







City of Bronson 2018-2019 Budget Resolution #18-6-4



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# The City Council

Alicia Cole *Mayor* 

Larry McConn Vice-Mayor

Janet Cox Council Member

Jim Kenny Council Member

Bill Earl *Council Member* 

# City Officials

Charles Lillis *City Attorney*  Brandon M. Mersman City Manager Karen A. Smith *Clerk/Treasurer* 

# About the City of Bronson

The City of Bronson was first settled in October 1866 and was chartered as a City in July of 1934 under the Home Rule City Act. Bronson operates under a charter approved by voters in 1985. In 2016, the City celebrated its Sesquicentennial (150th) anniversary during the weekend of September 10th and 11th.

The City operates under the Council-Manager form of government. A five-member City Council is elected at-large in even numbered years to staggered terms of either two or four years. Following each election, Council members choose from among themselves a Mayor and a Vice-Mayor.

The Council employs a City Manager to direct day-to-day affairs and provide the Council with recommended policy. The Manager supervises staff and implements Council's broad policy decisions.

The Council also hires a Clerk/Treasurer as the custodian of City records, to collect taxes, and to maintain the City's financial accounts. The Council retains a City Attorney for legal advice and the prosecution of ordinance violations.



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#### Resolution #18-6-4

A resolution of the City of Bronson approving the budget of revenue and expenditures and setting the millage rates to raise such revenue for Fiscal Year 2019 which begins July 1, 2018 and ends June 30, 2019

Whereas, pursuant to the Bronson City Charter the City Manager has provided a recommended budget of revenues and expenditures to the City Council and the Council has reviewed said recommendations, and...

Whereas, the proposed budget and millage rates are prepared and made available to the public in accord with the City Charter and various statutes (including MCL 141.421 et seq, MCL 211, and MCL 41.801 et seq) and the City Clerk has, in accord with the Michigan Open Meetings Act, published notices of the time and place for a public hearing regarding this budget which was held on June 11, 2018.

Now therefore be it hereby resolved by the City Council of the City of Bronson that the following taxes shall be levied in accord with statute:

General Operating Levy	16.8414 mills
Fire Protection Equipment Special Assessment	1.000 mills
1993 General Obligation Bond Levy	1.1019 mills

And be it further resolved, that the following revenues and expenditures shall be budgeted for the period July 1, 2018 until June 30, 2019 and that tax and other revenue shall be distributed among City funds as follows:

Fund General Fund Administration Police Fire Department of Public Works	<u>Revenue</u> \$1,086,525	Fund Balance	Expenditure \$1,204,602 \$367,046 \$500,847 \$16,300 \$227,751
Parks & Recreation Transfer to Other Funds Major Street Fund Local Street Fund Fire Sinking Fund Cemetery Operations Fund Cemetery- Perpetual Care Fund	\$212,785 \$149,987 \$26,326 \$24,525 \$540	\$118,077	\$82,658 \$ 10,000 \$208,014 \$144,129 \$22,183
Cemetery- Redevelopment Fund 1993 General Obligation Debt Service Fund Wastewater Fund Water Fund Motor Pool Fund Community Development Fund	\$1,710 \$34,062 \$499,825 \$287,946 \$145,173 \$7,100	\$9,839 \$7,900	\$33,900 \$499,825 \$287,946 \$155,012 \$15,000

And finally be it resolved, that no transfer of funds is permitted between appropriation centers except for those transfers specifically permitted and that the City Manager is authorized to release biding documents, specifications, and/or requests for proposals in accord with projects and purchases included in this budget.

YEAS: Councilperson(s) \_\_\_\_\_

NAYS: Councilperson(s) \_\_\_\_\_

ABSENT: Councilperson(s) \_\_\_\_\_

The Resolution was adopted on this 11th day of June, 2018.

Karen A. Smith City Clerk



TO: The Honorable Mayor Cole and Members of the City Council
FROM: Brandon M. Mersman, City Manager
RE: Fiscal Year 2019 Budget
Date: June 8, 2018

Section 7.2 of the Bronson City Charter obligates me to present to you a recommended budget for the ensuing fiscal year. Enclosed please find my recommendation for the fiscal year beginning July 1, 2018.

At the conclusion of the 2017 Fiscal Year the City finished the year with a surplus of \$156,927 and we expect to end the 2018 Fiscal Year with a surplus of well over \$100,000. As presented, this budget has a General Fund deficit of just over \$118,000. Over the course of this fiscal year the City will continue to find new ways to reduce costs while still providing a high level of service to the community in an effort to eliminate any need to utilize general fund balance by year end.

# Notable highlights and changes to this year's budget:

**Trash & Recycling-** The City is now in its third year with Republic Services for curbside trash and recycling services. During the FY2018 Fiscal Year the City extended our contract with Republic Service for an additional two years. In exchange for the contract extension, Republic Services agreed to "right size" our contract and only bill the City for the actual number of customers enrolled in the program at the first of every year. The City is no longer required to guarantee Republic 665 residential customers each year. For 2018, the number the City will be billed for will be 549, rather than the original 665. This results in an annual savings of more than \$20,000. Also included in the contract is a rate freeze for 2019 in which our customers will pay the 2018 rate for two years and will not be subject to an increase for 2019. The contract with Republic will now expire December 31, 2020.

# Major and Local Street Funds:

**Major and Local Street Maintenance-** The FY2019 budget includes \$100,000 in street maintenance funds with \$60,000 designated to local streets and \$40,000 for major streets. These funds will be used to perform overlay (edges of roadways), chip sealing, and crack filling in an effort to prolong the useful life of City streets.

**Storm Sewer Cleanings & Repairs-** This budget includes \$10,000 for storm sewer cleaning and repairs and is distributed between local and major streets. The FY2018 budget was the first time the City has budgeted for this work and is something the City must continue doing to prolong the life of our storm sewers.

**Water Fund-** The Water Fund Capital Improvement Plan includes \$45,000 for the inspection and possible rehab of pumps for each of the City's two wells.

**SAW Grant- Sanitary & Storm Sewers**- Over the next three years the City will be going through the SAW grant process after being awarded a \$1.6 million dollar grant from the MDEQ. This will include funding to televise, inspect, and clean sanitary and storm sewers. The grant also includes the preparation of Asset Management Plans for both sewer systems.

**Fire Department**- During the FY2018 budget the Fire Department was awarded a grant for the purchase of new Self Contained Breathing Apparatuses' (SCBA's), a necessary piece of equipment for firefighters. The grant award totaled \$229,177 and included a 5% match from Bronson Area Fire Department. The matching grant funds the Department needed to provide was divided amongst the members of the Bronson Area Fire Association. The City's portion paid to the Fire Association for the



grant match totaled \$1,377.65. This grant saved the member communities a considerable amount of money including a nearly \$29,000 savings for the City of Bronson.

**Rental Inspection Program-** In anticipation of adopting a rental inspection ordinance and beginning a rental inspection program, this budget includes general fund revenues and expenditures for this program. A third party building inspection company would be utilized to carry out the inspections and some of the administration of the program. The program will be self-sufficient with rental inspection and registration fees covering the cost for these services.

**Downtown Decorative Streetlighting-** This budget includes \$50,000 for the upgrading of our Downtown streetlights to decorative lighting. This is another important step in improving the look and feel of our Downtown and revitalizing our City center.

# Continued challenges to consider in the future:

Major and Local Streets will see a small increase in revenue in FY2019 as a result of new legislation enacted in late 2015 by the State of Michigan. However, even with this funding increase these funds will not generate enough revenue to provide all of the necessary preventative maintenance or the necessary improvements our roads desperately need.

Between 2002 and 2012, Michigan was one of only four states that reduced investments in local governments. During this same period of time, <u>Michigan was the only state in the country where local revenues declined</u>. While property values and other revenues have declined significantly, local governments still have very few tools to regain lost revenue without cutting essential services. The State of Michigan continues to believe that they can balance their budget on the backs of local governments. This continues to be of grave concern to the City.

In closing, I wish to thank all of the Department Heads and staff that helped to put this budget together as it is truly a team effort.

Respectfully submitted,

Burnshon Musmon

Brandon M. Mersman, MPA City Manager



# **City Council Goals & Objectives**

### 2018-2019

# **Goal: Business Retention and Attraction**

-Continue strategy of focusing on current employers and businesses and working with them to see expansion

-Implement benchmarks of the Redevelopment Ready Communities approach and engage related MEDC resources

# Goal: Enhance and Undertake Bronson "Place-Making" Activities

-Look for ways to implement the Walkability Study performed by MDOT in September 2013

-Develop the recently purchased former Northeastern Rail Line for non-motorized trail usage.

-Work towards the implementation of the goals set forth in the 2016-2020 Parks and Recreation Master Plan

-Continue working with and supporting the Downtown Development Authority

-Work with community partners (DDA, Chamber of Commerce, Polish Festival, etc.) and businesses to expand and better market downtown activities:

August Memorial Park Concert Series City Wide Garage Sales/US 12 Sales Polish Festival Farmer's Market Bronson Theater Other new events

#### **Goal: Infrastructure Improvements**

-Work with DEQ programs surrounding the SAW Grant

-Apply for infrastructure grants as they become available (MEDC Infrastructure Capacity Enhancement Grants)

-Work towards implementation of improvements outlined in the City's recently adopted Capital Improvement Plan

-Continue collaboration with Kalamazoo Area Transportation Study and Branch County Road Commission for street improvement targets and work

-Continue coordinated approach for infrastructure improvements

# **Goal: Optimize Organizational Efficiency**

-Consider energy-efficiency projects in coordination with Michigan Gas Utilities and Consumers Energy to improve facility efficiency

-Work with Consumers Energy on potential street-lighting improvements as programs become available

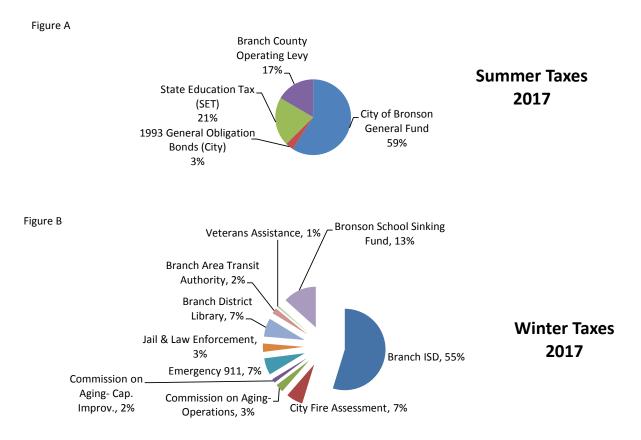
-Better plan for equipment purchases and uses across departments

-Enhance information and outreach efforts using the City's website and Facebook presence



All Funds by Revenue vs. Expenditures				
Fund	Gross	Operating	Capital	Gain
	Revenue	Expenditures	Depreciation	(Loss)
General Fund	1,086,525	1,204,599	0	(118,074)
Fire Sinking Fund	26,326	16,300	0	10,026
Major Street Fund	212,785	208,014	0	4,771
Local Street Fund	149,987	144,129	0	5,858
Cemetery Fund- Operations	24,525	22,182	0	2,343
Cemetery Fund- Perpetual Care	540	0	0	540
Cemetery Fund- Redevelopment	1,710	0	0	1,710
1993 General Obligation Debt Service Fund	34,062	33,900	0	162
Water Fund	287,945	227,945	60,000	0
Wastewater Fund	499,825	374,566	125,259	0
Motor Pool Fund	145,173	125,013	30,000	(9,840)
Community Development Fund	7,100	15,000	0	(7,900)

As a City, the City of Bronson is obligated to collect taxes for all entities which levy a property tax. Even though all taxes are paid at City Hall, only a portion of that money ends up supporting City services. Some City services do not receive any tax revenue (like water and wastewater services). Other services (like streets and cemeteries) only rely on a small amount of tax revenue.





General Fund Summary	2015/2016 Actual	2016/2017 Actual	2017/2018 Budget	2017/2018 Projected	2018/2019 Proposed
Revenue	,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	200800		
Total Operating Revenue	977,605	1,021,324	1,061,322	1,273,753	1,086,525
Expenses					
Administration	214,985	318,892	335,645	399,661	367,045
Police Department	469,310	458,465	471,925	445,792	500,846
Fire Department	25,000	44,000	36,726	31,370	16,300
Department of Public Works	185,002	179,408	162,407	146,608	227,751
Parks & Recreation	59,497	60,109	56,050	64,480	82,657
Transfers to other Funds	25,300	6,750	7,000	17,000	10,000
Total Operating Expenses	979,094	1,067,624	1,069,752	1,104,911	1,204,599
Net of Revenue and Expenses	(1,489)	(46,300)	(8,433)	168,842	(118,074)
Net Fund Balance (Cash on Hand)	369,607	423,814	619,774	810,851	692,777
Fund Balance as Percent of Expenditures	34%	40%	58%	73%	58%



Historic Trends for Revenues, Expenditures, and Fund Balance (1990-2015 & Proposed 2019)

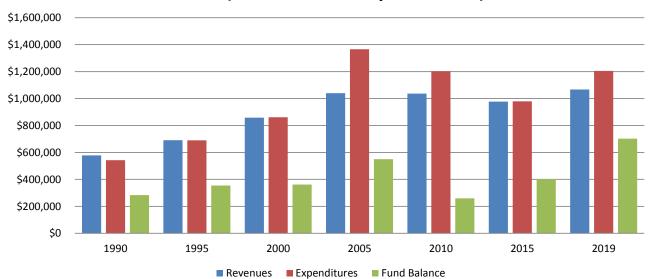
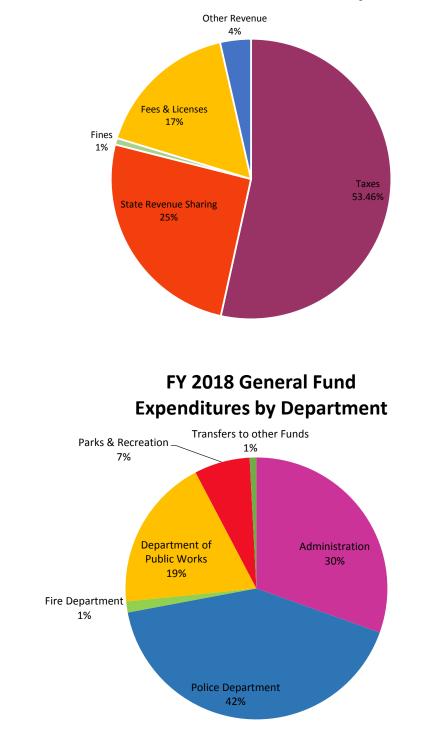






Figure E

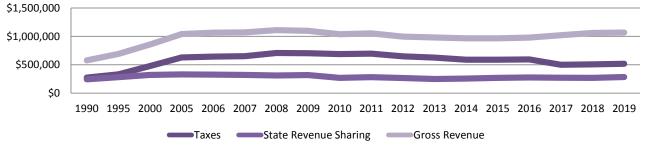
FY 2018 General Fund Revenue by Source





	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
General Fund Revenue	Actual	Actual	Budget	Projected	Proposed
Taxes:					
General Operating Levy	593,105	499,823	505,316	502,927	518,298
Tax Penalties	5,000	5,000	5,000	5,111	5,000
Delinquent Personal Property Tax	0	0	0	104	0
Personal Property Tax Reimbursement	0	16,000	44,000	259,687	44,000
City IFT Real & Personal	13,000	1,500	0	0	0
Payment in Lieu of Tax (PILOT)	2,900	2,900	2,900	1,953	2,900
Tax Administration Fee	9,000	9,000	9,000	9,846	9,000
Trailer Park Tax	150	150	150	125	150
Revenue Sharing:					
Constitutional Revenue Sharing	190,000	184,568	183,395	194,021	196,968
Statutory Revenue Sharing	87,000	86,720	86,720	86,720	86,720
Fines:					
District Court Fines	7,500	7,500	7,500	12,826	10,000
Ordinance Fines	500	500	500	1,200	750
Fees & Leases:					
Trash & Recycling		101,163	106,441	111,765	117,564
Franchise Fees	20,950	20,950	20,950	27,453	20,950
Licenses & Fees	2,500	3,050	2,950	3,299	3,050
Park Rental Fees	1,800	1,500	1,500	2,023	2,100
Agriculture Leases	15,000	15,000	16,850	16,050	16,850
Rental Inspection Program				0	18,750
Water tower Leases	28,500	28,500	28,500	28,690	28,500
Other Revenue:					
Interest	700	500	650	4,900	2,075
Sale of Fund Assets	0	0	0	100	0
Contributions from Other Funds	0	35,000	35,000	0	0
Contributions - Private Source	0	0	0	0	0
Grant Proceeds	0	0	0	250	0
Miscellaneous Revenue	0	2,000	2,000	500	0
Total Operating Revenue	977,605	1,021,324	1,059,322	1,269,550	1,083,625
Restricted Revenue					
Police Training Fund (PA 302)	0	500	500	479	500
Police Forfeiture Fund	0	0	0	24	0
Police Salvage Fund	2,000	1,500	1,500	3,700	3,000
Total Restricted Revenue	2,000	2,000	2,000	4,203	3,500







	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Administration	Actual	Actual	Budget	Projected	Proposed
City Council Salaries	3,900	3,900	3,900	3,500	3,900
Wages & Benefits	104,535	99,472	101,829	197,090	104,327
Office Administration	21,950	14,450	14,450	12,074	17,050
Building Expense	1,000	2,000	2,750	955	4,250
Professional Services	35,900	11,900	16,980	12,432	32,300
Statutory Expenses	2,000	2,000	2,400	1,086	4,400
Professional Development & Travel	6,300	6,900	6,900	5,210	7,500
Utilities	3,900	3,900	3,900	3,269	3,900
Maintenance & Service Contracts	14,000	14,000	14,500	9,649	14,500
Memberships & Dues	6,000	6,000	6,000	3,969	6,000
Public Relations	4,500	4,500	6,000	19,464	20,000
Property & Liability Insurance	7,000	7,500	7,500	6,849	7,651
Trash Contract	0	131,620	137,136	114,938	114,565
Rental Inspection Services Contract				0	15,302
Library Maintenance Subsidy	4,590	4,750	5,400	4,655	5,400
Miscellaneous Expenses	4,000	6,000	6,000	4,521	6,000
Administration Operating Expense Total	214,985	318,892	335,645	399,661	367,045

The Administration Budget covers costs for the City Council and City Hall operations as well as trash and recycling services. Staff costs are shared with other funds. Statutory expenses are expected to increase with a primary and a general election planned.



Brandon M. Mersman City Manager



Karen A. Smith Clerk/Treasurer/Assessor



Lori Buys Administrative Assistant



	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Police	Actual	Actual	Budget	Projected	Proposed
Wages & Benefits	397,985	371,785	379,710	349,113	387,104
Office Administration	5,175	2,700	2,875	8,199	4,025
Building Expense	3,700	5,924	5,100	4,900	4,300
Equipment & Supplies	4,800	2,800	4,600	3,673	4,650
Uniforms	3,550	3,675	3,800	4,452	4,000
Professional Development	6,650	5,924	6,550	3,934	6,850
Utilities	3,800	4,650	4,400	2,885	4,400
Maintenance & Service Contracts	1,000	600	3,450	4,869	3,450
Public Relations	250	250	0	0	0
Forfeiture Fund Expense	0	0	0	456	0
Professional Services	0	24,000	24,000	24,000	24,000
Property & Liability Insurance	5,500	5,841	6,000	6,434	6,627
Miscellaneous Expenses	500	500	500	125	500
Vehicles	36,400	30,940	30,940	30,940	30,940
Police Operating Expense	469,310	459,589	471,925	443,980	480,846
Police Salvage Fund					
Salvage Revenue	2,000	2,000	2,000	4,203	3,500
Salvage Expenses	500	500	500	1,812	20,000
Net Fund Revenue	1,500	1,500	1,500	2,391	(16,500)
	2,000	1,000	2,300	2,001	(10,000)
Net Salvage Fund Balance (Cash on Hand)	9,373	10,873	18,531	19,238	2,738

The Police Salvage Fund is the largest of three restricted revenue sources tied to the Police Department. Revenue for this fund comes from salvage vehicle inspections we perform. Revenue for those inspections must be reverted back to equipment used to perform that service.

Other special funds include the Act 302 Police Training Fund from the state and the Seizure/Forfeiture Fund which we receive from money or property seized during certain drug arrests.

2017 Police Department Sta	tistical Summary	***	*+	+**	**
Complaints	2672	*Ĵłegh-	ant	* A DOL	**
Service Calls	1912			**	*
Assists to other Agencies	221				
Accidents	34	1 25			
Traffic Stops	985				Same and the
Arrests	223	Chief Steve Johnson	Deputy Chief Brad McConn	Officer Jody Fuller	Officer Douglas Pope

The Police Department also oversees our crossing guard program for our local schools. Julie LaPratt assists students at the E Corey Street crossing to and from Anderson School. Duane Washburn tends the crossing at Ruggles Street and W Chicago St. for the Ryan School students while Betty Washburn assists the students at the crossing at Lincoln Street and E Chicago St which serves students from various school buildings.

The Police Department is always looking to improve its incident preparedness and upgrade outdated equipment to provide the best service we can to the citizens of the city. The use of Drug Forfeiture Funds and Vehicle Inspection Funds allows the department to obtain needed equipment without the use of budget dollars when available. We are continually evaluating equipment and infrastructure needs to make sure we are prepared and can operate efficiently.



Fire Funds	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Fire Operations Fund (101-335)	Actual	Actual	Budget	Projected	Proposed
Wages & Benefits	0	0	0	0	0
Utilities	0	0	0	0	0
Building Expense	0	0	0	0	0
Fire Association Dues & Capital Replacement	25,000	44,000	36,726	31,370	16,300
Property & Liability Insurance	0	0	0	0	0
Fire Fund Operation Total	25,000	44,000	36,726	31,370	16,300
Fire Sinking Fund (206)					
Revenue					
Fire Protection Equipment Special Assessment	25,234	25,602	26,248	26,518	26,326
General Fund Transfer	0	0	0	0	0
Total Revenue	25,234	25,602	26,248	26,518	26,326
Expense					
Transfer to General Fund	0	35,000	35,000	0	16,300
Loan Payment	0	0	0	0	0
Bond Interest	0	0	0	0	0
Total Expense	0	35,000	35,000	0	16,300
Net Fund Revenue	25,234	(9,398)	(8,752)	26,518	10,026
Net Fire Sinking Fund Balance (Cash on Hand)	39,496	27,363	33,789	69,068	79,094

During the FY2018 budget the Fire Department was awarded a grant for the purchase of new Self Contained Breathing Apparatuses' (SCBA's), a necessary piece of equipment for firefighters. The grant award totaled \$229,177 and included a 5% match from Bronson Fire Department. The matching grant funds the Department needed to provide was divided amongst the members of the Bronson Area Fire Association. The City's portion paid to the Fire Association for the grant match totaled \$1,377.65. This grant saved the member communities a considerable amount of money including a nearly \$29,000 savings for the City of Bronson.

In 2016, the Bronson Area Fire Association appointed Scott Wilber to be the new Fire Chief for the Department taking over for his father. Scott has been with the Department since 1999 and has numerous certifications.

Some of goals of the Department include; updating policies and standard operating guidelines, short and long term planning, building a training facility to practice hands-on skills, working closely with the schools to teach fire safety to local children, and working with low-income and Spanish speaking residents to install working smoke detectors in their homes.







	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Department of Public Works	Actual	Actual	Budget	Projected	Proposed
			0	,	•
Wages & Benefits	97,111	84,629	73,104	87,392	83,784
Office & Building Expense	3,000	5,950	7,230	3,387	7,280
Utilities	7,000	7,000	7,000	10,672	9,700
Professional Development	600	850	850	161	950
Uniforms & Laundry	2,350	2,600	3,100	2,097	3,100
Equipment & Supplies	2,250	4,500	4,500	2,596	4,700
Street Lighting	46,000	53,262	39,600	19,465	89,600
Maintenance & Service Contracts	8,500	8,500	5,000	2,532	5,000
Miscellaneous	1,000	0	8,000	6,258	8,000
Property & Liability Insurance	3,200	4,750	4,750	4,275	4,893
Sidewalk Maintenance	1,000	1,000	1,500	0	2,000
Vehicles & Equipment	7,491	6,367	7,773	7,773	8,744

Total Department of Public Works	185,002	179,408	162,407	146.608	227,751
		,	,	,	/







Adam Rissman Laborer

The Department of Public Works is responsible for day-to-day maintenance on all City infrastructure and buildings. They maintain four city parks, the cemetery, plow snow, and repair 14 miles of streets, perform routine maintenance at six City buildings and a variety of other tasks. The department also pays for specialty contractors for various tasks. Costs for the department staff and equipment are split between various City funds (see Figure G on page 19 on how the staff time is used).

Chuck Buckley manages the day-to-day operations of the Department of Public Works as the Department's Director. Chuck is also in charge of overseeing the Water & Wastewater Departments.



	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Parks & Recreation	Actual	Actual	Budget	Projected	Proposed
Wages & Benefits	11,797	9,831	8,356	11,473	12,479
Building Maintenance	6,500	1,650	1,650	4,819	11,950
Grounds & Landscape Maintenance	10,500	21,600	18,000	17,266	25,400
Recreation Programing	11,000	8,100	8,100	11,000	11,900
Utilities	5,400	5,400	5,400	4,717	5,400
Service Contracts	8,500	8,500	8,500	9,169	8,500
Property & Liability Insurance	650	650	700	692	713
Vehicles & Equipment	5,150	4,378	5,344	5,344	6,315
Total Parks & Recreation	59,497	60,109	56,050	64,480	82,657

Memorial Park Updates:

On July 21st, 2017 the City held a dedication ceremony for the Memorial Park improvements made during the spring/summer of 2017 (image below). This project was made possible because of the overwhelming support we received from the community through a Patronicity/MEDC crowdfunding campaign. The City raised over \$21,000 from the community and received a matching grant from Patronicity/MEDC totaling \$12,500. The City also received a \$5,000 grant from Michigan Gas Utilities. These improvements were dedicated to the memory of longtime Mayor Thomas Rissman. It was his vision for this park to be a place for the community to come together.

Potential Park Projects for 2018-19 include; updating playground mulch at Douglas Park, bathroom and playground improvements for Kiwanis Park; recreation trail (old rail bed) planning, and the purchasing of new picnic tables.





Parks & Recreation	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Capital Improvement Plan	Projected	Projected	Projected	Projected	Projected
Greenwald Park Mulch Update				3,000	
Bronson's Backyard Repairs	4,000	500		500	500
Kiwanis Park Playground Enhancements	5,000	5,000	5,000	5,000	5,000
Picnic Table Purchases	5,000	1,000			
Railroad Recreation Trail	7,000	7,000	50,000		
Douglas Park Mulch Update	2,000			2,000	
Greenwald Park Pavilion Metal Roofs (2)	5,000				
Replace Greenwald Park Building Roof	8,000				
Kiwanis Park Bathroom Updates	2,000	2,000			
Total	38,000	15,500	55,000	10,500	5,500



Left: This August we will have our seventh annual Concerts in the Park series at **Memorial Park.** The concerts continue to be a popular event and draw area residents to downtown Bronson. The improvements to Memorial Park are scheduled to be completed prior to this year's summer concert series.

#### Below:

The Community Garden at **Kiwanis Park** provides free garden space to area residents. Water and space is supplied by the City. Local volunteers organize the plots and help maintain the area. Over 20 people have plots in the garden and many of them also donate some of their produce to the Bronson Area Food Pantry.



This document is made for planning purposes only and is intended to outline the projects that ought to be considered for future years. Needs and opportunities may alter the direction and timing of projects.

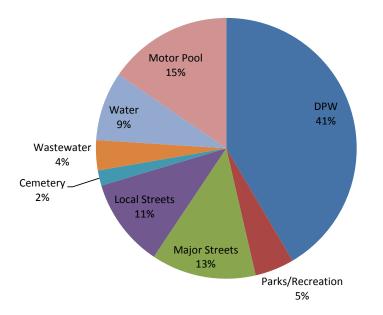


General Fund Transfers	2015/2016 Actual	2016/2017 Actual	2017/2018 Budget	2017/2018 Projected	2018/2019 Proposed
To the Cemetery Fund	0	0	7,000	17,000	10,000
To the Fire Sinking Fund	0	0			0
To the Local Street Fund	20,550	0	0		0
To the Major Street Fund	0	2,000			0
Total Transfers	25,300	2,000	7,000	17,000	10,000

General Fund money may be transferred out to any City fund but money held by other City funds is generally restricted in how it may be transferred.

Figure G

# **Department of Public Works Staff Time Use**



The DPW staff works across most of the City's departments and we charge their labor costs accordingly. This chart shows the current three-year average for where they spend their time. The DPW portion covers broad tasks like leaf and brush collection, storm damage clean-up, preparing barricades for parades, and many other tasks.



	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Major Street Fund	Actual	Actual	Budget	Projected	Proposed
Gross Fund Revenue					
Michigan Gas & Weight Taxes (Act 51)	130,684	159,254	192,115	185,864	212,635
Interest	0	50	75	923	150
Transfer from General Fund	0	2,000	0	0	0
Miscellaneous Income	100,000	0		0	0
Total Fund Revenue	230,684	161,304	192,190	186,787	212,785
Major Construction/Rehabilitation					
Street Construction	85,000	50,000	0	0	0
Summer Operations					
Wages & Benefits	22,223	18,154	15,844	13,337	15,889
Street Maintenance Supplies	28,000	27,850	27,650	12,961	18,150
Property & Liability Insurance	1,400	1,400	1,500	1,289	1,545
Engineering & Consulting Services	15,000	15,000	15,000	0	5,000
Curb, Gutter & Storm Sewer	0	0	24,000	9,500	44,000
Non-Motorized Improvements	0	0	15,000	0	15,000
Vehicles & Equipment	9,364	7,959	9,716	6,476	7,773
Total Summer Operations	75,987	70,363	108,710	43,563	107,357
Winter Operations					
Wages & Benefits	15,380	16,090	15,973	10,228	11,774
Street Maintenance Supplies	1,000	1,000	1,000	171	1,000
Road Salt	9,000	2,800	5,000	1,007	2,400
Vehicles & Equipment	12,174	10,348	12,630	8,420	10,483
Total Winter Operations	37,553	30,237	34,604	19,826	25,657
Transfer to Local Street Fund	30,500	26,000	45,000	45,000	75,000
Total of Operations, Construction & Transfer	229,041	176,601	188,314	108,389	208,014
Net Fund Revenue	1,643	(15,297)	(3,877)	78,398	4,771
Net Fund Balance (Cash on Hand)	25,975	45,477	99,379	211,513	216,284

Street funding in Michigan is derived from the Gas & Weight Tax. The City of Bronson receives an annual portion of this based on a formula established in Act 51 of 1951. This money is further divided between major and local street funds.



	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Local Street Fund	Actual	Actual	Budget	Projected	Proposed
Gross Fund Revenue					
Michigan Gas & Weight Taxes (Act 51)	46,342	56,090	67,683	65,135	74,937
Interest	0	0	50	292	50
Transfer from General Fund	20,550	2,000	0	0	0
Transfer from Major Street Fund	30,500	26,000	45,000	45,000	75,000
Miscellaneous Income	0	0	0	0	0
Total Fund Revenue	97,392	84,090	<i>112,733</i>	110,427	149,987
Debt Service					
Debt Service Payments and Fees	0	0	0	0	0
Summer Operations					
Wages & Benefits	21,936	17,950	16,353	13,198	18,731
Street Maintenance Supplies	17,500	16,000	16,000	4,351	10,000
Property & Liability Insurance	900	1,000	12,630	974	1,236
Curb, Gutter & Storm Sewer	0	1,000	26,000	59,310	66,000
Maintenance & Service Contracts	10,000	10,800	10,800	8,663	10,800
Vehicles & Equipment	12,174	10,348	12,630	8,420	10,483
Total Summer Operations	52,510	57,098	82,983	94,916	117,250
Winter Operations					
Wages & Benefits	14,907	15,325	15,233	10,622	8,877
Street Maintenance Supplies	1,000	1,000	1,500	592	1,500
Road Salt	13,500	4,200	7,200	1,857	3,600
Vehicles & Equipment	14,983	12,736	15,545	10,360	12,902
Total Winter Operations	44,389	33,263	39,478	23,431	26,879
Total of Operations & Debt Service	96,899	90,360	122,461	118,347	144,129
Net Fund Revenue	493	(6,271)	(9,728)	(7,920)	5,858
Net Fund Balance (Cash on Hand)	(21,370)	25,267	33,808	64,585	70,443

Street Facts Miles of Major Streets	5.61
Miles of Local Streets	8.84
Tons of salt used in 2017/18	50
Cost per ton of salt	\$42
Hours to plow entire city	7
Parking lots maintained	6

The Major Street system includes all or portions of the following streets: Albers; Mill; Industrial; Matteson; Grant; Union; Mowry; Corey; Wayne; Jackson; Fremont; Walker; Lincoln; and, Matilda. The rest of our streets are classified as local.

For the State of Michigan's 2019 fiscal year the City will receive an increase of \$7,254 for Local Streets and an increase of \$20,670 for Major Streets for a total of \$27,924 in new revenue for the City's 2019 fiscal year. The increase is due to new transportation revenue bills passed by the State in late 2015. Even with this additional revenue it is still not enough to properly fund these accounts and properly maintain City streets. For FY2019 the Major Streets fund will need to transfer \$75,000 to Local Streets to cover annual maintenance expenses.



<u>Cemetery Funds</u> <u>Cemetery Operations Fund (209)</u>	2015/2016 Actual	2016/2017 Actual	2017/2018 Budget	2017/2018 Projected	2018/2019 Proposed
Gross Revenue					
Operational Revenue	6,400	6,400	6,500	5,961	4,500
Transfer from General Fund	0	0	7,000	17,000	20,000
Transfer from Other Funds	11,500	5,000	5,000	0	0
Interest	0	0	0	80	25
Total Fund Revenue	17,900	11,400	18,500	23,041	24,525
Operational Costs					
Wages & Benefits	4,981	3,619	3,691	3,969	7,242
Grounds	750	500	18,159	0	500
Service Contracts	11,000	11,000	75	7,266	11,500
Publishing	75	75	100	60	75
Property & Liability Insurance	300	300	500	0	361
Buildings	0	0	1,943	0	100
Miscellaneous	0	0	0	160	150
Vehicles & Equipment	1,873	1,592	1,943	1,943	2,254
Total Operational Costs	18,978	17,086	18,160	13,398	22,182
Net Fund Revenue	(1,078)	(5,687)	340	9,643	2,343
Net Fund Balance (Cash on Hand)	3,566	987	17,723	26,040	28,383

The Cemetery Operations Fund receives revenue primarily from the sale of graves and expenses charged for burial services. Our staff works closely with area funeral homes to ensure arrangements are handled for those who have passed.

#### Rates

Below is a summary of the most common charges at our cemetery. Rates were reviewed in late 2017 and the fees for some services were increased to try and help reduce the amount the General Fund needs to support the Cemetery's operations. The new rates still do not generate enough revenue to make the Cemetery self-sufficient.

Cemetery Lots: \$300 each with \$150 going into perpetual care and the remainder going to lot sales

Interment: \$400 weekday, non-frost and \$550 after hours and Saturdays, non-frost, and \$600 on holidays, non-frost

Cremation Placement: \$200 weekday (non-frost), \$350 after hours and Saturdays (non-frost), and \$400 on holidays (non-frost).

When there is frost, we add an additional \$75 to each charge to account for the extra equipment needed to open the ground.

#### Cemetery Software

We recently purchased cemetery management software and we are working on entering cemetery records into the system that date back to the early 1800's. Once everything is entered into the program it will make it easier to manage the records of those who are buried and track the ownership of lots. In the future, we hope to put cemetery data on our website. This will a id those doing genealogical research and those planning arrangements.



Cemetery Funds (continued) <u>Cemetery Perpetual Care Fund (211)</u>	2015/2016 Actual	2016/2017 Actual	2017/2018 Budget	2017/2018 Projected	2018/2019 Proposed
Gross Revenue					
Lot sales	600	900	1,000	1,050	500
Interest	0	0	25	90	40
Total Fund Revenue	600	900	1,025	1,140	540
Perpetual Care Costs					
Perpetual Care Costs Transfer to Cemetery Operations	6,500	0	0	0	0
•	6,500 (5,900)	<i>0</i> 900	0 1,025	0 1,140	0 540

The Cemetery Perpetual Care Fund holds funds intended for long-term maintenance at the Cemetery. Historically this fund is used for special capital improvements or	Cemetery Lots Remaining: Full blocks of 5 lots remaining			Cemetery Burials Per Year:	
repairs at the Cemetery while day-to-day		95		2012	7
expenses are charged to the Cemetery	Single g	raves remaining		2013 2014	10 9
Operations Fund.	Single g	79		2014	13
This fund receives revenue from Lot Sales				2016	10
fees and interest income. Transfers are	Baby gr	aves remaining		2017	18
made to the Cemetery Operations fund		51		2018 (YTD)	6
when needed.					
Cemetery Redevelopment Fund (213)					
Gross Revenue					
Agriculture Leases	1,520	1,520	1,710	1,710	1,710
Interest	0	0	0	50	0
Total Fund Revenue	1,520	1,520	1,710	1,760	1,710
Transfer to Cemetery Operations Fund	5,000	5,000	5,000	0	0
Net Fund Revenue	(3,480)	(3,480)	(3,290)	1,760	1,710
Net Fund Balance (Cash on Hand)	7,507	6,934	2,154	7,205	8,915

The Cemetery Redevelopment Fund was established to cover expenses for the expansion of the Cemetery. In the late 1970s, the City purchased land near Ryan School as a future cemetery. Since that time, the land has been leased for farming and the annual lease payments are held in this account. In 2014, Bronson voters authorized the City Council to use this property for other uses as they deemed appropriate-including the potential sale of the land for development.



	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Water Fund	Actual	Actual	Budget	Projected	Proposed
Gross Revenue					
Service Charges	260,000	252,061	270,330	232,237	279,145
Disconnection Fees	2,000	2,000	2,200	3,580	2,500
Penalties	5,000	5,000	5,000	5,145	4,000
New Service Fees	0	0	0	1,460	0
Interest	2,300	2,300	2,300	4,506	2,300
Total Fund Revenue	269,300	261,360	279,830	246,928	287,945
Operational Expenses					
Wages & Benefits	122,510	122,631	125,324	114,079	129,300
Office & Printing	3,600	1,700	3,060	2,146	3,560
Professional Development	1,750	1,750	3,000	820	3,200
Tools, Chemicals, Supplies & Equipment	22,550	22,550	23,550	14,848	23,550
Buildings	500	2,500	2,500	0	2,500
Engineering/Consulting	1,000	1,000	1,000	2,400	3,000
Maintenance & Service Contracts	8,000	8,000	11,816	10,993	9,200
State Licenses	2,000	2,000	2,000	1,292	2,000
Miscellaneous	100	100	100	0	100
Property & Liability Insurance	2,500	2,500	3,000	2,537	2,684
Electricity	8,500	8,500	8,500	10,080	9,000
Water System Repair & Maintenance	15,000	10,000	10,000	19,682	10,000
Vehicles & Equipment	21,082	17,920	25,771	25,771	29,851
Total Operational Expenses	209,092	201,151	219,621	204,648	227,945
Funded Depreciation					
Capital Depreciation	60,208	60,209	60,209	60,208	60,000
Total Expenses & Depreciation	269,300	261,360	279,830	264,856	287,945
Net Fund Revenue	0	0	0	0	0
Net Fund Balance (Cash on Hand)	822,626	442,079	<u>583,897</u>	725,688	725,688

The City's Water System (like the Wastewater System) is classified as an enterprise fund and functions similar to a business. Fund revenue is generated from fees charged to water customers. Capital depreciation is set aside annually in the fund's Capital Replacement Fund. This money is used to replace capital assets used to operate the system- wells, water towers, pipes and valves.

The fund also pays for routine maintenance to the water system which includes hydrant flushing, customer connections/disconnections, and required quality testing.



Water Fund	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Capital Improvement Plan	Projected	Projected	Projected	Projected	Projected
Install generator hook-up at Well #4					
Inspect Homes for Lead Service Lines	5,000	5,000	5,000	5,000	5,000
Install new meters at wells					
Inspect & possibly repaint Water Tower interior					
Asphalt well house driveways		22,000			
Inspect & possibly rehab pumps for both wells	45,000				
Water System Asset Management Plan					
Install new well			200,000		
Distribution system improvements as needed	30,000	30,000	30,000	30,000	30,000
Total	80.000	57.000	235.000	35.000	35.000



Layne Clark

Utilities Laborer

What's covered by a "water" bill?

A "water bill" actually covers costs for water and sewer service.

# **Ready-to-Serve Charge**

There is a readiness to serve fee of \$15.25 per month for water service and \$29.50 per month for sewer service. These fees are charged regardless of whether any water is used and covers the fixed costs of having a home or building connected to our system.

# **Commodity Charge**

Water use is metered and we charge \$1.38 per 1,000 gallons of water used. Sewer use is charged \$1.51 per 1,000 gallons of water used. These charges cover costs for the chemicals used to treat water and the expense of treating sewage.

Rates are reviewed annually to ensure adequate revenue is raised to support the systems.

City water comes from two groundwater wells east of town. Each well is over 60 feet deep. System water pressure is maintained by a 200,000 gallon water tower on Union Street.

The Michigan Department of Environmental Quality and the United States Environmental Protection Agency require us to test our drinking water for a variety of potential contaminants and substances.

Nearly 14 miles of pipes are used to distribute water throughout the City. In 2017 the City adopted a Water Asset Management Plan which inventoried and examined the system's assets for age, remaining useful life, criticality, and estimated replacement costs. Based on the needed improvements to maintain the system a rate study was conducted to ensure the water fund is collecting enough revenue to fund our infrastructure. A small increase was made during 2017 as a result of this study.

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	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Wastewater Fund	Actual	Actual	Budget	Projected	Proposed
Gross Revenue	450 500	464 000	470.054	200 5 40	407 005
Services Charges	459,500	461,892	473,354	389,540	487,325
Penalties	7,000	7,000	7,000	7,802	6,000
Industrial Pretreatment Program Fees	500	500	500	0	500
Interest	750	0	1,500	6,270	4,000
New Service Hookups				600	
Grants	2 000	2 000	2 000	2,500	2 000
Miscellaneous	2,000	2,000	2,000	2,049	2,000
Total Fund Revenue	469,750	471,392	484,354	408,761	499,825
Operational Expenses					
Wages & Benefits	195,084	202,412	209,818	237,833	215,909
Office & Printing Costs	5,600	3,100	4,660	4,544	5,450
Tools, Chemicals, Supplies & Equipment	23,200	24,200	24,200	17,059	27,200
Professional Development	850	850	1,100	945	1,300
Building Maintenance	2,000	2,000	2,000	681	2,000
Utilities	38,000	38,000	38,000	36,782	38,500
Uniforms	600	600	700	400	700
Engineering/Consulting	1,000	1,000	1,000	2,400	3,000
Land Application of Waste	14,000	14,000	14,000	9,065	14,000
Maintenance & Service Contracts	8,500	8,500	12,416	11,456	12,416
Industrial Pretreatment Program Expenses	1,000	1,000	1,000	20	1,000
State License Fees	3,500	3,500	3,500	2,902	3,500
Miscellaneous	750	750	1,500	0	1,500
Property & Liability Insurance	7,500	7,500	8,500	8,606	8,864
Sanitary Sewer System Maintenance	15,000	15,000	15,000	13,422	15,000
Vehicles & Equipment	27,907	23,721	21,701	21,701	24,227
Total Operational Expenses	344,491	346,133	359,095	367,816	374,566
Funded Depreciation					
Capital Depreciation	125,259	125,259	125,259	132,000	125,259
Total Expenses & Depreciation	469,750	471,392	484,354	499,816	499,825
Net Fund Revenue	0	0	0	0	0
Net Fund Balance (Cash on Hand)	697,668	661,979	768,256	821,500	821,500

The Wastewater Treatment Plant has a maximum capacity of 1.8 million gallons per day. During rainy spring weather, the plant routinely sees flows of more than 1 million gallons per day while average operation is around 250,000 gallons per day.

Effluent from the plant is monitored for a variety of substances and testing is conducted pursuant to regulations set by the Michigan Department of Environmental Quality (MDEQ).



1993 General Obligation Debt Service Fund	2015/2016 Actual	2016/2017 Actual	2017/2018 Budget	2017/2018 Projected	2018/2019 Proposed
Gross Revenue	Actual	Actual	Duugei	FIOJECIEU	FTOPOSEU
Tax Revenue	35,600	34,650	33,800	33,730	33,900
Interest	100	0,050	0	320	162
Total Fund Revenue	<b>35,700</b>	34,650	33,800	34,050	<b>34,062</b>
Debt Service	35,500	34,650	33,800	34,800	33,900
Net Fund Revenue	200	0	0	(750)	162
Net Fund Balance (Cash on Hand)	34,328	25,424	30,692	30,062	30,224
Wastewater Fund	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Capital Improvement Plan	Projected	Projected	Projected	Projected	Projected
Collection System Repairs	30,000	30,000	30,000	30,000	30,000
Submersible Wastewater Pump- Purchase	2,500				
		47 400	47,406		
SAW Grant Matching Funds	47,406	47,406	47,400		
SAW Grant Matching Funds Fecal Coliform Incubator Replacement	47,406	47,406 2,500	47,400		
-	47,406 20,000	,	25,000	25,000	25,000

99,906

102,706

In 1993, voters approved a bond proposal to upgrade and expand the wastewater treatment plant and related infrastructure. Annually, a millage rate is calculated to raise revenue equal to the bond payment. The bonds will be fully paid in 2033.

**Clarifier Drive** 

Total

Current capital needs for the wastewater system and plant are funded through the Wastewater Fund's Capital Replacement Fund. Depreciation is annually set aside to pay for future replacement costs.

In addition to the wastewater treatment plant, the City has two lift stations and roughly 14 miles of sewer mains to serve the City's needs.

Industrial Pretreatment Program (IPP) also occurs at one industrial customer based on their chemical use and processes.



35,000

137,406

35,000

90,000

55,000

Chuck Buckley Utilities Director/DPW Director

Chuck Buckley supervises the Water & Wastewater Departments and has more than 37 years of experience with the City. He holds MDEQ licenses in water distribution, water treatment, and wastewater treatment.

This document is made for planning purposes only and is intended to outline the projects that ought to be considered for future years. Needs and opportunities may alter the direction and timing of projects.



	2015/2016	2016/2017	2017/2018	2017/2018	2018/2019
Motor Pool	Actual	Actual	Budget	Projected	Proposed
Gross Revenue	Actual	Actual	Dudget	Tojecteu	rioposed
From other Funds	148,598	126,308	143,993	127,144	143,973
Interest	400	800	800	2,505	1,200
Sale of Fund Assets	100	000	000	12,392	1,200
Total Fund Revenue	148,998	127,108	144,793	142,041	145,173
Operational Expenses					
Wages & Benefits	38,095	27,985	32,973	12,091	52,704
Fuel	40,000	25,000	25,000	23,114	25,000
Machine & Equipment Supplies	5,500	8,500	8,500	700	8,500
Maintenance & Service Contracts	900	900	1,500	1,671	1,500
Fleet Insurance	10,000	10,000	13,500	8,058	8,309
Motor Vehicle Repairs	17,000	17,000	17,000	12,974	17,000
Equipment Repairs	10,000	12,000	12,000	8,124	12,000
Total Operational Expenses	121,495	101,385	110,473	66,732	125,013
Funded Depreciation					
Capital Depreciation	30,000	30,000	30,000	30,000	30,000
Total of Expenses & Depreciation	151,495	131,385	140,473	96,732	155,013
Net Fund Revenue	(2,497)	(4,277)	4,320	45,309	(9,840)
Net Fund Balance (Cash on Hand)	128,273	496,352	594,277	570,478	560,638

The Motor Pool Fund is an internal service fund that collects vehicle and equipment expenses from other funds and aggregates costs for operating, maintaining, and insuring our vehicle fleet. Depreciation is set aside annually and is reserved in a Capital Replacement Fund (held as part of the fund balance). As vehicles are needed according to our replacement plan, purchases are made using the Capital Replacement Fund.

Motor Pool	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023
Capital Improvement Plan	Projected	Projected	Projected	Projected	Projected
2002 Chevrolet Pickup (WW)- replace	45,000				
2015 Chevrolet Tahoe (Police)- replace			50,000		
2016 Chevrolet Tahoe (Police)-replace				50,000	
Air Compressor (Motor Pool)	4,000				
Backhoe (DPW)- replace		25,000			
Brush Hog (DPW)	2,200				
Purchase Radios for DPW Trucks	2,500				
Kubota Tractor (DPW)- replace		28,000			
Floor Jack	1,000				
Tractor & Equipment- (WW)	20,000				
Total	74,700	53,000	50,000	50,000	0

Vehicles will be replaced as needed but this roughly projects when those replacements will need to occur.



Community Development Fund	2015/2016 Actual	2016/2017 Actual	2017/2018 Budget	2017/2018 Projected	2018/2019 Proposed
Gross Revenue					
MSCP Project Loan Payments	5,400	2,850	5,000	9,195	7,000
Interest	25	80	80	255	100
Total Revenue	5,425	2,930	5,080	9,450	7,100
Total Expenses					
Total Expenses Rehabilitation Projects	1,000	5,000	5,000	17,327	15,000
-	1,000 4,425	5,000 (2,070)	<i>5,000</i> 80	17,327 (8,132)	15,000 (7,900)
Rehabilitation Projects	·	·	·	·	,

