,243</b>	<b>Overtime</b>		22,000
<b>OPERATING EXPENSES</b>				
Supplies	95,000	FICA		3,339
Internal Services	6,135	Healthcare Benefits - Active		9,940
Other Services		Healthcare Benefits - Retirees		7,519
Professional Fees	0	Pension		20,804
Maintenance Fees	0	<b>Total Fringe Benefits</b>		41,602
Other Contracted Fees	0			
<b>TOTAL</b>	<b>101,135</b>	<b>TOTAL</b>	<b>0.50</b>	<b>85,243</b>
<b>CAPITAL OUTLAY</b>	171,000			
<b>TOTAL</b>	<b>171,000</b>			
<b>TOTAL APPROPRIATION</b>	<b>357,378</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

202-4690 State Trunkline

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	9,595	Traffic Mtce. Technician I	0.25	9,595
Overtime	2,500			
Fringe Benefits	14,790	<b>Total Personnel</b>	0.25	9,595
<b>TOTAL</b>	<b>26,885</b>	<b>Overtime</b>		2,500
<b>OPERATING EXPENSES</b>				
Supplies	2,500	FICA		925
Internal Services	0	Healthcare Benefits - Active		3,347
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	0	Pension		10,518
Maintenance Fees	0	<b>Total Fringe Benefits</b>		14,790
Other Contracted Fees	0			
<b>TOTAL</b>	<b>2,500</b>	<b>TOTAL</b>	<b>0.25</b>	<b>26,885</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>29,385</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**202-4691 State Routine Maintenance**

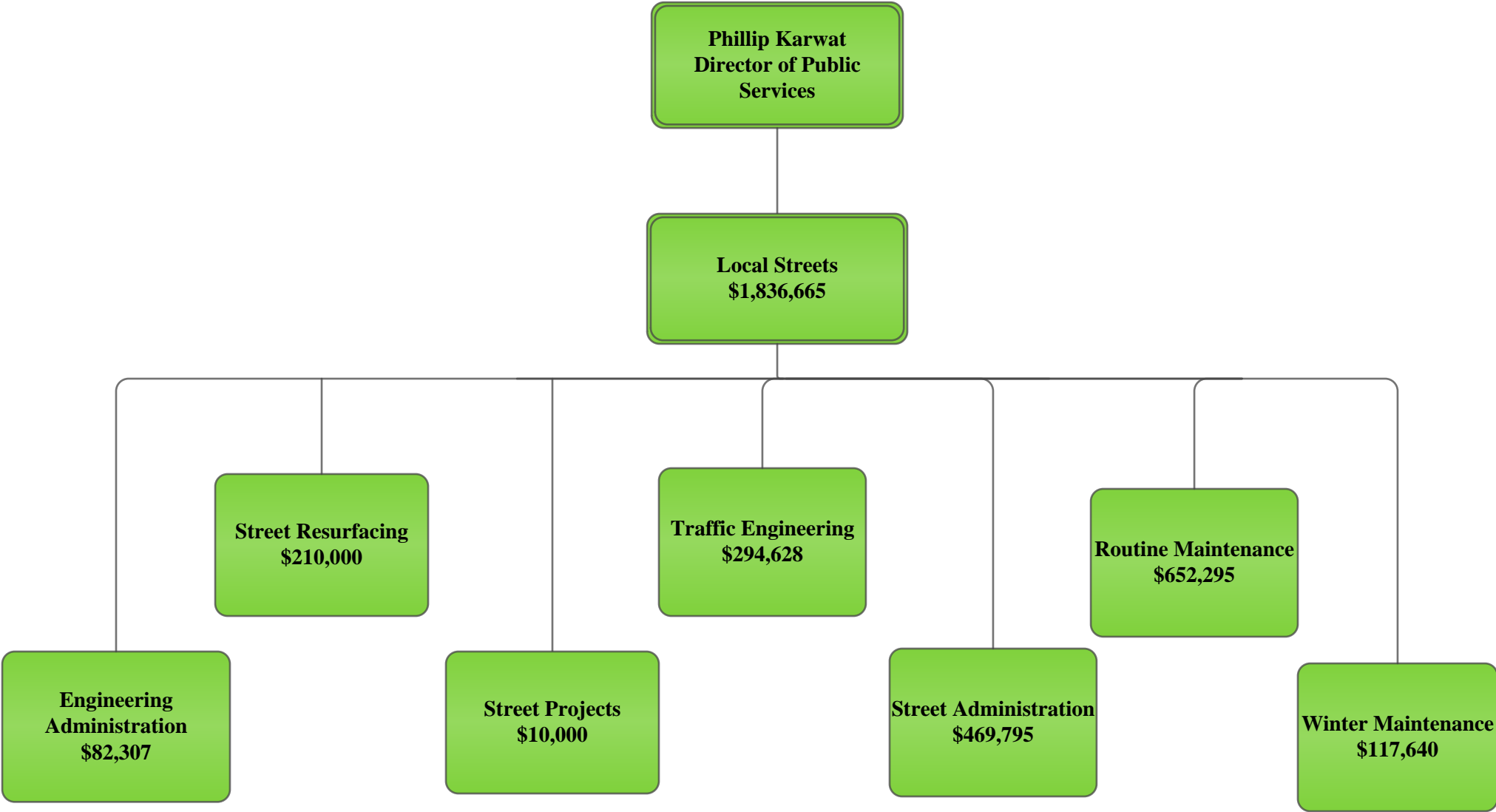
<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	49,360	Chief ROW Foreman	0.15	9,635
Overtime	4,000	ROW Foreman	0.35	18,264
Add Pays	1,100	Tree Trimmer	0.50	21,461
Fringe Benefits	106,581			
		<b>Total Personnel</b>	<u>1.00</u>	<u>49,360</u>
<b>TOTAL</b>	<u><b>161,041</b></u>			
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		<u>4,000</u>
Supplies	5,000	Standby Pay		1,050
Internal Services	18,022	Education Bonus		50
Other Services				
Professional Fees	0	<b>Total Add Pays</b>		<u>1,100</u>
Maintenance Fees	0			
Other Contracted Fees	0	FICA		4,166
		Healthcare Benefits - Active		18,931
<b>TOTAL</b>	<u><b>23,022</b></u>	Healthcare Benefits - Retirees		0
		Pension		83,484
<b>CAPITAL OUTLAY</b>	0	<b>Total Fringe Benefits</b>		<u>106,581</u>
<b>TOTAL</b>	<u><b>0</b></u>	<b>TOTAL</b>	<u><b>1.00</b></u>	<u><b>159,941</b></u>
<b>TOTAL APPROPRIATION</b>	<u><u><b>184,063</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**202-4692 State Winter Maintenance**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	60,781	Chief ROW Foreman	0.15	9,635
Overtime	15,000	Tree Trimmer	1.20	51,145
Add Pays	1,050			
Fringe Benefits	84,598	<b>Total Personnel</b>	1.35	60,781
<b>TOTAL</b>	<b>161,429</b>			
		<b>Overtime</b>		15,000
<b>OPERATING EXPENSES</b>				
Supplies	88,125	Standby Pay		1,050
Internal Services	906	<b>Total Add Pays</b>		<b>1,050</b>
Other Services				
Professional Fees	0	FICA		5,954
Maintenance Fees	0	Healthcare Benefits - Active		22,199
Other Contracted Fees	0	Healthcare Benefits - Retirees		0
<b>TOTAL</b>	<b>89,031</b>	Pension		56,445
		<b>Total Fringe Benefits</b>		<b>84,598</b>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<b>0</b>	<b>TOTAL</b>	<b>1.35</b>	<b>161,429</b>
<b>TOTAL APPROPRIATION</b>	<b>250,460</b>			

**CITY OF SAGINAW  
LOCAL STREETS FUND**



**LOCAL STREETS FUND (203)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

Local Streets Funds receives allocation of State collected gasoline taxes and license fees to be used for the maintenance, repair, and construction of local streets and bridges within the City. The Municipal Street Fund functions as an inventory account for street maintenance materials. These materials are reallocated to the Major and Local Streets Funds upon completion of construction.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
STATE REVENUE	1,175,087	ENGINEERING ADMIN.	82,307
INTEREST AND RENTS	10	STREET RESURFACING	210,000
OTHER REVENUES	500	STREET PROJECTS	10,000
USE OF FUND EQUITY	661,068	TRAFFIC ENGINEERING	294,628
		STREET ADMINISTRATION	469,795
		ROUTINE MAINTENANCE	652,295
		WINTER MAINTENANCE	117,640
<b>TOTAL RESOURCES</b>	<b><u><u>1,836,665</u></u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u><u>1,836,665</u></u></b>

## **LOCAL STREETS FUND**

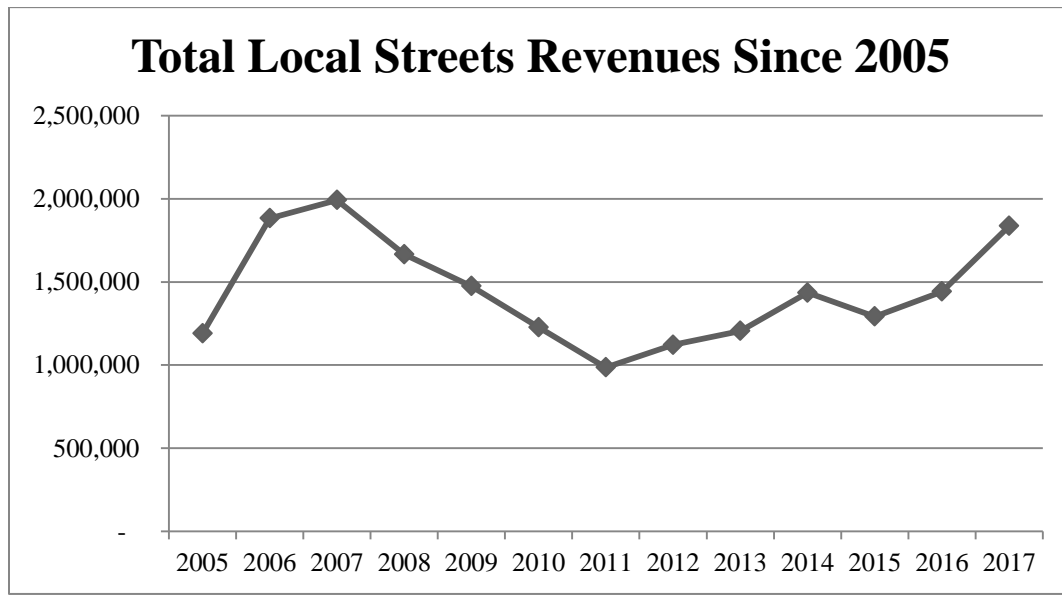
### **REVENUE BUDGET SUMMARY**

The Local Streets Fund receives an allocation of State collected gasoline taxes and license fees to be used for the maintenance, repair, and construction of local streets and bridges within the City. The major revenue source for this fund is “State Revenue Sharing”, which is anticipated to be \$1,175,087 in FY 2017. This source of revenue increased by approximately 22.26% or \$213,921 from the FY 2016 Approved Budget. The Local Streets Fund revenues are projected to increase by \$394,274 or 27.33% due to an increase in direct Act 51 monies and the addition of \$661,068 in fund equity. Other sources of revenue for this fund includes: interest on investments, special assessments, surplus receipts, and reimbursement.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
State Revenue Sharing	934,470	1,100,810	986,009	961,166	961,166	1,039,161	1,175,087
Interest and Rents	1	(197)	(98)	10	10	(119)	10
Other Revenues	5,530	455	324	500	500	0	500
Use of Fund Equity	0	0	0	301,965	301,965	75,974	661,068
Transfers from Other Funds	265,188	333,760	338,953	178,750	178,750	178,750	0
<b>Total Revenues</b>	<b>1,205,189</b>	<b>1,434,828</b>	<b>1,325,188</b>	<b>1,442,391</b>	<b>1,422,391</b>	<b>1,293,766</b>	<b>1,836,665</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. The revenue trend above illustrates two significant peaks in revenue (2006 and 2017). There was a gradual decline in revenues from 2007 until 2011. Since 2007, there have been steady decreases in State Shared Revenues. During the peak periods, there were large transfers from the Major Streets Fund. The two periods of drastic decline in revenues coincide with little to no transfers from the Major Streets Fund. FY 2017 will see a 30.53% increase due to a rise in State Shared Revenue and the Use of Fund Equity in the amount of \$661,068.



**DETAIL REVENUES ANALYSIS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Gas and Weight Tax	934,470	1,100,810	986,009	961,166	961,166	1,039,161	1,175,087
State Grants	0	0	0	0	0	0	0
Materials and Services	33	66	0	0	0	0	0
Interest on Investments	1	(201)	(99)	0	0	(119)	0
Interest on Spec. Assmts	0	4	1	10	10	0	10
Special Assessments	420	389	324	500	500	0	500
Surplus Receipts	0	0	0	0	0	0	0
Reimbursement	5,077	0	0	0	0	0	0
Use of Fund Equity	0	0	0	301,965	301,965	75,974	661,068
Transfer from Other Funds	265,188	333,760	338,953	178,750	178,750	178,750	0
<b>Totals</b>	<b>1,205,189</b>	<b>1,434,828</b>	<b>1,325,188</b>	<b>1,442,391</b>	<b>1,442,391</b>	<b>1,293,766</b>	<b>1,836,665</b>

**EXPENDITURE BUDGET SUMMARY**

The total Local Streets Fund expenditures will be \$1,836,665 for FY 2017. *Personnel Services* increased by approximately \$115,777 or 12.63%. The total Local Streets personnel complement will be 7.82 FTE for FY 2017. The overall Local Streets complement will increase by a net total 1.31 positions from the FY 2016 Approved Budget. The City is also budgeting for the normal contractual step and longevity increases. Active healthcare costs have decreased and include the 2016 benefit rates as well as the Patient Protection and Affordable Care Act Taxes and Fees. *(The personnel complement changes are listed in detail under Summary of Positions)*. *Operating Expenses* will be \$762,920, which represents an increase of 45.82% from the FY 2016 Approved Budget. This is due in large part to an increase of \$125,000 in street and road materials purchases for routine maintenance. There is \$41,300 in *Capital Outlay* budgeted for FY 2017; this is for the purchase of a vehicle and maintenance equipment. There will be no *Miscellaneous Expenditures*.

**FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
4612 Engineering Administration	90,760	49,348	67,792	68,426	68,426	66,214	82,307
4613 Street Resurfacing	0	16210	741	50,000	33,000	0	210,000
4614 Street Projects	0	0	26,400	140,300	300	0	10,000
4621 Traffic Engineering	225,731	203,468	223,232	241,853	246,853	222,385	294,628
4650 Street Administration	361,759	391,746	424,703	425,723	425,723	418,587	469,795
4651 Routine Maintenance	322,989	291,192	320,327	391,728	548,728	488,390	652,295
4655 Winter Maintenance	87,306	123,563	136,174	124,361	119,361	98,190	117,640
<b>Totals</b>	<b>1,088,545</b>	<b>1,075,525</b>	<b>1,199,369</b>	<b>1,442,391</b>	<b>1,442,391</b>	<b>1,293,766</b>	<b>1,836,665</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	762,022	734,709	866,028	916,668	916,668	836,306	1,032,445
Operating Expenses	326,523	340,816	333,341	523,223	458,223	392,461	762,920
Capital Outlay	0	0	0	2,500	67,500	64,999	41,300
<b>Total Expenditures</b>	<b>1,088,545</b>	<b>1,075,525</b>	<b>1,199,369</b>	<b>1,442,391</b>	<b>1,442,391</b>	<b>1,293,766</b>	<b>1,836,665</b>

**SUMMARY OF POSITIONS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
4612 Engineering Administration	0.43	0.43	0.56	0.56	0.56	0.56	1.06
4621 Traffic Engineering	1.60	1.60	1.60	1.60	1.60	1.60	1.60
4650 Street Administration	0.43	0.30	0.30	0.30	0.30	0.30	0.21
4651 Routine Maintenance	5.05	4.20	3.30	3.55	3.55	3.55	4.45
4655 Winter Maintenance	0.75	0.75	1.00	0.50	0.50	0.50	0.50
<b>Total Positions</b>	<b>8.26</b>	<b>7.28</b>	<b>6.76</b>	<b>6.51</b>	<b>6.51</b>	<b>6.51</b>	<b>7.82</b>

The Local Streets Fund’s personnel complement will increase a net 1.31 FTE. This increase is due to the following:

- In the Engineering Administration Division .50 of an Engineering Intern has been added.
- In the Routine Maintenance Division .90 of a Groundskeeper positions were transferred from the General Fund and Major Streets.
- In the Street Administration, .06 of an Office Assistant II was added.
- However, to offset these increases, .15 of Skilled Clerical position was transfer from Street Administration to other areas of Public Services.

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**203-4612 Engineering Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	42,854	City Engineer	0.15	12,558
Overtime	0	Asst. City Engineer	0.13	8,809
Fringe Benefits	35,810	Engineering Office Supervisor	0.13	7,848
		Administrative Professional	0.15	6,359
		Intern	0.50	7,280
<b>TOTAL</b>	<b>78,664</b>			
		<b>Total Personnel</b>	<b>1.06</b>	<b>42,854</b>
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		<b>0</b>
Supplies	0			
Internal Services	3,643			
Other Services		FICA		3,307
Professional Fees	0	Healthcare Benefits - Active		8,112
Maintenance Fees	0	Healthcare Benefits - Retirees		0
Other Contracted Fees	0	Pension		24,391
<b>TOTAL</b>	<b>3,643</b>	<b>Total Fringe Benefits</b>		<b>35,810</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>TOTAL</b>	<b>1.06</b>	<b>78,664</b>
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>82,307</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**203-4621 Traffic Engineering**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	70,363	Traffic Foreman	0.25	13,980
Overtime	2,995	Tran. Engineering Assist.	0.40	19,365
Add Pays	1,750	Traffic Maint. Tech. II	0.35	13,056
Fringe Benefits	101,910	Traffic Maint. Tech. I	0.60	23,962
<b>TOTAL</b>	<b>177,018</b>	<b>Total Personnel</b>	<b>1.60</b>	<b>70,363</b>
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		2,995
Supplies	24,900			
Internal Services	18,454	Standby Pay		1,750
Other Services		<b>Total Add Pays</b>		1,750
Professional Fees	15,620			
Maintenance Fees	15,886	FICA		5,746
Other Contracted Fees	1,450	Healthcare Benefits - Active		21,924
<b>TOTAL</b>	<b>76,310</b>	Healthcare Benefits - Retirees		7,519
<b>CAPITAL OUTLAY</b>	41,300	Pension		66,721
<b>TOTAL</b>	<b>41,300</b>	<b>Total Fringe Benefits</b>		101,910
<b>TOTAL APPROPRIATION</b>	<b>294,628</b>	<b>TOTAL</b>	<b>1.60</b>	<b>177,018</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**203-4650 Street Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	4,219	Office Assistant II	0.06	1,707
Overtime	200	Skilled Clerical I (PT)	0.15	2,512
Fringe Benefits	303,480			
<b>TOTAL</b>	<b>307,899</b>	<b>Total Personnel</b>	<b>0.21</b>	<b>4,219</b>
		<b>Overtime</b>		<b>200</b>
<b>OPERATING EXPENSES</b>				
Supplies	100	FICA		349
Internal Services	147,071	Healthcare Benefits - Active		395
Other Services		Healthcare Benefits - Retirees		300,313
Professional Fees	13,225	Pension		2,423
Maintenance Fees	1,500	<b>Total Fringe Benefits</b>		<b>303,480</b>
Other Contracted Fees	0			
<b>TOTAL</b>	<b>161,896</b>	<b>TOTAL</b>	<b>0.21</b>	<b>307,899</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>469,795</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**203-4651 Routine Maintenance**

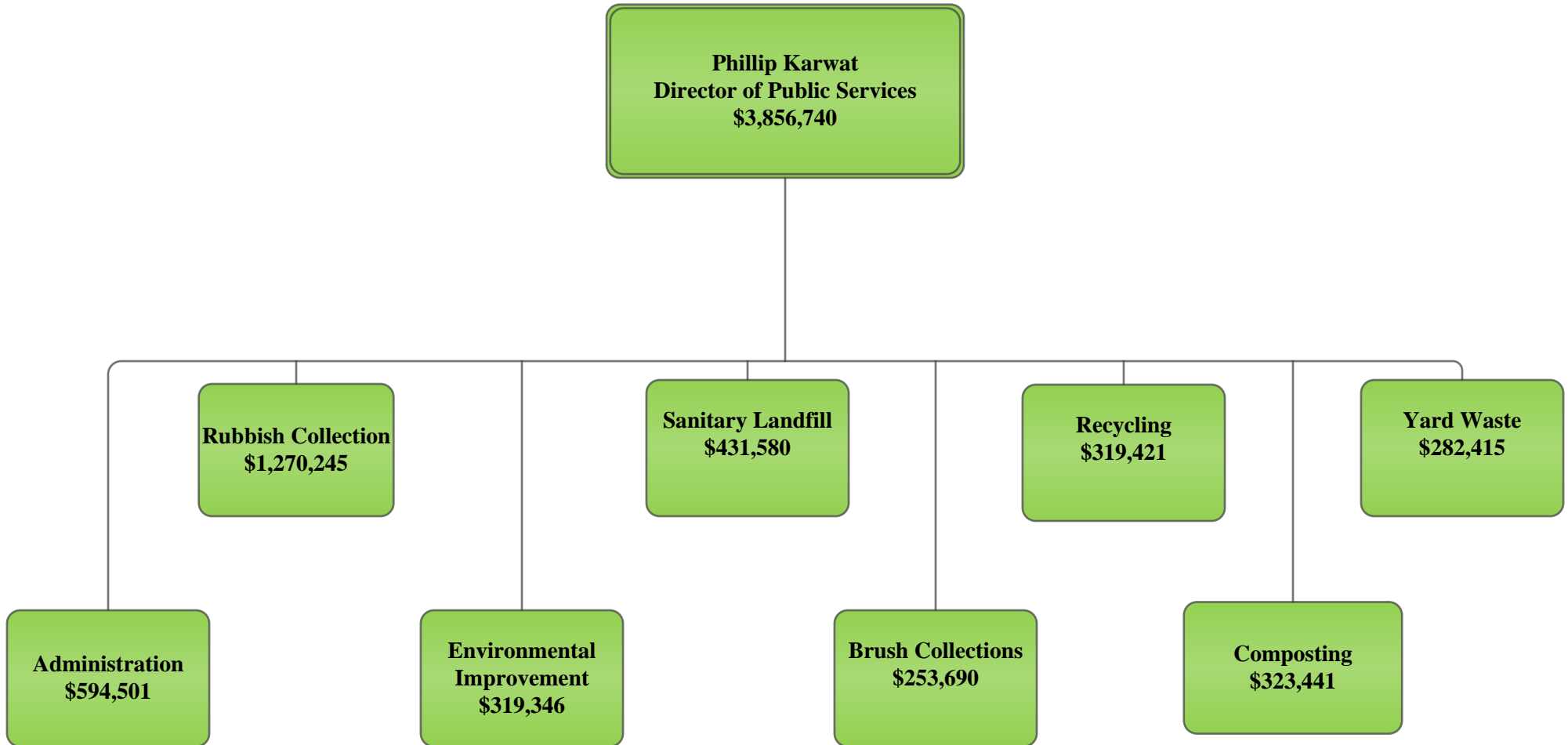
<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	122,333	Chief ROW Foreman	0.25	16,059
Overtime	7,500	Heavy Equip. Operator	1.50	65,060
Add Pays	1,750	Groundskeeper (S)	2.70	41,214
Fringe Benefits	260,651			
		<b>Total Personnel</b>	<u>4.45</u>	<u>122,333</u>
<b>TOTAL</b>	<u><b>392,234</b></u>			
		<b>Overtime</b>		<u>7,500</u>
<b>OPERATING EXPENSES</b>				
Supplies	158,000	Standby Pay		1,750
Internal Services	41,630			
Other Services		<b>Total Add Pays</b>		<u>1,750</u>
Professional Fees	500			
Maintenance Fees	59,931			
Other Contracted Fees	0	FICA		10,066
		Healthcare Benefits - Active		56,054
<b>TOTAL</b>	<u><b>260,061</b></u>	Healthcare Benefits - Retirees		18,798
		Pension		175,733
<b>CAPITAL OUTLAY</b>	<b>0</b>	<b>Total Fringe Benefits</b>		<u>260,651</u>
<b>TOTAL</b>	<u><b>0</b></u>			
		<b>TOTAL</b>	<u><b>4.45</b></u>	<u><b>392,234</b></u>
<b>TOTAL APPROPRIATION</b>	<u><u><b>652,295</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**203-4655 Winter Maintenance**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	21,641	Heavy Equip. Operator	0.50	21,641
Overtime	14,000			
Fringe Benefits	40,989	<b>Total Personnel</b>	0.50	21,641
<b>TOTAL</b>	<b>76,630</b>	<b>Overtime</b>		14,000
<b>OPERATING EXPENSES</b>				
		FICA		2,726
Supplies	34,375	Healthcare Benefits - Active		9,940
Internal Services	6,135	Healthcare Benefits - Retirees		7,519
Other Services		Pension		20,804
Professional Fees	0	<b>Total Fringe Benefits</b>		40,989
Maintenance Fees	0			
Other Contracted Fees	500			
<b>TOTAL</b>	<b>41,010</b>	<b>TOTAL</b>	<b>0.50</b>	<b>76,630</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>117,640</b>			

# CITY OF SAGINAW RUBBISH COLLECTION FUND



In FY 2017, the Rubbish Collection Fund has funds budgeted for Debt Service of \$28,383 and for Transfers of \$33,718.



**RUBBISH COLLECTIONS (226)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

The Rubbish Collection Fund is considered to be a Special Revenue Fund. This fund accounts for household rubbish fees and composting fees. It also records the expenditures for rubbish collection, hauling and disposal, recycling, composting and trash pickup.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
<b>PROPERTY TAXES</b>	<b>(46,006)</b>	<b>ADMINISTRATION</b>	<b>594,501</b>
<b>SERVICES AND SALES</b>	<b>1,640</b>	<b>RUBBISH COLLECTIONS</b>	<b>1,270,245</b>
<b>CHARGE FOR SERVICES</b>	<b>2,083,915</b>	<b>ENVIRONMENTAL IMPROVEMENT</b>	<b>319,346</b>
<b>INTEREST AND RENTS</b>	<b>38,000</b>	<b>SANITARY LANDFILL</b>	<b>431,580</b>
<b>OTHER REVENUES</b>	<b>1,779,191</b>	<b>BRUSH COLLECTIONS</b>	<b>253,690</b>
		<b>RECYCLING</b>	<b>319,421</b>
		<b>COMPOSTING</b>	<b>323,441</b>
		<b>YARD WASTE</b>	<b>282,415</b>
		<b>DEBT SERVICE</b>	<b>28,383</b>
		<b>TRANSFERS</b>	<b>33,718</b>
<b>TOTAL RESOURCES</b>	<b><u>3,856,740</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>3,856,740</u></b>

## ***RUBBISH COLLECTION FUND***

### **REVENUE BUDGET SUMMARY**

Prior to the 2011/12 Budget, the City of Saginaw, under the authority of State law was able to levy a special property tax earmarked to support the cost of operating weekly rubbish collection and disposal services. This amounted to 2.9532 mills on real and personal property. Besides having the ability to levy 2.9532 mills, the city also assessed a \$50.00 household rubbish fee, which was set by council approval.

In FY 2012, the City of Saginaw’s primary source of revenues for the Rubbish Collection Fund was changed from 2.9532 mill levy on real and personal property plus the \$50.00 household rubbish fee to a \$165 flat fee per household unit, at the approval of council. With this change in fee structure, the City provided limited recycling services and this change gave the City the ability to spread the cost equitably to citizens and businesses.

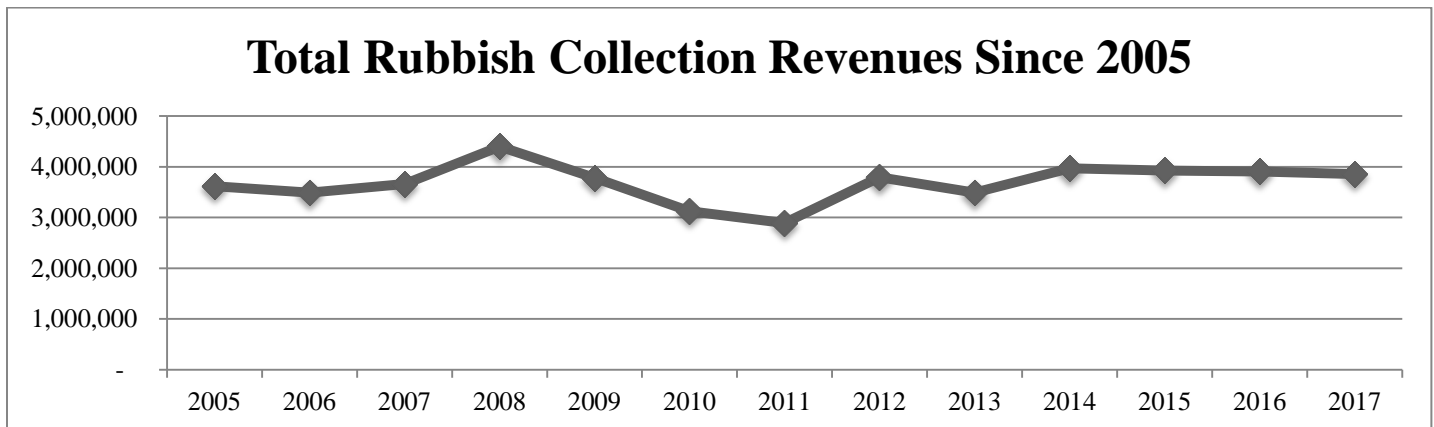
In 2016/2017, the household rubbish fee will be increased by \$25 from \$175 to \$200 per household unit. This increase is necessary due to the ever increasing cost for services and the continual decline in household count.

The 2016/2017 Budget for the Rubbish Collection Fund is proposed at \$3,856,740, which is a decrease of -1.29% from the FY 2016 approved budgeted levels. This reduction will be predominately realized in the revenues for household unit charges. Although the city is expected to increase the household rubbish fees from \$175 to \$200, over the last five years, the city has not been receiving the total amount necessary for the operations. As such, the city now allocates funds for special assessments and the amount received during settlement. Furthermore, this increase was required due an increase in the fees that were being assessed by Mid-Michigan Waste Authority.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Property Taxes	(200,374)	(64,243)	(105,277)	(36,006)	(36,006)	(101,312)	(46,006)
Services - Sales	884	1,970	2,527	1,640	1,640	1,259	1,640
Charge for Services	3,596,681	3,823,782	2,752,433	3,660,300	3,660,300	1,756,312	2,083,915
Interest and Rents	39,933	68,978	67,506	38,000	38,000	68,842	38,000
Other Revenues	50,312	141,997	43,876	243,429	20,000	1,744,719	1,779,191
<b>Total Revenues</b>	<b>3,487,436</b>	<b>3,972,484</b>	<b>2,761,065</b>	<b>3,907,363</b>	<b>3,683,934</b>	<b>3,469,820</b>	<b>3,856,740</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005-FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. Rubbish Collection revenues have been steady from fiscal year 2005 – 2006, however, in fiscal years 2007 and 2008 revenues spiked due to an adjustment to the household rubbish fees for unrecognized/deferred revenues. These deferred monies are considered to be a one-time revenue source, which resulted in a decline in revenues for fiscal years 2009 and 2010. In FY 2011, there appears to be a continual decline in revenues due to the decline in City property taxes collected. By 2012, the City switched from a system that was strictly reliant on property taxes to a flat fee which offset the loss of property tax revenues. From FY 2012 and FY 2013, the fund recorded a loss in the level of revenues due to the decrease in the revenue resources based on actual usage of the system and the appropriation of fund equity. In FY 2014, the City introduced \$10 increase to the household rubbish fee in order to continue to provide rubbish collection services as well as an increase to the Compost Site Dumping Fee, which has led the revenues to reach \$4,006,140. For FY 2016, revenues still reflect a decline due to the decrease in fund reserves appropriated along with decreases in other source of revenues. The Approved 2017 Budget is projected to decrease slightly due to property chargebacks.

**DETAIL REVENUES ANALYSIS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Real Property	0	2,947	2,947	2,947	2,947	0	2,947
Personal Property	57	57	57	57	57	0	57
Personal Property - DPPT	3,609	5,484	3,112	400	400	1,434	400
Property Taxes - Chargeback	(208,419)	(72,731)	(111,193)	(40,000)	(40,000)	(102,699)	(50,000)
Chargebacks – Trash Removal	0	0	0	0	0	(47)	0
PILOT - Housing Com	590	(590)	0	590	590	0	590
Abandoned Vehicles	0	1,631	702	1,500	1,500	580	1,500
Sale of Junk	69	67	1,585	140	140	391	140
Sale of Recycling Bins	815	272	240	0	0	288	0
Household Rubbish Fees	3,403,109	3,567,098	2,469,552	3,387,300	3,387,300	1,501,231	2,009,915
Trash Removal	7,425	4,357	23,776	5,000	5,000	21,550	12,000
Compost Site Dump Fees	186,147	252,917	259,105	268,000	268,000	233,531	62,000
Interest on Investments	549	(47)	(80)	2,500	2,500	(12)	2,500
Interest on Spec Asmts	39,383	34,862	0	500	500	0	500
Penalties on Rubbish Fees	0	34,163	67,586	35,000	35,000	68,854	35,000
Sales of Property Items	7,130	0	0	0	0	0	0
Install Contract Proceeds	0	182,191	59,640	0	0	0	0
Special Assessments	43,182	(45,121)	(15,764)	20,000	20,000	1,744,554	798,702
Saginaw County Rubbish Fee	0	0	0	0	0	0	980,489
Reimbursement	0	4,927	0	0	0	165	0
Use of Fund Equity	0	0	0	223,429	0	0	0
<b>Totals</b>	<b>3,487,436</b>	<b>3,972,484</b>	<b>2,761,065</b>	<b>3,907,363</b>	<b>3,683,934</b>	<b>1,968,589</b>	<b>3,856,740</b>

## ***RUBBISH COLLECTION FUND***

### **EXPENDITURE BUDGET SUMMARY**

The total Rubbish Collection Fund is projected to be \$3,856,740 for FY 2016/2017. This is a \$50,623, or 1.30% reduction from the approved FY 2016 budgeted level. The cost of *Personnel Services* will be 53.94% more than the FY 2016 budgeted level. This increase is due to the additional staff required to bring recycling back into city services. The 2016 mid-year personnel change added four Packer Operators and two Office Assistant II positions. These additional positions were offset by the elimination of two Skilled Clerical (PT) positions. (*The personnel complement changes are listed in detail under Summary of Positions.*) *Operating Expenses* is expected to decrease by a net \$528,845, or 17.12%, from the FY 2016 budget. This reduction is primarily attributed to the change in recycling services from Mid-Michigan Waste Authority to the City of Saginaw. Although operating services decrease, the city will still realize a significant increase to the rate that is paid to the authority. *Capital Outlay* for FY 2017 is projected at \$19,000. The Department of Public Services plans to replace a single axle hook loader truck and two salter & chipper boxes. This will be shared with the Major Streets Fund. The *Category of Miscellaneous Expenditures* will be \$62,101 in FY 2017. The city will continue to make payments on installment contracts for the purchase of a loader and two plow trucks. These payments will continue through 2024. In addition, this fund will begin to make interest payments on its portion of the 2015 G.O. Limited Tax Capital Improvement Bonds.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
4581 Rubbish Administration	493,311	507,886	544,083	546,407	585,545	562,378	594,501
4582 Rubbish Collections	1,393,781	1,287,143	1,294,751	1,461,424	1,412,629	1,304,478	1,270,245
4583 Environmental Improvement	197,873	260,870	282,316	339,900	304,225	258,532	319,346
4584 Sanitary Landfill	410,055	405,055	408,276	442,360	461,360	406,233	431,580
4585 Brush Collections	205,862	215,233	403,225	222,240	221,840	201,098	253,690
4586 Recycling	401,193	382,982	401,352	437,046	239,216	261,829	319,421
4587 Composting	433,953	443,347	544,428	429,473	421,706	389,449	323,441
4588 Yard Waste	0	0	0	0	8,498	57,440	282,415
4590 Debt Services	0	1,950	21,360	28,513	28,515	28,383	28,383
9660 Transfer	0	0	0	0	0	0	33,718
<b>Total Expenditures</b>	<b>3,536,028</b>	<b>3,504,416,</b>	<b>3,899,791</b>	<b>3,907,363</b>	<b>3,863,534</b>	<b>3,469,820</b>	<b>3,856,740</b>

### **FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	697,696	778,258	872,376	789,077	770,048	825,127	1,214,711
Operating Expenses	2,838,989	2,726,158	2,766,594	3,089,773	2,884,971	2,616,310	2,560,928
Capital Outlay	657	0	239,461	0	0	0	19,000
Miscellaneous	0	0	21,360	28,513	28,515	28,383	62,101
<b>Total Expenditures</b>	<b>3,536,028</b>	<b>3,504,416,</b>	<b>3,899,791</b>	<b>3,907,363</b>	<b>3,863,534</b>	<b>3,469,820</b>	<b>3,856,740</b>

**SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
4581 Rubbish Administration	1.10	1.60	1.72	1.47	1.47	1.47	1.17
4582 Rubbish Collections	0.90	0.00	0.00	0.00	0.00	0.00	0.00
4583 Environmental Improvement	1.00	5.00	5.00	5.10	5.10	5.10	5.10
4585 Brush Collections	1.20	1.45	1.45	1.00	1.00	1.00	1.00
4586 Recycling	0.00	0.00	0.00	0.00	2.60	2.60	2.60
4587 Composting	2.50	2.50	2.50	1.80	1.80	1.80	0.87
4585 Yard Waste	0.00	0.00	0.00	0.00	2.60	2.60	2.60
<b>Total Positions</b>	<b>6.70</b>	<b>10.55</b>	<b>10.67</b>	<b>9.37</b>	<b>9.37</b>	<b>14.57</b>	<b>13.34</b>

The total Rubbish Collection Fund personnel complement for FY 2017 is projected to be 13.34 FTE. This is a net increase of 3.97 FTE. These changes are described as follows:

- In the Administration division, .50 of the Skilled Clerical (PT) will be eliminated from the complement. This elimination will be replaced by .20 of an Office Assistant II. This change was approved by city council with the mid-year adjustment.
- In the Recycling Division, 2.00 Packer Operators and .60 of an Office Assistant II positions were added to the personnel complement. This addition occurred with the Department of Public Services bringing recycling back into city operations.
- The Composting division will realize a net .93 reduction in personnel. During FY 2017 one Compost Operator position will be eliminated from the complement, .25 of the second Compost Operator will be reallocated from the Rubbish Collection Fund to the Major Street Fund – Routine Maintenance Division. In addition, the Skilled Clerical position will be eliminated from this division and replaced with .12 of an Office Assistant II.
- In the Yard Waste division, 2.60 FTE has been added. This occurred with the mid-year adjustment. This increase to this division incorporates 2.00 Packer Operators and .60 of an Office Assistant II.


**Performance Measures/Metrics: Rubbish Collection Fund:**

**Rubbish Collection** – (summary of services)

The Rubbish Collection Division plans, coordinates and supervises solid waste collection and disposal. In addition, it promotes healthy neighborhood environments through weekly residential rubbish collection throughout the City. Provide seasonal citywide curbside collection of non-commercially cut brush and yard waste. This Division operates the convenience station for City residents on the 2<sup>nd</sup> Saturday of every month. This division provides annual leaf collection services to city residents. Provides collection and composting of yard waste collected from city residents and accepts yard waste from other members of the Mid-Michigan Waste Authority.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
% of monthly brush collection completed on time	85%	100%	85%	85%	85%
Compost Site Compost sold (cyds)	2,500	13,810	2,500	2,500	2,500
% of time convenience station open monthly	100%	100%	100%	100%	100%

**Explanation of variances:**


 The key performance indicator of “Compost site Compost sold (cyds)” reflects to exceed the goal of 5524%. This was exceeded because of two large sales in October and November totaling 12,000 cyds.

**Environmental Improvement** – (summary of services)

The Environmental Improvement Division investigates complaints regarding trash and debris, inoperable vehicles, and other nuisance complaints in yards, removes trash, and bill property owners if necessary.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Remove debris from residential property	600 tons	<i>481 tons</i>	600 tons	600 tons	600 tons

**Explanation of variances:**

 The key performance indicator of “Remove debris from residential property” reflects to be mostly achieved or 80.16% of the FY 2016 goals. This is due to the city’s inability to secure all four part-time positions for Environmental Improvement. Currently the Management Review team is considering restructuring two of these positions into one full-time position.

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How To Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**226-4581 Rubbish Collection Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	62,292	Director of Public Services	0.10	9,473
Overtime	0	City Engineer	0.10	8,372
Add Pays	2,350	Assistant City Engineer	0.12	8,132
Fringe Benefits	197,530	Chief ROW Foreman	0.30	19,271
		ROW Foreman, Streets	0.15	7,828
<b>TOTAL</b>	<b>262,172</b>	Office Assisnat II	0.20	5,867
		Skilled Clerical I (PT)	0.20	3,349
<b>OPERATING EXPENSES</b>		<b>Total Personnel</b>	<b>1.17</b>	<b>62,292</b>
Supplies	2,352	<b>Overtime</b>		<b>0</b>
Internal Services	174,982	Standby Pay		2,100
Other Services		Certifications		250
Professional Fees	154,935	<b>Total Add Pays</b>		<b>2,350</b>
Maintenance Fees	60			
Other Contracted Fees	0			
<b>TOTAL</b>	<b>332,329</b>			
<b>CAPITAL OUTLAY</b>	<b>0</b>	FICA		5,002
<b>TOTAL</b>	<b>0</b>	Healthcare Benefits - Active		22,210
		Healthcare Benefits - Retirees		128,678
		Pension		41,640
<b>TOTAL APPROPRIATION</b>	<b>594,501</b>	<b>Total Fringe Benefits</b>		<b>197,530</b>
		<b>TOTAL</b>	<b>1.17</b>	<b>262,172</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

226-4582 Rubbish Collection

Allocation Plan		Position Control	
		JOB CLASSIFICATION	2016/2017 BUDGET ALLOCATION
<b>PERSONNEL SERVICES</b>			
Salaries	0		
Overtime	10,000	<b>Total Personnel</b>	0.00 0
Fringe Benefits	765		
<b>TOTAL</b>	<u>10,765</u>	<b>Overtime</b>	<u>10,000</u>
<b>OPERATING EXPENSES</b>			
		FICA	765
		Healthcare Benefits - Active	0
Supplies	0	Healthcare Benefits - Retirees	0
Internal Services	0	Pension	0
Other Services			
Professional Fees	1,183,320	<b>Total Fringe Benefits</b>	<u>765</u>
Maintenance Fees	76,160		
Other Contracted Fees	0		
<b>TOTAL</b>	<u>1,259,480</u>	<b>TOTAL</b>	<u><u>0.00</u></u> <u><u>10,765</u></u>
<b>CAPITAL OUTLAY</b>			
	0		
<b>TOTAL</b>	<u>0</u>		
<b>TOTAL APPROPRIATION</b>	<u><u>1,270,245</u></u>		



**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**226-4583 Environmental Improvement**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	116,675	Deputy Chief Inspector	0.10	5,520
Overtime	0	Environ. Support Specialist	1.00	32,895
Fringe Benefits	91,127	Skilled Labor II (PT)	4.00	78,260
<b>TOTAL</b>	<b>207,802</b>	<b>Total Personnel</b>	<b>5.10</b>	<b>116,675</b>
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		<b>0</b>
Supplies	30,350	FICA		8,926
Internal Services	7,890	Healthcare Benefits - Active		19,887
Other Services		Healthcare Benefits - Retirees		17,538
Professional Fees	3,000	Pension		44,776
Maintenance Fees	62,429	<b>Total Fringe Benefits</b>		<b>91,127</b>
Other Contracted Fees	7,875			
<b>TOTAL</b>	<b>111,544</b>	<b>TOTAL</b>	<b>5.10</b>	<b>207,802</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>319,346</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**226 - 4585 Brush Collections**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	42,597	Tree Trimmers	1.00	42,597
Overtime	5,000			
Add Pays	20	<b>Total Personnel</b>	1.00	42,597
Fringe Benefits	62,761			
<b>TOTAL</b>	<b>110,378</b>	<b>Overtime</b>		5,000
<b>OPERATING EXPENSES</b>				
		Education Bonus		20
Supplies	2,500	<b>Total Add Pays</b>		20
Internal Services	9,172			
Other Services		FICA		3,681
Professional Fees	112,640	Healthcare Benefits - Active		17,397
Maintenance Fees	0	Healthcare Benefits - Retirees		0
Other Contracted Fees	0	Pension		41,683
<b>TOTAL</b>	<b>124,312</b>	<b>Total Fringe Benefits</b>		62,761
<b>CAPITAL OUTLAY</b>	19,000			
<b>TOTAL</b>	<b>19,000</b>	<b>TOTAL</b>	<b>1.00</b>	<b>110,378</b>
<b>TOTAL APPROPRIATION</b>	<b>253,690</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

226 - 4586 Recycling

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	90,907	Packer Operator	2.00	17,515
Overtime	10,000	Office Assistant II	0.60	73,392
Fringe Benefits	166,469			
		<b>Total Personnel</b>	2.60	90,907
<b>TOTAL</b>	<b>267,376</b>			
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		10,000
Supplies	15,000	FICA		7,834
Internal Services	2,045	Healthcare Benefits - Active		52,469
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	30,000	Pension		106,166
Maintenance Fees	5,000			
Other Contracted Fees	0	<b>Total Fringe Benefits</b>		166,469
<b>TOTAL</b>	<b>52,045</b>			
		<b>TOTAL</b>	<b>2.60</b>	<b>267,376</b>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>319,421</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

226-4587 Composting

Allocation Plan		Position Control	
		JOB CLASSIFICATION	2016/ 2017 BUDGET ALLOCATION
<b>PERSONNEL SERVICES</b>			
Salaries	36,593	Compost Site Operator	0.75 33,001
Overtime	5,000	Office Assistant II	0.12 3,592
Fringe Benefits	52,631		
<b>TOTAL</b>	<b>94,224</b>	<b>Total Personnel</b>	<b>0.87 36,593</b>
		<b>Overtime</b>	<b>5,000</b>
<b>OPERATING EXPENSES</b>			
Supplies	29,800	FICA	3,205
Internal Services	3,636	Healthcare Benefits - Active	13,011
Other Services		Healthcare Benefits - Retirees	0
Professional Fees	72,200	Pension	36,415
Maintenance Fees	122,581		
Other Contracted Fees	1,000	<b>Total Fringe Benefits</b>	<b>52,631</b>
<b>TOTAL</b>	<b>229,217</b>	<b>TOTAL</b>	<b>0.87 94,224</b>
<b>CAPITAL OUTLAY</b>			
	0		
<b>TOTAL</b>	<b>0</b>		
<b>TOTAL APPROPRIATION</b>	<b>323,441</b>		

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

226-4588 Yard Waste

Allocation Plan		Position Control	
		JOB CLASSIFICATION	2016/2017 BUDGET ALLOCATION
<b>PERSONNEL SERVICES</b>			
Salaries	90,907	Packer Operator	2.00 17,515
Overtime	5,000	Office Assistant II	0.60 73,392
Fringe Benefits	166,087		
<b>TOTAL</b>	<b>261,994</b>	<b>Total Personnel</b>	<b>2.60 90,907</b>
		<b>Overtime</b>	<b>5,000</b>
<b>OPERATING EXPENSES</b>			
Supplies	9,750	FICA	7,452
Internal Services	5,671	Healthcare Benefits - Active	52,469
Other Services		Healthcare Benefits - Retirees	0
Professional Fees	0	Pension	106,166
Maintenance Fees	5,000		
Other Contracted Fees	0	<b>Total Fringe Benefits</b>	<b>166,087</b>
<b>TOTAL</b>	<b>20,421</b>	<b>TOTAL</b>	<b>2.60 261,994</b>
<b>CAPITAL OUTLAY</b>			
	0		
<b>TOTAL</b>	<b>0</b>		
<b>TOTAL APPROPRIATION</b>	<b>282,415</b>		

**PUBLIC SAFETY FUND (205)**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

The Public Safety Fund was established to account for the tax levy proceeds on the special property tax earmarked to support Police and Fire services.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
PROPERTY TAXES	2,868,355	CPS - POLICE PATROL	1,758,234
OTHER REVENUES	150,749	CPS - FIRE SUPPRESSION	1,110,121
		TRANSFERS	150,749
<b>TOTAL RESOURCES</b>	<b><u>3,019,104</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>3,019,104</u></b>

## ***PUBLIC SAFETY FUND***

### **REVENUE BUDGET SUMMARY**

The Public Safety Fund is considered to be a Special Revenue Fund of the City. In May of 2006, the City approved a 6 mill levy on real property taxes to support Police and Fire services. This levy was essential at that time. Without it, the City was faced with reducing services by 51 Police and Fire individuals due to the lack of general fund revenues. Although the 6 mills were passed, the General Fund had to provide a subsidy for the police and fire pension contribution. Also, at that time, the City promised the citizens that during the duration of this Public Safety millage, the City would maintain the same level of personnel in the fund. The City kept its promise.

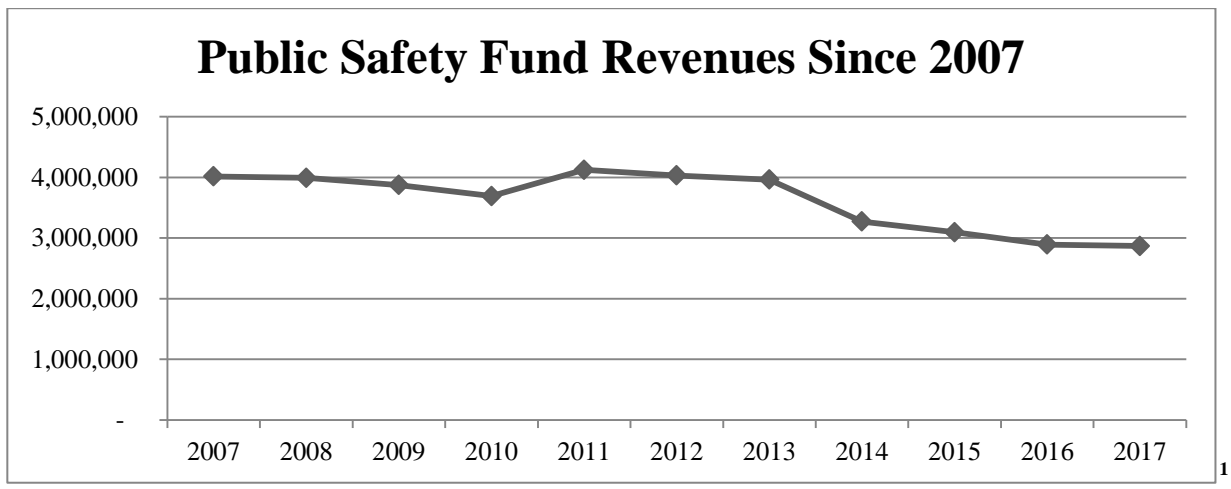
Five-years later, in November of 2010, the City petitioned the electorate again for a renewal of the 6 mills with an additional 1.5 mills. Again, the electorate approved the Public Safety millage at its new level. The General Fund continues to provide a subsidy to this fund for unfunded pension contributions. However, the same promise was not given with this new millage. In fact, the electorate was advised that the same level of sworn personnel will not be maintained.

For FY 2016/17, the Public Safety Fund’s revenues are \$3,019,104. This is an increase of \$126,500, or 4.37%, from the previous fiscal year’s budget. The increase in revenues is due to the recognition of the previous year’s fund balance that will be transferred to the General Fund to support police and fire services.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Property Taxes	3,188,283	3,150,638	3,014,952	2,892,604	2,892,604	2,902,665	2,868,355
Other Revenues	0	0	0	0	0	0	150,749
Transfers	337,575	120,815	51,536	0	0	0	0
<b>Total Revenues</b>	<b>3,525,858</b>	<b>3,271,453</b>	<b>3,066,488</b>	<b>2,892,604</b>	<b>2,892,604</b>	<b>2,902,665</b>	<b>3,019,104</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2007 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. In review of the financial data from FY 2007 through FY 2010, the City has experienced a steady decline in

revenues. This decline is attributed to the reduction in the assessed real property values during those fiscal years. The sharp incline in FY 2011 is attributable to the infusion of over \$1.17 million in subsidy from the General Fund due to the decline in real property tax values as well as the recognition of \$123,521 of a chargeback from the County. The 2012 Budget reflects a decline from FY 2011 due to the decline in the assessed real property tax values even though the City was able to renew the special millage at 7.5 mills. FY 2013 continues the same trend of a steady decline in real property tax values. In FY 2014, the City realized a \$3.19 million in revenues. The revenues that were realized were not sufficient to cover the total 51 sworn personnel complement. Therefore, in FY 2014, 33 employees were allocated to this fund. This level of personnel is based on the amount of revenues that the real property tax levy can generate. In FY 2015, the real property values continued to trend downward. In FY 2015, revenues decreased \$95,566 from the previous fiscal year. Because of the downward trend, the General Fund had to provide a subsidy to cover the fund in the amount of \$51,536. In FY 2016, revenues continued to decline to \$2,932,615. As in the previous fiscal year, the FY 2017 budget reflects the continuous decline in property tax revenues. The budget reflects that FY 2017 will be \$126,500 more. This is to recognize the fund balance of the fund that will be transferred to the General Fund to support police and fire services.

**EXPENDITURE BUDGET SUMMARY**

The Public Safety Fund expenditures are \$3,019,104 for FY 2017. *Personnel Services* will be less than in FY 2016. The reduction in personnel services is directly associated with the changing of staff to fewer senior employees. *(The personnel complement changes are listed in detail under Summary of Positions.* The *Category of Miscellaneous* will be \$150,749 for FY 2017. This is to recognize the operating transfer back to the General Fund to be utilized on police and fire services.

**FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
3511 CPS - Police Patrol	2,000,472	2,568,441	2,112,793	1,909,075	1,909,075	1,771,066	1,758,234
3551 CPS - Fire Suppression	1,525,385	703,011	802,943	983,529	983,529	946,652	1,110,121
9660 Transfers	0	0	0	0	0	0	150,749
<b>Total Expenditures</b>	<b>3,525,857</b>	<b>3,271,452</b>	<b>2,915,736</b>	<b>2,892,604</b>	<b>2,892,604</b>	<b>2,717,718</b>	<b>3,019,104</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	3,525,857	3,271,452	2,915,736	2,892,604	2,892,604	2,717,718	2,868,355
Operating Expenses	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	150,749
<b>Total Expenditures</b>	<b>3,525,857</b>	<b>3,271,452</b>	<b>2,915,736</b>	<b>2,892,604</b>	<b>2,892,604</b>	<b>2,717,718</b>	<b>3,019,104</b>



**SUMMARY OF POSITIONS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
3511 CPS - Police Patrol	31.00	24.00	21.00	21.00	21.00	21.00	21.00
3513 CPS - Police Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3551 CPS - Fire Suppression	20.00	9.00	11.00	11.00	11.00	11.00	11.00
3553 CPS - Fire Prevention	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Positions</b>	<b>51.00</b>	<b>51.00</b>	<b>32.00</b>	<b>32.00</b>	<b>32.00</b>	<b>32.00</b>	<b>32.00</b>

The total personnel complement for the Approved 2017 budget is 32.00 FTE. This is the same as the previous fiscal year.

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**205-3511 CPS - Police Patrol**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	1,002,587	Police Officer	21.00	1,002,587
Overtime	136,850			
Add Pays	15,500	<b>Total Personnel</b>	<u>21.00</u>	<u>1,002,587</u>
Fringe Benefits	603,297			
<b>TOTAL</b>	<u><b>1,758,234</b></u>	<b>Overtime</b>		<u>136,850</u>
<b>OPERATING EXPENSES</b>				
		Education Bonus		15,500
Supplies	0	<b>Total Add Pays</b>		<u>15,500</u>
Internal Services	0			
Other Services		FICA		16,819
Professional Fees	0	Healthcare Benefits - Active		296,712
Maintenance Fees	0	Healthcare Benefits - Retirees		0
Other Contracted Fees	0	Pension - Sworn		289,766
<b>TOTAL</b>	<u><b>0</b></u>	<b>Total Fringe Benefits</b>		<u>603,297</u>
<b>CAPITAL OUTLAY</b>				
	0	<b>TOTAL</b>	<u><b>21.00</b></u>	<u><b>1,758,234</b></u>
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>1,758,234</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**205-3551 CPS - Fire Suppression**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	627,840	Fire Engineers	9.00	520,314
Overtime	30,000	Firefighter	2.00	107,526
Add Pays	13,089			
Fringe Benefits	439,192	<b>Total Personnel</b>	<u>11.00</u>	<u>627,840</u>
<b>TOTAL</b>	<u><b>1,110,121</b></u>			
		<b>Overtime</b>		<u>30,000</u>
<b>OPERATING EXPENSES</b>				
Supplies	0	Food/Clothing Allowance		12,089
Internal Services	0	Fire Certification		1,000
Other Services		<b>Total Add Pays</b>		<u>13,089</u>
Professional Fees	0			
Maintenance Fees	0	FICA		9,801
Other Contracted Fees	0	Healthcare Benefits - Active		188,525
<b>TOTAL</b>	<u><b>0</b></u>	Healthcare Benefits - Retirees		0
		Pension - Sworn		240,866
<b>CAPITAL OUTLAY</b>	0	<b>Total Fringe Benefits</b>		<u>439,192</u>
<b>TOTAL</b>	<u><b>0</b></u>	<b>TOTAL</b>	<u><b>11.00</b></u>	<u><b>1,110,121</b></u>
<b>TOTAL APPROPRIATION</b>	<u><u><b>1,110,121</b></u></u>			

**PUBLIC SAFETY GRANTS  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

Public Safety Grant Funds are funds that account for Federal and State funding received by the City for law enforcement activities. Activities include: community policing, law enforcement training, drug enforcement activities, engagement of the youth to enhance self-esteem and self-awareness, reduction of violent crime within the community, and prevention and investigation of automobile thefts within the community and county.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
COMMUNITY POLICING	0	COMMUNITY POLICING	0
POLICE TRAINING FUND	14,000	POLICE TRAINING FUND	14,000
DEPT OF JUSTICE GRANT	3,563	DEPT OF JUSTICE GRANT	3,563
DRUG FORFEITURE FUND	62,956	DRUG FORFEITURE FUND	62,956
SAGINAW COUNTY TAPS	87,206	SAGINAW COUNTY TAPS	87,206
POLICE ELERV GRANT	98,283	POLICE ELERV GRANT	98,283
HOMELAND SECURITY SAFER GRANT	844,011	HOMELAND SECURITY SAFER GRANT	844,011
AUTO THEFT PREVENTION	0	AUTO THEFT PREVENTION	0
<b>TOTAL RESOURCES</b>	<b><u><u>1,110,019</u></u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u><u>1,110,019</u></u></b>

## **COMMUNITY POLICING FUND**

### **REVENUE BUDGET SUMMARY**

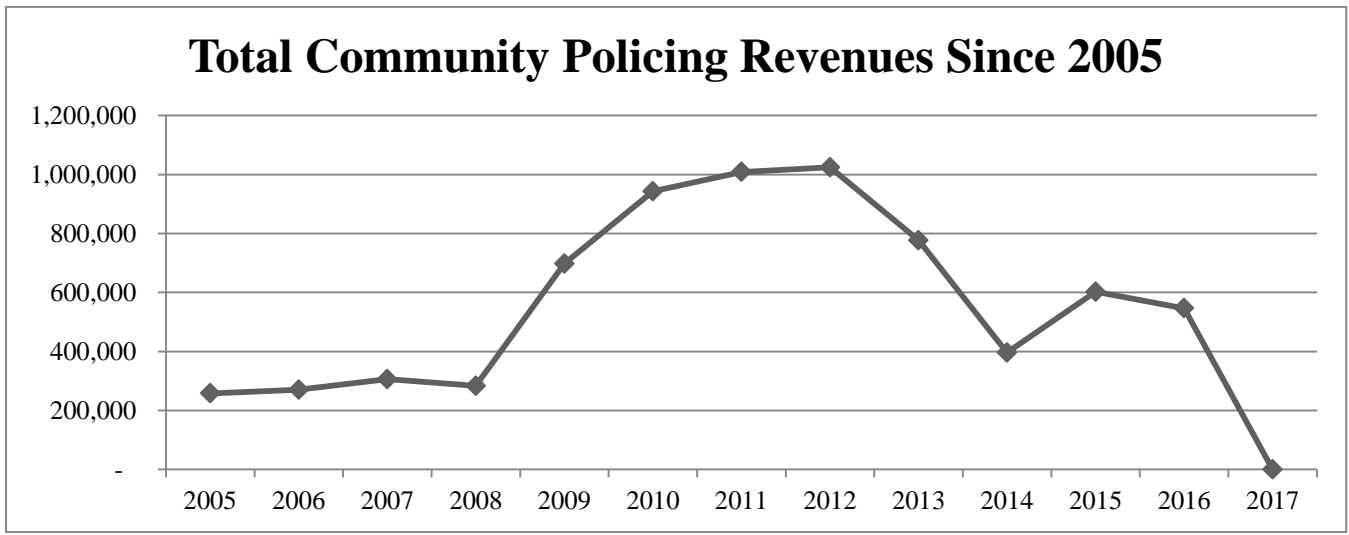
The Community Policing Fund accounts for revenues and expenditures of Police Officers assigned to various city neighborhoods. These programs and technologies provide residents with a greater sense of protection and give them the responsibility for developing and implementing problem-solving strategies in their neighborhoods.

For FY 2017, the Community Policing Fund revenues will be \$0. This represents a 100% reduction from the previous fiscal year. This reduction is due primarily to this fund’s inability to be self-supporting; in addition, the major sources of revenues are transfers from other funds.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Grants	291,750	0	0	0	0	0	0
Interest	0	(4)	3	0	0	(7)	0
Other Revenues	0	0	0	0	0	0	0
Transfers	386,142	396,100	597,603	546,307	542,275	394,496	0
<b>Total Revenues</b>	<b>677,892</b>	<b>396,096</b>	<b>597,606</b>	<b>546,307</b>	<b>542,275</b>	<b>394,489</b>	<b>0</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 Approved Budget and FY 2017 Approved Revenues. Over the past 13 years, revenues for Community Policing have changed dramatically. These monies have been dependent on funding received for grant activities as it related to Community Policing services. From FY 2008 to the present, the City of Saginaw has received multiple grants to support this activity. In FY 2009, the City received the first grant, Weed-N-Seed Grant. This grant allowed the City to provide assistance to the neighborhood groups and work with other non-profit agencies, such as Parishioners on Patrol, to strengthen law enforcement efforts all over the City. Simultaneously, the Crime Technology Grant was received that year. As a push during calendar year 2008, the City pursued crime technology grants and was awarded grant funding to provide for Phase I of the Shotspotter. This

new technology was implemented and additional monies were awarded in fiscal years 2010 and 2011 for Phase II of Shotspotter. Also, in FY 2010 – FY 2011, the City received the COPS Hiring Grant, a Federal grant that added five new officers to the sworn personnel complement. This was a regressive grant that required the City to pay for 100% of the personnel cost in the fifth year. In FY 2012, revenues began to decline steadily. The City realized a reduction in the Weed-N-Seed and Crime Technology Grant allocations. In FY 2013, revenues continued to decline due to the maturity of the COPS Hiring Grant. Additionally in FY 2013, the CDBG allocation was decreased based on reductions in the federal entitlement allocation. The 2014 revenue budget for this fund reflects an even steeper reduction to revenues. This reduction was realized in the reduced CDBG allocations due to the Federal sequester. The General Fund had to provide a larger subsidy to cover 1.50 FTE of a Community Police Officer. In FY 2015, the CDBG allocation is even less than the sequester levels; as a result, the City will be reconfiguring the manner in which it provides community policing services. Beginning in FY 2015, community police officers were stationed at the Raptor Center and provided coverage to Celebration Park and Water Treatment facilities. Because of the change in the manner in which they are providing services, the Water Operation and Maintenance Fund provides funding for one officer. The General Fund will continue to provide a larger subsidy because of the reduction in CDBG appropriations. The FY 2016 Community Policing revenues are \$52,338 less than the previous year. This is attributable to a reduction in the amount of funds that will be appropriated from the general fund. This is caused by the reallocation of lesser senior staff into this fund. In FY 2017, Community Policing will be reallocated to the General Fund.

**EXPENDITURE BUDGET SUMMARY**

The total Community Policing Fund expenditures will be \$0, for FY 2017. This is a decrease of 100% from the 2016 approved budgeted levels. This reduction is due to the funds inability to be self-sustaining as well as the major sources of revenues are from transfer from other funds. Because of this, the city auditor requires that this fund be allocated to the general fund.

**FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
3320 Community Policing	329,391	396,095	570,116	546,307	542,275	394,489	0
3327 Shotspotter	1,358	0	0	0	0	0	0
3328 COPS Hiring Grant	347,141	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>677,890</b>	<b>396,095</b>	<b>570,116</b>	<b>546,307</b>	<b>542,275</b>	<b>394,489</b>	<b>0</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	664,768	388,111	561,208	535,033	531,001	383,217	0
Operating Expenses	11,764	7,984	8,908	11,274	11,274	11,272	0
Capital Outlay	1,358	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>677,890</b>	<b>396,095</b>	<b>570,116</b>	<b>546,307</b>	<b>542,275</b>	<b>394,489</b>	<b>0</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
3320 Community Policing	4.00	3.00	3.00	4.00	4.00	4.00	0.00
3328 COPS Hiring Grant	3.15	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Positions</b>	<b>7.15</b>	<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>3.00</b>	<b>4.00</b>	<b>0.00</b>

The total Community Policing Fund’s personnel complement is projected to be zero FTE for FY 2017. These individuals have been moved to the General Fund.

**Performance Measures/Metrics: Police**

**Community Policing** – (summary of services)

The Community Policing division provides services which include, but are not limited to the following: conducting warrant sweeps for parole violators, verifying residents on the State Sex Offender Registry and visiting schools within their CPO districts. The Community Police division directly interacts with the members of the community to enhance communication and trust and to maintain a cooperative and supportive relationship between the police department and the citizens of Saginaw.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Complete three problem oriented policing initiatives* per quarter	12	36	12	12	12
Track the number of Citizen Association meetings attended by community police officers**	72	107	72	72	72

\*Types of initiatives: 1.) Crime Suppression initiatives, 2.) Income Tax Sweeps, 3.) Curfew Sweeps, 4.) Organizing Recreational events targeting youth

\*\*This is a counting measure and not an output measure.

## ***POLICE TRAINING FUND***

### **REVENUE BUDGET SUMMARY**

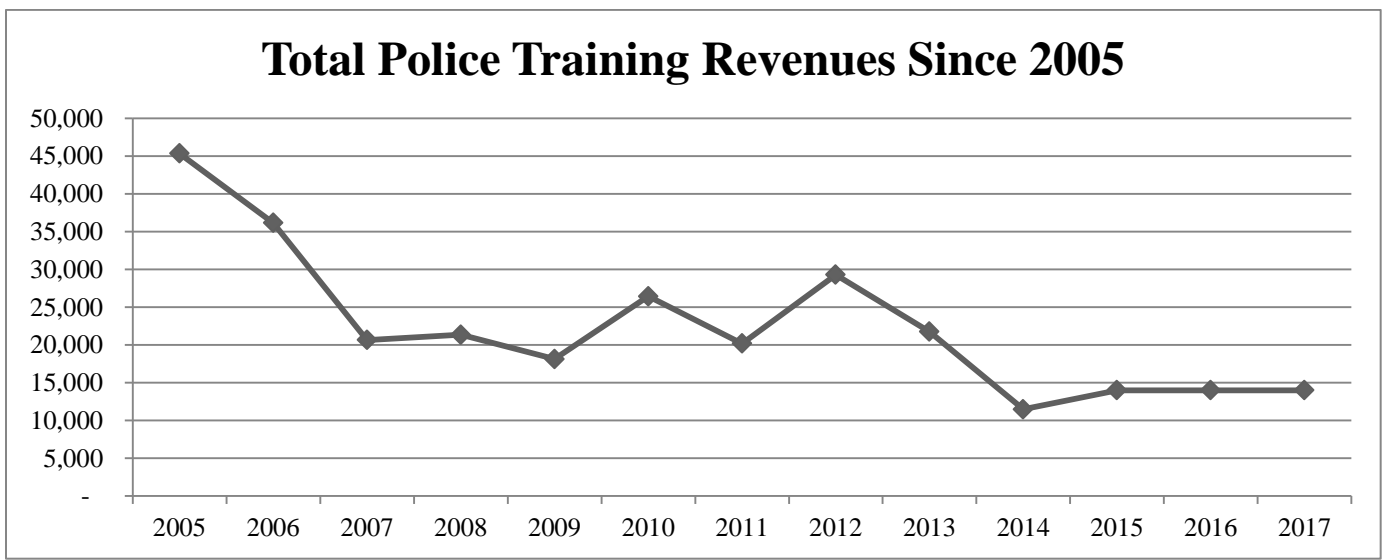
The Police Training Fund accounts for allocations received from the State of Michigan pursuant to Act 302 of the Public Act 1982. These monies are disbursed twice a year based on the number of sworn police officers. These funds can only be expended for direct costs of criminal justice training of police officers. The major revenue source for this fund is State grants. Funding is received on a reimbursement basis.

The 2016/2017 revenues for Police Training Fund are \$14,000. This is the same as the 2016 budgeted levels.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
State Grants	18,488	14,230	11,142	14,000	14,000	10,485	14,000
Interest and Rents	0	0	0	0	0	(1)	0
Transfers	3,256	0	0	0	0	0	0
<b>Total Revenues</b>	<b>21,744</b>	<b>14,230</b>	<b>11,142</b>	<b>14,000</b>	<b>14,000</b>	<b>10,484</b>	<b>14,000</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. The revenues in this fund fluctuate based on grant availability, the amount of police training given during the course of the year, and the number of sworn personnel.

### **EXPENDITURE BUDGET SUMMARY**

The total Police Training Fund expenditures are \$14,000, for FY 2017. No *Personnel Services* have been allocated to this fund. *Operating Expenses* makes up the budget for this fund. Operating Expenses will be the same as the 2016 budgeted levels. No monies will be allocated for *Capital Outlay*.



**FUNDING LEVEL SUMMARY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
3323 Police Training	21,743	11,466	9,292	14,000	14,000	5,601	14,000
<b>Total Expenditures</b>	<b>21,743</b>	<b>11,466</b>	<b>9,292</b>	<b>14,000</b>	<b>14,000</b>	<b>5,601</b>	<b>14,000</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	21,743	11,466	9,292	14,000	14,000	5,601	14,000
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>21,743</b>	<b>11,466</b>	<b>9,292</b>	<b>14,000</b>	<b>14,000</b>	<b>5,601</b>	<b>14,000</b>

**DEPARTMENT OF JUSTICE – JUSTICE ASSISTANCE GRANT FUND**

**REVENUE BUDGET SUMMARY**

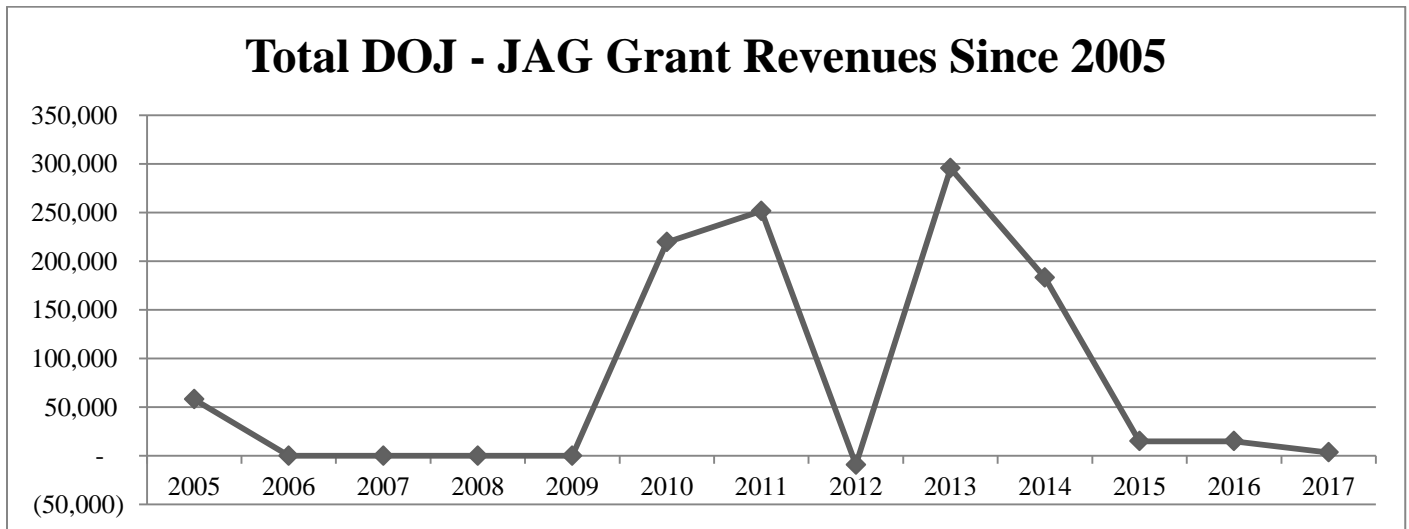
The Department of Justice (DOJ) – Justice Assistance Grant (JAG) Fund accounts for revenues and expenditures related to various projects that provide better services, and fight crime in the community as approved by the United States DOJ. This funding allocation is based on the community’s violent crime statistics. In addition, these monies are shared with surrounding municipalities and the county. What is listed in the budget is strictly the City’s portion. Moreover, the county is the fiduciary agency and is responsible for recording all expenditure activities.

The 2017 Approved Budget for the DOJ – JAG will be \$3,563. This represents a 76.25% reduction from the previous fiscal year. Traditionally, the city does not receive the DOJ – JAG allocation amount until May of each year. Historically, the city budgets to receive \$15,000. For FY 2017, it was determined that the department will recognize the remaining balance of the 2015 appropriation and will adjust the budget once the funds have been provided by Saginaw County.

**SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
State Grant	295,585	183,047	19,868	15,000	137,057	118,494	3,563
Interest	0	10	0	0	0	0	0
Transfers	9,484	0	0	0	0	0	0
<b>Total Revenues</b>	<b>305,069</b>	<b>183,057</b>	<b>19,868</b>	<b>15,000</b>	<b>137,057</b>	<b>118,494</b>	<b>3,563</b>

**REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved. Revenues for this fund are dependent on what the federal government allocates to the municipality. For FY 2006 – 2009, no grant monies were received. However, in FY 2010, the City received stimulus monies from the Department of Justice. These monies were expected to be spent on law enforcement activities outlined by the Federal government. The 2011 budget reflected the addition of the Regular 2010 JAG Grant and the remaining stimulus monies. By FY 2012, revenues decreased due to the utilization of the stimulus monies in prior years. For FY 2013, revenues increased significantly from

previous fiscal year due to the extra appropriation of federal dollars to the city that was utilized during this fiscal year. In 2014, the city continued to utilize these funds from previous fiscal years and was awarded the Alcona County Homeland Security grant to purchase the I-robot. The FY 2015 and 2016 budget remained the same as FY 2013, as the City was not aware of how the grant would be for the next year. FY 2017, the city will only recognize the remaining balance of the 2015 DOJ – JAG appropriation.

**EXPENDITURE BUDGET SUMMARY**

The total DOJ – JAG Grant expenditures are \$3,563 for FY 2017, which is a 76.25% reduction from the previous fiscal year. There are no *Personnel Services* in this fund. No fund will be allocated towards *Operating Expenses*. *Capital Outlay* will be \$3,536 for FY 2017, which represents the remaining balance of the 2015 DOJ-JAG appropriation.

**FUNDING LEVEL SUMMARY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
3321 DOJ Grant (Stimulus)	43,659	0	0	0	0	0	0
3331 DOJ Grant (2012)	61,671	36,030	0	0	0	0	0
3332 DOJ Grant (2013)	0	19,422	0	0	30,074	30,074	0
3333 DOJ Grant (2014)	0	0	0	15,000	65,193	50,193	0
3334 DOJ Grant (2015)	0	0	0	0	41,790	38,227	3,563
3340 FEMA Region 5	0	19,868	0	0	0	0	0
<b>Total Expenditures</b>	<b>105,330</b>	<b>75,320</b>	<b>0</b>	<b>15,000</b>	<b>137,057</b>	<b>118,494</b>	<b>3,563</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	0	0	0	0	0	0	0
Capital Outlay	105,330	75,320	0	15,000	137,057	118,494	3,563
<b>Total Expenditures</b>	<b>105,330</b>	<b>75,320</b>	<b>0</b>	<b>15,000</b>	<b>137,057</b>	<b>118,494</b>	<b>3,563</b>

## ***DRUG FORFEITURE GRANT FUND***

### **REVENUE BUDGET SUMMARY**

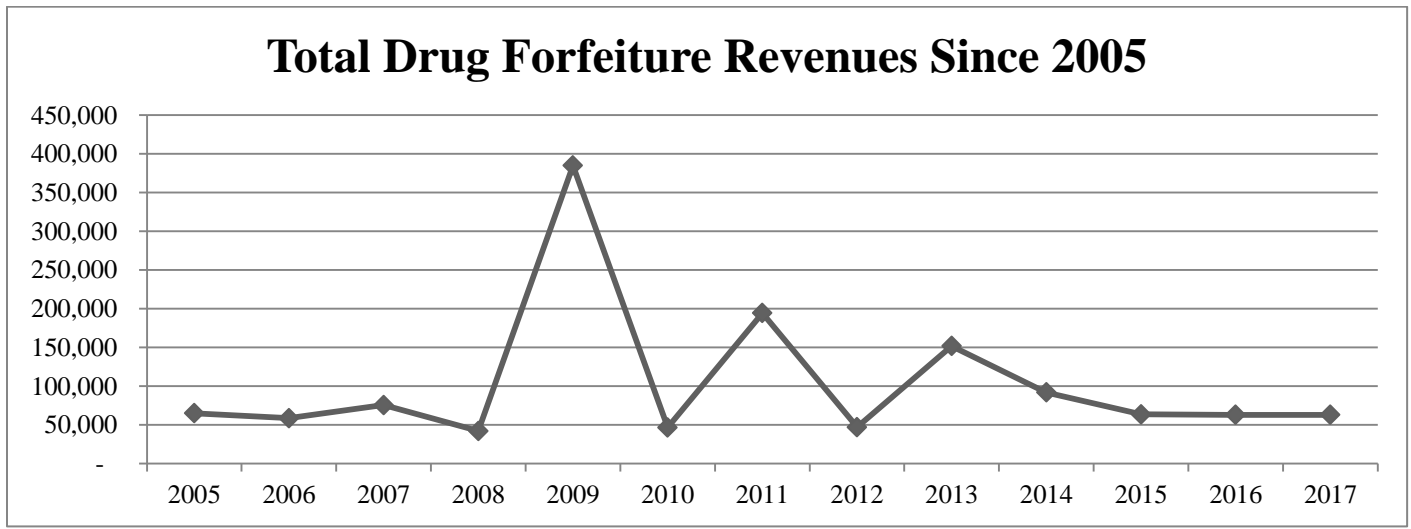
The Drug Forfeiture Fund accounts for all revenues and expenditures received from the forfeiture or cash and property seized during a drug raid. The major revenue source for the Drug Forfeiture Fund is fines and Federal and State forfeitures. After a drug raid, the City turns over these monies to the judicial system as evidence in prosecution. Afterwards, these monies are released back to the City and are utilized to offset the cost of drug enforcement activities.

The 2017 budget for this fund is \$62,956. This is the same as what was budgeted in the previous fiscal year.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Fines and Forfeitures	137,409	90,562	22,620	0	2,400	2,975	2,500
Interest and Rents	1,394	1,317	1,106	2,500	1,987	1,071	0
Other Revenues	12,943	34	0	60,456	167,283	124,365	60,456
<b>Total Revenues</b>	<b>151,746</b>	<b>91,913</b>	<b>23,726</b>	<b>62,956</b>	<b>171,670</b>	<b>128,411</b>	<b>62,956</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. From FY 2002-2008 there had been a steady decrease in the amounts collected from fines and forfeitures. However, by February of 2009, the City received a cash transfer of over \$251,000, for federal forfeited property from a judicial case that had been completed in a previous fiscal year. In FY 2010, little or no monies were received in fines and forfeitures. In March of 2011, the City received approximately \$170,421 in monies from a federal forfeited case. The FY 2012 actual revenues received were actually the lowest since 2007. This is due to the reduction in forfeited funds. In FY 2013, the City realized an upward trend in revenues due to the large appropriation of reserves. By FY 2014, revenues decreased 39.43%. This is due to a decrease in the amount utilized from fund reserves to cover the estimated expenditures. The FY 2015 budget also reflected a significant decrease of -18.27%. This decrease was due to no funds

appropriated for state and federal forfeited properties. The 2016 budget decreased \$660 from the previous fiscal year due to the amount of funds that were utilized to balance the fund. The FY 2017 budget is the same as the FY 2016.

**EXPENDITURE BUDGET SUMMARY**

The total Drug Forfeiture Fund expenditures will be \$62,956, for FY 2017. No monies will be appropriated for *Personnel Services*. *Operating Expenses* will be \$56,956, for the upcoming year. This is the same as FY 2016. The category of *Capital Outlay* will be \$6,000 next fiscal year. This appropriation is for the purchase of electronics and camera repairs.

**FUNDING LEVEL SUMMARY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
3040 Drug Forfeiture	250,897	103,702	26,478	62,956	171,670	128,411	62,956
<b>Total Expenditures</b>	<b>250,897</b>	<b>103,702</b>	<b>26,478</b>	<b>62,956</b>	<b>171,670</b>	<b>128,411</b>	<b>62,956</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	233,940	39,804	21,559	56,956	59,639	18,509	56,956
Capital Outlay	16,957	62,898	4,919	6,000	112,031	109,902	6,000
<b>Total Expenditures</b>	<b>250,897</b>	<b>103,702</b>	<b>26,478</b>	<b>62,956</b>	<b>171,670</b>	<b>128,411</b>	<b>62,956</b>

# SAGINAW COUNTY TREATMENT AND PREVENTION SERVICES (TAPS) FUND

## REVENUE BUDGET SUMMARY

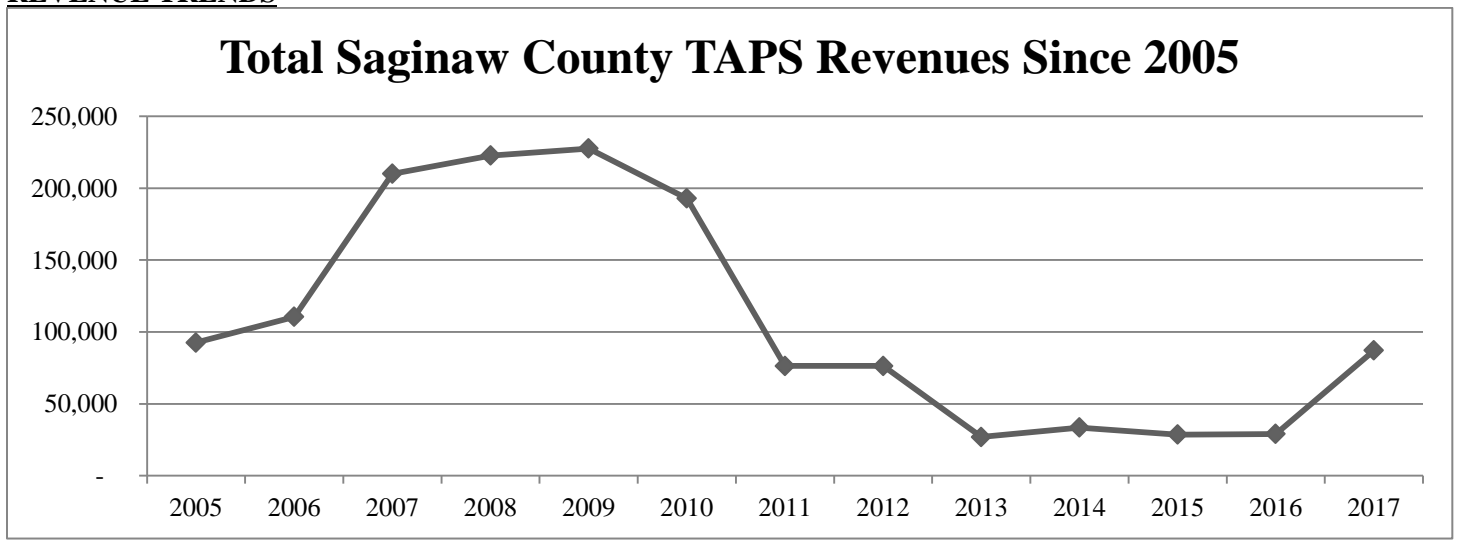
The Saginaw County Treatment and Prevention Services (TAPS) Fund, formerly the Youth Initiative Fund, accounts for grant monies received from the United States DOJ through the Saginaw County Department of Public Health. These funds are used to engage youth and provide facilities to the programs that will enhance self-awareness and self-esteem, and reduces substance abuse through participation in substance abuse programs.

The approved 2016/17 revenue budget for the Saginaw County TAPS Fund is \$87,206, which is \$58,186 more than the previous fiscal year. These programs continue to assess and reduce teen alcohol and drug use through education and outreach programs for high risk and underserved population in the Saginaw Community. During FY 2016, the city received grant funds to cover 100% of a police officer through this program. The grant funding for this program is expected to end by September 30, 2016. Funds are renewed annually.

## SUMMARY OF REVENUES

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Interest	0	1	1	0	0	(4)	0
Other Revenues	56,253	33,517	60,000	29,020	92,770	63,871	87,206
<b>Total Revenues</b>	<b>56,253</b>	<b>33,518</b>	<b>60,001</b>	<b>29,020</b>	<b>92,770</b>	<b>63,867</b>	<b>87,206</b>

## REVENUE TRENDS



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. From FY 2007 – 2010, the City received more entitlement monies for the program. Therefore, the City was able to allocate more funds towards enhancing this program. However, from FY 2011 – 2012, there was a change at the County administration level that resulted in a decrease in the funding level. With this change, the Youth Initiative Program was changed to the Saginaw County Treatment and Prevention Service. Moreover, the City was advised that no funding would be provided after October 2011. In FY 2012, with new County administration, the City received two grant opportunities in the total amount of \$83,000. The majority of these monies were utilized during FY 2012. In FY 2013 revenues continue to reflect a downward trend. The revenue budget was established for the remaining \$27,000 grant funds received in FY 2012. These grants expired on September 30, 2012. As of January 2013, the City was awarded additional grant funds for this program. The FY 2014 budget reflected the remaining balance of the grant awarded in January 2013. These monies, similar to the previous year’s grant, are required to be spent by September 30. The FY 2015 budget

reflected the remaining balance of the grant awarded in January 2013. These monies, similar to the previous year's grant, are required to be spent by September 30. For FY 2016, the city received additional funds during the course of 2015 that will be appropriated through the end of September 2016. This will cover the cost of .30 of a Police Officer as well as overtime. Effective with the FY 2017 budget, the city will receive funds from the County Administration to cover the cost of one FTE. The approved budget reflects this change.

**EXPENDITURE BUDGET SUMMARY**

The total Saginaw County TAPS Fund expenditures will be \$87,206 for FY 2017. *Personnel Services* will increase by \$58,186. This budget reflects an increase to some fringe benefit cost for the one police officer allocated to it. No funds will be appropriated for *Operating Expenses* or *Capital Outlay*.

**FUNDING LEVEL SUMMARY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
3325 Saginaw County TAPS	56,253	29,278	43,005	29,020	92,770	63,867	87,206
<b>Total Expenditures</b>	<b>56,253</b>	<b>29,278</b>	<b>43,005</b>	<b>29,020</b>	<b>92,770</b>	<b>63,867</b>	<b>87,206</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2013/14 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	56,253	29,278	43,005	29,020	81,253	60,666	87,206
Operating Expenses	0	0	0	0	11,517	3,201	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>56,253</b>	<b>29,278</b>	<b>43,005</b>	<b>29,020</b>	<b>92,770</b>	<b>63,867</b>	<b>87,206</b>

**SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
3325 Saginaw County TAPS	0.00	0.30	0.30	0.30	0.30	1.00	1.00
<b>Total Positions</b>	<b>0.00</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>1.00</b>	<b>1.00</b>

The approved 2017 budget reflect one full-time police officer position. This is an increase of .70 from the previous fiscal year. During 2016, the city was awarded additional funds from the Saginaw County Health Department to continue to provide activities to engage youth.

The following "Expenditure Detail" page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to "How to Use the Budget Document" for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**265-3325 Saginaw County Treatment and Prevention Services (TAPS)**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	52,167	Police Officer	1.00	52,167
Overtime	10,107			
Add Pays	500	<b>Total Personnel</b>	<u>1.00</u>	<u>52,167</u>
Fringe Benefits	24,432			
<b>TOTAL</b>	<u><b>87,206</b></u>	<b>Overtime</b>		<u>10,107</u>
		Education Bonus		500
<b>OPERATING EXPENSES</b>		<b>Total Add Pays</b>		<u>500</u>
Supplies	0	FICA		946
Internal Services	0	Healthcare Benefits - Active		9,069
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	0	Pension - Sworn		14,417
Maintenance Fees	0	<b>Total Fringe Benefits</b>		<u>24,432</u>
Other Contracted Fees	0			
<b>TOTAL</b>	<u><b>0</b></u>	<b>TOTAL</b>	<u><b>1.00</b></u>	<u><b>87,206</b></u>
<b>CAPITAL OUTLAY</b>				
	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>87,206</b></u></u>			



**POLICE ENHANCING LAW ENFORCEMENT RESPONSE TO VICTIMS (ELERV) FUND**

**REVENUE BUDGET SUMMARY**

The Police Enhancing Law Enforcement Response to Victims (ELERV) Fund was received by the City of Saginaw in November of 2015. This grant is funded by the Office for Victims of Crime (OVC), U.S. Department of Justice and is administered by the International Association of Chief of Police. The purpose of this grant is to provide funding to the city of Saginaw to develop and implement an ELERV strategy that promotes enhanced administrative, technical, and operational police practices; foster cooperation and the exchange of information and experience among police leaders and organizations, including enhancing law enforcement response to victims of crime, with a strong focus on reaching and serving the underserved and unserved victims identified in the community. The approved 2016/17 revenue is \$98,283.

**SUMMARY OF REVENUES**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Grants	0	0	0	0	50,000	36,398	98,283
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>36,398</b>	<b>98,283</b>

**EXPENDITURE BUDGET SUMMARY**

The total Police ELERV Grant expenditures will be \$98,283 for FY 2017. *Personnel Services* will include the cost of .75 of a Police Lieutenant and .25 of an Office Assistant II position. As part of an increase to personnel services, the following will also increase: dental, short and long term disability, and workers compensation. No funds will be appropriated for *Operating Expenses* or *Capital Outlay*.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
3341 Police ELERV Grant	0	0	0	0	50,000	36,398	98,283
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>36,398</b>	<b>98,283</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2013/14 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	0	0	0	0	50,000	35,715	98,283
Operating Expenses	0	0	0	0	0	683	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>36,398</b>	<b>98,283</b>

**SUMMARY OF POSITIONS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
3341 Police ELERV Grant	0.00	0.00	0.00	0.00	0.00	1.00	1.00
<b>Total Positions</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**267-3341 Police ELERV Grant Fund**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	64,335	Police Lieutenant	0.75	56,259
Overtime	0	Office Assistant II	0.25	8,076
Add Pays	1,188			
Fringe Benefits	32,760	<b>Total Personnel</b>	<u>1.00</u>	<u>64,335</u>
<b>TOTAL</b>	<u><b>98,283</b></u>	<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>		Education Bonus		1,188
Supplies	0	<b>Total Add Pays</b>		<u>1,188</u>
Internal Services	0	FICA		701
Other Services		Healthcare Benefits - Active		20,439
Professional Fees	0	Healthcare Benefits - Retirees		0
Maintenance Fees	0	Pension - Civilian		808
Other Contracted Fees	0	Pension - Sworn		10,813
<b>TOTAL</b>	<u><b>0</b></u>	<b>Total Fringe Benefits</b>		<u>32,760</u>
<b>CAPITAL OUTLAY</b>	0	<b>TOTAL</b>	<u><b>1.00</b></u>	<u><b>98,283</b></u>
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>98,283</b></u></u>			

## ***HOMELAND SECURITY STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT FUND***

### **REVENUE BUDGET SUMMARY**

The Homeland Security Staffing for Adequate Fire and Emergency Response (SAFER) Grant Fund was created in FY 2014. This is a federal grant received from the Department of Homeland Security. Their purpose in creating this grant was to provide funding directly to fire department and volunteer firefighter interest groups to help them increase or maintain the number of trained, “front line” firefighters available in their communities. The primary goal of SAFER is to enhance the local fire department’s ability to comply with staffing, response, and operational standards established by the NFPA 1710.

In February 2015, the City of Saginaw applied for and received the second round of the Homeland Security SAFER Grant. This renewal would provide for the retention of (13) firefighter positions. This was a reduction from the 2012 Homeland Security SAFER grant by two positions. The performance period for this grant is October 1, 2015 through September 30, 2017.

The Homeland Security SAFER Grant Fund’s revenues will be \$844,011 for FY 2017. This is due to the renewal of the two-year grant.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Homeland Security Grant	0	1,040,320	1,034,514	0	230,339	242,754	0
Homeland Security II	0	0	0	0	858,536	639,821	844,011
<b>Total Revenues</b>	<b>0</b>	<b>1,040,320</b>	<b>1,034,514</b>	<b>0</b>	<b>1,088,875</b>	<b>882,575</b>	<b>844,011</b>

### **EXPENDITURE BUDGET SUMMARY**

The Homeland Security SAFER II Grant Fund will be \$844,011 for FY 2017. This is to recognize the renewal of the SAFER grant. Through this renewal the city was able to retain and pay for the salary and fringe benefits of 13 employees.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
3551 Homeland Security - SAFER	0	1,040,320	1,034,513	0	230,339	202,093	0
3555 Homeland Security II	0	0	0	0	858,536	651,659	844,011
<b>Total Expenditures</b>	<b>0</b>	<b>1,040,320</b>	<b>1,034,513</b>	<b>0</b>	<b>1,088,875</b>	<b>853,752</b>	<b>844,011</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	1,040,320	1,034,513	0	1,088,875	882,575	844,011
Operating Expenses	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>1,040,320</b>	<b>1,034,513</b>	<b>0</b>	<b>1,088,875</b>	<b>882,575</b>	<b>844,011</b>

**SUMMARY OF POSTIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
3551 Homeland Security - SAFER	0.00	15.00	15.00	0.00	0.00	0.00	0.00
3555 Homeland Security II	0.00	0.00	0.00	0.00	13.00	13.00	13.00
<b>Total Positions</b>	<b>0.00</b>	<b>15.00</b>	<b>15.00</b>	<b>0.00</b>	<b>13.00</b>	<b>13.00</b>	<b>13.00</b>

The following "Expenditure Detail" page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to "How to Use the Budget Document" for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**269-3551 Homeland Security - SAFER Grant**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	530,233	Fire Engineer	1.00	57,750
Overtime	0	Firefighters	12.00	472,483
Add Pays	14,687			
Fringe Benefits	299,091	<b>Total Personnel</b>	<u>13.00</u>	<u>530,233</u>
<b>TOTAL</b>	<u><b>844,011</b></u>			
		<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
		Clothing/Food Allowance		14,287
Supplies	0	Education Bonus		400
Internal Services	0			
Other Services		<b>Total Add Pays</b>		<u>14,687</u>
Professional Fees	0			
Maintenance Fees	0	FICA		7,974
Other Contracted Fees	0	Healthcare Benefits - Active		219,627
<b>TOTAL</b>	<u>0</u>	Healthcare Benefits - Retirees		0
		Pension - Sworn		71,490
<b>CAPITAL OUTLAY</b>	0	<b>Total Fringe Benefits</b>		<u>299,091</u>
<b>TOTAL</b>	<u><b>0</b></u>			
		<b>TOTAL</b>	<u><b>13.00</b></u>	<u><b>844,011</b></u>
<b>TOTAL APPROPRIATION</b>	<u><u><b>844,011</b></u></u>			

## ***AUTO THEFT PREVENTION GRANT (ATPG) FUND***

### **REVENUE BUDGET SUMMARY**

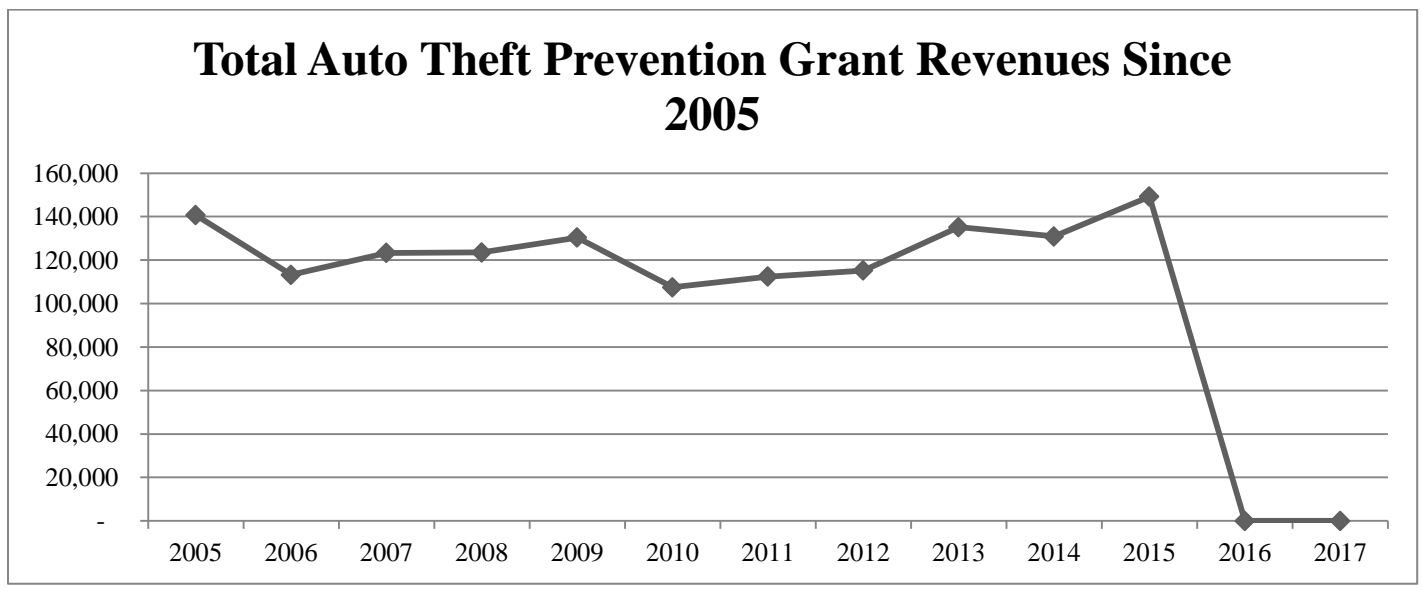
The Auto Theft Prevention Fund accounts for grant funding received from the State of Michigan pursuant to Public Act 10 of 1986. These funds are used by Community Public Safety - Police and Saginaw Township Police Department for the prevention and investigation of automobile thefts in Saginaw County.

The 2016/2017 Approved Budget will be \$0, which is the same as the previous fiscal year. The City of Saginaw evaluated the program to determine the viability of the operation. In review of the operation, it was determined that the grant funds received were not sufficient enough to support the operations. In addition, the need for this type of enforcement declined so significantly that it did not make economic sense to continue with these services.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
State Grants	40,232	42,590	59,514	0	0	0	0
Other Revenues	0	257	1,000	0	0	0	0
Transfers	77,953	90,349	88,730	0	0	0	0
<b>Total Revenues</b>	<b>118,185</b>	<b>135,196</b>	<b>149,244</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. From FY 2005 to the present, these monies have declined steadily or remained the same. The General Fund has had to provide continual increased subsidies for this fund since 2006. For FY 2015, revenues reflect a slight increase from FY 2014. This increase is directly related to the increased General Fund subsidy for higher expenditures. The 2016 and 2017 budget years reflects \$0 revenues received. This program will no longer function at the city of Saginaw due to the lack of funding to cover the cost of the operations as well as the continual decline in the need for these services.

## EXPENDITURE BUDGET SUMMARY

The total Auto Theft Prevention Grant expenditures will be \$0 for FY 2017. This is the same as the previous fiscal year. The reason for the reduction is due to the fact the city was not receiving enough funds to adequately fund this operations. In addition, the work log for this employee has dropped significant of the years, from over 200 vehicle thefts to just 4 in the current year that it did not make economic sense to continue with the operations as it stood.

## FUNDING LEVEL SUMMARY

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
3322 Auto Theft Prevention	118,186	135,197	149,244	0	0	0	0
<b>Total Expenditures</b>	<b>118,186</b>	<b>135,197</b>	<b>149,244</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## FUNDING LEVEL BY CATEGORY

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	100,988	117,412	130,037	0	0	0	0
Operating Expenses	17,198	17,785	19,207	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>118,186</b>	<b>135,197</b>	<b>149,244</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## SUMMARY OF POSTIONS

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
3322 Auto Theft Prevention	1.00	1.00	1.00	0.00	0.00	0.00	0.00
<b>Total Positions</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Due to the lack of grant funds to support this operation, the employee that was allocated to the Auto Theft Prevention Fund has been reallocated to the General Fund.



**CLEAN ENERGY COALITION FUND (230)**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

The Clean Energy Coalition Fund accounts for the promotion of clean energy technology, projects, and savings citywide. The State of Michigan through MSHDA provided to the City of Saginaw a grant that allowed the City the ability to complete energy efficiency and renewable energy installations on municipal facilities.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
TRANSFERS	40,000	CLEAN ENERGY COAL.	40,000
<b>TOTAL RESOURCES</b>	<b>40,000</b>	<b>TOTAL APPROPRIATIONS</b>	<b>40,000</b>

## ***CLEAN ENERGY COALITION***

### **REVENUE BUDGET SUMMARY**

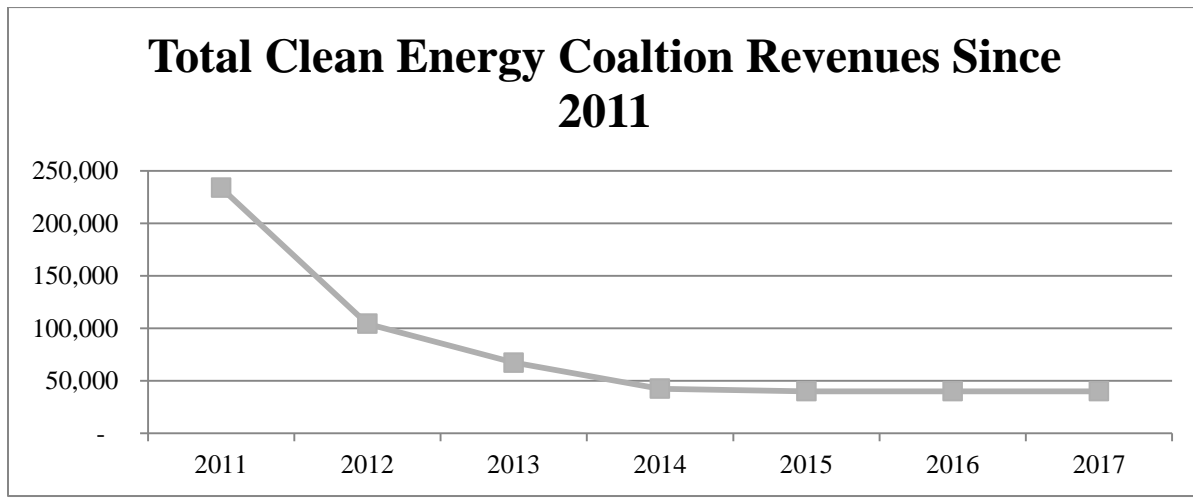
The Clean Energy Coalition (CEC) Fund accounts for the projects that provide and promote clean energy technology within the City of Saginaw. The major source of revenue is a transfer of energy savings from the general fund. By accepting this grant, the City committed to continual savings and energy efficiencies. Project income is expected and those monies must be reallocated into additional energy savings projects.

CEC Revenues for FY 2017 will be \$40,000, which is the same as the FY 2016 Approved Budget.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/2016</b>	<b>2015/2016</b>	<b>2015/2016</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Federal Grant	0	0	0	0	0	0	0
Reimbursements	23,535	0	0	0	21,805	43,820	0
Interest on Investments	0	(4)	2	0	0	(3)	0
Loan Proceeds	0	0	0	0	0	0	0
Use of Fund Equity	0	0	0	0	0	0	0
Transfers from Other Funds	43,682	42,503	40,000	40,000	40,000	0	40,000
<b>Total Revenues</b>	<b>67,217</b>	<b>42,499</b>	<b>40,002</b>	<b>40,000</b>	<b>61,805</b>	<b>43,817</b>	<b>40,000</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2011 - 2015 Actual Revenues, FY 2016 Approved Revenues, and FY 2017 Approved Revenues. FY 2013 saw a \$37,036 drop in grant funding. In FY 2014 CEC began getting a \$40,000 transfer from the General Fund to account for projected energy savings from energy efficiency projects. This continued through FY 2016. In FY 2017, the general fund transfer is its sole source of revenue.

**EXPENDITURE BUDGET SUMMARY**

The total Clean Energy Coalition Fund expenditures will be \$40,000. This is the same as the FY 2016 Approved Budget. *Personnel Services* total \$10,583 for FY 2017. Ten percent of the Engineering Assistant will continue to be allocated to this fund. *Operating Expenses* will be \$21,415. This is a \$112 increase from the FY 2016 Approved budget level. The operating budget will cover expenses related to loan repayments and assisting with renewable energy projects throughout the city. There is no *Capital Outlay* expected for FY 2017.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/2016 Approved	2015/2016 Adjusted	2015/2016 Projected	2016/17 Approved
1795 Clean Energy Coalition	166,436	42,203	36,848	40,000	61,805	43,817	40,000
<b>Total Expenditures</b>	<b>166,436</b>	<b>42,203</b>	<b>36,848</b>	<b>40,000</b>	<b>61,805</b>	<b>43,817</b>	<b>40,000</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/2016 Approved	2015/2016 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	8,674	6,730	7,932	10,694	10,694	9,679	10,583
Operating Expenses	149,761	27,471	20,914	21,303	43,108	26,493	21,415
Capital Outlay	0	0	0	0	0	0	0
Debt Service	8,001	8,002	8,002	8,003	8,003	8,001	8,002
<b>Total Expenditures</b>	<b>166,436</b>	<b>42,203</b>	<b>36,848</b>	<b>40,000</b>	<b>61,805</b>	<b>43,817</b>	<b>40,000</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/2016 Approved	2015/2016 Adjusted	2015/16 Projected	2016/17 Approved
Clean Energy Coalition	0.10	0.10	0.10	0.10	0.10	0.10	0.10
<b>Total Positions</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>	<b>0.10</b>

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**230-1795 Clean Energy Coalition**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	4,336	Engineering Asst/Energy	0.10	4,336
Overtime	0	Coordinator		
Fringe Benefits	6,247	<b>Total Personnel</b>	<u>0.10</u>	<u>4,336</u>
<b>TOTAL</b>	<u><b>10,583</b></u>	<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
Supplies	0	FICA		332
Internal Services	7,064	Healthcare Benefits - Active		1,753
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	0	Pension		4,162
Maintenance Fees	0	<b>Total Fringe Benefits</b>		<u>6,247</u>
Other Contracted Fees	14,351			
<b>TOTAL</b>	<u><b>21,415</b></u>	<b>TOTAL</b>	<u><b>0.10</b></u>	<u><b>10,583</b></u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>DEBT SERVICE</b>	8,002			
<b>TOTAL APPROPRIATION</b>	<u><u><b>40,000</b></u></u>			

**ANDERSEN ENRICHMENT CENTER (236)**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

This fund accounts for the operation, maintenance expenditures, and building rentals for the Andersen Enrichment Center. The Andersen Enrichment Center(AEC) was developed in 1993 with the assistance of the Saginaw Arts and Enrichment Commission and is managed by a part-time manager and director. The manager and director are responsible for fund-raising, marketing, scheduling activities, collecting fees, managing finances, and supervising staff, as well as the day-to-day operations of the center. The Andersen Enrichment Center and Saginaw Arts and Enrichment Commission were divided into two separate funds mid-year FY 2014/2015.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGES FOR SERVICES	19,750	ANDERSEN ENRICH. CTR.	99,560
INTEREST AND RENTS	58,245		
OTHER REVENUES	3,000		
TRANSFERS	18,565		
<b>TOTAL RESOURCES</b>	<b><u>99,560</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>99,560</u></b>

## **ANDERSEN ENRICHMENT CENTER**

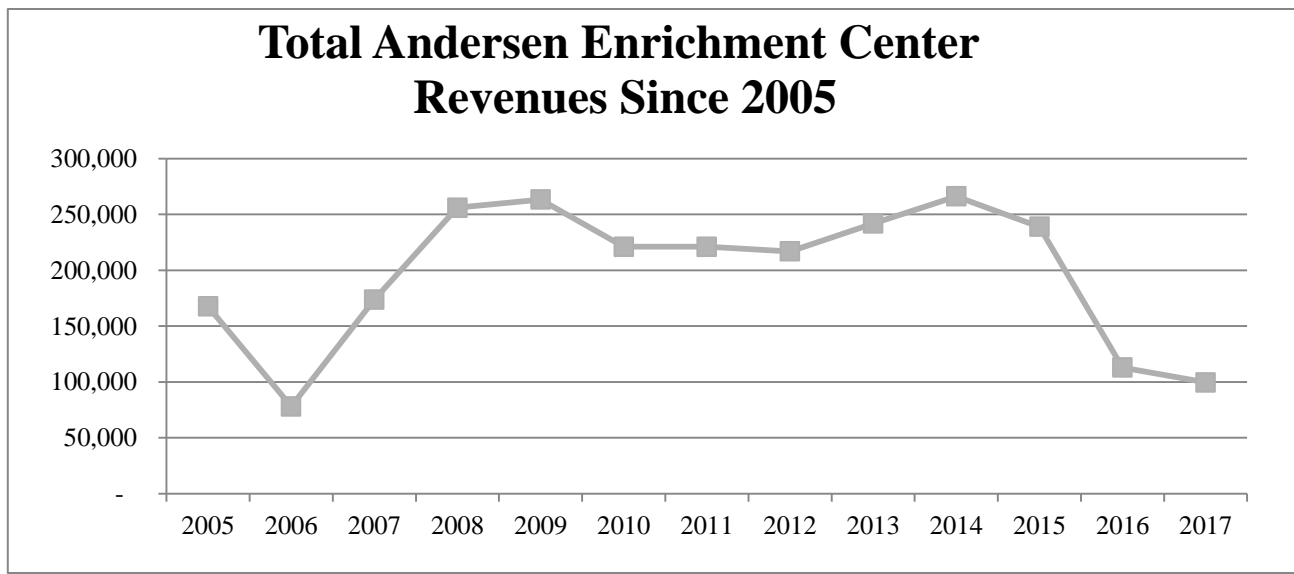
### **REVENUE BUDGET SUMMARY**

The Andersen Enrichment Center Fund accounts for the operation, maintenance expenditures, and building rentals for the Andersen Enrichment Center. The major revenue source for this fund is “Charges of Services” and “Interest and Rents”, which are anticipated to be \$19,750 and \$58,245, respectively, in FY 2017. The 2017 Approved Revenue budget for the Andersen Enrichment Center Fund will be \$99,560. This represents a \$13,397 decrease from the previous fiscal year due in part to the removal of the Saginaw Arts and Enrichment Commission from this fund and the creation of its own. Upon conducting research, it was discovered that the Andersen Center and the Saginaw Arts and Enrichment Commission are completely separate entities- one being owned and operated by the City of Saginaw and the other being a separate component unit with its own finances.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Charges For Services	20,000	31,750	19,250	48,644	48,644	19,750	19,750
Interest and Rents	57,774	44,287	51,955	53,334	44,332	47,673	58,245
Other Revenues	164,071	190,062	0	3000	3,000	(86)	3,000
Use of Fund Equity	0	0	0	7,979	0	92,545	0
Transfers from Other Funds	0	0	0	0	0	0	18,565
<b>Total Revenues</b>	<b>241,845</b>	<b>266,099</b>	<b>71,205</b>	<b>112,957</b>	<b>95,976</b>	<b>159,882</b>	<b>99,560</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 Approved Revenues, and FY 2017 Approved Revenues. The revenue trend above illustrates two significant drops in revenue, one in 2006 and another in 2016. Both decreases were due to significant drop in contributions to the Andersen Enrichment Center from

private donors. From 2007 through 2009 those same contributions averaged over \$100,000 per year. The revenues have decreased slightly in 2010. From FY 2010 – 2012, the revenues have remained fairly consistent. The FY 2013 actual budget recorded an increase in revenues by \$24,944 or 11.50%. In 2015, revenues decreased slightly; however, the FY 2016 revenue reflects a sharp decrease in revenue due to the separation of the Andersen Center from the Saginaw Arts and Enrichment Commission, which now has its own fund. FY 2017 shows a slight decrease from the previous year.

**EXPENDITURE BUDGET SUMMARY**

The total Andersen Enrichment Center Fund expenditures will be \$99,560 for FY 2017. The Andersen Enrichment Center expenditures will decrease \$13,397. *Personnel Services* is projected to total \$45,600 for FY 2017, which is an increase of \$5,910. This is due to the addition of two part time Andersen Center Site Supervisors. The personnel complement for FY 2017 is projected to be 3 positions. This is an increase of 1 position from the 2016 personnel complement. During FY 2016 the Andersen Center Site Supervisor retired from the city. This was a 32 hour employee. With this change city administration hired two part time 25 hour a week employees as a replacement. *Operating Expenses* will be \$53,960; this represents a decrease of \$19,307 from the FY 2016 approved budgeted level. This is due to a reduction of operating costs a result of moving all Saginaw Arts and Enrichment Commission activity to a new fund. There are no *Capital Outlay* expenditures budgeted for this fund in FY 2017.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
7540 Andersen Enrichment Center	124,877	138,064	92,328	112,957	95,976	159,882	99,560
7541 Enrichment Commission	114,507	138,926	0	0	0	0	0
<b>Total Expenditures</b>	<b>239,385</b>	<b>276,990</b>	<b>92,328</b>	<b>112,957</b>	<b>95,976</b>	<b>159,882</b>	<b>99,560</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	83,503	85,692	39,030	39,690	37,037	34,731	45,600
Operating Expenses	155,882	191,298	53,298	73,267	58,939	52,685	53,960
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous Expenses	0	0	0	0	0	72,466	0
<b>Total Expenditures</b>	<b>239,385</b>	<b>276,990</b>	<b>92,328</b>	<b>112,957</b>	<b>95,976</b>	<b>159,882</b>	<b>99,560</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Andersen Enrichment Center	4.00	4.00	2.00	2.00	2.00	2.00	3.00
<b>Total Positions</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**236-7540 Andersen Enrichment Center**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	41,600	Andersen Ctr. Site Super.	2.00	26,000
Overtime	0	Andersen Center Director	1.00	15,600
Fringe Benefits	4,000			
		<b>Total Personnel</b>	<b>3.00</b>	<b>41,600</b>
<b>TOTAL</b>	<b>45,600</b>			
		<b>Overtime</b>		<b>0</b>
<b>OPERATING EXPENSES</b>				
Supplies	5,301	FICA		3,182
Internal Services	16,781	Healthcare Benefits - Active		194
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	11,005	Pension		624
Maintenance Fees	20,873			
Other Contracted Fees	0	<b>Total Fringe Benefits</b>		<b>4,000</b>
<b>TOTAL</b>	<b>53,960</b>			
		<b>TOTAL</b>	<b>3.00</b>	<b>45,600</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>99,560</b>			



**SAGINAW ARTS AND ENRICHMENT COMMISSON  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

This fund also accounts for the private donations and individual contributions received by the Saginaw Arts and Enrichment Commission to provide financial support to cultural and creative arts organizations and to sponsor various social and community events to improve the quality of life in the City.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
DONATIONS	156,500	SAGINAW ARTS AND ENRICHMENT COMMISSION	180,265
INTEREST AND RENTS	500	INCREASE IN FUND EQUITY	13,035
OTHER REVENUES	36,300		
<b>TOTAL RESOURCES</b>	<b><u>193,300</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>193,300</u></b>

## ***SAGINAW ARTS AND ENRICHMENT COMMISSION***

### **REVENUE BUDGET SUMMARY**

The Saginaw Arts and Enrichment Commission Fund accounts for the private donations and individual contributions received by the Saginaw Arts and Enrichment Commission to provide financial support to cultural and creative arts organizations and to sponsor various social and community events to improve the quality of life in the City. This commission is a component unit of the city and acts as a separate entity. This fund was created mid-year in FY 2014/2015 to ensure that funds collected for Commission activities are not comingled with funds meant for the Andersen Enrichment Center building, which is owned and operated by the City of Saginaw. The major revenue source for this fund is “Donations”, which is anticipated to be \$156,500 in FY 2017. The 2017 Approved Revenue budget for the Andersen Enrichment Center Fund will be \$193,300.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Donations	0	0	156,245	153,500	163,500	173,165	156,500
Interest and Rents	0	0	39	500	500	25	500
Other Revenues	0	0	40,355	36,300	36,300	110,649	36,300
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>196,639</b>	<b>190,300</b>	<b>200,300</b>	<b>283,839</b>	<b>193,300</b>

### **EXPENDITURE BUDGET SUMMARY**

The total Saginaw Arts and Enrichment Commission Fund expenditures will be \$193,300 for FY 2017. *Personnel Services* is projected to total \$39,355 for FY 2017. *Operating Expenses* will be \$140,910. There is no *Capital Outlay* budgeted for this fund in FY 2017. *Miscellaneous Expenses* will be \$13,035.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
7541 Arts & Enrichment Commission	0	0	194,989	190,300	200,300	208,515	180,265
8559 Increase in Fund Equity	0	0	0	0	0	0	13,035
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>194,989</b>	<b>190,300</b>	<b>200,300</b>	<b>208,515</b>	<b>193,300</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	0	48,720	49,390	49,390	51,722	39,355
Operating Expenses	0	0	146,269	140,910	150,910	156,793	140,910
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous Expenses	0	0	0	0	0	0	13,035
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>194,989</b>	<b>190,300</b>	<b>200,300</b>	<b>208,515</b>	<b>193,300</b>

**SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Arts & Enrichment Commission	0	0	2.00	2.00	2.00	2.00	2.00
<b>Total Positions</b>	<b>0</b>	<b>0</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

The Saginaw Arts and Enrichment Commission’s personnel complement for FY 2017 will be 2 FTE. This includes the Director of the Saginaw Arts Commission and the Director of Marketing.

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**237-7541 Saginaw Arts and Enrichment Commission**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	36,400	Director of Sag. Art Comm.	1.00	15,600
Overtime	0	Director of Marketing	1.00	20,800
Fringe Benefits	2,955			
		<b>Total Personnel</b>	<u>2.00</u>	<u>36,400</u>
<b>TOTAL</b>	<b><u>39,355</u></b>			
		<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
Supplies	2,000	FICA		2,785
Internal Services	0	Healthcare Benefits - Active		170
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	51,200	Pension		0
Maintenance Fees	9,100			
Other Contracted Fees	78,610	<b>Total Fringe Benefits</b>		<u>2,955</u>
<b>TOTAL</b>	<b><u>140,910</u></b>			
		<b>TOTAL</b>	<b><u>2.00</u></b>	<b><u>39,355</u></b>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<b><u>0</u></b>			
<b>MISCELLANEOUS</b>	13,035			
<b>TOTAL</b>	<b><u>13,035</u></b>			
<b>TOTAL APPROPRIATION</b>	<b><u>193,300</u></b>			

**TAX INCREMENT FINANCING AUTHORITY (TIFA) AND  
LAND DEVELOPMENT FINANCING AUTHORITY (LDFA)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
COMMERCE CENTER	21,326	COMMERCE CENTER	21,326
DOWNTOWN DEVELOP AUTH.	593,100	DOWNTOWN DEVELOP AUTH.	593,100
BROWNFIELD AUTHORITY	40,744	BROWNFIELD AUTHORITY	40,744
ECONOMIC DEVELOPMENT	64,105	ECONOMIC DEVELOPMENT	64,105
DOWNTOWN DEVELOPMENT AUTHORITY 2011	2,739	DOWNTOWN DEVELOPMENT AUTHORITY 2011	2,739
<b>TOTAL RESOURCES</b>	<b><u>722,014</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>722,014</u></b>

## **COMMERCE CENTER DDA**

### **REVENUE BUDGET SUMMARY**

The Commerce Center DDA Fund accounts for revenues and expenditures captured and utilized in the Commerce Center District. Projects must be approved by City Council prior to the City Assessor capturing these tax dollars. After these dollars have been collected a portion of capturing monies must be utilized on reinvesting in the Commerce Center District. The plan requires that updates must be made in the district or on the Commerce Building. The City Controller and Assessing Offices work with the Office of Management and Budget/Community Services to ensure that this district is in compliance with the approved plan and that all dollars collected are reconciled.

For the Approved 2016/2017 Budget, revenues in the Commerce Center DDA Fund will be \$21,326, which represents a - 8.3% decrease from the previous fiscal year. This reduction is attributed to a decrease in the real property tax values in this district.

### **SUMMARY OF REVENUES**

	2012/13	2013/14	2014/15	2015/16	2015/16	2015/16	2016/17
	Actual	Actual	Actual	Approved	Adjusted	Projected	Approved
Property Taxes	26,078	23,740	23,574	23,253	23,253	23,169	21,326
Interest and Rents	(44)	(36)	(12)	0	0	(10)	0
Other Revenues	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>26,034</b>	<b>23,704</b>	<b>23,562</b>	<b>23,253</b>	<b>23,253</b>	<b>23,159</b>	<b>21,326</b>

### **EXPENDITURE BUDGET SUMMARY**

The total Commerce Center DDA expenditures for 2017 will be \$21,326. In the *Category of Miscellaneous Expenditures*, expenditures will be \$21,326. These monies are for reinvestment in the district.

### **FUNDING LEVEL SUMMARY**

	2012/13	2013/14	2014/15	2015/16	2015/16	2015/16	2016/17
	Actual	Actual	Actual	Approved	Adjusted	Projected	Approved
1775 Component Unit	26,026	23,502	23,058	23,253	23,253	22,875	21,326
<b>Total Expenditures</b>	<b>26,026</b>	<b>23,502</b>	<b>23,058</b>	<b>23,253</b>	<b>23,253</b>	<b>22,875</b>	<b>21,326</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	26,026	23,502	23,058	23,253	23,253	22,875	21,326
<b>Total Expenditures</b>	<b>26,026</b>	<b>23,502</b>	<b>23,058</b>	<b>23,253</b>	<b>23,253</b>	<b>22,875</b>	<b>21,326</b>

## ***DOWNTOWN DEVELOPMENT AUTHORITY***

### **REVENUE BUDGET SUMMARY**

The Downtown Development Authority was established by Ordinance D-1376 pursuant to Public Act 197 of 1975, as amended, to correct and prevent deterioration in business districts, and to promote economic growth in the district. The Downtown Development Authority Fund accounts for revenues and expenditures captured and utilized in the Downtown Development District. The fund will continue not generating any property tax revenue in FY 2017. The property values in the district have dropped below the baseline level for tax capture.

For the FY 2017 Approved Budget, revenues in the Downtown Development Authority Fund will be \$593,100, an increase of \$451,217. The increase in revenues is due to receiving a \$1,000,000 DEQ grant for the Farmers Market during 2016. This grant will be appropriated in both FY 2016 and FY 2017.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Grants	0	10,000	0	0	500,000	104,464	500,000
Property Taxes	(3,421)	3,865	(156)	0	0	0	0
Interest and Rents	(77)	(73)	(22)	0	0	(13)	0
Sale of Real Property	0	0	0	0	0	0	0
Fund Equity	4,009	15,422	48,112	77,285	71,636	0	28,100
Other Revenues	52,938	51,758	67,490	64,598	64,598	20,941	65,000
<b>Total Revenues</b>	<b>53,449</b>	<b>80,963</b>	<b>115,424</b>	<b>141,883</b>	<b>636,234</b>	<b>125,492</b>	<b>593,100</b>

### **EXPENDITURE BUDGET SUMMARY**

The total Downtown Development Authority Fund's expenditures will be \$593,100, for FY 2017. This is an increase from FY 2016 of \$451,217. The increase is associated with receiving a \$1,000,000 grant from the DEQ for the Farmers Market.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
1775 Component Unit	53,449	80,963	115,424	141,883	636,234	125,492	593,100
8559 Increase to Fund Equity	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>53,449</b>	<b>80,963</b>	<b>115,424</b>	<b>141,883</b>	<b>636,234</b>	<b>125,492</b>	<b>593,100</b>



**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	52,949	80,963	115,424	131,883	116,234	29,954	83,100
Capital Outlay	500	0	0	10,000	10,000	0	10,000
Miscellaneous	0	0	0	0	500,000	82,403	500,000
<b>Total Expenditures</b>	<b>53,449</b>	<b>80,963</b>	<b>115,424</b>	<b>141,883</b>	<b>626,234</b>	<b>112,357</b>	<b>593,100</b>

## ***ECONOMIC DEVELOPMENT FUND***

### **REVENUE BUDGET SUMMARY**

The Economic Development Fund was established to provide funds to be used as local match for federal and state grants for riverfront development projects. These funds are proceeds from a loan that was paid off when the Morley Building was sold.

In previous fiscal years, these funds were not budgeted. In FY 2016/2017, the Economic Development Fund will be closed and the remaining \$64,105 in fund balance will be transferred to the general fund.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Grants	0	0	0	0	0	0	0
Interest and Rents	(43)	(28)	(10)	0	0	(11)	0
Other Revenues	0	0	0	0	0	0	64,105
<b>Total Revenues</b>	<b>(43)</b>	<b>(28)</b>	<b>(10)</b>	<b>0</b>	<b>0</b>	<b>(11)</b>	<b>64,105</b>

### **EXPENDITURE BUDGET SUMMARY**

The total Economic Development Fund expenditures will be \$64,105 for FY 2017. This will consist of a transfer of the remaining fund balance to the general fund. These funds will be utilized to offset economic development activity.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
6064 Economic Development	0	0	0	0	0	0	64,105
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64,105</b>

### **FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	64,105
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64,105</b>

## ***BROWNFIELD AUTHORITY SRRF***

### **REVENUE BUDGET SUMMARY**

The Brownfield Redevelopment Authority was established by City Council on September 29, 1997 under the provision of 1996 PA 381 as amended, to promote the revitalization of Brownfield areas in the City of Saginaw. The Brownfield Authority SRRF Fund accounts for revenues and expenditures captured and utilized in the various Brownfield districts within the city limits. Plans must be developed and approved by City Council prior to the City Assessor capturing these tax dollars. A portion of these tax dollars must be utilized on reinvesting in these brownfield areas. The City Controller and Assessing Offices work with the Department of Community and Economic Development to ensure that this district is in compliance with the approved plans and that all dollars collected are reconciled.

For the Approved 2016/17 Budget, revenues in the Brownfield Authority SRRF Fund will be \$40,744. This represents a \$26,243 decrease from the previous fiscal year. This is attributed to a decrease in the real property tax values within these districts.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Property Taxes	33,048	33,268	71,170	66,987	66,987	73,588	40,744
<b>Total Revenues</b>	<b>33,048</b>	<b>33,268</b>	<b>71,170</b>	<b>66,987</b>	<b>66,987</b>	<b>73,588</b>	<b>40,744</b>

### **EXPENDITURE BUDGET SUMMARY**

The total Brownfield Authority SRRF Fund expenditures for FY 2017 will be \$40,744. The category of *Operating Expenditures* will decrease due to the amount appropriated to be reinvested in these districts.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
1775 Component Unit	0	22,808	40,832	66,987	66,987	31,318	40,744
<b>Total Expenditures</b>	<b>0</b>	<b>22,808</b>	<b>40,832</b>	<b>66,987</b>	<b>66,987</b>	<b>31,318</b>	<b>40,744</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	0	22,808	40,832	66,987	66,987	31,318	40,744
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>22,808</b>	<b>40,832</b>	<b>66,987</b>	<b>66,987</b>	<b>31,318</b>	<b>40,744</b>

**THOMSON LDFA**

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**REVENUE/EXPENDITURE BUDGET SUMMARY**

The Thomson LDFA Fund accounts for revenues and expenditures captured and utilized in Thomson District for qualifying improvements. Projects and improvements must be approved by City Council prior to the City Assessor capturing these tax dollars. After these dollars have been collected then a portion of capturing monies must be utilized on reinvesting in the land development within the district. The City Controller and Assessing Offices work with the Office of Management and Budget/Community Services to ensure that this district is in compliance with the approved plan and that all dollars collected are reconciled.

City Council voted to close Thomson LDFA in 2011.

**SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Property Taxes	0	0	0	0	0	0	0
Interest and Rents	6,586	3,725	3,630	0	0	(24)	0
Other Revenues	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>6,586</b>	<b>3,725</b>	<b>3,630</b>	<b>0</b>	<b>0</b>	<b>(24)</b>	<b>0</b>

**FUNDING LEVEL SUMMARY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
1775 Component Unit	30	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	30	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

***DOWNTOWN DEVELOPMENT AUTHORITY – 2011(DDA 2011)***

**REVENUE/EXPENDITURE BUDGET SUMMARY**

The Downtown Development Authority 2011 (DDA 2011) Fund became a new fund in FY 2015/2016. This fund will be used to account for revenues collected for the Downtown Development Authority’s updated Tax Increment Finance Authority (TIFA) district as outlined in the 2011 DDA TIFA plan. The FY 2016/2017 DDA 2011 Fund revenues and expenditures will be \$2,739 and will be used to reinvest in the district.

**SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Property Taxes	0	0	0	1,200	1,200	715	2,739
Interest and Rents	0	0	0	0	0	(1)	0
Other Revenues	0	0	0	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>714</b>	<b>2,739</b>

**FUNDING LEVEL SUMMARY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
1775 Component Unit	0	0	0	1,200	1,200	0	2,739
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>2,739</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	0	0	0	1,200	1,200	0	2,739
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>2,739</b>

**TARP HARDEST HIT (274)  
 RESOURCE ALLOCATION  
 2016/2017 APPROVED BUDGET**

In 2013, Saginaw was one of five cities in Michigan targeted to receive federal funding for blight elimination efforts through an 18-month intergovernmental demolition pilot program. The City receives funding for inspections and administrative costs associated with the grant while the Saginaw County Land Bank manages contractors and property acquisitions that are reimbursed directly by the Michigan State Housing Development Authority (MSHDA).

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<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
STATE GRANTS	0	TARP GRANT	0
<b>TOTAL RESOURCES</b>	0	<b>TOTAL APPROPRIATIONS</b>	0

## *TARP Hardest Hit Grant (SRF)*

### **REVENUE BUDGET SUMMARY**

The TARP Hardest Hit Fund accounts for the revenues and expenditures related to the Troubled Asset Relief Program (TARP) Hardest Hit money received mid-year FY 2014. Saginaw is one of only five cities in Michigan targeted to receive this federal funding for blight elimination efforts through an 18-month intergovernmental demolition pilot program. Though the city was specifically targeted, Saginaw only receives funding for inspections and administrative costs associated with managing the grant. The City's partner, Saginaw County Land Bank manages demolition contractors and property acquisitions and is reimbursed directly by the Michigan State Housing Development Authority (MSHDA). The total amount of funding available through this program is \$11.2 million dollars. Since these properties are owned by the Saginaw County Land Bank, the majority of the grant dollars have been allocated to them. This program was set to expire in the spring of FY 2015. However, the City received an extension for the program that lasted through the end of the first quarter of FY 2016. Grant funds are expected to be completed prior to FY 2017, so revenues are expected to be \$0.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Charges for Service	0	0	0	0	0	0	0
Interest and Rents	0	(1)	5	0	0	(3)	0
Other Revenues	0	50,185	139,316	31,500	78,750	78,750	0
<b>Total Revenues</b>	<b>0</b>	<b>50,184</b>	<b>139,321</b>	<b>31,500</b>	<b>78,750</b>	<b>78,747</b>	<b>0</b>

### **EXPENDITURE BUDGET SUMMARY**

The TARP Hardest Hit Fund will be \$0 in FY 2017. This grant was extended into FY 2016 but should be completed before FY 2017 so there will be no expenditures.

### **FUNDING LEVEL SUMMARY**

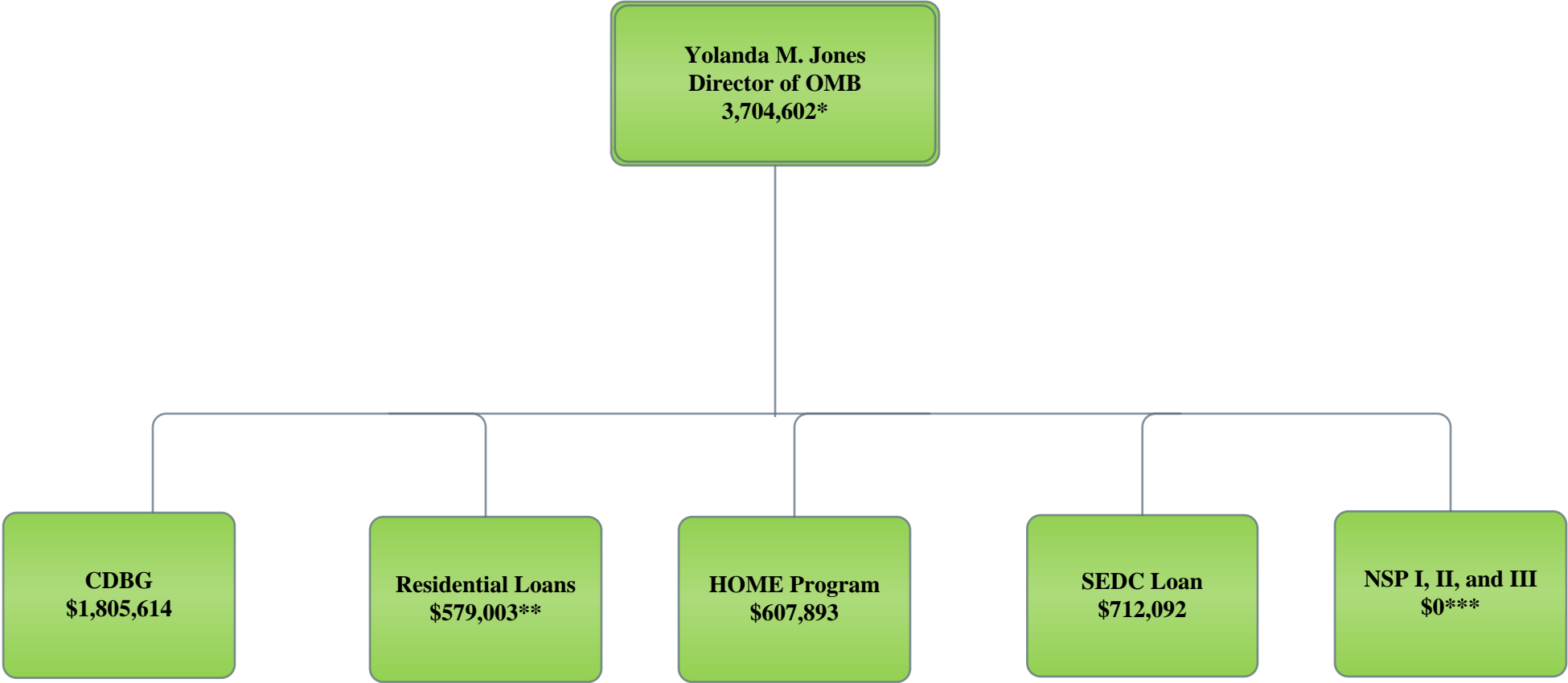
	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
3866 TARP Grant	0	42,066	124,728	31,500	78,750	68,217	0
<b>Total Expenditures</b>	<b>0</b>	<b>42,066</b>	<b>124,728</b>	<b>31,500</b>	<b>78,750</b>	<b>68,217</b>	<b>0</b>



**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2013/14</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	0	42,066	65,847	31,500	77,900	68,217	0
Capital Outlay	0	0	58,881	0	850	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>42,066</b>	<b>124,728</b>	<b>31,500</b>	<b>78,750</b>	<b>68,217</b>	<b>0</b>

# CITY OF SAGINAW COMMUNITY DEVELOPMENT BLOCK GRANT



\*CDBG is now a part of the Office of Management and Budget and reports to the OMB Director.  
\*\*The Rental Loans fund was combined with Residential Loans in FY 2015.  
\*\*\*The City does not expect any revenue or expenses to occur in NSP.

**COMMUNITY DEVELOPMENT BLOCK GRANT (275)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

The Community Development Block Grant (CDBG) Fund is used to account for the revenues and expenditures of the Federal Community Development Block Grant Entitlement Program. The CDBG administers federal funds to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
FEDERAL GRANTS	1,774,523	CDBG ADMINISTRATION	431,687
TRANSFERS	31,091	SPECIAL PROJECTS	524,751
		ECONOMIC DEVELOPMENT	0
		ECON. DEVE. SUBGRANTEES	361,275
		SAGINAW ECON. DEV. CORP	118,002
		CODE COMPLIANCE	122,245
		SUBGRANTEES	
		MCKINNEY HOMELESS	183,056
		TRANSFERS	64,598
<b>TOTAL RESOURCES</b>	<b><u>1,805,614</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>1,805,614</u></b>

## **COMMUNITY DEVELOPMENT BLOCK GRANT**

### **REVENUE BUDGET SUMMARY**

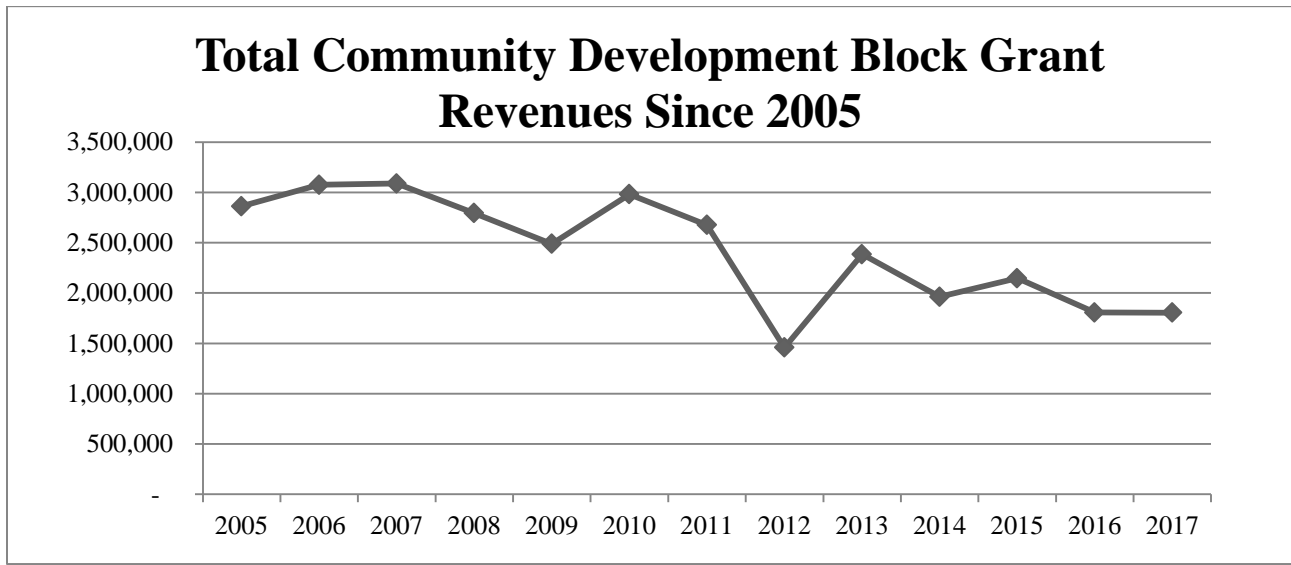
The Community Development Block Grant (CDBG) Fund is used to account for the revenues and expenditures of the CDBG Program. This is classified as a Special Revenue Fund, which is defined as a fund used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The major source of revenue for this fund is the Federal Department of Housing and Urban Development (HUD) entitlement monies.

For FY 2017, CDBG revenues will decrease by \$455 from the 2016 Approved Budget to \$1,805,614.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Federal Grants	2,362,866	1,940,162	2,115,697	1,774,978	1,847,311	1,503,352	1,774,523
Interests and Rents	406	592	28	0	0	37	0
Other Revenues	22,304	21,639	75,702	31,091	231,091	0	0
Transfers From Other Funds	0	0	0	0	0	0	31,091
<b>Total Revenues</b>	<b>2,385,576</b>	<b>1,962,393</b>	<b>2,191,427</b>	<b>1,806,069</b>	<b>2,078,402</b>	<b>1,503,213</b>	<b>1,805,614</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. This trend reveals two significant spikes in revenue: 2010 and 2013. In 2010 there was 200% increase in monies for the Stewart McKinney Homeless Program. In 2005 there was a decrease in child care fees and transfers from component units. In 2009, there was a -13.77% decrease in block grant entitlement monies. The CDBG revenue has decreased steadily from 2010 through 2015. In FY 2012 there was revenue expected to come in after the end of the year that was never realized. From 2013 to 2015, there was a sharp decline in revenue due to the Federal sequester that was in place. In FY 2016, that revenue is following a general declining trend due to reductions of entitlement dollars from the federal government. In FY 2017 revenue remains nearly the same, decreasing by \$455.

**DETAIL REVENUES ANALYSIS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Block Grant Entitlement	2,024,944	1,739,847	1,893,827	1,591,467	1,803,424	1,334,352	1,591,467
Stewart McKinney Homeless	337,922	200,315	221,870	183,511	243,887	168,824	183,056
Homeless P&R Program	0	0	0	0	0	0	0
Interest on Investments	406	592	28	0	0	37	0
Reimbursements	2,912	893	75,702	0	0	0	0
Surplus Receipts	0	0	0	0	0	0	0
Donations	1,000	0	0	0	0	0	0
Demolition Contracts	18,392	(4,139)	0	0	0	0	0
Transfers In	0	24,885	0	31,091	31,091	0	31,091
<b>Total Revenues</b>	<b>2,385,576</b>	<b>1,962,393</b>	<b>2,191,427</b>	<b>1,806,069</b>	<b>2,078,402</b>	<b>1,503,213</b>	<b>1,805,614</b>

**EXPENDITURE BUDGET SUMMARY**

The total Community Development Block Grant (CDBG) Fund expenditures will be \$1,805,614 for FY 2017. This represents a \$445 decrease from the FY 2016 Approved Budget. *Personnel Services* expenditures will decrease by \$13,864 or 1.9%. *Operating Expenses* for the CDBG will decrease by \$35,397 or 8%. This decrease is due to slightly lower allocations to demolitions than FY 2016. *Capital Outlay* is expected to be \$400 in FY 2017 for the purchase of office chairs. The *Category of Miscellaneous Expenditures* will be \$700,929 for FY 2017. This represents an increase of \$49,206 or 7.55% for the upcoming year.

**FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
6510 CDBG Administration	371,651	370,455	425,211	468,897	486,021	424,357	431,687
6511 Special Projects	537,009	512,744	664,934	475,126	675,302	291,336	524,751
6512 Economic Development	48,742	56,548	64,423	0	17,107	31,975	0
6513 Econ. Development Subgrantees	287,050	325,037	334,446	365,064	365,064	368,423	361,275
6520 Saginaw Econ. Development Corp.	129,539	132,497	137,169	133,720	117,420	83,387	118,002
6572 Code Compliance	151,201	100,625	111,058	115,153	115,153	107,952	122,245
6574 Subgrantees	140,701	124,715	132,241	0	10,957	5,225	0
6585 McKinney Homeless	181,254	183,098	218,545	183,511	226,780	190,558	183,056
9660 Transfers	0	0	0	64,598	64,598	0	64,598
<b>Total Expenditures</b>	<b>1,847,147</b>	<b>1,805,719</b>	<b>2,088,027</b>	<b>1,806,069</b>	<b>2,078,402</b>	<b>1,503,213</b>	<b>1,805,614</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	650,645	624,881	705,430	711,877	703,482	633,008	698,013
Operating Expenses	507,976	491,440	597,221	441,669	643,564	213,075	406,272
Capital Outlay	0	0	598	800	8,300	7,799	400
Miscellaneous	688,526	689,398	784,778	651,723	723,056	649,331	700,929
<b>Total Expenditures</b>	<b>1,847,147</b>	<b>1,805,719</b>	<b>2,088,027</b>	<b>1,806,069</b>	<b>2,078,402</b>	<b>1,503,213</b>	<b>1,805,614</b>

**SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
6510 CDBG Administration	1.90	1.75	1.85	1.85	1.85	1.85	2.10
6511 Special Projects	1.00	1.00	1.00	1.00	1.00	1.00	1.00
6520 Saginaw Econ. Development Corp.	1.20	1.03	0.95	0.90	0.90	0.90	0.90
6572 Code Compliance	1.25	1.00	1.00	1.00	1.00	1.00	1.00
<b>Total Positions</b>	<b>5.35</b>	<b>4.78</b>	<b>4.80</b>	<b>4.75</b>	<b>4.75</b>	<b>4.75</b>	<b>5.00</b>

The Community Development Block Grant personnel complement is expected to be 5 FTE for FY 2017. This is a .25 increase from the previous fiscal year. The following are the changes that will occur in FY 2017:

- In the Administration division, .75 of the Block Grant Specialist will be added to this division. This will be offset by a reallocation of .50 of the Block Grant Accountant.


**Performance Measures/Metrics: Community Services:**

**Block Grant Services-(summary of services)**

The Community Services manages over forty programs in Community Development Block Grant (CDBG), HOME, Emergency Solutions Grant, Section 108 Loan, and Neighborhood Stabilization Programs. Services include processing loan applications, hosting vendor trainings, and overseeing federal grant money drawdowns.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Secure the release of CDBG, HOME, and ESG funds no later than July 1 <sup>st</sup> .	July 1 <sup>st</sup>	July 1 <sup>st</sup>	July 1st	July 1 <sup>st</sup>	July 1
Obligate 75% of total funds appropriated by HUD for business loans through SEDC	80%	74%	80%	80%	80%
Spend 50 % of total funds allocated by HUD to the City of Saginaw.	75%	82%	80%	80%	80%

**Explanation of variances:**

 The key performance indicator to “Obligate 75% of total funds appropriated by HUD for business loans through SEDC.” reflects to be mostly achieved for FY 2016. This is largely due to the Economic Development Coordinator position being vacant since September 2015.

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How To Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**275-6510 CDBG Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	121,047	Block Grant Administrator	0.60	40,926
Overtime	0	Block Grant Specialist	1.00	52,682
Add Pays	750	Block Grant Accountant	0.50	27,438
Fringe Benefits	270,308			
		<b>Total Personnel</b>	<u>2.10</u>	<u>121,047</u>
<b>TOTAL</b>	<u><b>392,105</b></u>			
		<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
		Education Reimbursement		<u>750</u>
Supplies	1,000	<b>Total Add Pays</b>		<b>750</b>
Internal Services	13,782			
Other Services		FICA		9,260
Professional Fees	15,000	Healthcare Benefits - Active		31,473
Maintenance Fees	9,800	Healthcare Benefits - Retirees		139,662
Other Contracted Fees	0	Pension		89,913
<b>TOTAL</b>	<u><b>39,582</b></u>	<b>Total Fringe Benefits</b>		<u>270,308</u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>	<b>TOTAL</b>	<u><b>2.10</b></u>	<u><b>391,355</b></u>
<b>TOTAL APPROPRIATION</b>	<u><u><b>431,687</b></u></u>			



**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**275-6511 Special Projects**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	46,439	Dangerous Building		
Overtime	0	Inspector	1.00	46,439
Fringe Benefits	62,518			
<b>TOTAL</b>	<b>108,957</b>	<b>Total Personnel</b>	<b>1.00</b>	<b>46,439</b>
		<b>Overtime</b>		<b>0</b>
<b>OPERATING EXPENSES</b>				
Supplies	150	FICA		3,553
Internal Services	6,055	Healthcare Benefits - Active		16,895
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	0	Pension		42,070
Maintenance Fees	317,589	<b>Total Fringe Benefits</b>		<b>62,518</b>
Other Contracted Fees	0			
<b>TOTAL</b>	<b>323,794</b>	<b>TOTAL</b>	<b>1.00</b>	<b>108,957</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>MISCELLANEOUS</b>	<b>92,000</b>			
<b>TOTAL</b>	<b>92,000</b>			
<b>TOTAL APPROPRIATION</b>	<b>524,751</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**275-6520 Saginaw Economic Development Corp.**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	36,502	Economic Dev. Coord.	0.90	36,502
Overtime	0			
Add Pays	750	<b>Total Personnel</b>	0.90	36,502
Fringe Benefits	55,264			
<b>TOTAL</b>	<b>92,516</b>	<b>Overtime</b>		<b>0</b>
<b>OPERATING EXPENSES</b>				
		Education Reimbursement		750
Supplies	772			
Internal Services	5,439	<b>Total Add Pays</b>		<b>750</b>
Other Services				
Professional Fees	7,200	FICA		2,792
Maintenance Fees	11,675	Healthcare Benefits - Active		15,271
Other Contracted Fees	0	Healthcare Benefits - Retirees		0
<b>TOTAL</b>	<b>25,086</b>	Pension		37,201
		<b>Total Fringe Benefits</b>		<b>55,264</b>
<b>CAPITAL OUTLAY</b>	400			
<b>TOTAL</b>	<b>400</b>	<b>TOTAL</b>	<b>0.90</b>	<b>91,766</b>
<b>TOTAL APPROPRIATION</b>	<b>118,002</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**275-6572 Code Compliance**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	46,320	Code Enforcement Officer	0.66	30,531
Overtime	0	Residential Rehab.		
Fringe Benefits	58,115	Specialist	0.34	15,789
<b>TOTAL</b>	<b>104,435</b>	<b>Total Personnel</b>	<b>1.00</b>	<b>46,320</b>
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		<b>0</b>
Supplies	191			
Internal Services	5,240	FICA		3,608
Other Services		Healthcare Benefits - Active		12,497
Professional Fees	12,126	Healthcare Benefits - Retirees		0
Maintenance Fees	253	Pension		42,010
Other Contracted Fees	0	<b>Total Fringe Benefits</b>		<b>58,115</b>
<b>TOTAL</b>	<b>17,810</b>	<b>TOTAL</b>	<b>1.00</b>	<b>104,435</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>122,245</b>			

**CDBG RESIDENTIAL LOANS (276)**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

The CDBG Residential Loan Fund provides loan resources for a variety of housing rehabilitation opportunities for single-family homeowners within the City of Saginaw. This fund is classified as a Special Revenue Fund. CDBG Rental Loans was combined with this fund in FY 2015.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
FEDERAL GRANTS	533,591	RESIDENTIAL LOANS	220,734
INTEREST	5,412	SINGLE FAMILY	345,000
OTHER REVENUES	40,000	RENTAL LOANS	13,269
<b>TOTAL RESOURCES</b>	<b><u>579,003</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>579,003</u></b>

## **CDBG RESIDENTIAL LOANS**

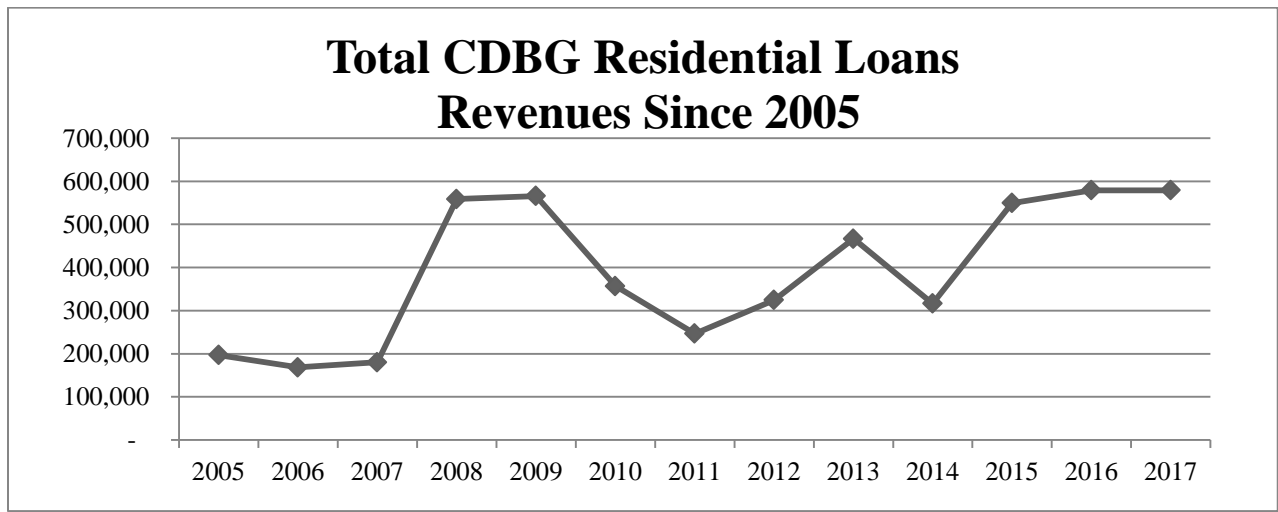
### **REVENUE BUDGET SUMMARY**

The CDBG Residential Loan Fund provides loan resources for a variety of housing rehabilitation opportunities for single-family homeowners within the City of Saginaw. In FY 2015, the Rental Loan Fund was combined with this fund. This fund is classified as a Special Revenue Fund, which is defined as a fund used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The major source of revenue for this fund is “Federal Grants”, which is anticipated to be \$533,591 in FY 2017. CDBG Residential Loan Fund revenues will remain the same as they were in FY 2016.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Federal Grants	392,513	257,551	228,765	533,591	527,716	316,334	533,591
Interests and Rents	11,217	2,015	14,518	5,412	5,412	4,671	5,412
Other Revenues	56,362	56,838	167,142	40,000	40,000	67,364	40,000
Transfer from Other Funds	6,655	0	0	0	0	28,005	0
<b>Total Revenues</b>	<b>466,747</b>	<b>316,404</b>	<b>410,425</b>	<b>579,003</b>	<b>573,128</b>	<b>416,374</b>	<b>579,003</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. This trend reveals three significant spikes in revenue: 2008, 2013, and 2015. In 2008, there was a \$398,031 carryover of entitlement funds from the previous year. This fund also experienced two major drops in revenue: in 2005 there was a decrease in entitlement funds from the Federal government and principal loan payments and in 2011 there was a -30.85% decrease in block grant entitlement monies. From 2011 forward, there seems to be a gradual increase in revenues. In 2014, block grant entitlement and interests on loans came in less than expected. Revenue for FY 2016 increased by \$29,449, due to an increase in block grant entitlement dollars. FY 2017 revenue will be the same as FY 2016.

**EXPENDITURE BUDGET SUMMARY**

The total CDBG Residential Loan Fund expenditures will be \$579,003 for FY 2017. This is the same as the FY 2016 Approved Budget. Expenditures for *Personnel Services* will decrease by 17.76% or \$34,511 due to a rearrangement of personnel. The number of employees allocated to this fund will be 1.60 FTE, a slight decrease from FY 2016. In FY 2017, 100% of the Residential Application Specialist will be allocated to this fund. However this is offset by the following reductions -- .30 of the Block Grant Administrator and .25 of the Block Grant Accountant. *Operating Expenses* for the CDBG Residential Loans Fund will decrease by \$11,748. This can be attributed to lower information management charges. There are no *Capital Outlay* expenditure requests budgeted for this fund. The category of *Miscellaneous Expenditures* will be \$358,269; this represents an increase of \$46,259, which can be attributed to higher loan disbursements.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
6540 Residential Loans	264,371	226,089	309,886	254,738	254,738	227,101	220,734
6550 Single Families	69,056	80,553	133,436	312,010	306,135	189,273	345,000
6560 Rental Loans	0	0	0	12,255	12,255	0	13,269
9660 Transfers	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>333,427</b>	<b>306,642</b>	<b>443,322</b>	<b>579,003</b>	<b>573,128</b>	<b>416,374</b>	<b>579,003</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	165,638	167,861	195,944	194,272	184,272	174,023	159,761
Operating Expenses	25,818	32,628	38,723	72,721	82,721	53,078	60,973
Capital Outlay	0	600	219	0	0	0	0
Miscellaneous	141,971	105,553	208,436	312,010	306,135	189,273	358,269
<b>Total Expenditures</b>	<b>333,427</b>	<b>306,642</b>	<b>443,322</b>	<b>579,003</b>	<b>573,128</b>	<b>416,374</b>	<b>579,003</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
6540 Residential Loans	1.77	1.65	1.65	1.65	1.65	1.65	1.60
<b>Total Positions</b>	<b>1.77</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.60</b>

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**276-6540 Residential Loans**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	72,670	Block Grant Administrator	0.10	6,821
Overtime	0	Block Grant Accountant	0.50	27,438
Add Pays	0	Rehabilitation Application Specialist	1.00	38,411
Fringe Benefits	87,091			
<b>TOTAL</b>	<b>159,761</b>	<b>Total Personnel</b>	<b>1.60</b>	<b>72,670</b>
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		<b>0</b>
Supplies	3,500			
Internal Services	6,123	FICA		5,751
Other Services		Healthcare Benefits - Active		14,177
Professional Fees	19,500	Healthcare Benefits - Retirees		0
Maintenance Fees	31,100	Pension		67,163
Other Contracted Fees	750			
<b>TOTAL</b>	<b>60,973</b>	<b>Total Fringe Benefits</b>		<b>87,091</b>
		<b>TOTAL</b>	<b>1.60</b>	<b>159,761</b>
<b>MISCELLANEOUS</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>220,734</b>			





## **CDBG RENTAL LOANS**

### **REVENUE BUDGET SUMMARY**

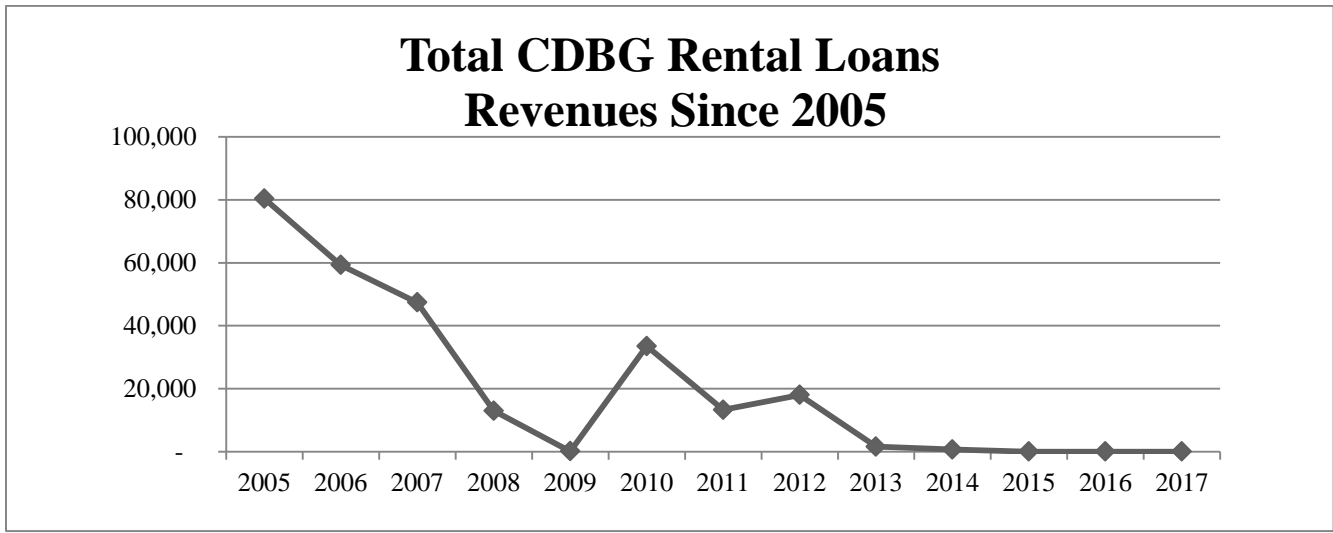
The CDBG Rental Loan Fund provides loan resources for a variety of housing rehabilitation opportunities for single-family homeowners within the City of Saginaw. This fund is classified as a Special Revenue Fund, which is defined as a fund used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

CDBG Rental Loan Fund revenues will now be accounted for in Residential Loans. These two funds were combined due to the small amount of activity in the Rental Loans Fund.

### **SUMMARY OF REVENUE**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Interests and Rents	6,305	4,551	0	0	0	0	0
Other Revenues	(4,744)	(3,873)	0	0	0	0	0
<b>Total Revenues</b>	<b>1,561</b>	<b>678</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. This trend reveals two significant spikes in revenue: 2010 and 2012. From 2005 through 2009, the funds revenues dropped consistently. In 2010 and 2012, the spikes in revenue can be attributed to an increase in principle loan payments. Since 2009, revenue has been inconsistent and the slight activity this fund has prompted the incorporation of this fund into Fund 276 Residential Loans. Combining these two funds is appropriate because of the lack of activity in Rental Loans and the reduction of revenues over time.

**EXPENDITURE BUDGET SUMMARY**

The total CDBG Rental Loan Fund expenditures will be \$0 for FY 2017. There are no *Personnel Services* allocated to this fund in FY 2017. *Operating Expenses* for this fund have been eliminated and moved to the Residential Loan Fund 276. *Capital Outlay* is not incorporated in this fund in FY 2017. The category of *Miscellaneous Expenditures* have also been eliminated and moved to the Residential Loan Fund 276.

**FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
6560 Rental Loans	1,561	994	0	0	0	0	0
9660 Transfers	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>1,561</b>	<b>994</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	1,561	994	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>1,561</b>	<b>994</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**CDBG HOME PROGRAM (278)  
 RESOURCE ALLOCATION  
 2016/2017 APPROVED BUDGET**

The HOME Program Fund provides for city generated housing rehabilitation activities as well as current City of Saginaw Community Housing Development Organization (CHDO) sub-recipient. The focus is on providing low interest loans to low-income families for home rehabilitation. Direct grants are also provided to qualifying citizens. The CHDO activity allows the city to participate with a developer in new home construction.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
FEDERAL GRANTS	607,893	HOME PROGRAM	607,893
<b>TOTAL RESOURCES</b>	<b>607,893</b>	<b>TOTAL APPROPRIATIONS</b>	<b>607,893</b>

## ***CDBG HOME PROGRAM***

### **REVENUE BUDGET SUMMARY**

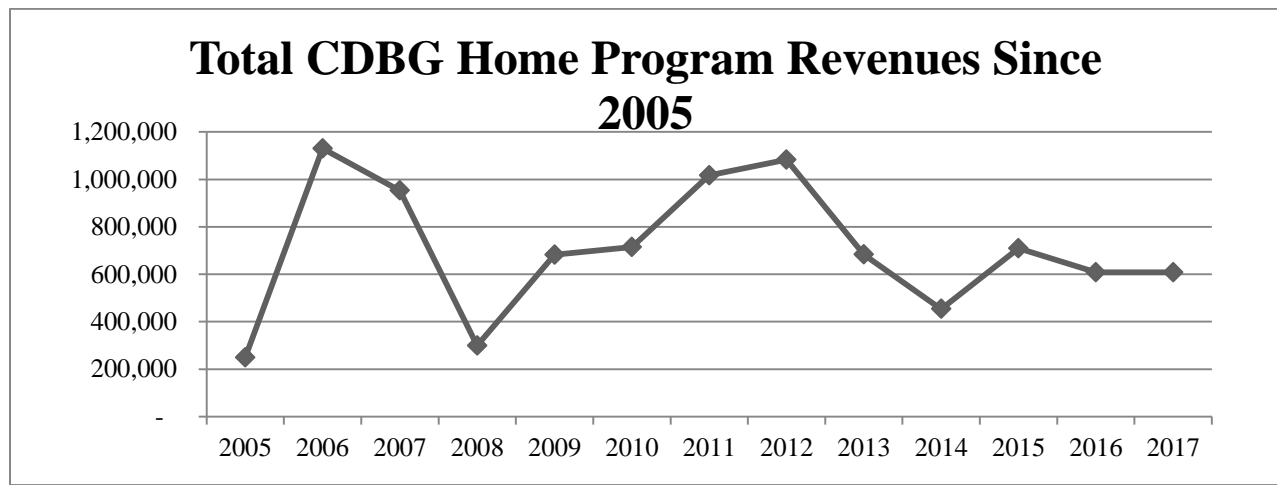
The HOME Program Fund provides for city generated housing rehabilitation activities as well as current City of Saginaw Community Housing Development Organization (CHDO) sub-recipient. The focus is on providing low interest loans to low-income families for home rehabilitation. This fund classified as a Special Revenue Fund, which means it is used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes.

CDBG HOME Program revenues will remain the same as the FY 2016 Approved Budget at \$607,893.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Federal Grants	655,202	452,669	605,515	607,893	607,893	325,405	607,893
Other Revenues	27,472	1,057	0	0	0	(6)	0
Transfer from Other Funds	0	0	0	0	0	95,472	0
<b>Total Revenues</b>	<b>682,674</b>	<b>453,726</b>	<b>605,515</b>	<b>607,893</b>	<b>607,893</b>	<b>420,871</b>	<b>607,893</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. The lowest points of revenues for this fund were in 2005, 2008, and 2014. In 2005, 2008 and 2014 the significant decreases were due to reductions in the HOME Program allocation. The years with the highest revenue for this fund were 2006 and 2012. Revenue will remain the same in FY 2017 as it was in FY 2016 at \$607,893.

### **EXPENDITURE BUDGET SUMMARY**

The total CDBG HOME Program Fund expenditures will be \$607,893 for FY 2017. This represents the same amount of expenditures as the FY 2016 Approved Budget. *Personnel Services* will decrease by \$10,789. This is due to a reallocation of the Rehabilitation Application Specialist to the Residential Loan Program Fund. This is offset by the addition of .30 of the Block Grant Administrator. *Operating Expenses* for the CDBG HOME Program Fund will be \$2,374. This is a reduction of \$174 in information management charges. *Capital Outlay* There are no capital expenditure

requests budgeted for this fund. The category of *Miscellaneous Expenditures* will increase by \$10,963, or 1.99% due to an increase in grant disbursement expenditures.

**FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
6580 CDBG HOME Program	462,790	413,201	567,038	607,893	607,893	420,871	607,893
<b>Total Expenditures</b>	<b>462,790</b>	<b>413,201</b>	<b>567,038</b>	<b>607,893</b>	<b>607,893</b>	<b>420,871</b>	<b>607,893</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	29,746	57,150	53,677	53,308	53,308	44,749	42,519
Operating Expenses	3,313	3,843	2,776	2,548	2,548	25,299	2,374
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	429,731	352,208	510,585	552,037	552,037	350,823	563,000
<b>Total Expenditures</b>	<b>462,790</b>	<b>413,201</b>	<b>567,038</b>	<b>607,893</b>	<b>607,893</b>	<b>420,871</b>	<b>607,893</b>

**SUMMARY OF POSITIONS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
6580 CDBG HOME Program	0.36	0.60	0.50	0.50	0.50	0.50	0.30
<b>Total Positions</b>	<b>0.36</b>	<b>0.60</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.30</b>

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**278-6580 HOME Program**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	20,463	Block Grant Administrator	0.30	20,463
Overtime	0			
Fringe Benefits	22,056	<b>Total Personnel</b>	<u>0.30</u>	<u>20,463</u>
<b>TOTAL</b>	<u><b>42,519</b></u>	<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
		FICA		1,565
Supplies	0	Healthcare Benefits - Active		7,261
Internal Services	2,374	Healthcare Benefits - Retirees		0
Other Services		Pension		13,230
Professional Fees	0	<b>Total Fringe Benefits</b>		<u>22,056</u>
Maintenance Fees	0			
Other Contracted Fees	0			
<b>TOTAL</b>	<u><b>2,374</b></u>	<b>TOTAL</b>	<u><b>0.30</b></u>	<u><b>42,519</b></u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>MISCELLANEOUS</b>	563,000			
<b>TOTAL</b>	<u><b>563,000</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>607,893</b></u></u>			

**NEIGHBORHOOD STABILIZATION PROGRAM (279)  
 RESOURCE ALLOCATION  
 2016/2017 APPROVED BUDGET**

This fund is a combination of Neighborhood Stabilization Program (NSP) I, II and III. The City expects to utilize all three programs for the acquisition and redevelopment of foreclosed properties as well as demolition of blighted structures.

<b>RESOURCES</b>	<b>APPROPRIATIONS</b>
FEDERAL GRANTS	0      NSP III
OTHER REVENUES	0
<b>TOTAL RESOURCES</b>	<b>TOTAL APPROPRIATIONS</b>
<b>0</b>	<b>0</b>

## ***NEIGHBORHOOD STABILIZATION PROGRAM (NSP)***

### **REVENUE BUDGET SUMMARY**

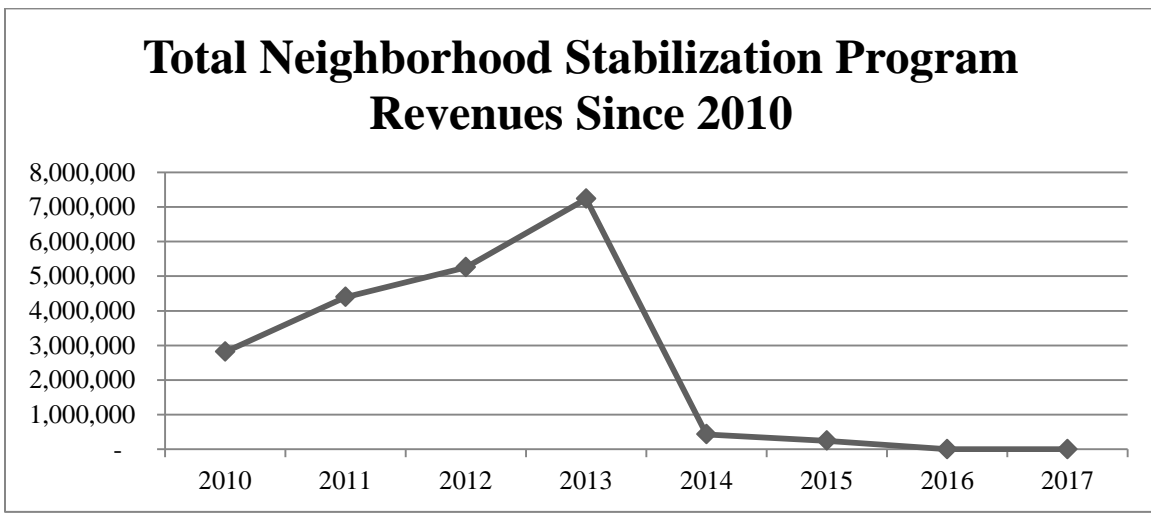
This fund is a combination of NSP I, II and III. The City will no longer receive NSP funding from the Federal Government. The statutory deadline for NSP II funding was met in February 2013. This fund is classified as a Special Revenue Fund, which means it is used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The major source of revenue for this is an allocation from the Department of Housing and Urban Development, which must be completely expended within three years.

The NSP revenues will be \$0 for FY 2017. The city does not anticipate any funding through grants or program income for this program.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Federal Grants	6,515,392	377,670	113,945	0	248,080	144,174	0
Other Revenues	718,900	288,333	131,551	0	0	11,922	0
<b>Total Revenues</b>	<b>7,234,292</b>	<b>666,003</b>	<b>245,496</b>	<b>0</b>	<b>248,080</b>	<b>156,096</b>	<b>0</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2010 through 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. The City was awarded its first NSP allocation in 2010. In 2011 and 2012, the city saw an increase in revenue directly related to the City receiving awards for NSP II and III. NSP I, II and III funding will no longer be available beginning in FY 2016.



## EXPENDITURE BUDGET SUMMARY

The total Neighborhood Stabilization Program Fund expenditures will be \$0 for FY 2017. This represents no increase or decrease from the FY 2016 Approved Budget. There are no *Personnel Services* expenditures budgeted in FY 2017. The city does not anticipate any activity related to NSP I, II, or III. There are no *Operating Expenses, Capital Outlay* or *Miscellaneous Expenditures*.

## FUNDING LEVEL SUMMARY

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
NSP I	147,859	0	0	0	0	0	0
NSP II	6,118,990	89,503	27,959	0	0	14,033	0
NSP III	1,160,987	181,608	1,707	0	0	0	0
NSP IV	0	0	9,033	0	248,080	142,063	0
<b>Total Expenditures</b>	<b>7,427,836</b>	<b>271,111</b>	<b>38,699</b>	<b>0</b>	<b>248,080</b>	<b>156,096</b>	<b>0</b>

## FUNDING LEVEL BY CATEGORY

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	73,063	1,796	0	0	0	0	0
Operating Expenses	642,224	106,412	29,198	0	248,080	156,096	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	6,713,549	162,903	9,501	0	0	0	0
<b>Total Expenditures</b>	<b>7,427,836</b>	<b>271,111</b>	<b>38,699</b>	<b>0</b>	<b>248,080</b>	<b>156,096</b>	<b>0</b>

## SUMMARY OF POSITIONS

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
6551 NSP II	0.91	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Positions</b>	<b>0.91</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**SEDC REVOLVING LOAN (282)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

The purpose of the Saginaw Economic Development Corporation (SEDC) Revolving Loan Fund (RLF) is to create permanent, long-term jobs within the City of Saginaw by providing “gap” and start-up financing to qualified businesses for eligible activities. Loans made through the Revolving Loan Fund are intended to help bridge the gap created by shortfalls in commercial financing. Funds are repaid into the program and recycled to other businesses, thus allowing an ongoing job-creation program. Funds are available for businesses located in the City of Saginaw.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
FEDERAL GRANTS		SEDC	712,092
INTEREST AND RENTS	106,000		
OTHER REVENUES	251,750		
USE OF FUND EQUITY	354,342		
<b>TOTAL RESOURCES</b>	<b><u>712,092</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>712,092</u></b>

## **SEDC REVOLVING LOAN**

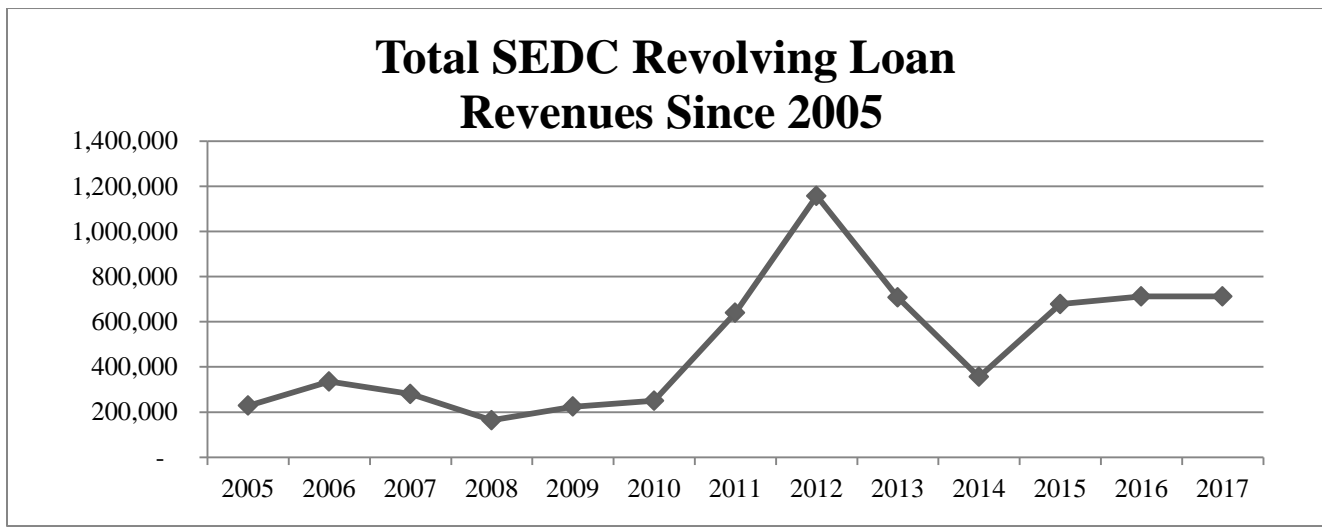
### **REVENUE BUDGET SUMMARY**

The purpose of the Saginaw Economic Development Corporation (SEDC) Revolving Loan Fund (RLF) is to create permanent, long-term jobs within the City of Saginaw by providing “gap” and start-up financing to qualified businesses for eligible activities. Loans made through the Revolving Loan Fund are intended to help bridge the gap created by shortfalls in commercial financing. This fund is classified as a Special Revenue Fund, which is defined as a fund used to account for proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes. The FY 2017 SEDC Revolving Loan fund revenues will be \$712,092 which is the same as the 2016 Approved Budget.

### **SUMMARY OF REVENUE**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Federal Grants	428,470	0	8,380	0	0	0	0
Charge for Services	1,250	1,250	500	1,750	1,750	750	1,750
Interest and Rents	68,907	61,950	79,286	106,000	106,000	66,131	106,000
Other Revenues	208,790	292,196	453,347	250,000	251,630	239,257	250,000
Use of Fund Equity	0	0	0	354,342	354,342	286,127	354,342
<b>Total Revenues</b>	<b>707,417</b>	<b>355,396</b>	<b>541,513</b>	<b>712,092</b>	<b>713,722</b>	<b>592,265</b>	<b>712,092</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. Since 2006, this fund has mostly decreased. FY 2010 began an increase in revenue and 2013 saw a large dip. FY 2016 saw a slight increase in revenue overall from FY 2015. FY 2017 sees the same amount of revenue as FY 2016.

## EXPENDITURE BUDGET SUMMARY

The total SEDC Revolving Loan Fund expenditures will be \$712,092 for FY 2017. There will not be any *Personnel Services* expenditures for FY 2017. *Operating Expenses* will amount to \$3,500 for general repairs. There are no *Capital Outlay* purchase requests budgeted for this fund. The category of *Miscellaneous Expenditures* will be \$708,592 and remain the same as FY 2016.

## FUNDING LEVEL SUMMARY

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
8570 Saginaw Economic Develop. Corp.	389,584	370,123	297,853	712,092	713,722	592,265	712,092
<b>Total Expenditures</b>	<b>389,584</b>	<b>370,123</b>	<b>297,853</b>	<b>712,092</b>	<b>713,722</b>	<b>592,265</b>	<b>712,092</b>

## FUNDING LEVEL BY CATEGORY

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	3,180	0	7,058	3,500	15,339	13,991	3,500
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	386,404	370,123	290,795	708,592	698,383	578,274	708,592
<b>Total Expenditures</b>	<b>389,584</b>	<b>370,123</b>	<b>297,853</b>	<b>712,092</b>	<b>713,722</b>	<b>592,265</b>	<b>712,092</b>

**CAPITAL PROJECT FUND (401)  
 RESOURCE ALLOCATION  
 2016/2017 APPROVED BUDGET**

The Capital Project Fund accounts for the financial resources that are used for long-term investment projects requiring large sums to acquire, develop, improve, and/or maintain capital assets.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
TRANSFERS	115,222	GENERAL FUND - CEMETERIES	27,168
		STREET LIGHTING	27,168
		FACILITIES	27,168
		RUBBISH COLLECTION -	33,718
<b>TOTAL RESOURCES</b>	<u><u>115,222</u></u>	<b>TOTAL APPROPRIATIONS</b>	<u><u>115,222</u></u>

## ***CAPITAL PROJECT FUND***

### **REVENUE BUDGET SUMMARY**

Capital Project Fund is considered to be a Special Revenue Fund of the City. Revenues and expenditures related to the acquisition, development, improvement, and/or maintenance of capital assets.

During FY 2016, the City of Saginaw issued a \$5,095,000 General Obligation Limited Tax Capital Improvement Bond for the purchase of four recycling trucks, retro-fit of the street lighting system to LED, upgrades to the energy management system, and the purchase of various vehicles and equipment for the General Fund – Facilities Division, Sewer and Water Operations and Maintenance Funds. The Capital Project Fund accounts for the purchase, acquisition, and debt service payments for the General and Special Revenue Funds. In the case of FY 2016 budget, this accounts for \$3,692,946. In FY 2017, the city is expected to pay interest only payments. This equates to \$115,222. Both the General and Rubbish Collection Funds will provide Operating Transfers to make these payments, \$81,504 and \$33,718 respectively. The first principal payment will be realized in FY 2018.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Bond Proceeds	0	0	0	0	3,692,946	3,692,946	0
Interest on Investments	0	0	0	0	0	61	0
Transfer from Other Fund	0	0	0	0	0	0	115,222
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,692,946</b>	<b>3,693,007</b>	<b>115,222</b>

### **EXPENDITURE BUDGET SUMMARY**

The total Capital Project Fund for FY 2017 is projected to be \$115,222. This is a 100% increase from the previous fiscal year. This increase will be recognized in the *Category of Miscellaneous Expenditures*. This expenditure is directly related to the principal and interest payments on the General Obligation Limited Tax Capital Improvement Bonds, Series 2015.

### **FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
1747 GF – Cemeteries	0	0	0	0	300,066	314,896	27,168
4620 GF – Street Lighting	0	0	0	0	2,069,585	1,933,416	27,168
4581 GF - Administration	0	0	0	0	6,995	12,382	
7575 GF – Facilities	0	0	0	0	152,900	67,730	27,168
4581 – Rubbish Collection	0	0	0	0	1,068,000	1,081,019	33,718
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,597,546</b>	<b>3,409,443</b>	<b>115,222</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	0	0	0	0	774,235	676,117	0
Capital Outlay	0	0	0	0	2,823,311	2,688,837	0
Miscellaneous	0	0	0	0	0	44,489	115,222
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,597,546</b>	<b>3,409,443</b>	<b>115,222</b>

**CELEBRATION PARK (508)  
RESOURCE ALLOCATION  
2016/2017 PROPOSED BUDGET**

Frank N. Andersen - Celebration Park (formerly known as Andersen Water Park) is the City of Saginaw's newest community recreation experience located in the heart of the City. Celebration Park has been redeveloped into the most exciting recreation experience in the Tri-Cities. The City's mission was to repurpose the former Andersen Water Park into a lower cost, lower maintenance facility that is free to the public and for the use of people of all ages and abilities.

Frank N. Andersen - Celebration Park is a community park that is comfortable and easily accessible with shaded areas, walking paths, and leisure activities. It contains a variety of activities and learning experiences, and takes advantage of the natural surroundings. The park provides a relaxed setting for social interaction and focuses on improving the community and the families that live here. The new park features a water splash park, skateboarding plaza, playground, a scenic boardwalk along Lake Linton, bocce ball courts, volleyball courts, picnic pavilion, exercise path, and open green space. Best of all, the park is free to the public.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
TRANSFERS	98,559	CELEBRATION PARK	98,559
<b>TOTAL RESOURCES</b>	<b>98,559</b>	<b>TOTAL APPROPRIATIONS</b>	<b>98,559</b>



## **CELEBRATION PARK**

### **REVENUE BUDGET SUMMARY**

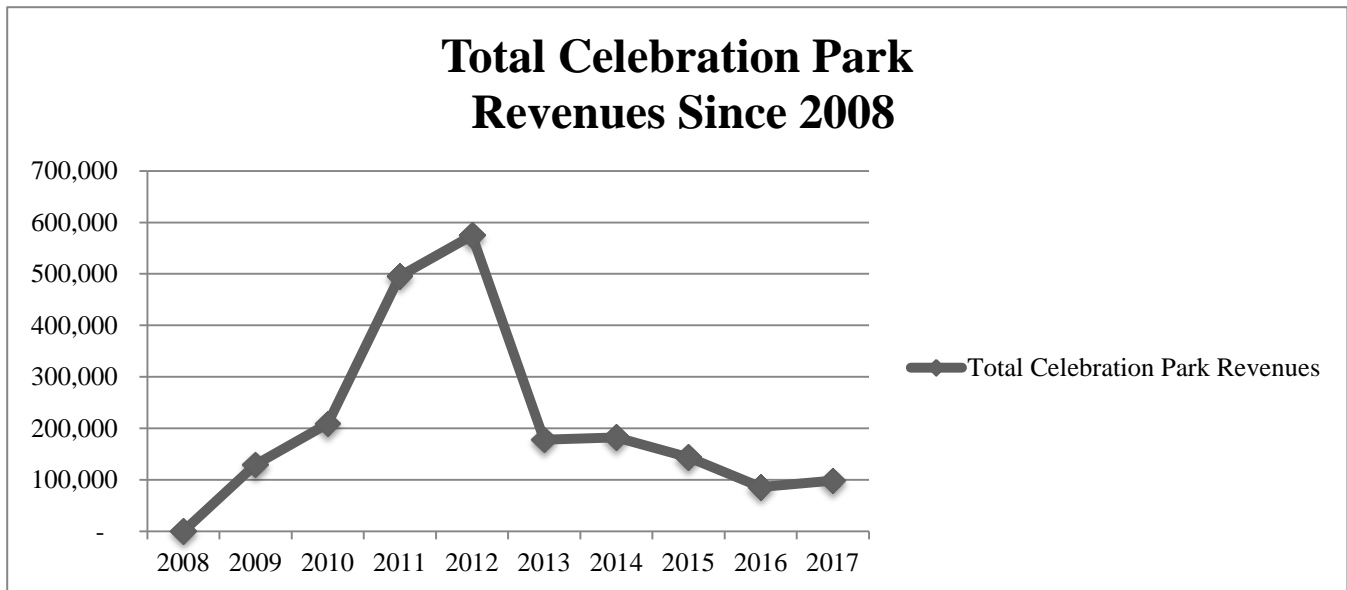
Celebration Park Fund is considered to be a Special Revenue Fund of the City. Revenues and expenditures related to the construction and operation of the Frank N. Andersen – Celebration Park are recorded in this fund.

The Celebration Park Fund revenue is expected to be \$98,559 for FY 2017. This is an increase of 14% or \$12,292 from the FY 2015/16 Approved Budget. In previous fiscal years, the City was mandated to pay a deficit elimination amount to the State.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
State Grants	48,000	30,000	60,300	0	0	6,700	0
Local Grants	0	0	0	0	0	0	0
Services and Sales	0	6,826	0	0	0	0	0
Interests and Rents	0	18	(23)	0	0	(7)	0
Use of Fund Equity	0	0	0	0	0	0	0
Transfer from Other Fund	130,000	145,691	80,146	86,267	86,267	42,070	98,559
<b>Total Revenues</b>	<b>178,000</b>	<b>182,535</b>	<b>144,155</b>	<b>86,267</b>	<b>86,267</b>	<b>48,763</b>	<b>98,559</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2008 – FY 2015 Actual Revenues, FY 2016 Approved Revenues, and FY 2017 Approved Revenues. In 2009, transfers from the General Fund supported park development. From 2010 through 2011, revenue steadily increases through grants from the state and local entities to complete the park's construction. In 2013 the park support from government grants decreased drastically. By FY 2013, revenues leveled out and were transferred in to maintain operations. In FY 2014, revenues began decreasing due to the completion of the

deficit elimination plan and the completion of the Boulder Climbing Structure and Connector Path. The FY 2017 Approved Budget will increase 14%. This is due to an increase to the operating transfers into the fund from other funds.

**EXPENDITURE BUDGET SUMMARY**

The total Celebration Park Fund expenditures will be \$98,559 for FY 2017. *Personnel Services* is projected to decrease by \$4,708, or 9.9%, to \$43,022. This is due in part to reducing the weekly hours worked for the Celebration Park Attendants from 28 to 25. *Operating Expenses* will remain the same as FY 2015/16. *Capital Outlay* will increase by \$17,000 to \$25,000 to cover the costs related to an underground pipe leak as well as unforeseen emergencies. The *Category of Miscellaneous Expenditures* is projected to be zero in FY 2017.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
7580 Celebration Park	34,364	54,093	144,237	86,267	86,267	48,763	98,559
<b>Total Expenditures</b>	<b>34,364</b>	<b>54,093</b>	<b>144,237</b>	<b>86,267</b>	<b>86,267</b>	<b>48,763</b>	<b>98,559</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	27,144	19,914	25,251	47,730	47,730	23,825	43,022
Operating Expenses	7,220	34,179	118,986	30,537	30,537	24,938	30,537
Capital Outlay	0	0	0	8,000	8,000	0	25,000
<b>Total Expenditures</b>	<b>34,364</b>	<b>54,093</b>	<b>144,237</b>	<b>86,267</b>	<b>86,267</b>	<b>48,763</b>	<b>98,559</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
7580 Celebration Park (PTE)	7.00	9.00	11.00	11.00	11.00	11.00	11.00
<b>Total Positions</b>	<b>7.00</b>	<b>9.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

In FY 2017, the Celebration Park part time personnel complement will remain the same as FY 2016.

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How To Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**508-7580 Celebration Park**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	39,791	Celebration Park Coordinator	4.00	16,289
Overtime	0	Celebration Park Attendant	7.00	23,503
Fringe Benefits	3,231			
		<b>Total Personnel</b>	<u>11.00</u>	<u>39,791</u>
<b>TOTAL</b>	<u><b>43,022</b></u>			
		<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
Supplies	11,501	FICA		3,044
Internal Services	0	Healthcare Benefits - Active		187
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	3,536	Pension		0
Maintenance Fees	15,500			
Other Contracted Fees	0	<b>Total Fringe Benefits</b>		<u>3,231</u>
<b>TOTAL</b>	<u><b>30,537</b></u>	<b>TOTAL</b>	<u><b>11.00</b></u>	<u><b>43,022</b></u>
<b>CAPITAL OUTLAY</b>	25,000			
<b>TOTAL</b>	<u><b>25,000</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>98,559</b></u></u>			

# DEBT SERVICE

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## **DEBT SERVICE POLICY:**

Listed below is the draft Debt Service Policy. This policy has not been formally approved by the City Council and is in the process of review by the City's financial advisor. This policy was included in the 2015 Budget for informational purposes.

### Introduction

The debt management policy is written to outline the guiding principle and restrictions of debt service at the City of Saginaw. This policy includes guidelines for debt issuance process, management of the City's debt portfolio, and compliance with various federal and state laws and regulations. These policies are flexible in design to allow for exceptions under changing and extraordinary circumstances.

### 1. General Debt Policy

- 1.1 The City shall seek to maintain and, if possible, to improve its current BBB- bond rating so borrowing costs are minimized and access to credit is preserved. It is imperative that the City demonstrates to rating agencies, investment bankers, creditors, and taxpayers that City officials are following a prescribed financial plan. The City will follow a policy of full disclosure by communicating with bond rating agencies to inform them of the City's financial condition.
- 1.2 Every future bond issue proposal will be accompanied by an analysis provided by the proposing service area, demonstrating conformity to the debt policies adopted by City Council. The Finance Director with the assistance of bond counsel will review and comment on each bond issue proposal. The review will focus on areas such as conformance with existing debt, financial policies, specific aspects of the proposed financing package, and the impact on the City's creditworthiness.
- 1.3 The City recognizes that it is of the utmost importance that elected and appointed City officials, and all others associated with the issuance of City debt; should avoid the conflict of interest and the appearance thereof. City officials shall conduct themselves in a manner consistent with the best interests of the City and taxpayers. Elected and appointed officials shall adhere to all federal and state campaign and finance laws and regulations. All conflicts of interest or potential conflicts of interest shall be provided in writing and filed with the City Clerk.
- 1.4 Bonds shall be sold on a competitive basis unless it is in the best interest of the City to conduct a negotiated sale. Competitive sales will be the preferred method. Negotiated sales may occur when selling bonds for a defeasance of existing debt, for current or advanced refunding of debt, or for other appropriate reasons.

### 2. Taxpayer Equity

- 2.1 Saginaw's property taxpayers and citizens who benefit from projects financed by bonds should be the source of the related debt service funding. This principle of taxpayer equity should be a primary consideration in determining the type of projects selected for financing through bonds. Furthermore, the principle of taxpayer equity shall be applied for setting rates in determining net revenues for bond coverage ratios.

### 3. Uses

- 3.1 Bond proceeds should be limited to financing the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment; such as fire engines or other costs as permitted by law. Utility revenue bond proceeds may be used to establish a debt service reserve as allowed by State law. Acceptable uses of bond proceeds can be viewed as items, which can be capitalized. Non-capital furnishings and supplies will not be financed from bond proceeds. Refunding Bonds are designed to restructure currently outstanding debt and are an acceptable use of bonds proceeds.
- 3.2 The City will not use short-term borrowing to finance operating needs except in the case of an extreme financial emergency, which is beyond its control or reasonable ability to forecast. Recognizing that bond issuance costs add to the total interest costs of financing, the City shall perform due diligence to ensure that installment agreement or other legally appropriate debt is considered whenever applicable.
- 3.3 The City's Full Faith and Credit will be issued for projects and debt, which benefit the City as a whole.

### 4. Decision Analysis

- 4.1 Whenever the City is contemplating a possible bond issue, information will be developed concerning the four categories listed below that are commonly used by rating agencies when assessing the City's creditworthiness. The subcategories are representative of the types of items to be considered. The Finance Director will present this information to the Financial Management Team for its review and recommendation to the City Manager.

Methods include: Debt Analysis, Financial Analysis, Governmental and Administrative Analysis, and Economic Analysis

- 4.2 The City may use the services of qualified internal staff and outside advisors to assist in the analysis, evaluation, and decision process; including bond counsel and financial advisors. Recognizing the importance and value to the City's creditworthiness and marketability of the City's bonds, this policy is intended to ensure that potential debt complies with all laws and regulations, as well as sound financial principles.

### 5. Debt Planning

- 5.1 General obligation bond borrowing should be planned and the details of the plan must be incorporated in the Saginaw Capital Improvement Plan.
- 5.2 General obligation bond issues should be included in at least one Capital Improvement Plan preceding the year of the bond sale. The first inclusion should contain a general description of the project, its timing, and financial limits; subsequent inclusions should become increasingly specific.
- 5.3 The City Manager and the Finance Director will develop criteria that will be used in the evaluation of all capital projects. Projects with a useful life of less than five years will not be eligible for inclusion in bond issues. The Finance Director, with the approval from Bond Counsel, will determine the useful life of a project.

### 6. Communication and Disclosure

- 6.1 Significant financial reports affecting or commenting on the City will be forwarded to the rating agencies. Each bond prospectus will follow the disclosure guidelines of the Government Finance Officers Association of the U.S. & Canada.
- 6.2 The City should attempt to develop coordinated communication processes concerning collective plans for future debt issues with all other jurisdictions with which it shares a common property tax base. Reciprocally, shared information on debt plans including amounts, purposes, timing, and types of debt would aid each jurisdiction in its debt planning decisions.

- 6.3 The net indebtedness, also known as debt margin, of the City shall not exceed 10% of the State Equalized Valuation of all assessed real and personal property. Obligations that are not included in the computation of legal debt margin are: special assessment bonds, mortgage bonds, Michigan Transportation bonds, revenue bonds, bonds issued, contracts or assessment obligations incurred to comply with an order of the Department of Environmental Quality or a court of competent jurisdiction, and other obligations incurred for water supply and drainage or refuse disposal projects necessary to protect the public health by abutting pollution.

## 7. General Obligation/ Revenue Bonds

- 7.1 Every project proposed for financing through general obligation debt should be accompanied by a full analysis of the future operating and maintenance costs associated with the project.
- 7.2 Generally, bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed. The City will attempt to keep the average maturity of general obligation bonds at or below 20 years. The City will limit the total of its general obligation debt to a level consistent with Michigan law.
- 7.3 It will be a long-term goal that each utility or enterprise will ensure future capital financing needs are met by using a combination of current operating revenues and revenue bond financing. Therefore a goal is established that 15% of total project costs should come from operating funds of the utility or enterprise.
- 7.4 It is the City's goal that each utility or enterprise should provide adequate debt service coverage.

## 8. Limited Tax General Obligation Debt

- 8.1 Limited tax general obligation bonds should be considered when constraints preclude the practice of voter approved general obligation bonds. As a precondition to the issuance of limited tax general obligation bonds, all alternative methods of financing should have been investigated. Consideration should always be given to provide a pledge of facility revenue to accompany the basic pledge of limited tax revenues.
- 8.2 Limited tax general obligation bonds should be issued under certain conditions:
- 8.2.a A project to be financed will generate positive net revenues, i.e., additional revenues generated by the project will be greater than the debt service requirements. The net revenues should be positive over the life of the bonds and be positive each year if possible. The City recognizes that net revenues may not be positive in the early years of certain projects, but should be positive within a reasonable time period of five to seven years. These calculations will be made on a conservative basis so that the potential for a long-term net decrease in general fund revenues is minimized.
- 8.2.b Matching fund monies are available which may be lost if not applied for in a timely manner.
- 8.2.c Catastrophic conditions.
- 8.2.d A project may be financed when the analysis shows the impact to the organization is in the best interest of the City for the long-term.

## 9. Short Term Financing/Capital Lease Debt

- 9.1 Short-term financing, (for 3 to 12 months) or capital lease debt will be considered when financing certain equipment and rolling stock purchases when the aggregate cost of equipment to be purchased exceeds \$25,000. Adequate funds for the repayment of principal and interest must be included in the requesting service area's approved budget.
- 9.2 The term of short-term financing will be limited to the usual useful life period of the vehicle or equipment, but in no case will exceed fifteen years.

9.3 Appropriation Centers requesting capital financing must have an approved budget allocation. Appropriation Centers shall submit documentation for approved purchases to the Financial Management Team each year within 60 days after the annual budget is adopted. The Financial Management Team will consolidate all requests and may solicit competitive or negotiated proposals for capital financing to ensure the lowest possible interest costs.

#### 10. Defeasance of Bonds (Refunding)

10.1 The City will solicit the advice of bond counsel and financial advisor in order to outline key legal and financial issues. Three key criteria will be evaluated when considering a refunding candidate: Financial and Policy Objectives, Financial Savings / Results, Bond Structure, and Escrow Efficiency

10.2 Financial and Policy Objectives -The City will ensure that refunding bond issues comply with the Debt Management Policy objectives set forth herein, and otherwise comply with other City policies.

10.3 Financial Savings - The City shall ensure that refunding results in a positive Net Present Value (NPV) savings of at least 3%, or \$100,000. In certain circumstances, lower savings thresholds may be justified. For example, when an advance refunding is being conducted primarily for policy reasons (other than economic savings), interest rates are at historically low levels or the time remaining to maturity is limited, and as such, future opportunities to achieve greater savings are not likely to occur.

In this analysis, the following must be considered: issuance costs and the interest rate at which the bonds can be issued, the maturity date of the refunded bonds, call date of the refunded bonds, call premium on the refunded bonds, structure and yield of the refunding escrow, any transferred proceeds penalty, and the internal rate of return is greater than the cost of the capital.

10.4 Bond Structure and Escrow Efficiency - The City shall pay careful attention to the structure of bonds prior to issuance to address features that may affect flexibility in the future. Potential for refunding shall be anticipated.

Escrows for defeasance shall be structured to optimize efficiency and savings. All legally eligible securities shall be evaluated with regard to liquidity, risk and yield. Escrow securities shall be selected to mature and/or pay interest as closely as possible prior to debt service requirements of the refunded escrow and also minimize risk. The City shall seek the lowest cost escrow agent qualified to manage its escrows.

#### **OVERVIEW:**

The City currently has seven debt issues outstanding of a general obligation nature. These issues are ultimately secured by the full faith, credit and taxing power of the City.

#### **Water Supply System Revenue Bond, Series 2008**

On May 6, 2008, the corporation issued \$11,100,000 in Water Supply System Revenue Bonds, Series 2008. The bonds were issued under the provision Act 94, Public Acts of Michigan, 1933, as amended, for the purpose of paying part of the cost of acquiring and constructing improvements to the City's Water Supply System. These bonds are payable solely from net revenues of the system.

#### **The Saginaw-Midland Municipal Water Supply Corporation, 2009 Issue**

On January 29, 2009, the corporation issued \$5,910,000 in Water Supply System Revenue Refunding Bonds, Series 2009. These bonds were issued under the provision Act 94, Public Acts of Michigan 1933, as amended, Act 233, Public Acts of Michigan, 1995, as amended, and the resolutions and ordinances of the Saginaw-Municipal Water Supply Corporation. These bonds were secured for the purpose of refunding certain of the City's outstanding Water Supply System Refunding Bonds, 1998 Refunding Issue. These bonds are payable solely from net revenues of the system.

### **Water Supply System Revenue Bonds, Series 2011A**

On July 7, 2011, the cooperation issued Water Supply System Revenue Bonds, Series 2011A. These bonds were issued under the provision Act 94, Public Acts of Michigan, 1933, as amended, for the purpose of paying the cost of acquiring and constructing improvements to the City's Water Supply System. The 2011A Bonds are payable solely from the net revenues of the system.

### **Water Supply System Revenue Refunding Bonds, Series 2012**

On February 26, 2012, the cooperation issued the Water Supply System Revenue Refunding Bonds, Series 2012. These bonds were issued under the provision Act 94, Public Acts of Michigan, 1933 as amended, Act 233, Public Acts of Michigan, 1955, as amended, and Ordinance No. One of the Corporation adopted on June 21, 1979, as amended by subsequently adopted ordinances including Ordinance No. 2012-1, adopted on February 16, 2012, authorizing the Bonds of the Saginaw-Midland Municipal Water Supply Corporation (Corporation) for the purpose of refunding all or a portion of the Corporation's Water Supply System Water Supply System Refunding Revenues Bonds, Series 2002, and the Corporation's Water Supply System Revenue Bonds, Series 2006. The 2012 Bonds are payable solely from the net revenues of the system.

### **The Saginaw-Midland Municipal Water Supply Corporation, Series 2013**

On November 6, 2013 the cooperation issued the Water Supply System Revenue Bonds, (Limited Tax General Obligation), Series 2013. These bonds were issued under the provision Act 94, Public Acts of Michigan, 1933 as amended, Act 233, Public Acts of Michigan, 1955, as amended, and Ordinance No. One adopted on June 21, 1979, as amended by subsequently adopted Ordinances and Ordinance No. 2013-1, adopted on August 15, 2013, by Saginaw-Midland Municipal Water Supply Corporation (Corporation) for the purpose of defraying the cost of acquiring and constructing enlargements and extensions to the Saginaw – Midland Water Supply system (the "System"). The system is being extended to supply raw water services to a new Bay Area Water Treatment Plan to be operated by the County of Bay, Michigan (the "County"), pursuant to a 40 year contract (the "County Contract") between the Corporation and the County.

### **General Obligation Limited Tax Capital Improvement Bonds, Series 2015**

On October 19, 2015, the City Council of the City of Saginaw authorized the issuance of its General Obligation Limited Tax Capital Improvement Bonds, Series 2015 in the principal sum of not to exceed \$5,215,000 for the purpose of acquiring vehicles for the use by City's Department of Public Services and making capital improvements to the City's street light system and the City energy management system. These bonds are issues pursuant to the authorization contained in Act No. 34, Public Acts of Michigan 2001, as amended. These bonds were executed on November 4, 2015.



**RATIO OF OUTSTANDING DEBT:**

City of Saginaw							
Ratios of Outstanding Debt by Activities							
Last Ten Fiscal Years							
	Governmental Activities				Business Type Activities		
Fiscal Year	General Obligation Bonds	Installment Purchase Contracts	Section 108 Loans	Energy Efficiency Loans	Revenue Bonds	General Obligation Bonds	Total Primary Government
2006	\$ 220,000	\$ 327,482	\$ 1,770,000	\$ -	\$ 2,680,000	\$ 49,450,766	\$ 54,448,248
2007	150,000	197,769	1,350,000	-	1,165,000	46,329,795	49,192,564
2008	75,000	137,495	920,000	-	11,100,000	43,983,341	56,215,836
2009	-	65,535	470,000	-	11,100,000	41,895,580	53,531,115
2010	-	30,028	-	-	10,850,000	36,858,387	47,738,415
2011	-	-	-	-	10,600,000	31,864,706	42,464,706
2012	-	-	-	100,000	20,870,000	28,170,711	49,140,711
2013	-	-	-	94,435	19,410,000	24,217,673	43,722,108
2014	-	-	-	88,729	18,615,000	20,680,307	39,384,036
2015	-	1,230,594	-	82,879	17,815,000	17,398,415	36,526,888

The annual requirements to pay principal and interest on long-term obligations outstanding at June 30, 2015, excluding capital leases, accrued sick and vacation/PTO compensatory time payable, workers' compensation claims payable and insurance claims payable are as follows:

Year Ending June 30,	Governmental Activities		Business Type Activities	
	Principal	Interest	Principal	Interest
2016	\$ 118,856	\$ 41,656	\$ 3,146,620	\$ 1,148,869
2017	122,765	37,747	3,208,539	1,065,079
2018	126,802	33,710	3,105,000	980,550
2019	130,972	29,539	3,220,945	896,013
2020	135,281	25,231	2,802,871	806,368
2021-2025	663,205	57,076	10,080,000	2,873,840
2026-2030	15,592	409	8,427,726	984,042
2031-2033	-	-	1,221,714	41,754
	<u>\$ 1,313,473</u>	<u>\$ 225,368</u>	<u>\$ 35,213,415</u>	<u>\$ 8,796,515</u>

State law and the City's revenue bond ordinance require that the City maintain such user charges and fees for service as may be required to meet all operating, reserve, and debt service requirements. These ordinances also require various accounts be maintained to cover operation and maintenance, improvements and extension, repairs and replacement, and a reserve for bond and interest redemption. Annual contributions are made to these accounts as required and to the reserve for bond and interest redemption to maintain it at a level equal to the largest annual debt service payment outstanding. Any funds remaining after meeting these requirements may be placed in a surplus fund to be used to meet future debt or reserve requirements or to provide a means of financing further improvements and extensions to the water system.

City of Saginaw				
Ratios of Outstanding Debt				
Last Ten Fiscal Years				
Fiscal Year	General Obligation Bonds	Less: Amount Available in Debt Service Fund	Less: Self Supporting	Total
2006	\$ 49,670,766	\$ -	\$ -	\$ 49,670,766
2007	46,479,795	-	-	46,479,795
2008	44,058,341	-	-	44,058,341
2009	41,895,580	-	-	41,895,580
2010	36,858,387	-	-	36,858,387
2011	31,864,706	-	-	31,864,706
2012	28,170,711	-	-	28,170,711
2013	24,217,673	-	-	24,217,673
2014	20,680,307	-	-	20,680,307
2015	17,398,415	-	-	17,398,415

**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT:**

City of Saginaw Michigan			
Direct and Overlapping Governmental Activities Debt			
Last Ten Fiscal Years			
Governmental Unit	Debt Outstanding	Estimated % Applicable	Estimated Share of Overlapping Debt
Direct debt - City of Saginaw	\$ 36,444,009	100.00%	\$ 36,444,009
Indirect debt			
Saginaw County	265,159	100.00%	265,159
Multi-Authority	5,578,837	100.00%	5,578,837
Total indirect debt:			5,843,996
Overlapping debt:			
Saginaw School District	54,050,000	68.06%	36,786,430
Saginaw County	78,858,005	9.24%	7,286,480
Saginaw ISD	1,635,000	9.36%	153,036
Delta Community College	-	4.01%	-
Total overlapping debt:			44,225,946
Total direct and overlapping debt:			\$ 86,513,951

**LEGAL DEBT MARGIN INFORMATION:**

City of Saginaw										
Legal Debt Margin Information										
Last Ten Fiscal Years										
(Amounts expressed in thousands)										
	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Debt Limit	\$ 77,366	\$ 79,195	\$ 79,574	\$ 74,844	\$ 69,369	\$ 61,017	\$ 57,377	\$ 54,311	\$ 51,403	\$ 49,753
Total net debt applicable to limit	49,998	48,028	45,116	56,180	52,141	41,995	32,515	31,588	25,995	24,473
Legal debt margin	\$ 27,368	\$ 31,167	\$ 34,458	\$ 18,664	\$ 17,228	\$ 19,022	\$ 24,862	\$ 22,723	\$ 25,408	\$ 25,280
Total net debt applicable to the limit as a percentage of debt limit	64.63%	60.65%	56.70%	75.06%	75.16%	68.83%	56.67%	58.16%	50.57%	49.19%
<b>Legal Debt Margin Calculation for Fiscal Year 2015</b>										
Assessed valuation, December 31, 2014			\$ 497,528							
Debt limit (10% of assessed valuation)			49,753							
Debt applicable to limit:		\$ 42,288								
Less:										
Water revenue supported debt		17,815								
Total amount of debt applicable to debt limit:			24,473							
Legal Debt Margin			\$ 25,280							

**Limitations on Borrowing**

- Act 279 Public Acts of Michigan, 1909, as amended, and provisions of the City Charter state that net bonded indebtedness of the city shall not exceed 10 percent of the City's assessed valuation.

Bonds which are not required to be included in this computation, according to Act 279, are:

- Special assessment Bonds
- Mortgage Bonds
- Motor Vehicle Highway Fund Bonds
- Revenue Bonds
- Bonds Issued, or contracts or assessment obligations, incurred to comply with an order of the Water Resources Commission or a court competent jurisdiction
- Other obligations incurred for water supply, sewage, drainage or refuse disposal projects necessary to protect the public.

**PLEGGED REVENUE COVERAGE:**

City of Saginaw							
Pledged Revenue Coverage							
Last Ten Fiscal Years							
Water System Revenue Bonds							
Fiscal Year	Operating Revenues (1)	Operating Expenses (2)	Net Available Revenue	Debt Service		Total	Coverage
				Principal	Interest		
2006	\$ 12,835,997	\$ 8,460,312	\$ 4,375,685	\$ 1,420,000	\$ 212,228	\$ 1,632,228	2.68
2007	12,828,771	9,186,953	3,641,818	1,515,000	143,963	1,658,963	2.20
2008	12,553,474	9,822,603	2,730,871	1,165,000	147,743	1,312,743	2.08
2009	12,359,914	10,236,107	2,123,807	-	506,000	506,000	4.20
2010	13,665,066	10,925,125	2,739,941	250,000	493,000	743,000	3.69
2011	14,956,126	10,610,636	4,345,490	250,000	481,000	731,000	5.94
2012	16,683,411	11,190,078	5,493,333	300,000	439,130	739,130	7.43
2013	15,564,405	11,119,751	4,444,654	725,000	878,370	1,603,370	2.77
2014	15,463,059	12,149,854	3,313,205	735,000	855,020	1,590,020	2.08
2015	15,055,952	12,014,333	3,041,619	800,000	820,270	1,620,270	1.88
<i>(1) Includes interest earnings.</i>							
<i>(2) Net of depreciation expense.</i>							

**DEBT HISTORY:**

The City has no record of default on its obligations.

**FUTURE BONDING:** The City plans to issue water supply system revenue and revenue refunding bond, series 2016 during FY 2017. The purpose of issuing these bonds are (i) paying the cost of acquiring and constructing the replacement of a raw water transmission mains along Davis Road from Pierce Road to Trautner Road; the replacement of raw water transmission mains along Davis Road from Pierce Road to Trautner Road; the abandonment of existing water transmission mains along Davis Road from Pierce road to Tittabawassee Road, and the construction of improvements to the reservoir and pump station in Kochville Township, (ii) advance refunding a portion of the City Water Supply System Revenue Bonds Series 2008 dated May 1, 2008, which are callable on July 1, 2018 and due payable on July 1, 2019 through July 1, 2028, inclusive, (iii) paying the cost of issuing the Series 2016 Bonds. The Series 2016 Bonds, bonds previously issued and outstanding under the Resolution and any additional bonds issues under the Resolution are payable solely from the Net Revenues of the City’s Water Supply System and a statutory lien on the Net Revenues of the System has been established pursuant to Act 94 and the Resolution.

*Note: Information provided from the City of Saginaw Annual Financial Report.*

**BOAT LAUNCH OPERATIONS (239)  
 RESOURCE ALLOCATION  
 2016/2017 APPROVED BUDGET**

The Boat Launch Operations Fund accounts for the revenues collected from the Wickes and Rust Avenue boat launches for parking and admission fees. This fund also accounts for the operation and maintenance expenditures of these sites. Starting in FY 2015/2016, this fund will become an enterprise fund that will account for its business-type activity on a full accrual basis.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGE FOR SERVICES	23,000	BOAT LAUNCH OPERATION	50,730
OTHER REVENUES	27,730		
<b>TOTAL RESOURCES</b>	<b><u>50,730</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>50,730</u></b>

## ***BOAT LAUNCH OPERATIONS***

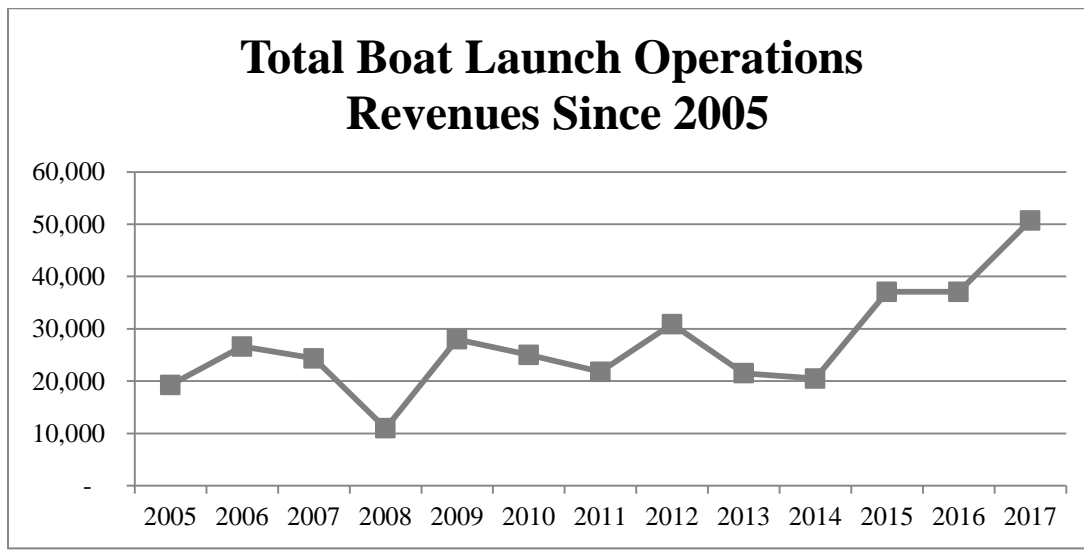
### **REVENUE BUDGET SUMMARY**

The Boat Launch Operations Fund accounts for the revenues collected from the Wickes and Rust Avenue boat launches for parking and admission fees. This fund also accounts for the operation and maintenance expenditures of these sites. Starting in FY 2015/2016, this fund became an enterprise fund that accounts for its business-type activity on a full accrual basis. This is appropriate because revenue for this fund is collected through a charge to external users of the City’s boat launches. The major revenue source for this fund is “Charges for Services”, which is anticipated to be \$23,000 in FY 2017. The remainder of revenues will come from decreasing the fund balance. The FY 2017 Approved Budget for the Boat Launch Operations Fund will be \$50,730. This is due to appropriation of fund reserves to cover the cost of the repairs and restriping of the parking lot.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Charges for Service	21,520	20,519	22,561	23,000	23,000	23,381	23,000
Interest and Rents	(28)	(23)	(7)	0	0	(7)	0
Other Revenues	0	0	0	14,067	14,067	4,621	27,730
<b>Total Revenues</b>	<b>21,492</b>	<b>20,496</b>	<b>22,554</b>	<b>37,067</b>	<b>37,067</b>	<b>27,995</b>	<b>50,730</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 Approved Revenues, and FY 2017 Approved Revenues. The revenue trend above illustrates three significant drops in revenue: in 2008, 2011, and 2013. All three decreases were due to significant drops in the payments of Boat Launch services from private citizens. However, revenues are expected to be stable in FY 2017 as compared to FY 2016 with the remaining amount coming from fund balance to cover expenditures.

**EXPENDITURE BUDGET SUMMARY**

The Boat Launch Fund is expected to expend \$50,730 in FY 2017, which is \$13,663 higher than FY2016. For *Personnel Services*, there are no personnel expenditures for FY 2017. *Operating Expenses* is expected to be \$35,730 for the FY 2017. *Capital Outlay* is expected to be \$15,000 to repair and restripe the parking lot.

**FUNDING LEVEL SUMMARY**

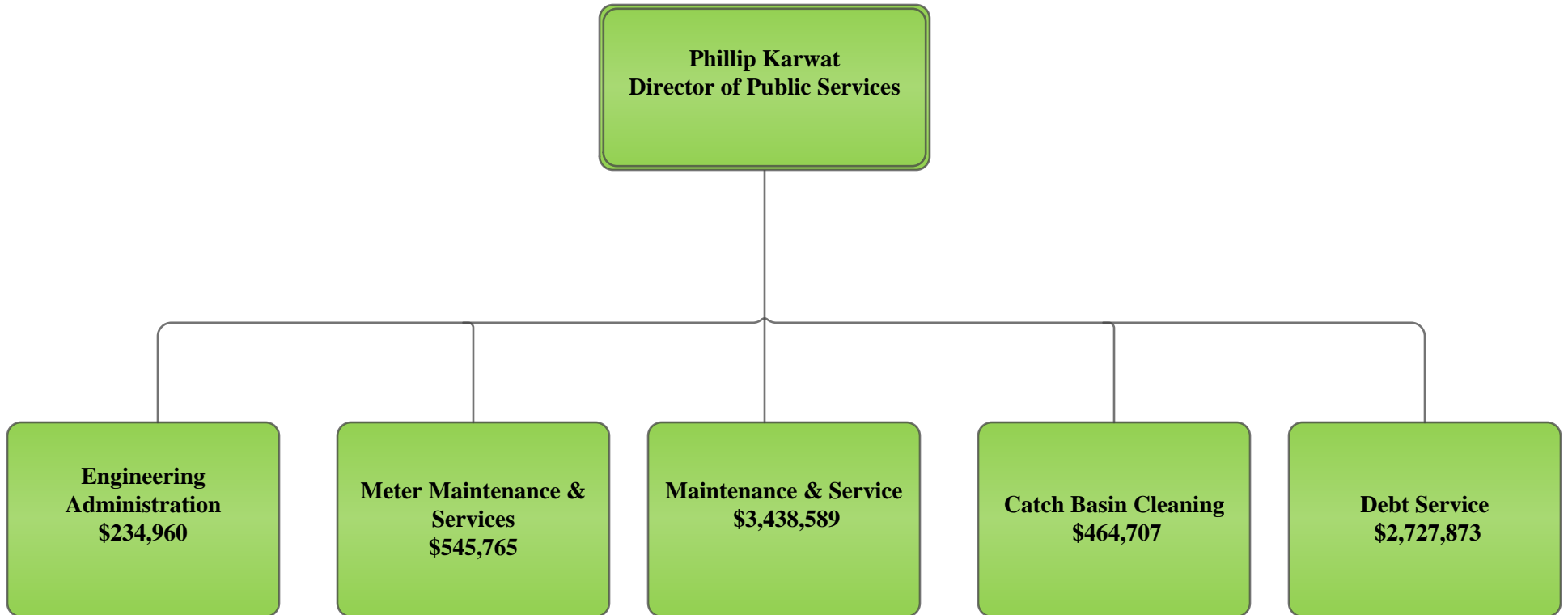
	2012/13	2013/14	2014/15	2015/16	2015/16	2015/16	2016/17
	Actual	Actual	Actual	Approved	Adjusted	Projected	Approved
7546 Boat Launch Operation	17,707	16,005	20,146	37,067	37,067	27,995	50,730
<b>Total Expenditures</b>	<b>17,707</b>	<b>16,005</b>	<b>20,146</b>	<b>37,067</b>	<b>37,067</b>	<b>27,995</b>	<b>50,730</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13	2013/14	2014/15	2015/16	2015/16	2015/16	2016/17
	Actual	Actual	Actual	Approved	Adjusted	Projected	Approved
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	17,707	16,005	20,146	37,067	37,067	27,995	35,730
Capital Outlay	0	0	0	0	0	0	15,000
<b>Total Expenditures</b>	<b>17,707</b>	<b>16,005</b>	<b>20,146</b>	<b>37,067</b>	<b>37,067</b>	<b>27,995</b>	<b>50,730</b>

# CITY OF SAGINAW

## SEWER OPERATIONS AND MAINTENANCE FUND

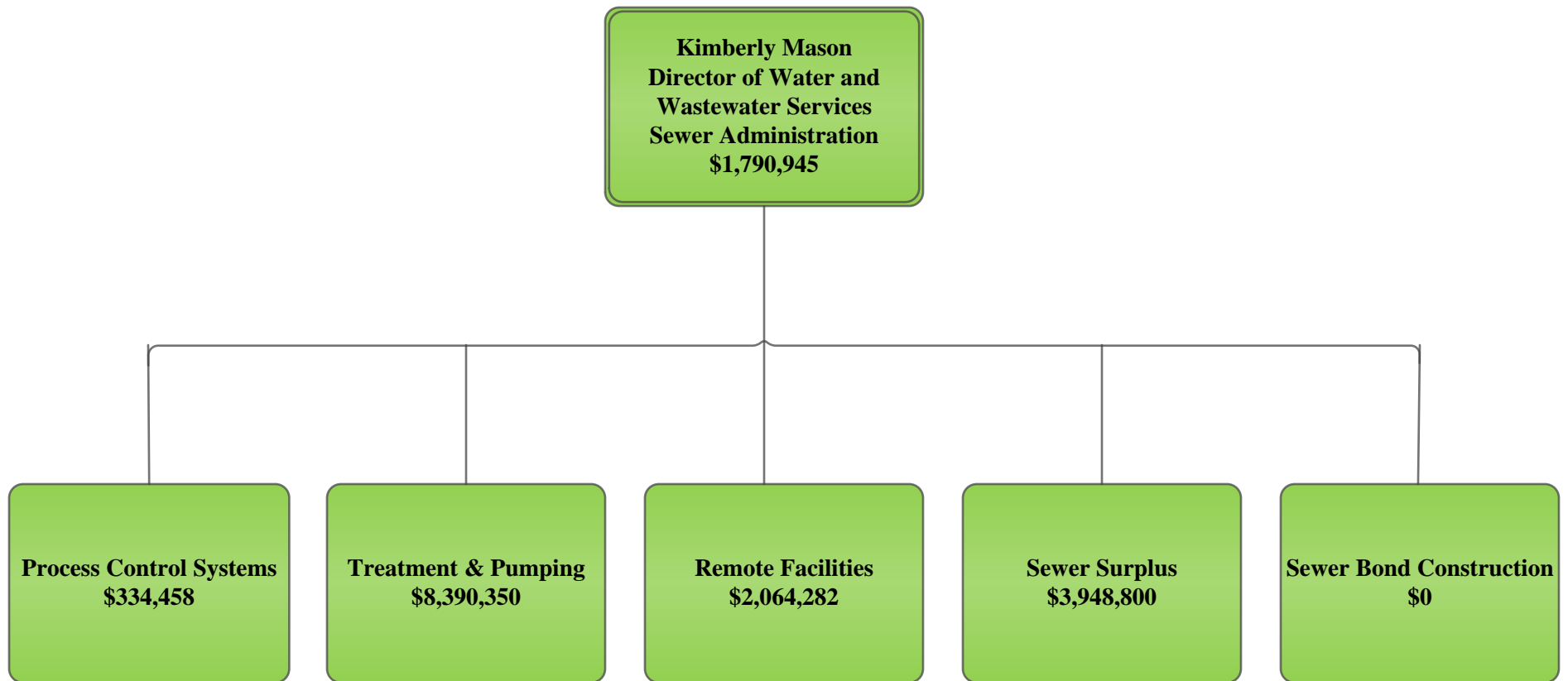


*The total Sewer Operations and Maintenance Fund is \$24,618,093 for FY 2017. Customer Accounting is recognized with the Department of Fiscal Services \$667,364.*



# CITY OF SAGINAW

## SEWER OPERATIONS AND MAINTENANCE FUND



*The total Sewer Operations and Maintenance Fund is \$24,618,093 for FY 2017. Customer Accounting is recognized with the Department of Fiscal Services \$667,364.*

**SEWER OPERATIONS AND MAINTENANCE FUND (590)**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

The Sewer Operations and Maintenance Fund is the largest Enterprise/Proprietary Fund for the City of Saginaw. This fund is used to account for revenues and expenditures associated with the provision of sewer services to residential, commercial, and industrial establishments of the City as well as several municipalities surrounding the City.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
PROPERTY TAXES	1,000	SEWER ADMINISTRATION	1,790,945
NON-BUSINESS PERMITS	600	ENGINEERING ADMIN.	234,960
GRANTS	1,000,000	PROCESS CONTROL SYSTEMS	344,458
SERVICES - SALES	21,752,500	METER MAINT. & SERVICE	545,765
FINES AND FORFEITURES	70,000	MAINTENANCE & SERVICE	3,438,589
INTEREST AND RENTS	467,500	CATCH BASIN CLEANING	464,707
OTHER REVENUES	1,326,493	TREATMENT & PUMPING	8,390,350
		REMOTE FACILITIES	2,064,282
		SEWER SURPLUS	3,948,800
		SEWER BOND CONSTRUCTION	0
		DEBT SERVICE	2,727,873
		CUSTOMER ACCOUNTING	667,364
<b>TOTAL RESOURCES</b>	<b><u>24,618,093</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>24,618,093</u></b>

## **SEWER OPERATIONS AND MAINTENANCE**

### **REVENUES BUDGET SUMMARY**

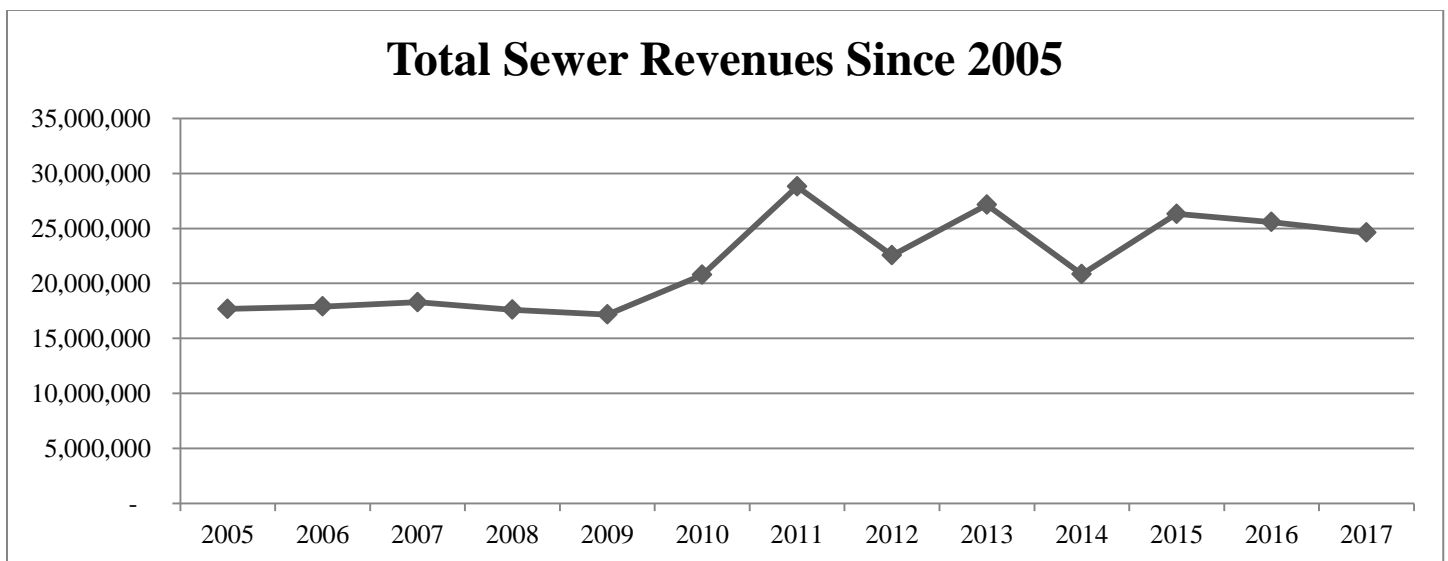
The Sewer Operation and Maintenance Fund’s major revenue sources are charges based upon the size of the meter, “readiness-to-serve charges” and the quantity of water consumed “commodity charge”. This is based on the water consumption. The City also assesses a utility lien charge for industrial users of the system. Other revenue sources are IPP permits, septic hauling fees, interest, EPA grants, IPP testing and sampling, IPP fines and charges, surplus receipts, insurance claims, use of fund equity, and bond proceeds.

For FY 2016/17, the Sewer Operations and Maintenance Fund’s revenues are \$24,618,093. This is a decrease of \$964,334, or -3.77% from the approved 2015/16 budgeted levels. The reduction in revenues is a direct result of a decrease in the appropriation of bond proceeds and SRF Grants.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Property Taxes	0	0	0	0	0	(2,971)	1,000
Grants	0	0	0	1,999,943	1,999,943	0	1,000,000
Non-Business Permits	200	2,000	1,200	400	400	400	600
Services – Sales	21,639,551	20,064,657	20,285,544	21,744,000	21,781,055	20,550,323	21,752,500
Fines and Forfeitures	85,867	94,250	90,685	77,000	77,000	63,375	70,000
Interest and Rents	651,322	592,077	587,975	467,500	493,024	536,785	467,500
Other Revenues	145,677	86,312	73,330	1,293,584	8,853,489	1,232,537	1,326,493
<b>Total Revenues</b>	<b>22,522,617</b>	<b>20,839,296</b>	<b>21,038,734</b>	<b>25,582,427</b>	<b>33,204,911</b>	<b>22,380,449</b>	<b>24,618,093</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. The spike from FY 2010 that continued through FY 2011 is due in large part by the City increasing the residential, commercial, and industrial sewer rates that began July 1, 2009 that continued through July 1, 2012. Additionally, in FY 2011, the City increased its septic hauling fee rate to \$.03 per gallon. Furthermore in FY 2011, the

City was able to obtain Build America funding to assist in construction at the Wastewater Treatment Plant. This is a one-time revenue source that was not available in FY 2012. FY 2013 reflected a slight increase in revenues due the higher appropriation of retained earnings to be utilized for updating the Wastewater facility. The 2014 revenues budget reflected a decrease. This reduction is due to a decrease in the IPP testing and sampling fees and a reduction in the use of retained earnings. This reduction was offset by increases to materials and services, IPP fines and charges, and the use of bonds/loan proceeds for the bar screening project. The FY 2015 revenue budget reflects a significant increase. This is due to a higher appropriation of retained earnings. The 2016 budget increased due to the receipt of the Storm Water Asset Management grant during FY 2016 as well as an increase to the user charge. For FY 2017, revenues will decrease due to a reduction in bond proceeds and the SRF Grant.

**DETAIL REVENUES ANALYSIS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Property Taxes - Chargebacks	0	0	0	0	0	(2,971)	1,000
SRF Grant	0	0	0	1,999,943	1,999,943	0	1,000,000
Federal Grant	0	0	0	0	0	0	0
IPP Permits	200	2,000	1,200	400	400	400	600
Sale of Junk	6,534	44,432	19,925	5,000	13,122	13,121	15,000
Sewer	21,375,389	19,772,172	20,013,657	21,500,000	21,500,000	20,248,749	21,500,000
Sewer Connection	39,429	15,405	7,270	15,000	15,000	7,351	7,500
IPP Testing and Sampling	48,026	65,833	54,057	54,000	59,327	59,327	60,000
Materials & Services	170,173	166,815	190,635	170,000	193,606	221,775	170,000
IPP Fines & Charges	85,867	94,250	90,685	77,000	77,000	63,375	70,000
Interest on Investments	8,332	12,336	9,915	15,000	15,000	19,255	15,000
Interest on Spec. Assmt.	0	404	376	2,500	2,500	550	2,500
Interests and Penalties	642,990	579,337	577,684	450,000	475,524	516,980	450,000
Special Assessments	46,010	56,443	55,084	52,600	52,600	54,759	52,600
Surplus Receipts	67	2	0	3,000	3,000	0	3,000
Reimbursements	6,129	11,591	4,688	0	500	11,846	0
Sale of Property	10,523	0	0	0	0	5,344	0
Gain/Loss on Investments	(36,572)	18,276	13,558	10,000	10,000	9,117	10,000
Use of Fund Equity	0	0	0	1,227,984	7,635,918	0	1,260,893
Bond Proceeds/SRF	119,520	0	0	0	1,151,471	1,151,471	0
<b>Totals</b>	<b>22,522,617</b>	<b>20,839,296</b>	<b>21,038,734</b>	<b>25,582,427</b>	<b>33,204,911</b>	<b>22,380,449</b>	<b>24,618,093</b>

## SEWER OPERATIONS AND MAINTENANCE

### EXPENDITURE BUDGET SUMMARY

The total Sewer Operations and Maintenance Fund will be \$24,618,093 for FY 2016/17. This is a decrease \$964,334, or -3.77% from the approved 2015/16 budgeted levels. *Personnel Services*, representing \$10,110,827 of the total budget, will increase \$126,959. *(The personnel complement changes are listed in detail under Summary of Positions.)* *Operating Expenses* are expected to decrease by \$366,556 from FY 2015/2016. This reduction is due to the following – decreases in the indirect cost allocation, information management charges, general liability insurances costs, and reduction in the engineering cost to provide design services. These decreases will be offset by increased computer software cost and the addition of Flexnet support services in the Process Control System division, radio rental fees to recognize depreciation in the Radio Operations and Maintenance Fund, additional funds for street and road materials in the Maintenance and Service division, sewer cleaning and televising services, and hauling and disposal services due to expected increase in pricing. *Capital Outlay* will increase \$418,065 or 33.82%. This is a result of planned capital expenditures. The *Category of Miscellaneous* will decrease \$2,096,603 from the 2016 approved budgeted levels. This decrease is due to the reduction in the principal and interest payments for the CSOs.

### FUNDING LEVEL SUMMARY

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
4810 Sewer Administration	9,150,986	8,592,019	6,906,741	1,965,742	8,317,479	1,894,416	1,790,945
4811 Engineering Administration	109,454	198,969	223,415	225,408	227,408	229,349	234,960
4815 Process Control Systems	149,674	148,459	160,128	229,965	323,635	186,026	344,458
4820 Meter Maint. & Service	341,616	429,909	525,936	477,782	477,782	403,393	545,765
4821 Maintenance & Service	1,675,524	2,694,553	2,490,453	3,213,139	3,717,249	3,059,548	3,438,589
4822 Catch Basin Cleaning	276,125	473,482	574,759	572,950	595,050	523,101	464,707
4830 Treatment and Pumping	5,804,815	6,769,665	7,136,276	8,650,758	8,680,508	6,941,105	8,390,350
4835 Remotes Facilities	1,323,503	1,409,375	1,513,135	2,198,037	2,198,037	1,458,177	2,064,282
4840 Sewer Surplus	52,581	29,469	11,519	4,590,320	5,200,150	3,057,146	3,948,800
4843 Sewer Bond Construction	33,925	0	0	0	0	0	0
4845 Debt Service	561,209	522,392	420,910	2,769,906	2,769,906	383,596	2,727,873
5311 Customer Accounting	615,871	411,583	454,787	688,420	697,707	435,850	667,364
<b>Totals</b>	<b>20,095,283</b>	<b>21,679,875</b>	<b>20,418,059</b>	<b>25,582,427</b>	<b>33,204,911</b>	<b>18,571,707</b>	<b>24,618,093</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	8,178,251	9,333,537	8,518,870	9,983,868	10,348,656	9,250,838	10,110,827
Operating Expenses	11,285,930	11,770,229	11,411,692	9,537,883	17,391,714	5,804,107	10,125,128
Capital Outlay	69,893	53,717	66,587	1,236,200	2,694,635	1,285,644	1,654,265
Miscellaneous	561,209	522,392	420,910	4,824,476	2,769,906	2,231,119	2,727,873
<b>Total Expenditures</b>	<b>20,095,283</b>	<b>21,679,875</b>	<b>20,418,059</b>	<b>25,582,427</b>	<b>33,204,911</b>	<b>18,571,707</b>	<b>24,618,093</b>

**SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
4810 Sewer Administration	1.80	1.80	1.80	1.80	1.80	1.80	1.80
4811 Engineering Administration	1.18	1.70	1.70	1.70	1.70	1.70	1.70
4815 Process Control Systems	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4820 Meter Maint. & Service	4.00	3.25	4.00	3.00	3.00	3.00	4.75
4821 Maintenance & Service	18.00	18.25	16.25	16.50	16.50	16.50	17.75
4822 Catch Basin Cleaning	3.25	3.50	4.00	3.50	3.50	3.50	2.45
4830 Treatment and Pumping	46.95	46.60	45.85	46.35	46.35	46.35	46.35
4835 Remotes Facilities	12.05	10.90	11.65	11.65	11.65	11.65	11.65
<b>Total Positions</b>	<b>88.23</b>	<b>87.00</b>	<b>86.25</b>	<b>85.50</b>	<b>85.50</b>	<b>85.50</b>	<b>87.45</b>

The Sewer Operations and Maintenance Fund’s personnel complement for FY 2017 will be 87.45 FTE. This is a 1.95 increase from the 2016 approved budgeted levels. Listed below are the changes that are expected to occur in FY 2017.

- The Meter Maintenance and Service division will increase by 1.75 FTE. This increase is due to the following additions: .50 of a Utilities Person II position, .25 of a Utilities Person III position, and the addition of one temporary Laborer.
- The Maintenance and Service division will increase by a net 1.25 FTE. This increase will be realized by the following positions: .25 of a Utilities Person III, one Utilities Person I, one Laborer II, 1.5 Laborer I, and one Laborer (PT). This increase will be offset by the following reductions – one Utilities Person II, and 2.50 Crossover Operators.
- The Catch Basin division will decrease by 1.05 FTE. This is due to the reallocation of the Heavy Equipment Operators and the Tree Trimmer to Major and Local Streets.

*The employees listed under Sewer Operations and Maintenance Fund’s Customer Accounting Division is a part of the Department of Fiscal Services.*

**Performance Measures/Metrics: Sewer and Water Operations:**


**Sewer and Water Operations/Maintenance – (summary of services)**


The Sewer Operations/Maintenance Divisions provide continuous maintenance and service on the City’s water transmission, distribution, and sewer collection systems. This includes repair of all sewer main breaks and leaks, meter reading of residential and wholesale customers, cross connection compliance per PA 399 and Safe Drinking Water Act,

construction of new sewer connections, pavement repairs for connections, rodent bait in manholes, investigation of sewer backups, and catch basin cleaning.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Sewer Cleaned (miles)	15	49	50+	50+	30+
Number of automated meter reading upgrades installed annually	3,000	4,800	3,000	150-200	150-200

**Explanation of variances:**

 The key performance indicator that measures the “Sewer Cleaned (miles)” reflects to be full achieved. The miles of sewers cleaned was approximately 49 miles this is a significant increase from FY 2015, this was a combined effort between City and contracted crews. The City is developing an Asset Management Plan (AMP) for its sewer system as required by MDEQ. The Maintenance & Service Division has added more staff and equipment, along with contracted crews that should meet or surpass the projected FY 17 goals. However, please note that there is a projected drop to 30+ miles of sewer cleaned in FY 2019 compared to the 50+ miles cleaned in FY 2018. This is due to the City’s contract with the contracted sewer cleaners expires in FY 2018.

 The key performance indicator that evaluates the “Number of automated meter reading upgrades installed annually” reflects to be fully achieved. Maintenance and Service staff installed approximately 4,800 AMRS in FY 2016 giving the approximate number of 15,200 AMRS installed to date, leaving a little over 3,000 left to be installed for FY 2017. Therefore, the city expects the number of installs to be less in FY 2018. The 150-200 AMRS that are listed for FY 2018 and 2019, are for repairs and replacement of damaged units.

**Wastewater Treatment** – (summary of services)

The Wastewater Treatment Division operates and maintains the Wastewater Treatment Plant, seven retention treatment basins, and five pump stations. This division is also responsible for treating combined sewage from the City of Saginaw, Saginaw Township's Weiss Street Drainage District; sanitary sewage from Northwest Utilities Authority, and part of Spaulding Township. Additionally we provide wastewater treatment services to private entities. The division also provides industrial pretreatment services for all areas served.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Number of National Pollutant Discharge Elimination System (NPDES) Permit parameters achieved per 1704 possible annually at Wastewater Treatment Plant	100%	100%	100%	100%	100%
Number of NPDES Permit parameters achieved per 2562 possible annually at the Remote Treatment Basins	100%	99.77%	100%	100%	100%
Percent of Industrial Users sewer use ordinance violations responded to within 30 days of knowledge of violation	100%	100%	100%	100%	100%

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**590-4810 Sewer Administration**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	130,788	Director of Public Services	0.40	39,894
Overtime	500	Director of Water/ Wastewater Treatment	0.50	47,367
Add Pays	1,250	Staff Professional	0.90	43,527
Fringe Benefits	840,678			
<b>TOTAL</b>	<b>973,216</b>	<b>Total Personnel</b>	<b>1.80</b>	<b>130,788</b>
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		<b>500</b>
Supplies	1,600			
Internal Services	704,392	Education Bonus		1,250
Other Services				
Professional Fees	96,537	<b>Total Add Pays</b>		<b>1,250</b>
Maintenance Fees	2,000			
Other Contracted Fees	12,200			
<b>TOTAL</b>	<b>816,729</b>	FICA		9,986
		Healthcare Benefits - Active		44,452
		Healthcare Benefits - Retirees		716,742
		Pension		69,498
<b>CAPITAL OUTLAY</b>	<b>1,000</b>	<b>Total Fringe Benefits</b>		<b>840,678</b>
<b>TOTAL</b>	<b>1,000</b>			
<b>TOTAL APPROPRIATION</b>	<b>1,790,945</b>	<b>TOTAL</b>	<b>1.80</b>	<b>973,216</b>



**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**590-4811 Engineering Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	89,491	City Engineer	0.10	8,372
Overtime	3,000	Assistant City Engineer	0.25	16,941
Add Pays	350	Engineering Office Supv.	0.25	15,092
Fringe Benefits	104,785	Traffic Foreman	0.05	2,796
		Transportation Engineer Asst	0.10	4,841
<b>TOTAL</b>	<b>197,626</b>	Engineering Technician I	0.20	9,603
		Engineering Assistant	0.30	13,813
		Traffic Maint. Tech. II	0.10	4,105
<b>OPERATING EXPENSES</b>		Traffic Maint. Tech. I	0.20	7,568
		Administrative Professional	0.15	6,359
Supplies	1,500			
Internal Services	19,617	<b>Total Personnel</b>	<b>1.70</b>	<b>89,491</b>
Other Services				
Professional Fees	9,917	<b>Overtime</b>		<b>3,000</b>
Maintenance Fees	0			
Other Contracted Fees	3,300	Standby Pay		350
<b>TOTAL</b>	<b>34,334</b>	<b>Total Add Pays</b>		<b>350</b>
<b>CAPITAL OUTLAY</b>	<b>3,000</b>			
<b>TOTAL</b>	<b>3,000</b>	FICA		7,121
		Healthcare Benefits - Active		25,481
		Healthcare Benefits - Retirees		0
<b>TOTAL APPROPRIATION</b>	<b>234,960</b>	Pension		72,183
		<b>Total Fringe Benefits</b>		<b>104,785</b>
		<b>TOTAL</b>	<b>1.70</b>	<b>197,626</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**590-4815 Process Control Systems**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	60,140	Instrument & Control Admin	0.50	34,780
Overtime	1,000	Instrument & Control Tech	0.50	25,360
Fringe Benefits	62,749			
		<b>Total Personnel</b>	1.00	60,140
<b>TOTAL</b>	<b>123,888</b>			
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		1,000
Supplies	98,600	FICA		4,677
Internal Services	13,400	Healthcare Benefits - Active		15,861
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	62,250	Pension		42,210
Maintenance Fees	2,320			
Other Contracted Fees	8,000	<b>Total Fringe Benefits</b>		62,749
<b>TOTAL</b>	<b>184,570</b>			
		<b>TOTAL</b>	<b>1.00</b>	<b>123,888</b>
<b>CAPITAL OUTLAY</b>	36,000			
<b>TOTAL</b>	<b>36,000</b>			
<b>TOTAL APPROPRIATION</b>	<b>344,458</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**590-4820 Meter Maintenance & Service**

<b>Allocation Plan</b>		<b>Position Control</b>	
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET ALLOCATION</b>
<b>PERSONNEL SERVICES</b>			
Salaries	180,652	Asst. Supt. Of Mtce & Service	0.25 16,715
Overtime	8,000	ROW Foreman, Utilities	0.75 38,262
Add Pays	8,950	Mech Equip Repairperson II	0.25 11,061
Fringe Benefits	247,560	Crossover Operator	0.50 21,821
<b>TOTAL</b>	<b>445,162</b>	Utilities Person III	0.50 22,140
		Utilities Person II	1.50 64,411
		Laborer (T)	1.00 6,242
<b>OPERATING EXPENSES</b>		<b>Total Personnel</b>	<b>4.75 180,652</b>
Supplies	9,500	<b>Overtime</b>	<b>8,000</b>
Internal Services	28,603	Standby Pay	8,250
Other Services		Education Bonus	700
Professional Fees	15,000	<b>Total Add Pays</b>	<b>8,950</b>
Maintenance Fees	12,500	FICA	15,168
Other Contracted Fees	0	Healthcare Benefits - Active	75,245
<b>TOTAL</b>	<b>65,603</b>	Healthcare Benefits - Retirees	0
		Pension	157,147
<b>CAPITAL OUTLAY</b>	<b>35,000</b>	<b>Total Fringe Benefits</b>	<b>247,560</b>
<b>TOTAL</b>	<b>35,000</b>	<b>TOTAL</b>	<b>4.75 445,162</b>
<b>TOTAL APPROPRIATION</b>	<b>545,765</b>		

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**590-4821 Maintenance & Service**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	692,705	Supt of Water Treatment & Field Operations	0.25	22,607
Overtime	25,000	Asst. Supt. Of Mtce & Service	0.25	16,715
Add Pays	9,475	ROW Foreman, Utilities	0.75	38,262
Fringe Benefits	1,031,854	Mech Equip Repairperson II	0.25	11,061
<b>TOTAL</b>	<b>1,759,034</b>	Administrative Professional	0.50	21,277
		Utilities Person III	1.25	55,772
<b>OPERATING EXPENSES</b>		Utilities Person II	3.50	150,023
		Utilities Person I	4.50	187,490
Supplies	473,000	Crossover Operator	2.00	86,355
Internal Services	134,859	Laborer II	1.00	36,494
Other Services		Laborer I	1.50	48,683
Professional Fees	731,852	Custodial Worker (PT) SEIU	0.50	9,776
Maintenance Fees	306,379	Skilled Clerical I (PT)	0.50	8,190
Other Contracted Fees	15,765	Laborer (T)	1.00	6,242
<b>TOTAL</b>	<b>1,661,855</b>	<b>Total Personnel</b>	<b>17.75</b>	<b>692,705</b>
<b>CAPITAL OUTLAY</b>	<b>17,700</b>	<b>Overtime</b>		<b>25,000</b>
<b>TOTAL</b>	<b>17,700</b>	Standby Pay		8,250
		Educational Bonus		1,225
<b>TOTAL APPROPRIATION</b>	<b>3,438,589</b>	<b>Total Add Pays</b>		<b>9,475</b>
		FICA		55,639
		Healthcare Benefits - Active		320,341
		Healthcare Benefits - Retirees		0
		Pension		655,874
		<b>Total Fringe Benefits</b>		<b>1,031,854</b>
		<b>TOTAL</b>	<b>17.75</b>	<b>1,759,034</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**590-4822 Catch Basin Cleaning**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	105,855	Heavy Equipment Operator	2.10	91,085
Overtime	2,000	Tree Trimmer	0.35	14,770
Fringe Benefits	151,816			
<b>TOTAL</b>	<b>259,671</b>	<b>Total Personnel</b>	<b>2.45</b>	<b>105,855</b>
		<b>Overtime</b>		<b>2,000</b>
<b>OPERATING EXPENSES</b>				
Supplies	0	FICA		8,251
Internal Services	50,036	Healthcare Benefits - Active		41,042
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	155,000	Pension		102,523
Maintenance Fees	0			
Other Contracted Fees	0	<b>Total Fringe Benefits</b>		<b>151,816</b>
<b>TOTAL</b>	<b>205,036</b>	<b>TOTAL</b>	<b>2.45</b>	<b>259,671</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>464,707</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**590-4830 Treatment & Pumping**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	2,028,289	Supt of Wastewater Tmt	0.80	62,630
Overtime	100,000	Asst Supt of Wastewater	0.80	52,150
Add Pays	6,160	Chief Chemist	1.00	57,850
Fringe Benefits	2,703,148	Operating Foreman	5.00	248,900
<b>TOTAL</b>	<b>4,837,597</b>	Plant Mtce Foreman WW	1.00	52,200
		Electrical Mtce Foreman	1.00	57,799
		Plant Engineer	0.80	53,498
		Plant Maintenance Supervisor	0.80	51,388
<b>OPERATING EXPENSES</b>		Environ Compliance Admin.	1.00	64,235
Supplies	725,750	Environ Compliance Analyst	2.00	90,717
Internal Services	408,041	Plant Mtce Electrician B	2.00	90,943
Other Services		Plant Operator B	10.00	431,667
Professional Fees	1,040,362	Safety Specialist	0.75	28,581
Maintenance Fees	1,160,650	Administrative Professional	0.75	32,064
Other Contracted Fees	61,450	Laboratory Technician	2.00	86,705
<b>TOTAL</b>	<b>3,396,253</b>	Plant Mtce. Mechanic B	1.00	44,711
		Sewage Plant Mtce Person III	1.00	44,783
		Sewage Plant Mtce Person II	3.90	170,511
		Sewage Plant Mtce Person I	5.00	211,716
<b>CAPITAL OUTLAY</b>	156,500	Stock Clerk WWT	0.75	31,958
<b>TOTAL</b>	<b>156,500</b>	Custodial Worker B	1.00	41,151
		Labor (Temp)	3.00	18,597
		Intern (Temp)	1.00	3,536
<b>TOTAL APPROPRIATION</b>	<b>8,390,350</b>	<b>Total Personnel</b>	<b>46.35</b>	<b>2,028,289</b>
		<b>Overtime</b>		<b>100,000</b>
		Education Bonus		6,160
		<b>Total Add Pays</b>		<b>6,160</b>
		FICA		163,971
		Healthcare Benefits - Active		585,296
		Healthcare Benefits - Retirees		172,918
		Pension		1,780,963
		<b>Total Fringe Benefits</b>		<b>2,703,148</b>
		<b>TOTAL</b>	<b>46.35</b>	<b>4,837,597</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**590-4835 Remote Facilities**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	493,839	Supt of Wastewater Tmt	0.20	15,657
Overtime	20,000	Asst. Supt of Wastewater	0.20	13,038
Add Pays	2,340	Plant Engineer	0.20	13,374
Fringe Benefits	658,739	Plant Maintenance Supervisor	0.20	12,847
		Remote RTB Facilities Foreman	1.00	50,657
<b>TOTAL</b>	<b>1,174,918</b>	Plant Mtce Electrician B	1.00	45,469
		Safety Specialist	0.25	9,527
<b>OPERATING EXPENSES</b>		Sewage Plant Mtce Person II	0.10	4,372
		Administrative Professional	0.25	10,688
Supplies	295,150	Stock Clerk WWT	0.25	10,653
Internal Services	90,498	Plant Maint Mechanic B	1.00	43,399
Other Services		Remote Facilities Person III	1.00	42,545
Professional Fees	104,316	Remote Facilities Person II	5.00	215,375
Maintenance Fees	343,797	Labor (Temp)	1.00	6,237
Other Contracted Fees	11,403	<b>Total Personnel</b>	<b>11.65</b>	<b>493,839</b>
<b>TOTAL</b>	<b>845,164</b>			
		<b>Overtime</b>		<b>20,000</b>
<b>CAPITAL OUTLAY</b>	44,200			
		Education Bonus		2,340
<b>TOTAL</b>	<b>44,200</b>	<b>Total Add Pays</b>		<b>2,340</b>
<b>TOTAL APPROPRIATION</b>	<b>2,064,282</b>			
		FICA		39,765
		Healthcare Benefits - Active		171,812
		Healthcare Benefits - Retirees		0
		Pension		447,162
		<b>Total Fringe Benefits</b>		<b>658,739</b>
		<b>TOTAL</b>	<b>11.65</b>	<b>1,174,918</b>

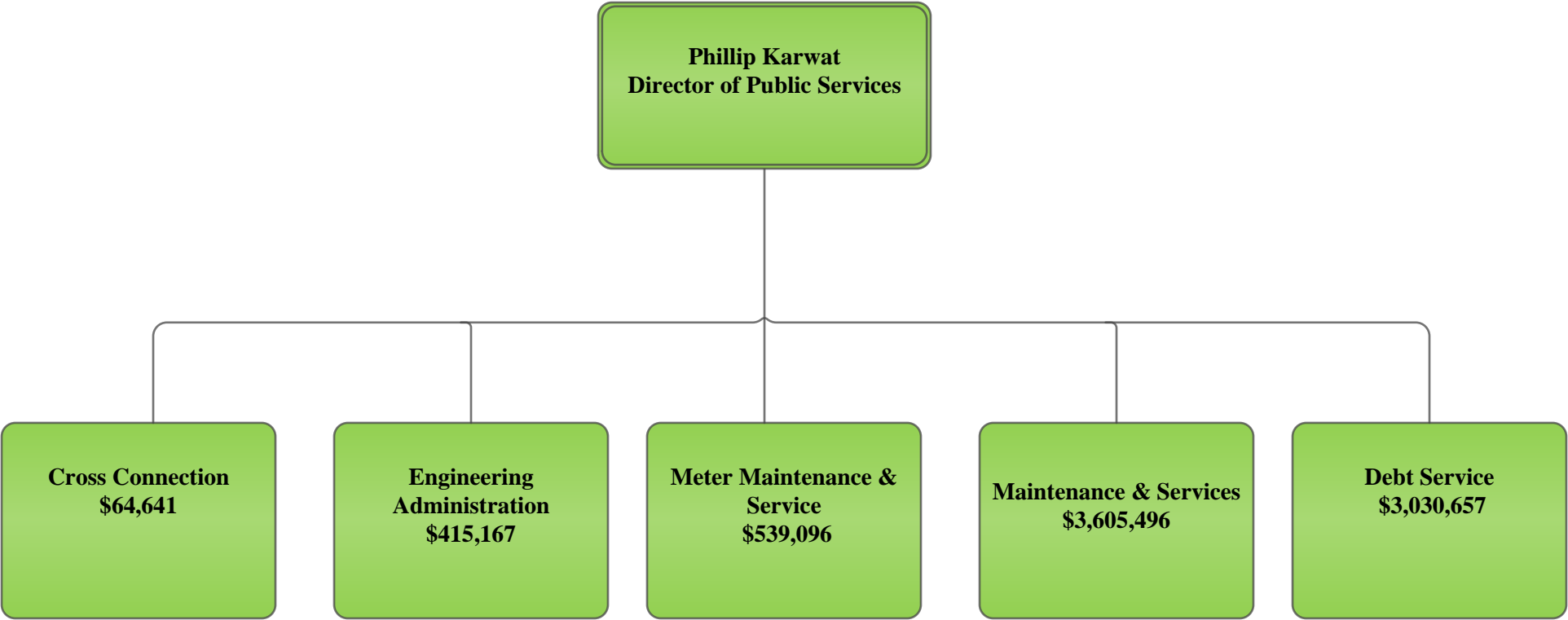
**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**590-5311 Customer Accounting**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	135,604	Admin of Utilities Accounts	0.50	27,961
Overtime	0	Office Assistant III	2.00	73,173
Fringe Benefits	204,111	Customer Service Coordinator	0.38	11,517
<b>TOTAL</b>	<b>339,715</b>	Customer Service Rep	0.76	22,954
		<b>Total Personnel</b>	<b>3.64</b>	<b>135,604</b>
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		<b>0</b>
Supplies	1,400			
Provision for Losses	220,000	FICA		10,469
Internal Services	57,924	Healthcare Benefits - Active		43,687
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	42,400	Pension		149,955
Maintenance Fees	3,575	<b>Total Fringe Benefits</b>		<b>204,111</b>
Other Contracted Fees	2,350			
<b>TOTAL</b>	<b>327,649</b>	<b>TOTAL</b>	<b>3.64</b>	<b>339,715</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>667,364</b>			



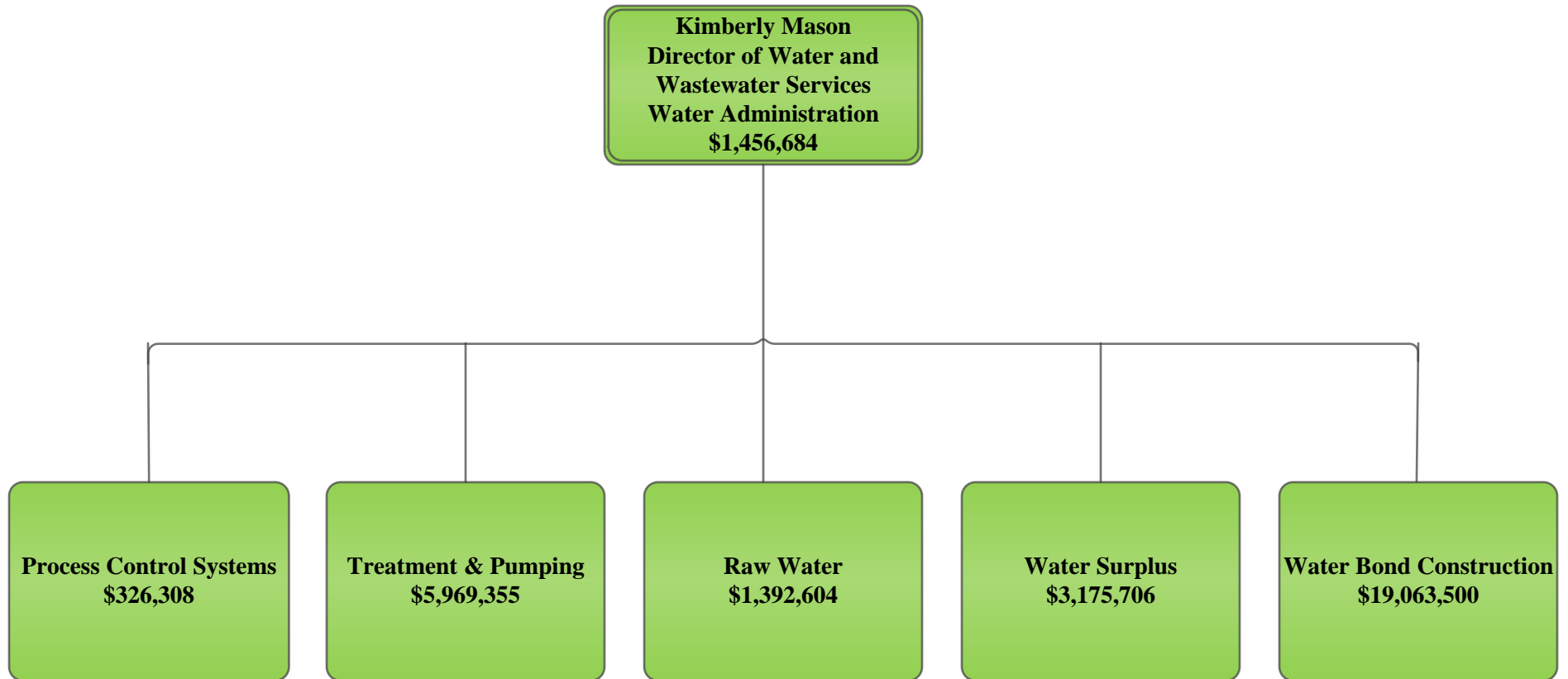
**CITY OF SAGINAW**  
**WATER OPERATIONS AND MAINTENANCE FUND**



*The total Water Operations and Maintenance Fund will be \$39,825,859 for FY 2017. Transfer equates to \$146,936, which is not reflected in either of the organizational charts. In addition the Customer Accounting division, \$639,709 will be recognized in the Department of Fiscal Services.*

# CITY OF SAGINAW

## WATER OPERATIONS AND MAINTENANCE FUND



*The total Water Operations and Maintenance Fund will be \$39,825,859 for FY 2017. Transfer equates to \$146,936, which is not reflected in either of the organizational charts. In addition the Customer Accounting division, \$639,709 will be recognized in the Department of Fiscal Services.*

**WATER OPERATIONS AND MAINTENANCE (591)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

The Water Operations and Maintenance Fund is the second largest Enterprise/Proprietary Fund for the City of Saginaw. This fund is used to account for revenues and expenditures associated with the provision of water services to residential, commercial, and industrial establishments of the city as well as several municipalities surrounding the city. The largest customers are: Saginaw, Thomas, Frankenmuth, Buena Vista, Bridgeport, Tittabawassee, Kochville, and Birch Run Townships, North American Op/BV, James, Swan Creek, and St. Charles.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
PROPERTY TAXES	(40,000)	CROSS CONNECTIONS	64,641
SERVICES - SALES	18,292,539	WATER ADMINISTRATION	1,456,684
INTEREST AND RENTS	141,000	ENGINEERING ADMINISTRATION	415,167
OTHER REVENUES	2,432,320	PROCESS CONTROL SYSTEMS	326,308
BOND PROCEEDS	19,000,000	METER MAINT. & SERVICE	539,096
		MAINTENANCE & SERVICE	3,605,496
		TREATMENT & PUMPING	5,969,355
		RAW WATER	1,392,604
		WATER SURPLUS	3,175,706
		WATER BOND CONSTRUCTION	19,063,500
		DEBT SERVICE	3,030,657
		CUSTOMER ACCOUNTING	639,709
		TRANSFERS	146,936
<b>TOTAL RESOURCES</b>	<b><u><u>39,825,859</u></u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u><u>39,825,859</u></u></b>

## **WATER OPERATIONS AND MAINTENANCE**

### **REVENUE BUDGET SUMMARY**

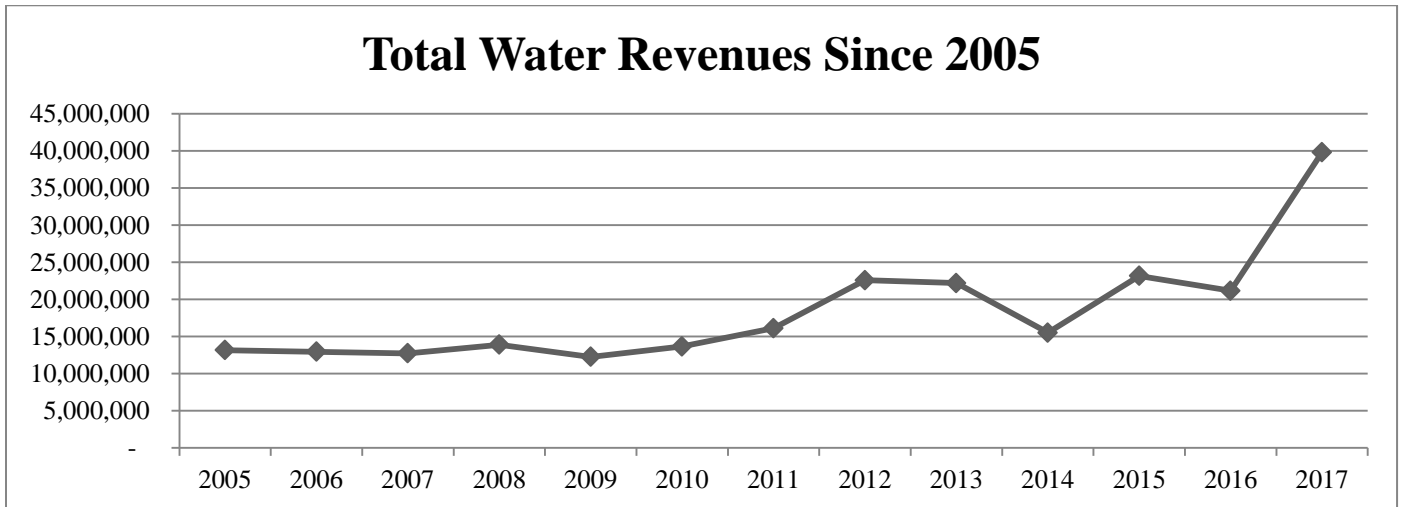
The Water Operations and Maintenance Fund’s major revenue sources are charges based upon the size of the meter, “readiness-to-serve charges,” and the quantity of water consumed “commodity charge”. The net rate charged for treated and filtered water to consumers within the limits of the City is the sum of the readiness-to-serve and the commodity charge. Other revenue sources are: sale of junk, turn on charges, material and services, interest, interest on investments, interest and penalties, gain on bond refunding, and available and unrestricted retained earnings.

The FY 2017 budget will increase \$18,667,137, or 88%. This is due to the expected issuance of the Water System Improvement Bonds in an amount not to exceed \$19,000,000. In addition, the Water Sales revenues are expected to be slightly higher due to the rate change that occurred in FY 2016.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Property Taxes	21,520	20,519	22,561	(50,000)	(50,000)	(38,321)	23,000
Grants	(28)	(23)	(7)	0	0	0	0
Services – Sales	15,384,214	15,325,033	14,939,299	16,336,974	16,336,974	15,411,946	18,292,539
Interest and Rents	198,098	201,978	200,947	141,000	233,886	259,703	141,000
Other Revenues	3,852	31,138	11,527	4,730,748	5,770,008	328,535	21,432,320
<b>Total Revenues</b>	<b>15,586,164</b>	<b>15,515,466</b>	<b>15,100,541</b>	<b>21,158,722</b>	<b>23,919,336</b>	<b>15,961,863</b>	<b>39,825,859</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. The spike from FY 2010 that continued through FY 2011 is due in large part to the City increasing the residential, commercial, and industrial water rate that began on July 1, 2009 and July 1, 2010. Rate increases continued for the next few years. Additionally, as already stated above, in 2012 the City issued \$10,570,000 Water Supply System Revenue Bonds, Series 2011 A for the purpose of paying for the cost of acquiring and constructing improvements to the City’s Water Supply System. The City utilized these monies during FY 2013. The FY 2014 actual revenues collected reflect a significant decline. This decline is related to a system issue that was caught and corrected in 2015. The FY 2015 revenues are increased due to the unusually high sale of water for the unusually dry summer. This does not represent a rate increase. This increase is based on historical trends. The FY 2016 revenues decreased \$1,997,406. This reduction was due to the reduction in the amount budgeted from retained earnings. The FY 2017 approved budget is expected to

spike above \$35 million. This is due to the expected issuance of the Water System Improvement Bonds in an amount not to exceed \$19,000,000. In addition, the Water sales will be slightly higher due to the rate change that occurred in FY 2016.

**DETAIL REVENUES ANALYSIS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Property Taxes	0	(42,683)	(51,322)	(50,000)	(50,000)	(38,321)	(40,000)
Federal Grant	0	0	90	0	0	0	0
Sale of Junk	13,643	11,802	7,396	13,000	13,000	3,427	13,000
Turn on Charges	10,466	189,904	185,068	200,000	200,000	139,620	200,000
Water	15,090,925	14,875,035	14,536,690	15,893,974	15,893,974	15,014,535	17,824,539
Water Connections	15,846	12,105	347	5,000	5,000	5,474	5,000
Materials & Services	253,334	236,187	209,798	225,000	225,000	248,890	250,000
Interest on Investments	27,138	29,059	20,756	30,000	30,000	22,837	30,000
Dividends	1,423	15,724	19,381	0	66,384	75,028	0
Interest on Spec. Asmts.	0	0	0	1,000	1,000	33	1,000
Interest and Penalties	169,537	157,195	160,810	110,000	136,502	161,805	110,000
Special Assessments	2,455	0	0	0	170	170	0
Surplus Receipts	63	3	0	0	0	0	0
Sale of Property	1,461	0	0	0	30	1,833	0
Reimbursement	8,136	23,511	7,074	0	0	7,880	0
Gain/Loss on Invest.	(8,263)	7,937	4,453	0	36,149	65,857	0
Gain/Loss on Equipment	0	(313)	0	0	0	2,210	0
Cash Over and Short	0	0	0	0	0	2	0
Bond Proceeds	0	0	0	4,730,748	4,981,331	250,583	19,000,000
Use of Fund Equity	0	0	0	0	2,380,796	0	2,432,320
<b>Totals</b>	<b>15,586,164</b>	<b>15,515,466</b>	<b>15,100,541</b>	<b>21,158,722</b>	<b>23,919,336</b>	<b>15,961,863</b>	<b>39,825,859</b>

## WATER OPERATIONS AND MAINTENANCE

### EXPENDITURE BUDGET SUMMARY

The Water Operations and Maintenance Fund will be \$39,825,859 for FY 2017. This is an increase of \$18,667,137 from the previous fiscal year. *Personnel Services* will increase \$571,230, or 8.24%. (*The personnel complement changes are listed in detail under Summary of Positions.*) The largest increase in this fund will be realized in *Operating Expenses*. In the Water Bond Construction Fund the construction will increase \$16.7 million from the previous fiscal year. The reason for this increase is due to the Davis Road Improvement design and construction. *Capital Outlay* will decrease \$504,210 or -35.68%. This is attributable to a reduction in the amount of equipment that will be repaired and/or replaced during the year. The *Category of Miscellaneous* will increase \$247,827 from the 2016 approved budgeted levels. This increase is attributable to the repayment of interest on the G.O. Limited Capital Improvement Bond, Series 2015 as well as an increase to the allocation to pay for a Community Police Officer.

### FUNDING LEVEL SUMMARY

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
3867 Cross Connection	52,440	65,194	33,364	67,518	67,518	61,782	64,641
4710 Water Administration	3,757,377	3,302,609	2,802,042	1,503,727	3,409,506	1,444,185	1,456,684
4711 Engineering Administration	295,747	364,873	424,849	440,925	440,925	412,250	415,167
4715 Process Control Systems	157,907	148,289	171,937	245,597	310,538	178,214	326,308
4720 Meter Maint. and Service	340,124	472,496	541,006	488,614	536,180	562,066	539,096
4721 Maintenance and Services	1,821,752	2,081,572	2,474,948	3,214,308	3,137,622	2,651,618	3,605,496
4730 Treatment and Pumping	4,313,734	5,078,997	5,611,691	6,106,138	6,160,977	5,212,256	5,969,355
4735 Raw Water	1,257,253	1,245,060	1,202,092	1,392,604	1,392,604	1,019,118	1,392,604
4740 Water Surplus	26,091	0	14,118	1,628,371	1,923,200	938,508	3,175,706
4741 Water Bond Construction	11,500	506,861	7,305	2,340,500	2,800,303	595,791	19,063,500
4745 Debt Service	2,014,160	1,436,138	1,298,566	2,940,908	2,941,408	2,131,425	3,030,657
5310 Customer Accounting	402,207	405,964	446,922	655,998	655,041	425,198	639,709
9660 Transfers	13,664	21,853	140,856	133,514	133,514	133,514	146,936
<b>Totals</b>	<b>14,463,956</b>	<b>15,129,906</b>	<b>15,169,696</b>	<b>21,158,722</b>	<b>23,919,336</b>	<b>15,765,925</b>	<b>39,825,859</b>

### FUNDING LEVEL BY CATEGORY

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	6,033,330	6,592,829	6,676,658	7,198,965	7,182,526	6,818,841	7,507,503
Operating Expenses	6,332,446	5,011,510	5,262,076	10,330,224	12,644,867	6,147,606	28,215,802
Capital Outlay	70,356	539,572	70,186	539,040	1,000,950	534,539	908,890
Miscellaneous	2,027,824	2,985,995	3,160,776	3,090,493	3,090,993	2,264,939	3,193,664
<b>Total Expenditures</b>	<b>14,463,956</b>	<b>15,129,906</b>	<b>15,169,696</b>	<b>21,158,722</b>	<b>23,919,336</b>	<b>15,765,925</b>	<b>39,825,859</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
3867 Cross Connection	0.50	0.50	0.50	0.50	0.50	0.50	0.50
4710 Water Administration	1.85	1.85	1.85	1.80	1.80	1.80	1.80
4711 Engineering Administration	3.07	3.00	3.00	3.00	3.00	3.00	3.00
4715 Process Control System	1.00	1.00	1.00	1.00	1.00	1.00	1.00
4720 Meter Maint. and Service	4.00	3.25	4.00	3.50	3.50	3.50	3.75
4721 Maintenance and Service	16.25	16.00	15.25	16.50	16.50	16.50	17.75
4730 Treatment and Pumping	34.10	36.50	37.50	35.50	35.50	35.50	35.50
<b>Total Positions</b>	<b>60.77</b>	<b>62.10</b>	<b>63.10</b>	<b>61.80</b>	<b>61.80</b>	<b>61.80</b>	<b>63.30</b>

The Water Operations and Maintenance Fund’s personnel complement is 63.30 FTE for FY 2017. This is a net increase of 1.50 positions. This increase is due to the following:

- The Meter Maintenance and Service division will increase by .25 of a Utilities Person II position.
- The Maintenance and Services division will increase 1.25 FTE. The following positions will be added -.25 of the Utilities Person III, a Utilities Person I, a Laborer II and 1.50 Laborer I. These additions will be offset by reallocation of .50 of a Crossover Operator, and two Laborers (PT).

*The employees listed under Water Operations and Maintenance Fund’s Customer Accounting Division is a part of the Department of Fiscal Services.*


**Performance Measures/Metrics: Water and Sewer Operations:**

**Water Operations/Maintenance – (summary of services)**

The Water Operations/Maintenance Divisions provide continuous maintenance and service on the City’s water transmission and distribution systems. This includes repair of all water main breaks and leaks, meter reading of residential and wholesale customers, cross connection compliance per PA 399 and Safe Drinking Water Act, construction of water connections, pavement repairs for connections, and provide service for water turn-ons and turn-offs for non-payment.

Key Performance Indicator	FY 2016 Goal	FY 2016 Actual	FY 2017 Projection	FY 2018 Projection	FY 2019 Projection
% of high hazard cross connection inspections completed annually (each) 1/1 to 12/31	100%	42.50%	100%	100%	100%
% of all monthly meter read cycles completed annually	85%	99%	100%	100%	100%

**Explanation of variances:**

 The key performance indicator of “% of high hazard cross connection inspections completed annually (each)” reflects to not have been achieved. The completion percentage of 42.5% for high hazard cross connection inspections

completed for FY 2016 is low and not quite accurate being that the cross connection high hazard inspection are generally done from April 1<sup>st</sup> to December 31<sup>st</sup> in any given calendar year. Maintenance and Service completed 455 high hazard inspections out of 461 required 2015 for a 98.6% completion rate which is stated on the 2015 DEQ Cross Connection Report.

The key performance indicator of “% of all monthly meter read cycles completed annually” reflects to be fully achieved. In FY 2017 the AMR Installation Project will be completed and the percentage of estimated meter reads will continue to decrease. The meter reads (1%) that were estimated for FY 2016 is a good indicator as to how efficient the AMR system is working along with the Maintenance and Service personnel to get monthly reads.

**Water Treatment – (summary of services)**

The Water Treatment and Pumping Division provide high quality drinking water to the residents of 23 water systems in a three county service area. The City of Saginaw has owned, operated, and maintained these facilities for more than 80 years. On a daily basis, 19.2 million gallons of potable water is delivered to customers.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
To meet all primary and secondary drinking water standards determined by governmental regulatory agencies.	0 violations	0 Violations	0 violations	0 violations	0 violations
Meet partnership for safe water target goals for measured* finished water turbidity (100% < 0.1 NTU)	100% < 0.1 NTU	99.95% < 0.1 NTU	100% < 0.1 NTU	100% < 0.1 NTU	100% < 0.1 NTU
% of time met water quality complaint response** goal (respond to complaints in <48 hours of notification)	100%	100%	100%	100%	100%

\*Note: The city is in Phase II (data collection and reporting). We intend to complete Phase III (comprehensive self-assessment/evaluation) in the next year or two.  
 \*\*Response time measured from time of notification until contact is made. Note: There may be times when response by phone is adequate depending on results of investigations.

**Instrumentation and Process Controls – (summary of services)**

The Instrumentation and Process Controls Division provides accurate operational information and maintains timely plant control for the Water and Wastewater Treatment Plants through the Supervisory Control and Data Acquisition System (S.C.A.D.A). Additionally, maintains the automated meter reading and security systems for various city operations.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Response to Level I service calls within 24 hours	100 %	100%	100%	100%	100%
Response to Level II service calls within 72 hours	90%	89.90%	95%	95%	95%

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.



**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**591-3867 Cross Connection**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	22,301	Utilities Person III	0.50	22,301
Overtime	1,500			
Add Pays	250	<b>Total Personnel</b>	<u>0.50</u>	<u>22,301</u>
Fringe Benefits	33,865			
<b>TOTAL</b>	<u><b>57,916</b></u>	<b>Overtime</b>		<u>1,500</u>
<b>OPERATING EXPENSES</b>				
		Education Bonus		250
Supplies	150	<b>Total Add Pays</b>		<u>250</u>
Internal Services	5,575			
Other Services		FICA		1,840
Professional Fees	0	Healthcare Benefits - Active		10,989
Maintenance Fees	1,000	Healthcare Benefits - Retirees		0
Other Contracted Fees	0	Pension		21,036
<b>TOTAL</b>	<u><b>6,725</b></u>	<b>Total Fringe Benefits</b>		<u>33,865</u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>	<b>TOTAL</b>	<u><b>0.50</b></u>	<u><b>57,916</b></u>
<b>TOTAL APPROPRIATION</b>	<u><u><b>64,641</b></u></u>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**591-4710 Water Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	128,788	Director of Public Services	0.40	37,893
Overtime	500	Director of Water &		
Add Pays	1,250	Wastewater Treatment	0.50	47,367
Fringe Benefits	701,897	Staff Professional	0.90	43,528
<b>TOTAL</b>	<b>832,435</b>	<b>Total Personnel</b>	<b>1.80</b>	<b>128,788</b>
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		<b>500</b>
Supplies	1,750			
Internal Services	468,800	Education Bonus		1,250
Other Services		<b>Total Add Pays</b>		<b>1,250</b>
Professional Fees	126,249			
Maintenance Fees	16,750	FICA		9,986
Other Contracted Fees	9,700	Healthcare Benefits - Active		20,175
<b>TOTAL</b>	<b>623,249</b>	Healthcare Benefits - Retirees		596,030
		Pension		75,706
<b>CAPITAL OUTLAY</b>	<b>1,000</b>	<b>Total Fringe Benefits</b>		<b>701,897</b>
<b>TOTAL</b>	<b>1,000</b>	<b>TOTAL</b>	<b>1.80</b>	<b>832,435</b>
<b>TOTAL APPROPRIATION</b>	<b>1,456,684</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**591-4711 Engineering Administration**

<b>Allocation Plan</b>		<b>Position Control</b>	
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET ALLOCATION</b>
<b>PERSONNEL SERVICES</b>			
Salaries	153,761	City Engineer	0.20 16,744
Overtime	20,000	Assistant City Engineer	0.25 16,941
Add Pays	700	Engineering Office Super.	0.25 15,092
Fringe Benefits	184,734	Traffic Foreman	0.10 5,592
		Transportation Engineer Asst	0.10 4,841
<b>TOTAL</b>	<b>359,195</b>	Engineering Technician I	0.80 38,413
		Engineering Assistant	0.60 28,029
		Traffic Maint. Tech. II	0.15 6,157
		Traffic Maint. Tech. I	0.30 11,352
		Administrative Professional	0.25 10,598
<b>OPERATING EXPENSES</b>			
Supplies	1,500	<b>Total Personnel</b>	<b>3.00 153,761</b>
Internal Services	40,505		
Other Services		<b>Overtime</b>	<b>20,000</b>
Professional Fees	5,717		
Maintenance Fees	0	Standby Pay	700
Other Contracted Fees	3,300		
<b>TOTAL</b>	<b>51,022</b>	<b>Total Add Pays</b>	<b>700</b>
<b>CAPITAL OUTLAY</b>			
	4,950	FICA	14,149
<b>TOTAL</b>	<b>4,950</b>	Healthcare Benefits - Active	43,415
		Healthcare Benefits - Retirees	0
		Pension	127,170
<b>TOTAL APPROPRIATION</b>	<b>415,167</b>	<b>Total Fringe Benefits</b>	<b>184,734</b>
		<b>TOTAL</b>	<b>3.00 359,195</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

591-4715 Process Control Systems

Allocation Plan		Position Control	
		JOB CLASSIFICATION	2016/2017 BUDGET ALLOCATION
<b>PERSONNEL SERVICES</b>			
Salaries	60,140	Instrument & Control Admin.	0.50 34,780
Overtime	1,000	Instrument & Control Tech	0.50 25,360
Fringe Benefits	62,748		
<b>TOTAL</b>	<b>123,888</b>	<b>Total Personnel</b>	<b>1.00 60,140</b>
		<b>Overtime</b>	<b>1,000</b>
<b>OPERATING EXPENSES</b>			
Supplies	68,800	FICA	4,677
Internal Services	16,020	Healthcare Benefits - Active	15,860
Other Services		Healthcare Benefits - Retirees	0
Professional Fees	65,800	Pension	42,211
Maintenance Fees	1,800		
Other Contracted Fees	13,000	<b>Total Fringe Benefits</b>	<b>62,748</b>
<b>TOTAL</b>	<b>165,420</b>	<b>TOTAL</b>	<b>1.00 123,888</b>
<b>CAPITAL OUTLAY</b>			
	37,000		
<b>TOTAL</b>	<b>37,000</b>		
<b>TOTAL APPROPRIATION</b>	<b>326,308</b>		

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**591-4720 Water Metering Maintenance & Service**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	174,410	Asst. Supt. Of Mtce & Service	0.25	16,715
Overtime	8,000	ROW Foreman, Utilities	0.75	38,262
Add Pays	8,950	Mech Equip Repairperson II	0.25	11,061
Fringe Benefits	246,606	Utilities Person III	0.50	22,140
		Utilities Person II	1.50	64,411
<b>TOTAL</b>	<b>437,966</b>	Crossover Operators	0.50	21,821
		<b>Total Personnel</b>	<b>3.75</b>	<b>174,410</b>
<b>OPERATING EXPENSES</b>				
Supplies	8,500	<b>Overtime</b>		8,000
Internal Services	33,880			
Other Services		Standby Pay		8,250
Professional Fees	10,000	Education Bonus		700
Maintenance Fees	13,750	<b>Total Add Pays</b>		<b>8,950</b>
Other Contracted Fees	0			
<b>TOTAL</b>	<b>66,130</b>			
<b>CAPITAL OUTLAY</b>				
	35,000	FICA		14,691
<b>TOTAL</b>	<b>35,000</b>	Healthcare Benefits - Active		74,768
		Healthcare Benefits - Retirees		0
		Pension		157,147
		<b>Total Fringe Benefits</b>		<b>246,606</b>
<b>TOTAL APPROPRIATION</b>	<b>539,096</b>			
		<b>TOTAL</b>	<b>3.75</b>	<b>437,966</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**591-4721 Maintenance & Service**

Allocation Plan		Position Control	
		JOB CLASSIFICATION	2016/ 2017 BUDGET ALLOCATION
<b>PERSONNEL SERVICES</b>			
Salaries	734,482	Supt of Water Treatment & Field Operations	0.25 22,607
Overtime	55,000	Asst. Supt. Of Mtce & Service	0.25 16,715
Add Pays	9,475	ROW Foreman, Utilities	0.75 38,262
Fringe Benefits	1,094,587	Mech Equip Repairperson II	0.25 11,061
<b>TOTAL</b>	<b>1,893,544</b>	Administrative Professional	0.50 21,277
<b>OPERATING EXPENSES</b>			
Supplies	792,950	Utilities Person III	1.25 55,772
Internal Services	169,995	Utilities Person II	4.50 191,730
Other Services		Utilities Person I	4.50 187,490
Professional Fees	347,609	Crossover Operator	2.00 86,355
Maintenance Fees	366,283	Laborer II	1.00 36,564
Other Contracted Fees	17,415	Laborer I	1.50 48,683
<b>TOTAL</b>	<b>1,694,252</b>	Custodial Worker (PT) SEIU	0.50 9,776
		Skilled Clerical I (PT)	0.50 8,190
		<b>Total Personnel</b>	<b>17.75 734,482</b>
		<b>Overtime</b>	<b>55,000</b>
<b>CAPITAL OUTLAY</b>	<b>17,700</b>	Standby Pay	8,250
<b>TOTAL</b>	<b>17,700</b>	Education Bonus	1,225
<b>TOTAL APPROPRIATION</b>	<b>3,605,496</b>	<b>Total Add Pays</b>	<b>9,475</b>
		FICA	60,653
		Healthcare Benefits - Active	336,604
		Healthcare Benefits - Retirees	0
		Pension	697,330
		<b>Total Fringe Benefits</b>	<b>1,094,587</b>
		<b>TOTAL</b>	<b>17.75 1,893,544</b>

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**591-4730 Treatment & Pumping**

Allocation Plan		Position Control	
		2016/ 2017 BUDGET	ALLOCATION
PERSONNEL SERVICES		JOB CLASSIFICATION	
Salaries	1,440,773	Supt of Water Treatment & Field Operations	0.50 45,215
Overtime	74,500	Asst Super of Water Tmt	1.00 68,392
Add Pays	17,091	Chief Chemist	1.00 57,850
Fringe Benefits	1,933,149	Operating Foreman	5.00 256,563
<b>TOTAL</b>	<b>3,465,513</b>	Plant Mtce Foreman	1.00 62,805
		Biologist	1.00 49,064
<b>OPERATING EXPENSES</b>		Plant Mtce Electrician II	1.00 52,924
		Plant Mtce Electrician I	2.00 86,997
Supplies	595,100	Filtration Plant Mtce III	3.00 130,318
Internal Services	372,978	Filtration Plant Mtce II	3.00 115,431
Other Services		Plant Mtce Mechanic A	1.00 49,424
Professional Fees	300,234	Plant Operator A	5.00 205,449
Maintenance Fees	952,743	Equipment & Safety Specialist	1.00 43,380
Other Contracted Fees	47,247	Administrative Professional	1.00 36,046
<b>TOTAL</b>	<b>2,268,302</b>	Laboratory Technician	1.00 45,179
		Stock Clerk WT	1.00 38,945
<b>CAPITAL OUTLAY</b>	235,540	Custodial Worker A	1.00 35,452
		Skilled Clerical I (PT)	1.00 17,836
<b>TOTAL</b>	<b>235,540</b>	Labor (Temp)	5.00 43,503
<b>TOTAL APPROPRIATION</b>	<b>5,969,355</b>	<b>Total Personnel</b>	<b>35.50 1,440,773</b>
		<b>Overtime</b>	<b>74,500</b>
		Standby Pay	11,841
		Education Bonus	5,250
		<b>Total Add Pays</b>	<b>17,091</b>
		FICA	118,369
		Healthcare Benefits - Active	434,422
		Healthcare Benefits - Retirees	140,342
		Pension	1,240,016
		<b>Total Fringe Benefits</b>	<b>1,933,149</b>
		<b>TOTAL</b>	<b>35.50 3,465,513</b>

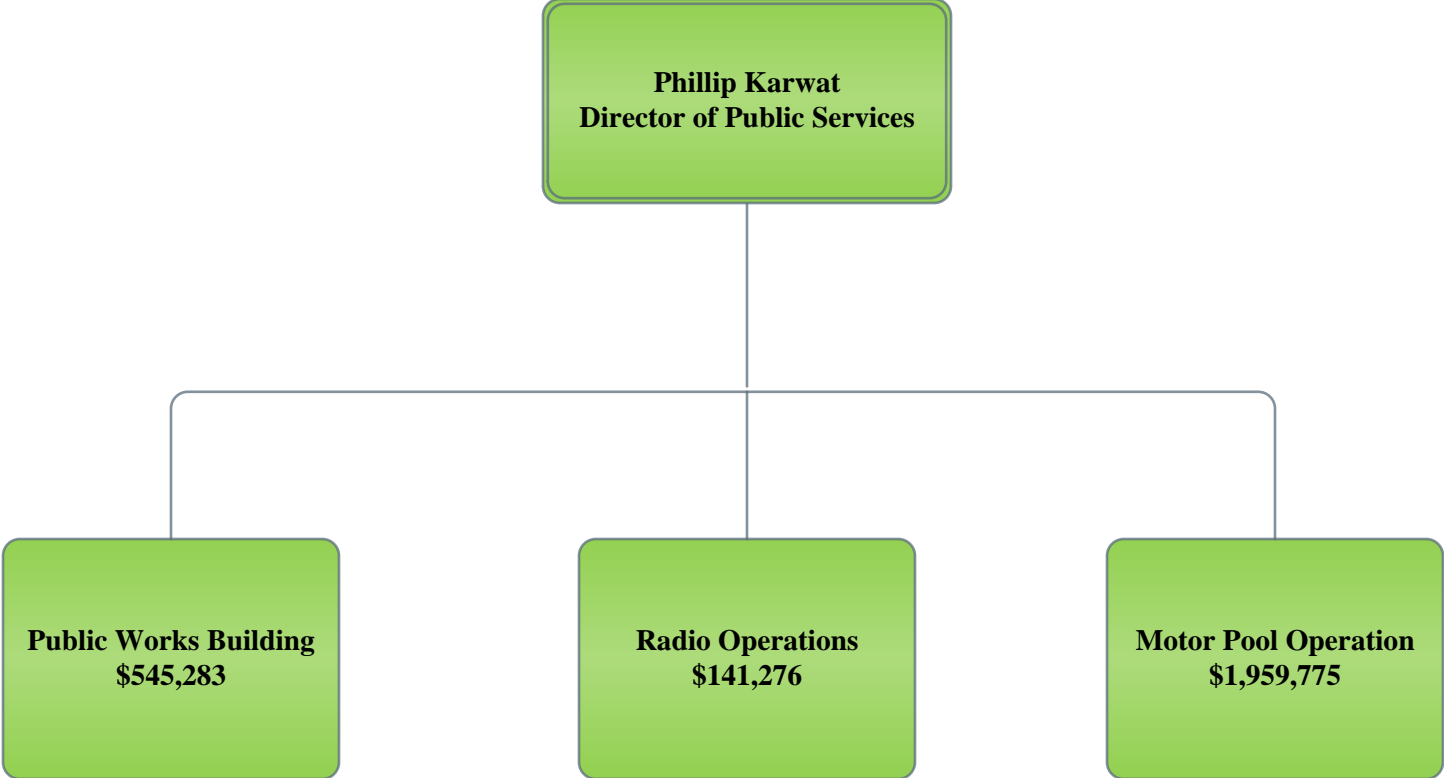
**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**591-5310 Customer Accounting**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	134,697	Admin of Utilities Accounts	0.50	27,961
Overtime	0	Office Assistant III	2.00	73,173
Fringe Benefits	202,349	Customer Service Coordiantor	0.37	11,214
<b>TOTAL</b>	<b>337,046</b>	Customer Service Rep	0.74	22,350
		<b>Total Personnel</b>	<b>3.61</b>	<b>134,697</b>
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		<b>0</b>
Supplies	1,400			
Provision for Losses	180,000			
Internal Services	54,388	FICA		10,400
Other Services		Healthcare Benefits - Active		43,220
Professional Fees	42,400	Healthcare Benefits - Retirees		0
Maintenance Fees	19,875	Pension		148,729
Other Contracted Fees	4,600			
<b>TOTAL</b>	<b>302,663</b>	<b>Total Fringe Benefits</b>		<b>202,349</b>
		<b>TOTAL</b>	<b>3.61</b>	<b>337,046</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>639,709</b>			



**CITY OF SAGINAW**  
**DEPARTMENT OF PUBLIC SERVICES – INTERNAL SERVICE FUNDS**



**PUBLIC WORKS BUILDING (641)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

This fund was established to account for all operating and capital expenditures required to maintain the Public Works Service Center. Rent is charged to the departments occupying the building based on square footage.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
SERVICES - SALES	545,283	PUBLIC WORKS BUILDING	545,283
<b>TOTAL RESOURCES</b>	<b>545,283</b>	<b>TOTAL APPROPRIATIONS</b>	<b>545,283</b>

## ***PUBLIC WORKS BUILDING FUND***

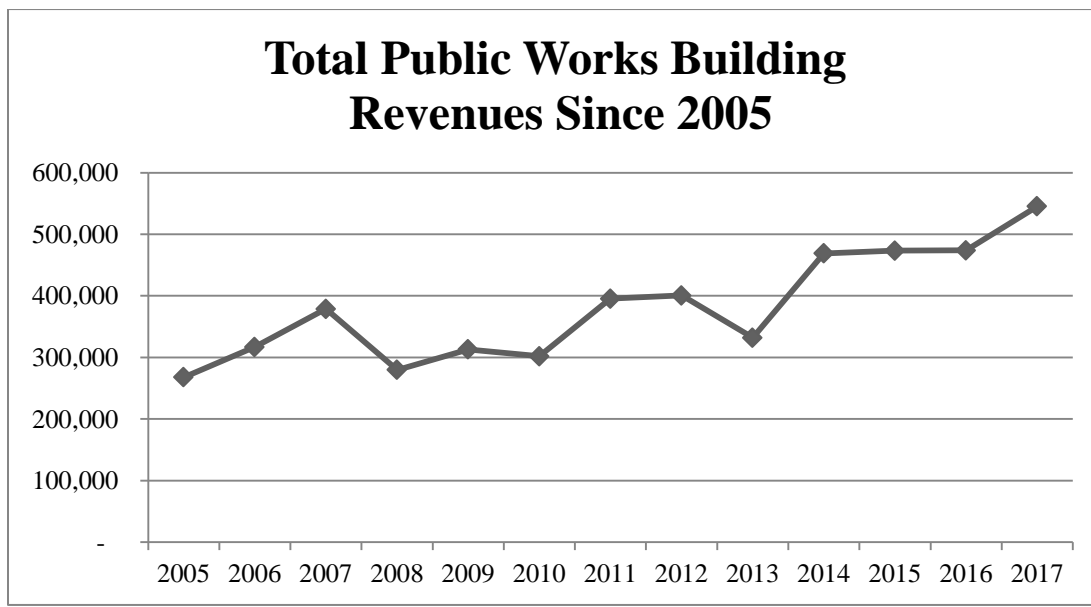
### **REVENUE BUDGET SUMMARY**

The Public Works Building Fund is considered an Internal Service fund for the City of Saginaw. This means that this fund accounts for goods and/or services provided to one department by another on a cost reimbursement basis. The only source of revenue for this fund is “Charge for Services”, which is anticipated to be \$545,283 in FY 2017. This fund was established to account for all operating and capital expenditures to maintain the Public Works Service Center. Rent is charged to the departments occupying the building based on square footage. The Public Works Building Fund will increase by \$71,409 for FY 2017 Approved Budget. This is due to an increase in charges for services to offset the cost of repairing the parking lot outside the building.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Services - Sales	332,221	469,383	473,694	473,874	473,874	473,874	545,283
Interest and Rents	(132)	(22)	(33)	0	0	(20)	0
Other Revenues	11	301	0	0	0	0	0
<b>Total Revenues</b>	<b>332,100</b>	<b>469,012</b>	<b>473,694</b>	<b>473,874</b>	<b>473,874</b>	<b>473,854</b>	<b>545,283</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. From 2005 through 2007 there is a slight increase in revenues yearly due to the increase in internal service charges collected for rent of the Public Works Building. There was a \$98,971 drop in revenues from 2007 to 2008 with little fluctuation between 2008 and 2010. In FY 2011, revenue began increasing steadily. In FY 2013 there was a dip in revenue because the fund did not require as much of a contribution from other funds. There was a smaller allocation of full-time employees to this fund; therefore the costs were not as. Conversely, in FY 2015, there were more full-time employees allocated here causing the expenses, and therefore the revenue, to increase. FY 2017 sees the highest revenue

projected in at least the last 12 years. This means the highest rent at the Public Works Building in the same time frame. Since 2005, the cost of operating the Public Services Building has generally been trending upward.

**EXPENDITURE BUDGET SUMMARY**

The total Public Works Building Fund expenditures are \$545,283 for FY 2017. The fund increases by \$71,409 from the FY 2016 Approved Budget. *Personnel Services* increases by \$2,364 or 1.09% in FY 2017. *Operating Expenses* is \$256,093 for the upcoming year. This represents an \$11,274 increase from the FY 2016 Approved Budget. This is due to an increase in higher costs for parts and supplies, utilities, and general repairs. *Capital Outlay* increases in the FY 2017 Approved Budget by \$57,771 for repairs and replacement of the parking lot for the building. There are no *Miscellaneous Expenditures* in FY 2017.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
4439 Public Works Building	332,102	383,014	407,987	473,874	473,874	403,117	545,283
<b>Total Expenditures</b>	<b>332,102</b>	<b>383,014</b>	<b>407,987</b>	<b>473,874</b>	<b>473,874</b>	<b>403,117</b>	<b>545,283</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	154,307	181,356	174,487	216,826	216,826	207,586	219,190
Operating Expenses	177,795	201,658	224,150	244,819	247,819	191,666	256,093
Capital Outlay	0	0	9,350	12,229	9,229	3,865	70,000
Miscellaneous	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>332,102</b>	<b>383,014</b>	<b>407,987</b>	<b>473,874</b>	<b>473,874</b>	<b>403,117</b>	<b>545,283</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
4439 Public Works Building	3.15	2.80	3.80	3.80	3.80	3.80	3.68
<b>Total Positions</b>	<b>3.15</b>	<b>2.80</b>	<b>3.80</b>	<b>3.80</b>	<b>3.80</b>	<b>3.80</b>	<b>3.68</b>

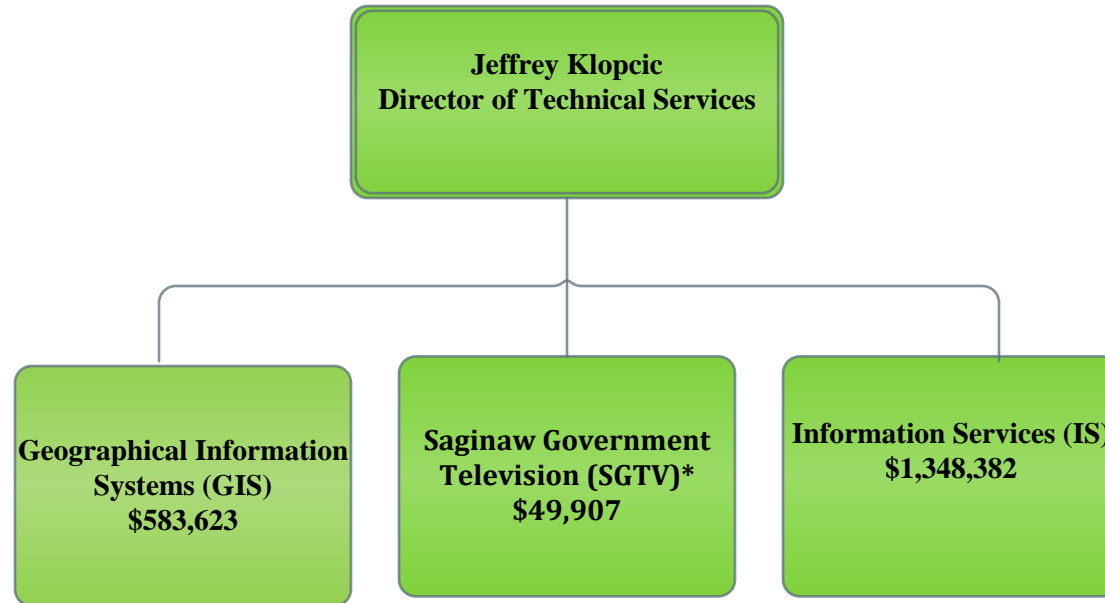
The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**641-4439 Public Works Building**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	108,740	Facilities Administrator	0.30	20,868
Overtime	3,000	Labor Foreman, Parks & Facilities	0.30	15,525
Add Pays	145	Maintenance Person II	0.85	36,483
Fringe Benefits	107,305	Parks/Maint. Person II	0.15	6,357
<b>TOTAL</b>	<b>219,190</b>	Custodial Worker (PT)	0.80	10,774
		Office Assistant II	0.08	2,276
		Skilled Clerical I (PT)	0.20	3,349
		Basic Labor (PT)	1.00	13,108
<b>OPERATING EXPENSES</b>				
Supplies	26,680	<b>Total Personnel</b>	<b>3.68</b>	<b>108,740</b>
Internal Services	3,380			
Other Services				
Professional Fees	20,547	<b>Overtime</b>		<b>3,000</b>
Maintenance Fees	205,486			
Other Contracted Fees	0	Education Bonus		145
<b>TOTAL</b>	<b>256,093</b>	<b>Total Add Pays</b>		<b>145</b>
<b>CAPITAL OUTLAY</b>				
	70,000	FICA		8,574
<b>TOTAL</b>	<b>70,000</b>	Healthcare Benefits - Active		27,917
		Healthcare Benefits - Retirees		0
		Pension		70,814
<b>TOTAL APPROPRIATION</b>	<b>545,283</b>	<b>Total Fringe Benefits</b>		<b>107,305</b>
		<b>TOTAL</b>	<b>3.68</b>	<b>219,190</b>

**CITY OF SAGINAW**  
**DEPARTMENT OF TECHNICAL SERVICES – INTERNAL SERVICE FUNDS**



*\*SGTV is accounted for in the General Government division of the General Fund.*

**DEPARTMENT OF TECHNICAL SERVICES (650)**  
**GEOGRAPHICAL INFORMATION SYSTEMS**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

The Technical Services Geographical Information Systems fund is used to account for the development and operation of the citywide geographical information. Money for the operation of this fund is supplied mainly from contributions from other city funds

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
SERVICES - SALES	1,500	GEOGRAPHICAL INFORMATION SYSTEMS	505,465
CHARGE FOR SERVICES	568,123	CALL CENTER	78,158
OTHER REVENUES	14,000	TRANSFERS	0
<b>TOTAL RESOURCES</b>	<b><u>583,623</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>583,623</u></b>

**DEPARTMENT OF TECHNICAL SERVICES –  
GEOGRAPHICAL INFORMATION SYSTEM (GIS)**

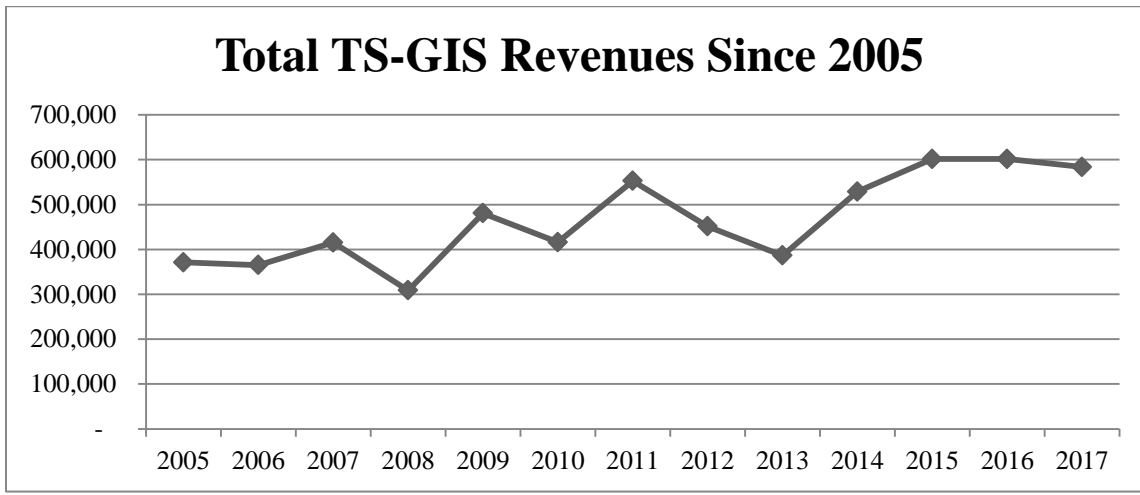
**REVENUE BUDGET SUMMARY**

The Department of Technical Services - Geographical Information Services (GIS) Fund is considered to be an Internal Service Fund of the City. That means that this fund accounts for goods and/or services provided to one department by another on a cost reimbursement basis. The major revenue source for this fund is “Charge for Services”, which is anticipated to be \$568,123 in FY 2017. This fund is used to account for the development and operation of the citywide geographical information system. Funding for operation of this fund is supplied mainly from contributions from other city funds. For FY 2017, the TS-GIS Fund’s total revenues are \$583,623. This is a decrease of \$18,079, or 3%, from the previous fiscal year. This is due to a reduction in the amount received from Saginaw County as well as the elimination of Police Department revenues, which is offset by an increase in the contribution from other funds.

**SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Services - Sales	28,755	3,435	6,826	27,500	27,500	1,800	1,500
Charges for Services	315,733	500,762	546,401	556,702	556,702	556,702	568,123
Other Revenues	42,026	24,588	22,253	17,500	17,500	9,592	14,000
<b>Total Revenues</b>	<b>386,514</b>	<b>528,770</b>	<b>575,480</b>	<b>601,702</b>	<b>601,702</b>	<b>568,094</b>	<b>583,623</b>

**REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and the FY 2017 Approved Revenues. There was a slight increase in 2007 when TS - GIS began conducting environmental assessments for the City’s Inspections division. In 2008 there was a dramatic decrease in the request for GIS services throughout the region, but this rebounded in 2009. From 2010 to 2011, there was a significant increase in revenues, which can be attributed to TS - GIS receiving additional monies from the Development Department for NSP II mapping services. Revenues have been slightly tumultuous, moving up and down year-to-year since 2007. FY 2017 sees a slight 3% decrease.



**EXPENDITURE BUDGET SUMMARY**

The total TS-GIS Fund expenditures are \$583,623 for FY 2017. This is a budget decrease of \$18,079 from FY 2016 approved budgeted. *Personnel Services* will decrease by \$5,915 in FY 2017. The total FTE will stay the same as the previous year. However, fringe benefits will decrease by the unfunded MERS pension liability. *Operating Expenses* are \$109,603 for the upcoming year. This represents a \$12,164 or 9.98% decrease. This decrease is due mainly to decreases in information management charges. *Capital Outlay* expenditures are \$1,000. This is the same as FY 2016. The category of *Miscellaneous Expenditures* is \$0.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
1738 GIS	411,374	447,093	401,174	521,981	521,981	487,834	505,465
1739 Call Center	41,227	60,113	73,669	79,721	79,721	73,420	78,158
9660 Transfers	20,493	21,853	0	0	0	0	0
<b>Total Expenditures</b>	<b>473,094</b>	<b>529,059</b>	<b>474,843</b>	<b>601,702</b>	<b>601,702</b>	<b>561,254</b>	<b>583,623</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	375,417	421,575	380,220	478,935	478,935	450,495	473,020
Operating Expenses	76,160	83,116	92,936	121,767	121,767	110,530	109,603
Capital Outlay	1,024	2,515	1,687	1,000	1,000	229	1,000
Miscellaneous	20,493	21,853	0	0	0	0	0
<b>Total Expenditures</b>	<b>473,094</b>	<b>529,059</b>	<b>474,843</b>	<b>601,702</b>	<b>601,702</b>	<b>561,254</b>	<b>583,623</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
1738 TE - GIS	3.50	3.50	3.50	3.50	3.50	3.50	3.50
1739 Call Center	1.00	2.00	3.00	3.00	3.00	3.00	3.00
<b>Total Positions</b>	<b>4.50</b>	<b>5.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>

**Performance Measures/Metrics: Geographical Information System:**

**Geographical Information System (GIS) – (summary of services)**

The GIS Division maintains and develops land-based computer layers for City business processes. This division also creates and maintains desktop and web applications for end user information retrieval and provides map creation and plotting services for departmental use. This division also provides similar services to multiple governmental entities and private vendors.


<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Convert city web applications to new technology	3 apps	6 apps	3 apps	3 apps	3 apps

**Call Center**– (summary of services)

The Call Center Division receives and answers general information calls and files complaints from citizens. In addition, this division serves as a liaison between departments and citizens to ensure concerns are adequately addressed in a timely manner.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Decrease the average waiting time per call by 15 seconds	40 sec	34 sec	40 sec	40 sec	35 sec
Increase the number of calls answered on a daily basis	400	304	275	275	275

**Explanation of variances:**

 The key performance indicator to “Increase the number of calls answered on a daily basis.” reflects to be mostly achieved. This is due to the normality of the calls that come into the call center. Going forward, the projections have been adjusted to reflect the numbers of calls that come in.

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**650-1738 TS - GIS**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	193,415	Technical Services		
Overtime	4,000	Director	0.50	46,117
Add Pay	0	GIS Analyst	1.00	56,364
Fringe Benefits	220,903	Info. Technology Analyst	1.00	50,006
		GIS Technician	1.00	40,928
<b>TOTAL</b>	<b>418,318</b>	<b>Total Personnel</b>	<b>3.50</b>	<b>193,415</b>
<b>OPERATING EXPENSES</b>				
Supplies	3,000	<b>Overtime</b>		4,000
Internal Services	52,172			
Other Services		FICA		15,102
Professional Fees	18,000	Healthcare Benefits - Active		55,982
Maintenance Fees	12,225	Healthcare Benefits - Retirees		0
Other Contracted Fees	750	Pension		149,819
<b>TOTAL</b>	<b>86,147</b>	<b>Total Fringe Benefits</b>		<b>220,903</b>
<b>CAPITAL OUTLAY</b>	1,000			
<b>TOTAL</b>	<b>1,000</b>	<b>TOTAL</b>	<b>3.50</b>	<b>418,318</b>
<b>TOTAL APPROPRIATION</b>	<b>505,465</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**650-1739 Call Center**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	50,596	Skilled Clerical I (PT)	3.00	50,596
Overtime	0			
Fringe Benefits	4,106	<b>Total Personnel</b>	<u>3.00</u>	<u>50,596</u>
<b>TOTAL</b>	<u><b>54,702</b></u>	<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
Supplies	700	FICA		3,871
Internal Services	22,256	Healthcare Benefits - Active		235
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	0	Pension		0
Maintenance Fees	500	<b>Total Fringe Benefits</b>		<u>4,106</u>
Other Contracted Fees	0			
<b>TOTAL</b>	<u><b>23,456</b></u>	<b>TOTAL</b>	<u><b>3.00</b></u>	<u><b>54,702</b></u>
<b>CAPITAL OUTLAY</b>				
	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>78,158</b></u></u>			

**DEPARTMENT OF TECHNICAL SERVICES (658)**  
**INFORMATION SERVICES**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

Computer and information services are provided to the City operating departments through this fund. The operation is financed by service charges levied against user departments and service contracts with other governmental entities.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGE FOR SERVICES	1,348,382	INFORMATION SERVICES	1,330,991
		TRANSFERS	17,391
<b>TOTAL RESOURCES</b>	<u><u>1,348,382</u></u>	<b>TOTAL APPROPRIATIONS</b>	<u><u>1,348,382</u></u>

**DEPARTMENT OF TECHNICAL SERVICES – INFORMATION SERVICES (IS)**

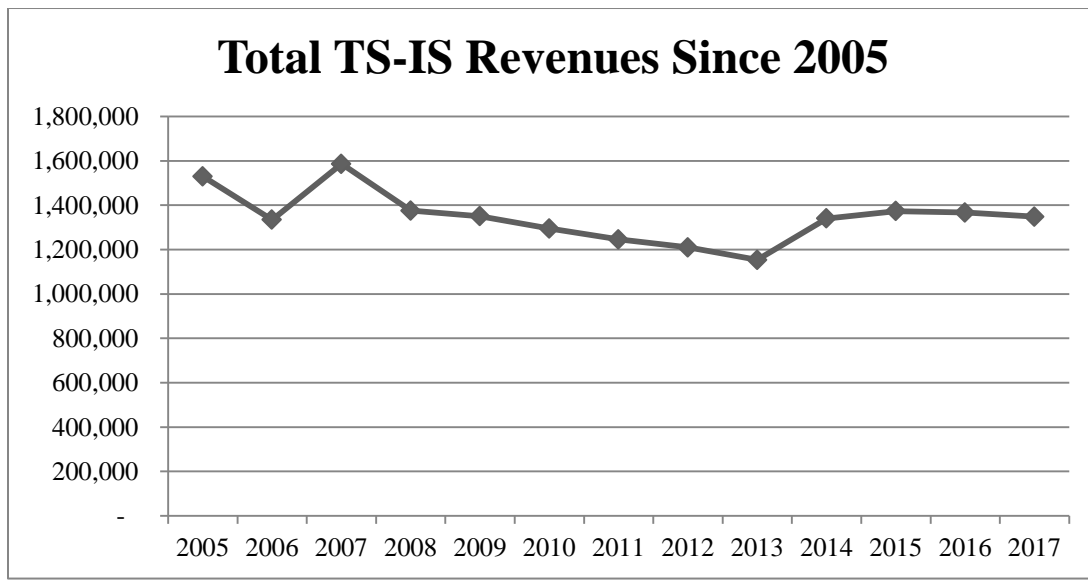
**REVENUE BUDGET SUMMARY**

The Department of Technical Services - Information Services (IS) Fund is an Internal Service Fund of the City. That means that this fund accounts for goods and/or services provided to one department by another on a cost reimbursement basis. The major revenue source for this fund is “Service - Sales”, which is anticipated to be \$1,348,382 in FY 2017. Computer and information services are provided to the City operating departments through this fund. The operation is financed solely by service charges levied against user departments in FY 2017. For the upcoming year, the TS-IS Fund’s total revenues are \$1,348,382. This is a decrease of \$19,070 from FY 2016.

**SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Services - Sales	1,153,781	1,339,580	1,374,630	1,367,452	1,362,902	1,359,825	1,348,382
Interest and Rents	(138)	(6)	(47)	0	0	(41)	0
Charges for Services	0	0	0	0	0	0	0
Other Revenues	174	1,189	0	0	1,168	1,168	0
<b>Total Revenues</b>	<b>1,153,817</b>	<b>1,340,763</b>	<b>1,374,583</b>	<b>1,367,452</b>	<b>1,364,070</b>	<b>1,360,952</b>	<b>1,348,382</b>

**REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. From FY 2005-2006 there was a decrease in revenues. This decline in revenues was attributed to a reduction in the amount charged to user departments for services provided. However, from 2006-2007, these fees increased slightly. Revenues for this fund have stabilized and remained relatively consistent from 2008 to 2017, with a slight increase since 2013 due to changes in the City’s enterprise software.

**EXPENDITURE BUDGET SUMMARY**

The total TS-IS Fund expenditures are \$1,348,382 for FY 2017. This is a decrease of \$21,237 from FY 2016 approved budgeted levels. *Personnel Services* will decrease by \$6,596, or 1.06%, in FY 2017. This is attributed to a lower pension valuation and active employee healthcare rates. The total FTE will stay the same. *Operating Expenses* will be \$663,771 for the upcoming year. This represents a decrease of \$16,731. This can be attributed to some decreases in computer software license costs and telephone costs. *Capital Outlay* will be \$51,000 for FY 2017. This is an increase of \$2,000. This is due to increased purchases of monitors for city staff. The category of *Miscellaneous Expenditures* will be \$17,391 for the upcoming year. This is to assist Celebration Park operations and maintenance.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
1720 Information Services	1,085,464	1,192,561	1,250,176	1,352,228	1,348,846	1,248,484	1,330,991
9660 Transfers	20,493	21,853	17,798	15,224	15,224	15,224	17,391
<b>Total Expenditures</b>	<b>1,105,957</b>	<b>1,214,414</b>	<b>1,267,974</b>	<b>1,367,452</b>	<b>1,364,070</b>	<b>1,263,708</b>	<b>1,348,382</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	531,387	557,336	539,341	622,816	619,756	610,290	616,220
Operating Expenses	533,478	604,169	679,405	680,502	677,180	600,160	663,771
Capital Outlay	11,153	31,056	31,430	49,000	52,000	36,066	51,000
Miscellaneous	29,939	21,853	17,798	15,134	15,134	17,192	17,391
<b>Total Expenditures</b>	<b>1,105,957</b>	<b>1,214,414</b>	<b>1,267,974</b>	<b>1,367,452</b>	<b>1,364,070</b>	<b>1,263,708</b>	<b>1,348,382</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
1720 TS - IS	4.50	4.50	4.50	4.50	4.50	4.50	4.50
<b>Total Positions</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

**Performance Measures and Metrics: Information Services:**

**Information Services**– (summary of services)

The IS Division develops, enhances and facilitates the integration of technology through the City’s enterprise software system, specialized web applications, instructional courses and help desk support. Manage and enhance our network infrastructure to provide reliable and fast access to City/department applications while providing secure electronic data storage. Promote new and innovative uses of technology.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Change out computer equipment according to lease schedule	100%	100%	100%	100%	100%

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.



**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**658-1720 TS - IS**

<b>Allocation Plan</b>		<b>Position Control</b>	
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET ALLOCATION</b>
<b>PERSONNEL SERVICES</b>			
Salaries	257,850	Technical Services	
Overtime	1,500	Director	0.50 46,117
Fringe Benefits	356,870	Assistant Director of	
		Technical Services	1.00 69,560
<b>TOTAL</b>	<b>616,220</b>	Enterprise Analyst	1.00 54,027
		Tech. Support Specialist	2.00 88,146
		<b>Total Personnel</b>	<b>4.50 257,850</b>
<b>OPERATING EXPENSES</b>			
Supplies	43,000	<b>Overtime</b>	1,500
Internal Services	232,936		
Other Services			
Professional Fees	336,125	FICA	19,840
Maintenance Fees	38,250	Healthcare Benefits - Active	55,126
Other Contracted Fees	13,460	Healthcare Benefits - Retirees	90,228
		Pension	191,676
<b>TOTAL</b>	<b>663,771</b>	<b>Total Fringe Benefits</b>	<b>356,870</b>
<b>CAPITAL OUTLAY</b>	<b>51,000</b>		
<b>TOTAL</b>	<b>51,000</b>	<b>TOTAL</b>	<b>4.50 616,220</b>
<b>MISCELLANEOUS</b>	<b>17,391</b>		
<b>TOTAL</b>	<b>17,391</b>		
<b>TOTAL APPROPRIATION</b>	<b>1,348,382</b>		

**RADIO OPERATIONS (660)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

The Radio Operations Fund is considered an Internal Service Fund of the City of Saginaw. This fund allows for the City to acquire, install, and maintain two-way radio equipment for use by City operating departments. Rental fees are charged to using departments to recover the cost of maintaining and replacing equipment.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGE FOR SERVICES	141,276	RADIO OPERATIONS	135,958
INTEREST	0	INCREASE FUND EQUITY	5,318
OTHER REVENUES	0		
<b>TOTAL RESOURCES</b>	<b>141,276</b>	<b>TOTAL APPROPRIATIONS</b>	<b>141,276</b>

## **RADIO OPERATIONS FUND**

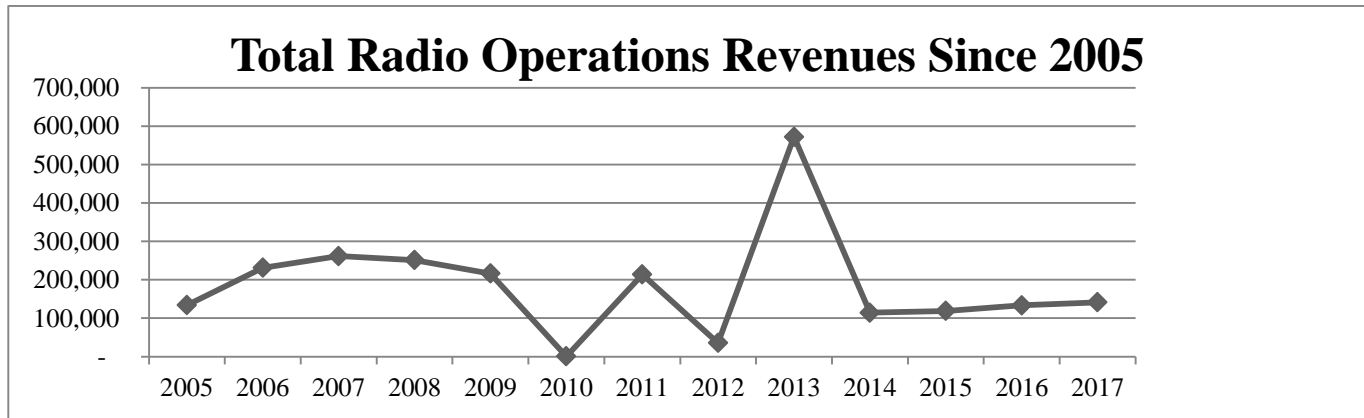
### **REVENUE BUDGET SUMMARY**

The Radio Operations Fund is considered to be an Internal Service Fund of the City. That means that this fund accounts for goods and/or services provided to one department by another on a cost reimbursement basis. This fund provides radio repair and replacement to: Cemeteries, Community Public Safety – Police and Fire, Major and Local Streets, Rubbish Collection, Parking, Sewer and Water Operations and Maintenance, and Motor Pool Operations. The major revenue source for this fund is “Charge for Services”, which is \$141,276 for the next fiscal year. This is an increase of \$7,716 from the previous fiscal year. The increase in fund is primarily due to the increase in the cost of maintaining the city’s radio system.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Charges for Service	111,892	114,144	118,767	133,560	133,560	133,560	141,276
Interest and Rents	(503)	(283)	(133)	0	0	(74)	0
Other Revenues	(200)	150	0	0	30,390	0	0
<b>Total Revenues</b>	<b>111,189</b>	<b>114,011</b>	<b>118,634</b>	<b>133,560</b>	<b>163,950</b>	<b>133,486</b>	<b>141,276</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. In 2010, the City only recognized interest on investments. There were no purchases or repairs to any radio by user departments. In 2012, user departments were repaid for monies allocated in previous fiscal years. By FY 2013, revenues reflected a steady incline due to the City appropriating uncommitted and unrestricted fund reserves in order to purchase a new radio system. The FY 2015 revenues reflect a dramatic drop because the city purchased a new radio system, which occurred in FY 2013. The FY 2017 Approved Budget will be slightly higher due to the increase in the maintenance charges to user departments.

**SUMMARY OF EXPENDITURES**

The total Radio Fund for FY 2017 will be \$141,276. This represents a \$7,716 overall increase from the previous fiscal year. *Personnel Services* will be \$37,383 for FY 2017. This is a 1.4% decrease from FY 2016. This decrease is primarily attributed to the re-amortization of the MERS pension plan. *Operating Expense* will also increase during FY 2017. The budget is set at \$42,503, which is a \$500 increase. No *Capital Outlay* expenditures are expected FY 2017. The category of *Miscellaneous Expenditures* reflects the amount of \$61,390. This increase is attributable to the inclusion of depreciation into the budget. Depreciation on radio equipment is \$56,072 for FY 2017. The remaining extra funds of \$5,318 will be added to fund equity.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
422 Radio Operation	88,136	139,001	147,249	133,560	163,950	78,297	141,276
<b>Total</b>	<b>88,136</b>	<b>139,001</b>	<b>147,249</b>	<b>133,560</b>	<b>163,950</b>	<b>78,297</b>	<b>141,276</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2014/15 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	29,194	30,932	29,322	37,906	37,906	35,307	37,383
Operating Expenses	58,942	108,069	117,927	42,003	112,429	29,376	42,503
Capital Outlay	0	0	0	2,800	13,615	13,614	0
Miscellaneous	0	0	0	50,851	0	0	61,390
<b>Total Expenditures</b>	<b>88,136</b>	<b>139,001</b>	<b>147,249</b>	<b>133,560</b>	<b>163,950</b>	<b>78,297</b>	<b>141,276</b>

**SUMMARY OF POSITIONS**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
4422 Radio Operations	0.00	0.30	0.30	0.30	0.30	0.30	0.30
<b>Total Positions</b>	<b>0.00</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>

**Performance Measures/Metrics: Radio Operations**

**Radio Operations** – (summary of services)

The Radio Operations Division supports equipment maintenance and technical services for approximately 500 two-way radio devices for both public safety (194) and public services (298), and for the City of Saginaw’s Emergency siren system (9 sirens) that was upgraded in 2008. The radio fund supports both maintenance and future replacement of all radio devices, and ensures that the radio system and its operation are compliant with current Federal Communications (FCC) guidelines. This division manages contracts annually with radio repair specialists for repairs that cannot be made by City electricians.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
% of City radios operational daily	95%	99%	95%	95%	95%

The following “Expenditure Detail” page will outline the total amounts in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How To Use the Budget Document” for better clarification for the Operating Expense Categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**660-4422/8559 Radio Operations**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	16,370	Traffic Foreman	0.10	5,592
Overtime	1,000	Traffic Electrician II	0.20	10,778
Add Pays	700			
Fringe Benefits	19,313	<b>Total Personnel</b>	<u>0.30</u>	<u>16,370</u>
<b>TOTAL</b>	<u><b>37,383</b></u>	<b>Overtime</b>		<u>1,000</u>
<b>OPERATING EXPENSES</b>				
Supplies	4,500	Standby Pay		700
Internal Services	19,803			
Other Services		<b>Total Add Pays</b>		<u><b>700</b></u>
Professional Fees	10,100	FICA		1,382
Maintenance Fees	8,100	Healthcare Benefits - Active		5,190
Other Contracted Fees	0	Healthcare Benefits - Retirees		0
<b>TOTAL</b>	<u><b>42,503</b></u>	Pension		12,741
<b>CAPITAL OUTLAY</b>	0	<b>Total Fringe Benefits</b>		<u>19,313</u>
<b>TOTAL</b>	<u><b>0</b></u>	<b>TOTAL</b>	<u><b>0.30</b></u>	<u><b>37,383</b></u>
<b>MISCELLANEOUS</b>	61,390			
<b>TOTAL</b>	<u><b>61,390</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>141,276</b></u></u>			

**MOTOR POOL OPERATIONS (661)**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

The Motor Pool Operations Fund is considered an Internal Service Fund of the City of Saginaw. This fund is responsible for acquiring and maintaining vehicles and other motorized equipment for use in general city operations. The costs of maintenance and replacement are recovered through rental rates charged to city operations using these vehicles and equipment.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGE FOR SERVICES	1,953,850	GARAGE ADMINISTRATION	1,058,844
INTEREST	0	GARAGE OPERATIONS	900,931
OTHER REVENUES	5,925		
<b>TOTAL RESOURCES</b>	<b>1,959,775</b>	<b>TOTAL APPROPRIATIONS</b>	<b>1,959,775</b>

## **MOTOR POOL OPERATIONS FUND**

### **REVENUE BUDGET SUMMARY**

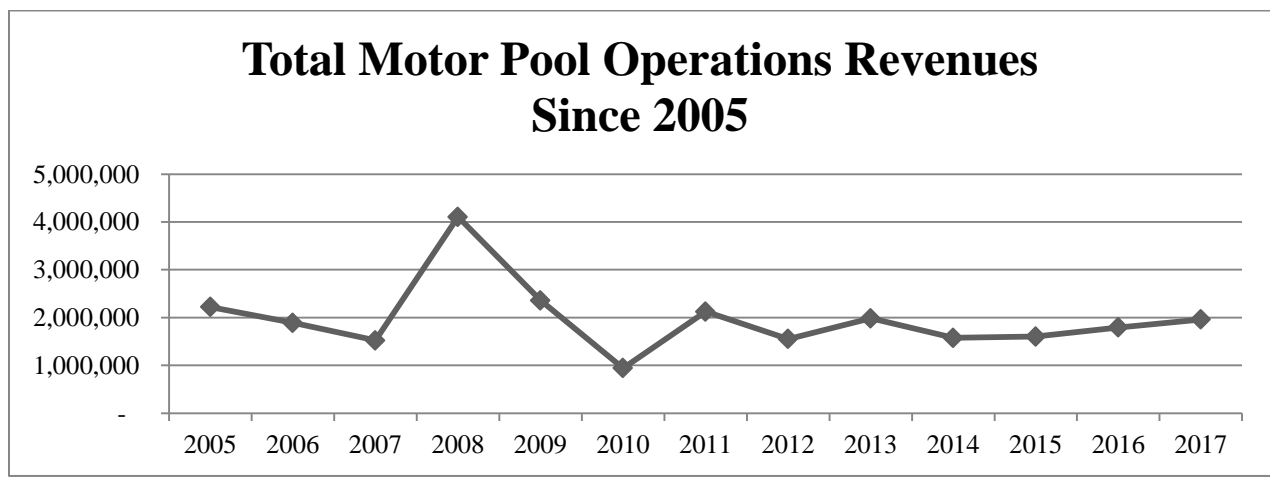
The Motor Pool Operations Fund is considered to be an Internal Service Fund of the City. That means that this fund accounts for goods and/or services provided to one department by another on a cost reimbursement basis. The major revenue source for this fund is “Charge for Services”, which is anticipated to be \$1,953,850 in FY 2017. This fund provides for the acquisition and maintenance to vehicles and other motorized equipment that are utilized by general city operations. The only exception is Community Public Safety – Fire for this department has specialized equipment that must be handled by certified mechanics that are familiar with fire apparatuses. Other revenue sources for this fund are: sale of junk, fluids, surplus receipts, insurance proceeds, and the appropriation of fund equity.

For FY 2017, the Motor Pool Operations Fund’s total revenues are \$1,959,775. This is an increase of \$168,283, or 9.39% from the previous fiscal year. This increase will be realized in the “Charge for Services” as the user departments must provide a larger subsidy to this fund. This is largely required to cover the cost of depreciation and the recognition of the obsolete inventory.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Charge for Services	1,258,018	1,453,270	1,756,716	1,780,567	2,039,794	2,121,167	1,953,850
Interest and Rents	168	(36)	3	0	0	(9)	0
Other Revenues	5,863	(4,818)	0	10,925	108,330	151,810	5,925
<b>Total Revenues</b>	<b>1,264,049</b>	<b>1,448,416</b>	<b>1,756,719</b>	<b>1,791,492</b>	<b>2,148,124</b>	<b>2,272,968</b>	<b>1,959,775</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. FY 2005, there has been minimal fluctuation in the revenues collected for this fund. However in FY 2006 – 2007, revenues declined significantly. This is primarily attributed to a reduction in the amount collected from user departments. Additionally, prior to FY 2008, there was no formal fee structure established for replacement and maintenance cost to the city’s fleet. In FY 2008, the City began utilizing a 35% fleet charge (maintenance charge) that derived from the rates established by the State of Michigan’s Schedule C. Also, an extended replacement fee was created based on type of vehicle and equipment. At the end of FY 2008, it was determined that the new fleet charge was too high



and that enterprise funds should only pay for maintenance cost instead of maintenance plus replacement. From FY 2009 – 2011, the City began adjusting the fleet rate from 23% to 19% of the State rate. By FY 2012, it was determined that a historical charge should be allocated to each of the user departments. Additionally, in FY 2011/12 the City increased its appropriation of fund equity for the repayment of vehicles replacement cost to other funds that have contributed replacement monies into the Motor Pool. In FY 2013, revenues reflect a downward trend. This reduction in the revenues is based on reduction in use of fund equity and the charges for services. FY 2016 revenue budget continues to realize the same problems as FY 2013. This fund cannot maintain or support itself with the current fee structure. Therefore, this budget reflects a fixed and variable cost for services for user departments. The 2016 revenue budget also reflects the same issue as the 2015 approved budget. No fund reserves are available to this fund hence user departments must contribute more to the fund to maintain the fleet. The FY 2017 approved revenue budget reflects a slight increase. This is attributable to increase to the contribution from other funds as well as a slight increase to the sale of property items account.

**EXPENDITURE BUDGET SUMMARY:**

The total Motor Pool Operations Fund expenditures are \$1,959,775 for FY 2017. This budget increases from the FY 2016 Approved Budget by a net \$168,283. *Personnel Services* will decrease by \$6,108. This reduction is due to the replacement of the Skilled Clerical position. (*The personnel complement changes are listed in detail under Summary of Positions.*) *Operating Expenses* will increase by a net \$30,793, or 4.82%. This increase is primarily associated with the recognition of the obsolete inventory that must be recognized as an expense to the fund. As this operation continues to become more fiscally efficient, the department will begin purging and selling obsolete inventory. *Capital Outlay* reflects to be \$53,000. The Department of Public Services is planning to replace a band saw, a hoist replacement, and a purchase of a shop pickup truck. The category of *Miscellaneous Expenditures* will be \$90,418 for FY 2017. This is to recognize the depreciation cost for vehicles and equipment in the Motor Pool Operations Fund.

**FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
4480 Garage Administration	2,010,483	1,576,846	1,782,838	1,005,516	1,139,330	1,009,385	1,058,844
4481 Garage Operations	0	0	0	785,976	1,008,794	909,507	900,931
<b>Total Expenditures</b>	<b>2,010,483</b>	<b>1,576,846</b>	<b>1,782,838</b>	<b>1,791,492</b>	<b>2,148,124</b>	<b>1,918,892</b>	<b>1,959,775</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	998,649	813,031	805,594	1,149,532	1,140,845	1,080,177	1,143,424
Operating Expenses	1,011,834	763,370	977,244	641,960	935,419	767,555	672,933
Capital Outlay	0	445	0	0	71,860	71,160	53,000
Miscellaneous	0	0	0	0	0	0	90,418
<b>Total Expenditures</b>	<b>2,010,483</b>	<b>1,576,846</b>	<b>1,782,838</b>	<b>1,791,492</b>	<b>2,148,124</b>	<b>1,918,892</b>	<b>1,959,775</b>

**SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
4480 Garage Administration	10.00	7.00	7.00	2.50	2.50	2.50	2.00
4481 Garage Operations	0.00	0.00	0.00	6.50	6.50	6.50	7.00
<b>Total Positions</b>	<b>10.00</b>	<b>7.00</b>	<b>7.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

The Motor Pool Operations personnel complement will be 9 employees for FY 2017. This is the same as the FY 2016 approved personnel complement. The only difference is that 50% of the Parts Stock Clerk II will be reallocated to the Motor Pool Operations division from the Administration division.

**Performance Measures/Metrics: Motor Pool Operations:**

**Motor Pool Operations** – (summary of services)

The Motor Pool Operations Division functions as a support service for all city departments by procuring and maintaining 209 vehicles and pieces of equipment, excluding those used by the Saginaw Fire Department. This division also maintains the fuel system records provided by the fuel vendor.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
% of fleet operational on a daily basis by month - Police Department	94%	93.82%	94%	94%	94%
% of fleet operational on a daily basis by month - All Others	90%	95.54%	90%	90%	90%
Performance Maintenance Compliance as a % Monthly	94%	94.66%	94%	94%	94%
Labor Productivity % Monthly	70%	69%	70%	70%	70%

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**661-4480 Motor Pool Operations - Administration**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/ 2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	63,372	Labor Foreman, Garage	0.50	26,100
Overtime	1,423	Parts Stock Clerk II B	0.50	20,892
Fringe Benefits	554,229	Skilled Clerical I (PT)	1.00	16,380
<b>TOTAL</b>	<b>619,024</b>	<b>Total Personnel</b>	<b>2.00</b>	<b>63,372</b>
<b>OPERATING EXPENSES</b>		<b>Overtime</b>		<b>1,423</b>
Supplies	36,737			
Internal Services	187,788	FICA		19,165
Other Services		Healthcare Benefits - Active		26,300
Professional Fees	95,193	Healthcare Benefits - Retirees		210,532
Maintenance Fees	29,684	Pension		298,232
Other Contracted Fees	0	<b>Total Fringe Benefits</b>		<b>554,229</b>
<b>TOTAL</b>	<b>349,402</b>	<b>TOTAL</b>	<b>2.00</b>	<b>619,024</b>
<b>CAPITAL OUTLAY</b>	<b>0</b>			
<b>TOTAL</b>	<b>0</b>			
<b>MISCELLANEOUS</b>	<b>90,418</b>			
<b>TOTAL</b>	<b>90,418</b>			
<b>TOTAL APPROPRIATION</b>	<b>1,058,844</b>			

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**661-4481 Motor Pool Operations**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	314,847	Labor Foreman, Garage	0.50	26,100
Overtime	44,108	Mech Equip RepairPerson III	1.00	46,151
Fringe Benefits	165,445	Mech Equip RepairPerson II	5.00	221,704
		Parts Stock Clerk II B	0.50	20,892
<b>TOTAL</b>	<b>524,400</b>	<b>Total Personnel</b>	<b>7.00</b>	<b>314,847</b>
<b>OPERATING EXPENSES</b>				
		<b>Overtime</b>		<b>44,108</b>
Supplies	214,251			
Internal Services	0			
Other Services		FICA		27,460
Professional Fees	31,400	Healthcare Benefits - Active		122,748
Maintenance Fees	73,580	Healthcare Benefits - Retirees		0
Other Contracted Fees	4,300	Pension		15,237
<b>TOTAL</b>	<b>323,531</b>	<b>Total Fringe Benefits</b>		<b>165,445</b>
<b>CAPITAL OUTLAY</b>	53,000	<b>TOTAL</b>	<b>7.00</b>	<b>524,400</b>
<b>TOTAL</b>	<b>53,000</b>			
<b>TOTAL APPROPRIATION</b>	<b>900,931</b>			

**SELF-INSURANCE FUND (677)**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

The Self-Insurance Fund was established by City Council to serve as a general insurance reserve for liabilities and claims not covered by commercial carriers as well as payment of deductibles. This fund accounts for the payment of insurance premiums, the distribution of insurance costs to other city funds, and records the insurance claims liability.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGE FOR SERVICES	1,177,395	SELF-INSURANCE	1,177,395
<b>TOTAL RESOURCES</b>	<b>1,177,395</b>	<b>TOTAL APPROPRIATIONS</b>	<b>1,177,395</b>

## ***SELF - INSURANCE FUND***

### **REVENUE BUDGET SUMMARY**

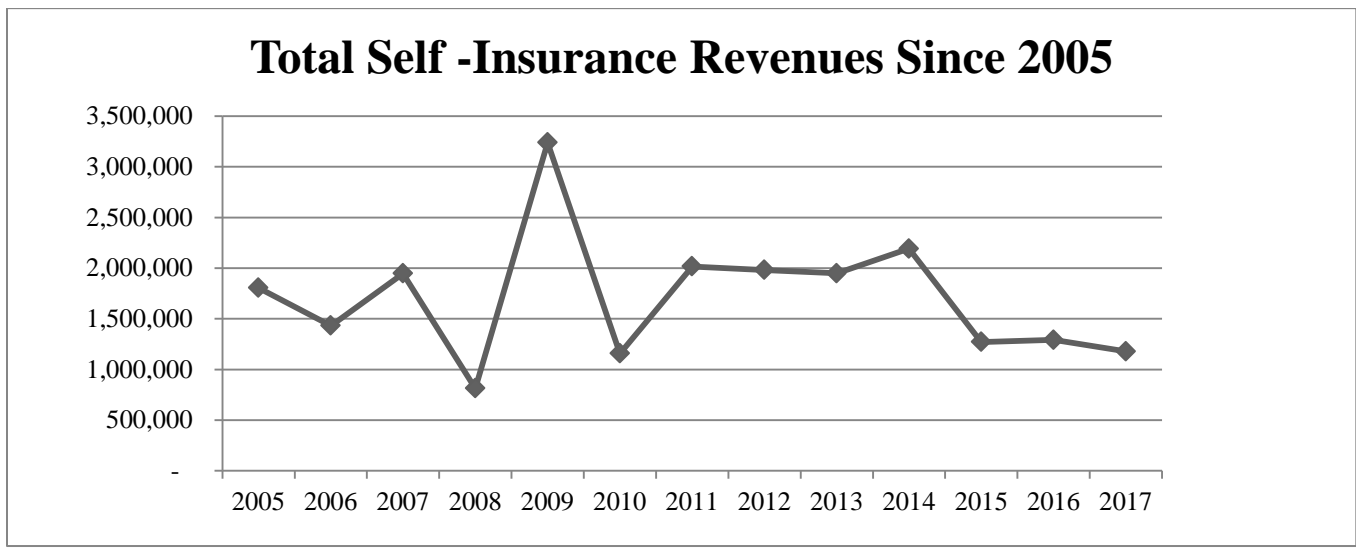
Another Internal Service Fund to the City is the Self-Insurance Fund. This fund was established by City Council to serve as a general insurance reserve for liabilities and claims not covered by commercial carriers as well as payments of deductibles. This fund accounts for the payment of insurance premiums, the distribution of insurance costs to other City funds, and records the insurance claims liability. The major revenue source for this fund is “Charge for Services” or internal user fees for those departments that must have general liability insurance coverage on equipment and services. The City contracts with a third party administrator, Saginaw Bay Underwriters, who obtains the best insurance rates. The City’s two policies are renewed twice a year, in February and July.

For FY 2017, the Self-Insurance Fund’s revenues will be \$1,177,395. This is a decrease of \$114,923, or 9%, from the previous fiscal year.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Charge for Services	1,837,211	1,550,440	1,309,765	1,292,318	1,292,318	1,107,334	1,177,395
Interest and Rents	1,306	(129)	(27)	0	0	(184)	0
Other Revenues	109,338	641,226	457,200	0	67,794	67,794	0
<b>Total Revenues</b>	<b>1,947,855</b>	<b>2,191,537</b>	<b>1,766,938</b>	<b>1,292,318</b>	<b>1,360,112</b>	<b>1,174,944</b>	<b>1,177,395</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. The Self-Insurance revenues fluctuated dramatically from FY 2005-2011. Between FY 2008 and 2009, the City corrected an audit entry that was misapplied in previous fiscal years. As a result of the audit entry made in FY 2008, an adjusting entry was completed and resulted in a revenue spike in FY 2009 to \$3.23 million. Additionally, the City received a one-time reimbursement in FY 2009 and FY 2011 from Insurance Premiums, equating to \$140,325 and \$563,000 respectively. In FY 2010, there was a dramatic decline to charges for services of \$1,157,517. By FY 2012,

Self- Insurance revenues reflected a steady increase. This is due to a large appropriation of fund equity. For FY 2013, revenues dramatically decrease due to the reduction in the renewal policies. In FY 2015, the Self-Insurance revenues reflected a slight increase. This increase is attributable to a 6% - 10% increase in the February and July insurance renewals. The increase in insurance premiums continued in FY 2016. The FY 2017 approved budget reflects a slight decrease to the contribution from other fund of \$114,923. This is attributable to a reduction in the cost of general liability insurance renewal.

**EXPENDITURE BUDGET SUMMARY**

The total Self-Insurance Fund expenditures will be \$1,177,395 for FY 2017, which is 8.89% reduction from the FY 2016, approved budgeted levels. *Personnel Services* will decrease 17.35% from the previous fiscal year. This reduction is due to decreases in the allocation of the Deputy City Clerk by .05 as well as slight reduction in active healthcare. This decrease will be slightly offset by increases dental insurance, short and long-term disability and life insurance costs. *Operating Expenses* will be \$1,143,072 for the upcoming year. This represents an 8.61% decrease. This decrease is attributable to reductions in the general liability insurance and claim and judgement costs. In the categories of *Capital Outlay* and *Miscellaneous Expenditures*, the budget will be zero for FY 2017.

**FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
1762 Self Insurance	1,972,160	2,191,537	1,195,698	1,292,318	1,360,112	659,625	1,177,395
9660 Transfers	1,520,000	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>3,492,160</b>	<b>2,191,537</b>	<b>1,195,698</b>	<b>1,292,318</b>	<b>1,360,112</b>	<b>659,625</b>	<b>1,177,395</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	6,796	35,300	28,103	41,530	41,530	38,700	34,323
Operating Expenses	1,965,364	2,156,235	1,167,595	1,250,788	1,318,582	620,925	1,143,072
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	1,520,000	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>3,492,160</b>	<b>2,191,535</b>	<b>1,195,698</b>	<b>1,292,318</b>	<b>1,360,112</b>	<b>659,625</b>	<b>1,177,395</b>

**SUMMARY OF POSITIONS**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
1762 Self-Insurance	0.00	0.30	0.30	0.30	0.30	0.30	0.25
<b>Total Positions</b>	<b>0.00</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.25</b>

The personnel complement for the Self-Insurance is projected to be .25, which is a decrease of .05 for FY 2017. This is due to the reallocation of the deputy city clerk to the General Fund.

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How To Use the Budget Document” for better clarification of the Operating Expenses categories.

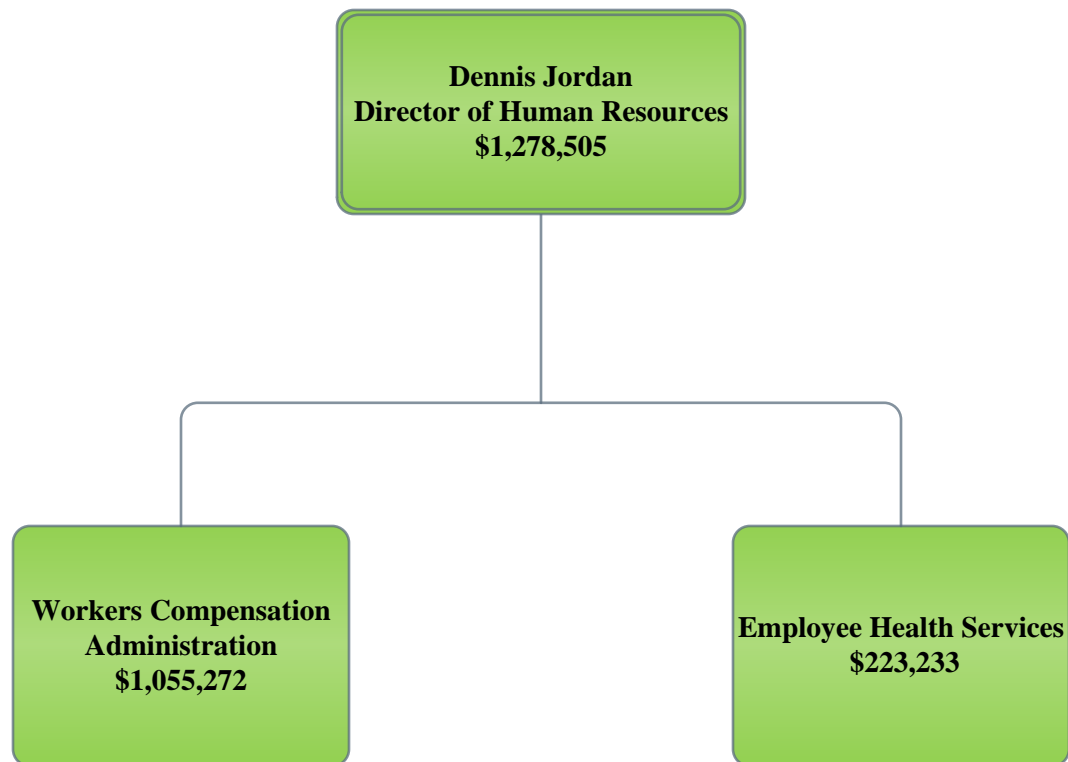


**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**677-1762 Self-Insurance**

<b>Allocation Plan</b>		<b>Position Control</b>		
		<b>JOB CLASSIFICATION</b>	<b>2016/2017 BUDGET</b>	<b>ALLOCATION</b>
<b>PERSONNEL SERVICES</b>				
Salaries	17,714	City Clerk	0.15	12,243
Overtime	0	Deputy City Clerk	0.10	5,472
Fringe Benefits	16,609			
		<b>Total Personnel</b>	<u>0.25</u>	<u>17,714</u>
<b>TOTAL</b>	<u><b>34,323</b></u>			
		<b>Overtime</b>		<u>0</u>
<b>OPERATING EXPENSES</b>				
Supplies	0	FICA		1,355
Internal Services	16,972	Healthcare Benefits - Active		4,163
Other Services		Healthcare Benefits - Retirees		0
Professional Fees	1,002,000	Pension		11,091
Maintenance Fees	120,100			
Other Contracted Fees	4,000	<b>Total Fringe Benefits</b>		<u>16,609</u>
<b>TOTAL</b>	<u><b>1,143,072</b></u>			
		<b>TOTAL</b>	<u><b>0.25</b></u>	<u><b>34,323</b></u>
<b>CAPITAL OUTLAY</b>	0			
<b>TOTAL</b>	<u><b>0</b></u>			
<b>TOTAL APPROPRIATION</b>	<u><u><b>1,177,395</b></u></u>			

**CITY OF SAGINAW**  
**WORKERS COMPENSATION FUND – INTERNAL SERVICE FUND**



**WORKERS COMPENSATION (678)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

The Workers Compensation Fund accounts for all expenses, revenues, and claims relating to the City's self-insured workers compensation program. Premiums are charged to other city funds based on a percentage of budgeted salaries.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGE FOR SERVICES	1,265,402	WORKERS COMPENSATION ADMINISTRATION	1,055,272
INTEREST	4,850	EMPLOYEE HEALTH SERV.	223,233
OTHER REVENUES	8,253		
<b>TOTAL RESOURCES</b>	<b><u>1,278,505</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>1,278,505</u></b>

## **WORKERS COMPENSATION FUND**

### **REVENUE BUDGET SUMMARY**

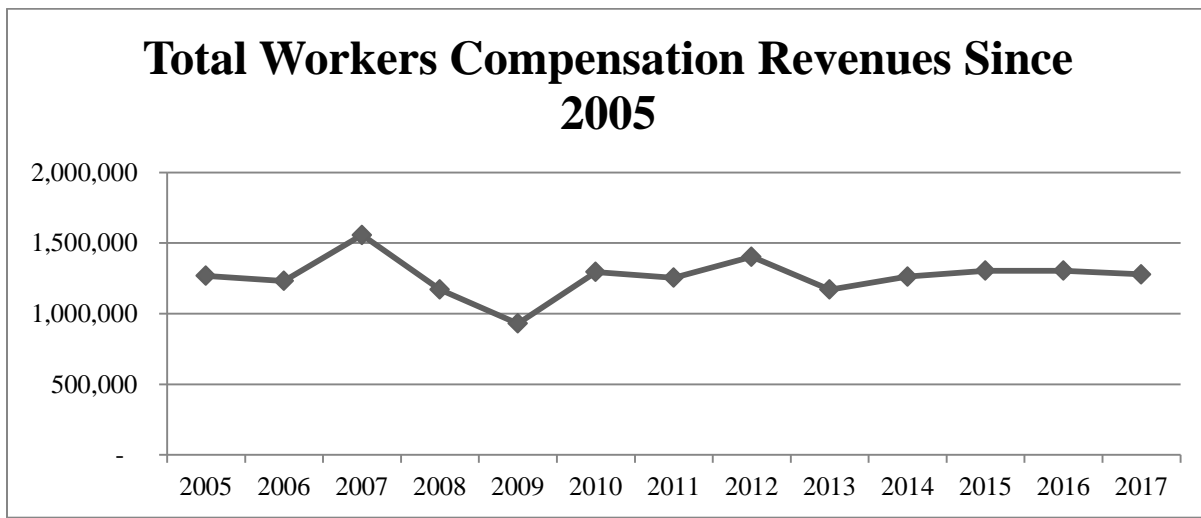
The Workers Compensation Fund is considered to be an Internal Service Fund of the City. That means that this fund accounts for goods and/or services provided to one department by another on a cost reimbursement basis. In the case of this fund, the workers compensation revenues are based on a percentage of gross wages for all employees, depending on job classification. The City utilizes the median of industrial rates to determine the percentage to assess to each employment classification. Saginaw Bay Underwriters assists the City with determining those rates.

The Workers Compensation Fund Revenues are budgeted at \$1,278,505 for FY 2017. This is a decrease of \$26,168 from the FY 2016 Approved Budget.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Charge for Services	1,118,009	1,009,156	1,013,458	1,291,570	1,291,570	1,119,761	1,265,402
Interest and Rents	1,969	2,111	2,362	4,850	4,850	2,980	4,850
Other Revenues	51,070	251,589	0	8,253	8,253	120	8,253
<b>Total Revenues</b>	<b>1,171,048</b>	<b>1,262,856</b>	<b>1,015,820</b>	<b>1,304,673</b>	<b>1,304,673</b>	<b>1,122,861</b>	<b>1,278,505</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 and FY 2017 Approved Revenues. As previously mentioned, the Workers Compensation Fund is based on a percentage of gross wages citywide. Since 2003, the City experienced significant fluctuations in revenue. Most significantly, the drop in revenues in FY 2009 is attributed to a reduction of \$453,000 in excess workers compensation. For FY 2010 – 2012 revenues increased and remained steady. This is due to increases to employee wages. In FY 2013, the revenues began to decline slightly. The FY 2016, revenues remained steady. In FY 2017, the revenues will decrease \$26,168. This is attributable to a decrease in the contribution from other funds.

## EXPENDITURE BUDGET SUMMARY

The total Workers Compensation Fund expenditures will be \$1,278,505 for FY 2017. This budget will decrease 2% from the FY 2016 approved budgeted levels. *Personnel Services* will decrease by \$7,177 or 10.6%. This reduction is due to a slight reduction in the MERS contribution. The personnel complement will remain the same as previous fiscal years. *Operating Expenses* are expected to decrease by \$18,991. The Workers Compensation Administration division will increase by \$300. The Employee Health Services division decreases by \$26,468. This is due to decreases in indirect costs and also in excess insurance premiums. There will be no *Capital Outlay* purchases for FY 2017.

## FUNDING LEVEL SUMMARY

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
1750 Workers Compensation Administration	942,251	1,038,766	620,982	1,054,972	1,032,972	879,764	1,055,272
1751 Employee Health Service	220,416	194,106	222,325	249,701	271,701	243,097	223,233
<b>Total Expenditures</b>	<b>1,162,667</b>	<b>1,242,666</b>	<b>843,307</b>	<b>1,304,673</b>	<b>1,304,673</b>	<b>1,122,861</b>	<b>1,278,505</b>

## FUNDING LEVEL BY CATEGORY

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	55,102	69,246	40,881	67,748	67,748	61,257	60,571
Operating Expenses	1,107,565	1,173,420	802,426	1,236,925	1,235,425	1,060,707	1,217,934
Capital Outlay	0	0	0	0	1,500	897	0
<b>Total Expenditures</b>	<b>1,162,667</b>	<b>1,242,666</b>	<b>843,307</b>	<b>1,304,673</b>	<b>1,304,673</b>	<b>1,122,861</b>	<b>1,278,505</b>

## SUMMARY OF POSITIONS

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
1751 Workers Compensation	0.60	0.60	0.60	0.60	0.60	0.60	0.60
<b>Total Positions</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>

**Performance Measures/Metrics: Workers Compensation:**

**Workers Compensation** – (summary of services)

The Workers Compensation Division provides supporting and administrative services that encourage a safe and healthy work environment for all City of Saginaw employees. These services include processing and monitoring workers compensation claims, coordinating bi-weekly payments, scheduling post-injury examinations, filing state and federal compliance reports, and managing litigation claims collaboratively with outside legal counsel.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Submit all Workers Compensation claims w/in 24 hours of receiving the completed paperwork	96%	96%	96%	96%	96%

The following “Expenditure Detail” page will outline the total amounts allocated in FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification for the Operating Expenses categories.

**EXPENDITURE ANALYSIS DETAIL  
2016/2017 APPROVED BUDGET**

**678-1751 Employee Health Services**

Allocation Plan		Position Control		
		JOB CLASSIFICATION	2016/ 2017 BUDGET	ALLOCATION
<b>PERSONNEL SERVICES</b>				
Salaries	29,067	Administrative Assistant I	0.60	29,067
Overtime	0			
Fringe Benefits	31,504	<b>Total Personnel</b>	0.60	29,067
<b>TOTAL</b>	<b>60,571</b>	<b>Overtime</b>		0
<b>OPERATING EXPENSES</b>				
Supplies	0	FICA		2,224
Internal Services	20,473	Healthcare Benefits - Active		4,006
Other Services		Healthcare Benefits - Retirees		
Professional Fees	142,189	Pension		25,274
Maintenance Fees	0	<b>Total Fringe Benefits</b>		31,504
Other Contracted Fees	0			
<b>TOTAL</b>	<b>162,662</b>	<b>TOTAL</b>	<b>0.60</b>	<b>60,571</b>
<b>CAPITAL OUTLAY</b>				
	0			
<b>TOTAL</b>	<b>0</b>			
<b>TOTAL APPROPRIATION</b>	<b>223,233</b>			

**UNFUNDED LIABILITIES FUND (674)**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

This fund was established to begin funding of the unfunded health insurance premiums that are fully paid for all city retirees. The unfunded liability, as of 2010, was estimated to be \$215 million. An actuarial valuation provides recommended funding levels over the next five years.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
INTEREST	0	RETIREE HEALTH	493,566
OTHER REVENUES	493,566		
<b>TOTAL RESOURCES</b>	<b><u>493,566</u></b>	<b>TOTAL APPROPRIATIONS</b>	<b><u>493,566</u></b>



## ***UNFUNDED LIABILITIES FUND***

### **REVENUE BUDGET SUMMARY**

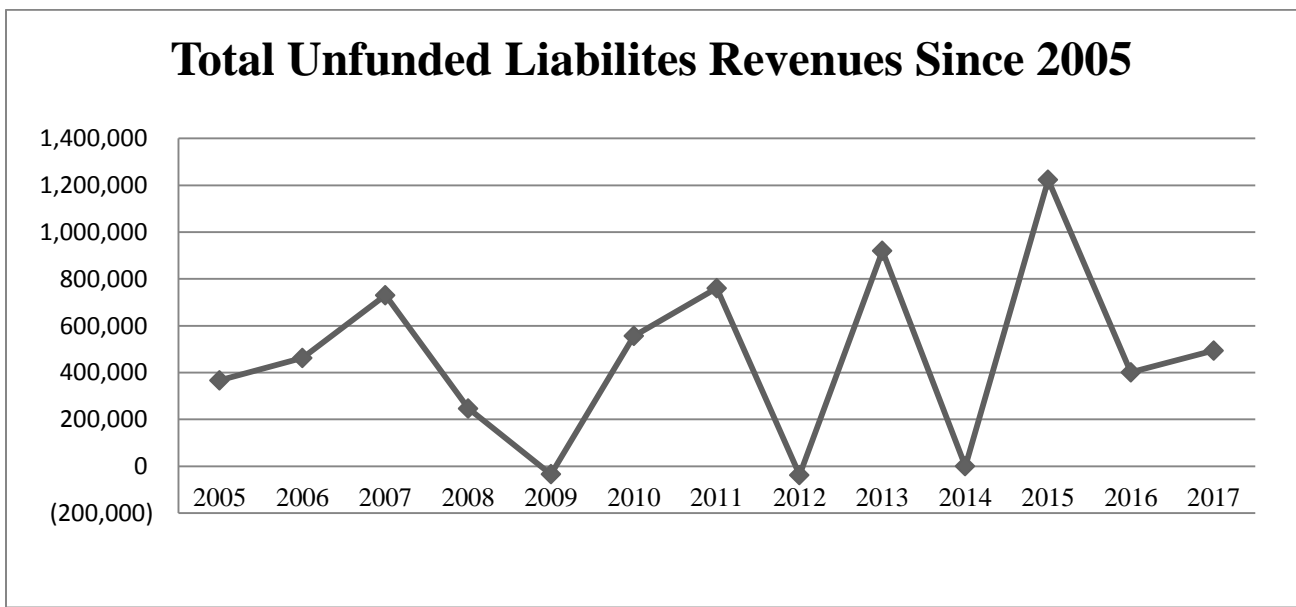
The Unfunded Liabilities Fund is considered to be a Fiduciary Fund of the City of Saginaw. This fund was established to start funding the unfunded health insurance premiums or Other Post Employee Benefits (OPEB) that are fully paid for by city retirees. As of FY 2010, the total unfunded liability was estimated at \$215 million. The major revenue source for this fund is “Charge for Services”. Each year, the Office of Management and Budget meets with the City Manager and determines how much is available in each fund to allocate toward the City’s OPEB responsibility. In general, this amount has been \$470,000. A percentage of this established amount is then allocated to each fund. This figure is based on the number of employees that retired from that fund. Another revenue sources for this fund are revenues received for interest on investments. Generally, this revenue is driven by market conditions and thereby fluctuates from year to year.

For FY 2017, the Unfunded Liabilities Fund’s revenues will be \$493,566. This is a \$92,431 or 23% increase from the previous fiscal year. This increase reflects an appropriation of fund equity to assist with the payment of retiree healthcare payment for the General Fund. The majority of the reserves appropriated are from the contribution that the General Fund has made to this fund. This was possible due to the fact the city did not utilize the entire appropriation from the previous fiscal year.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Interest	142,020	27,525	30,081	0	0	15,352	0
Other Revenues	(77,783)	87,216	(129,578)	0	0	(76,114)	0
Transfers from Other Funds	0	0	0	401,135	401,135	461,897	493,566
<b>Total Revenues</b>	<b>64,237</b>	<b>114,741</b>	<b>(99,497)</b>	<b>401,135</b>	<b>401,135</b>	<b>401,135</b>	<b>493,566</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 Approved Budget and FY 2017 Approved Revenues. The dramatic fluctuation in revenues is primarily attributed to the market conditions that affect

the Other Post Employee Benefits (OPEB) investment portfolio as well as the appropriation of reserve revenues to pay for retiree health care for the General and Motor Pool Operations Funds. FY 2015, the City did not appropriate any funds toward the OPEB due to financial constraints. In FY 2016, the City re-appropriated revenues to pay for the retiree healthcare for the General Fund that was not utilized in FY 2015. For FY 2016/17, the City will again appropriate funds to cover retiree healthcare insurance for the General Fund.

**EXPENDITURE BUDGET SUMMARY**

The total Unfunded Liabilities Fund Expenditures will be \$493,566 for FY 2017. The City will appropriate these funds from reserve monies for the payment of retiree healthcare cost for the General Fund.

**FUNDING LEVEL SUMMARY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
8525 Retiree Health	0	0	1,182,466	401,135	401,135	401,135	493,566
8559 Increase Fund Equity	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>1,182,466</b>	<b>401,135</b>	<b>401,135</b>	<b>401,135</b>	<b>493,566</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	0	1,182,466	401,135	401,135	401,135	493,566
Operating Expenses	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>1,182,466</b>	<b>401,135</b>	<b>401,135</b>	<b>401,135</b>	<b>493,566</b>

**FOREST LAWN CEMETERY (711)  
RESOURCE ALLOCATION  
2016/2017 APPROVED BUDGET**

Forest Lawn Cemetery is considered to be a Fiduciary Fund for the City of Saginaw. As a permanent fund it is used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for cemetery care purposes in support of the city's program. Additionally, in order to expend monies from this type of fund, city administrators must follow the guidance detailed in the City of Saginaw's City Charter.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGE FOR SERVICES	29,674	INCREASE IN FUND EQUITY	29,674
<b>TOTAL RESOURCES</b>	<b>29,674</b>	<b>TOTAL APPROPRIATIONS</b>	<b>29,674</b>

## **FOREST LAWN CEMETERY FUND**

### **REVENUE BUDGET SUMMARY**

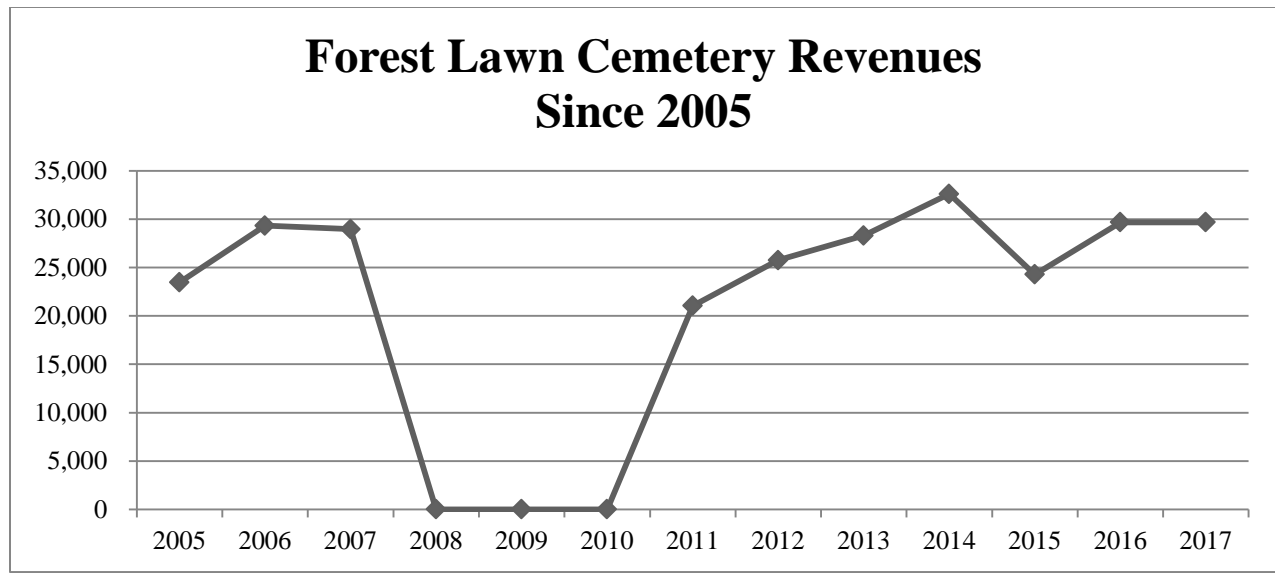
Forest Lawn Cemetery Fund is considered to be a Fiduciary Fund for the City of Saginaw. This fund is used to report resources that are legally restricted to the extent that only earnings may be used for cemetery care purposes in support of the city's program. In accordance with Chapter XIII, Section 83 Cemetery Trust Funds, in the Charter of the City of Saginaw, the city must allocate 25% of all monies, which comes from the sale of lots and single graves, to the cemeteries trust funds. This income will be used annually for the general care and maintenance of each city-owned cemetery.

For FY 2016/17, the Forest Lawn Cemetery Fund revenues will be \$29,674. This is same level of revenues compared to the previous fiscal year. A calculation was completed for the percentage breakdown between Forest Lawn Cemetery and Oakwood Cemetery, based on size of the cemetery, the 25% of the sales of lots and single graves were appropriated.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Charge for Services	28,305	32,607	27,935	29,674	29,674	34,642	29,674
Gain/Loss on Investment	0	0	(3,646)	0	0	46,250	0
<b>Total Revenues</b>	<b>28,305</b>	<b>32,607</b>	<b>24,289</b>	<b>29,674</b>	<b>29,674</b>	<b>80,892</b>	<b>29,674</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005– FY 2015 Actual Revenues, FY 2016 Approved Revenues, and FY 2017 Approved Revenues. Increases and declines in revenues in this fund are associated with the amount of monies that are collected in the sale of lots and single grave sites. From FY 2005-2006, the city realized a slight increase in the amounts collected. From FY 2006 – 2007, the fund realized a decrease in revenues. However, in FY 2008 – 2010, revenues were not recognized in this fund. This was attributed to an accounting error with the change in the City's Controllers Office. From FY 2011 – 2013 this misallocation was corrected and revenues are recognized in this fund throughout the year. From FY 2011 – 2014, the City realized an upward trend in revenues. In FY 2015 the fund realized a

decline in revenues. From FY 2016 – 2017, the city is projected to generate \$29,674 in revenues, which is the same compared to the previous fiscal year.

**EXPENDITURE BUDGET SUMMARY**

Forest Lawn Cemetery Fund expenditures will be \$29,674 for FY 2017. This is the same level of expenditures compared to the previous fiscal year. In the category of *Miscellaneous Expenditures*, the expenditure reflects the receipt of charter required 25% revenue allocation, which will be utilized for the general maintenance of the cemetery.

**FUNDING LEVEL SUMMARY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
1747 Cemeteries	207	0	0	0	0	0	0
8559 Increase Fund Equity	0	0	0	29,674	29,674	0	29,674
<b>Total Expenditures</b>	<b>207</b>	<b>0</b>	<b>0</b>	<b>29,674</b>	<b>29,674</b>	<b>0</b>	<b>29,674</b>

**FUNDING LEVEL BY CATEGORY**

	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Approved	2015/16 Adjusted	2015/16 Projected	2016/17 Approved
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	207	0	0	29,674	29,674	0	29,674
<b>Total Expenditures</b>	<b>207</b>	<b>0</b>	<b>0</b>	<b>29,674</b>	<b>29,674</b>	<b>0</b>	<b>29,674</b>

**OAKWOOD CEMETERY (712)  
 RESOURCE ALLOCATION  
 2016/2017 APPROVED BUDGET**

Oakwood Cemetery is considered to be a Fiduciary Fund for the City of Saginaw. As a permanent fund is used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for cemetery care purposes in support of the city's program. Additionally, in order to expend monies from this type of fund, city administrators must follow the guidance detailed in the City of Saginaw's City Charter.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGE FOR SERVICES	5,236	INCREASE IN FUND EQUITY	5,236
<b>TOTAL RESOURCES</b>	<b>5,236</b>	<b>TOTAL APPROPRIATIONS</b>	<b>5,236</b>

## **OAKWOOD CEMETERY FUND**

### **REVENUE BUDGET SUMMARY**

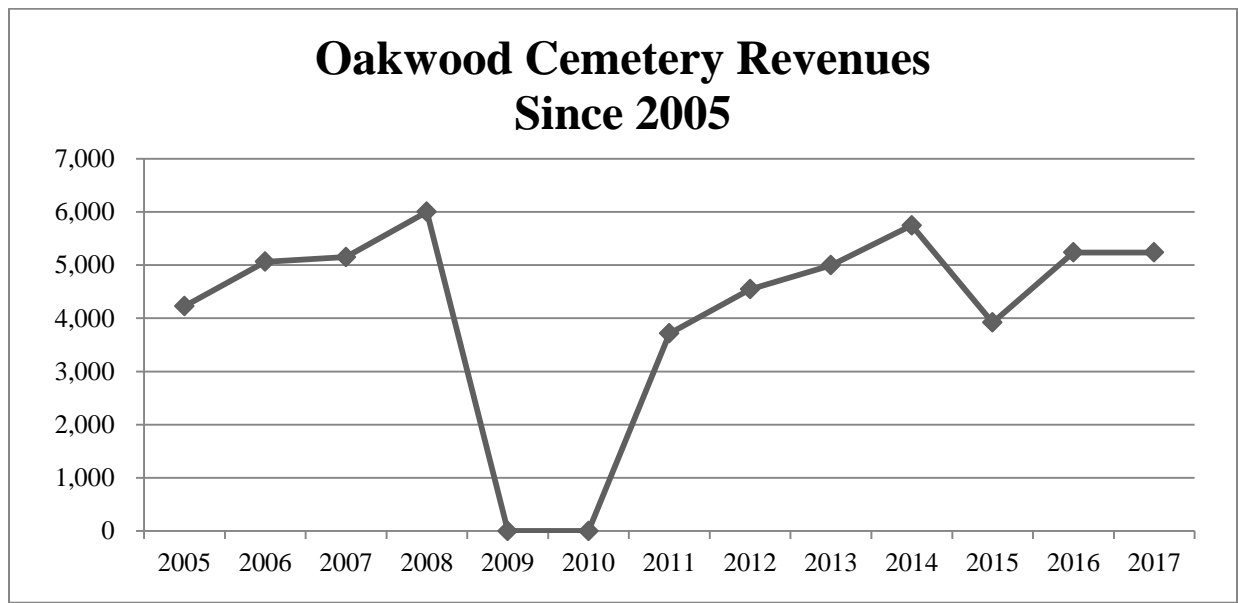
Oakwood Cemetery Fund is considered to be a Fiduciary Fund for the City of Saginaw. This fund is used to report resources that are legally restricted to the extent that only earnings may be used for cemetery care purposes in support of the city's program. In accordance with Chapter XIII, Section 83 Cemetery Trust Funds, in the Charter of the City of Saginaw, the city must allocate 25% of all monies, which comes from the sale of lots and single graves, to the cemeteries trust funds. This income will be used annually for the general care and maintenance of each city-owned cemetery.

For FY 2016/17, the Oakwood Cemetery Fund revenues are projected to be the same at the previous FY at \$5,263. A calculation was completed for the percentage breakdown between Forest Lawn Cemetery and Oakwood Cemetery, based on size of the cemetery.

### **SUMMARY OF REVENUES**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Charge for Services	4,995	5,754	4,930	5,236	5,236	6,113	5,236
Gain/Loss on Investments	0	0	(1,010)	0	0	13,807	0
<b>Total Revenues</b>	<b>4,995</b>	<b>5,754</b>	<b>3,920</b>	<b>5,236</b>	<b>5,236</b>	<b>19,920</b>	<b>5,236</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 Approved Revenues, and FY 2017 Approved Revenues. Since FY 2005, the City realizes a steady incline in the revenues received in this fund. This incline is associated to the amount of monies that are collected in the sale of lots and single grave sites. From FY 2005-2008, the City realized a slight increase in the amounts collected. However, in FY 2009 - 2010, revenues were not recognized in this fund. This was attributed to an accounting error with the change in the City's Controllers Office. From

FY 2011 – 2013 this misallocation has been corrected and revenues are recognized in this fund throughout the year. From FY 2013-2017 proposed the revenues are expected to trend upward.

**EXPENDITURE BUDGET SUMMARY**

Oakwood Cemetery Fund will be \$5,236, for FY 2017. This represents no increase from the previous fiscal year. In the category of *Miscellaneous Expenditures*, the expenditure reflects a portion of the charter required 25% revenue allocation. These funds will be utilized for the general maintenance of the cemetery.

**FUNDING LEVEL SUMMARY**

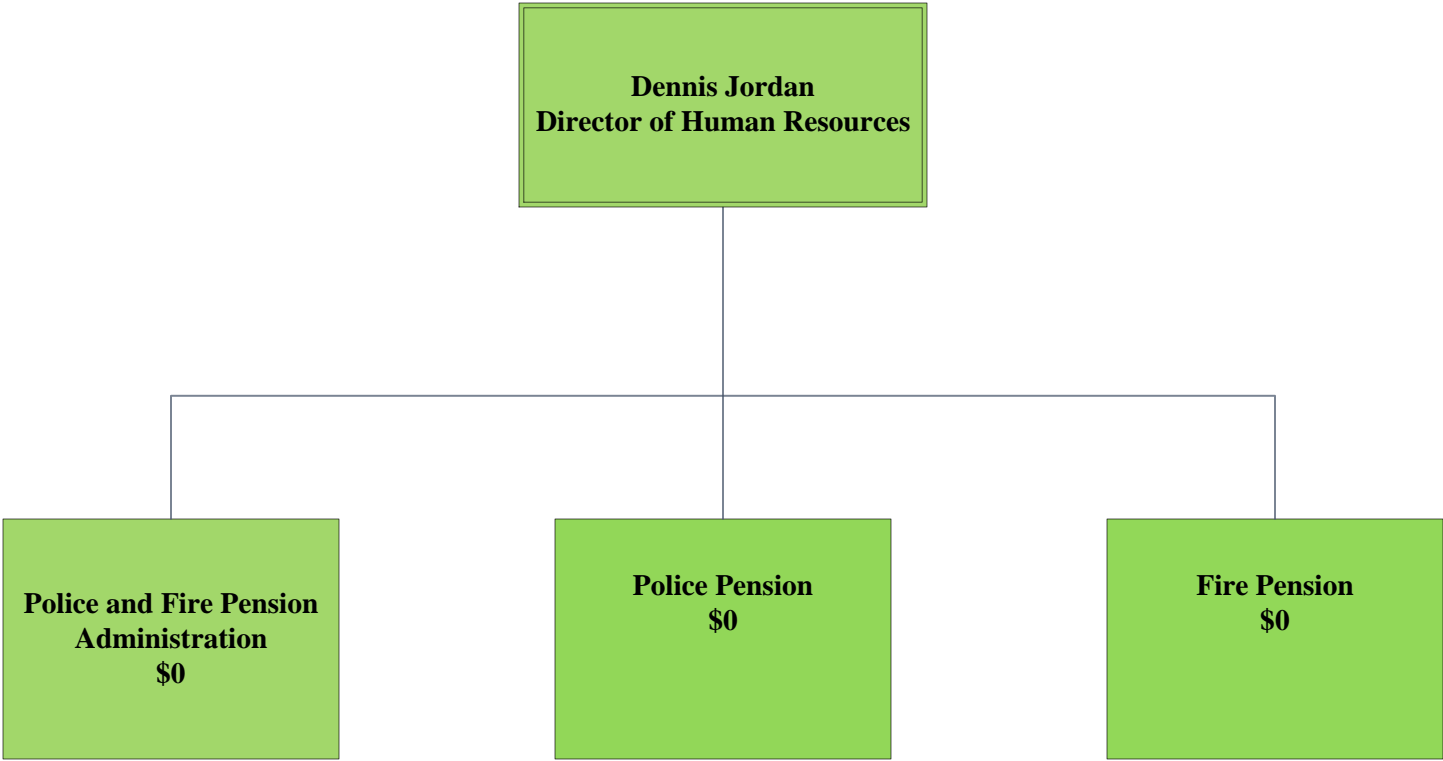
	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
1747 Cemeteries	62	0	0	0	0	0	0
8559 Increase Fund Equity	0	0	0	5,236	5,236	0	5,236
<b>Total Expenditures</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>5,236</b>	<b>5,236</b>	<b>0</b>	<b>5,236</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Approved</b>	<b>2015/16 Adjusted</b>	<b>2015/16 Projected</b>	<b>2016/17 Approved</b>
Personnel Services	0	0	0	0	0	0	0
Operating Expenses	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Miscellaneous	62	0	0	5,236	5,236	0	5,236
<b>Total Expenditures</b>	<b>62</b>	<b>0</b>	<b>0</b>	<b>5,236</b>	<b>5,236</b>	<b>0</b>	<b>5,236</b>



**CITY OF SAGINAW**  
**POLICE AND FIRE PENSION FUND – FIDUCIARY FUND**



**POLICE AND FIRE PENSION FUND (732)**  
**RESOURCE ALLOCATION**  
**2016/2017 APPROVED BUDGET**

Assets accumulated for the payment of retirement benefits for City Police and Fire personnel are recorded in this fund. Benefits for retired members are paid from this fund and active members contribute to the pension system through payroll deductions. The City contributes to the fund by annual appropriation from the General Fund and other Public Safety Grant Funds, which is determined and set by annual valuations.

<b>RESOURCES</b>		<b>APPROPRIATIONS</b>	
CHARGE TO OTHER FUNDS	0	POLICE AND FIRE PENSION	0
INTEREST AND RENTS	0	POLICE PENSION	0
OTHER REVENUES	0	FIRE PENSION	0
<b>TOTAL RESOURCES</b>	<b>0</b>	<b>TOTAL APPROPRIATIONS</b>	<b>0</b>

## ***POLICE AND FIRE PENSION FUND***

### **REVENUE BUDGET SUMMARY**

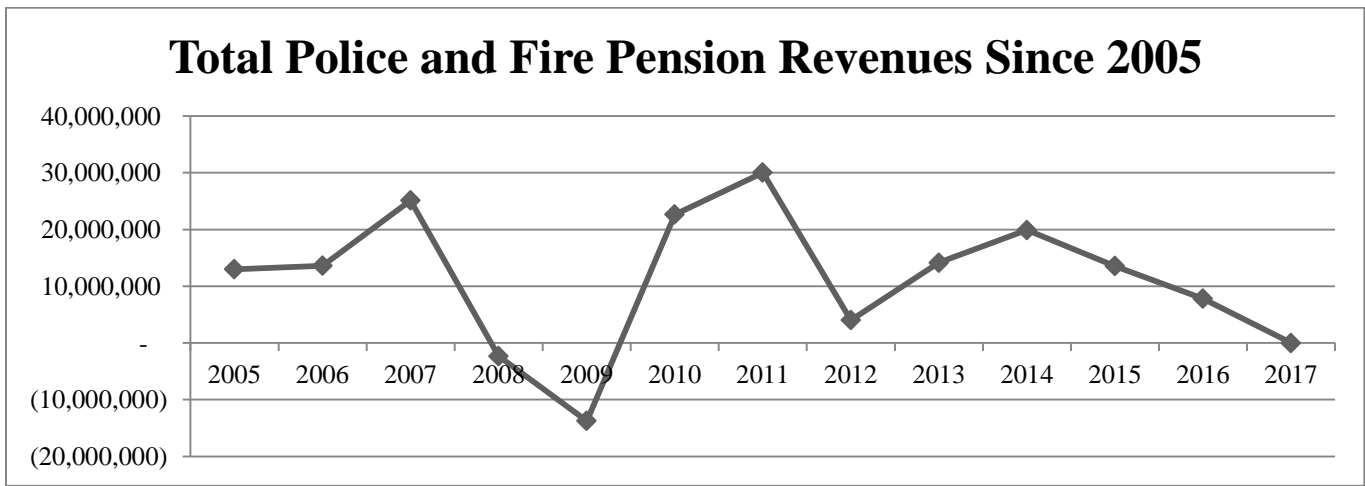
In accordance with Chapter XVI of Policemen and Firemen Retirement System, of the City of Saginaw’s City Charter, the Police and Fire Pension Fund have been established. This fund accounts for assets accumulated for the payment of retirement benefits for City Police and Fire personnel. Benefits for retired members are paid from this fund and active members contribute to the pension system through payroll deductions. The City provides an annual appropriation from the General Fund and Public Safety Grant Funds, which is determined and set by an annual actuarial valuation by Gabriel, Roeder, Smith, & Company. This fund is governed by the Police and Fire Pension Board which are made up by representatives from City Council, City Administration, Police and Fire Personnel and Police and Fire Retirees. Although it is governed by a separate board, in accordance with City Charter, this fund must be reflected in its annual approved budget.

In FY 2017, the Police and Fire Pension Fund revenues will be \$0. This is a 100% reduction from the previous fiscal. This decrease is due to the International Association of Fire Fighters (IAFF) approving to move their pensions to the Municipal Employees Retirement System, effective January 1, 2016.

### **SUMMARY OF REVENUES**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Charge to Other Funds	6,015,990	6,046,358	6,110,120	2,751,541	2,751,541	56,027,328	0
Interest and Rents	3,120,470	2,985,533	1,554,573	2,952,624	2,952,624	271,362	0
Other Revenues	9,877,491	10,866,620	5,895,863	2,101,785	51,026,338	(1,232,998)	0
<b>Total Revenues</b>	<b>19,013,951</b>	<b>19,898,511</b>	<b>13,567,768</b>	<b>7,805,950</b>	<b>56,730,503</b>	<b>55,056,692</b>	<b>0</b>

### **REVENUE TRENDS**



The above graph reflects numerical data from FY 2005 – FY 2015 Actual Revenues, FY 2016 Approved Budget, and FY 2017 Approved Revenues. The fluctuation in the revenues trends listed above is a direct result of fluctuations in market conditions. Although in FY 2009, the City realized a loss on investments of approximately \$22 million, from FY 2010 and FY 2011, the City began to realize a net gain on investments. For the FY 2012, a significant revenue loss was

realized. FY 2013 reflects that the portfolio increased steadily from FY 2012. The FY 2015 revenues reflected to decrease slightly from the previous fiscal year. The 2016 continues to reflect a decrease in revenues from the previous year due to the movement of the POAM and COAM members to the Municipal Employee Retirement System, effective June 2015. The FY 2017 Approved Budget reflects to be zero for the IAFF union moved their pension portfolio to the Michigan Municipal Employee Retirement System.

**EXPENDITURE BUDGET SUMMARY**

The total Police and Fire Pension Fund expenditures will be \$0 for the 2017 Approved Budget. This represents a 100% decrease from the previous fiscal year. This reduction is due primarily to the transfer of the IAFF pension portfolio to the Michigan Municipal Employee Retirement System in January 2016. The city employees that were partially funded in this fund will now be recognized in the General Fund’s Office of General Government – Office of Human Resources.

**FUNDING LEVEL SUMMARY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
1765 Police and Fire Pension Administration	765,758	610,535	402,097	805,950	785,730	157,372	0
1766 Police Pension	7,987,093	8,398,689	8,036,684	0	0	3,959	0
1767 Fire Pension	6,875,350	6,945,977	67,258,021	7,000,000	55,944,773	54,895,361	0
<b>Total Expenditures</b>	<b>15,628,201</b>	<b>15,955,201</b>	<b>75,696,802</b>	<b>7,805,950</b>	<b>56,730,503</b>	<b>55,056,692</b>	<b>0</b>

**FUNDING LEVEL BY CATEGORY**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
Personnel Services	14,936,981	15,456,709	75,353,823	7,059,072	7,059,072	54,927,663	0
Operating Expenses	691,220	498,492	342,979	791,878	791,878	129,029	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>15,628,201</b>	<b>15,955,201</b>	<b>75,696,802</b>	<b>7,805,950</b>	<b>7,805,950</b>	<b>55,056,692</b>	<b>0</b>

**SUMMARY OF POSTIONS**

	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2015/16</b>	<b>2016/17</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Approved</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Approved</b>
1765 Police and Fire Pension Administration	0.85	0.60	0.60	0.60	0.60	0.60	0.00
<b>Total Positions</b>	<b>0.85</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.00</b>

The Police and Fire Pension Fund’s complement for the 2017 proposed budget is projected to be zero.

**Performance Measures/Metrics: Police and Fire Pension:**

**Police and Fire Pension** – (summary of services)

The Police and Fire Pension Division provides supporting and administrative services that assist the Police and Fire Pension Board in carrying out their fiduciary responsibilities. These services include providing agendas and minutes to pension board members, coordinating independent medical evaluations, and processing retirement calculations for police and fire retirees.

<b>Key Performance Indicator</b>	<b>FY 2016 Goal</b>	<i>FY 2016 Actual</i>	<b>FY 2017 Projection</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Projection</b>
Percentage of times agenda materials and meeting minutes are provided at least two days prior to the date of the upcoming meeting	100%	94.12	0%	0%	0%
Complete the annual pension valuation reports within six months of the fiscal year ending	<i>Compliance</i>	<i>Compliance</i>	N/A	N/A	N/A

The key performance indicator of “Percentage of time agenda materials and meeting minutes are provided at least two days prior to the date of the upcoming meeting” reflects to be mostly achieved. This is largely due the fact that the police and fire pension system was transitioning in FY 2016 to the Municipal Employee Retirement System. The pension board no longer existed after January 1, 2016.

The following “Expenditure Detail” pages will outline the total amounts allocated in each division for FY 2016/2017 by employee cost, operating expenses, capital outlay, and miscellaneous cost. Please refer to “How to Use the Budget Document” for better clarification of the Operating Expenses categories.

# ***CAPITAL IMPROVEMENT PLAN***

## ***FY 2016/17 – FY 2021/22***

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### **OVERVIEW**

The City of Saginaw annually compiles a six-year plan of Capital expenditures. A capital improvement is a major and permanent project requiring the non-recurring expenditure of public funds for the acquisition of any property, construction, renovation, or replacement of any physical asset of the community. A capital expenditure is an expense that will benefit both current and future budget years, is of a tangible nature, and has a value of more than \$20,000.

The total cost of the six-year program from FY 2016/17 to FY 2021/22 is \$76,259,655. The FY 2016/17 Capital Improvement Plan consists of Capital purchase requests in the amount of \$29,918,716, of which only \$21,868,085 have been included in the 2016/17 Budget. The Office of Management and Budget (OMB) in conjunction with the department heads is responsible for the general review and summation of the Capital Improvement Plan and submitting it to the City Manager for prioritization and approval. The Capital Improvement Plan is developed with the City's annual budget.

The City's objective is to work in partnership with others to maintain, improve, and develop the city-owned infrastructure. The goal of the Capital Improvement Plan is to provide guidance as needed for capital improvement and expenditures in a fiscally sound manner. Furthermore, this plan hopes to ensure that all capital improvements are consistent with the goals and policies of the City Council and the residents of the City of Saginaw.

The Capital Improvement Plan is vital to the City because it provides for equipment acquisition, enables new construction or upgrades of public facilities and infrastructure, and has a positive impact on the local economy. In addition, this plan is a necessary step in an organized effort to strengthen the quality of public facilities and services as well as provide a framework for the realization of community goals and objectives. It also provides a sound basis on which to build a healthy and vibrant community. Recognition of this importance prompted city administration to propose additions to, and finance continuation of, the existing CIP.

### **CAPITAL IMPROVEMENT PROCESS**

The Capital Budget Process follows the same preparation schedule as the Operating Budget Process. The following details the three steps in developing a capital improvement plan.

#### **Departments**

The capital budget process begins at the department level. Department directors are responsible for the development of functional plans and long-term capital improvement schedules for the next six years. Departments are also responsible for the development of project requests prepared on a standard computer template that is provided to them from OMB. This data is then sent to OMB for review.

#### **Office of Management and Budget**

The OMB is responsible for creating the capital budget for the City. This office develops the necessary procedures with the departments. At the onset of the budget development process, staff provides instructions for the input of the proposed project into the capital improvement plan electronic format. At the same time a schedule of due dates are provided to each department. Once each department has updated the electronic forms and submitted to the OMB, staff reviews these plans and discuss discrepancies with the departments. A project request summary is prepared and given to the City Manager for review and prioritization.

## City Manager/City Council

The City Manager evaluates capital project requests and determines which capital expenditure projects should be undertaken. The capital projects are then presented to City Council and the City's Planning Commission along with a capital financing strategy for review and approval. If City Council approves the action presented, then it is legally enacted through the passage of an ordinance.

### **FUNDING RELATIONSHIP BETWEEN OPERATING AND CAPITAL BUDGETS**

The operating budget includes expenditures that generally recur annually and are appropriated for a single year. These include personnel, utilities, professional services, supplies, and maintenance costs. It provides for all City services, but does not result in major physical assets in the city. Major revenue sources to fund operating budgets are generated in taxes, state revenue sharing monies, grants, user fees, fines and forfeitures, intergovernmental payments, one-time revenue sources, and appropriations of unrestricted fund equity.

The capital budget, in contrast, usually includes one-time expenditures for projects that may last more than one year. The result of these projects is physical assets to the City. Wide fluctuations are expected in the capital budget from year to year depending on the phasing of projects and resources available to fund these projects. Resources for the capital budget generally come from the issuance of General Obligation Bonds or Revenue Bonds, Federal or State aid programs, grants, or foundations, service groups, business and private donations.

Regardless of the differences, the operating budget assumes the cost of maintaining and operating new or renovated facilities that involve capital investment. In many instances, the operating budget would have to be adjusted on an ongoing basis. Capital Improvement Budgets, on the other hand, will result in reductions in maintenance costs through the replacement or improvement of older less efficient facilities, equipment, or vehicles.

The operating budget also includes debt service appropriations for the payment of long-term debt, principal, interest and related costs. The majority of the city's capital improvement costs has been funded through the issuance of tax supported general obligation bonds, and utilities user fee supported revenue bonds, which are generally repaid over the useful life of the improvement being financed.

It must be mentioned that there are certain funds that are legally restricted to certain types of projects; for example, Major and Local Street Funds. Revenues for these funds are derived, for the most part, from the State of Michigan Gas & Weight Tax and are required to spend on major and local roadways. Likewise, Water and Sewer Operations and Maintenance Funds, derive revenues from user fees. These projects must relate to the improvement of the water and wastewater systems. *[Any of these funds and other governmental funds projects may be purchased by using cash or through a bond issuance.]*

Projects are considered for financing through a bond issue if they meet certain criteria. These include projects of a significant dollar amount, which is over \$1 million, and a useful life exceeding the length of the bond issue. Another consideration for a capital project is to spread the annual cash requirements of a debt issue over time so future users share in the cost of the project.

**CAPITAL IMPROVEMENT PLAN**  
**DISCUSSION OF MAJOR CAPITAL PROJECTS**  
**FY 2016/17 – FY 2021/22**

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Total capital project requests for FY 2017 are projected to be \$67,082,044 of which \$20,117,356 is designated for FY 2016/2017 Budget. However, due to fiscal constraints, only approximately \$5,844,850 has been incorporated in the FY 2016/2017 Budget. Most of the capital projects are based in Streets, Water, and Sewer for infrastructure projects.

The city budgets expenditures for all capital projects in the individual funds. Below is a discussion of the major capital projects budgeted in FY 2017. For the purpose of this discussion section, a major capital project is defined as any project budgeted at \$500,000 or more in FY 2017. A six year summary report is provided after this section for all projects included in the Capital Improvement Plan.

**Davis Road Improvements**

This project has been budgeted in FY 2017 at \$14,129,250. Saginaw County Road Commission is planning to replace ~ 2 miles of Davis road between Pierce and Tittabawassee roads. This project includes studies to replace or reline one 48 inch raw transmission main, one 36 inch current finished water transmission main to be converted back to raw water transmission and new properly sized finished water transmission main to replace that converted back to raw. This project will improve water quality, reliability and redundancy of the Water System. The proposed road project would place the raw and finished water supply at risk if not completed prior to the planned construction.

**Tower Masonry Improvement**

\$1,152,000 has been budgeted for masonry repairs to the washwater tower and turrets at the Water Treatment Plant in order to stop and reverse visible damage. Repair costs will drastically increase if not completed soon. Some funds will also be used to complete smaller repairs to the masonry at various pump stations.

**Clean, Line, and Replace Water & Sewer Lines**

\$650,000 has been budgeted in the FY 2017 Approved Budget to clean, line, and replace low flowing, deteriorated or collapsed water and sewer lines as-needed due to age or condition. Lines are determined based on history, inspection, Master Plan, Asset Management Plan, ISO or Pitometer Studies.

**Repair Veterans Memorial Pkwy – Wadsworth to Washington Ave (M-13)**

\$976,000 has been budgeted in the FY 2017 Approved Budget to complete repairs to Veterans Memorial Pkwy. These repairs include resurfacing the street, reconstructing and repairing sewer structures, and replacing old water mains. The water and sewer portions are part of this project so that once the road is repaired, there will be no need to dig it up in the near future to perform water or sewer repairs.

**Various Vehicle/Equipment Replacements**

\$635,800 has been budgeted in the FY 2017 Approved Budget for various vehicle and equipment replacements. This amount is budgeted to help work toward the goal of maintaining a quality fleet of vehicles and stable functioning equipment as well as to help create an efficient basis for replacement and management.

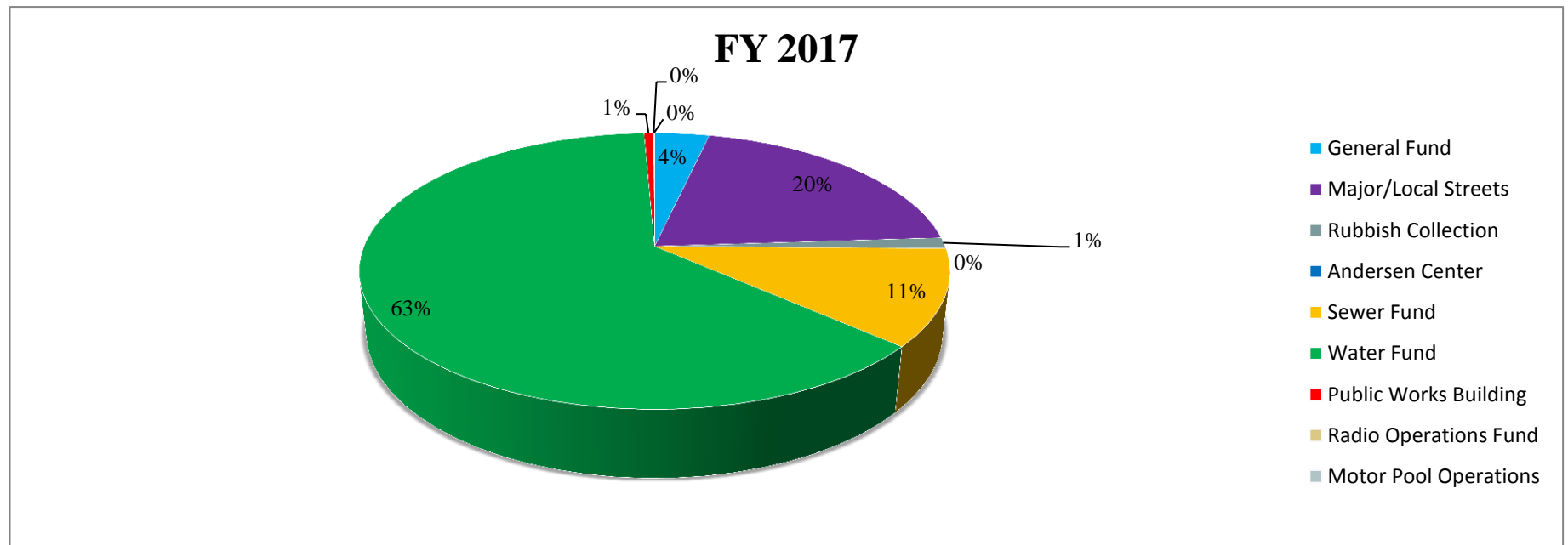


**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
SUMMARY OF REVENUES AND EXPENDITURES  
FY 2017 - FY 2022**

<b>Projected Revenues</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>
General Fund	1,065,281	262,583	223,582	108,800	113,500	0	1,773,746
Major/Local Street	3,144,510	1,732,874	791,000	461,000	290,000	144,000	6,563,384
Rubbish Collections	381,000	19,000	19,000	49,000	0	36,000	504,000
Boat Launch	5,000	5,000	5,000	0	0	0	15,000
Celebration Park	15,000	0	0	0	0	0	15,000
Sewer Fund (user fees/bond)	3,369,900	1,763,000	1,090,000	1,455,000	930,000	750,000	9,357,900
Water Fund (user fees/bond)	18,789,085	7,621,800	3,997,200	6,405,000	11,125,000	4,895,000	52,833,085
Public Works Building	187,000	0	0	0	0	0	187,000
Federal Grants	2,961,940	384,600	832,000	832,000	0	0	5,010,540
<b>TOTAL RESOURCES</b>	<b>29,918,716</b>	<b>11,788,857</b>	<b>6,957,782</b>	<b>9,310,800</b>	<b>12,458,500</b>	<b>5,825,000</b>	<b>76,259,655</b>
<b>Estimated Expenditures</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>
General Fund	1,065,281	487,583	223,582	108,800	113,500	0	1,998,746
Major/Local Streets	6,106,450	1,892,474	1,623,000	1,293,000	290,000	144,000	11,348,924
Rubbish Collection	381,000	19,000	19,000	49,000	0	36,000	504,000
Boat Launch	5,000	5,000	5,000	0	0	0	15,000
Celebration Park	15,000	0	0	0	0	0	15,000
Sewer Fund	3,369,900	1,763,000	1,090,000	1,455,000	930,000	750,000	9,357,900
Water Fund	18,789,085	7,621,800	3,997,200	6,405,000	11,125,000	4,895,000	52,833,085
Public Works Building	187,000	0	0	0	0	0	187,000
<b>TOTAL APPROPRIATIONS</b>	<b>29,918,716</b>	<b>11,788,857</b>	<b>6,957,782</b>	<b>9,310,800</b>	<b>12,458,500</b>	<b>5,825,000</b>	<b>76,259,655</b>

## CITY OF SAGINAW CIP PROJECTS FOR FY 2017-2022

PROJECTS	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	Total
General Fund	1,065,281	487,583	223,582	108,800	113,500	0	1,998,746
Major/Local Streets	6,106,450	1,892,474	1,623,000	1,293,000	290,000	144,000	11,348,924
Rubbish Collection	381,000	19,000	19,000	49,000	0	36,000	504,000
Boat Launch	5,000	5,000	5,000	0	0	0	15,000
Sewer Fund	3,369,900	1,763,000	1,090,000	1,455,000	930,000	750,000	9,357,900
Water Fund	18,789,085	7,621,800	3,997,200	6,405,000	11,125,000	4,895,000	52,833,085
Public Works Building	187,000	0	0	0	0	0	187,000
Celebration Park	15,000	0	0	0	0	0	15,000
<b>TOTAL APPROPRIATIONS</b>	<b>29,918,716</b>	<b>11,788,857</b>	<b>6,957,782</b>	<b>9,310,800</b>	<b>12,458,500</b>	<b>5,825,000</b>	<b>76,259,655</b>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
SUMMARY OF EXPENDITURES BY TYPE AND PROJECT  
FY 2017- FY 2022**

<b>Expenditure Types</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>
Architecture/Engineering	14,278,950	5,743,800	2,722,200			500,000	23,244,950
Construction/Acquisition	8,378,330	2,443,307	1,952,832	5,928,800	10,038,500	25,000	28,766,769
Equipment	1,784,675	815,000	400,000	230,000	155,000	70,000	3,454,675
Vehicles	1,621,528	921,000	1,132,000	790,000	550,000	430,000	5,444,528
Other	3,855,233	1,865,750	750,750	2,362,000	1,715,000	4,800,000	15,348,733
	<b>29,918,716</b>	<b>11,788,857</b>	<b>6,957,782</b>	<b>9,310,800</b>	<b>12,458,500</b>	<b>5,825,000</b>	<b>76,259,655</b>

<b>Project Type</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>Total</b>
Routine Replacement	3,786,315	1,830,000	300,000	230,000	155,000	70,000	6,371,315.00
Rehabilitation or Enhancement	9,350,390	2,754,057	2,653,582	8,240,800	11,703,500	2,025,000	36,727,329.00
Efficiency Project	493,500	150,000	50,000	50,000	50,000	3,300,000	4,093,500.00
New/Expansion	14,666,983	6,133,800	2,822,200				23,622,983.00
Vehicles	1,621,528	921,000	1,132,000	790,000	550,000	430,000	5,444,528.00
	<b>29,918,716</b>	<b>11,788,857</b>	<b>6,957,782</b>	<b>9,310,800</b>	<b>12,458,500</b>	<b>5,825,000</b>	<b>76,259,655</b>

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN**

*(please note that only those items that were budgeted or has request for multiple years are reflected in the report)*

Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	FY 19	Future Years			FY 22
							FY 20	FY 21		
<b>COMMUNITY PUBLIC SAFETY - POLICE</b>										
3514	<b>Elevator Replacement</b>	GF	25,750	0	25,750	25,750	0	0		0
If deferred:	Deferred due to fiscal constraints.	Priority	2						<b>TOTAL PROJECT COST</b>	<u><u>77,250</u></u>
3514	<b>Police- Roof Coating Repair</b>	GF	8,335	0	8,333	8,332	0	0		0
If deferred:	Deferred due to fiscal constraints.	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>25,000</u></u>
									<b>TOTAL COMMUNITY PUBLIC SAFETY - POLICE</b>	<u><u>102,250</u></u>

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN**

*(please note that only those items that were budgeted or has request for multiple years are reflected in the report)*

Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years				FY 22
						FY 19	FY 20	FY 21		
<b>COMMUNITY PUBLIC SAFETY - FIRE</b>										
3551	<b>New Fire Pumper</b>	GF	50,000	0	50,000	50,000	50,000	50,000	50,000	50,000
If deferred:	Deferred due to fiscal constraints.	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>425,000</u></b>
3551	<b>Self-Contained Breathing Apparatus (SCBA) Inventory Replacement</b>	GF	0	0	250,000	0	0	0	0	0
If deferred:	Scheduled for FY 2018	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>250,000</u></b>
3551	<b>Breathing Air Cascade System Replacement Station #1</b>	GF	0	0	0	0	0	50,000	0	0
If deferred:	Scheduled for FY 2021	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>50,000</u></b>
3551	<b>Replace Chief's Vehicle</b>	GF	47,000	0	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	2							
									<b>TOTAL PROJECT COST</b>	<b><u>47,000</u></b>
3551	<b>Replace Training Officer's Vehicle</b>	GF	0	0	0	0	50,000	0	0	0
If deferred:	Scheduled for FY 2020	Priority	3							
									<b>TOTAL PROJECT COST</b>	<b><u>50,000</u></b>
3551	<b>Replace Fire Marshal's Vehicle</b>	GF	0	0	0	47,000	0	0	0	0
If deferred:	Scheduled for FY 2019	Priority	3							
									<b>TOTAL PROJECT COST</b>	<b><u>47,000</u></b>
3551	<b>Repair/Resurface Station #3 Concrete Apparatus Platform</b>	GF	3,500	0	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	2							
									<b>TOTAL PROJECT COST</b>	<b><u>3,500</u></b>
3551	<b>Repair/Replace Station #2 Apparatus Platform and concrete around manhole cover</b>	GF	6,000	0	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	2							
									<b>TOTAL PROJECT COST</b>	<b><u>6,000</u></b>

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN**

*(please note that only those items that were budgeted or has request for multiple years are reflected in the report)*

Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years			FY 22
						FY 19	FY 20	FY 21	
3551	<b>Station #1 Roof Replacement</b>	GF	30,000	0	20,000		0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	2						
							<b>TOTAL PROJECT COST</b>		<b><u>50,000</u></b>
3551	<b>Repair/Replace Station #1 Parking Lot, Fence to Building</b>	GF	60,000	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	3						
							<b>TOTAL PROJECT COST</b>		<b><u>60,000</u></b>
3551	<b>Replace Station 2 Apparatus Bay Lighting</b>	GF	5,000	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	2						
							<b>TOTAL PROJECT COST</b>		<b><u>5,000</u></b>
3551	<b>Fire Training Facility Improvements</b>	GF	10,000	0	10,000	0	0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	1						
							<b>TOTAL PROJECT COST</b>		<b><u>20,000</u></b>
3551	<b>Replacment of 2 "Jaw's of Life"</b>	GF	30,000	0	30,000	0	0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	2						
							<b>TOTAL PROJECT COST</b>		<b><u>60,000</u></b>
<b>TOTAL COMMUNITY PUBLIC SAFETY - FIRE</b>									<b><u>1,073,500</u></b>

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN**

*(please note that only those items that were budgeted or has request for multiple years are reflected in the report)*

Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years			
						FY 19	FY 20	FY 21	FY 22
<b>CEMETERIES</b>									
1747	<b>Replacement Backhoe</b>	GF	83,610	0	0	0	0	0	0
If deferred:	Denied due to fiscal constraints	Priority	1						
<b>TOTAL PROJECT COST</b>									<u><u>83,610</u></u>
1747	<b>Giant Leaf Vacuum</b>	Capital Bonds/GF	29,300	0	0		0	0	0
If deferred:	Denied due to fiscal constraints	Priority	2						
<b>TOTAL PROJECT COST</b>									<u><u>29,300</u></u>
1747	<b>Mini Dump Truck Replacement</b>	Capital Bonds/GF	94,528	0	0		0	0	0
If deferred:	Denied due to fiscal constraints	Priority	1						
<b>TOTAL PROJECT COST</b>									<u><u>94,528</u></u>
7575	<b>Oakwood Office Building Roof Replacement and Interior Painting</b>	GF	10,000	0	0	0	0	0	0
If deferred:	Deferred Due to Fiscal Constraints	Priority	1						
<b>TOTAL PROJECT COST</b>									<u><u>10,000</u></u>
<b>TOTAL CEMETERIES</b>									<u><u>217,438</u></u>
<b>City Clerk</b>									
1730	<b>New Election Equipment Tabulators</b>	GF	40,000	0	0		0	0	0
If deferred:	Denied due to Financial Constraint	Priority	1						
<b>TOTAL PROJECT COST</b>									<u><u>40,000</u></u>
<b>TOTAL CLERK</b>									<u><u>40,000</u></u>
<b>Fiscal Service/Treasury</b>									
1743	<b>Security Glass for Teller Line</b>	GF	19,433	0	0		0	0	0
If deferred:	Denied due to Financial Constraint	Priority	1						
<b>TOTAL PROJECT COST</b>									<u><u>19,433</u></u>
<b>TOTAL FISCAL SERVICES</b>									<u><u>19,433</u></u>





**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN**

*(please note that only those items that were budgeted or has request for multiple years are reflected in the report)*

Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years			FY 21	FY 22	
						FY 19	FY 20				
If deferred:	Denied due to fiscal constraints	Priority	1								
										<b>TOTAL PROJECT COST</b>	<b><u><u>130,000</u></u></b>
7575	<b>OMB/Clerk Office Heat Pumps</b>	GF	18,500	0	0	0	0	0	0	0	
If deferred:	Denied due to fiscal constraints	Priority	3								
										<b>TOTAL PROJECT COST</b>	<b><u><u>18,500</u></u></b>
7575	<b>City Hall Radiator Steam Trap Rplacement</b>	GF	12,000	0	0	0	0	0	0	0	
If deferred:	denied due to fiscal constraints	Priority	1								
										<b>TOTAL PROJECT COST</b>	<b><u><u>12,000</u></u></b>
7575	<b>Ojibway Island - Concessions Building Update</b>	GF	65,000	0	0	0	0	0	0	0	
If deferred:	Denied due to Fiscal Constraints	Priority	1								
										<b>TOTAL PROJECT COST</b>	<b><u><u>65,000</u></u></b>
7575	<b>OMB/ Clerks Office Ceiling and Wall Repair</b>	GF	9,925	0	0	0	0	0	0	0	
If deferred:	Denied due to fiscal constraints	Priority	1								
										<b>TOTAL PROJECT COST</b>	<b><u><u>9,925</u></u></b>
7575	<b>City Hall Exterior Masonry Projects</b>	GF	160,000	0	0	0	0	0	0	0	
If deferred:	Denied due to fiscal constraints	Priority	1								
										<b>TOTAL PROJECT COST</b>	<b><u><u>160,000</u></u></b>
			699,825	0	28,500	37,500	8,800	13,500			
										<b>TOTAL BUILDING AND GROUND MAINTENANCE</b>	<b><u><u>788,125</u></u></b>

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN**

*(please note that only those items that were budgeted or has request for multiple years are reflected in the report)*

Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years			FY 21	FY 22
						FY 19	FY 20			
<b><u>STREETS (MAJOR AND LOCAL)</u></b>										
4651	<b>Additional Stump Grinder</b>	MS	70,000	70,000	0	0	0	0	0	0
If deferred:		Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>70,000</u></b>
4651	<b>Add Backhoe to Increase Traffic Repairs</b>	MS/RC	0	0	0	0	0	0	0	180,000
If deferred:	Schedule for FY2022	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>180,000</u></b>
4651	<b>Purchase Hi Ranger</b>	MS	0	0	0	180,000	0	0	0	0
If deferred:	Scheduled for FY2019	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>180,000</u></b>
4651	<b>Purchase Milling Attachment for Loader</b>	MS	0	0	0	100,000	0	0	0	0
If deferred:	Scheduled for FY2019	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>100,000</u></b>
4651	<b>Dozer and Trailer for Street Repair</b>	MS	0	0	240,000	0	0	0	0	0
If deferred:	Scheduled for FY2018	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>240,000</u></b>
4651	<b>Replace Backhoe with Breaker Attachment</b>	MS/RC	160,000	0	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>160,000</u></b>
4822	<b>Replace Two Street Sweepers</b>	WWT	190,000	0	190,000	0	190,000	0	0	0
If deferred:	Deferred due to fiscal constraints.	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>570,000</u></b>
4651	<b>Replace One-Ton Mini Dump Truck</b>	MS	0	0	55,000	0	0	0	0	0
If deferred:	Scheduled for FY2018	Priority	2							
									<b>TOTAL PROJECT COST</b>	<b><u>55,000</u></b>
4651	<b>Replace One-Ton Mini Dump Truck</b>	MS	375	0	0	55,000	0	0	0	0

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Dept.	Project	Funding	Request FY 17	<i>Manager Approved FY 17</i>	FY 18	Future Years				FY 22	
						FY 19	FY 20	FY 21			
If deferred:	Scheduled for FY2019	Priority	2							<b>TOTAL PROJECT COST</b>	<b><u><u>55,000</u></u></b>
4655	<b>Single Axle Hook Loader With Salter &amp; Chipper Box</b>	MS/RC	190,000	<i>190,000</i>	0	0	0	0	0		0
If deferred:		Priority	1							<b>TOTAL PROJECT COST</b>	<b><u><u>190,000</u></u></b>
4655	<b>Single Axle Hook Loader With Salter &amp; Chipper Box</b>	MS/RC	0	<i>0</i>	190,000	0	0	0	0		0
If deferred:	Scheduled for FY2018	Priority	1							<b>TOTAL PROJECT COST</b>	<b><u><u>190,000</u></u></b>
4655	<b>Single Axle Hook Loader With Salter &amp; Chipper Box</b>	MS/RC	0	<i>0</i>	0	190,000	0	0	0		0
If deferred:	Scheduled for FY2019	Priority	1							<b>TOTAL PROJECT COST</b>	<b><u><u>190,000</u></u></b>
4655	<b>Single Axle Hook Loader With Salter &amp; Chipper Box</b>	MS/RC	0	<i>0</i>	0	0	190,000	0	0		0
If deferred:	Scheduled for FY2020	Priority	1							<b>TOTAL PROJECT COST</b>	<b><u><u>190,000</u></u></b>
4655	<b>Replace Double Axle Dump Truck/Snow Plow</b>	MS/RC	0	<i>0</i>	0	250,000	0	0	0		0
If deferred:	Scheduled for FY2019	Priority	1							<b>TOTAL PROJECT COST</b>	<b><u><u>250,000</u></u></b>
4651	<b>Replace One-Ton Mini Dump Truck</b>	MS	0	<i>0</i>	0	0	60,000	0	0		0
If deferred:	Scheduled for FY2020	Priority	2							<b>TOTAL PROJECT COST</b>	<b><u><u>60,000</u></u></b>

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Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	Future Years				
					FY 18	FY 19	FY 20	FY 21	FY 22
4655	<b>Replace Double Axle Dump Truck/Snow Plow</b>	MS/RC	0	0	0	0	0	250,000	0
If deferred:	Scheduled for FY 2021	Priority	1						
								<b>TOTAL PROJECT COST</b>	<b>250,000</b>
			610,000	260,000	675,000	775,000	440,000	250,000	180,000
								<b>TOTAL STREETS</b>	<b>2,930,000</b>
<b>RUBBISH COLLECTION</b>									
4587	<b>Compost Screener with Hopper Feeder</b>	RC	120,000	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints	Priority	1						
								<b>TOTAL PROJECT COST</b>	<b>120,000</b>
4587	<b>Replace Compost Site Loader</b>	RC/MS	300,000	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints	Priority	1						
								<b>TOTAL PROJECT COST</b>	<b>300,000</b>
								<b>TOTAL RUBBISH COLLECTION</b>	<b>420,000</b>
<b>Boat Launch Operation</b>									
7546	<b>Lee Street Boat Launch Parking Lot Repair</b>	BL	15,000	15,000	0	0	0	0	0
If deferred:		Priority	2						
								<b>TOTAL PROJECT COST</b>	<b>15,000</b>
								<b>TOTAL BOAT LAUNCH</b>	<b>15,000</b>
<b>Celebration Park</b>									
7580	<b>Splash Park Feature Repair</b>	BL	15,000	15,000	0	0	0	0	0
If deferred:		Priority	1						
								<b>TOTAL PROJECT COST</b>	<b>15,000</b>
								<b>TOTAL CELEBRATION PARK</b>	<b>15,000</b>

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Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years			FY 21	FY 22
						FY 19	FY 20			
<b>SEWER OPERATIONS AND MAINTENANCE</b>										
4715	SCADA Computer Replacement	SF/WF	45,000	45,000	0	0	0	0	0	0
If deferred:		Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>45,000</u></b>
4715	Replace Waste Water Treatment Main Panel, I/O	SF	0	0	0		0	55,000		0
If deferred:	Scheduled for FY2021	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>55,000</u></b>
4840	Replace Retention & Treatment Basin Flow Meters	SF	85,000	85,000	85,000	90,000	50,000	50,000		25,000
If deferred:		Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u>385,000</u></b>
4840	Weiss St. Retention Treatment Basin Site Settling Stabilization	SF	0	0	100,000	0	0	0		0
If deferred:	Scheduled for FY 2018	Priority	2							
									<b>TOTAL PROJECT COST</b>	<b><u>100,000</u></b>

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Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years				FY 22
						FY 19	FY 20	FY 21		
4840	<b>Reconstruction/Repair Floor After Removal of Incinerators</b>	SF	0	0	150,000	0	0	0		0
If deferred:	Scheduled for FY 2018	Priority	2							
									<b>TOTAL PROJECT COST</b>	<u><u>150,000</u></u>
4840	<b>Repair Primary Settling Tank #1</b>	SF	270,000	270,000	0	0	0	0		0
If deferred:		Priority	1							
									<b>TOTAL PROJECT COST</b>	<u><u>270,000</u></u>
4840	<b>Install Power Generators at RTBs</b>	SF	250,000	0	250,000		0	0		0
If deferred:	Deferred due to fiscal constraints	Priority	1							
									<b>TOTAL PROJECT COST</b>	<u><u>500,000</u></u>
4840	<b>Repair/Replace Roof at Wastewater Plant and remote Facilities</b>	SF	175,000	50,000	25,000	25,000	25,000	25,000		25,000
If deferred:		Priority	1							
									<b>TOTAL PROJECT COST</b>	<u><u>175,000</u></u>

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Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years				FY 22
						FY 19	FY 20	FY 21		
4840	<b>Grind and Repave 3,750 Square Yards of Asphalt at Wastewater Treatment Plant</b>	SF	100,000	<i>100,000</i>	0	0	0	0	0	0
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>100,000</u></u>
4740	<b>Variable Flow Projects</b>	WF	400,000	<i>400,000</i>	0	0	0	0	0	0
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>400,000</u></u>
4741	<b>Variable Flow Projects &amp; Electrical Upgrades at WT Pump Station</b>	WF	0	<i>0</i>	0	0	0	0	0	3,250,000
If deferred:	Scheduled for FY2022	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>3,250,000</u></u>
4740	<b>Madison 6" Water Main Replacement</b>	SF	75,000	<i>0</i>	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>75,000</u></u>
4840	<b>Clean and Line Discharge Ditch at 14th St. Retention and Treatment Basin</b>	SF	0	<i>0</i>	100,000		0	0	0	0
If deferred:	Scheduled for FY2018	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>100,000</u></u>
4840	<b>Replace Starters for Raw Sewage Pumps (6)</b>	SF	447,000	<i>0</i>	447,000	0	0	0	0	0
If deferred:	Deferred until 2018	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>447,000</u></u>
4840	<b>Replace Chlorine and Sulfur Dioxide Feed Systems</b>	SF	150,000	<i>75,000</i>	75,000	0	0	0	0	0
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>150,000</u></u>
4840	<b>Clean, Test, Calibrate WWTP and RTB Electrical Substations</b>	SF	0	<i>0</i>	50,000	50,000	50,000	50,000	50,000	50,000

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Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years			FY 21	FY 22	
						FY 19	FY 20				
If deferred:	Scheduled to begin FY 2018	Priority	1							<b>TOTAL PROJECT COST</b>	<b><u>250,000</u></b>
4840	<b>Automated Meter Read System Project</b>	WF	238,265	238,265	0	0	0	0	0		0
If deferred:		Priority	1							<b>TOTAL PROJECT COST</b>	<b><u>238,265</u></b>
4740	<b>Settling Basin Sludge Collection System Replacement</b>	WF	180,000	0	180,000	180,000	180,000	0	0		0
If deferred:	Deferred due to fiscal constraints	Priority	1							<b>TOTAL PROJECT COST</b>	<b><u>720,000</u></b>
4740	<b>Court Street #1 Discharge Line and Washington Transmission isolation Improvements</b>	WF	0	0	625,000	0	0	0	0		0
If deferred:	Schedule for FY2018	Priority	1							<b>TOTAL PROJECT COST</b>	<b><u>625,000</u></b>
4741	<b>Davis Road Project</b>	WF	14,129,250	14,129,250	5,643,800	2,722,200	0	0	0		0
If deferred:		Priority	1							<b>TOTAL PROJECT COST</b>	<b><u>22,495,250</u></b>
4740	<b>Washington Line Valve Replacement</b>	WF	45,000	45,000	0	0	0	0	0		0
If deferred:		Priority	1							<b>TOTAL PROJECT COST</b>	<b><u>45,000</u></b>
4741	<b>20" Parallel Transmission Main Improvements Junction Road</b>	WF	45,000	0	0	0	2,200,000	0	0		0
If deferred:	Scheduled for FY2020	Priority	1							<b>TOTAL PROJECT COST</b>	<b><u>2,245,000</u></b>
4741	<b>Dixie Highway 24" Parallel Transmission Main Improvements</b>	WF	0	0	0	0	200,000	3,400,000	0		0
If deferred:	Scheduled for FY2020	Priority	1							<b>TOTAL PROJECT COST</b>	<b><u>3,600,000</u></b>
4741	<b>Clearwall Upgrades at WTP, Exsisting 20MG Storage Wells</b>	WF/SF 381	0	0	0	0	0	0	0		500,000



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Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years			FY 21	FY 22
If deferred:	Construction deferred due to fiscal constraints	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u><u>500,000</u></u></b>
4741	<b>Saginaw Twp. East West Transmission Main Looping Improvements</b>	WF	0	0	0		400,000	6,600,000		0
If deferred:	Scheduled for FY2020	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u><u>7,000,000</u></u></b>
4740/4840	<b>Reline 36" Miller Street Main- River to Woodbridge</b>	WF/SF	0	0	0	0	2,300,000		0	0
If deferred:	Scheduled for FY2020	Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u><u>2,300,000</u></u></b>
4740	<b>Settling Basin East Sluice Gate Replacement</b>	WF	35,000	35,000	0	0	0	0	0	0
If deferred:		Priority	1							
									<b>TOTAL PROJECT COST</b>	<b><u><u>35,000</u></u></b>

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Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years				FY 22
						FY 19	FY 20	FY 21		
4730	<b>WTP Improvement or Replacement Study/Evaluation</b>	WF	50,000	<i>50,000</i>	0	0	0	0	0	0
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>50,000</u></u>
4740	<b>Replacement of Lab Countertops</b>	WF	30,000	<i>0</i>	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>30,000</u></u>
4740	<b>Clarified Water Pressure Chamber Improvements</b>	WF	150,000	<i>0</i>	0	0	0	0	0	0
If deferred:	Deferred due to fiscal constraints	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>150,000</u></u>
4740/4840	<b>Parking Lot, Security and Reliability Improvements to M &amp; S Facilities</b>	WF/SF	385,870	<i>385,870</i>	0	350,000	0	0	0	0
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>735,870</u></u>
4721	<b>Clean Line and Replace Water and Sewer Line</b>	WF/SF	650,000	<i>650,000</i>	650,000	665,000	886,000	1,500,000	1,500,000	1,500,000
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>5,851,000</u></u>
4740/4840	<b>Various Vehicle/Equipment Replacements</b>	WF/SF	932,000	<i>635,800</i>	602,200	250,000	250,000	250,000	250,000	250,000
If deferred:	Partially deferred due to fiscal constraints	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>2,238,000</u></u>
4741	<b>Screen Room Overhead Crane Repairs</b>	WF	0	<i>0</i>	150,000		0	0	0	0
If deferred:	Scheduled for FY2018	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>150,000</u></u>

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Dept.	Project	Funding	Request FY 17	<i>Manager Approved FY 17</i>	FY 18	Future Years			
						FY 19	FY 20	FY 21	FY 22
4715	<b>Water HSP Panel Upgrade</b>	WF	0	<i>0</i>	0	30,000	0	0	0
If deferred:	Scheduled for FY2019	Priority	1						
<b>TOTAL PROJECT COST</b>									<u><u>30,000</u></u>
4715	<b>WT Main Processor Panel I/O Upgrade</b>	WF	0	<i>0</i>	30,000		0	0	0
If deferred:	Scheduled for FY2018	Priority	1						
<b>TOTAL PROJECT COST</b>									<u><u>30,000</u></u>
4840	<b>AMR MDM Server Replacement</b>	WF/SF	119,000	<i>119,000</i>	0		0	0	0
If deferred:	Deferred due to fiscal constraints	Priority	1						
<b>TOTAL PROJECT COST</b>									<u><u>119,000</u></u>
4740	<b>Tower Masonry Improvement Project</b>	WF	1,152,000	<i>1,152,000</i>	0	0	0	0	0
If deferred:		Priority	1						
<b>TOTAL PROJECT COST</b>									<u><u>1,152,000</u></u>
<b>TOTAL WATER/SEWER OPERATIONS AND MAINTENANCE:</b>									<u><u>56,791,385</u></u>

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Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years				FY 22	
						FY 19	FY 20	FY 21			
<b>TRAFFIC ENGINEERING AND ENGINEERING SERVICES</b>											
4621	Purchase Traffic Counters	TENG	10,000	10,000	0	0	0	0	0	0	
If deferred:		Priority	1								
										<b>TOTAL PROJECT COST</b>	<b><u>10,000</u></b>
4621	Replace One Ton Pick-Up Truck (Traffic)	TENG/WT/WWT	46,000	46,000	0	0	0	0	0	0	
If deferred:		Priority	1								
										<b>TOTAL PROJECT COST</b>	<b><u>46,000</u></b>
4620	Replace Aerial Truck	TENG	0	0	0	110,000	0	0	0	0	
If deferred:	Scheduled for FY 2019	Priority	2								
										<b>TOTAL PROJECT COST</b>	<b><u>110,000</u></b>
4621	Replace Chevy Express Van	TENG	36,000	36,000	0	0	0	0	0	0	
If deferred:		Priority	3								
										<b>TOTAL PROJECT COST</b>	<b><u>36,000</u></b>
4621	Replace One Ton Rack Truck	TENG/WT/WWT	36,000	0	0	0	0	0	0	0	
If deferred:	Deferred due to fiscal constraints	Priority	3								
										<b>TOTAL PROJECT COST</b>	<b><u>36,000</u></b>
4621	Purchase Speed Trailers and Speed Tables	TENG	40,000	40,000	0	0	0	0	0	0	
If deferred:		Priority	1								
										<b>TOTAL PROJECT COST</b>	<b><u>40,000</u></b>
4621	Replace Aerial Truck (Traffic)	TENG/GF	0	0	130,000	0	0	0	0	0	
If deferred:	Scheduled for FY 2018	Priority	2								
										<b>TOTAL PROJECT COST</b>	<b><u>130,000</u></b>

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						FY 19	FY 20	FY 21	FY 22
4620	<b>Replace Aerial Truck (Traffic)</b>	TENG/GF	0	<i>0</i>	0	110,000	0	0	0
If deferred:	Scheduled for FY2019	Priority	2						
<b>TOTAL PROJECT COST</b>									<b><u>110,000</u></b>
4621	<b>Purchase New Arrow Boards (2)</b>	TENG/WT,WWT	9,000	<i>0</i>	0	0	0	0	0
If deferred:		Priority	1						
<b>TOTAL PROJECT COST</b>									<b><u>9,000</u></b>
			177,000	132,000	130,000	220,000	0	0	0
<b>TOTAL TRAFFIC AND ENGINEERING:</b>									<b><u>527,000</u></b>

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Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years			FY 21	FY 22
						FY 19	FY 20			
<b>Engineering, Construction and Infrastructure Capital Projects</b>										
4614	Install ADA Sidewalk Ramps	MS/WT/WWT	60,000	0	0	0	0	0	0	0
If deferred:		Priority	1							
								<b>TOTAL PROJECT COST</b>		<b><u>60,000</u></b>
4614	Sidewalk Repairs Throughout City Per Letters Sent	MS/WT/WWT	75,000	0	0	0	0	0	0	0
If deferred:		Priority	1							
								<b>TOTAL PROJECT COST</b>		<b><u>75,000</u></b>
4614	Niagara Street Reconstruction, Sewr Repairs, and Water Replacement- RR Tracks to Congress	MS/LS/WT/WWT	0	0	0	10000	1,426,000	165,000		0
If deferred:		Priority	1							
								<b>TOTAL PROJECT COST</b>		<b><u>1,601,000</u></b>
4614	Mackinaw Street Rehab/Reconstruction- State to Weiss	MS/WT/WWT	20,000	10,000	10,000	0	0	0		0
If deferred:		Priority	1							
								<b>TOTAL PROJECT COST</b>		<b><u>20,000</u></b>

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						FY 19	FY 20	FY 21		
4614	<b>Mill and Resurface Federal- Washington - Warren, Franklin- Federal-Genesee/Baum, and Baum- Federal- Genesee</b>	MS/WWT	309,000	<i>229,000</i>	80,000	0	0	0		0
If deferred:	N/A	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>309,000</u></u>
4614	<b>Mill Various City Streets</b>	MS	200,000	<i>0</i>	0	0	0	0		0
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>200,000</u></u>
4614	<b>Lapeer Street Rehabilitation from 12th Street to 14th Street</b>	MS	660,000	<i>150,000</i>	560,000	0	0	0		0
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>710,000</u></u>
4614	<b>Lapeer Street Rehabilitation from 14th Street to Veterans Memorial Parkway</b>	MS	185,000	<i>150,000</i>	35,000	0	0	0		0
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>185,000</u></u>
4614	<b>Williamson Street Joint and Panel Repair Project and Water Service Replcement from Thayer to Treanor</b>	MS	1,850,000	<i>0</i>	791,874	0	0	0		0
If deferred:		Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>2,641,874</u></u>
4614	<b>Warren Ave Resurfacing- Millard to Genesee</b>	MS/WT/WWT	267,000	<i>222,000</i>	45,000	0	0	0		0
If deferred:	N/A	Priority	1						<b>TOTAL PROJECT COST</b>	<u><u>267,000</u></u>

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CAPITAL IMPROVEMENT PLAN**

*(please note that only those items that were budgeted or has request for multiple years are reflected in the report)*

Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	FY 18	Future Years			
						FY 19	FY 20	FY 21	FY 22
4614	Mason Street Reconstruction & Water Service Replacement- State St.- Weiss St.	MS	440,000	400,000	40,000	0	0	0	0
If deferred:	N/A	Priority	1						
<b>TOTAL PROJECT COST</b>									<b><u>440,000</u></b>
4614	Holland Avenue Bridge- Beam End Repair	MS	99,500	5,000	94,500	0	0	0	0
If deferred:	N/A	Priority	1						
<b>TOTAL PROJECT COST</b>									<b><u>99,500</u></b>
4614	Center Street Birdge- Deck and Cross-Bracing Repairs	MS	329,800	27,495	317,305	0	0	0	0
If deferred:	N/A	Priority	1						
<b>TOTAL PROJECT COST</b>									<b><u>344,800</u></b>
4614	Veterans Memorial Pkwy- Wadsworth to Washtingon Ave (M-13)	MS/WT/WWT	976,000	976,000	290,000	0	0	0	0
If deferred:	N/A	Priority	1						
<b>TOTAL PROJECT COST</b>									<b><u>1,266,000</u></b>
4614	North Hamilton Street Enhancement from Court to Madison	MS/ENG	775,000	423,685	351,315	0	0	0	0
If deferred:	N/A	Priority	1						
<b>TOTAL PROJECT COST</b>									<b><u>775,000</u></b>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN**

*(please note that only those items that were budgeted or has request for multiple years are reflected in the report)*

Dept.	Project	Funding	Request FY 17	Manager Approved FY 17	Future Years				
					FY 18	FY 19	FY 20	FY 21	FY 22
4614	North Jefferson Avenue Resurfacing- Janes Ave. to Genesee Ave.	MS/ENG	251,000	20,000	456,000	0	0	0	0
If deferred:	N/A	Priority	1						
							<b>TOTAL PROJECT COST</b>		<b>476,000</b>
4614	Brockway Cape Seal Application- City Limits to Gratiot (M-46)	MS/ENG	20,000	15,000	525,000	0	0	0	0
If deferred:	N/A	Priority	1						
							<b>TOTAL PROJECT COST</b>		<b>560,000</b>
4614	Court, Johnson, Center street Bridge Down Spout Replacements and Reapirs	MS/ENG	20,000	20,000	179,600	0	0	0	0
If deferred:		Priority	1						
							<b>TOTAL PROJECT COST</b>		<b>199,600</b>
4614	Mackinaw Street Reconstruction from Congress to State	MS/ENG	0	0	20,000	1,527,000	795,000	0	0
If deferred:	N/A	Priority	1						
							<b>TOTAL PROJECT COST</b>		<b>2,342,000</b>
4614	Center Street Bridge Railing Replacement	MS/ENG	581,550	27,495	554,055	0	0	0	0
If deferred:	N/A	Priority	1						
							<b>TOTAL PROJECT COST</b>		<b>581,550</b>
4614	Court Street Bridge Partial Beam Painting	MS/ENG	452,200	305,225	146,975	0	0	0	0
If deferred:	N/A	Priority	1						
							<b>TOTAL PROJECT COST</b>		<b>452,200</b>
			7,571,050	2,980,900	4,496,624	1,537,000	2,221,000	165,000	0
							<b>TOTAL INFRASTRUCTURE CAPITAL PROJECTS:</b>		<b>13,605,524</b>
							<b>TOTAL 6-YEAR CIP:</b>		<b>76,544,655</b>

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC SERVICES** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **CELEBRATION SPLASH PARK FEATURE REPAIR**

ESTIMATED COST: **15,000** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **508-7580**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>15,000</b>						<b>\$ 15,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
<b>508-7580</b>	<b>15,000</b>						<b>\$ 15,000</b>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>15,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 15,000</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** ONE OF THE FEATURE SPRAYERS AT THE SPLASH PARK HAS AN UNDERGROUND PIPE LEAK THAT NEEDS TO BE REPAIRED. A VIDEO INVESTIGATIVE CAMERA WILL BE USED TO TRY AND DETECT WHERE THE EXACT PIPR FRACTURE IS LOCATED. THE CRACK MAY BE WITHIN THE CONCRETE PAD, WHICH HAS NUMEROUS STEEL REROD BARS THAT WILL MAKE IT VERY DIFFICULT TO REPAIR THE EXISTING WATER PIPELINE. A NEW LINE WILL NEED TO BE RUN TO CONNECT THE FEATURE BY TRENCHING THE GROUND FROM THE MECHANICAL PUMP HOUSE OUT TO THE SPLASH DECK. THE TRENCHING WILL TAKE TIME AS NOT TO DISTURB OF DAMAGE THE EXISTING UNDERGROUND WATER PIPES LEADING TO THE OTHER FEATURE SPRAYERS.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

LAST SEASON ONE OF THE FEATURE UNDERGROUND WATER LINES SPRUNG A LEAK AND HAD TO BE SHUT OFF FOR THE REMAINDER OF THE SEASON. IT NEEDS TO BE REPAIRED BEFORE THE SPLASH PARK REOPENS AT THE END OF MAY 2016. THERE ARE A TOTAL OF 22 FEATURES IN THE PARK. IF THIS REPAIR IS NOT DONE, THE SPLASH PARK WILL AGAIN RUN WITHOUT THIS FEATURE BEING OPERATIONAL.

**MISCELLANEOUS**

**Project Location:**

1830 FORDNEY - CELEBRATION SPLASH PARK

**Capital Cost Beyond 2016:**

0

*If this project was not funded would other matching fund be lost*

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC SERVICES** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **CEMETERIES - OAKWOOD CEMETERY OFFICE BUILDING ROOF REPLACEMENT AND INTERIOR PAINTING**

ESTIMATED COST: **10,000** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-7575**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>10,000</b>						<b>\$ 10,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GENERAL FUND	<b>10,000</b>						<b>\$ 10,000</b>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>10,000</b>	-	-	-	-	-	<b>\$ 10,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** THE OAKWOOD CEMETERY OFFICE BUILDING IS A ONE-STORY BUILDING THAT SETS UNDERNEATH THE TALL TREES. BOTH LEAVES AND PINE NEEDLES HAVE DETERIORATED THE ROOF FROM MOSS AND MOLD BUILDUP THAT HAS EATEN THROUGH A LARGE PORTION OF THE ROOF DECKING. THERE WILL NEED TO BE A TOTOAL TEAR OFF AND NEW DECK WOOD INSTALLED TO GET THE BUILDING BACK IN TO SHAPE. PORTIONS OF THE INTERIOR OF THE BUILDING HAS GOTTEN MOLD GROWING ON THE WALLS AND CEILING. THIS WILL NEED TO BE ABATETED AND THE SPACES REPAIRED. tHE ROOF COULD POSSIBLY COLLAPSE WITH A LARGE ACCUMILATION OF SNOWBUIDUP IN WINTER, CREATING A SAFETY HAZARD TO OCCUPANTS.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

OAKWOOD CEMETERY'S OFFICE BUILDING ROOF NEEDS REPLACING AND THE INTERIOR REPAIRED AND PAINTED. THIS IS AN EMBARRASSING SIGHT WHEN VISITORS MEET WITH CEMETERY STAFF DURING INCIMATE WEATHER. THE BUILDING SMELLS BAD AND IS A SAFETY HAZARD IN WINTER WHEN SNOW PILES ON TOP. THE ROOF COULD COLLAPSE. IF NOT TAKEN CARE OF SOON, THE INTERIOR SPACE WILL CONTINUE TO DETERIORATE AND INCREASE COSTS TO REPAIR.

**MISCELLANEOUS**

**Project Location:**

3210 S. WASHINGTON - FOREST LAWN

**Capital Cost Beyond 2016:**

*If this project was not funded would other matching fund be lost*

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC WORKS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **CEMETERIES - Backhoe Replacement for Oakwood**

ESTIMATED COST: **83,610** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: \_\_\_\_\_

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>83,610</b>						<b>\$ 83,610</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
401-1747-978.000	<b>83,610</b>						<b>\$ 83,610</b>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>83,610</b>	-	-	-	-	-	<b>\$ 83,610</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** The Cemeteries Division needs replacing /trading a 1992 Case-580K Backhoe that was scheduled for replacement in 2002. It has extensive wear, rust, and fatigue to the cab, frame, hydraulics, and driveline, along with electrical and mechanical issues that make this backhoe expensive to maintain in useable condition. Operating efficiency, operator safety, and loss of productivity due to down time are contributing factors to the need to replace this unit. This backhoe is used on a daily basis and provides excavations for over 400 burials annually at the City Cemeteries. The backhoe purchase will also eliminate the need to transport equipment to Oakwood to cover grave burials by saving time, wear and tear from road use miles. This purchase will be made using State Bid Pricing. To purchase a new backhoe to meet the current and future demands on digging graves in all three cemeteries. It would be ideal

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Our Case 580K backhoe is over 22 years old. It is in constant need of repair due to hydraulic hose leaks. When this piece of equipment goes down it hinders the process of getting graves dug and closed in time to move on to the next grave. A new piece of equipment would come with a frost bucket attachment to break through the frozen ground in winter. The constant banging of the current bucket to break through the frozen ground wears out the equipment. Sometimes the cemeteries' crew must borrow a backhoe from the Streets Division when both of the backhoes are in Motor Pool for repairs. This option is not always convenient due to the Streets Division using the equipment on scheduled assignments. If this piece of equipment is not replaced this year, sooner than later all options of using current City equipment may be exhausted and there will be no way to complete graves in

**MISCELLANEOUS**

**Project Location:**

OAKWOOD CEMETERY

**Capital Cost Beyond 2016:**

**If this project was not funded would other matching fund be lost**

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

	<b>Yes</b>	<b>No</b>
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC SERVICES PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: CEMETERIES - GIANT LEAF VACUUM

ESTIMATED COST: 29,300 PROJECT MANAGER: BRUCE CARADINE

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 401-1747-978

CM PRIORITY: TBD

PC Priority: TBD

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>29,300</u>						<u>\$ 29,300</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
BONDS	<u>29,300</u>						<u>\$ 29,300</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>29,300</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 29,300</u>
Diff of Rev/Exp:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** To purchase a new more realible leaf vaccuum to replace the current 28 year old vac. The hundres of acres of area that needs leaf pickup each fall has taken a toll on the equipment. It has to be babied when in use during wet leaf pickup and transporting between cemeteries. By the time the current leaf vac is able to be sent to the next cemetery for leaf pickup, the piles of leaves have since blown back between headstones, creating double effort. Two crews would be able to work simultaneously at bothe Forest Lawn and Oakwood if a new vacuum were purchased.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The current leaf vacuum is used in all the cemeteries and is in desperate need of replacement. It has a bad engine that needs a major overhaul. It constantly stalls out while in use on wets leaves. The new vacuum would be replaced with an Extreme - Model XV600 leaf vac. It would be great to have a piece of equipment like this at both Forest Lawn and Oakwood. The transporting of this equipment wears on the life-cycle of the equipment and would save on at least 20-30 minutes of road time each way going between cemeteries, because it has to be driven so slow.

**MISCELLANEOUS**

**Project Location:**

OAKWOOD CEMETERY

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If this project was not funded would other matching fund be lost**

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

**Type of Project: (indicate type of project)**

Routine Replacement:	<input type="checkbox"/>
Rehabilitation or Enhancement:	<input type="checkbox"/>
Efficiency Project:	<input type="checkbox"/>
New/Expansion:	<input type="checkbox"/>
Vehicles:	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: CEMETERIES - MINI DUMP TRUCK REPLACEMENT

ESTIMATED COST: 94,528 PROJECT MANAGER: BRUCE CARADINE

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 401-1747-982

CM PRIORITY: TBD

PC Priority: TBD

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>94,528</u>						<u>\$ 94,528</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
CAPITOL BONDS	<u>94,528</u>						<u>\$ 94,528</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>94,528 - - - - -</u>						<u>\$ 94,528</u>
Diff of Rev/Exp:	<u>- - - - -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** To provide a reliable multi-purpose dump truck to travel to gravesites hauling out the excess ground spoils taken from the grave holes and bringing in topsoil to level and seed the graves for finished look. The truck would also be used to plow snow & salt ice on the cemetery roads so patrons and funerals can get to the gravesites. The hauling and dumping capabilities of the new truck that can haul more dirt and soil than the utility carts currently can. It can also reduce the travel time on public streets to go between cemeteries doing the same operations.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The Cemeteries Division needs to replace a 3 yard dump truck with over 72,000 miles. This vehicle was scheduled for replacement in 2005 and have extensive rust, wear and fatigue to the power train, hydraulic system, and frame structure, along with mechanical issues that make these vehicles expensive to maintain in a useable condition. Operating efficiency, operator safety, and loss of productivity due to down time are also contributing factors to the need to replace these vehicles. These vehicles would be purchased using State bid pricing.

**MISCELLANEOUS**

**Project Location:**

Oakwood Cemetery

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

Yes	No
	X
	X
	X
	X

**If this project was not funded would other matching fund be lost**

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC SERVICES** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **C-1627 CITY HALL WALL AND STAIR REPAIR**

ESTIMATED COST: **108,000** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-7575**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	19,700	28,500	37,500	8,800	13,500		\$ 108,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GF	19,700	28,500	37,500	8,800	13,500		\$ 108,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>19,700</b>	<b>28,500</b>	<b>37,500</b>	<b>8,800</b>	<b>13,500</b>	<b>-</b>	<b>\$ 108,000</b>
Diff of Rev/Exp:	-	-	-	-	-	<b>#VALUE!</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Over the years the exterior caulk and mortar joints at the granite steps and shalestone walls on the east and west entrances to City Hall have failed to the point where the steps and wall sections need to be reset. The granite steps have shifted causing safety trip hazards for people entering the building. The limestone cap joints on top of the stone walls now allow moisture to absorb inbetween the mortar joints causing cracking and splitting during freeze thaw process. City Hall's exterior integrity at its entrances is continually deteriorating without annual budgeted maintenance being provided. It is now beyond regular routine maintenance repairs that can be handled through annual operating budget.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

It is recommended that we would complete the entire project at one time as bid for \$107,825 with RAM Construction to take care of the immediate safety needs with steps and ramps and to also address the stone wall and limestone cap deterioration at both exterior entrances to City Hall. As General Fund budget dollars are limited, the project is being projected out over five years at current dollar values.

**MISCELLANEOUS**

**Project Location:**

1315 S. WASHINGTON - CITY HALL

**Capital Cost Beyond 2016:**

88,300

*If this project was not funded would other matching fund be lost*

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC SERVICES** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **P-1337-15 - OFFICE OF MANAGEMENT AND BUDGET/CLERK'S OFFICE CEILING AND WALL REPAIR**

ESTIMATED COST: **9,925** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-7575**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>9,925</b>						<b>\$ 9,925</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GF	<b>9,925</b>						<b>\$ 9,925</b>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>9,925</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 9,925</b>
Diff of Rev/Exp:	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** The Office of Management and Budget and Clerk's Office Vault spaces were damaged from a 2nd floor sink drain leak that went undetected for months. It was not noticed until there was a integrity failure in the ceiling and wall plaster which fell and colapsed the suspended ceiling. The water problem source has been repaired, now the ceiling and walls need to be repaired to reduce the chances of mold building up behind the bookshelves and vault wall.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

It is recommended that the entire project is completed at one time as bid of \$9,925 from Gerald Bergmann, Inc. to take care of the water damaged ceiling and walls in the Office of Management and Budget and the Clerk's office Vault. These repairs are needed to eliminate the mildewy odors within these office spaces and to reduce the possible decaying of historical documents from humidity in the air. The repairs are also needed to reduce the possibility of mold growth on the interior of the walls. If not funded, the irreplaceable documents will continue to be subject to decaying.

**MISCELLANEOUS**

**Project Location:**

1315 S. WASHINGTON - CITY HALL

**Capital Cost Beyond 2016:**

0

*If this project was not funded would other matching fund be lost*

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
Rehabilitation or Enhancement:   
Efficiency Project:   
New/Expansion:   
Vehicles:

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	Yes	No
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC WORKS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **PUBLIC WORKS BUILDING LOWER LEVEL RESTROOM CONVERSION**

ESTIMATED COST: **39,700** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **2** (1, 2, or 3) FUND and DIVISION#: **101-7575/641-4439**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>39,700</b>						<b>\$ 39,700</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
DPW	12,000						\$ 12,000
GF	27,700						\$ 27,700
							0
							0
							0
							0
<b>TOTAL:</b>	<b>39,700</b>	-	-	-	-	-	<b>\$ 39,700</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** IN THE LOWER LEVEL OF PUBLIC WORKS BUILDING, THERE IS A NEED TO HAVE ONE MORE TOILET STALL FOR THE WOMEN. THE LADIES HAVE TO WAIT IN LINE A LOT OF TIMES TO USE THE ONE STALLED RESTROOM ON THAT LEVEL. THEY OFTEN TIMES HAVE TO COME UP TO THE MAIN LEVEL TO USE THE RESTROOM AFTER SITTING IN A MEETING IN THE ENGINEERING CONFERENCE ROOM. THERE ARE JUST ABOUT EQUAL NUMBER OF WOMEN TO MEN IN THE LOWER LEVEL, BUT THERE IS ONLY ONE STOOL FOR THE WOMEN. THERE ARE TWO STOOLS AND A URINAL FOR THE MEN. THIS RESTROOM MODIFICATION WILL IMPROVE THE WAIT TIME FOR THE WOMEN TREMENDOUSLY.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

THE ORIGINAL DESIGN OF THE PUBLIC WORKS BUILDING HAD THE WOMENS RESTROOM IN THE LOWER LEVER LARGER THAT THE MENS. AT THAT TIME THERE WERE MANY MORE MEN HIRED BY THE CITY WORKING IN THAT AREA AND THE INTIAL DESIGNE WAS NOT CONSTRUCTED. OVER TIME, MORE WOMEN HAVE BEEN HIRED IN THE LOWER LEVEL AND THE NEED FOR MORE STALLS IN THE WOMENS RESTROOM IN NEEDED. THERE WOULD NEED TO BE MODIFICATIONS DONE TO THE EXISTING MECHANICAL SPACE TO ACCOMODATE THIS UPGRADE. SPENCE BROS. GAVE A QUOTE OF 439,700 TO DO THIS PROJECT.

**MISCELLANEOUS**

**Project Location:**

1435 S. WASHINGTON - PUBLIC WORKS BUI

**Capital Cost Beyond 2016:**

0

**If this project was not funded would other matching fund be lost**

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
Rehabilitation or Enhancement:   
Efficiency Project:   
New/Expansion:   
Vehicles:

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	Yes	No
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC WORKS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **CITY HALL BACKUP GENERATOR**

ESTIMATED COST: **130,000** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-7575**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>130,000</b>						<b>\$ 130,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
	<b>130,000</b>						<b>\$ 130,000</b>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>130,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 130,000</b>
Diff of Rev/Exp:	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** CITY HALL BUILDING HAD AN ELECTRICAL POWER OUTAGE IN THE PAST WHERE EVERYTHING IN THE BUILDING WAS SHUTDOWN WITHOUT EMERGENCY GENERATOR BACKUP. THE EXISTING ORIGINAL BUILDING INSTALLATION GENERATORS HAS BEEN ESTIMATED NOT TO HAVE RUN IN OVER 15 YEARS. NO ONE IS FOR CERTAIN WHAT THE GENERATORS ARE CONNECTED TO; WHAT CAPACITY THEY ARE AND IF THEY CAN BE SALVAGED FOR USE. THE CITY OF SAGINAW RELY HEAVILY ON THE USAGE OF ELECTRONIC EQUIPMENT. THE ENGINEERING STUDY IS NEEDED TO GET THE CORRECT SIZED GENERATOR AT CITY HALL.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

ALL DEPARTMENTS AND DIVISIONS WITHIN THE CITY UTILIZE THE INFORMATION TECHNOLOGY SYSTEM TO DO THEIR JOBS. A POWER OUTAGE W/O EMERGENCY BACKUP POWER LOSES A LOT OF PRODUCTIVE EMPLOYEE HOURS WHEN STAFF HAS TO BE SENT HOME. RETRIEVAL OF INFORMATION, DATA ENTRY, BILL PAYING AND COLLECTION ARE ALL AT THE MERCY OF OUR COMPUTERS. THE EMERGENCY GENERATOR IS IMPORTANT TO ALL LEVELS OF CITY GOVERNMENT. THIS IS FACILITIES AND INFORMATION SERVICES NUMBER ONE PRIORITY. WHEN THE POWER GOES OUT, THE CITY IS DEAD IN THE WATER. A NEW GENERATOR IS NEEDED TO ENSURE VALUABLE EQUIPMENT AND DATA IS NOT LOSS BECAUSE EMERGENCY BACKUP SYSTEMS AREN'T IN PLACE.

**MISCELLANEOUS**

**Project Location:**

1315 S. WASHINGTON-CITY HALL

**Capital Cost Beyond 2016:**

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan		X
Comprehensive Plan		X
Council Policy		X
Local, State, or Federal Regulations		X

**If this project was not funded would other matching fund be lost**

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	X
New/Expansion:	
Vehicles:	



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC WORKS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **CITY HALL CORRIDOR LIGHT REPLACEMENT**

ESTIMATED COST: **20,000** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-7575**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>20,000</b>						<b>\$ 20,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GENERAL FUND	<b>20,000</b>						<b>\$ 20,000</b>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>20,000</b>	-	-	-	-	-	<b>\$ 20,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** To update the corridor lighting to more energy efficient and modern LED light fixtures, to save on utility costs, improve on the light illumination in the corridors, to get aesthetically matching light fixtures and reduced maintenance costs. Creating a more inviting environment for employees, and the public.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Create a safe and inviting environment for employees and the public to have a better sense of safety within the building corridors. More modern light fixtures will reduce the energy used in the building, and reduce the labor cost associated in changing out light tubes less frequently. There are about 44 light fixtures that need replacing on the first floor of the building. If this project is not done, the City will continue to pay the higher cost in electricity and the labor costs in replacing light tubes more frequently. It is estimated that this project will cost \$20,000 to complete

**MISCELLANEOUS**

**Project Location:**

1315 S. WASHINGTON-CITY HALL

**Capital Cost Beyond 2016:**

0

*If this project was not funded would other matching fund be lost*

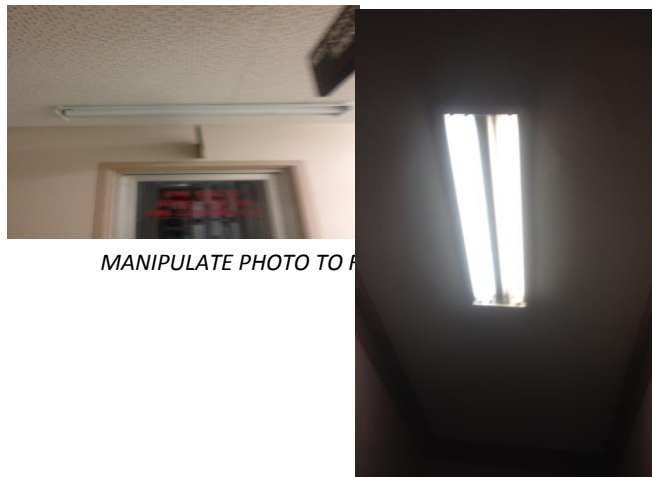
Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

	Yes	No
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>



MANIPULATE PHOTO TO P

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: COUNCIL MEMBERS' LEATHER CHAIRS REPLACEMENT

ESTIMATED COST: 10,000 PROJECT MANAGER: BRUCE CARADINE

DEPT PRIORITY: 3 (1, 2, or 3) FUND and DIVISION#: 101-7575

CM PRIORITY: TBD

3

PC Priority: TBD

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>10,000</u>						<u>\$ 10,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GF	<u>10,000</u>						<u>\$ 10,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 10,000</u>
<b>Diff of Rev/Exp:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** The Council Member chairs are starting to show significant wear and need to be replaced before the appearance becomes embarrassing. Total number of chairs include the 7 Council Members, City Manager, Assistant City Manager, City Clerk, OMB Budget Staff Person for a total of eleven new chairs. The chairs will all match except for the taller chair that the Mayor sits in. The average cost per chair is \$800 for the lower back chairs. The Mayor's taller chair will be over \$1,000.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

This purchase will significantly improve upon the overall image of the Council Chamber. It is a place where the Public comes to meet with elected officials. This is strictly a cosmetic purchase and if not done, it will not effect the overall operation of the space.

**MISCELLANEOUS**

**Project Location:**

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

***If this project was not funded would other matching fund be lost***

Yes   
 No

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC SERVICES PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: DEPARTMENT OF PUBLIC WORKS BUILDING SOUTH PARKING LOT REPAIR

ESTIMATED COST: 70,000 PROJECT MANAGER: BRUCE CARADINE

DEPT PRIORITY: 3 (1, 2, or 3) FUND and DIVISION#: 101-7575

CM PRIORITY: TBD

PC Priority: TBD

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>70,000</u>						<u>\$ 70,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GENERAL FUND	<u>70,000</u>						<u>\$ 70,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>70,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 70,000</u>
Diff of Rev/Exp:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** This parking lot has not had any major maintenace done in it since it was installed in th elate 70's. More slope for drainage would improve the flow of surface water to the drains. There would be increased number of parking spaces in restriping the lot, because of newer smaller compact vehicles. Liability to the City would be decreased with a better wear-surface to reduce te chance of potential pedesrtrian trip hazards and twisted ankles.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The Public Services Building's parking lot has deteriorated to the point where it is creating physical damage to City equipment and vehicles, public vehicles, & staff vehicles from the large potholes and loose asphalt. It is in need of restriping to reappropriate spaces for both staff and public vehicles, but it is useless to restripe the lot when the lines will disappear within a few months because of the lot's loose surface asphalt. Aggregate from the asphalt is becoming projectiles at times when tires drive over them and has the potential to hit people and vehicles causing a liability for the City. This lot gets a tremendous amount of use each work day. The staff and city vehicles use the lot as the primary entrance and exit during the day. If this project is not done soon, there could be some potential damage to vehicles, equipment and injury to people from the flying projectiles, trip hazards and twisted ankles.

**MISCELLANEOUS**

**Project Location:**

1435 S. WASHINGTON-PUBLIC WORKS BUILD

**Capital Cost Beyond 2016:**

0

**If this project was not funded would other matching fund be lost**

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	
Vehicles:	

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal Regulations

	Yes	No
Department Master Plan		X
Comprehensive Plan		X
Council Policy		X
Local, State, or Federal Regulations		X

3-27-16  
D. Gupta

1435 S. Washington  
(South Parking Lot)  
(all work outside of gate)

220' x 105' = 27,500 SF  
49' x 24' = 1176 SF  
36' x 17' = 612 SF  
114' x 59' = 7014 SF  
36,102 SF  
4074 SF

Release 4" ASP  
Bit 1/2" ASP (1.5' x 10')

4074 SF	1 Ton	= 472 Tons
3766 SF	1 Ton	= 452 Tons

Estimate

Release 4" ASP @ \$12/SF = \$13,200  
Bit 1/2" ASP @ \$12/SF = \$47,040  
Load Shipping 1 LSU = \$1,000

\$61,240

\* No drainage structure included



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC SERVICES PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: PUBLIC WORKS BUILDING ROOF REPAIR OVER VEHIVLE/EQUIPMENT STORAGE

ESTIMATED COST: 105,000 PROJECT MANAGER: BRUCE CARADINE

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 101-7575  
PWB

CM PRIORITY: TBD

PC Priority: TBD

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>105,000</u>						<u>\$ 105,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GENERAL FUND	<u>105,000</u>						<u>\$ 105,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>105,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 105,000</u>
Diff of Rev/Exp:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** The roof is leaking all along the cement block partitioned wall separating the Main shop from the Tire room, Machine room, and Parts stock room. There are several electrical panels along this wall which can make this a serious safety hazard. The Motor Pool has also sustained damage to several of their Fleet Manuals stored in the library room at this area. Bids were received in May of 2015 where the low bid for completely coating the roof over the vehicple/equipment storage area totaled \$105,000.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

THE MOTOR POOL OPERATION WOULD BE ABLE TO OPERATE MORE EFFICIENTLY WITH THESE REPAIRS, BECAUSE THEY WOULD STORE EQUIPMENT, PARTS AND SUPPLIES ALONG THESE WALLS WITHOUT CONCERN OF SAFETY BY ELECTRICAL SHORT-CIRCUITING, SHOCK OR EQUIPMENT GETTING WET. WITHOUT THIS ROOF REPAIR, THE MOTOR POOL WILL CONTINUALLY HAVE TO WORRY ABOUT SAFETY ISSUES IN POSSIBLE ELECTRICAL SHORT-CIRCUITING OF ELECTRICAL LINES, CONTINUALLY DRYING OFF THE METAL WORK BENCH, RUSTING OF METAL PARTS AND SUPPLIES WHEN THE ROOF LEAKS.

**MISCELLANEOUS**

**Project Location:**

1435 S. WASHINGTON-PUBLIC WORKS BUIL

**Capital Cost Beyond 2016:**

0

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
	X
	X
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	
New/Expansion:	
Vehicles:	

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC SERVICES PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: CITY HALL OLD GARAGE ROO REPLACEMENT

ESTIMATED COST: 30,000 PROJECT MANAGER: BRUCE CARADINE

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 101-7575

CM PRIORITY: TBD

PC Priority: TBD

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>30,000</u>						<u>\$ 30,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
	<u>30,000</u>						<u>\$ 30,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>30,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 30,000</u>
<b>Diff of Rev/Exp:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** CITY HALL OLD GARAGE STORAGE AREA - THE RUBBER MEMBRANE HAS PULLED AWAY FROM THE TERMINATION BAR EXPOSING THE INSULATION, AND PARAPET MASONRY WALL. WITH THIS MEMBRANE BEING PULLED AWAY, YOU CAN ACTUALLY SEE INSIDE OF THE BUILDING. WATER IS SEEPING INBETWEEN THE EXERIOR BRICKS AND INTERIOR WALLS AND DETERIORATING THE MORTAR IN THE BRICKS. BIRDS AND BATS ARE ENTERING IN THE BUILDING THROUGH THIS ROOF OPENING CAUSING EXTENSIVE STAINING DUE TO BIRD DROPPINGS FALLING ON ANYTHING STORED IN THE BUILDING.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

IT WOULD BE AN IMPROVEMENT TO THE FACILITIES OPERATION IF THIS REPAIR IS DONE, WE WON'T HAVE TO CLEAN OFF EQUIPMENT STORED IN THE BUILDING WHEN WE NEED TO USE IT NOR HAVE TO CLEANUP THE LITTLE DEAD BIRDS THAT FALL TO THE FLOOR. THIS BUILDING HOUSES STORAGE SPACE FOR SEVERAL CITY-WIDE DIVISIONS AND COULD BE BETTER UTILIZED IF THE ROOF WERE REPAIRED AND THERE WOULD BE LESS LIKELIHOOD STORED ITEMS BEING DESTROYED DUE TO WATER AND BIRD DAMAGE. WHAT IS MOST IMPORTANT IS THE STRUCTURAL INTEGRITY OF THE BUILDING IS BEING COMPROMISED DUE TO THE FACT WATER IS INFILTRATING THE BUILDING CAUSING WATER DAMAGE ALONG WITH THE FREEZE/THAW EFFECTS IN THE BRICKS AND MORTAR CAUSING CRACKS IN THE WALLS. IF THIS REPAIR ISN'T DONE THIS YEAR, EACH YEAR DELAYED WILL

**MISCELLANEOUS**

**Project Location:**

1315 S. WASHINGTON-CITY HALL

**Capital Cost Beyond 2016:**

0

**If this project was not funded would other matching fund be lost**

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

	Yes	No
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC SAFETY** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **POLICE DEPARTMENT PASSENGER ELEVATOR REPLACEMENT**

ESTIMATED COST: **77,250** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **2** (1, 2, or 3) FUND and DIVISION#: **101-3514/7575**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	25,750	25,750	25,750				\$ 77,250

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GENERQL FUND	25,750	25,750	25,750				\$ 77,250
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>25,750</b>	<b>25,750</b>	<b>25,750</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 77,250</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** ALLOCATE \$25,000 OVER THE NEXT THREE YEARS TO FINANCE THE TOTAL COST OF \$77,250 TO REPLACE THE ELEVATOR AT THE POLICE DEPARTMENT BUILDING. THE CURRENT ELEVATOR AT THIS BUILDING IS OLD, UNSAFE AND IS CONSTANTLY BREAKING DOWN. ALL OF THE ELECTRONICS ARE OUTDATED AND MANY OF ITS REPAIRS HAVE BEEN TEMPORARY REPAIRS TO GET BY UNTIL A NEW SYSTEM MAY BE INSTALLED. WHEN THE ELEVATOR GOES DOWN IT MAKES IT DIFFICULT FOR THE POLICE AND THE FACILITIES DIVISIONS TO GET HEAVY ITEMS UP THE STAIRS TO THE 2ND AND 3RD LEVELS. THE MECHANICAL EQUIPMENT IS ON THE 3RD FLOOR OF THIS BUILDING AND HAVING TO CARRY EQUIPMENT UP TWO FLIGHTS OF STAIRS CREATES HAZARDOUS WORKING CONDITIONS FOR EMPLOYEES TILL THE ELEVATOR IS REPAIRED.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

WHEN THE ELEVATOR GOES DOWN IT MAKES IT DIFFICULT FOR POLICE AND FACILITIES TO GET HEAVY ITEMS UP THE STAIRS TO 2ND AND 3RD LEVELS. THE MECHANICAL EQUIPMENT IS ON THE 3RD FLOOR AND HAVING TO CARRY PARTS AND EQUIPMENT UP TWO FLIGHTS OF STAIRS EVEN WITH A DOLLY IS CUMBERSOME AND CREATES POTENTIAL HAZARDOUS WORKING CONDITIONS WHERE STAFF COULD FALL LIFTING THINGS UP THE STAIRS. ALSO WHEN THE ELEVATOR IS DOWN, THE CITY IS IN VIOLATION OF FEDERAL ADA POLICIES. EMPLOYEES AND VISITORS ARE NOT ABLE TO GET UP TO THE 2ND FLOOR FOR MEETINGS, ETC. THIS CAPITAL REPLACEMENT PROJECT CANNOT BE ABSORBED OUT OF THE ANNUAL OPERATING BUDGET. IN THREE YEARS THE COST OF THE ROOF REPLACEMENT WILL BE ON THE AVERAGE 3% MORE PER YEAR. THIS SHOULD BE FACTORED INTO THE TOTAL COST

**MISCELLANEOUS**

**Project Location:**

612 FEDERAL- POLICE DEPARTMENT BUILDING

**Capital Cost Beyond 2016:**

51,500

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

***If this project was not funded would other matching fund be lost***

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

**Type of Project: (indicate type of project)**

Routine Replacement:	<input type="checkbox"/>
Rehabilitation or Enhancement:	<input checked="" type="checkbox"/>
Efficiency Project:	<input type="checkbox"/>
New/Expansion:	<input type="checkbox"/>
Vehicles:	<input type="checkbox"/>

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMENT OF PUBLIC SAFETY** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **POLICE DEPARTMENT ROOF COATING REPAIR**

ESTIMATED COST: **25,000** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-3514/7575**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	8,335	8,333	8,332				\$ 25,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GENERAL FUND	8,335	8,333	8,332				\$ 25,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>8,335</b>	<b>8,333</b>	<b>8,332</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 25,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** ALLOCATE \$8,335 OVER THE NEXT THREE YEARS TO FINANCE THE TOTAL COST OF \$25,000 TO RECOAT THE POLICE DEPARTMENT BUILDING'S ROOFS. THE CURRENT RUBBER MEMBRANE ROOF SYSTEM ON THE BUILDING IS OVER 28 YEARS OLD AND IS PASSED ITS WARRANTY. IT LEAKS AND IS CAUSING DAMAGE TO OFFICE FURNITURE, CEILINGS AND WALLS. THE LEAKS HAVE SPREAD AND ARE NOW IN AN AREA ABOVE OR NEAR THE INFORMATION TECHNOLOGY SERVERS. THERE IS A HIGH RISK OF THESE SERVERS GETTING WET FROM THE DRIPPING WATER AND COULD CAUSE AN ELECTRICAL FAULT. NUMEROUS REPAIRS HAVE BEEN MADE IN AN ATTEMPT TO REDUCE THE QUANTITY OF WATER INFILTRATION.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

POLICE DEPARTMENT ROOF REPLACEMENT IS NEEDED TO PROTECT THE INTERIOR ASSEST OF THE BUILDING, WHICH INCLUDES THE STAFF. STAFF MORALE IN THE BUILDING IS NOT AT ITS BEST. THEY ARE CYNICAL AND SKEPTICAL THAT NOTHING IS GOING TO BE DONE. THE I.T. SERVERS ARE NOW BEING IMPACTED BY THE WATER INFILTRATION. MAINTENANCE STAFF HAS TO CLEAN THE WALLS MORE OFTEN BECAUSE OF WATER STAINS DRIPPING DOWN THEM. THE ISSUE OF BLACK MOLD HAS ALL THE LEMENTS NEEDED TO BE CREATED. THE MOISTURE ABOVE THE CEILING TILES NEEDS TO BE HALTED. A NEW ROOF FOR THIS BUILDING IS A PRIORITY 1.

**MISCELLANEOUS**

**Project Location:**

**Capital Cost Beyond 2016:**

**If this project was not funded would other matching fund be lost**

Yes	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>
No	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>

**Type of Project: (indicate type of project)**

Routine Replacement:	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>
Rehabilitation or Enhancement:	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>
Efficiency Project:	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>
New/Expansion:	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>
Vehicles:	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>
Comprehensive Plan	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>
Council Policy	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>
Local, State, or Federal Regulations	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>	<input style="width: 100%; height: 15px; background-color: #92d050;" type="text"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC SERVICES PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: CITY HALL NFPA FIRE CODE UPGRADES - VISUAL STROBES, AUDIBLE SIRENS AND PULL STATIONS

ESTIMATED COST: 10,000 PROJECT MANAGER: BRUCE CARADINE

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 101-7575

CM PRIORITY: TBD

PC Priority: TBD

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>10,000</u>						<u>\$ 10,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GF	<u>10,000</u>						<u>\$ 10,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>10,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 10,000</u>
Diff of Rev/Exp:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** DURING A RECENT FIRE DRIL IN THE CITY HALL BUILDING, THE FIRE MARSHAL NOTED SEVERAL AREAS THAT WERE DEFICIENT IN BEING ABLE TO PROPERLY HEAR AND SEE WHEN THE FIRE ALARM WENT OFF. THE OMB, CLERK'S, TRESURY AND INSPECTIONS AREAS ALL NEED TO HAVE HORNS AND STROBES INSTALLED IN THE BACK OFFICE AREAS SO PROPER NOTIFICATION OF ALARM MAY BE RECEIVED, PER THE 2009 INTERNATIONAL FIRE CODE (IFC).

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

IF THIS PURCHASE IS NOT DONE, THE CITY IS IN VIOLATION OF NFPA CODES AND IS SUBJECT TO FINES AND INCLUDING POSSIBLE INPRISONMENT, OR BOTH IF NOT COMPLETED. THESE VIOLATIONS MAY ALSO BE GROUNDS FOR REVOCATION OR NON-RENEWAL OF OF CITY/STATE LICENSES WHEN APPLICATION TERMS EXPIRE.

**MISCELLANEOUS**

**Project Location:**

1315 S. WASHINGTON-CITY HALL

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

Yes	No
	X
	X
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	X
Vehicles:	

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**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC SERVICES PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: OFFICE OF MANAGEMENT AND BUDGET AND CLERK'S OFFICES HEAT PUMPS

ESTIMATED COST: 18,500 PROJECT MANAGER: BRUCE CARADINE

DEPT PRIORITY: 3 (1, 2, or 3) FUND and DIVISION#: 101-7575

CM PRIORITY: 3

PC Priority: 3

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>18,500</u>						<u>\$ 18,500</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GF	<u>18,500</u>						<u>\$ 18,500</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>18,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 18,500</u>
<b>Diff of Rev/Exp:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** During the transitional periods of the year between the heating and cooling seasons, the OMB and Clerk's Offices don't have sufficient heat in the fall for their office spaces on the mornings when temperatures dropped overnight to make it comfortable to work before the steam has been turned on. During the spring transition before the steam has been turned off for the season, they don't have sufficient cooling in the spring before the ACs are turned on for summer. By adding heat pumps to several areas within these offices, this would be the most economical solution to provide temperatures comfortable to work in. A budget quote was provided by AC Answer Heating & Cooling to purchase and install these heat pumps in OMB and Clerk's Offices at a cost of \$18,500.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

These heat pumps within these office areas, it will create better creature comforts for the staff during seasonal transition periods. If this is not funded, these offices will have to continue to use individual space heaters and fans to heat and cool their spaces which are much less efficient.

**MISCELLANEOUS**

**Project Location:**

[Redacted]

**Capital Cost Beyond 2016:**

[Redacted]

**If this project was not funded would other matching fund be lost**

Yes [Redacted]  
No [Redacted]

**Type of Project: (indicate type of project)**

Routine Replacement: [Redacted]  
Rehabilitation or Enhancement: [Redacted]  
Efficiency Project: [Redacted]  
New/Expansion: [Redacted]  
Vehicles: [Redacted]

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

	[Redacted]	[Redacted]
	[Redacted]	[Redacted]
	[Redacted]	[Redacted]
	[Redacted]	[Redacted]



**ANSWER**  
HEATING & COOLING, INC.  
"The Answer of Heating, Cooling, and More"  
8480 Midland Road, Farmstead, MI 48623  
(519) 659-3441 • (800) 806-4441  
www.answerhvac.com

**PROPOSAL**

WE ARE THE ANSWER TO ALL OF YOUR HEATING & COOLING NEEDS

[f](#) [t](#) [+](#) [i](#) [n](#) [+](#) [+](#)

---

NAME: City Hall      JOB NAME: Offices #102 & #110 - Heat Pumps  
ADDRESS: 1315 S. Washington Ave.      JOB ADDRESS: Same  
CITY/ZIP: Saginaw, MI 48601      CITY/ZIP:      PHONE: (989) 737-5624      DATE: October 20, 2016  
ATTN: Bruce Caradine

*(We hereby submit specifications and estimates for:)*  
Ductless mini-split heat pump budget number for offices #102 & #110.

**Including:**  
 3 - Ductless heat pump 2-ton condensers  
 2 - Indoor 24,000 btu/h (2-ton) wall mounted air handler  
 3 - Indoor 9000 btu/h ceiling cassette air handler (drops in 2x2 ceiling grid)  
 8 - New copper lineset  
 1 - Wiring by licensed electrician  
 1 - 1 year parts & labor warranty  
 1 - Mechanical permit

City Clerk office #102 budget pricing only.....\$ 9,087.00  
 Office #110 budget pricing only.....\$ 8,513.00  
 \*\*\*Electrician's price needs to be confirmed. \$800.00 total is included in budget price.

---

**WE PROPOSE** hereby to furnish material and labor - complete in accordance with these specifications, for the sum of \$ [Redacted]  
 Payable as follows: **BILLED ON THE 25TH DUE ON OR BEFORE THE 10TH**

N/A

All material and equipment specified. All work to be completed in a workable manner according to state or federal codes. Any contract or document for these specifications shall be void if not signed by both parties. All work shall be done in accordance with the applicable codes. All work shall be done in accordance with the applicable codes. All work shall be done in accordance with the applicable codes. All work shall be done in accordance with the applicable codes.

NOTE: This proposal may be withdrawn by us if not accepted within 30 days.

While not part of the proposal, a binding contract between you and Answer Heating and Cooling, Inc. (hereinafter "Answer") All proposals shall be void when the work is completed by Answer. Time is of the essence regarding payment. A liquidated late charge of 1.5% per month of the unpaid balance shall be assessed by Answer each month unless the invoice is paid for payment. Any copy and expense including reasonable attorney's fees incurred by Answer to enforce the proposal before the date completion of the work shall be paid by customer upon demand. This Proposal contains the entire agreement between the Parties and there are no promises, conditions or warranties, oral or written, or implied provisions for Answer to just accept as listed. Any warranty covering the equipment purchased is provided by the manufacturer of the equipment. There is no warranty of merchantability and/or fitness for purpose provided by Answer.

Authorized Signature: *Bruce Caradine*      Signature: \_\_\_\_\_  
 Signature: \_\_\_\_\_      Signature: \_\_\_\_\_

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: **DEPARTMENT OF PUBLIC SERVICES** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **CITY HALL RADIATOR STEAM TRAP REPLACEMENT**

ESTIMATED COST: **12,000** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-7575**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>12,000</b>						\$ <b>12,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GENERAL FUND	<b>12,000</b>						\$ <b>12,000</b>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>12,000</b>	-	-	-	-	-	\$ <b>12,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ <b>0</b>

**ANALYSIS AND EXPLANATION**

**Description:** ON DECEMBER 9, 2014, AN ENERGY EFFICIENCY SURVEY WAS DONE BY ED HAASS SALES CO., INC. AT THE CITY HALL BUILDING. THIS SURVEY WAS TO TEST WAS DONE TO PHYSICALLY INSPECT THE STEAM BOILER SYSTEMS DELIVERY, ITS USES; OBSERVE THE SYSTEM'S STEAM REALTED PROBLEMS WITH SOLUTIONS; RECOMMEND ANY REPAIR PARTS AS NEEDED. eD HAASS RECOMMENDED REPALCING ALL OF THE STEAM TRAPS THAT WERE DONE BACK IN 2010 BECAUSE THEY ALL HAVE BECOME DEFECTIVE DUE TO EXCESSIVE STEAM PREEASURE BEING ALLOWED TO FLOW THROUGH THEM. THERE ARE OVER 100 OF THESE DEVISES THAT NEED REPLACING. OTHER RECOMMENDATIONS MR. HAASS MADE WERE REPLACING THE CHECK VALVE WITH A STEAM RATED VALVE TO CORRECT THE VALUE READINGS ABOVE THE VACUUM UNIT; AFTER ALL THE STEAM TRAPS HAVE BEEN REPLACED,

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

THE CITY INVESTED GRANT FUNDING DOLLARS BACK IN 2010 TO REPAIR AND REPLACE RADIATOR STEAM TRAPS AND THERMOSTATS AS ENERGY CONSERVATION MEASURES. BY NOT HAVING CERTIFIED BOILER OPERATORS ON STAFF TO MONITOR THE SYSTEM FOR CORRECT DAILY OPERATION, THE SYSTEM INTEGRITY HAS BEEN DESTROYED AND NOW NEEDS TO BE DONE AGAIN. A RECOMMENDATION TO HIRE A MAINTENANCE PERSON III WITH THE BOILER CERTIFICATION HAS BEEN MADE. THIS STAFF PERSON WILL HELP ELIMINATE THIS PROBLEM FROM OCCURRING AGAIN. IF THIS REPLACEMENT IS NOT DONE, THE STEAM SYSTEM IN CITY HALL WILL CONTINUE TO RUN WILD WITH VERY LITTLE MECHANICAL ADJUSTMENTS THAT CAN BE MADE. THIS PURCHASE WILL ALSO CUT THE STEAM ENERGY LOSSES UP TO 40-50% IN THE ESTIMATION OF HAASS CO.

**MISCELLANEOUS**

**Project Location:**

1315 S. WASHINGTON AVE.- CITY HALL BOIL

**Capital Cost Beyond 2016:**

0

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No
	X
	X
	X
	X

**If this project was not funded would other matching fund be lost**

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	X
Efficiency Project:	
New/Expansion:	
Vehicles:	



**ED HAASS SALES COMPANY, INC.**

PO Box 778, BRIGHTON MI 48116  
E:STEAM@COMCAST.NET  
WWW.STEAMTRAPCENTER.COM

PHONE 810-225-2  
FAX 810-225-2

January 21, 2015

Ms. Mary Ann Garrett  
Maintenance Department Foreman  
City of Saginaw  
1435 S. Washington  
Saginaw, MI 48601

RE: Energy Efficiency Survey, testing of steam traps at the City of Saginaw building at 1435 S. Washington, Saginaw MI 48601.

The steam trap survey to test, identify steam trap conditions throughout the facility(s) and to provide information about, solutions to, and recommend a plan of action to eliminate the steam system issues and return it to energy efficiency. Testing by infrared thermography with a FLIR, E50, 4 x Continuous Digital Zoom and to be performed by Ed Haass of Ed Haass Sales Company, Inc.

The survey consists of:

1. A physical inspection of the steam systems delivery, its use(s) and the condensate return system.
2. Observations of steam system related problems and their solutions.
3. Provide reporting of all findings, opinions, bad trap symptoms, recommendations and replacement equipment and steam trap repair parts.

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC SERVICES PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: CITY HALL - REMAINING EXTERIOR MASONRY REPAIRS

ESTIMATED COST: 160,000 PROJECT MANAGER: BRUCE CARADINE

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 101-7575

CM PRIORITY: TBD

PC Priority: TBD

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>160,000</u>						<u>\$ 160,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
GEN FUND	<u>160,000</u>						<u>\$ 160,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>160,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 160,000</u>
<b>Diff of Rev/Exp:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** THE UPPER PORTION OF THE CITY HALL BUILDING WAS RESTORED IN 2013. THAT RESTORATION ONLY COVER 25% OF THE BUILDING'S EXTERIOR SURFACE. THE ROOF WAS ALSO REPLACED IN 2012. EVEN WITH THESE BUILDING ENVELOPE REPAIRS, THE BUILDING IS STILL TAKING ON MOITURE IN THE BUILDING CREATING POSSIBLE STRUCTURAL INTERGRITY OF THE BUILDING. REMAINING PORTIONS OF THE BUILDING STILL NEEDING REPAIRS ARE: Masonry Rehabilitation-remaining portion of building \$120,000  
 Repairs to the handicapped ramp at the west side \$ 8,300  
 Repairs including caulking of granite steps and paving stones and new drainage for the east plaza \$ 19,600



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

TO COMPLETE THE EXTERIOR RESTORATION ON CITY HALL WILL CREATE A SAFE AND MORE STABLE ENVIRONMENT SO ALL THAT ENTER THE BUILDING WILL BE ABLE TO ENJOY THE HISTORICAL AESTECTICS OF THE STRUCTURE. THE SEALING OF THE EXTERIOR WILL CREATE SAVINGS IN UTILITY COSTS IN LESS NEED TOOPERATE THE MECHANICAL ELECTRICAL SYSTEMS. IF THIS RESTORATION IS NOT FUNDED, THE BUILDING WILL CONTINUE TO DETERIORATE CAUSING INCREASED COSTS TO REPAIR IN THE FUTURE.

**MISCELLANEOUS**

**Project Location:**

1315 S. WASHINGTON-CITY HALL

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No
	X
	X
	X
	X

**If this project was not funded would other matching fund be lost**

Yes	X
No	

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	X
Vehicles:	X

INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: DEPARTMENT OF PUBLIC SERVICES PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: OJIBWAY ISLAND -CONCESSIONS BUILDING UPDATE

ESTIMATED COST: 65,000 PROJECT MANAGER: BRUCE CARDINE

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 101-7575

CM PRIORITY: TBD

PC Priority: TBD

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>65,000</u>						<u>\$ 65,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
	<u>65,000</u>						<u>\$ 65,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>65,000</u>	<u>65,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 65,000</u>
<b>Diff of Rev/Exp:</b>	<u>-</u>	<u>65,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** OJIBWAY ISLAND IS THE CITY'S MAIN FOCAL VENUE POINT FOR LARGE PUBLIC ACTIVITIES DURING THE WARMER MONTHS. TO ATTRACT MORE LUCRATIVE ACTIVITIES, THE ISLAND AND CONCESSIONS BUILDING NEEDS ELECTRICAL UPGRADES THAT PROVIDE ENOUGH ELECTRICAL POWER FOR AMPLIFICATION AND VENDOR TRAILERS TO HOOKUP WITHOUT THE USE OF INDIVIDUAL GENERATORS. CURRENTLY, THERE IS INSUFFICIENT ELECTRICAL POWER POWER THE STAGE TO POWER EQUIPMENT, LIGHTING FOR NIGHTIME PERFORMANCES AND FOR VENDORS TO HOOKUP THEIR INDIVIDUAL TRAILERS. THE MALE AND FEMALE RESTROOMS NEED UPGRADING ALONG WITH THE MAKEUP ROOMS TO PROVIDE A MORE PROFESSIONAL LOOK. ELECTRICAL UPGRADES TO STAGE & CONCESSIONS = \$35,000; ELECTRICAL UPGRADES TO ISLAND FOR VENDOR TRAILERS = \$10,000; RENOVATING THE

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

OJIBWAY ISLAND COULD BECOME A MORE REVENUE GENERATING FACILITY WITH THIS CAPITAL IMPROVEMENT. THE INVESTMENT COULD POTENTIALLY PAY FOR ITSELF IN GENERATED REVENUE WITHIN 3-5 YEARS OR SOONER WITH CORRECT MARKETING. PROMOTERS WOULD BE WILLING TO PAY MORE IN RENTAL FEES SINCE THEY WON'T BE REQUIRED TO PAY FOR LARGE GENERATING EQUIPMENT AS THEY CURRENTLY DO. EVEN WITH RAISING THE VENUE RENTAL FEES, IT WILL MORE THAN LIKELY STILL BE LESS EXPENSIVE THAN THE RENTAL FEES AT THE DOW EVENT CENTER.

**MISCELLANEOUS**

**Project Location:**

OJIBWAY ISLAND

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No
	X
	X
	X
	X

**If this project was not funded would other matching fund be lost**

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	X
Vehicles:	



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **DEPARTMET OF PUBLIC WORKS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **LEE STREET BOAT LAUNCH PARKING LOT REPAIR**

ESTIMATED COST: **15,000** PROJECT MANAGER: **BRUCE CARADINE**

DEPT PRIORITY: **2** (1, 2, or 3) FUND and DIVISION#: **239-7546**

CM PRIORITY: **TBD**

PC Priority: **TBD**

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	5,000	5,000	5,000				\$ 15,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
239-7546	5,000	5,000	5,000				\$ 15,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 15,000</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** LEE STREET BOAT LAUNCH PARKING LOT CURRENTLY HAS DETERIORATED ASPHALT THAT HAS CAUSED A DEPRESSION IN THE LOT AND FLOODS DURING RAINY SEASON. THE LOT HOLDS WATER DURING THE SPRING TO THE POINT WHERE ONE-THIRD OF THE SPACES ARE NOT ABLE TO BE USED. BOATERS THEN RESORT TOPARKING IN NON-PARKING AREA TO KEEP FROM BEING SURROUNDED BY WATER WHEN PARKING THEIR BOAT TRAILERS. AFTER WATER HAS RECEDED, THE SILT LEFT BEHINF COVERS UP THE PARKING LOT LINES MAKING IT DIFFICULT TO KNOW WHERE THE ACTUAL PARKING SPACES ARE LOCATED.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

THE PARKING LOT WILL BE BETTER UTILIZED WITH THIS CAPITAL IMPROVEMENT. THE BOAT LAUNCH GENERATE SUFFICIENT REVENUE FROM PURCHASED BOAT LAUNCH FEES WHERE THE PROJECT CAN BE FINANCED FOR THREE YEARS TO COVER THE COSTS. MORE BOATERS WILL POTENTIALLY UTILIZE THE LAUNCH WITH THIS IMPROVEMENT.

**MISCELLANEOUS**

**Project Location:**

LEE STREET BOAT LAUNCH

**Capital Cost Beyond 2016:**

10,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
	X
	X
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: AMR Project

ESTIMATED COST: \$238,265 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 590-4841

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>238,265</u>						<u>\$ 238,265</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
590-4841-822.000	<u>238,265</u>						<u>\$ 238,265</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>238,265</u> -    -    -    -    -						<u>\$ 238,265</u>
<b>Diff of Rev/Exp:</b>	<u>-    -    -    -    -    -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

*Description:* Remaining portion of AMR Project equipment to be purchased.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:**

Needed to complete conversion from touch pad meter reading to automated meter reading system to improve efficiency for water account maintenance and revenue collection.

**MISCELLANEOUS**

**Project Location:**

Various

**Capital Cost Beyond 2016:**

N/A

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
X	
X	
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	
Vehicles:	

*INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: **W&WWTS/PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Davis Road Project**

ESTIMATED COST: **\$22,495,250** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **591-4741**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	14,129,250	5,643,800	2,722,200				\$ 22,495,250

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000	1,412,925	564,380	272,220				\$ 2,249,525
591-4741-822.000	12,716,325	5,079,420	2,449,980				20,245,725.00
							0
							0
							0
							0
<b>TOTAL:</b>	<b>14,129,250</b>	<b>5,643,800</b>	<b>2,722,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 22,495,250</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Includes new 48" PCCP Raw Transmission Main, 24" PCCP Finished Transmission Main, Abandonment of 36" Converted 36" Finished Transmission Main and Improvements to Kochville Station and Site per Evaluation Study by Spicer and Tetra Tech Engineers



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The Saginaw County Road Commission is planning to replace ~ 2 miles of Davis road between Pierce and Tittabawassee roads during construction year 2018. In order to maintain operational reliability of the water supply, projects must be completed prior to construction impacting existing water main. Improvements to the Kochville Station are indicated while contractors are mobilized. Some of the project will be completed during and after the 2018 county road commission construction is completed. This would include some of the Kochville Station work and refurbishment of the existing 48" PCCP Raw Transmission Main.

**MISCELLANEOUS**

**Project Location:**

Saginaw Co. Davis Road

**Capital Cost Beyond 2017:**

\$8,366,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	X	
Comprehensive Plan	X	
Council Policy		X
Local, State, or Federal Regulations	X	

***If this project was not funded would other matching fund be lost***

Yes	
No	X

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 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	X
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **W&WWTS and PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Tower Masonry Improvement Project**

ESTIMATED COST: **\$1,152,000** PROJECT MANAGER: **Paul Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **591-4740**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>1,152,000</b>						<b>\$ 1,152,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	115,200						\$ 115,200
591-4740-974.000	1,036,800						1,036,800.00
							0
							0
							0
							0
<b>TOTAL:</b>	<b>1,152,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 1,152,000</b>
Diff of Rev/Exp:	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Masonry Repairs to WTP washwwater tower and turrets. Also includes: costs for small repairs to masonry damage at Birch Run and Blumefield Reese Pump Stations, masonry damage in the area of the previous gaseous chlorine storage, HSP 7 & 8 pump base repairs, fire escape 2nd floor administration bldg., drainage and Courtyard parking lot repairs needed, front entrance stone rehab, plaster damage in tower stairwell, sidewalk replacement and landscaping.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The projects will cease visible damage occurring in the areas specified. It appears that most of the damage is due to improper use or materials of construction in past repairs. If the damage is not stopped repair costs will drastically increase with time to the point of total failure. The additional portions listed include other deteriorated areas that need to be corrected while working on the project to minimize mobilization of contractor or contractors.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2017:**

770000

**If this project was not funded would other matching fund be lost**

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

	<u>Yes</u>	<u>No</u>
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Replacement of Laboratory Countertops

ESTIMATED COST: \$30,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: \_\_\_\_\_

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>30,000</u>						<u>\$ 30,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-974.000	<u>30,000</u>						<u>\$ 30,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>30,000</u> -    -    -    -    -						<u>\$ 30,000</u>
<b>Diff of Rev/Exp:</b>	<u>-    -    -    -    -    -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Replacement of countertops in the WTP main laboratory due to age and wear.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** The countertops in the WTP main laboratory are very old and well past their expected life. There are areas of the existing counter tops that the wear surface has worn away and severe discoloration is evident. In effort to save cost the WTP staff have already reconditioned and painted existing cabinets. These countertops will be installed by WTP maintenance staff.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2016:**

N/A

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

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**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **W&WWTS and PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Reline 36" Miller Street Main, River to Woodbridge**

ESTIMATED COST: **\$2,300,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **591-4741**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>2,300,000</b>						<b>\$ 2,300,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000	230,000						\$ 230,000
591-4741-822.000	2,070,000						2,070,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	<b>2,300,000</b>	-	-	-	-	-	<b>\$ 2,300,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** **Reline 36" steel lock bar pipe from River to Woodbridge.**

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Reline 36" Steel lock bar pipe from River to WoodBridge. Lock bar may fail due to age and corrosion. Cost include engineering and construction.

**MISCELLANEOUS**

**Project Location:**

City of Saginaw Miller Street

**Capital Cost Beyond 2017:**

N/A

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

Yes	No
X	
X	
	X
X	

*If this project was not funded would other matching fund be lost*

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	
New/Expansion:	
Vehicles:	

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **M&S Facilities Upgrades - Parking, Security, Building Addition, HVAC**

ESTIMATED COST: **\$735,870** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **590-4740/591-4840**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	385,870		350,000				\$ 735,870

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	19,294		17,500				\$ 36,794
590-4840-802.000	19,294		17,500				36,794
591-4740-822.000	173,641		157,500				331,141.00
590-4840-822.000	173,641		157,500				331,141.00
							0
							0
<b>TOTAL:</b>	<b>385,870</b>	<b>-</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 735,870</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Install hi-rise lights with intergrated camera system, resurfacing yard/parking lot, generator 50 KW stationary for site, HVACS. Parking and yard lighting for crime prevention with camera equipment, resurfacing of parking and shop yard, two bay addition for added equipment storage and replace remaining 3 HVACS units. Note: Two bay addition budget FY 17, Parking budget FY 19, remaining TBD.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Needed improvements for added security of equipment and property as well as liability. Additional storage to secure and protect added equipment. HVAC equipment is near end of life and needs to be replaced for consistent heat in building.

**MISCELLANEOUS**

**Project Location:**

1701 S. Jefferson

**Capital Cost Beyond 2017:**

N/A

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<u>Yes</u>	<u>No</u>
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*If this project was not funded would other matching fund be lost*

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

**Type of Project: (indicate type of project)**

Routine Replacement:	<input checked="" type="checkbox"/>
Rehabilitation or Enhancement:	<input checked="" type="checkbox"/>
Efficiency Project:	<input checked="" type="checkbox"/>
New/Expansion:	<input checked="" type="checkbox"/>
Vehicles:	<input type="checkbox"/>

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Variable Flow Projects

ESTIMATED COST: \$400,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 591 4740

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>400,000</u>						<u>\$ 400,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	40,000						\$ 40,000
591-4740-822.000	360,000						360,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	<u>400,000</u> -    -    -    -    -						<u>\$ 400,000</u>
<b>Diff of Rev/Exp:</b>	<u>-    -    -    -    -    -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Variable flow projects for improved pumpage control starting with smaller pump and motor set for HS pump #6. May evaluate one additional on another electrical feed for redundancy depending on cost and availability of funding.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** These improvements are needed to improve efficiency and life span of existing pumping equipment. Our current pump scheme and operations are not efficient or current, These improvements will reduce costs as well as begin a phased approach to replace existing electrical switchgear and pump and motor sets as per studies recently done by Spicer Engineering in conjunction with Tetra Tech Engineers.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2016:**

TBD

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Clean Line and Replace Water and Sewer Lines**

ESTIMATED COST: **\$5,851,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **590-4740**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	650,000	650,000	665,000	886,000	1,500,000	1,500,000	\$ 5,851,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4721-805.000	150,000	150,000	165,000	386,000	1,000,000	1,000,000	\$ 2,851,000
590-4821-805.000	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000
							0
							0
							0
							0
<b>TOTAL:</b>	<b>650,000</b>	<b>650,000</b>	<b>665,000</b>	<b>886,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>\$ 5,851,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Clean Line and Replace Water and Sewer Lines per contract with USA approved by Council at March 16, 2014 meeting.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

These functions are required for industry standard asset management. It is also being included in regulatory language in both water and sewer side of our business. It is already law on sewer side and is coming on the water side in the near future. The amount of funding necessary for contracting work may be less after FY 18. This is due to a plans to purchase our own equipment and training of personnel in effort to safe funds as asset management plans are developed moving forward.

**MISCELLANEOUS**

**Project Location:**

Various City of Saginaw Lines

**Capital Cost Beyond 2017:**

\$650,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	X	
Comprehensive Plan	X	
Council Policy		X
Local, State, or Federal Regulations	X	

***If this project was not funded would other matching fund be lost***

Yes   
 No

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: **W&WWTS and PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Court #1 Discharge Replacement Riveted Steel and Necessary Related Upgrades**

ESTIMATED COST: **\$625,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **591-4740**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost		625,000					\$ 625,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000		62,500					\$ 62,500
591-4740-974.000		562,500					562,500.00
							0
							0
							0
							0
<b>TOTAL:</b>	-	<b>625,000</b>	-	-	-	-	<b>\$ 625,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Repairs and refurbishment to original Court #1 1929 vintage discharge line.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Due to failure of riveted steel pipe which evidenced itself on the Washington Discharge Line of the same vintage and construction, it is prudent to plan to update this line as well before leakage and failure become an issue. We also found that isolation of the lines leaving the plant for the Washington transmission system need an additional valve to improve isolation capabilities without losing service capability to significant customers.

**MISCELLANEOUS**

**Project Location:**

WTP and Washington Avenue

**Capital Cost Beyond 2017:**

\$625,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
	X
	X
	X
X	

***If this project was not funded would other matching fund be lost***

Yes	
No	X

INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	
New/Expansion:	X
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: WTP Improvement or Replacment Study/Evaluation

ESTIMATED COST: \$50,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 590-4730

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>50,000</u>						<u>\$ 50,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4730-802.000	<u>50,000</u>						<u>\$ 50,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>50,000</u> -    -    -    -    -						<u>\$ 50,000</u>
<b>Diff of Rev/Exp:</b>	<u>-    -    -    -    -    -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Evaluation of proper use of funding for improvements for Water Treatment Rehabilitation of existing WTP or replacement to Kochville site.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:**

Possible improvements are better stored raw water quality, improved water quality management for regulated contaminants, newer facilities with new infrastructure versus updating a WTP with facilities and infrastructure approaching 100 years in age. Treatment systems would also be more modern and state of the art versus updated old technology.

**MISCELLANEOUS**

**Project Location:**

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

Yes	No
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

***If this project was not funded would other matching fund be lost***

Yes   
 No

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: PS (MS) PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Madison 6" Water Main Replacment

ESTIMATED COST: \$75,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 590-4740

CM PRIORITY:

PC Priority:

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>75,000</u>						<u>\$ 75,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	7,500						\$ 7,500
591-4740-822.000	67,500						67,500.00
							0
							0
							0
							0
<b>TOTAL:</b>	<u>75,000</u> -    -    -    -    -						<u>\$ 75,000</u>
<b>Diff of Rev/Exp:</b>	<u>-    -    -    -    -    -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** 300 ft of 6" water main replacement on Madison from Michigan to Fayette with 8" new line. We originally were looking at directional drill but have since decided to use open cut approach.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** This project is needed due to poor fire flows to the medical building on the north side of Madison. Adequate fire flow is important to protect the building from extensive losses due to fire and for adequate system flows and service.

**MISCELLANEOUS**

**Project Location:**

Madison Street Saginaw

**Capital Cost Beyond 2016:**

n/a

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
	X
X	
	X
X	

*If this project was not funded would other matching fund be lost*

Yes	
No	X

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Settling Basin Sludge Collection System Replacement

ESTIMATED COST: \$720,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 590-4740

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	180,000	180,000	180,000	180,000			\$ 720,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-974.000	180,000	180,000	180,000	180,000			\$ 720,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>-</b>	<b>-</b>	<b>\$ 720,000</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** The cast iron sludge collection drive system is nearing the end of its life and is in need of replacement. More modern replacement composite components are being considered.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** The system was installed in the 1950's. It is old and outdated. The replacement parts are custom order and expensive to obtain. The project is intended to save money on replacement materials.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2016:**

\$480,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
X	
	X
X	

*If this project was not funded would other matching fund be lost*

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

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 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: WTP Screen Room Overhead Crane Rebuild

ESTIMATED COST: \$150,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 591-4740

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost		150,000					\$ 150,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-974.000		150,000					\$ 150,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	150,000	-	-	-	-	\$ 150,000
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Repair or Replace Screen Room Overhead Crane that is no longer functional.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:**

The Screen Room Crane is needed to conduct repairs to equipment located in the Screen Room. Portable units are possible alternative but the configuration and limited accessibility of the area make them difficult at best. For efficiency the best approach would be to replace or repair the existing crane.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2016:**

150000

*If this project was not funded would other matching fund be lost*

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

Yes	No
X	
	X
	X
X	



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Vehicles and Equipment MS 50/50 Split**

ESTIMATED COST: **\$2,038,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **590-4840&591-4740**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	932,000	306,000	250,000	250,000	250,000	250,000	\$ 2,238,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
590-4840-982.000	183,000	138,000	90,000	90,000	90,000	90,000	\$ 681,000
591-4740-982.000	183,000	138,000	90,000	90,000	90,000	90,000	681,000
590-4840-978.000	283,000	15,000	35,000	35,000	35,000	35,000	438,000
591-4740-978.000	283,000	15,000	35,000	35,000	35,000	35,000	438,000
							0
							0
<b>TOTAL:</b>	<b>932,000</b>	<b>306,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>\$ 2,238,000</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Various Equipment and Vehicle Replacement needs



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:**

We are working toward a stable amount of equipment required for our maintenance work. We are also adding equipment for our pavement patch crew needs. I hope to have a relatively stable amount of replacement on an annual basis to maintain our fleet on an efficient replacement basis for management of equipment needs. We cannot operate effectively without stable functioning equipment ready for use.

**MISCELLANEOUS**

**Project Location:**

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

***If this project was not funded would other matching fund be lost***

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:	<input type="checkbox"/>
Rehabilitation or Enhancement:	<input type="checkbox"/>
Efficiency Project:	<input type="checkbox"/>
New/Expansion:	<input type="checkbox"/>
Vehicles:	<input type="checkbox"/>

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Vehicles and Equipment WT of Significance for CIP

ESTIMATED COST: WT PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 591-4740

CM PRIORITY:  

PC Priority:  

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	\$ 0
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

*Description:*

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** We are working toward a stable amount of equipment required for our maintenance work. We are also adding equipment for our pavement patch crew needs. I hope to have a relatively stable amount of replacement on an annual basis to maintain our fleet on an efficient replacement basis for management of equipment needs. We cannot operate effectively without stable functioning equipment ready for use.

**MISCELLANEOUS**

**Project Location:**

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

***If this project was not funded would other matching fund be lost***

Yes

No

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:

Rehabilitation or Enhancement:

Efficiency Project:

New/Expansion:

Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: 20" Parallel Transmission Main Improvements Junction Road

ESTIMATED COST: \$2,200,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 591-4741

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost				2,200,000			\$ 2,200,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000				220,000			\$ 220,000
591-4741-822.000				1,980,000			1,980,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	<b>2,200,000</b>	-	-	<b>\$ 2,200,000</b>
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Additional 20" parallel transmission main to be added for improved reliability to Frankenmuth area. Limits are Dixie Hwy. To Reimer Rd.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** The line feeding Frankenmuth and Frankenmuth Twp. is a single feed and has been experiencing main breaks recently. We need to improve our service and reliability to this customer.

**MISCELLANEOUS**

**Project Location:**

Junction Rd. Saginaw Twp

**Capital Cost Beyond 2016:**

2200000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

*If this project was not funded would other matching fund be lost*

Yes   
No

INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:   
Rehabilitation or Enhancement: X  
Efficiency Project: X  
New/Expansion: X  
Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Saginaw Twp. East West Transmission Main Looping Improvements

ESTIMATED COST: \$7,000,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: \_\_\_\_\_

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost				400,000	6,600,000		\$ 7,000,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000				400,000	300,000		\$ 700,000
591-4741-822.000					6,300,000		6,300,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	400,000	6,600,000	-	\$ 7,000,000
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Improvements to discharge piping from Aqua Station to Schust and looping improvements for 36" finished water transmission main Davis to Center Roads.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** This project will provide for better looping of the finished water transmission system and increased reliability by providing adequate system pressure and flexibility. There may also be advantages related to Saginaw Twps. Hospital Rd Tank level maintenance during high demand periods. We are doing studies to determine if this project is needed now or if there are alternatives such as a small booster station which may help us do other priority projects.

**MISCELLANEOUS**

**Project Location:**

Various Saginaw Twp.

**Capital Cost Beyond 2016:**

7000000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

X	
X	
	X
X	

***If this project was not funded would other matching fund be lost***

Yes   
 No

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS/PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Dixie Highway 24" Parallel Transmission Main Improvements

ESTIMATED COST: \$3,600,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: \_\_\_\_\_

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000				200,000	160,000		\$ 360,000
591-4741822.000					3,240,000		3,240,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	200,000	3,400,000	-	<b>\$ 3,600,000</b>
<b>Diff of Rev/Exp:</b>	-	-	-	200,000	3,400,000	-	<b>\$ 3,600,000</b>

**ANALYSIS AND EXPLANATION**

**Description:** Additional 24" parallel transmission main to be added for improved reliability to Birch Run and Taymouth Twp. customers. Limits are Juntion to Dixie Highway Pump Station (2.4 miles).



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** The line feeding Village of Birch Run, Birch Run Twp., and Tayumouth Twp. is a single feed and we have experienced main breaks in recent years. We need to improve our service and reliability to these customers.

**MISCELLANEOUS**

**Project Location:**

Various Saginaw County

**Capital Cost Beyond 2016:**

\$3,600,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

X	
X	
	X
X	

***If this project was not funded would other matching fund be lost***

Yes	
No	X

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	
New/Expansion:	X
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **AMR Project**

ESTIMATED COST: **\$238,265** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **590-4841**

CM PRIORITY:

PC Priority:

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>238,265</b>						\$ 238,265

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
590-4841-822.000	<b>238,265</b>						\$ 238,265
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>238,265 - - - - -</b>						<b>\$ 238,265</b>
<b>Diff of Rev/Exp:</b>	<b>- - - - -</b>						<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Remaining portion of AMR Project equipment to be purchased.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:**

Needed to complete conversion from touch pad meter reading to automated meter reading system to improve efficiency for water account maintenance and revenue collection.

**MISCELLANEOUS**

**Project Location:**

Various

**Capital Cost Beyond 2017:**

N/A

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
X	
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	
Vehicles:	

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**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: **PS/W&WWTS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Raw and Finished Transmission Main Improvements Phase I**

ESTIMATED COST: **\$22,495,250** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **591-4741**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	14,129,250	5,643,800	2,722,200				\$ 22,495,250

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000	1,412,925	564,380	272,220				\$ 2,249,525
591-4741-822.000	12,716,325	5,079,420	2,449,980				20,245,725.00
							0
							0
							0
							0
<b>TOTAL:</b>	<b>14,129,250</b>	<b>5,643,800</b>	<b>2,722,200</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 22,495,250</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Includes new 48" PCCP Raw Transmission Main, 24" PCCP Finished Transmission Main, Abandonment of 36" Converted 36" Finished Transmission Main and Improvements to Kochville Station and Site per Evaluation Study by Spicer and Tetra Tech Engineers

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The Saginaw County Road Commission is planning to replace ~ 2 miles of Davis road between Pierce and Tittabawassee roads during construction year 2018. In order to maintain operational reliability of the water supply, projects must be completed prior to construction impacting existing water main. Improvements to the Kochville Station are indicated while contractors are mobilized. Some of the project will be completed during and after the 2018 county road commission construction is completed. This would include some of the Kochville Station work and refurbishment of the existing 48" PCCP Raw Transmission Main.

**MISCELLANEOUS**

**Project Location:**

Saginaw Co. Davis Road

**Capital Cost Beyond 2017:**

\$8,366,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	X	
Comprehensive Plan	X	
Council Policy		X
Local, State, or Federal Regulations	X	

***If this project was not funded would other matching fund be lost***

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	X
Vehicles:	

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **W&WWTS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Tower Masonry Improvement Project**

ESTIMATED COST: **\$1,320,000** PROJECT MANAGER: **Paul Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **591-4740**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>1,320,000</b>						<b>\$ 1,320,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	120,000						\$ 120,000
591-4740-974.000	1,200,000						1,200,000
							0
							0
							0
							0
<b>TOTAL:</b>	<b>1,320,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 1,320,000</b>
Diff of Rev/Exp:	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Masonry Repairs to WTP washwwater tower and turrets. Also includes: costs for small repairs to masonry damage at Birch Run and Blumefield Reese Pump Stations, masonry damage in the area of the previous gaseous chlorine storage, HSP 7 & 8 pump base repairs, fire escape 2nd floor administration bldg., drainage and Courtyard parking lot repairs needed, front entrance stone rehab, plaster damage in tower stairwell, sidewalk replacement and landscaping.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The projects will cease visible damage occurring in the areas specified. It appears that most of the damage is due to improper use or materials of construction in past repairs. If the damage is not stopped repair costs will drastically increase with time to the point of total failure. The additional portions listed include other deteriorated areas that need to be corrected while working on the project to minimize mobilization of contractor or contractors.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2017:**

TBD

*If this project was not funded would other matching fund be lost*

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Washington Line Valve Replacement

ESTIMATED COST: \$45,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: \_\_\_\_\_

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	45,000						\$ 45,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-822.000	45,000						\$ 45,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>45,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 45,000</u>
<b>Diff of Rev/Exp:</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** An isolation valve was originally engineered to be installed when the state did some road work on Washington a few years back but was never installed. This became evident when we were working to repair the Washington Discharge at the WTP. The added valve would allow for a better isolation on the discharge side of the plant if the outer valve ever failed. Currently we will need to take a number of persons as well as the Zoo out of service if this becomes necessary. Once complete will also be able to replace the seat on the existing butterfly. This is an needed repair to the outer valve.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:**

This work will be done by our own staff if possible. In case our staff is unable due to workload, I am budgeting funds to hire the valve installed. I could be added to the Tower Masonry Project or could be done as a stand alone.

**MISCELLANEOUS**

**Project Location:**

Washington Ave, Near Zoo

**Capital Cost Beyond 2017:**

N/A

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
	X
	X
	X
X	

***If this project was not funded would other matching fund be lost***

Yes	
No	X

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Settling Basin East Sluice Gate Replacement

ESTIMATED COST: \$35,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 591-4740

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>35,000</u>						<u>\$ 35,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-974.000	<u>35,000</u>						<u>\$ 35,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>35,000 - - - - -</u>						<u>\$ 35,000</u>
<b>Diff of Rev/Exp:</b>	<u>- - - - -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Repair or replacement of cracked sluice gate in settling basin front gatehouse.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** The gate is currently cracked and leaking some water thru the crack. The failure of this gate would greatly reduce our ability to due annual maintenance on the basins.

**MISCELLANEOUS**

**Project Location:**

Rust Park WT

**Capital Cost Beyond 2017:**

TBD

*If this project was not funded would other matching fund be lost*

Yes   
 No

Type of Project: (indicate type of project)

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

In Accordance With:

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Clean Line and Replace Water and Sewer Lines**

ESTIMATED COST: **\$12,615,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **590-4740**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	2,520,000	2,095,000	2,000,000	2,000,000	2,000,000	2,000,000	\$ 12,615,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4721-805.000	1,520,000	1,095,000	1,000,000	1,000,000	1,000,000	1,000,000	\$ 6,615,000
590-4721-805.000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
							0
							0
							0
							0
<b>TOTAL:</b>	<b>2,520,000</b>	<b>2,095,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>\$ 12,615,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Clean Line and Replace Water and Sewer Lines per contract with USA approved by Council at March 16, 2014 meeting. We will also be doing various projects in addition to that with USA.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

These functions are required for industry standard asset management. It is also being included in regulatory language in both water and sewer side of our business. It is already law on sewer side and is coming on the water side in the near future. The amount of funding necessary for contracting work may be less after FY 18. This is due to a plans to purchase our own equipment and training of personnel in effort to safe funds as asset management plans are developed moving forward.

**MISCELLANEOUS**

**Project Location:**

Various City of Saginaw Lines

**Capital Cost Beyond 2017:**

\$10,095,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	<u>Yes</u>	<u>No</u>
Department Master Plan	X	
Comprehensive Plan	X	
Council Policy		X
Local, State, or Federal Regulations	X	

***If this project was not funded would other matching fund be lost***

Yes   
 No

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 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: PS/W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Vehicles and Equipment MS 50/50 Split

ESTIMATED COST: \$2,238,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 590-4840&591-4740

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	932,000	306,000	250,000	250,000	250,000	250,000	\$ 2,238,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
590-4840-982.000	183,000	138,000	90,000	90,000	90,000	90,000	\$ 681,000
591-4740-982.000	183,000	138,000	90,000	90,000	90,000	90,000	681,000
590-4840-978.000	283,000	15,000	35,000	35,000	35,000	35,000	438,000
591-4740-978.000	283,000	15,000	35,000	35,000	35,000	35,000	438,000
							0
							0
<b>TOTAL:</b>	<b>932,000</b>	<b>306,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>250,000</b>	<b>\$ 2,238,000</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Various Equipment and Vehicle Replacement needs.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** We are working toward a stable amount of equipment required for our maintenance work. We are also adding equipment for our pavement patch crew needs. I hope to have a relatively stable amount of replacement on an annual basis to maintain our fleet on an efficient replacement basis for management of equipment needs. We cannot operate effectively without stable functioning equipment ready for use. The reason for the higher funds particularly in the equipment area this coming fiscal year is for purchase of equipment for paving crew work and televising and cleaning of sewer lines. The idea is to reduce the amount of contracted work to save money in profit to contractors.

**MISCELLANEOUS**

**Project Location:**

N/A

**Capital Cost Beyond 2017:**

\$1,306,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
	X
X	
X	
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	X

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Clarified Water Pressure Chamber Improvements

ESTIMATED COST: \$150,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 591-4740

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>150,000</u>						<u>\$ 150,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	15,000						15,000
591-4740-822.00	135,000						135,000
							0
							0
							0
							0
<b>TOTAL:</b>	<u>150,000</u> -    -    -    -    -						<u>\$ 150,000</u>
<b>Diff of Rev/Exp:</b>	<u>-    -    -    -    -    -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Repairs to Pressure Manhole Structure at WTP Gatehouse. Structural deterioration is visible. Interim repairs made in 2016 to allow some time to evaluate upgrades.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** There have been some repairs made by maintenance staff that should allow for delay of project but the project will be needed sometime in the near future. It will probably be needed as part of lining of riveted steel line between Gatehouse and Settling Basin if we remain at Rust Park location.

**MISCELLANEOUS**

**Project Location:**

Rust Park WT

**Capital Cost Beyond 2017:**

TBD

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
X	
	X
X	

*If this project was not funded would other matching fund be lost*

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	
New/Expansion:	
Vehicles:	

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**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Madison 6" Water Main Replacment**

ESTIMATED COST: **\$75,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **590-4740**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>75,000</b>						<b>\$ 75,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	<b>7,500</b>						<b>\$ 7,500</b>
591-4740-822.000	<b>67,500</b>						<b>67,500.00</b>
							<b>0</b>
							<b>0</b>
							<b>0</b>
							<b>0</b>
<b>TOTAL:</b>	<b>75,000 - - - - -</b>						<b>\$ 75,000</b>
<b>Diff of Rev/Exp:</b>	<b>- - - - -</b>						<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** 300 ft of 6" water main replacement on Madison from Michigan to Fayette with 8" new line. We originally were looking at directional drill but have since decided to use open cut approach.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** This project is needed due to poor fire flows to the medical building on the north side of Madison. Adequate fire flow is important to protect the building from extensive losses due to fire and for adequate system flows and service.

**MISCELLANEOUS**

**Project Location:**

Madison Street Saginaw

**Capital Cost Beyond 2017:**

TBD

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
	X
X	
	X
X	

*If this project was not funded would other matching fund be lost*

Yes   
 No

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: PS/W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: WTP Improvement or Replacment Study/Evaluation

ESTIMATED COST: \$50,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 590-4730

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>50,000</u>						<u>\$ 50,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4730-802.000	<u>50,000</u>						<u>\$ 50,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>50,000 - - - - -</u>						<u>\$ 50,000</u>
<b>Diff of Rev/Exp:</b>	<u>- - - - -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Evaluation of proper use of funding for improvements for Water Treatment Rehabilitation of existing WTP or replacement to Kochville site.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:**

Possible improvements are better stored raw water quality, improved water quality management for regulated contaminants, newer facilities with new infrastructure versus updating a WTP with facilities and infrastructure approaching 100 years in age. Treatment systems would also be more modern and state of the art versus updated old technology.

**MISCELLANEOUS**

**Project Location:**

N/A

**Capital Cost Beyond 2017:**

TBD

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
	X
	X
	X
	X

***If this project was not funded would other matching fund be lost***

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

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 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Replacement of Laboratory Countertops

ESTIMATED COST: \$30,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: \_\_\_\_\_

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>30,000</u>						<u>\$ 30,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-974.000	<u>30,000</u>						<u>\$ 30,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>30,000</u> -    -    -    -    -						<u>\$ 30,000</u>
<b>Diff of Rev/Exp:</b>	<u>-    -    -    -    -    -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Replacement of countertops in the WTP main laboratory due to age and wear.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** The countertops in the WTP main laboratory are very old and well past their expected life. There are areas of the existing counter tops that the wear surface has worn away and severe discoloration is evident. In effort to save cost the WTP staff have already reconditioned and painted existing cabinets. These countertops will be installed by WTP maintenance staff.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2017:**

TBD

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Reline 36" Miller Street Main, River to Woodbridge**

ESTIMATED COST: **\$2,300,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **591-4741**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>2,300,000</b>						<b>\$ 2,300,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000	230,000						\$ 230,000
591-4741-822.000	2,070,000						2,070,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	<b>2,300,000</b>	-	-	-	-	-	<b>\$ 2,300,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** **Reline 36" steel lock bar pipe from River to Woodbridge.**



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Reline 36" Steel lock bar pipe from River to WoodBridge. Lock bar may fail due to age and corrosion. Cost include engineering and construction.

**MISCELLANEOUS**

**Project Location:**

City of Saginaw Miller Street

**Capital Cost Beyond 2017:**

TBD

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	X	
Comprehensive Plan	X	
Council Policy		X
Local, State, or Federal Regulations	X	

*If this project was not funded would other matching fund be lost*

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	
New/Expansion:	
Vehicles:	

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**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Variable Flow Projects

ESTIMATED COST: \$400,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 591 4740

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>400,000</u>						<u>\$ 400,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	<u>40,000</u>						<u>\$ 40,000</u>
591-4740-822.000	<u>360,000</u>						<u>360,000.00</u>
							0
							0
							0
							0
<b>TOTAL:</b>	<u>400,000</u> -    -    -    -    -						<u>\$ 400,000</u>
<b>Diff of Rev/Exp:</b>	<u>-    -    -    -    -    -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Variable flow projects for improved pumpage control starting with smaller pump and motor set for HS pump #6. May evaluate one additional on another electrical feed for redundancy depending on cost and availability of funding.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** These improvements are needed to improve efficiency and life span of existing pumping equipment. Our current pump scheme and operations are not efficient or current, These improvements will reduce costs as well as begin a phased approach to replace existing electrical switchgear and pump and motor sets as per studies recently done by Spicer Engineering in conjunction with Tetra Tech Engineers.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2017:**

TBD

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
	X

*If this project was not funded would other matching fund be lost*

Yes   
 No

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 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **M&S Facilities Upgrades - Parking, Security, Building Addition, HVAC**

ESTIMATED COST: **\$735,870** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **590-4740/591-4840**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	385,870		350,000				\$ 735,870

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	19,294		17,500				\$ 36,794
590-4840-802.000	19,294		17,500				36,794
591-4740-822.000	173,641		157,500				331,141.00
590-4840-822.000	173,641		157,500				331,141.00
							0
							0
<b>TOTAL:</b>	<b>385,870</b>	<b>-</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 735,870</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Install hi-rise lights with intergrated camera system, resurfacing yard/parking lot, generator 50 KW stationary for site, HVACS. Parking and yard lighting for crime prevention with camera equipment, resurfacing of parking and shop yard, two bay addition for added equipment storage and replace remaining 3 HVACS units. Note: Two bay addition budget FY 17, Parking budget FY 19, remaining TBD.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Needed improvements for added security of equipment and property as well as liability. Additional storage to secure and protect added equipment. HVAC equipment is near end of life and needs to be replaced for consistent heat in building.

**MISCELLANEOUS**

**Project Location:**

1701 S. Jefferson

**Capital Cost Beyond 2017:**

\$350,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<u>Yes</u>	<u>No</u>
Department Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>

***If this project was not funded would other matching fund be lost***

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

**Type of Project: (indicate type of project)**

Routine Replacement:	<input checked="" type="checkbox"/>
Rehabilitation or Enhancement:	<input checked="" type="checkbox"/>
Efficiency Project:	<input checked="" type="checkbox"/>
New/Expansion:	<input checked="" type="checkbox"/>
Vehicles:	<input type="checkbox"/>

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**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Settling Basin Sludge Collection System Replacement

ESTIMATED COST: \$720,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 590-4740

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	180,000	180,000	180,000	180,000			\$ 720,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-974.000	180,000	180,000	180,000	180,000			\$ 720,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>180,000</b>	<b>-</b>	<b>-</b>	<b>\$ 720,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** The cast iron sludge collection drive system is nearing the end of its life and is in need of replacement. More modern replacement composite components are being considered.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** The system was installed in the 1950's. It is old and outdated. The replacement parts are custom order and expensive to obtain. The project is intended to save money on replacement materials.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2017:**

\$540,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
X	
	X
X	

***If this project was not funded would other matching fund be lost***

Yes   
 No

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**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: **PS/W&WWTS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Court #1 Discharge Replacement Riveted Steel and Necessary Related Upgrades**

ESTIMATED COST: **\$625,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **591-4740**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>625,000</b>						<b>\$ 625,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-802.000	62,500						\$ 62,500
591-4740-974.000	562,500						562,500.00
							0
							0
							0
							0
<b>TOTAL:</b>	<b>625,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 625,000</b>
Diff of Rev/Exp:	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Repairs and refurbishment to original Court #1 1929 vintage discharge line.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Due to failure of riveted steel pipe which evidenced itself on the Washington Discharge Line of the same vintage and construction, it is prudent to plan to update this line as well before leakage and failure become an issue. We also found that isolation of the lines leaving the plant for the Washington transmission system need an additional valve to improve isolation capabilities without losing service capability to significant customers.

**MISCELLANEOUS**

**Project Location:**

WTP and Washington Avenue

**Capital Cost Beyond 2017:**

TBD

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan		X
Comprehensive Plan		X
Council Policy		X
Local, State, or Federal Regulations	X	

***If this project was not funded would other matching fund be lost***

Yes	
No	X

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**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	
New/Expansion:	X
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: WTP Screen Room Overhead Crane Rebuild

ESTIMATED COST: \$150,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 591-4740

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost		150,000					\$ 150,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4740-974.000		150,000					\$ 150,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	150,000	-	-	-	-	\$ 150,000
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Repair or Replace Screen Room Overhead Crane that is no longer functional.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:**

The Screen Room Crane is needed to conduct repairs to equipment located in the Screen Room. Portable units are possible alternative but the configuration and limited accessibility of the area make them difficult at best. For efficiency the best approach would be to replace or repair the existing crane.

**MISCELLANEOUS**

**Project Location:**

WTP

**Capital Cost Beyond 2017:**

\$150,000

**If this project was not funded would other matching fund be lost**

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
Rehabilitation or Enhancement:   
Efficiency Project:   
New/Expansion:   
Vehicles:

**In Accordance With:**

	Yes	No
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Council Policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **20" Parallel Transmission Main Improvements Junction Road**

ESTIMATED COST: **\$2,200,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **2** (1, 2, or 3) FUND and DIVISION#: **591-4741**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost				220,000	1,980,000		\$ 2,200,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000				220,000			\$ 220,000
591-4741-822.000					1,980,000		1,980,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>220,000</b>	<b>1,980,000</b>	<b>-</b>	<b>\$ 2,200,000</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Additional 20" parallel transmission main to be added for improved reliability to Frankenmuth area. Limits are Dixie Hwy. To Reimer Rd.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** The line feeding Frankenmuth and Frankenmuth Twp. is a single feed and has been experiencing main breaks recently. We need to improve our service and reliability to this customer.

**MISCELLANEOUS**

**Project Location:**

Junction Rd. Saginaw Twp

**Capital Cost Beyond 2017:**

\$2,200,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

*If this project was not funded would other matching fund be lost*

Yes   
 No

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 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: PS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Saginaw Twp. East West Transmission Main Looping Improvements

ESTIMATED COST: \$7,000,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: \_\_\_\_\_

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost				400,000	6,600,000		\$ 7,000,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000				400,000	300,000		\$ 700,000
591-4741-822.000					6,300,000		6,300,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	<b>400,000</b>	<b>6,600,000</b>	-	<b>\$ 7,000,000</b>
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Improvements to discharge piping from Aqua Station to Schust and looping improvements for 36" finished water transmission main Davis to Center Roads.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** This project will provide for better looping of the finished water transmission system and increased reliability by providing adequate system pressure and flexibility. There may also be advantages related to Saginaw Twps. Hospital Rd Tank level maintenance during high demand periods. We are doing studies to determine if this project is needed now or if there are alternatives such as a small booster station which may help us do other priority projects.

**MISCELLANEOUS**

**Project Location:**

Various Saginaw Twp.

**Capital Cost Beyond 2017:**

\$7,000,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
X	
	X
X	

*If this project was not funded would other matching fund be lost*

Yes   
 No

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement: X  
 Efficiency Project:   
 New/Expansion: X  
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **PS** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Dixie Highway 24" Parallel Transmission Main Improvements**

ESTIMATED COST: **\$3,600,000** PROJECT MANAGER: **P. Reinsch**

DEPT PRIORITY: **2** (1, 2, or 3) FUND and DIVISION#: \_\_\_\_\_

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000				200,000	160,000		\$ 360,000
591-4741822.000					3,240,000		3,240,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	200,000	3,400,000	-	<b>\$ 3,600,000</b>
<b>Diff of Rev/Exp:</b>	-	-	-	200,000	3,400,000	-	<b>\$ 3,600,000</b>

**ANALYSIS AND EXPLANATION**

**Description:** Additional 24" parallel transmission main to be added for improved reliability to Birch Run and Taymouth Twp. customers. Limits are Juntion to Dixie Highway Pump Station (2.4 miles).



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** The line feeding Village of Birch Run, Birch Run Twp., and Tayumouth Twp. is a single feed and we have experienced main breaks in recent years. We need to improve our service and reliability to these customers.

**MISCELLANEOUS**

**Project Location:**

Various Saginaw County

**Capital Cost Beyond 2017:**

\$3,600,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
X	
	X
X	

*If this project was not funded would other matching fund be lost*

Yes   
 No

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Variable Flow Project and Electrical Upgrades WT Pump Station

ESTIMATED COST: \$3,250,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 591-4741

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost						250,000	\$ 250,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000						250,000	\$ 250,000
591-4741-822.000							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	<b>250,000</b>	<b>\$ 250,000</b>
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Variable flow project either upgrades to existing pump station or new pump station with variable flow capabilities located between existing clearwells.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:**

Evaluation and Study located earlier in the CIP will help determine location and type of variable flow system to be installed.

**MISCELLANEOUS**

**Project Location:**

Rust Park WT

**Capital Cost Beyond 2017:**

\$3,250,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

*If this project was not funded would other matching fund be lost*

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	X
New/Expansion:	X
Vehicles:	

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: W&WWTS PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Clearwell Upgrades at WTP Existing 20 MG Storage Wells

ESTIMATED COST: \$2,000,000 PROJECT MANAGER: P. Reinsch

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 591-4741

CM PRIORITY:                     

PC Priority:                     

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost						500,000	\$ 500,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4741-802.000						200,000	200,000
591-4741-822.000						300,000	300,000
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	<b>500,000</b>	<b>\$ 500,000</b>
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Project to add a shunt chamber or wet well between existing clearwells. Curtain walls will be added to improve water flow thru reservoirs and eliminate short circuiting.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not**

**Details:** This will improve water quality in the clearwells. The project will eliminate short circuiting of water and the creation of low flow pockets of aged water within the clearwells. The shunt chamber will allow use of nearly all the 20 million gallons held in storage. With the current configuration there is about 35% of the clearwell storage unavailable for use. This is due to elevation of the center line of existing pumps relative to clearwell water level.

**MISCELLANEOUS**

**Project Location:**

Rust Park WT

**Capital Cost Beyond 2017:**

\$2,000,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

*If this project was not funded would other matching fund be lost*

Yes   
 No

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: Fiscal Services/ Treasury PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Security Glass for Teller line, ADA compliant desk and Income tax public windows

ESTIMATED COST: 19,433.00 PROJECT MANAGER: Janice Zuhlke

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 101-1743

CM PRIORITY:                     

PC Priority:                     

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost		19,433					\$ 19,433

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
GF		19,433					\$ 19,433
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	19,433	-	-	-	-	\$ 19,433
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Installation of bullet-resistant barriers for the teller line, which includes 4 work stations. The installation of barriers for the ADA compliant work counter and the 2 work stations used by income tax.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

High impact barriers will offer the overall protection against the threat of violence directed at the people and the assets that are in the treasury/income tax area. This area is currently a restricted area but has many flaws when it comes to safety and security of those that work with the public on a daily basis. The importance of this upgrade will offer those that work with the public a greater sense of security. Not purchasing bullet resistant safety upgrades at this time cannot be measured, since no one knows when/if a violent situation will occur. This is a preventative measure to insure the safety and well being of those who the City employs in this area.

**MISCELLANEOUS**

**Project Location:**

1315 S Washington

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

**If this project was not funded would other matching fund be lost**

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

**Type of Project: (indicate type of project)**

Routine Replacement:	<input type="checkbox"/>
Rehabilitation or Enhancement:	<input checked="" type="checkbox"/>
Efficiency Project:	<input type="checkbox"/>
New/Expansion:	<input type="checkbox"/>
Vehicles:	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	<b>\$ 0</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

*Description:*





**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

*INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	\$ 0
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

*Description:*



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

*INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	\$ 0
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

*Description:*



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

*INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	\$ 0
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

*Description:*



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

*INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	<b>\$ 0</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

*Description:*





**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: City Clerk - Elections PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: New Election Equipment Tabulators as Directed by State Bureau of Elections

ESTIMATED COST: \$40,000.00 PROJECT MANAGER: Janet Santos

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 101-1731

CM PRIORITY:  

PC Priority:  

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost	40,000						\$ 40,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund	40,000						\$ 40,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	40,000	-	-	-	-	\$ 40,000
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** State Bureau of Elections (BOE) is recommending that all municipalities budget \$2,000 per tabulator to for our protion of funding. The BOE will utilize remaining funds of the HAVA Grant funds original received from the Federal HAVA Grant funding.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

This is a mandatory Statewide equipment replacement project for the conduct of all elections.

**MISCELLANEOUS**

**Project Location:**

**Capital Cost Beyond 2016:**

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
YES	

***If this project was not funded would other matching fund be lost***

Yes	YES
No	

*INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	\$ 0
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

*Description:*



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	<b>\$ 0</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

*Description:*



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	\$ 0
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

*Description:*





**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

*INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	\$ 0
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

*Description:*



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

*INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT:  PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME:

ESTIMATED COST:  PROJECT MANAGER:

DEPT PRIORITY:  (1, 2, or 3) FUND and DIVISION#:

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost							\$ 0

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
							\$ 0
							0
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	-	<b>\$ 0</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

*Description:*



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

*Details:*



**MISCELLANEOUS**

**Project Location:**



**Capital Cost Beyond 2016:**



**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No

*If this project was not funded would other matching fund be lost*

Yes	
No	

*INSERT PHOTO HERE  
MANIPULATE PHOTO TO FIT WITHIN THIS BOX*

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **Community Public Safety-Fire** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Fire Training Facility Improvements**

ESTIMATED COST: **\$20,000** PROJECT MANAGER: **Battalion Chief Daniel Willoughby**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-3551**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost		10,000	10,000				\$ 20,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund		10,000	10,000				\$ 20,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	10,000	10,000	-	-	-	\$ 20,000
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** The fire department's training facility is in need of repairs and improvements in order to meet the training needs of the department. The fire training tower is in need of minor structural repairs and cosmetic repairs to enhance its appearance. A storage building on the training grounds property is currently being used by the Saginaw Police Department for storage. The police chief has agreed to turn possession of this facility over to the fire department so that the facility and the grounds it is on can be rehabilitated and used for training. The storage building's exterior will be refurbished and modifications will be made to the interior configuration to allow for a classroom and much needed storage space for the fire department's Fire Safety House and Fire Ground Survival Training Trailer.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

These repairs and enhancements will provide a safe and cost effective environment to provide training and evaluation of personnel. With an increased emphasis on a regional approach toward training, an updated and enhanced training facility is critical. Updates and improvements to the fire training facility will allow us to provide quality training programs for our firefighters as well as firefighters from across the region. The fire training facility is located in a very visible location along the Saginaw River in close proximity to City Hall. Renovations and improvements made to the exterior of the storage building will further beautify the Riverwalk area. An improved training facility will also allow the fire department an opportunity to pursue collaborative efforts with Delta College's Fire Science program.

**MISCELLANEOUS**

**Project Location:**

Fire Training Grounds

**Capital Cost Beyond 2016:**

**In Accordance With:**

**Yes**

**No**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

***If this project was not funded would other matching fund be lost***

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: **Community Public Safety - Fire** PROJECT NUMBER: 2

PROJECT NAME: **New Fire Pumper**

ESTIMATED COST: **\$425,000** PROJECT MANAGER: **Battalion Chief Greg Simmons**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-3554**

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost	<b>425,000</b>						<b>\$ 425,000</b>

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund		50,000	50,000	50,000	50,000	50,000	\$ 250,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	50,000	50,000	50,000	50,000	50,000	<b>\$ 250,000</b>
Diff of Rev/Exp:	-	(375,000)	50,000	50,000	50,000	50,000	<b>\$ (175,000)</b>

**ANALYSIS AND EXPLANATION**

**Description:** To replace Engine 1, a 1997 Spartan pumper. The NFPA recommends that all fire apparatus in excess of 15 years old be removed from first line operations. Engine 1 is approaching 20 years old and is becoming increasingly unreliable. Repair costs for this apparatus have increased by nearly 50% between FY13-14 and FY14-15. Obtaining replacement parts will also become a problem in the very near future. If replaced, Engine 1 will go into reserve status and Engine 6 will be retired and sold. A financing package with annual payments for 10 years will be utilized to fund this purchase. The fire department will also continue to apply for FEMA - AFG grant funding for this purchase however grant funding for apparatus purchases continues to be very difficult to attain.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

A new fire engine will be equipped with numerous safety features including air bags and automatic traction control. It will also result in lower repair costs because the apparatus will be covered by a bumper-to-bumper warranty for at least its first two years of service. If the department's current pumper (Engine 1) is not replaced, repair costs are likely to steadily increase in the coming years. Experience has shown that the purchase of a new pumper will prove to be cost effective in terms of reduced maintenance costs due to warranty coverage. A new fire engine will provide the department personnel significant safety improvements as well as greater operational capabilities.

**MISCELLANEOUS**

**Project Location:**

801 Federal

**Capital Cost Beyond 2016:**

375000

**If this project was not funded would other matching fund be lost**

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

	<b>Yes</b>	<b>No</b>
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **Community Public Safety - Fire** PROJECT NUMBER: **3**

PROJECT NAME: **Replacement of entire Self-Contained Breathing Apparatus (SCBA) inventory.**

ESTIMATED COST: **250,000** PROJECT MANAGER: **Battalion Chief Thomas Raines**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-3551**

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost			250,000				\$ 250,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund			25,000				\$ 25,000
Federal Grant			225,000				225,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	<b>-</b>	<b>-</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 250,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Self-contained breathing apparatus (SCBA) are a critical part of our firefighters personal protective equipment. SCBA's are worn in hazardous environments to provide breathing air and protect the respiratory system of our firefighters. SCBA's are used at fire incidents, hazardous materials incidents, confined space incidents, and at incidents involving weapons of mass destruction. This is a one (1) year project that will utilize general fund dollars or federal grant monies. FEMA - AFG grant guidelines do not allow us to apply for grant funds for SCBAs until our current units are at least 10 years old, based on the manufacture date. Our current SCBAs were purchased with a FEMA- AFG grant in 2006 however the manufacture date of the units is 2007. We will not be able to apply for an AFG grant for these units until the application period that opens in FY 17/18

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

SCBA's are the single most important tool that a firefighter uses. We are currently using SCBA's that were purchased in 2006 with money from a FEMA Assistance to Firefighters grant. Industry standards say that SCBA units should be replaced every ten years. We are fast approaching this ten year benchmark, but in Saginaw our units see much more wear and tear when compared to others due to our heavy fire activity. Though our SCBAs have not yet reached 10 years old, the extreme use they are subjected to has caused repair and maintenance costs to escalate. Since these units were purchased, the NFPA standard that covers SCBA's has been updated making our units non-compliant with the new standard. Our current units are grandfathered under the old standard until they are replaced.

**MISCELLANEOUS**

**Project Location:**

Station One, 801 Federal Ave.

**Capital Cost Beyond 2016:**

250,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	x	
Comprehensive Plan	x	
Council Policy	x	
Local, State, or Federal Regulations	x	

***If this project was not funded would other matching fund be lost***

Yes	x
No	

**Type of Project: (indicate type of project)**

Routine Replacement:	x
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	



**CITY OF SAGINAW  
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**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **Community Public Safety - Fire** PROJECT NUMBER: **4**

PROJECT NAME: **Replacement of our two (2) hydraulic rescue tools, better known as the "Jaws of Life".**

ESTIMATED COST: **60,000** PROJECT MANAGER: **Battalion Chief Thomas Raines**

DEPT PRIORITY: **2** (1, 2, or 3) FUND and DIVISION#: **101-3551**

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost		30,000	30,000				\$ 60,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund		30,000	30,000				\$ 60,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 60,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** The current hydraulic rescue tools are over 25 years old. The units have been relocated to newer apparatus over the years which required that the power unit to be upgraded. This was done in 2002. The units have been properly maintained and do meet the departments most basic need. These units are used in vehicle accidents when there is a person trapped in a vehicle. We have also used these tools to extricate people from heavy machinery located in industrial settings and elevators. The newer vehicles are utilizing materials that require more cutting force than is provided by our current units. We plan to replace both units over the next two (2) year period.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The current units have been in use for over 25 years. The cost of maintaining these units is high due to the availability of parts. The units made today create greater cutting force for the materials found in newer vehicles. These units are lighter and can be battery operated. Battery operated the units do not require a hydraulic hose and can be taken to remote areas. The new units would keep the area near a rescue scene less cluttered which would improve safety and efficiency.

**MISCELLANEOUS**

**Project Location:**

Engine 3 and Engine 4

**Capital Cost Beyond 2016:**

30,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	Yes	No
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**If this project was not funded would other matching fund be lost**

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

**Type of Project: (indicate type of project)**

Routine Replacement:	<input checked="" type="checkbox"/>
Rehabilitation or Enhancement:	<input type="checkbox"/>
Efficiency Project:	<input type="checkbox"/>
New/Expansion:	<input type="checkbox"/>
Vehicles:	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: **Community Public Safety - Fire** PROJECT NUMBER: **5**

PROJECT NAME: **Replacement of the breathing air compressor that is located at Station One.**

ESTIMATED COST: **50,000** PROJECT MANAGER: **Battalion Chief Thomas Raines**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **101-3551**

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost						50,000	\$ 50,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund						50,000	\$ 50,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	50,000	\$ 50,000
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** The current compressor used to provide breathing air for all Fire Department personnel, water department personnel, and waste water personnel is over 30 years old. This unit was purchased in 1983. Because of the age of the unit reliability and access to parts for repairs are an becoming an issue. This unit provides clean breathable air that all our emergency incidents require. This compressor is a vital part of the entire Saginaw Fire Department mission. This breathing air compressor was rebuilt in 2014/2015. This compressor was initially requested for immediate replacement, but with this rebuild it will allow us to plan out this project for another five (5) years.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

A reliable compressor is a vital part of our operation. With the new NFPA standard 1981 /1982, all of the SCBA's now being produced will be high pressure. This means that the compressor filling these tanks must be able to reach pressures up to 5500psi. Because of the age of our compressor it can only produce a pressure of 4300psi. If we do not replace our compressor we will not be able to comply with new and future NFPA standards.

**MISCELLANEOUS**

**Project Location:**

Station One, 801 Federal Ave.

**Capital Cost Beyond 2016:**

50,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**If this project was not funded would other matching fund be lost**

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

**Type of Project: (indicate type of project)**

Routine Replacement:	<input checked="" type="checkbox"/>
Rehabilitation or Enhancement:	<input type="checkbox"/>
Efficiency Project:	<input type="checkbox"/>
New/Expansion:	<input type="checkbox"/>
Vehicles:	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: Community Public Safety - Fire PROJECT NUMBER: 6

PROJECT NAME: Replacement of Fire Chief's Vehicle

ESTIMATED COST: \$47,000 PROJECT MANAGER: Battalion Chief Greg Simmons

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 101-3554

CM PRIORITY:  

PC Priority:  

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost	47,000						\$ 47,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund	47,000						\$ 47,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	47,000	-	-	-	-	\$ 47,000
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** To replace the Fire Chief's vehicle, a 2007 Chevrolet Tahoe. This vehicle would be replaced with another SUV style (e.g. Suburban or Tahoe) vehicle.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The current Chief's vehicle, at 9 years old is approaching the end of its useful life. It currently has in excess of 93,000 miles on the odometer. A new vehicle would be more efficient in terms of fuel economy and would be more reliable. Failure to replace this vehicle would result in more frequent and costly repairs.

**MISCELLANEOUS**

**Project Location:**

801 Federal

**Capital Cost Beyond 2016:**

0

**If this project was not funded would other matching fund be lost**

Yes

No

X

**Type of Project: (indicate type of project)**

- Routine Replacement: x
- Rehabilitation or Enhancement:
- Efficiency Project:
- New/Expansion:
- Vehicles: X

**In Accordance With:**

**Yes**

**No**

- Department Master Plan
- Comprehensive Plan
- Council Policy
- Local, State, or Federal Regulations

	Yes	No
Department Master Plan	x	
Comprehensive Plan	x	
Council Policy	x	
Local, State, or Federal Regulations	x	



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: Community Public Safety - Fire PROJECT NUMBER: 7

PROJECT NAME: Replacement of Fire Marshal's Vehicle

ESTIMATED COST: \$47,000 PROJECT MANAGER: Battalion Chief Greg Simmons

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 101-3554

CM PRIORITY:  

PC Priority:  

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost	47,000						\$ 47,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund	47,000						\$ 47,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	47,000	-	-	\$ 47,000
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Replace the Fire Marshal vehicle with an SUV type vehicle (e.g. Tahoe or Suburban). The current Fire Marshal vehicle has become increasingly expensive to repair. Expenses are likely to spiral upward in the coming years. A new SUV will allow the Fire Marshal to store fire investigative equipment inside the vehicle.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:** Due to its age and increasing repair costs, the current Fire Marshal's vehicle is becoming inefficient and unreliable. Replacing it with a new SUV would help reduce maintenance costs and improve reliability.

**MISCELLANEOUS**

**Project Location:**

801 Federal

**Capital Cost Beyond 2016:**

\$47,000

*If this project was not funded would other matching fund be lost*

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: Community Public Safety - Fire PROJECT NUMBER: 8

PROJECT NAME: Replace Training Officer's Vehicle

ESTIMATED COST: 50,000 PROJECT MANAGER: Battalion Chief Greg Simmons

DEPT PRIORITY: 3 (1, 2, or 3) FUND and DIVISION#: 101-3554

CM PRIORITY:  

PC Priority:  

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost						50,000	\$ 50,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund						50,000	\$ 50,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	50,000	-	\$ 50,000
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Replace the Training Officer's 2007 Chevrolet Suburban with an SUV type vehicle (e.g. Tahoe or Suburban). The current vehicle is approaching 9 years old and within the next few years will near the end of its usable life. A new vehicle would help reduce maintenance and fuel costs.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:** A new vehicle would be more reliable and more fuel efficient. Failure to replace this vehicle would result in more frequent and costly repairs.

**MISCELLANEOUS**

**Project Location:**

801 Federal

**Capital Cost Beyond 2016:**

50,000

*If this project was not funded would other matching fund be lost*

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: Community Public Safety-Fire PROJECT NUMBER: 9

PROJECT NAME: Replacement of Public parking lot at Station 1, from the fence to the building.

ESTIMATED COST: \$60,000 PROJECT MANAGER: Battalion Chief Daniel Willoughby

DEPT PRIORITY: 3 (1, 2, or 3) FUND and DIVISION#: 101-3551

CM PRIORITY:  

PC Priority:  

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost	<u>60,000</u>						<u>\$ 60,000</u>

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
	<u>60,000</u>						<u>\$ 60,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	<u>60,000</u>	-	-	-	-	<u>\$ 60,000</u>
Diff of Rev/Exp:	-	-	-	-	-	-	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Replacement of public parking lot at Station 1, from the fence to the building. Currently the parking lot surface is asphalt, which has been patched and sealed numerous times over the years. There are sections of the lot that are not level which create trip hazards for the public and fire department personnel.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Replacing of the asphalt from the fence to the building in the parking lot with 8" of concrete would provide a flat, safer surface for driving and walking on by fire department personnel and the general public. Station 1 serves as the Fire Department's Headquarters and houses the Fire Prevention Bureau, and the Training and Safety Division. Station 1 receives a great deal of traffic from the general public as well as fire department personnel every day. The 8" of concrete would be strong enough to handle the weight of larger vehicles, such as fire apparatus, delivery trucks, garbage trucks, etc.. Not replacing the asphalt would result in continued deterioration of the asphalt and greater safety concerns.

**MISCELLANEOUS**

**Project Location:**

Station 1

**Capital Cost Beyond 2016:**

**If this project was not funded would other matching fund be lost**

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

	Yes	No
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: Community Public Safety-fire PROJECT NUMBER: 10

PROJECT NAME: Replace the roof at Sta. #1

ESTIMATED COST: \$50,000 PROJECT MANAGER: Battalion Chief Daniel Willoughby

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 101-3551

CM PRIORITY:  

PC Priority:  

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost	50,000						\$ 50,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund		30,000	20,000				\$ 50,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	30,000	20,000	-	-	-	<b>\$ 50,000</b>
Diff of Rev/Exp:	-	(20,000)	20,000	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Station 1 was originally built in 1939 and has been re-roofed and numerous large & small patch work done to repair leaks and weather damage throughout the years. Roof leaks continue to cause interior wall and ceiling damage which could possibly lead to mold infestation. The roof is separated by two distinct levels of roofing due to the building design. The upper level would be roofed first, followed by the lower level in the subsequent year.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Station 1 is the administrative headquarters for CPS-Fire. It is imperative that we maintain the structural integrity of this building due to the fact that it is and will remain the cornerstone of the Fire Department. Replacing the roof now would reduce repair costs and provide years of continued use. These improvements would also provide a safer work environment.

**MISCELLANEOUS**

**Project Location:**

Station #1

**Capital Cost Beyond 2016:**

*If this project was not funded would other matching fund be lost*

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: Community Public Safety-Fire PROJECT NUMBER: 11

PROJECT NAME: Repair/Replace apparatus platform at Station 2, along with concrete around manhole cover at entrance to parking lot.

ESTIMATED COST: \$6,000 PROJECT MANAGER: Battalion Chief Daniel Willoughby

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 101-3551

CM PRIORITY:  

PC Priority:  

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost	6,000						\$ 6,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund	6,000						\$ 6,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	6,000	-	-	-	-	\$ 6,000
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Station #2's apparatus platform has 2 sections of concrete which are cracked and are sprawling. Station #2 also has a manhole cover at the entrance to the parking lot which needs supporting concrete replaced.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Station 2's apparatus platform has 2 sections of concrete which are cracked and are sprawling. Station 2 also has a manhole cover at the entrance to the parking lot which needs supporting concrete replaced. These concrete slabs are right in front of T-2 and E-2 bay doors, and by repairing these slabs it would provide for a smoother transition from the station to the road during emergency/non-emergency responses. Failure to repair these slabs now would lead further deterioration due to weather conditions and the weight of the apparatus driving over it. The concrete around the Manhole cover is braking and shifting. This concrete helps support the manhole, which is beginning to sink into the ground.

**MISCELLANEOUS**

**Project Location:**

Station #2

**Capital Cost Beyond 2016:**

**If this project was not funded would other matching fund be lost**

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: Community Public Safety-Fire PROJECT NUMBER: 12

PROJECT NAME: Replace Station 2 Apparatus Bay Lighting

ESTIMATED COST: \$5,000 PROJECT MANAGER: Battalion Chief Daniel Willoughby

DEPT PRIORITY: 2 (1, 2, or 3) FUND and DIVISION#: 101-3551

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost		5,000					\$ 5,000

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund		5,000					\$ 5,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	5,000	-	-	-	-	<b>\$ 5,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Station #2 currently has 8', T12 fluorescent light fixtures of which half are not working. These fluorescent tubes are no longer manufactured. Replace light fixture with newer 4', T8 light fixtures, which are brighter and more energy efficient would save on lighting expenses and provide a safer work environment in the station.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Replacing the light fixtures now would avoid losing all lighting when the supply of T12 fluorescent bulbs has been exhausted. The newer 4' T8 fixtures would provide better lighting, be more energy efficient, and provide a safer work environment.

**MISCELLANEOUS**

**Project Location:**

Station #2

**Capital Cost Beyond 2016:**

*If this project was not funded would other matching fund be lost*

Yes

No

x

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	x
Efficiency Project:	x
New/Expansion:	
Vehicles:	

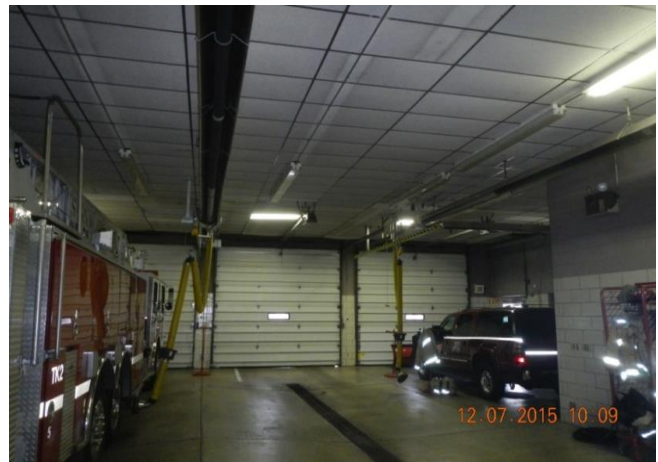
**In Accordance With:**

**Yes**

**No**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

x	
x	
x	
x	



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **Community Public Safety-Fire** PROJECT NUMBER: **13**

PROJECT NAME: **Replace concrete pad at Station 3 on apparatus platform and replace part of Terrazzo flooring inside station #3**

ESTIMATED COST: **\$3,500** PROJECT MANAGER: **Battalion Chief Daniel Willoughby**

DEPT PRIORITY: **2** (1, 2, or 3) FUND and DIVISION#: **101-3551**

CM PRIORITY:

PC Priority:

COST DATA	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
Project Cost		3,500					\$ 3,500

SOURCE OF FUNDS	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	TOTAL
General Fund		3,500					\$ 3,500
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	<b>3,500</b>	-	-	-	-	<b>\$ 3,500</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Replace the section of concrete slab on the apparatus platform in front of Station 3 bay door. Currently when the engine pulls out the concrete slab in question raises and sinks about 5". In addition, replace 6 sections of terrazzo flooring adjacent to the replaced exterior concrete. These sections of the floor are breaking apart due to the unstable sub-surface that has impacted the apparatus platform.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Replace the section of concrete slab on the apparatus platform in front of Sta.#3 bay door and replace 6 sections of terrazzo flooring, which are braking apart inside the station. If these repairs are made improve the surrounding concrete, prevent any damage to the manhole vault which is part of the same slab, and support the integrity of the station's foundation. Failure to make these repairs will eventually lead to further deterioration of the concrete, the vault, and foundation.

**MISCELLANEOUS**

**Project Location:**

Station #3

**Capital Cost Beyond 2016:**

*If this project was not funded would other matching fund be lost*

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
Rehabilitation or Enhancement:   
Efficiency Project:   
New/Expansion:   
Vehicles:

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<u>Yes</u>	<u>No</u>
Department Master Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Council Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Local, State, or Federal Regulations	<input checked="" type="checkbox"/>	<input type="checkbox"/>



**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: Water/Sewer PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: SCADA Computer Replacment

ESTIMATED COST: \$45,000 PROJECT MANAGER: Dan Simmer

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: I&PCT

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<u>45,000</u>						<u>\$ 45,000</u>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4715-974.000	20,000						\$ 20,000
590-4815-874.000	25,000						25,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	<u>45,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 45,000</u>
Diff of Rev/Exp:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

*Description:* Replacement of SCADA Computers



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The SCADA Computers are the interface that the Water and Wastewater Treatment Plants use to operate the plant, Because of there importance and the 24 hour 365 days a year use, we have put them on a 5 year replacement cycle.

**MISCELLANEOUS**

**Project Location:**

Various

**Capital Cost Beyond 2016:**

\$45,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

***If this project was not funded would other matching fund be lost***

Yes

No

X

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: **Water / Sewer** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **AMR MDM Server Replacement**

ESTIMATED COST: **119,000** PROJECT MANAGER: **Dan Simmer**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **I&PCT**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	<b>119,000</b>						<b>\$ 119,000</b>

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4715-974.000	59,500						\$ 59,500
590-4815-974.000	59,500						59,500.00
							0
							0
							0
							0
<b>TOTAL:</b>	<b>119,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 119,000</b>
Diff of Rev/Exp:	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Replacement of the Servers for the Automatic Meter Reading System

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The Automatic Meter Reading System collects, stores and distributes all of the water meter reads for the City of Saginaw water system. The MDM Servers are the heart of this system and do to their importance they are on a 4 year replacement cycle

**MISCELLANEOUS**

**Project Location:**

M&S

**Capital Cost Beyond 2016:**

119,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	X	
Comprehensive Plan		X
Council Policy		X
Local, State, or Federal Regulations	X	

*If this project was not funded would other matching fund be lost*

Yes   
No

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MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:   
Rehabilitation or Enhancement:   
Efficiency Project:   
New/Expansion:   
Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: Water PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Water Treatment Main Processor Panel I/O Upgrade

ESTIMATED COST: \$30,000 PROJECT MANAGER: Dan Simmer

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: I&PCT

CM PRIORITY:  

PC Priority:  

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	30,000						\$ 30,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4715-974.000	30,000						\$ 30,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	30,000	-	-	-	-	<b>\$ 30,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

*Description:* Replacment of I/O Rack in the Main Processor Panel

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The Main Processor is what controls the water cleaning process at the water plant. The MPP's I/O racks were installed in 1995 and are nearing the end of there lifespan and will need to be replaced in the near future.

**MISCELLANEOUS**

**Project Location:**

Water Plant

**Capital Cost Beyond 2016:**

\$30,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

***If this project was not funded would other matching fund be lost***

Yes

No

X

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

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 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: Water PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Water HSP Panel Upgrade

ESTIMATED COST: \$30,000 PROJECT MANAGER: Dan Simmer

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: I&PCT

CM PRIORITY:  

PC Priority:  

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost	30,000						\$ 30,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4715-974,000	30,000						\$ 30,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	30,000	-	-	-	<b>\$ 30,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

*Description:* Replacement of I/O Rack in High Service Panel

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The High Service Panel is what controls the large pumps that distribute water into the system. The HSP I/O rack were installed in 1995 and are nearing the end of their lifespan and will need to be replaced in the near future.

**MISCELLANEOUS**

**Project Location:**

Water Treatment Plant

**Capital Cost Beyond 2016:**

\$30,000

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

***If this project was not funded would other matching fund be lost***

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

INSERT PHOTO HERE  
 MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **Sewer** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **Waste Water Treatment Main Panel I/O Replacement**

ESTIMATED COST: **\$55,000** PROJECT MANAGER: **Dan Simmer**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **I&PCT**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost					55,000		\$ 55,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
590-4715-974.000					55,000		\$ 55,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	55,000	-	\$ 55,000
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Replacement of I/O Rack in Main Processor Panel 1



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The Main Processor Panel 1, controls the front end of the pant and is nearing 20 years of service wich is it's expected lifespan. It will need to be replaced in the future.

**MISCELLANEOUS**

**Project Location:**

Waste Water

**Capital Cost Beyond 2016:**

\$55,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

***If this project was not funded would other matching fund be lost***

Yes

No

X

INSERT PHOTO HERE

MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

DEPARTMENT: **Water/Sewer** PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: **SCADA Computer Replacment**

ESTIMATED COST: **\$45,000** PROJECT MANAGER: **Dan Simmer**

DEPT PRIORITY: **1** (1, 2, or 3) FUND and DIVISION#: **I&PCT**

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
Project Cost						45,000	\$ 45,000

SOURCE OF FUNDS	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
591-4715-974.000						20,000	\$ 20,000
590-4815-874.000						25,000	25,000.00
							0
							0
							0
							0
<b>TOTAL:</b>	-	-	-	-	-	45,000	\$ 45,000
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Replacement of SCADA Computers

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The SCADA Computers are the interface that the Water and Wastewater Treatment Plants use to operate the plant, Because of there importance and the 24 hour 365 days a year use, we have put them on a 5 year replacement cycle.

**MISCELLANEOUS**

**Project Location:**

Various

**Capital Cost Beyond 2016:**

\$45,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

*If this project was not funded would other matching fund be lost*

Yes

No

X

INSERT PHOTO HERE

MANIPULATE PHOTO TO FIT WITHIN THIS BOX

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

DEPARTMENT: Water & Wastewater Treatment PROJECT NUMBER: \_\_\_\_\_

PROJECT NAME: Replace Retention & treatment Basin Flow Meters

ESTIMATED COST: 385,000 PROJECT MANAGER: Brian Baldwin

DEPT PRIORITY: 1 (1, 2, or 3) FUND and DIVISION#: 590-4840

CM PRIORITY: \_\_\_\_\_

PC Priority: \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost	85,000	85,000	90,000	50,000	50,000	25,000	\$ 385,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus	85,000	85,000	90,000	50,000	50,000	25,000	\$ 385,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>85,000</b>	<b>85,000</b>	<b>90,000</b>	<b>50,000</b>	<b>50,000</b>	<b>25,000</b>	<b>\$ 385,000</b>
Diff of Rev/Exp:	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Replacement of failing flow meters for RTBs. Flow measurement is required to pace the disinfectin chemical when the RTB is in service during a wet weather event. Discharge flow measurement is also required by the MDEQ.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Accurate flow measurement is crucial to the treatment process. Chlorination for flow disinfection is regulated by the flow meter measurement.

**MISCELLANEOUS**

**Project Location:**

Retention Treatment Basins

**Capital Cost Beyond 2016:**

300,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	x	
Comprehensive Plan		x
Council Policy		x
Local, State, or Federal Regulations	x	

***If this project was not funded would other matching fund be lost***

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

**DEPARTMENT:** Water & Wastewater Treatment **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Clean, test and calibrate Wastewater Treatment Plant and RTB electrical substations

**ESTIMATED COST:** 250,000 **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** 1 (1, 2, or 3) **FUND and DIVISION#:** 590-4840

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost	-	50,000	50,000	50,000	50,000	50,000	\$ 250,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus	-	50,000	50,000	50,000	50,000	50,000	\$ 250,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	50,000	50,000	50,000	50,000	50,000	\$ 250,000
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Clean, test and calibrate electrical substations at the Wastewater plant and at the RTBs.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The Wastewater treatment plant has two independent power feed sources to provide back up power to the facility. To assure reliability, annual maintenance of electrical switch gear and substations is necessary. The same is true of the Retention Treatment Basins.

**MISCELLANEOUS**

**Project Location:**

WWTP and RTBs

**Capital Cost Beyond 2016:**

250,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	x	
Comprehensive Plan		x
Council Policy		x
Local, State, or Federal Regulations	x	

***If this project was not funded would other matching fund be lost***

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

**DEPARTMENT:** Water and Wastewater Treatment **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Weiss St. Retention Treatment Basin Site Settling Stabilization

**ESTIMATED COST:** 100,000 **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** 2 (1, 2, or 3) **FUND and DIVISION#:** 590-4840

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost		100,000					\$ 100,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus		100,000					\$ 100,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	100,000	-	-	-	-	\$ 100,000
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Physical stabilization of the soils at the Weiss RTB.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Stabilizing the site soils will protect the underground utilities, electrical & piping, and structures from further damage due to the site settling.

**MISCELLANEOUS**

**Project Location:**

Weiss St RTB

**Capital Cost Beyond 2016:**

0

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
X	

***If this project was not funded would other matching fund be lost***

Yes

No

X

**Type of Project: (indicate type of project)**

Routine Replacement:	
Rehabilitation or Enhancement:	X
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

**DEPARTMENT:** Water and Wastewater Treatment **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Reconstruction/repair of floor where incinerators were removed

**ESTIMATED COST:** 150,000 **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** 2 (1, 2, or 3) **FUND and DIVISION#:** 590-4840

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost		150,000					\$ 150,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus		150,000					\$ 150,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	150,000	-	-	-	-	\$ 150,000
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Structural reconstruction of the multi level floors to fill the voids where the incinerators were removed.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Infilling the expansive voids in the 3 floors would give us significant space for relocation of maintenance offices so that the stock room could be enlarged and better organized. It would also provide space to establish an accessible records storage area for record drawings, equipment operation and maintenance files, and asset management records required by the MDEQ.

**MISCELLANEOUS**

**Project Location:**

Wastewater Treatment Plant

**Capital Cost Beyond 2016:**

0

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	X	
Comprehensive Plan		X
Council Policy		X
Local, State, or Federal Regulations		X

***If this project was not funded would other matching fund be lost***

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

**DEPARTMENT:** Water and Wastewater Treatment      **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Repair Primary Settling Tank #1

**ESTIMATED COST:** 270,000      **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** 1 (1, 2, or 3)      **FUND and DIVISION#:** 590-4840

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost	<u>270,000</u>						<u>\$ 270,000</u>

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus	<u>270,000</u>						<u>\$ 270,000</u>
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<u>270,000</u> -      -      -      -      -						<u>\$ 270,000</u>
<b>Diff of Rev/Exp:</b>	<u>-      -      -      -      -      -</u>						<u>\$ 0</u>

**ANALYSIS AND EXPLANATION**

**Description:** Structural repairs to Primary Settling Tank #1 which was damaged due to ice build up during the winter

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Return Primary Settling tank to working condition. Currently out of service due to damage.

**MISCELLANEOUS**

**Project Location:**

Wastewater Treatment Plant

**Capital Cost Beyond 2016:**

0

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

	Yes	No
Department Master Plan	X	
Comprehensive Plan		X
Council Policy		X
Local, State, or Federal Regulations		X

***If this project was not funded would other matching fund be lost***

Yes   
 No

**Type of Project: (indicate type of project)**

Routine Replacement:   
 Rehabilitation or Enhancement:   
 Efficiency Project:   
 New/Expansion:   
 Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

**DEPARTMENT:** Water and Wastewater Treatment **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Install Power Generators at RTBs

**ESTIMATED COST:** 500,000 **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** 1 (1, 2, or 3) **FUND and DIVISION#:** \_\_\_\_\_

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost	250,000	250,000					\$ 500,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus	250,000	250,000					\$ 500,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>250,000</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 500,000</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Provide back up power for retention treatment basins. Consumers Energy now charges for Alternate Service (back up power) and has discontinued offering the option at some locations.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Assure back up power for facility operation in the event of a primary power failure at the retention treatment basins.

**MISCELLANEOUS**

**Project Location:**

Emerson RTB & 14th St RTB

**Capital Cost Beyond 2016:**

250,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

**Yes**

**No**

Yes	No
X	
	X
	X
X	

***If this project was not funded would other matching fund be lost***

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
Rehabilitation or Enhancement:   
Efficiency Project:   
New/Expansion:   
Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

**DEPARTMENT:** Water & Wastewater Treatment **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Repair / Replace Roofs at Wastewater Plant and Remote Facilities

**ESTIMATED COST:** \$175,000 **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** \_\_\_\_\_ (1, 2, or 3) **FUND and DIVISION#:** 590-4840

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$ 175,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus Revenue	\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$ 175,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>50,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>\$ 175,000</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** Replace unrepairable roofs at Remote Facilities and Wastewater Treatment Plant or repair when possible.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The roofing systems at the wastewater treatment plant and the remote facilities are being replaced as needed to prevent damage to equipment from leaks. We maintain the roofs on 35 buildings and structures.

**MISCELLANEOUS**

**Project Location:**

Wastewater Plant and RTB's

**Capital Cost Beyond 2016:**

125000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

<b>Yes</b>	<b>No</b>
X	
	X
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

**Type of Project: (indicate type of project)**

<b>Routine Replacement:</b>	X
<b>Rehabilitation or Enhancement:</b>	
<b>Efficiency Project:</b>	
<b>New/Expansion:</b>	
<b>Vehicles:</b>	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022**

**INDIVIDUAL PROJECT DESCRIPTION**  
(FILL OUT ONE SHEET FOR EACH PROJECT)

**DEPARTMENT:** Water & Wastewater Services **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Grind & Repave 3,750 square yards of asphalt at the Wastewater Treatment Plant

**ESTIMATED COST:** \$100,000 **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** \_\_\_\_\_ (1, 2, or 3) **FUND and DIVISION#:** 590-4840

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost	\$75,000	\$25,000					\$ 100,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus	\$75,000	\$25,000					\$ 100,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>75,000</b>	<b>25,000</b>	-	-	-	-	<b>\$ 100,000</b>
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** The entrance driveway and the pavement in the shipping and receiving area is badly deteriorated and requires replacement. Heavy construction traffic over the last eight years has cracked and broken the asphalt. Grinding the broken surface and repaving is the most cost effective form of repair.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Prevent further deterioration of the roadway adjacent to the damaged site. Create a safer and more durable surface in these high traffic areas.

**MISCELLANEOUS**

**Project Location:**

Wastewater Treatment Plant

**Capital Cost Beyond 2016:**

\$25,000

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

Yes	No
X	
	X
	X
	X

***If this project was not funded would other matching fund be lost***

Yes	
No	X

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

**DEPARTMENT:** Water & Wastewater Services **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Clean and Line the Discharge Ditch at the 14th. St. Retention and Treatment Basin

**ESTIMATED COST:** \$100,000 **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** \_\_\_\_\_ (1, 2, or 3) **FUND and DIVISION#:** 590-4840 \_\_\_\_\_

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost		100,000					\$ 100,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus Revenue		100,000					\$ 100,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	-	100,000	-	-	-	-	\$ 100,000
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	\$ 0

**ANALYSIS AND EXPLANATION**

**Description:** Clean and Concrete line the ditch from the 14th. St. Retention and Treatment Basin to the river.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

Debris and vegetation collect in the ditch because of it's reverse slope. The debris, vegetation and the wildlife it attracts impacts the quality of the water discharge through the ditch to the river during storm events. This has the potential to create permit violations.

**MISCELLANEOUS**

**Project Location:**

14th. St. Retention and Treatment Basin

**Capital Cost Beyond 2016:**

**In Accordance With:**

Department Master Plan  
 Comprehensive Plan  
 Council Policy  
 Local, State, or Federal  
 Regulations

Yes	No
X	
	X
	X
X	

***If this project was not funded would other matching fund be lost***

Yes	X
No	

**Type of Project: (indicate type of project)**

Routine Replacement:	X
Rehabilitation or Enhancement:	
Efficiency Project:	
New/Expansion:	
Vehicles:	

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

**DEPARTMENT:** Water and Wastewater Treatment Services **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Replace Starters for Raw Sewage Pumps (6)

**ESTIMATED COST:** 447,000 **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** 1 (1, 2, or 3) **FUND and DIVISION#:** 590 4840

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost	447,000	-	-	-	-	-	\$ 447,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus	447,000						\$ 447,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>447,000</b>	-	-	-	-	-	<b>\$ 447,000</b>
<b>Diff of Rev/Exp:</b>	-	-	-	-	-	-	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**Description:** The starters for the raw sewage pumps are the originals installed in 1948. They are becoming unreliable and repair parts are no longer available.

**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

This purchase will improve the reliability of influent pumping. The failure of this equipment would reduce pumping capacity and could result in permit violations. It is far more cost effective to schedule this than to wait for catastrophic failure that would necessitate emergency repairs.

**MISCELLANEOUS**

**Project Location:**

Wastewater Treatment

**Capital Cost Beyond 2016:**

0

**In Accordance With:**

Department Master Plan  
Comprehensive Plan  
Council Policy  
Local, State, or Federal  
Regulations

	<b>Yes</b>	<b>No</b>
Department Master Plan	X	
Comprehensive Plan		X
Council Policy		X
Local, State, or Federal Regulations		X

***If this project was not funded would other matching fund be lost***

Yes   
No

**Type of Project: (indicate type of project)**

Routine Replacement:   
Rehabilitation or Enhancement:   
Efficiency Project:   
New/Expansion:   
Vehicles:

**CITY OF SAGINAW  
CAPITAL IMPROVEMENT PLAN  
FY 2016-2017 THROUGH FY 2021-2022  
INDIVIDUAL PROJECT DESCRIPTION  
(FILL OUT ONE SHEET FOR EACH PROJECT)**

**DEPARTMENT:** Water and Wastewater Treatment Services **PROJECT NUMBER:** \_\_\_\_\_

**PROJECT NAME:** Replace Chlorine and Sulfur Dioxide Feed Systems

**ESTIMATE:** 150,000 **PROJECT MANAGER:** Brian Baldwin

**DEPT PRIORITY:** 1 (1, 2, or 3) **FUND and DIVISION#:** 590 4840

**CM PRIORITY:** \_\_\_\_\_

**PC Priority:** \_\_\_\_\_

COST DATA	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Project Cost	75,000	75,000	-	-	-	-	\$ 150,000

SOURCE OF FUNDS	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	TOTAL
Sewer Surplus	75,000	75,000					\$ 150,000
							0
							0
							0
							0
							0
<b>TOTAL:</b>	<b>75,000</b>	<b>75,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 150,000</b>
<b>Diff of Rev/Exp:</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ 0</b>

**ANALYSIS AND EXPLANATION**

**description:** Replace the existing Chlorine and Sulfur Dioxide Feed Systems with a safer and more reliable system.



**OPERATIONAL IMPACT: How does your operation improve with this purchase? Why is it important? What will happen if it is not purchased?**

**Details:**

The chlorine and sulfur dioxide feed systems at the WWTP are old. There are new systems available that incorporate technologies and safety feature that would enhance both system reliability and safety.

**MISCELLANEOUS**

**In Accordance With:**

**Yes**

**No**

**Project Location:**

Department Master Pl.

Comprehensive Plan

**Wastewater Treatment**

Council Policy

**Capital Cost Beyond 2016:**

Local, State, or Federal Regulations

75000

***If this project was not funded would other matching fund be lost***

Yes

No

**Type of Project: (indicate type of project)**

Routine Replacement:

Rehabilitation or Enhancement:

Efficiency Project:

New/Expansion:

Vehicles:

# Performance Management & Accountability Report 2016



*“There can be economy  
only where there is  
efficiency.”*

*Benjamin Disraeli*

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# Performance Management & Accountability Report

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## **Introduction**

At the City of Saginaw Performance Management is an essential part of city operations and allows city administration the ability to evaluate operations; especially as city resources become more scarce. There are various reasons why city administration evaluates performance:

1. A performance management system allows for the city to improve the bottom line by reducing process cost and improving productivity and mission effectiveness.
2. A performance management system allows for city administration to align its strategic activities to the City Council strategic plan. It permits – often for the first time – real deployment and implementation of the strategy on a continuous basis. With it, the city can receive feedback needed to guide future planning efforts and contributes to the achievement of operational excellence, employee excellence, and government organizational success.
3. Measurement of process efficiency provides a rational basis for selecting what organizational process improvements to make first.
4. It allows managers to identify best practices and expand their usage elsewhere.
5. The visibility of a performance management plan provides for better and faster budget decisions and control of processes.
6. The visibility of a performance management plan provides accountability and incentives based on real data.
7. It also allows for benchmarking of process performance against other organizations that provide the same level of services.

## **Performance Management Process**

The performance management process for the City of Saginaw begins each year in June with planning meetings for each department and concludes in early August with the completion of the City of Saginaw's FY Performance Management document, also known as the Accountability Report. Each performance plan includes a departmental mission, three to four performance objectives, a brief summary of services and 2-3 key performance indicators (KPIs) for each division. Larger departments have more KPIs as they have more divisions. Each year's measures can be replaced with other measures that reflect changes in the operation. Each department's performance on their KPIs is measured twice a year: at the 6-month period and at the end of the fiscal year in a city-wide performance management evaluation. Each KPI is evaluated in this document and provided a rating.

## **Rating of the Key Performance Indicators**

As manner in which to gauge performance, a key performance and efficiency rating system was developed to illustrate how each department/division met its key performance goal for FY 2016

### **KPI Rates:**

A rating of 99 – 100% represents that the key performance indicator was Fully Achieved. A rating of 75% - 98.99% illustrates Mostly Achieved when compared to the KPI target for FY 2016. A rating of 51% - 74.99% illustrates that a key performance indicator is Partially Achieved. Additionally, a 50% or fewer illustrates that the KPI target was Not Achieved. No Data Available illustrates that data was not provided or is no longer being tracked.

Default KPI Ratings	
<b>&gt;= 99- 100%</b>	<i>Fully Achieved</i>
<b>75-98.99%</b>	<i>Mostly Achieved</i>
<b>51 – 74.99%</b>	<i>Partially Achieved</i>
<b>&lt; 50%</b>	<i>Not Achieved</i>
	<i>No Data Available</i>

Explanations of variances have been provided for all measures that are rated orange, yellow and red. Green rated items may also be discussed if there are major changes that occurred over the fiscal year that require further explanation.

**Efficiency Rates:** Furthermore, a letter grade will be provided based on the scale below.

<b>% Within Goal</b>	<b>Corresponding % Grade/Score</b>	<b>Operational Efficiency</b>
<b>0%</b>	100% - A	Fully Efficient
<b>5%</b>	90% - A-	Fully Efficient
<b>10%</b>	80% - B	Fully Efficient
<b>25%</b>	70% - C	75+ Fully Efficient, less than 75 Changes Required
<b>50%</b>	60% - D	Changes Required
<b>&lt;50%</b>	0% - E	Changes Required

Calculation:

$$\frac{(\% \text{ score KPI\#1, \%score KPI\#2} + \% \text{score KPI\#3} \dots)}{\# \text{of KPI's}}$$

### **City Council Strategic Initiatives and KPI Matrix**

The matrix below provides the number of KPIs per department. This matrix reflects the number of KPIs as they relate to the City Council overarching Strategic Initiatives. In FY 2016, there are 94 total indicators measured.

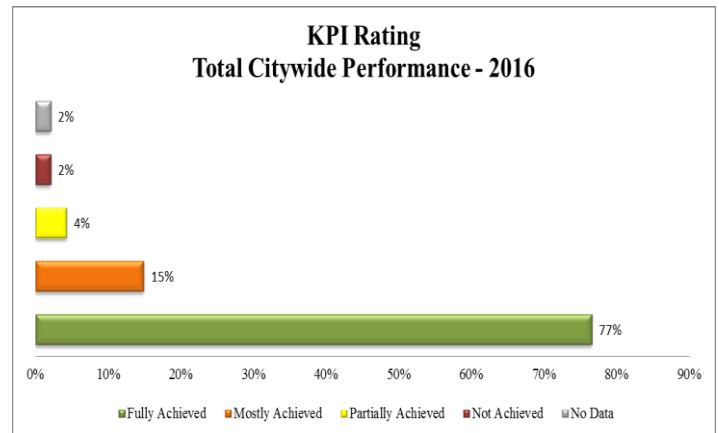
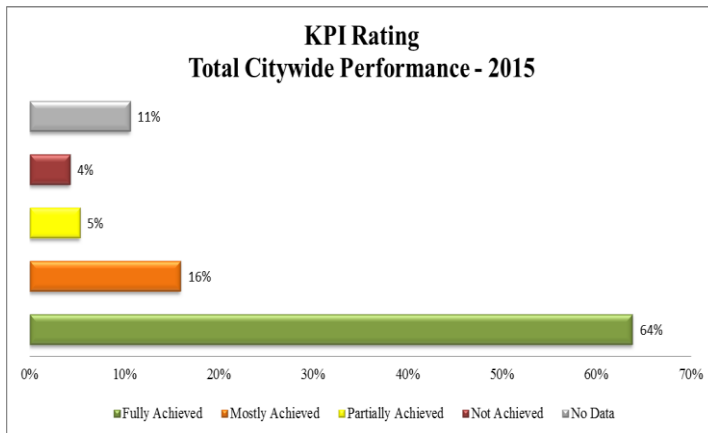
<b><u>Department</u></b>	<b><u># of KPIs</u></b>	<b><u>City Council Initiatives</u></b>				
		<b>Crime and Public Safety</b>	<b>Neighborhood Beautification</b>	<b>Recreation &amp; Youth Activities</b>	<b>Revenue Enhancement</b>	<b>Organizational Development</b>
City Clerk	3				1	2
City Attorney	3					3
Human Resources	5	1				4
OMB	3					3
Fiscal Services	9				4	5
Technical Services	5					5
CPS - Police	8	4				4
CPS - Fire	7	2			2	3
Inspections and Neighborhood Services	8		6		2	
Community Services	3				2	1
Public Services	32	4	11		4	13
Water and Wastewater Services	8	6				2
<b>Total</b>	<b>94</b>	<b>17</b>	<b>17</b>	<b>0</b>	<b>15</b>	<b>45</b>

**Analytical Summary:**

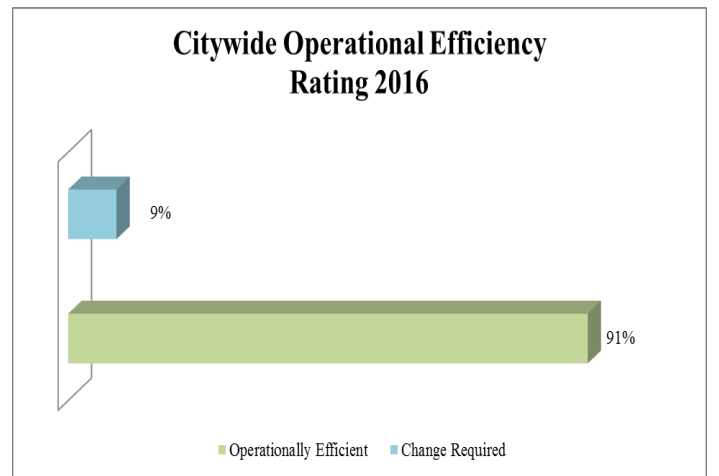
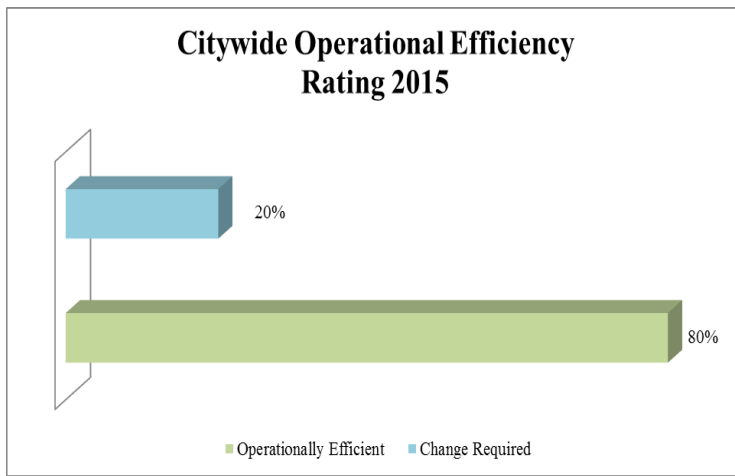
Contained within this 2017 Budget is the FY 2016 Accountability Scorecard for the City of Saginaw based on performance measurement activities that occurred over the fiscal year. This Accountability Scorecard reflects the overall performance of the City as well as the performance of each individual department/division, as outlined by the department and proven by actual data provided. This analytical summary outlines the aggregate achievement of the City, the efficiency rating of the City Council Strategic Initiatives, as well as the accountability analysis of each individual department. ***(Please note that the individual KPIs are listed in each fund throughout the 2017 budget document).***

**Citywide Analysis:**

In evaluation of the total 94 key performance indicators listed within this document, this section will discuss the overall performance of the City and reveals that 77% of these indicators were Fully Achieved, 15% were Mostly Achieved, 4% were Partially Achieved, 2% were Not Achieved and 2% had No Data Available or No Data was provided.



**Efficiency Rating:** The citywide operational efficiency is gauged on activities that are greater than 75% achieved. Any KPI that received a rated less than 75% may require an action plan. The citywide operational efficiency rating reflects to be 91% efficient. Based on the rating table below, citywide, the performance is rated almost an “A-” rating. Approximately, 9% of the key performance areas require changes.



## **City Council Strategic Initiative Rating**

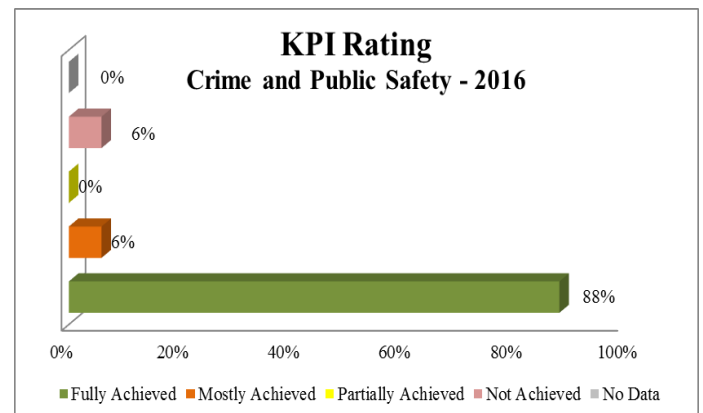
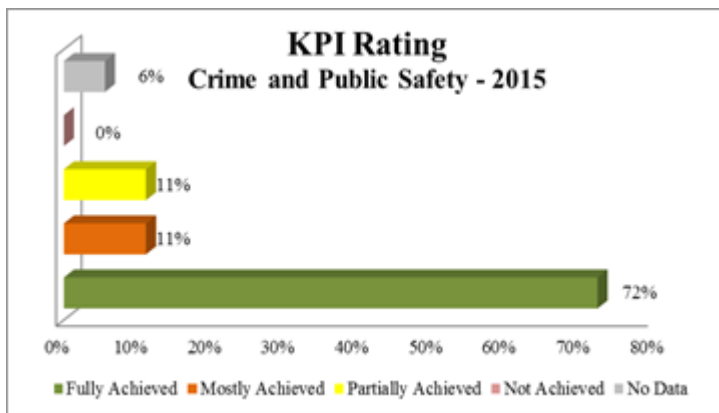
Listed below is the rating of the five City Council Strategic Initiatives based on the KPI rating.

### **Crime and Public Safety Initiative:**

**Crime and Public Safety** remains the first priority of City Council and City Administration. City Council and the Management Team's primary goal are to create a safe place to live, work, learn, and play for all citizens in the City. Therefore, in the FY 2016 approved budget, City Council allocated \$23,537,103 for this initiative compared to the FY 2015 allocation of \$24,120,298. Of the city's 94 key performance indicators, 17 of them were allocated to crime and public safety.

### **Efficiency Analysis:**

In review of all 17 crime and public safety indicators, as outlined in the KPI matrix above, 88% were considered Fully Achieved, 6% were considered Mostly Achieved, and 6% were Not Achieved when compared to the FY 2015 departmental goal.



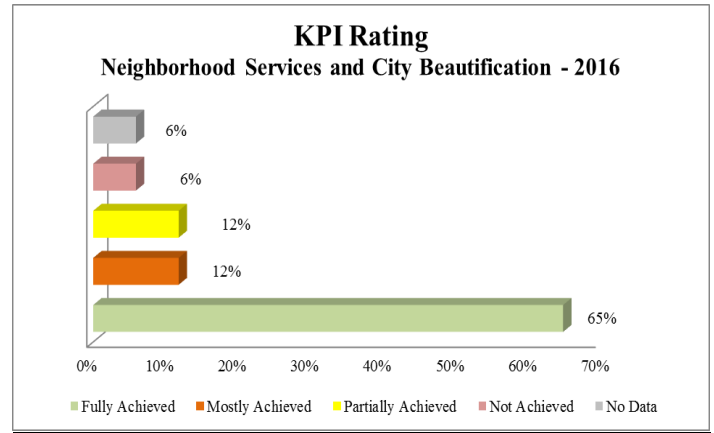
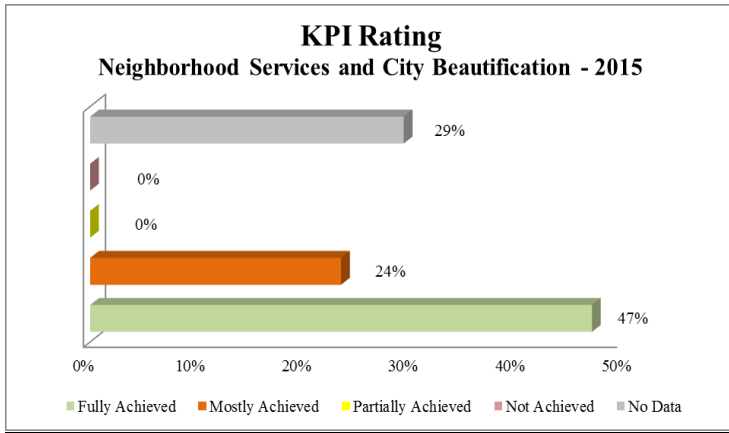
The overall Crime and Public Safety Initiative reflects an operational efficiency rating of 94%.

### **Neighborhood Revitalization and City Beautification Initiative:**

**Neighborhood Revitalization and City Beautification** is the second highest priority of City Council and City Administration. City Council and the Management Team's primary goal is multifaceted for this initiative: to eliminate blight, improve quality of life, to continue to build strong relationships between the City and Neighborhood Associations, to attract new businesses through the promotion of the City as an excellent place to live, work, learn, and play, and to build a stable, livable, clean and well-kept community. In the FY 2017 approved budget, City Council allocated \$932,098 for this initiative. Of the City's 94 KPIs for 2016, 17 indicators were allocated to Neighborhood Revitalization and City Beautification.

### **Efficiency Analysis:**

In review of the 17 KPIs for neighborhood revitalization and city beautification indicators, 65% were considered Fully Achieved, 12% were considered Mostly and Partially Achieved, 6% were considered Not Achieved and 6% either had No Available Data or No Information Provided. Most KPIs were met in one form or another when compared to the FY 2015 departmental goal.



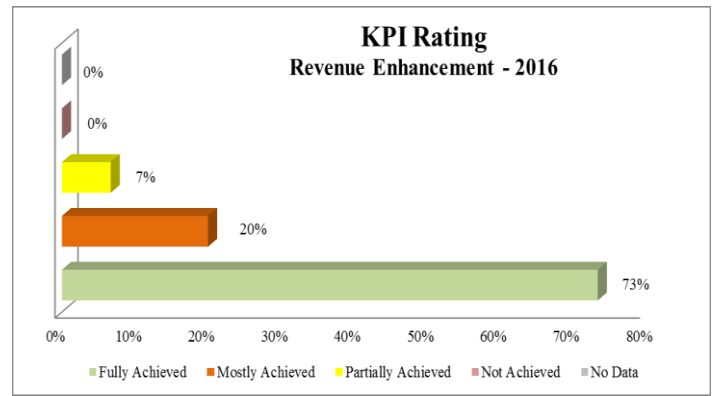
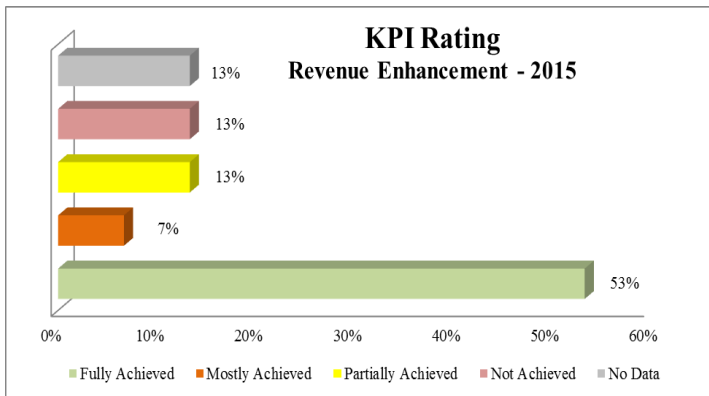
The overall operational efficiency rating for this initiative is 76%.

Maintain and Enhance City Revenue Efforts Initiative:

The third most important initiative for City Council and City Administration during FY 2016 is to “*Maintain and Enhance City Revenue Efforts*”. City Council and the Management Team’s primary goal for this initiative are to maintain and improve the financial health of the City. In FY 2016, City Council assigned \$97,775 for this initiative. Of the City’s 94 KPIs for 2016, 15 indicators were allocated to maintain and enhance city revenue efforts.

Efficiency Analysis:

In review of all 15 indicators, 73% were considered Fully Achieved, 20% were considered Mostly Achieved, and 7% were considered Partially Achieved when compared to the FY 2015 departmental goal.



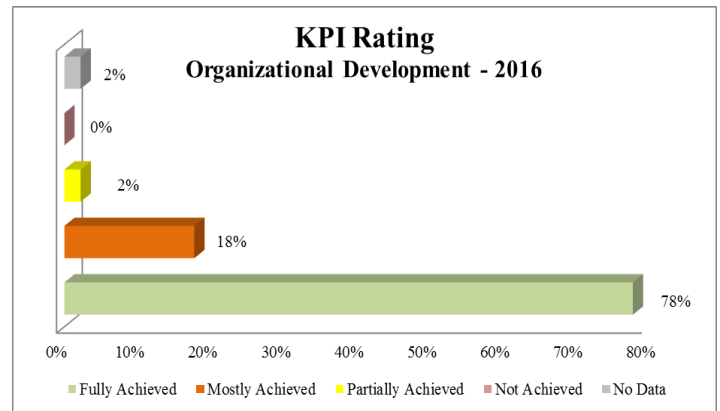
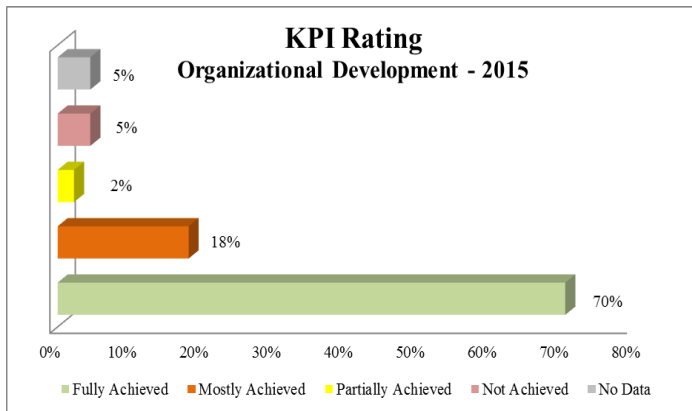
The overall operational efficiency rating for this initiative is 93%. The FY 2017 budget assigns \$111,940 for this initiative

Organizational Development Initiative:

The *Organization Development Initiative* is the fifth and final priority of City Council and City Administration. City Council and the Management Team’s primary goal are to provide effective and efficient delivery of services to the citizens of the City of Saginaw. In the FY 2017 approved budget, council apportioned \$15,000 for this initiative. Of the City’s 94 KPIs for 2016, 45 indicators were assigned to organizational development.

**Efficiency Analysis:**

In review of the 45 KPIs, 78% were considered Fully Achieved, 18% were considered Mostly Achieved, 2% were considered Partially Achieved, and 2% No Data was Available when compared to the FY 2015 departmental goal.



The overall operational efficiency rating for this initiative is 96%. For 2017, City Council gives \$15,000 for this initiative.

**Recreational Offering and Youth Activities Initiative:**

***Recreation Offering and Youth Activities Initiative*** is the fourth most important initiative of City Council and City Administration. City Council and the Management Team’s primary goal for this initiative were to make Saginaw a safe place to live, work, learn, and play. In the FY 2016 approved budget, City Council allocated \$ 123,334 for this initiative. Of the City’s 94 KPIs for 2016, no indicator was allocated to recreational offering and youth activities. For 2017, the budget earmarks \$198,119 for this initiative.



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# **CITY OF SAGINAW**

## **COMMUNITY PROFILE**



**2016-2017**

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# CITY OF SAGINAW FACTS



## **Population**

Total: 51,508

Male: 24,264

Female: 27,244

Median Age: 34 years old

## **Government**

Council-Manager Form

Present Charter Adopted - 1935

## **Location**

Eastern Mid-Michigan

Considered part of the Great Lakes Bay Region

## **Climate**

Average High: 56.0 F

Average Low: 37.2 F

Average Precipitation: 32.5 inches

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## COMMUNITY HIGHLIGHTS

**Saginaw Art Museum** The Saginaw Art  
[www.saginawartmuseum.org](http://www.saginawartmuseum.org) Museum totals more

than 15,000 square feet. Amidst ongoing exhibitions and events, some of the museum's permanent collections include 19th and 20th century American and European artists, Civil War era sculptural groups, the work of Eanger Irving Couse (considered Saginaw's most famous artist), and an Asian art collection, including the



celebration of Saginaw's Sister City relationship with Tokushima, Japan. The Museum recently completed a massive renovation to update its galleries and conserve many works of art. With exciting exhibits such as "Great Lakes Bay En Plein Air", Ansel Adam's "Masterworks" and numerous collections from talented local artists, the Saginaw Art Museum is often compared to New York City's Metropolitan Museum of Art or the Detroit Institute of Art.

### Ojibway Island



Ojibway Island, named after the Ojibwa (Chippewa) natives, is a wonderful, shaded get-a-away for riverside walks, biking, family outings, concerts, and celebrations. Thousands visit Ojibway Island each year for events such as the WKCQ Country Music Festival, and the City's Cinco de Mayo celebration.

Ojibway Island is also host to the best view in the City for the stunning 4<sup>th</sup> of July fireworks display each year.

*Photos courtesy of J Mickevich and E Roth*



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## Temple Theater

[www.templetheatre.com](http://www.templetheatre.com)

The Temple Theater opened its doors on July 28, 1927. At that time, it was the largest theater in Michigan outside of the Detroit area, seating 2,196. The Temple Theater is the proud home to the Saginaw Bay Symphony Orchestra and features entertainment legends, rising new talent, and family friendly events for everyone to enjoy.



## The Castle Museum

[www.castlemuseum.org](http://www.castlemuseum.org)



The Castle Museum has been owned and operated by the

Historical Society of Saginaw County since 1992.

Through exploration, preservation, and presentation, the

continuing story of the people of Saginaw is told. The

Castle is a unique architectural gem, listed on the National

Register of Historic Places. Built as a federal post office

in 1898, it reflects the French heritage of early Saginaw.

The museum provides a full spectrum of activities such as

travel exhibitions, educational programs, publications, and

research services. The Castle Museum's "Project 1893:

Unearthing Saginaw's Great Fire" exhibit was awarded

the prestigious 2013 Award of Merit by the American Association for State and Local History. Recent

exhibits such as "Motown Black and White" and the unique Legos exhibit, "Inspired by Bricks," have

helped to increase museum attendance to record breaking levels during 2015.

## Japanese Cultural Center & Tea House

The Japanese Cultural Center & Tea Garden was established in 1986 as

a symbol of friendship and cultural exchange with Saginaw's Sister

City, Tokushima, Japan. 2016 marks the monumental 35 year

anniversary of this unique bond of friendship. The tea house is of

authentic design and is treasured as one of the most authentic tea houses

in North America. Citizens can take part in an authentic Japanese tea

ceremony each month that dates back in an unbroken lineage to 1600

AD. to help develop a greater understanding of the Japanese culture and The scenic gardens are also

open year-round, providing the perfect setting for weddings and other special occasions.





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## Children's Zoo

[www.saginawzoo.com](http://www.saginawzoo.com)

The Children's Zoo in Celebration Square is not just home to bobcats, alligators, macaws, bald eagles, or cotton-top tamarin monkeys, but also to volunteers, interns, and sponsors that help to provide an exciting and educational atmosphere to visitors of all ages. The Children's Zoo at Celebration Square offers guests a ride on the magnificent Celebration Square Carousel or a tour of the zoo on a miniature train. Visitors can throw an awesome birthday party in the Party Pavilion or get creative with the Adopt-a-Garden program. The zoo hosts hundreds of class field trips each year to the interactive Living Learning Lab and Zoo Amphitheater. Residents also look forward to the annual "Zoo Boo" event each year at Halloween.



## Andersen Enrichment Center

[www.artsaginaw.org](http://www.artsaginaw.org)



The Andersen Enrichment Center overlooks the manicured Lucille E. Andersen Memorial Garden, which includes a circular pool graced with a sculpture by Marshall M. Frederick in its center. The garden is surrounded by beautiful flowering shrubs, trees, and plants, including 80 new rose bushes that were recently added to enhance the beautiful garden. The elegant art deco facility is considered the jewel of celebration square and serves as the home of the Saginaw County Enrichment Commission, whose

mission is to promote the arts and entertainment in the area. Creating memorable events since 1993, the facility and garden have received awards from Keep Michigan Beautiful, Inc. and the American Society of Landscape Artists. The Center hosts business meetings, conferences, art exhibits, wedding receptions, and other social events.

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## Cathedral District



Listed on the National Register of Historic Places, the Cathedral District is located on the east side of the Saginaw River. This neighborhood was home to the business leaders that created what is now known as Downtown Saginaw. The most prominent leaders of Saginaw made their homes in this neighborhood during the 1890's through the 1950's. This area is currently undergoing an infusion of capital and civic energy to preserve the historic properties as well as rid the area of its blight.

## The Dow Event Center

[www.doweventcenter.com](http://www.doweventcenter.com)

The Dow Event Center was previously known as The Saginaw Civic Center built in 1972 by the City of Saginaw. It is comprised of three main parts: Wendler Arena, Heritage Theater, and Unity Hall. The Center offers residents a variety of entertainment, sports, cultural, and educational opportunities annually. Acts that have performed at the Dow Center in the past include: Elvis Presley, Stevie Wonder, Reba McEntire, Kid Rock, Les Miserables, The Nutcracker Ballet, and Riverdance. The



2016 concert season brings incredible acts such as Brad Paisley, KISS, Disney's Beauty and the Beast, and another exciting season of OHL hockey action with the Saginaw Spirit.

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## FirstMerit Event Park

Recently opened in August 2013, this new outdoor, multipurpose venue includes a pavilion, main stage and grassy area capable of holding 5,500 people. Adjacent to the Dow Event Center, this new outdoor facility is the ideal place to host events ranging from community gatherings, major concerts, festivals and more. FirstMerit Event Park is now the home for the very popular Saginaw Eddy Band summer concerts. Many other exciting events are scheduled for the summer 2016 season at FirstMerit Event Park, including national touring concerts, community events and a variety of festivals.



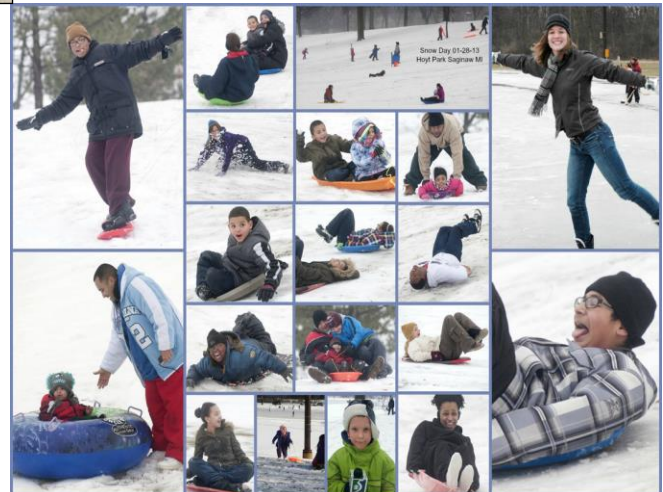
Photo courtesy of Spicer Group, Saginaw, MI

## Hoyt Park



Hoyt Park is home to great entertainment and attractions all year long. Hoyt Park has 6 softball fields and is a popular place to walk, run, or bike during the summer. You can also enjoy sledding and snowboarding along the park's sloping hills in the winter.

In February 2013, Hoyt Park opened its outdoor winter ice-rink. For the first time in over a decade, visitors can now spend a day at the rink for ice-skating and hockey and enjoy the warming house, hot chocolate, and skate rentals. In 2016, "Friends of Hoyt Park" volunteers received the Community Service Award from the Michigan Recreation and Parks Association for their outstanding support of public recreation and park programs in the community.





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## Pit & Balcony Community Theatre

The Pit & Balcony Community Theatre provides Saginaw with a variety of shows and entertainment every year. It holds numerous Broadway shows, musicals, and auditions for upcoming shows and workshops for children and adults. The theater offers 12 months of on-stage opportunities for actors, actresses and audiences alike. The Pit &

Balcony provides the creative outlet for Saginaw's performing arts for all ages to enjoy.



## Veterans Memorial Plaza



Saginaw County Veterans Memorial Plaza is located at the top of the hill of Hoyt Park. Dedicated in 2005, the Plaza includes flagpoles, engraved pavers and separate monuments honoring the men and women of Saginaw who have fearlessly fought and served our country. Saginaw veterans are honored annually at Veterans Memorial Plaza at the City's Veterans Day and Memorial Day celebrations.

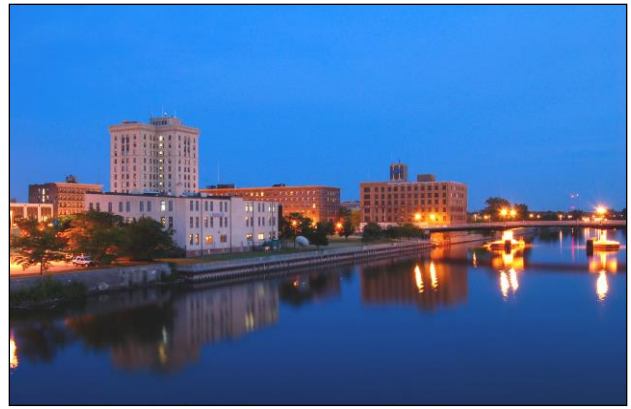




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## Saginaw's Riverfront

Saginaw's Riverfront is a picturesque area that provides citizens with a variety of outdoor activities including fishing, biking, running and walking or quiet relaxation and peace of mind after a long day at work. You can also enjoy fine dining, great entertainment and shopping at the many restaurants, pubs and local businesses within walking distance of the waterfront area. Walkers and joggers are guaranteed a great workout along the 4.15 mile walkway, starting from the Johnson Street Bridge to the East Street



Bridge. Construction is underway on the “Riverview Brownstones on Hamilton,” 24 two-story Brownstone-style condos with attached garages facing both the Saginaw River and North Hamilton Street in Saginaw. These luxurious condominiums combine the revitalized atmosphere of Old Town Saginaw with the classic character of urban architecture.

## Theodore Roethke House

[www.roethkehouse.org](http://www.roethkehouse.org)

Theodore Roethke, born in Saginaw in 1908, was considered to be one of the great and innovative voices of 20<sup>th</sup> century poetry. During his lifetime, Theodore Roethke received such honorable awards as the Pulitzer Prize, two National Book Awards, and the Bollingen Prize. In 2012, the U.S. Postal Service honored Theodore with the dedication of the “Roethke Forever Stamp” in his honor. The Theodore Roethke House, Theodore's boyhood home on Gratiot Street, is maintained as a museum in his honor. The museum is both a National and State Historical Site. It is also recognized as a National Literary Site.



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## Morley Plaza

Morley Plaza hosts numerous activities for the citizens of Saginaw. One of the most popular events at Morley Plaza is “Friday Night Live,” which consists of free outdoor concerts and children’s games on Friday evenings throughout the summer. Concerts at the Plaza vary from Motown, Big Band Oldies, Classic Rock, to Country. Morley Plaza is the place to visit throughout the summer months and enjoy the people, activities, music, weather, and the City of Saginaw.



## Frank N. Andersen Celebration Park

The City of Saginaw has redesigned the former Andersen Water Park and Wave Pool into a unique and exciting free recreation experience that is barrier-free and interactive for visitors of all ages. The Splash Park facility is located near the YMCA of Saginaw, and anchors a larger recreation facility that includes a skateboard park, playscape, pavilion, river walk and gazebo. Enhancements for 2015 included a new Boulder Climbing Garden for children and improvements to the river walk pathways.



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## CULTURAL INDULGENCES

**Green Point Environmental Learning Center** consists of nearly 150 kinds of birds throughout the year. The wildlife viewing room affords views of songbirds, small mammals, and other wildlife. New in 2014 was the addition of 135 acres from the Germania Town and Country Golf Club. This expansion brings 50 additional native plant species and even



more natural splendor, along picturesque paved trails. The Center hosts a variety of programs throughout the year for children and adults of all ages to educate our community on nature-related topics such as habitat, wildlife of Green Point, invasive species, and ecosystems.

**The Historical Society of Saginaw County and Castle Museum** is a unique and significant gem of Saginaw. The Historical Society operates in the Castle Museum and is committed to serving the community by informing the Saginaw region through exploration, preservation, and presentation of their historical and cultural heritage, their dynamic presence, and the possibilities of the future.

**Jazz on Jefferson** is an experience which our community cannot forget. For one night in June, Downtown Saginaw turns into a slice of San Francisco along the historic Jefferson corridor. The free festival includes carriage rides, sidewalk cafes, street performers and front-yard musicians, a classic car show, art displays and even strawberry shortcake from the Castle Museum. The street festival offers visitors a magical moment all in one memorable night.



**Mid-Michigan Children's Museum** is a fun, hands-on place where children use their curiosity and creativity to learn about the world. It aims to broaden and enrich the educational opportunities for children ages 0-12, to enhance their understanding of the world; and to support parents, caregivers, and education facilitators of children's explorations.

**Read Enjoy And Discover (READ)** helps students improve their reading skills and discover the joy of reading. READ mentors share their love of reading as well as teaching values such as courage, honesty, friendship, kindness, truthfulness, integrity, and compassion.





**Public Libraries of Saginaw Hoyt Main Library** features a variety of programs for youth, teens, and adults year round. Hoyt Library is historic Downtown Saginaw’s source of new arrivals for every age group as well as home to an extensive genealogical collection. The Public Libraries of Saginaw also offer a comprehensive online resource for finding library materials at various locations throughout Michigan with “MeLCat” interlibrary loan system. Celebrating 125 years in Saginaw history, the Hoyt Library continues to be an integral part of the intellectual, educational, and recreational health and well-being of our community and continues as a symbol of the inspiration, knowledge, and enrichment for the people of Saginaw.

**Positive Results Downtown Saginaw** formally known as “PRIDE,” was formed in 1975 and is composed of volunteers committed to promoting and beautifying Downtown Saginaw. Annual events include the Memorial Day Parade, Annual Christmas Parade, Holidays in the Heart of the City, Friday Night Live, Downtown Saginaw Farmer’s Market, and Harvest Days. In 2016, Positive Results Downtown Saginaw volunteers received the Community Service Award from the Michigan Recreation and Parks Association for their outstanding support of public recreation programs in the community.



**Downtown Saginaw Farmer’s Market** is located at the corner of Washington and Thompson for all citizens of Saginaw to enjoy throughout the summer months and into the Harvest days of fall. The market hosts more than 50 vendors and operates four days a week. Visitors can purchase fresh fruit, vegetables, and flowers grown by local farmers and enjoy lunch and other special events and activities. Plans are now in place to redevelop existing property in Downtown Saginaw to provide indoor and outdoor space for a year-round Farmer’s Market. This new location will provide expanded space for vendors and local farmers and year-round access to fresh food in the downtown area.



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**Saginaw Bay Symphony Orchestra** has performed an annual concert series since its creation in 1935. Featuring members from all across Michigan, this professional ensemble performs a wide variety of chamber, pops, educational, and historic concerts plus opera, ballet, and modern dance.



**Saginaw Arts & Enrichment Commission** promotes the arts by developing and promoting organizations and activities that enhance the economic vitality and quality of life in Saginaw. Activities include the All Area Arts Awards, Hispanic Heritage and Black History Student Art Exhibitions, Art at the Andersen, Saginaw Cultural Events Roundtable, Visiting Artist Residency, Hollyday Fair, Artifacts newsletter, and many other programs.

**Saginaw Art Museum** features an expansive permanent collection, enhanced museum store, and traveling exhibits of national and international merit. Lectures, tours, and classes are just part of the wide range of educational offerings and community outreach. Saginaw Art Museum also features a multi-purpose lecture theatre, and an enlarged Vision Area, as well as the Museum's popular hands-on children's gallery.

**Saginaw Choral Society** has earned critical acclaim, garnered local, state, and national awards and has built a substantial regional following. The Temple Theater hosts the 100 member chorus as they present a season of classical, contemporary, and popular concerts for the Saginaw community. The Choral Society brings bold, new vision to the choral art and creates a choral masterpiece with every performance.

**Riverside Saginaw Film Festival** is designed to celebrate, explore, and screen great movies and add to the cultural life of the Saginaw Valley and beyond. The Festival features 14 films and numerous documentaries over six days at the Temple Theatre, Castle Museum, Pit & Balcony Community Theatre, Hoyt Library, and the Lawn Chair Film Festival.

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**Lawn Chair Film Festival** takes place every Sunday at dusk during the summer months at the corner North Hamilton and Ames. This event is fun for groups of all ages to meet and enjoy a great blockbuster night. It features live entertainment from local musicians followed by outstanding independent, foreign, and classic movies. The Festival attracts crowds as large as 1,500, so come early to get a good seat.



**Saginaw Eddy Concert Band** celebrated its 90th season of entertainment, enjoyment and inspiration in the City of Saginaw in 2016. The Saginaw Eddy Concert Band consists of 60 members from retired music teachers, music majors from local colleges such as Central

Michigan, to otherwise musically inclined Saginawians. The Saginaw Eddy Concert Band is recognized today as one of the region's finest concert bands and is a proud part of the Saginaw community. For eight wonderful weeks throughout the summer, downtown Saginaw is filled with the pleasant sounds of the Saginaw Eddy Concert Band's outdoor concert series. These Sunday night outdoor concerts are a tradition and a favorite for thousands of area residents. The Saginaw Eddy Concert Band represents the finest in musical entertainment, enhancing the cultural environment of the Saginaw community. Through their summer concerts and special Holiday performances, the Saginaw Eddy Concert Band continues to provide entertainment, edification, and enchantment to audiences of all ages.

**St. John's Episcopal Church** was founded in 1851 and is the oldest church in the Saginaw Valley. It is located on North Michigan Street. It boasts stained glass windows from both the United States and Europe. Saginaw has other churches in the area, ranging from Catholic, Baptists, Church of God In Christ, and many more denominations.

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## INTERESTING FACTS



Saginaw County was named one of the “100 Best Communities for Young People in the Nation” by America's Promise.



The Saginaw Metro Area was ranked Number 8 for Cost of Living and Number 44 for Culture & Leisure in the *Forbes Magazine* Best Small Places List. Also, the Saginaw area was ranked one of the Top 5 Best Places to Live for Cost of Living by *Salary.com*.



Michigan State University Community and Economic Development Program ranked Saginaw County fourth out of 83 Michigan counties for “Percent of Workforce Employed in Information Technology”. High-tech and service related companies, such as AT&T and Morley have thrived in Saginaw County, serving as technological and workforce drivers in the community.



CPAs • Business Consultants • Financial Advisors

The Rehmann Group, with headquarters in Saginaw, was listed as one of “Detroit Metro Area's 101 Best and Brightest Companies to Work For.” The Rehmann

Group is ranked as the second largest accounting firm in Michigan. Rehmann was recently named to the Accounting MOVE Project's "Best Public Accounting Firms for Women" list for the fourth consecutive year.



Saginaw County is home to five major hospital facilities, which include St. Mary's of Michigan and Covenant Healthcare. Saginaw is the advanced multi-specialty care provider for much of Michigan's Lower Peninsula, giving the region a wealth of state-of-the-art health care facilities and the lead in research technologies in many specialized fields such as neuroscience and cardiovascular health.



Synergy Medical Education Alliance offers five, community-based, fully-accredited residency training programs in emergency medicine, family practice, internal medicine, general surgery, and obstetrics and gynecology.





Saginaw is home to the largest group of cardiovascular surgeons in the state of Michigan - Michigan CardioVascular Institute. The Michigan CardioVascular Institute has assembled a large and diverse team of professionals, offering specialized care in atrial fibrillation, vein and vascular care, and new, innovative technology for non-invasive scanning of the blood vessels of the heart, lungs, and brain.



CMU Medical Education Partners (CMU Partners) is part of Central Michigan University College of Medicine (CEMD). The College of Medicine was established in 2009 to prepare physicians focused on improving high quality health care in Michigan, with an emphasis on rural and medically underserved regions.

The CMU College of Medicine Covenant Campus celebrated its grand opening in June 2015. The new 46,000-square-foot, two-story structure with clinical space, classrooms, and a state-of-the-art simulation lab provides education and experience to approximately 200 third and fourth year medical students and 100 residents. Plans are also in place to begin construction for a second facility located on the campus of St. Mary's of Michigan in downtown Saginaw.



Saginaw County is 23rd in the nation in sugar beets harvested, 28th in the nation in dry edible beans harvested, and third in soybeans harvested in the State of Michigan.



Saginaw County was ranked third by the Michigan Travel Bureau for Tourist Destinations in the State of Michigan. The Children's Zoo, Ojibway Island and The Andersen Enrichment Center were listed as "must-see" attractions while visiting Saginaw.





The 9,400 acre Shiawassee National Wildlife Refuge offers a diverse array of forests, fields, wetlands, rivers, and open-water habitats. The Shiawassee Refuge is one of the largest natural fish production areas in the country. Whether bird watching, fishing, hunting, or hiking on the 13-miles of trails, there are many ways to enjoy this beautiful refuge.



Just 10 miles south of Saginaw, the Birch Run/Frankenmuth exit off I-75 in Saginaw County is the second busiest exit for tourism in the nation, second to Orlando, Florida.



The Great Lakes Loons, the Class “A” Mid West League Affiliate of the LA Dodgers, play at the Dow Diamond throughout the summer baseball season. The Loons’ games not only offer fans exciting baseball action on the diamond, but an entire day filled with family fun and cheers, seventh inning sing-alongs, and the fan favorite “Funky Feather” dance from Lou E. Loon, the team mascot.



Saginaw is home to the Saginaw Spirit Hockey Club, which is a member of the Ontario Hockey League. The Spirit hosted the 2007 Bell OHL All-Star Classic. The Spirit’s season runs from September through March each year at the Dow Event Center.



Saginaw County has over 541 acres of parkland with year-round recreational opportunities. Saginaw has 30 parks including the Saginaw Rail Trail, an 82-acre trail system for skiing or hiking, and 26 public and private golf courses. Courses in the Saginaw area such as the Saginaw Country Club, Pleasant View Golf Course, the Sawmill, or Crooked Creek all provide rolling hills, long fairways and challenging greens for golfers of all skill levels.



Two historic buildings at the Bancroft House at 107 S. Washington and Eddy Place at 100 N. Washington have been redeveloped into luxury apartments by Bancroft Project Saginaw LLC. This project was the first of many in the revitalization of the downtown Saginaw area.

Eddy Place Apartments allow tenants a glorious view of downtown Saginaw. Commercial space and luxury apartments at the Bancroft House were completed in the summer of 2014. Apartments at the Bancroft House offer tenants the added amenities of a media room, a large granite fireplace in the atrium area near the entrance and a fitness center. The opening at the Bancroft House also includes the Bancroft Wine and Martini Bar on the first floor of the building and the luxurious Bancroft Ballroom and banquet facility as well.

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## EDUCATION



### **Saginaw Valley State University**

(SVSU) is one of the most prestigious universities in Michigan. After an extensive study, Dr. John Dale Russell (Chancellor and Executive Secretary of the New Mexico Board of Education Finance) submitted the Russell Report endorsing the concept of a higher education based learning system in the Saginaw, Bay City and Midland communities, thus marks the beginning for the formative years of SVSU.



In November of 1963, Saginaw Valley College was chartered as a private college. The first classes were held in the basement of the current Delta College site. Here the students attended classes until Saginaw Valley College was built. In December of 1963, Saginaw Valley College was born.

The 1980's were a decade of great growth for the college. In November of 1987, Saginaw Valley State College was reclassified as Saginaw Valley State University (SVSU) with a student enrollment of nearly 6,000. SVSU began the decade by crossing international borders and hosting the University's first international students.

In the 1980's, SVSU's academic excellence was recognized through accreditations including accreditation at the master's degree level. In addition, ten programs have been awarded specialized accreditations: athletic training, business programs, chemistry, education, electrical engineering, mechanical engineering, medical laboratory science, music, nursing, occupational therapy, and social work; demonstrating the college's integrity and quality.

Today, SVSU is known for its excellent achievements, beautiful campus, and great academic programs. Annual enrollment is now over 10,000 with over 90 programs of study that lead to one of ten baccalaureate degrees, or one of 15 graduate programs (14 master's degree and one doctoral program). SVSU alumni have moved on to hold positions such as vice president of the Michigan Economic Development Corporation, Superintendent of Frankenmuth Schools, CEO of Synergy Medical Alliance, and executive members at Dow Chemical, Herbert H. and Grace A. Dow Foundation, and Delphi Automotive Corporation.

Also known for athletics, SVSU is a NCAA Division II school and fields 16 varsity teams including football, track and field, and basketball. In addition, 19 student-initiated club sports teams have formed in sports ranging from volleyball and swimming to bowling. In 2011-2012, more than 5,595 students participated in campus recreation programs.



**Delta College** is a community college, which is located within blocks of Saginaw Valley State University. During the 1950s, the demand for education beyond high school created tremendous support for a new community college to serve the Bay, Midland, and Saginaw Counties.

In September 1961, Delta College opened its doors to approximately 1,800 students who hoped for a brighter tomorrow. Delta's mission is to be a responsive, dynamic community college, to educate, inspire, challenge, and support a diverse community of learners to achieve academic, professional, and personal excellence. Delta College is our community's first choice to learn, work and grow. From a foundation of leadership, Delta College uses innovation and teamwork to achieve excellence.

Today, Delta College enrolls an average of 10,000 students annually. These individuals range from high school students taking Delta classes to older adults returning to college to enhance their skills or wanting a fresh start.



The main campus has been expanded and renovated (with more than \$68 million in changes since 1999). Delta College currently has established three off-campus centers – the Planetarium & Learning Center in Bay City (with show and special program attendance exceeding 300,000 people during its first ten years of operation), the Midland Center, and the Ricker Center in Saginaw – to better serve each community. Plans are underway for a new satellite campus located in downtown Saginaw. Delta College hopes to open the new downtown location in 2016. The new satellite campus will be located in the heart of downtown Saginaw and will offer students an expanded selection of classes. Delta's goal is to offer a broad range of courses in a state of the art campus setting for those students in the downtown Saginaw area.

Delta College is a charter member of the National League for Innovation in the Community College. The League is comprised of 20 college districts with 58 campuses, enrolling more than 650,000 students. Delta's membership is significant recognition that it is devoted to the improvement of learning through experimentation and innovation. The League places a strong emphasis on research, evaluation, and dissemination of information on innovations.

Delta College is known for its importance to the economic well-being of the region. Delta graduates are everywhere. Nurses, teachers, doctors, skilled tradesmen, business leaders, all began at Delta with a dream to succeed in life.

In addition to quality academic programs, Delta offers the region other learning opportunities through Quality Public Broadcasting, the Planetarium, Corporate Services and LifeLong Learning.

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# TRANSPORTATION

## Midland, Bay, Saginaw (MBS) International Airport

[www.mbsairport.com](http://www.mbsairport.com)

MBS International Airport is a special district government, owned by the cities of Midland, Saginaw and Bay County.

The airport is located in Freeland, Michigan, which is centrally located between the three owning communities. A nine-member commission, composed of three representatives from each owning community, governs the airport.

MBS is proud to provide the traveling public scheduled air service from major airline carriers. At MBS, you will be sure to find plenty of safe, inexpensive parking, both long and short term, with only a short walking distance to the passenger terminal.

MBS International Airport continues to grow and constantly strives to make improvements in an effort to ensure that they provide to you high level of service, convenience, safety, and value. MBS unveiled its new \$55 Million, 75,000 square foot terminal in 2013. Air travelers are now welcomed into a modern, attractive facility with a new entrance and parking lot.

MBS also offers a variety of ground transportation, which includes four car rental agencies, and a number of taxi/limousine companies that service the airport.



Whether waiting for your flight or picking up a passenger, MBS offers many food and beverage selections provided in the GladCo Food Court. Computer access is available for the convenience of the traveler who may need to log onto the Internet or check messages while away from home or office. MBS offers a game room and gift shop, which features everything from reading materials and snacks to unique gifts for those awaiting flight arrivals or departures. MBS is ready to serve you!

### DISTANCE FROM MBS AIRPORT TO THESE CITIES:

CITY	MILES	CITY	MILES
Atlanta, GA	811	Detroit, MI	117
Orlando, FL	1250	Cincinnati, OH	346
Chicago, IL	296	New York, NY	717



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## Saginaw Transit Authority Regional Services (STARS)

[www.saginaw-stars.com](http://www.saginaw-stars.com)

**STARS** is the public transportation system for the Urbanized Saginaw Area, which travels about 1.5 million miles per year.

Over 3,300 people utilize **STARS** each day to travel to and from work, doctor visits, shopping, or school. **STARS** provides basic transportation needs and is an important partner in economic development.

**STARS LIFT** is a curb-to-curb service designed for senior citizens, persons with mobility disabilities, and the general public not conventionally served by STARS fixed routes.

**STARS** offers as an effective, efficient and safe solution to mobility challenged citizens. **STARS** offers both fixed-route and lift service (curb-to-curb) to approximately 48,000 senior citizens and persons with disabilities annually to utilize the **STARS LIFT** service.



## NATIONAL, STATE, LOCAL RECOGNITIONS OF CITY ACHIEVEMENTS

**City of Saginaw's Green Team:** The Green Team is composed of City of Saginaw employees committed to educating and motivating others to recycle and care for the environment. The team's purpose is to reclaim the City of Saginaw from garbage through recycling. For the fourth year in a row, the Green Team hosted their annual "Go Green" celebration at City



Hall to celebrate Earth Day and encourage others to help prevent pollution through proper disposal and management practices of common items like prescriptions, batteries and computer hard drives.

The Green team has received such honors as the Region 4 Michigan Municipal League 2010 Community Excellence Award and has competed for the Statewide Community Excellence Award at the MML's Annual Convention.

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**September, 2012 Experimental Advanced Renewal**

**Program:** Saginaw was selected by Consumers Energy to participate in its 2012 Experimental Advanced Renewable Program. This allowed the City to install a solar array on the roof of its Public Services building in September of 2012. The City of Saginaw was able to install OPTImus panels utilizing polycrystalline silicon from Hemlock Semiconductor of Saginaw for its 20 kilowatt array.



The energy produced by the solar energy system is expected to equal up to 10 percent of the building's total current energy use. In the process, the City is supporting regional companies that develop key products and services.



**July 1, 2014 – June 30, 2015 Distinguished Budget**

**Award:** For the seventh year in a row, the City of Saginaw received the Government's Finance Officers Association (GFOA) Distinguished Budget Award. The GFOA established the Distinguished Budget Presentation Awards Program (Budget Awards Program) to encourage and assist

state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's recommended practices on budgeting. Only a very small portion of the nearly 90,000 state and local governments are given the rating of "outstanding" and recognized by the GFOA for achieving this level of excellence.



**July 1, 2014- June 30, 2015 Comprehensive Annual**

**Financial Report Award:** The Government Finance Officers Association of the United States and Canada (GFOA) awarded a certificate of achievement for Excellence in Financial Reporting to the City of Saginaw for its Comprehensive Annual Financial Report for the

fiscal year ended June 30, 2014. This is the seventh year in a row that the City of Saginaw has received this honor. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report.

## DEVELOPING PROJECTS

PROJECT	COST	Scheduled Completion Date (Fiscal Year)
Mason Street Reconstruction, Water Service and Sewer Service Replacement - Davenport Avenue (M-58) to Weiss Street	\$1,095,000	2017
Warren Avenue Rehabilitation / Reconstruction and Water Main Replacement – Millard to E Genesee	\$715,000	2017
Downtown Mill and Resurface, and Curb and Gutter and Sidewalk Replacement – Federal from Washington (M-13) to Warren; Franklin from Janes to Johnson; and, Baum from Janes to Genesee	\$550,000	2017
Lapeer Avenue Reconstruction and Water Main Replacement - 11th Street to Veterans Memorial Parkway	\$1,400,000	2017
Center Avenue Bridge over Saginaw River - Joint and Curb Nosing Repair, and Railing Replacement	\$975,300	2017
Holland Avenue Bridge over Saginaw River-Beam Crack Repair and Court Street Bridge over Saginaw River – Partial Painting, Sidewalk Nosing and Joint Repair	\$421,000	2017
ADA Sidewalk Ramps - locations to be determined	\$48,000	2017
N Hamilton Street Enhancements and Road Resurfacing – Court to Madison	\$700,000	2017
Veterans Memorial Parkway Rehabilitation and Joint and Panel Repair - Wadsworth to Washington (M-13)	\$1,400,000	2018
Jefferson Avenue Resurfacing and Water Main Replacement - Janes Avenue to E Genesee Avenue	\$295,000	2018
Lapeer Avenue Reconstruction and Water Main Replacement - 9 <sup>th</sup> Street to 11 <sup>th</sup> Street	\$475,000	2018
Williamson Street Reconstruction and Capital Preventative Maintenance (Joint and Panel Repair) & Water Main and Service Replacement - Thayer to Treanor	\$2,402,835	2018
Brockway Street Mill and Resurface - Gratiot Avenue (M-46) to Passolt	\$560,000	2018
Davenport Avenue Reconstruction with bike lanes - Michigan Avenue to Niagara Street	\$2,000,000	2019

*Provided by the Public Services Department, Right of Way Division, Office of the City Engineer, 8-12-2016*



## BUILDING PERMIT SUMMARY

The residential, industrial, and commercial new construction and repairs and alterations building permit fees and actual numbers of permits issued are represented by the following data:

Year	Building Permit Fees	Number of Permits Issued
2002	\$365,420.00	2,403
2003	\$242,499.00	1,896
2004	\$229,765.00	1,608
2005	\$196,557.00	1,485
2006	\$286,144.00	1,896
2007	\$189,665.00	1,463
2008	\$184,037.00	1,406
2009	\$141,081.00	1,276
2010	\$266,659.40	1,694
2011	\$326,554.00	1,769
2012	\$385,570.68	1,412
2013	\$388,841.63	1,292
2014	\$223,447.89	1,221
2015	\$272,573.25	1,067

## BREAKDOWN OF PERMITS ISSUED

Year	Demolition	Electrical	Mechanical	Building	Plumbing
2002	99	656	597	712	339
2003	39	525	531	553	248
2004	66	406	477	475	184
2005	60	404	400	420	201
2006	109	470	553	440	324
2007	98	368	416	427	154
2008	154	397	262	421	172
2009	144	275	304	342	211
2010	372	293	487	390	152
2011	160	513	464	479	153
2012	317	308	324	349	114
2013	331	277	270	313	101
2014	423	180	180	234	79
2015	267	224	252	256	95

*Source: Information provided by The City of Saginaw's Zoning & Development Department of Inspections*

# MAJOR EMPLOYERS IN THE SAGINAW AREA

## TOP 20 WITHHOLDING EMPLOYERS FOR YEAR 2015

Rank	Company/Organization	2015 Withholding Amount
1	Covenant Medical Center, Inc.	\$1,622,014.32
2	Ascension Health Ministry/St. Mary's	\$655,595.23
3	General Motors LLC	\$522,084.61
4	Nexteer Auto Corp	\$483,581.15
5	US Government Def Fin	\$431,361.95
6	State of Michigan	\$250,387.55
7	School District City of Saginaw	\$231,194.54
8	Saginaw County	\$214,321.38
9	City of Saginaw	\$187,647.10
10	Quality Temporary Services, Inc.	\$150,767.29
11	CMU Medical Education Partners	\$141,774.59
12	AT&T Services, Inc	\$122,658.32
13	Health Delivery Inc	\$114,319.35
14	U.S. Postal Service	\$111,448.74
15	Linear Motion LLC	\$107,613.38
16	Meijer Great Lakes	\$97,501.17
17	Saginaw County Community Mental	\$91,753.10
18	Michigan Bell Telephone Co	\$90,104.21
19	Advanced Diagnostic Imaging PC	\$90,040.26
20	Morley Companies	\$85,907.24
<b>Totals:</b>		<b>\$5,802,075.48</b>

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# CITY BUSINESSES ON TAX-ROLL COMPARED TO HOUSEHOLDS

YEAR ENDING 1996-2016

A comparison of the City of Saginaw's condition	Year Ended 1996	Year Ended 2006	Year Ended 2016
Number of Businesses on City Business Tax-rolls:	1,778	1,942	1,265
Number of Households:	23,094	20,674	17,279

Sources:      (1) City of Saginaw's Income Tax Division of the Department of Fiscal Services  
                  (2) City of Saginaw's Assessing Division of the Department of Fiscal Services

# CITY OF SAGINAW



## STATISTICAL SECTION

## DEMOGRAPHIC STATISTICS

### Population Trends Years 1900-2010

Year	City of Saginaw Population	Percent Increase (Decrease)	Tri-Cities Total Population	Percent Increase (Decrease)
1900	42,322	0.00%	78,604	0.00%
1910	50,150	18.50%	84,517	7.52%
1920	61,903	23.44%	187,071	121.34%
1930	80,715	30.39%	209,341	11.90%
1940	82,794	2.58%	232,453	11.04%
1950	92,918	12.23%	277,638	19.44%
1960	98,265	5.75%	349,244	25.79%
1970	91,849	-6.53%	400,851	14.78%
1980	77,508	-15.61%	421,518	5.16%
1990	69,512	-10.32%	399,320	-5.27%
2000	61,799	-11.10%	403,070	.94%
2010	51,508	-16.65%	391,569	-2.86%

*Note: Percent change calculation is computed by subtracting the previous year population from the current year population and dividing it by the previous year population. This information is updated every ten (10) years.*

*\*Tri-Cities include: Saginaw, Bay City, and Midland*

*Source: U.S. Bureau of Census: Various Reports; Michigan Manual: Various editions*



## COMMUNITY PUBLIC SAFETY (CPS) POLICE



Police Administration is responsible for the overall planning, directing and coordinating of police activities to promote the safety of the community and to ensure that services are provided in a fair, prompt and courteous manner. It is also responsible for the Inspections Services/Internal Affairs Section of the Police Department, which deals with the investigation of complaints and ensures that proper direction is provided to staff for acceptable operational performance and compliance with policies and procedures.

### Community Public Safety - Police Complement FOR FISCAL YEAR ENDED 2015

Officers by Rank:	2015	2016	Change
Police Chief	1	1	0
Lieutenants	3	3	0
Sergeants	10	12	2
Police Officers	41	39	(2)
<b>Total Police</b>	<b>55</b>	<b>55</b>	<b>0</b>
Crimes by Type:	2014	2015	% Change
Homicide	13	8	(38.46%)
Criminal Sexual Conduct	71	70	(1.41%)
Robbery	129	90	(30.23%)
Felonious Assault	496	405	(18.35%)
Burglary	549	450	(18.03%)
Larceny	484	532	9.92%
Motor Vehicle Theft	67	71	5.97%
Arson	15	42	180%
<b>Total Crimes by Type:</b>	<b>1,824</b>	<b>1,668</b>	<b>8.55%</b>
<p><i>Note: All positions listed for Community Public Safety Police and Fire are sworn in positions only.</i></p> <p><i>Source:</i></p> <p><i>(1) CPS Fire &amp; Police Complement information retrieved from the City of Saginaw's 2015 and 2016 Personnel Complements</i></p> <p><i>(2) Police crimes by type information retrieved from Community Public Safety Police, State of Michigan Index Crime report</i></p> <p><i>(3) CPS Police calls by situation information retrieved from City of Saginaw's Community Public Safety Police</i></p>			



# COMMUNITY PUBLIC SAFETY (CPS) FIRE



The Administrative Division of the Community Public Safety Fire manages the annual operating budget while overseeing fire operations, training, building and apparatus maintenance, and fire prevention and life safety activities. Administration coordinates these activities with other city departments and divisions and county, state, and federal organizations. Administratively this division strives to provide the highest level of service to the community while providing management direction and planning for the future within the confines of the operating budget.

‘The Administrative Division is working for a safer, more secure, way of life through effective utilization of resources, innovation, and partnerships throughout the community.’

## Community Public Safety - Fire Complement FOR FISCAL YEAR ENDED 2016

<b>Personnel by Rank:</b>	<b>2015</b>	<b>2016</b>	<b>Change</b>
Fire Chief	1	1	0
Battalion Chiefs	3	3	0
Fire Captains	3	3	0
Lieutenants	11	11	0
Fire Marshall	1	1	0
Fire Engineer	16	16	0
Fire Training & Safety Officer	1	1	0
Firefighters	15	15	0
<b>Total</b>	<b>51</b>	<b>51</b>	<b>0</b>
<i>Note: All positions listed for CPS- Police &amp; Fire are sworn in positions only.</i>			
<b>Calls for Service by Situation Found:</b>	<b>2015</b>	<b>2016</b>	<b>% Change</b>
Fire	381	318	(16.53%)
Rescue	1,235	1,368	10.77%
Hazardous Condition	337	348	3.26%
Service Call	1,577	412	(73.87%)
Good Intent	344	402	16.86%
False Call	252	301	19.44%
<b>Total Calls by Situation:</b>	<b>4,126</b>	<b>3,149</b>	<b>(23.78%)</b>
<i>Source:</i>			
<i>(1) Fire &amp; Police Bureau Complement information retrieved from the City of Saginaw's 2015 and 2016 Personnel Complements</i>			
<i>(2) Fire department calls by situation information retrieved from City of Saginaw's Fire Department</i>			

## PRINCIPAL REAL ESTATE TAXPAYERS

### TOP 25 TAXPAYERS

As of December 31, 2015

Rank	Owner (Taxpayer)	# of Parcels	Real Property		Personal Property		TOTAL
			Ad Valorem	Special Act Rolls	Ad Valorem	Special Act Rolls	
1	Consumer Energy	57	202,902		28,010,900		28,213,802
2	Linear Motion LLC	4	2,860,656		2,747,400		5,608,056
3	General Motors LLC	11	3,236,971	944,075	13,700		4,194,746
4	Charter Communications II LP	1			3,623,400		3,623,400
5	Hausbeck Pickle Company	15	1,370,789	403,608	1,269,700	462,800	3,506,897
6	Community Hospital Services	3	690,960		2,538,500		3,229,460
7	Riverfront Medical Realty LLC	2	2,832,360		155,800		2,988,160
8	BBC Saginaw LLC	2	2,107,370				2,107,370
9	AT&T Services, Inc.	1			2,036,300		2,036,300
10	Meredith Corp	3	495,579		1,487,400		1,982,979
11	IRG Saginaw	2	1,964,374				1,964,374
12	Downtown Area Development LLC III	2	1,749,203				1,749,203
13	SSP Associates Inc	4	1,556,064		71,900		1,627,964
14	Means Industries Inc	4	663,439		906,900		1,570,339
15	Rifkin Scrap Iron & Metal Co	18	298,437	194,490	812,900	186,300	1,492,127
16	CDSF Ltd	5	1,278,565	192,264			1,470,829
17	Reardon Properties Inc	3	1,280,832		139,500		1,420,332
18	Bancroft Project Saginaw LLC	9	126,153	1,221,276			1,347,431
19	Saginaw Heat Treating LLC	1			1,288,900		1,288,900
20	B&P Process Equip & SYS LLC	4	320,458		950,300		1,270,758
21	Covenant Medical Center, Inc.	98	1,233,103			24,615	1,257,718
22	Fullerton Tool Co Inc.	8	259,977	1,816	743,900	82,500	1,088,193
23	First Merit Bank	6	1,057,547				1,057,547
24	Uvalde, Inc.	6	1,028,297				1,028,297
25	Saginaw Westchester Village, Inc.	86	998,231	582	19,400		1,018,213
	<b>TOTALS</b>	<b>355</b>	<b>27,612,267</b>	<b>2,958,111</b>	<b>46,816,800</b>	<b>756,215</b>	<b>78,143,393</b>

*Note: Information is listed in numerical order according to its rank for Top 25 Taxpayers in City of Saginaw  
Source: Information provided by City of Saginaw's City Assessor of the Department of Fiscal Services*



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# CITY OF SAGINAW



## GLOSSARY ABBREVIATIONS AND TERMS

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## GLOSSARY OF ABBREVIATED TERMS

### -A-

AASHTO	American Association of State Highway and Transportation Officials
AFSCME	American Federation of State, County & Municipal Employees
AMR	Automated Meter Reading
ARMS	Automated Record Management System
Asmt.	Assessment
ATPA	Automobile Theft Prevention Authority
Auth.	Authority
Avg.	Average
AWWA	American Water Works Association

### -B-

BP	Building Permit
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### -C-

CAD	Computer-Aided Design
CAFR	Confidential Annual Financial Report
CCF	Hundred Cubic Feet
CDBG	Community Development Block Grant
CEC	Clean Energy Coalition
CHDO	Community Housing Development Organization
CIP	Capital Improvement Plan
Corp.	Corporation
CPO	Community Policing Office
CPS	Community Public Safety
CSO	Combined Sewage Overflows

### -D-

DBO	Dangerous Building Ordinance
DDA	Downtown Development Authority
DEQ	Department of Environmental Quality
DDA	Downtown Development Authority
DOJ	Department of Justice
DP	Demolition Permit

### -E-

ELERV	Enhancing Law Enforcement Response to victims
Endow.	Endowment
EP	Electrical Permit

### -F-

FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FICA	Federal Insurance and Compensation Act
FT	Full Time
FTE	Full Time Equivalent
FY	Fiscal Year
FYI	Family Youth Initiative

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**-G-**

Gals.	Gallons
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GF	General Fund
GFOA	Government Finance Officers Association
GIS	Geographical Information System
GM	General Motors
Govt.	Government

**-H-**

H.R.	Human Resources
H.T.E.	Harvard Technology Enterprise
HVAC	Heating, Ventilation and air conditioning

**-I-**

IAFF	International Association of Fire Fighters
IFT	Industrial Facilities Tax
Inc.	Incorporated
IS	Information Services
ITS	Intelligent Transportation System

**-J-**

J.A.G.	Justice Assistance Grant
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**-K-**

KPI	Key Performance Indicators
KWH	Kilowatt Hour

**-L-**

Lbs.	Pounds
LDFA	Local Development Finance Authority
L.E.I.N.	Law Enforcement Information Network
LELI	Law Enforcement Leadership Institute
LLC	Limited Liability Company

**-M-**

MBS	Midland, Bay City, and Saginaw
MCL	Michigan Compiled Laws
MDEQ	Michigan Department of Environmental Quality
MDOT	Michigan Department of Transportation
MERS	Municipal Employees Retirement System
MG	Milligram
MIOSHA	Michigan Occupational Safety and Health Administration
MP	Mechanical Permit
MPEA	Michigan Planning Enabling Act
MSHDA	Michigan State Housing Development Authority
MSP	Michigan State Police
MSU	Michigan State University

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**-N-**

NBC	National Broadcasting Company
NEZ	Neighborhood Enterprise
No.	Number
NPDES	National Pollutant Discharge Elimination System
NSF	Non-Sufficient Funds
NTU	Number of Transfer Units
NWUA	Northwest Utilities Authority
NIP	No Information Provided

**O-**

OMB	Office of Management and Budget
OPEB	Other Post Employee Benefits
OVC	Office for Victims of Crime

**-P-**

P.A.	Partial Agreement
P.C.	Professional Corporation
PEG	Public, Educational, and Governmental
PILOT	Payment in Lieu of Taxes
POAM	Police Officers Association of Michigan
PP	Plumbing Permit
PRIDE	Positive Results in a Downtown Environment
PT	Part Time
PTO	Personal Time Off

**-Q-**

QVF	Quality Voter File
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**-R-**

READ	Read Enjoy And Discover
Rev.	Revenue
RLF	Revolving Loan Fund
RSSI	Received Signal Strength Indication
RTBs	Retention Treatment Basins
RV	Recreational Vehicle

**-S-**

SAFER	Staffing for Adequate Fire and Emergency Response
SBC	Southwestern Bell Corporation
SCADA	Supervisory Control and Data Acquisition
SCATT	Saginaw County Auto Theft Team
SCENIC	Saginaw Code Enforcement Neighborhood Improvement Cooperative
SEDC	Saginaw Economic Development Corporation
SEIU	Service Employees International Union
SGTV	Saginaw Government Television
SMMWSC	Saginaw-Midland Municipal Water Supply Corporation
SONAR	Sound Navigation & Ranging
SRF/SRRF	Special Revenue Fund
STARS	Saginaw Transit Authority Regional Services
SVC	Service/Serviced/Service
SVSU	Saginaw Valley State University

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**-T-**

TARP	Trouble Asset Relief Program
TAPS	Treatment and Prevention Services
Temp.	Temporary
TIFA	Tax Increment Finance Authority
TV	Television
TBD	To Be Determined

**-U-**

USA	United States of America
USDA	United States Department of Agriculture

**-W-**

WWTP	Wastewater Treatment Plant
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**-Y-**

Yr.	Year
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## GLOSSARY OF TERMS

**A –**

**ACCRUAL BASIS** – The method of accounting under which revenues are recorded when they are earned (whether or not cash is received at that time) and expenditures are recorded when goods or services are received (whether or not cash disbursements are made at that time.)

**ACTIVITIES** – Specific services performed to accomplish program objectives and goals.

**AGENCY FUND** – Permanently established endowments where the annual income is used at the discretion of the organization in pursuit of a particular mandate.

**ALLOCATION** – The assignment or distribution of available resources such as revenue, personnel, buildings, and equipment among various City departments, bureaus, divisions, or offices.

**APPROPRIATION** – An authorization made by City Council, which permits the City to incur obligations and to make expenditures or resources.

**APPROVED (ADOPTED) BUDGET** – The revenue and expenditure plan for the City for the fiscal year as enacted by City Council.

**ARBITRAGE** – Excess investment profits earned on the investment of lower-cost, tax-exempt bond proceeds.

**ASSESSED VALUATION** – The value placed upon real and personal property by the County tax assessor/appraiser as the basis for levying taxes.

**ASSET** – Property owned by the City which has monetary value.

**AUDIT** – Prepared by an independent certified public accounting firm, the primary objective of an audit is to determine if the City's general purpose financial statements present fairly the

City's financial position and results of operations in conformity with the generally accepted accounting principles.

**B –**

**BALANCED BUDGET** – Proposed revenues and other resources equal proposed appropriations.

**BOND** – A long-term promise to repay a specified amount of money (the face value amount of the bond) on a particular date (maturity date). Bonds are primarily used to finance capital projects.

**BUDGET** – A plan of financial operation comprised of an estimate of proposed expenditures for a fiscal year and the proposed means of financing those expenditures to fund City services in accordance with adopted policy.

**BUDGET CALENDAR** – The schedule of key dates or milestones that the City follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT** – A compilation of the spending and funding plans for the various funds, along with supporting narrative, schedules, tables, and charts which, in total, comprises the annual resource allocation plan.

**BUDGET ORDINANCE** – An ordinance considered and adopted by City Council to formally enact the proposed budget as amended.

**BUDGET TRANSFER** - Adjustment made to the budget during the fiscal year to properly account for unanticipated changes which occur in revenues and/or expenditures and for program initiatives approved during the fiscal year.

**BUREAU** – The largest organizational component within a department which design is tied to service output or function.

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**C –**

**CAPITAL BUDGET** – A spending plan for improvements to or acquisition of land, facilities, equipment, and infrastructure. The capital budget (1) balances revenues and expenditures, (2) specifies the sources of revenues, (3) lists each project or acquisition, and (4) must ordinarily be approved through adoption of an appropriation by the legislative body.

**CAPITAL EXPENDITURE** – The acquisition of fixed assets, usually authorized in the capital budget that includes land, buildings, infrastructure, and equipment.

**CAPITAL IMPROVEMENT PLAN (CIP)** – A multi-year plan to provide for equipment acquisition, improvement to public facilities, and construction of new facilities.

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

**CASH BASIS** – The method of accounting under which revenues are recorded when received in cash and expenditures are recorded when actually paid.

**CASH EQUIVALENTS** – Highly liquid investment having a life of three months or less.

**CLEAN ENERGY COLAITION (CEC)** – Nonprofit organization that focuses on implementation of green technology.

**CREDIT RATING** – The credit worthiness of an entity, as evaluated by independent agencies such as Moody's Investors Service, Inc. and Standard and Poor's Corp.

**D –**

**DEBT SERVICE** – Payment of interest and principal on an obligation resulting from issuance of bonds and notes.

**DEBT SERVICE FUND** – A fund used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

**DEFICIT** – An excess of liabilities and reserves of a fund over its assets.

**DEPARTMENT** – The largest organizational component of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

**DEPRECIATION** – The spreading out of the original cost over the estimated life of the fixed asset such as building or equipment..

**DESIGNATED FUND BALANCE** - A portion of unreserved fund balance assigned by City policy for a specific future use.

**DIRECT COSTS** – Expenses that are directly attributable to the production of service, such as wages, benefits, supplies, and contract services, and that would be eliminated if the service were discontinued.

**DIVISION** – The largest organizational component within a bureau which design is tied to a specific service output or function.

**E –**

**ENCUMBRANCE** – A reservation of funds for an anticipated expenditure prior to actual payment for an item.

**ENTERPRISE FUND** – A fund used to account for revenues received for goods and services provided to the general public on a continuous basis and primarily financed through user charges.

**EXPENDITURE** – Actual outlay of money for goods or services.

**EXPENSE** – Expenditures and other obligations (e.g., encumbrances) to expend money for goods and services.

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**F –**

**FICA** – City’s portion of mandatory Social Security contribution (6.20%) and mandatory Medicare contribution (1.45%) for its employees payable to the federal government.

**FIDUCIARY FUND** – A fund that accounts for resources that governments hold in trust for individuals or other governments.

**FISCAL SERVICES** – Agency within the United States Government belonging to the United States Treasury Department. The agency manages all federal payments and collections and provides government-wide accounting and reporting services.

**FISCAL YEAR (FY)** – A twelve-month period designated as the operating year for an entity. The fiscal year for the City of Harrisburg is January 1 – December 31.

**FIXED ASSET** – Asset of a long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined fixed assets as those with an expected useful life in excess of one year and an acquisition cost in excess of \$5,000.

**FRINGE BENEFITS** – Health and welfare related benefits for all full-time employees, such as medical, dental, vision, and life insurance coverage, and a prescription drug plan which are included in the employee’s compensation package.

**FUND** – An accounting entity that records all financial transactions for specified activities or government functions. The six fund types used by the City are – General Fund, Capital Projects Fund, Debt Service Fund, Special Revenue Funds, Propriety (Utility) Funds, and Trust and Agency Funds.

**FUND BALANCE** – A cumulative excess of revenues over expenditures segregated by fund.

**G –**

**GENERAL OBLIGATION BOND and NOTE** – Forms of borrowing (debt financing) which reflect written promises from the City to repay sums of money on specific dates at specified interest rates backed by the full faith, credit, and taxing power of the municipality.

**GENERAL FUND** – The City’s major operating account for all financial resources except those required to be accounted for in another fund.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD** – Source of generally accepted accounting principles.

**GOVERNMENTAL FUNDS** – Funds that account for the services provided to the general citizenry as opposed to a specific group. These funds focus on current financial resources, emphasizing budgetary control and available cash.

**GRANT** – A sum of money allotted from a specific governmental or non-profit organization to be used under certain circumstances for a designated purpose.

**I –**

**INDIRECT COSTS** – Costs that are incidental to the production of goods and services, such as administration, budgeting, accounting, personnel, purchasing, legal, and similar staff support services. Unlike direct costs, indirect costs do not disappear if the service or good is discontinued. Also known as **overhead**.

**INFRASTRUCTURE** – The basic physical framework or foundation of the City, referring to its buildings, roads, bridges, sidewalks, water system, and sewer system.

**INTERFUND TRANSFER** – A transfer of money from one fund of the City to another fund of the City.



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**K –**

**KEY PERFORMANCE INDICATOR** – A targeted measurement which adds the most values to the department and is linked to target values and future projections.

**L –**

**LIABILITY** – Debt or other legal obligations arising out of transactions in the past which must be paid, renewed, or refunded at some future date.

**LINE-ITEM BUDGET** – A budget that lists detailed expenditure categories such as salary, postage, and maintenance service contracts. The specific amount budgeted is also listed by category.

**LONG-TERM DEBT** – Debt with a maturity of more than one year after date of issuance.

**M –**

**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.

**MISSION** – A statement that defines the fundamental purpose of the department succinctly describing why it exists and what it does to achieve its purpose.

**MODIFIED ACCRUAL** – The method of accounting that is a mixture of both cash and accrual bases concepts. Revenues are recorded when they are both measurable and available to meet current liabilities. Expenditures are recorded when goods or services are received.

**MSHDA** (Michigan State Housing Developing Authority.) The Michigan State Housing Development Authority provides financial and technical assistance through public and private

partnerships to create and preserve safe and decent affordable housing.

**N –**

**NEIGHBORHOOD STABILITILAZION PROGRAM** – Program that provides grants to every state, certaiun local communities, and various other organaztions purchase foreclosed or abandon homes and redevelop them.

**NOTE** – A short-term promise to repay a specified amount of money (the face value of the note) on a particular date (maturity date). Notes are primarily used to supplement current cash flow in anticipation of taxes and other revenues to be received, or to provide interim financing for capital projects in anticipation of the issuance of bonds.

**O –**

**OPERATING BUDGET** – That portion of a budget that deals with recurring expenditures such as salaries, electric bills, postage, printing and duplicating, paper supplies, and gasoline.

**OPERATING EXPENSES** – Ongoing costs associated with sustaining City government operations such as: communications, professional fees, insurance, rentals, maintenance and repairs, contracted services, supplies, and minor capital.

**ORGANIZATIONAL CHART** – A chart representing the authority, responsibility, and relationships among departments, bureaus, and divisions within the City organization.

**P –**

**PART-TIME POSITION** – A position regularly scheduled for no more than 25 hours per week.

**PERFORMANCE-BASED BUDGETING** – A method of allocating resources to achieve specific objectives based on program goals and measured results.

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**PERFORMANCE OBJECTIVE** – A goal whose attainment can be reasonably achieved with available resources that assist the department in accomplishing its mission.

**PERSONNEL SERVICES** – Expenditures relating to compensating employees of the City including wages, salaries, and special pay such as longevity, holiday, vacation, sick, personal, and bereavement; overtime and shift differential; fringe benefits such as FICA, health, and life insurances; and miscellaneous expenditures such as pension plan contributions, workers' compensation, and unemployment compensation costs.

**PROGRAM** – An organized set of activities directed toward a common purpose or goal that an agency undertakes or proposes to carry out its responsibilities.

**PROPERTY TAX RATE** – A rate set either by a local governing board or in state law that, when applied to the tax base (assessed value), represents the property owner's tax liability.

**PROPOSED BUDGET** – The City's resource allocation plan for the fiscal year as prepared and recommended by the Mayor for consideration by City Council.

**PROPRIETARY FUND** – A fund that accounts for business-like operations that intend to recover their full cost through charges to customers and users.

**R** –

**RESOURCE ALLOCATION PLAN** – The City's revenue and expenditure plan for the fiscal year.

**REVENUE** – Money received or collected by the City through taxation, licenses, grants, fees, fines, forfeitures, charges, investments, and interfund transfers.

**REVENUE BOND** – Long-term borrowing that is backed by the revenues from a specific project such as water or sewer system improvement.

**REVENUE STABILIZATION RESERVE** – Revenue stabilization reserve that provides resources when tax revenues temporarily decline (as the result of a recession, the loss of a major taxpayer, or other similar circumstance).

**RISK MANAGEMENT** – The coordinated and continuous effort to minimize potential financial and human resource losses arising from workers' compensation, liability, and property exposures.

**S-**

**SPECIAL REVENUE FUND** – A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**T** –

**TARGET** – The success measures of an organization's performance management system and are defined by key performance indicators. Without performance targets the organization's vision cannot be quantified.

**TAX BASE** – The total value of taxable property in the City.

**U** –

**UNFUNDED LIABILITY** – A liability that accrues to a fund for which there is no source of revenue.

**UNIFORM BUDGETING/ACCOUNTING ACT** – An act to provide for the formulation and establishment of uniform charts of accounts and reports in local units of government; to define

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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 power and duties of the state treasurer, the attorney general, and the library of Michigan and depository libraries, and other officers and entities; to provide penalties for violations of this act; to provide for meeting the expense authorized by this act; to provide uniform budgeting system; to prohibit deficit spending by local government.

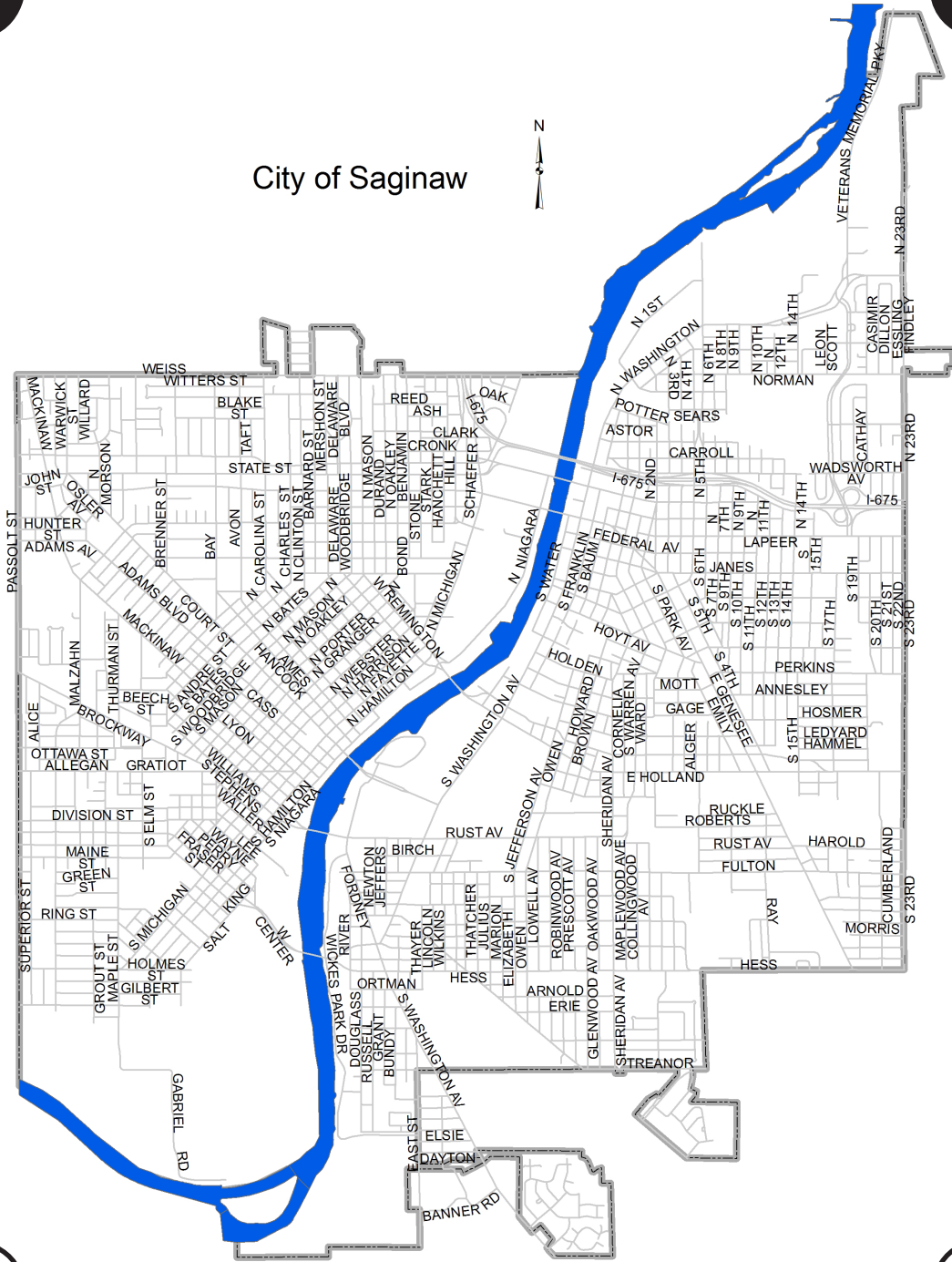
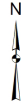
**STATE SHARED REVENUE** – When the state shares tax money with certain governments entities.

**UNIT** – The smallest organizational component within a bureau, which by design further delineates the distribution of workload to achieve a specific output or function.

**Y** –

**YIELD** – The rate of return earned on an investment based on the cost of the investment.

# City of Saginaw



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