

# **City of Warren, Michigan**

## **BUDGET**

### **AS ADOPTED BY COUNCIL**



**FISCAL YEAR**

July 1, 2018 through June 30, 2019

# City of Warren



JAMES R. FOUTS  
MAYOR

ONE CITY SQUARE  
WARREN, MICHIGAN 48093

## ADMINISTRATION

City of Warren was incorporated January 1, 1957, under Act 279, P.A. 1909, as amended (Home Rule Act). The 2010 population per Federal Census, 134,056

City is administered by a Mayor, a Council of seven members, Treasurer and Clerk, all of whom are elected for four-year terms.

## PRESENT ELECTIVE OFFICERS (Terms expire November 10, 2019)

**MAYOR**  
JAMES R. FOUTS

## COUNCIL

CECIL D. ST. PIERRE, JR., President  
RONALD PAPANDREA

ROBERT BOCCOMINO, Secretary  
KEITH J. SADOWSKI, Asst. Secretary  
STEVEN G. WARNER, Vice President

KELLY COLEGIO  
SCOTT C. STEVENS

**TREASURER**  
LORIE BARNWELL

**CITY CLERK**  
PAUL WOJNO

## DEPARTMENT HEADS (Appointed Officials)

RICHARD D. SABAUGH, Public Services Director  
WILBURT MCADAMS, Fire Commissioner  
ROBERT MALESZYK, City Controller

WILLIAM DWYER, Police Commissioner  
RONALD F. WUERTH, Planning Director  
HENRY BOWMAN, Recreation Director

MARK SIMLAR, Acting HR Director  
TOM AGRUSA, Deputy Assessor

## City Seal

The inscription "City of Warren, Michigan -Seal-" encompasses the circular seal. The hand holding a sheaf of wheat at the bottom represents the agricultural heritage of the community. The residential dwelling on the lower left hand side represents the residential character of the community. A factory on the right side represents commerce and industry. A hand holding a rocket on the upper left side represents national defense technology. The heads of a young man and young woman in center at the top represent the youth of the City.



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**CITY CONTROLLER'S OFFICE**

ONE CITY SQUARE, SUITE 425  
WARREN, MI 48093-5289  
(586) 574-4600  
FAX (586) 574-4614  
[www.cityofwarren.org](http://www.cityofwarren.org)

May 11, 2018

Honorable Mayor and  
Members of the Warren City Council

Dear Mayor and Council Members,

The Mayor's Recommended Budget has been modified pursuant to City Council's amendments and is now the final Fiscal 2019 Annual Budget for the City of Warren. The final adoption of the Budget by the City Council has followed the legally required public hearings prescribed by State law and City Charter. The Appropriations Resolution is the City's legislative vehicle for appropriations and sets the legal expenditures by budgetary center and may not be changed, except with City Council approval, as provided by the State Budget Act.

With the adoption of this budget, the property tax levy for all services will be 27.7556 mills (\$27.7556 of taxes for every \$1,000 of taxable valuation). City property taxes will average \$1,062.46 per residential property taxpayer.

2019 General Fund

The General Fund revenues total \$111,996,525 and expenditures total \$111,996,525. The Budget reflects City Council's decisions made since the Mayor presented the Recommended Budget on April 10, 2018. The City Council reviewed the Budget during two budget sessions and the Charter required public hearing on the Budget.

Changes to the Mayor's Recommended Budget

General Fund:

In summary, the City Council increased the Mayor's recommended \$111,588,319 General Fund Budget to \$111,996,525 resulting in a total increase of \$408,206.

Some of the significant changes and subsequent financial impacts include:

General Fund:

• Increase Wages and Employee Benefits Fire	\$ 173,560
• Increase Wages and Employee Benefits Court	59,237
• Increase Temporary Employees – Inspection \$50,000 Building Inspections	54,288
• Increase Temporary/Co-op \$35,000 Property Maintenance	38,002
• Increase Capital Equipment Court	30,000
• Increase Rodent/Skunk Control Property Maintenance	20,000
• Increase Overtime Mayor	10,000
• Increase Contractual Services Treasurer	9,000
• Increase Wages and Employee Benefits Police	7,119
• Increase Cable Commission Operating Expense Administrative Unallocated	5,000
• Increase CERT Police	<u>2,000</u>
Total General Fund	<u>\$ 408,206</u>

Special Revenue Funds:

• Increase Debt Service Michigan Transportation – Major Streets	\$ 957,350
• Reduce Capital Improvements Library	500,000
• Reduce Employee Wages and Benefits Recreation	<u>(11,378)</u>
Total Special Revenue Funds	<u>\$ 1,445,972</u>




Enterprise Funds:

• Reduce Water & Sewer Charge Water & Sewer System	\$ 1,201,600
• Increase Auto Expense Water & Sewer System	4,400
• Reduce Wages and Employee Benefits Water & Sewer System	(17,921)
• Reduce Concrete, Lawn & Manhole Repairs Water & Sewer System	(168,579)
• Reduce Capital Improvements Water & Sewer System	<u>(1,019,500)</u>
Total Enterprise Funds (net)	\$ _____ -

The Fiscal 2019 Budget has been modified to reflect all City Council amendments and represents the Council's plan for providing services to Warren residents.

I wish to recognize the excellent work of all departments who participated in the budget process. I would like to express my sincere appreciation to all members of the Controller's Office who assisted and contributed in the preparation of this budget. I would also like to thank your office and members of the Warren City Council for your interest and support in planning and conducting the financial operations of the City in a responsible and progressive manner.

Respectfully,

  
Rob Maleszyk, C.P.A.  
City Controller



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April 2, 2018

Honorable Council Members:

I respectfully present the Administration's proposed 2018-2019 Budget for the City of Warren. This budget serves as a planning guide outlining our goals and how they will be implemented in the upcoming year. It is the means of allocating financial and personnel resources to provide City services to meet the needs and desires of our residential and business communities. The budget illustrates the City's administrative structure and work plan for the upcoming fiscal year.

This budget reflects the continuation of our overall strategic financial plan that has been in place since the economic downturn. The Public Safety Millage that was passed on August 7, 2012, by the citizens will allow us to maintain staffing levels for public safety. It was renewed for an additional five years in August 2016. This budget allows us to maintain our strong city services and continue to retain our excellent bond rating.

**Budget Overview**

The budget is balanced with use of fund balance and is financially conservative. It continues the City's commitment to providing high quality, dependable services and it allocates available resources to service areas experiencing the greatest demands. Building from a strong base, this budget addresses current and future needs of our community and balances demands for service, with conservative financial management. This budget adequately meets the City's equipment, infrastructure, vehicle, and general operating needs while maintaining and in certain cases, enhancing current City service levels.

The total General Fund recommended budget is \$111,588,319 which represents a decrease of \$ 25,588,057 or 18.7% from the previous year's amended budget. The largest portion of the budget is for salaries and benefits that amount to 82% of the total overall budget. The decrease from prior year is primarily attributable to additional pension and VEBA funding of \$23 million made in 2018.

The millage rates applied to our estimated Taxable Value of \$3.200 billion will generate approximately \$88.8 million city-wide. Since the recommended budget is based on an estimated Taxable Value, some adjustments may be necessary upon final review by the Macomb County Equalization Department and State Tax Commission. Based upon our estimated Taxable Value, the average market value of a single-family residence in Warren is \$76,558. City taxes for a typical Warren home will be \$1,062 in fiscal 2018-2019, or \$2.91 per day. I am confident that as you examine this budget, you will be convinced that our taxpayers are getting outstanding service for their tax dollars.

The recommended budget attempts to prioritize the areas of most importance to our community, including the following:

- Public Safety
- Neighborhoods
- Library and Education
- Parks and Recreation
- Economic Development and Redevelopment
- Major and Local Roads
- Sanitation and Environment
- Financial Planning

**PUBLIC SAFETY**

Public Safety continues to be the biggest priority in our General Fund budget. This budget includes 378 full-time positions in Police (246) and Fire (132). This is two more than the prior year. The Fire Department is purchasing an EMS Transport Squad for \$200,000 as part of their equipment rotation plan and \$250,000 on station renovations. This budget also includes the retention of the 18 SAFER grant firefighters. The Police Department is continuing to update their headquarters with \$200,000 in concrete ramp repairs and \$150,000 in replacement equipment for new vehicles.

## **NEIGHBORHOODS**

The neighborhoods are the backbone of our community. We are committed to improving them to provide a healthy atmosphere for everyone to live, work and raise their families.

Our residents and businesses must be informed of all important programs and decisions affecting this community. Community pride and community standards are vital to the neighborhoods and businesses throughout the entire City. The budget provides for communications with residents and businesses on issues of importance to them about our City.

Code enforcement efforts along with an aggressive nuisance abatement program are a strong priority in the Administration. Policies have been instituted and ordinances amended to get an early start on control of summer blight issues. Sound leadership, coupled with the restructuring of enforcement personnel duties, has boosted our efforts to curb blight in the City of Warren. Our City has received very good response from our residents and the media regarding these programs.

We provide programs to assist residents in need of improving their homes but without the financial resources to do so. The C.D.B.G. residential rehabilitation program is available to improve and upgrade their home to an acceptable level. The Federal Government is still debating the continued funding the Community Development Block Grant Program for fiscal year 2018-2019.

Various volunteer organizations receive funding in the 2018-2019 City Budget. The Beautification Commission, Cultural Commission, Crime Commission, Historical Commission and Village Historical Commission, among others, provide programs that enhance the quality of life in our community.

## **LIBRARY AND EDUCATION**

The Library continues its transformation after the successful voter approved millage in August 2010 of .8500 mills. This millage has allowed for the library to keep all four libraries open. It has also allowed for adequate staffing levels, and provided substantial funding to increase our collections and to bring each of our branches to a state of the art facility. The Busch Branch renovation is complete. The Burnette Branch Library will begin construction in this upcoming fiscal year. Funding was included in the previous budget. Once this project is complete, all four libraries will have been renovated.

The Warren Public Library is a member of the Suburban Library Cooperative. These services provide Warren residents with access to library collections throughout the state

## **PARKS AND RECREATION**

The total recommended Parks and Recreation budget is \$5,606,387 which represents a decrease of \$264,381 or 4.5% from the previous year's amended budget. The decrease is due primarily to a decrease in tree maintenance and retiree health care expense. The recommended millage rate for Parks and Recreation remains at .9676 mills. The principal sources of additional revenues for Parks & Recreation are memberships and other user fees generated by the Community Center.

The Community Center and Park at the old Warren High School site has enhanced the area by offering both youth and seniors recreational activities. This approximately 135,000 square foot facility consolidates most of Parks and Recreation's office and maintenance staff operations. It offers a home for our commissions and new historical museum for our residents.

The community park around the City Hall is still very much a "work-in-progress" but is rapidly becoming a major focal point for residents and visitors. On hot summer days, a large contingent of people can be found utilizing the wading pool. The Farmer's Market on Sundays is enjoying increasing popularity. There is a continuous array of concerts, art shows and other social events to be found in what is becoming the first ever identifiable downtown area in the City of Warren.

## **ECONOMIC DEVELOPMENT AND REDEVELOPMENT**

The City is committed to an aggressive effort of attracting new companies into the City and creating new jobs for our residents. We endorse Public/Private Partnerships not only to retain existing jobs, but also to create new ones. We are currently working on several exciting projects with our current business partners to bring construction and jobs to the City.

The Tax Increment Finance Authority (T.I.F.A.) Board will continue to pursue vacant buildings and parcels of land to promote new development that will improve the area. The T.I.F.A. Board is working in partnership with the City of Center Line to coordinate redevelopment from 8 Mile to 11 Mile along Van Dyke Avenue.

The amended Downtown Development Authority (DDA) plan broadens the scope of its impact, providing direct benefits to residents and businesses from one end of the City to the other. Enhancements to existing City facilities and new developments will provide residents and businesses with access to educational, recreational, and public safety services. There is strong consideration for a full service hotel and additional retail in the DDA area.

## **MAJOR AND LOCAL ROADS**

Road maintenance is important to the daily lives of the hundreds of thousands of people who use our roads every day. Our state-shared Michigan Transportation funds are not sufficient to keep up with the repair needs of deteriorating major and local roads throughout our City. Thus, the Administration proposed a local street repair & maintenance millage to the citizens in November 2011. This millage was renewed in August 2016 and will continue for five more years.

We are committed to an aggressive street sweeping program. Again this year we will hire seasonal laborers to assist in removing debris from our streets, cutting grass and general maintenance throughout the entire City.

## **SANITATION AND ENVIRONMENT**

The total recommended Sanitation budget is \$10,896,139 which represents an increase of \$873,841 or 8.7% from the previous year's amended budget. The increase is primarily due additional capital outlay for new sanitation carts to improve trash pick up.

The City Administration is concerned with environmental issues that face this community. The current administration is committed to a very aggressive policy of maintaining a safe environment for all residents in Warren.

Our Recycling and Composting program is one of the best in our Great State. We remain committed to providing a quality Recycling and Composting program at a reasonable price to our community.

## **FINANCIAL PLANNING**

The City of Warren has again received the "Distinguished Budget Presentation Award". This award recognizes the quality of financial leadership to the community and other interested readers. I would like to thank my Staff for their hard work and dedication that enabled our City to receive this award.

We received an "unmodified opinion" for our Comprehensive Annual Financial Report for the period ending June 30, 2017. This helps us maintain our "AA" credit rating from Standard and Poor's. This AA rating improves the investments of our bondholders and reduces the cost of borrowing to our taxpayers.

**BUDGET PROCESS, COUNCIL REVIEW AND ADJUSTMENT,  
PUBLIC HEARING, AND ADOPTION**

On April 9th, you will receive your copy of the proposed 2018-2019 Budget. The Council will have a number of weeks to deliberate the budget with all departments and divisions. Public inspection copies of the recommended budget will be available in the Clerk's office, all Library branches and on the City website. The Council is required to have a public hearing no later than one week before its final adoption at such time as the Council shall direct. In accordance with the City Charter, no later than the third Monday in May of each year, the Council shall, by resolution, adopt a balanced budget for the ensuing fiscal year. This year, the budget must be adopted by May 21, 2018.

**SUMMARY**

In conclusion, we have worked many long hours to produce this 2018/2019 fiscal budget. Our business and residential taxpayers expect and deserve that our services will be efficient and cost effective. I firmly believe that if all the stakeholders can work together, we can obtain our goals and more positive change for the City of Warren.

Respectfully,



Rob Maleszyk, C.P.A.  
City Controller

**GENERAL APPROPRIATIONS RESOLUTION**  
**ADOPTING FISCAL YEAR 2018/2019 BUDGET AND**  
**TAX RATE FOR FISCAL YEAR 2018/2019**

A Regular Meeting of the City Council of the City of Warren, County of Macomb, Michigan held May 8, 2018, at 7:00 o'clock p.m. Eastern Daylight Saving Time in the Council Chambers at the Warren Community Center.

PRESENT: Council Members Boccomino, Colegio, Papandrea, Sadowski, Stevens, St. Pierre, Warner

ABSENT: Council Members None

The following resolution was offered by Councilperson Papandrea and supported by Councilperson Colegio.

The proposed budget for fiscal year of July 1, 2018 to June 30, 2019 has been submitted to this Council, as summarized in Table I – Estimated Revenue Budget and Table II – Budget Appropriations, copies of which are attached and incorporated by reference into this General Appropriations Resolution.

A public hearing on the proposed budget was held on May 8, 2018, and the City Council has completed its review of the Mayor's proposed budget for the fiscal year 2018/2019.

The sums to be raised by taxation for the general purpose of the City and for the payment of principal and interest on its indebtedness are as follows:

<u>Funds:</u>	<u>Tax Rate</u>
<u>General Fund</u>	
Charter Millage	8.7101
Special Levies:	
Police and Fire Pension	4.9848
Police & Fire Operating	4.8897
Emergency Medical Service	.2901
Police	.9676
Fire	.9676
Total General Fund Operating Levy	<u>20.8099</u>
<u>Special Revenue</u>	
Library (Charter)	.4837
Library (Voted)	.8439
Sanitation	2.5550
Parks & Recreation	.9676
2011 Local Street Repair & Maintenance	<u>2.0955</u>
Total Special Revenue Fund Levy	<u>6.9457</u>
Total Levy	<u>27.7556</u>



THEREFORE IT IS RESOLVED, that the City Council establishes the Estimated Revenue Budget for the various funds as summarized in Table I, and appropriates funds on a budgetary center basis to the various City departments, divisions, boards, commissions and other activities as summarized in Table II.

IT IS FURTHER RESOLVED, that the City officials responsible for the departmental, division, board, commission or activity expenditures authorized in the Budget Appropriations may expend funds up to, but may not exceed, the total appropriation authorized for each department, division, board, commission or activity.

IT IS FURTHER RESOLVED, that for monthly financial reports to the City Council, the budget line items shown in the departmental budget document should be used for comparative reporting purposes.

IT IS FURTHER RESOLVED, that the City tax rate for fiscal year July 1, 2018 to June 30, 2019 is adopted as follows:

<u>Funds:</u>	<u>Tax Rate</u>
<u>General Fund</u>	
Charter Millage	8.7101
Special Levies:	
Police and Fire Pension	4.9848
Police & Fire Operating	4.8897
Emergency Medical Service	.2901
Police	.9676
Fire	<u>.9676</u>
Total General Fund Operating Levy	<u>20.8099</u>
<u>Special Revenue</u>	
Library (Charter)	.4837
Library (Voted)	.8439
Sanitation	2.5550
Parks & Recreation	.9676
2011 Local Street Repair & Maintenance	<u>2.0955</u>
Total Special Revenue Fund Levy	<u>6.9457</u>
Total Levy	<u>27.7556</u>

IT IS FURTHER RESOLVED, that if any portion, section, subsection, or other part of this resolution, or its application to any person or circumstance, is invalidated or declared unlawful for any reason, then such portion, section, subsection or other part shall be separable, and the remainder of the resolution shall remain in full force and effect.

AYES: Council Members Papandrea, Colegio, Sadowski, Stevens, Boccomino, Warner, St. Pierre

NAYS: Council Members None

RESOLUTION DECLARED ADOPTED this 8th day of May, 2018.



ROBERT BOCCOMINO  
Secretary of the Council

CERTIFICATION

STATE OF MICHIGAN )

) SS

COUNTY OF MACOMB )

I, PAUL WOJNO, duly elected City Clerk for the City of Warren, Macomb County, Michigan, hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Council at its meeting held on May 8, 2018



PAUL WOJNO  
City Clerk

TABLE I  
ESTIMATED REVENUE BUDGET

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>General Fund:</u>			
Property Taxes	\$ 68,475,214	\$ -	\$ 68,475,214
Intergovernmental Revenues	18,333,000	-	18,333,000
Licenses and Permits	3,709,000	-	3,709,000
Fines and Forfeitures	5,182,000	-	5,182,000
Interest on Investments	140,000	-	140,000
Charges for Services	4,176,000	-	4,176,000
Miscellaneous Income	8,463,758	-	8,463,758
Fund Balance Appropriated	<u>3,109,347</u>	<u>408,206</u>	<u>3,517,553</u>
Total General Fund	<u>\$ 111,588,319</u>	<u>\$ 408,206</u>	<u>\$ 111,996,525</u>
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
State Shared Revenues	\$ 9,400,000	\$ -	\$ 9,400,000
Interest on Investments	30,000	-	30,000
Transfer from General Fund	63,762	-	63,762
Miscellaneous Reimbursements	38,800	-	38,800
Fund Balance Appropriated	<u>1,559,374</u>	<u>957,350</u>	<u>2,516,724</u>
Total Major Streets	<u>\$ 11,091,936</u>	<u>\$ 957,350</u>	<u>\$ 12,049,286</u>
<u>Local Streets:</u>			
State Shared Revenues	\$ 3,550,000	\$ -	\$ 3,550,000
Interest on Investments	1,500	-	1,500
Transfer from General Fund	93,763	-	93,763
Fund Balance Appropriated	<u>880,702</u>	<u>-</u>	<u>880,702</u>
Total Local Streets	<u>\$ 4,525,965</u>	<u>\$ -</u>	<u>\$ 4,525,965</u>
<u>Library Special Revenue Fund:</u>			
Property Taxes	\$ 4,277,062	\$ -	\$ 4,277,062
Intergovernmental Revenues	298,267	-	298,267
Interest on Investments	10,000	-	10,000
Charges for Services	218,825	-	218,825
Fund Balance Appropriated	<u>896,527</u>	<u>(500,000)</u>	<u>396,527</u>
Total Library Special Revenue Fund	<u>\$ 5,700,681</u>	<u>\$ (500,000)</u>	<u>\$ 5,200,681</u>
<u>Recreation Special Revenue Fund:</u>			
Property Taxes	\$ 3,117,269	\$ -	\$ 3,117,269
Intergovernmental Revenues	394,300	-	394,300
Interest on Investments	3,500	-	3,500
Charges for Services	<u>2,107,853</u>	<u>-</u>	<u>2,107,853</u>
Total Recreation Special Revenue Fund	<u>\$ 5,622,922</u>	<u>\$ -</u>	<u>\$ 5,622,922</u>
<u>Communications Special Revenue Fund:</u>			
Franchise Fee Revenues	\$ 2,300,000	\$ -	\$ 2,300,000
Interest on Investments	3,000	-	3,000
Miscellaneous Income	300	-	300
Fund Balance Appropriated	<u>421,014</u>	<u>-</u>	<u>421,014</u>
Total Communications Special Revenue Fund	<u>\$ 2,724,314</u>	<u>\$ -</u>	<u>\$ 2,724,314</u>

TABLE I  
ESTIMATED REVENUE BUDGET

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Sanitation Special Revenue Fund:</u>			
Property Taxes	\$ 8,231,316	\$ -	\$ 8,231,316
Intergovernmental Revenues	325,000	-	325,000
Interest on Investments	2,500	-	2,500
Miscellaneous Income	170,000	-	170,000
Transfer Station Royalties	95,000	-	95,000
Fund Balance Appropriated	<u>2,072,323</u>	<u>-</u>	<u>2,072,323</u>
Total Sanitation Special Revenue Fund	<u>\$ 10,896,139</u>	<u>\$ -</u>	<u>\$ 10,896,139</u>
<u>Rental Ordinance Fund:</u>			
Inspection Fees	\$ 607,500	\$ -	\$ 607,500
Interest on Investments	3,500	-	3,500
Fund Balance Appropriated	<u>305,612</u>	<u>-</u>	<u>305,612</u>
Total Rental Ordinance Fund	<u>\$ 916,612</u>	<u>\$ -</u>	<u>\$ 916,612</u>
<u>Vice Crime Confiscation Fund:</u>			
Vice Crime Confiscation's	\$ 20,000	\$ -	\$ 20,000
Interest on Investments	1,000	-	1,000
Fund Balance Appropriated	<u>39,000</u>	<u>-</u>	<u>39,000</u>
Total Vice Crime Confiscation Fund	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ 60,000</u>
<u>Drug Forfeiture Fund:</u>			
Drug Forfeitures	\$ 600,000	\$ -	\$ 600,000
Interest on Investments	5,000	-	5,000
Fund Balance Appropriated	<u>3,000</u>	<u>-</u>	<u>3,000</u>
Total Drug Forfeiture Fund	<u>\$ 608,000</u>	<u>\$ -</u>	<u>\$ 608,000</u>
<u>Act 302 Police Training Fund:</u>			
State Grant	\$ 40,000	\$ -	\$ 40,000
Interest on Investments	50	-	50
Fund Balance Appropriated	<u>1,537</u>	<u>-</u>	<u>1,537</u>
Total Act 302 Police Training Fund	<u>\$ 41,587</u>	<u>\$ -</u>	<u>\$ 41,587</u>
<u>Downtown Development Authority Fund:</u>			
Property Taxes	\$ 3,904,442	\$ -	\$ 3,904,442
Intergovernmental Revenues	3,400,000	-	3,400,000
Interest on Investments	5,000	-	5,000
Miscellaneous Income	<u>120,000</u>	<u>-</u>	<u>120,000</u>
Total Downtown Development Authority Fund	<u>\$ 7,429,442</u>	<u>\$ -</u>	<u>\$ 7,429,442</u>
<u>2011 Local Street Repair &amp; Replacement Fund:</u>			
Property Taxes	\$ 6,750,968	\$ -	\$ 6,750,968
Intergovernmental Revenues	200,000	-	200,000
Interest on Investments	2,000	-	2,000
Fund Balance Appropriated	<u>2,321,490</u>	<u>-</u>	<u>2,321,490</u>
Total 2011 Local Street Repair & Replacement	<u>\$ 9,274,458</u>	<u>\$ -</u>	<u>\$ 9,272,458</u>

TABLE I  
ESTIMATED REVENUE BUDGET

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Enterprise Funds:</u>			
Stilwell Manor:			
Rental Revenues	\$ 531,715	\$ -	\$ 531,715
Interest on Investments	2,000	-	2,000
Miscellaneous Income	387,446	-	387,446
Appropriation of Retained Earnings	241,326	-	241,326
Total Stilwell Manor	<u>\$ 1,162,487</u>	<u>\$ -</u>	<u>\$ 1,162,487</u>
Coach Manor:			
Rental Revenues	\$ 980,000	\$ -	\$ 980,000
Maintenance Revenues	490,000	-	490,000
Interest on Investments	2,500	-	2,500
Miscellaneous Income	20,000	-	20,000
Total Coach Manor	<u>\$ 1,492,500</u>	<u>\$ -</u>	<u>\$ 1,492,500</u>
Water and Sewer System:			
Water and Sewer Charges	\$ 50,676,800	\$ (1,201,600)	\$ 49,475,200
Pre-Treatment/Cross Connection Charges	1,274,918	-	1,274,918
Interest on Investments	329,410	-	329,410
Grant Revenue	2,000,000	-	2,000,000
Miscellaneous Income	1,932,230	-	1,932,230
Appropriation of Retained Earnings-Restricted	13,137,644	-	13,137,644
Total Water and Sewer System	<u>\$ 69,351,002</u>	<u>\$ (1,201,600)</u>	<u>\$ 68,149,402</u>
<u>Capital Project Fund:</u>			
37th District Court Renovation Fund:			
Court Building Renovation Fee	\$ 700,000	\$ -	\$ 700,000
Interest on Investments	20,000	-	20,000
Total 37th District Court Renovation Fund	<u>\$ 720,000</u>	<u>\$ -</u>	<u>\$ 720,000</u>
<u>Debt Funds:</u>			
Chapter 20 & 21 Drain Debt Fund:			
Interest on Investments	\$ 50	\$ -	\$ 50
Total Chapter 20 & 21 Drain Debt Fund	<u>\$ 50</u>	<u>\$ -</u>	<u>\$ 50</u>
Capital Improvement/MTF Debt:			
Transfer from Major Roads	\$ 894,595	\$ 957,350	\$ 1,851,945
Total Capital Improvement Debt	<u>\$ 894,595</u>	<u>\$ 957,350</u>	<u>\$ 1,851,945</u>
Downtown Development Authority Debt:			
Transfer from DDA Operating Fund	\$ 5,947,782	\$ -	\$ 5,947,782
Total Downtown Development Authority Debt	<u>\$ 5,947,782</u>	<u>\$ -</u>	<u>\$ 5,947,782</u>
Total All Funds	<u>\$ 250,048,791</u>	<u>\$ 621,306</u>	<u>\$ 250,668,097</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>General Fund:</u>			
Council	\$ 1,169,635	\$ -	\$ 1,169,635
District Court	7,577,633	89,237	7,666,870
Mayor	712,712	10,000	722,712
Clerk	1,443,251	-	1,443,251
Treasurer	1,382,839	9,000	1,391,839
Controller	1,760,893	-	1,760,893
Information Systems	765,730	-	765,730
Legal	1,584,448	-	1,584,448
Assessing	2,295,364	-	2,295,364
Human Resources	1,580,605	-	1,580,605
Property Maintenance Inspection	1,258,745	58,002	1,316,747
Community & Economic Development	242,040	-	242,040
Unallocated Expense	5,033,848	5,000	5,038,848
Commissions (12)	179,474	-	179,474
Total General Government	<u>\$ 26,987,217</u>	<u>\$ 171,239</u>	<u>\$ 27,158,456</u>
Fire Department	\$ 24,712,286	\$ 173,560	\$ 24,885,846
Police Department	43,478,278	9,119	43,487,397
Animal Control	489,372	-	489,372
Civil Defense	228,932	-	228,932
Total Public Safety	<u>\$ 68,908,868</u>	<u>\$ 182,679</u>	<u>\$ 69,091,547</u>
Director of Public Services	\$ 485,836	\$ -	\$ 485,836
Engineering and Inspections	1,406,413	-	1,406,413
Building and Inspections	3,614,830	54,288	3,669,118
DPW Garage	4,194,755	-	4,194,755
Building Maintenance	2,336,924	-	2,336,924
Street Lighting	2,900,000	-	2,900,000
Total Public Services	<u>\$ 14,938,758</u>	<u>\$ 54,288</u>	<u>\$ 14,993,046</u>
Planning	<u>\$ 753,476</u>	<u>\$ -</u>	<u>\$ 753,476</u>
Total General Fund	<u>\$ 111,588,319</u>	<u>\$ 408,206</u>	<u>\$ 111,996,525</u>
 <u>Special Revenue Funds:</u>			
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
Operating Costs	\$ 5,197,341	\$ -	\$ 5,197,341
Debt Service Costs	894,595	957,350	1,851,945
Construction Projects	5,000,000	-	5,000,000
Total Major Streets	<u>\$ 11,091,936</u>	<u>\$ 957,350</u>	<u>\$ 12,049,286</u>
<u>Michigan Transportation Funds:</u>			
<u>Local Streets:</u>			
Operating Costs	\$ 4,425,965	\$ -	\$ 4,425,965
Construction Projects	100,000	-	100,000
Total Local Streets	<u>\$ 4,525,965</u>	<u>\$ -</u>	<u>\$ 4,525,965</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Library Special Revenue Fund:</u>			
Personnel Services	\$ 1,738,922	\$ -	\$ 1,738,922
Employee Benefits	1,457,273	-	1,457,273
Supplies	83,995	-	83,995
Other Services and Charges	1,335,391	-	1,335,391
Capital Outlay	1,085,100	(500,000)	585,100
Total Library Special Revenue Fund	<u>\$ 5,700,681</u>	<u>\$ (500,000)</u>	<u>\$ 5,200,681</u>
<u>Recreation Special Revenue Fund:</u>			
Personnel Services	\$ 2,131,620	\$ (9,243)	\$ 2,122,377
Employee Benefits	1,201,805	(2,135)	1,199,670
Supplies	195,250	-	195,250
Other Services and Charges	1,922,712	-	1,922,712
Capital Outlay	155,000	-	155,000
Total Recreation Special Revenue Fund	<u>\$ 5,606,387</u>	<u>\$ (11,378)</u>	<u>\$ 5,595,009</u>
<u>Communications Special Revenue Fund:</u>			
Personnel Services	\$ 733,571	\$ -	\$ 733,571
Employee Benefits	383,692	-	383,692
Supplies	25,500	-	25,500
Other Services and Charges	1,381,551	-	1,381,551
Capital Outlay	200,000	-	200,000
Total Communications Special Revenue Fund	<u>\$ 2,724,314</u>	<u>\$ -</u>	<u>\$ 2,724,314</u>
<u>Sanitation Special Revenue Fund:</u>			
Personnel Services	\$ 3,010,618	\$ -	\$ 3,010,618
Employee Benefits	2,973,300	-	2,973,300
Supplies	486,000	-	486,000
Other Services and Charges	2,808,221	-	2,808,221
Capital Outlay	1,618,000	-	1,618,000
Total Sanitation Special Revenue Fund	<u>\$ 10,896,139</u>	<u>\$ -</u>	<u>\$ 10,896,139</u>
<u>Rental Ordinance Fund:</u>			
Personnel Services	\$ 482,718	\$ -	\$ 482,718
Employee Benefits	270,394	-	270,394
Supplies	11,000	-	11,000
Other Services and Charges	102,500	-	102,500
Capital Outlay	50,000	-	50,000
Total Rental Ordinance Fund	<u>\$ 916,612</u>	<u>\$ -</u>	<u>\$ 916,612</u>
<u>Vice Crime Confiscation Fund:</u>			
Other Services and Charges	\$ 60,000	\$ -	\$ 60,000
Total Vice Crime Confiscation Fund	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ 60,000</u>
<u>Drug Forfeiture Fund:</u>			
Other Services and Charges	\$ 608,000	\$ -	\$ 608,000
Total Drug Forfeiture Fund	<u>\$ 608,000</u>	<u>\$ -</u>	<u>\$ 608,000</u>
<u>Act 302 Police Training Fund:</u>			
Other Services and Charges	\$ 41,587	\$ -	\$ 41,587
Total Act 302 Police Training Fund	<u>\$ 41,587</u>	<u>\$ -</u>	<u>\$ 41,587</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Downtown Development Authority Fund:</u>			
Personnel Services	\$ 151,490	\$ -	\$ 151,490
Employee Benefits	104,018	-	104,018
Supplies	3,000	-	3,000
Other Services and Charges	6,848,832	-	6,848,832
Total Downtown Development Authority Fund	<u>\$ 7,107,340</u>	<u>\$ -</u>	<u>\$ 7,107,340</u>
<u>2011 Local Street Repair &amp; Replacement Fund:</u>			
Capital Improvements	\$ 9,274,458	\$ -	\$ 9,274,458
Total 2011 Local Street Repair & Replacement	<u>\$ 9,274,458</u>	<u>\$ -</u>	<u>\$ 9,274,458</u>
<u>Enterprise Funds:</u>			
<u>Stilwell Manor:</u>			
Personnel Services	\$ 306,008	\$ -	\$ 306,008
Employee Benefits	204,362	-	204,362
Supplies	241,467	-	241,467
Other Services and Charges	197,700	-	197,700
Capital Outlay	212,950	-	212,950
Total Stilwell Manor	<u>\$ 1,162,487</u>	<u>\$ -</u>	<u>\$ 1,162,487</u>
<u>Coach Manor:</u>			
Personnel Services	\$ 47,000	\$ -	\$ 47,000
Employee Benefits	4,752	-	4,752
Supplies	616,846	-	616,846
Other Services and Charges	574,169	-	574,169
Capital Outlay	225,525	-	225,525
Total Coach Manor	<u>\$ 1,468,292</u>	<u>\$ -</u>	<u>\$ 1,468,292</u>
<u>Water and Sewer System:</u>			
Personnel Services	\$ 7,114,803	\$ (15,000)	\$ 7,099,803
Employee Benefits	8,154,935	(2,921)	8,152,014
Supplies	684,000	-	684,000
Water Purchases	10,964,000	-	10,964,000
Other Services and Charges	22,411,557	(164,179)	22,247,378
Capital Outlay	20,021,707	(1,019,500)	19,002,207
Total Water and Sewer System	<u>\$ 69,351,002</u>	<u>\$ (1,201,600)</u>	<u>\$ 68,149,402</u>
<u>Capital Project Fund:</u>			
<u>37th District Court Renovation Fund:</u>			
Capital Improvements	\$ 500,000	\$ -	\$ 500,000
Total 37th District Court Renovation Fund	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ 500,000</u>
<u>Debt Funds:</u>			
Capital Improvement/MTF Debt	\$ 894,595	\$ 957,350	\$ 1,851,945
Downtown Development Authority Debt	5,947,782	-	5,947,782
Total Debt Funds	<u>\$ 6,842,377</u>	<u>\$ 957,350</u>	<u>\$ 7,799,727</u>
Total All Funds	<u>\$ 249,465,896</u>	<u>\$ 609,928</u>	<u>\$ 250,075,824</u>



# **CITY OF WARREN, MICHIGAN**

## **ASSOCIATED AGENCIES**

The budget presented herein includes all of the funds relevant to the operation of the City of Warren as required by the Michigan Public Act 621 of 1978, the Uniform Budgeting and Accounting Act.

The budget for agencies which have an indirect relationship to the City or which may have been formed under applicable Federal and State Laws as separate and distinct entities apart from the City's operations are not included.

The following are significant agencies which are specifically excluded from the budget presented herein:

Warren Public School Districts:

- Fitzgerald School District
- Van Dyke School District
- East Detroit School District
- Center Line School District
- Warren Woods School District
- Warren Consolidated School District

- Warren Economic Development Corporation (inactive)
- Warren Tax Increment Finance Authority
- Warren Building Authority

Separate budget reports can be obtained from these respective agencies.

# GFOA AWARD

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The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Warren, Michigan for its annual budget for the fiscal year beginning July 1, 2017. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Warren  
Michigan**

For the Fiscal Year Beginning

**July 1, 2017**

*Christopher P. Morrill*

Executive Director

## **CITY OF WARREN, MICHIGAN GENERAL INFORMATION**

The City of Warren was incorporated as a home rule City on January 1, 1957. The City is governed by a seven-member Council, Mayor, Treasurer and City Clerk. The City encompasses 34.5 square miles (22,080 acres) of the southwestern section of Macomb County where it is adjacent to the City of Detroit. The City's boundaries are Eight Mile Road on the south, Fourteen Mile Road on the north, Dequindre Road on the west and a parallel line running due north from the Gratiot-Eight Mile Road intersection on the east. With a population of 134,056 (2010 census figure), Warren remains the third largest City in the State of Michigan.

Warren is an area rich with ethnic flavor and charm. We are proud of our community, from its rural beginnings to its phenomenal growth and its unique blend of industrial innovation, residential comfort, and educational and cultural opportunities.

With over 4,000 businesses, Warren has a diverse business climate. Unquestionably contributing to the economic vitality of the City is the presence of General Motors Corporation and FCA/Chrysler Corporation automotive facilities. Warren is proud to be the home of General Motors Technical Center, a 330-acre complex housing General Motors Corporation staff operations; research laboratories, engineering, and design. General Motors Corporation also operates the Hydramatic Transmission Plant on a 117-acre site within the City. FCA/Chrysler Corporation has three major facilities in Warren. Occupying a 224-acre site, this complex includes an assembly plant, a stamping plant and a paint plant. The presence of General Motors Corporation and FCA/Chrysler represents approximately 17% of the City's taxable value.

The South Campus of Macomb Community College is a public college located on a 100-acre site on Twelve Mile Road. Macomb Community College is one of the nations' leading community colleges. Macomb ranks nationally in the top two percent in the number of associate's degrees awarded and as the largest grantor of associate's degrees in Michigan. The college's comprehensive educational programming includes pre-college experiences, university transfer and career preparation programs, bachelor's degree completion and graduate degree programs, workforce training, professional and continuing education and enrichment opportunities.

Protecting the lives and property of Warren's citizens is the mission of our public safety departments. The Fire Department strives to ensure that the best fire extinguishment and emergency medical service is available to service the community. The Police Department operates an Emergency 911 System, in-vehicle wireless communications and a high tech mobile command center to afford residents the quickest possible response to any emergency situation. This continual investment in equipment, facilities and personnel has resulted in Warren having one of the lowest crime rates in the nation for a city over 100,000 people.

The mission of the Warren Public Library is to improve the quality of life for the citizens of Warren by providing services and resources that promote educational, cultural, social and economic well being. The library strives to be a source of information for lifetime learning and enjoyment. One of its primary goals is to stimulate young children's interest in reading and learning and to encourage literacy among all age groups. The Warren Public Library operates a Civic Center Library and occupies 35,000 square feet on the main floor of the City Hall building. The Library features a computer lab, self check-out units, private study rooms and an inviting reading room with fireplace. Services such as after hours book pick-up and a drive-up book drop are also available. This centrally located library benefits all citizens of Warren. Warren also has branch libraries, each providing internet access and adaptive devices for the visually impaired. As a member of the Suburban Library Cooperative, the Warren Libraries provide access for patrons to all library materials in the State of Michigan.

**CITY OF WARREN, MICHIGAN  
(Continued)**

The City of Warren has developed 25 City parks. Halmich Park, the largest of the City parks sits on approximately 80 acres and has four-lighted baseball diamonds, soccer fields, a concession stand and picnic pavilions. The City operates three indoor recreational facilities: the Warren Community Center, Owen Jax Recreation Center and the Stilwell Manor Senior Drop-In Center.

The Warren Community Center facility houses the Parks and Recreation, Communications Department and City Council offices as well as the Miller Branch of the Warren Public Library. The facility operates a year round aquatics center which includes a 150-foot water slide, a lazy river, play structure and lap pool. In addition, there are three gymnasiums, multi-purpose meeting rooms, and an auditorium and fitness center. The exterior grounds include a lighted football stadium, walking paths and irrigated soccer fields. With grant assistance from the Michigan Department of Transportation, the Recreation Department continues to offer specialized transportation for seniors and special populations.

The Parks and Recreation Department offers many year-round recreational programs, including baseball, softball, basketball, volleyball, swimming, bowling, arts and crafts, music, theater and dancing. Programs service pre-school children to senior citizens. Summer concerts are conducted by the City's Cultural Commission and the Parks and Recreation Department.

The City's Public Service Department provides a variety of services to the City's residents. Amongst these are weekly garbage collection; street maintenance, including snow and ice removal; building inspections; operation of the Waste Water Treatment Plant and the Water and Sewer System.

Affordable and safe housing is provided to Warren seniors through the operation of its 366-unit Senior Citizen Housing Complex.

**MAJOR INITIATIVES**

There is an ongoing commitment to improve conditions of road surfaces and traffic flows throughout the City as well as water and sewer main infrastructure where necessary. The majority of the road projects in this budget are funded directly by the City utilizing state shared state gas and weight taxes, through cooperative efforts with the Michigan Department of Transportation or Macomb County Road Commission and from the local road/replacement millage. Water mains will be replaced in conjunction with many of these road projects. The City continues with the commitment to replace aging equipment and vehicles.

After many years of delaying capital purchases because of the Great Recession, this budget has over \$33 million worth of capital improvements. The main items include library construction, several road projects, police vehicles, fire station improvements, rubbish carts, various Waste Water Treatment Plant improvements, and water and sewer main replacements. In addition, we are continuing to build a 12-million-gallon detention basin to help prevent flooding caused by severe weather conditions.

# **BUDGETARY DATA**

## **Introduction**

As you review the City's Budget document, note that it is organized by fund type. These fund types are distinguished by tabs and include the General Fund, Special Revenue Funds, Enterprise Funds, Capital Project Funds, and Debt Service Funds. The General Fund is further divided into major divisions or departments. Each division or department contains a Service Mission Statement, Performance Objectives and Indicators, Expenditure History Chart, Personnel and Budget changes for prior years, and requested, recommended by the Mayor and Adopted by Council for the new Budget year. The Service Mission Statement highlights the types of services each activity provides. The Performance Objectives give specific objectives that the activity hopes to achieve in the current year while the Performance Indicators provide a listing of key measurements of the activity's service, efforts and accomplishments. The Expenditure History Chart provides a graphic look at the activity's expenditures over the past ten fiscal years.

## **Uniform Budget Act**

The City is legally subject to the budgetary control requirements of State of Michigan P.A. 621 of 1978 (the Uniform Budgeting Act). The following statements represent a brief synopsis of the major provisions of this Act.

- Budgets must be adopted for the General Fund, Special Revenue Funds, and Debt Service Funds.
- The budgets must be balanced.
- The budgets must be amended when necessary.
- Debt cannot be entered into unless permitted by law.
- Expenditures cannot exceed budget appropriations.
- Expenditures cannot be made unless authorized in the budget.
- A public hearing must be held before budget adoptions.

## **Budgetary Basis of Accounting**

Budgets for the General, Special Revenue, Debt Service and Capital Project Funds are prepared and adopted on the modified accrual basis of accounting consistent with Generally Accepted Accounting Principles (GAAP).

## **Budgetary Process**

The preparation of the budget begins in December with the distribution of budget instructions by the Controller's Office. During January and February, the Mayor and Controller's Office hold meetings with all departments, divisions, and commissions to review proposed spending and activities. At this time alternative approaches are sought to provide better services and reduce costs. Departmental requests are addressed by the Mayor within overall City needs and an estimate of available resources. The remaining steps and deadlines are strictly outlined in the City Charter as follows:

1. Not later than the second Monday in April of each year, the Mayor shall submit to the Council a recommended budget for the next fiscal year, which is within the tax limit and other revenue sources of the City.
2. The recommended budget of the Mayor, together with his supporting schedules, information and messages, shall be reviewed by the Council.
3. A public hearing on the budget shall be held not less than one week before its final adoption.
4. Not later than the third Monday in May of each year, the Council shall, by resolution, adopt a budget for the ensuing fiscal year in accordance with the Michigan Uniform Accounting and Budgetary Act.

In addition to the Charter requirements, the Administrators of all City offices have made budget requests to the Mayor, which he has reviewed before arriving at his proposed budget recommendations.

**The Recommended Budget vs. Adopted Budget:** The terminology "Recommended Budget" is utilized throughout the document to indicate the budgetary totals and concepts as presented by the Mayor to the City Council on or before the second Monday in April. The terminology "Adopted Budget" refers to the official budgetary totals adopted by the City Council after the Mayor's submission and required public hearing is held.

Once adopted, the budget becomes the legally binding financial plan for the City. The City adopts its budget by budgetary center, which is in accordance with the State's legal requirement and is the level of classification detail at which expenditures may not legally exceed appropriations. The Council must approve any changes to a total budgetary center appropriation. Budgets are monitored carefully with the use of an encumbrance system.

In conformance to the State of Michigan Uniform Budgeting Act, the City amends the budgeted revenues and expenditures periodically to provide funding for new programs adopted during the fiscal year or to reflect changes in revenues and expenditure patterns as they occur. The purpose of this process is to ensure that the budget remains a timely and accurate management tool.

# **BUDGET CALENDAR**

## **November**

Controllers Office prepares budget preparation instructions and budget request forms.

## **December**

4 Budget instructions and budget request forms are distributed to all departments, divisions, and commissions.

## **January**

- 4 – 5 Controllers Office prepares estimated revenues and expenditures for current fiscal year.
- 5 Operating budget requests due from all departments, divisions, and commissions.
- 8 – 9 Controllers Office prepares revenue forecast.
- 10 – 31 Controllers Office analyzes all budget requests.

## **February**

20 – 28 The Mayor and Controllers Office hold administrative budget hearings with all departments, divisions, and commissions.

## **March**

- 5 – 9 Final administration review of all budget material is completed.
- 12 – 16 Final adjustments are made to the Budget document and all funds are brought into balance.
- 19 – 29 Controllers Office prepares proposed Budget document.
- 27 – 29 Mayor prepares Budget message.

## **April**

- 2 – 6 Proposed Budget is duplicated.
- 9 The Mayor's Proposed Budget is submitted to City Council in accordance with Charter deadline.
- 10 The Mayor's Proposed Budget is presented to City Council.
- 13 Budget Notice published in local newspaper. Public notice must be made seven days prior to the hearing.
- 14 – 16 City Council Workshops. Each department, division and commission will have a scheduled time to present its budget and answer questions.
- 24 Public Hearing for Budget.

## **May**

- 8 City Council adopts Taxation Resolution and Fiscal 2019 Budget.
- 9 – 31 Controllers Office prepares Adopted Budget document incorporating City Council adjustments.

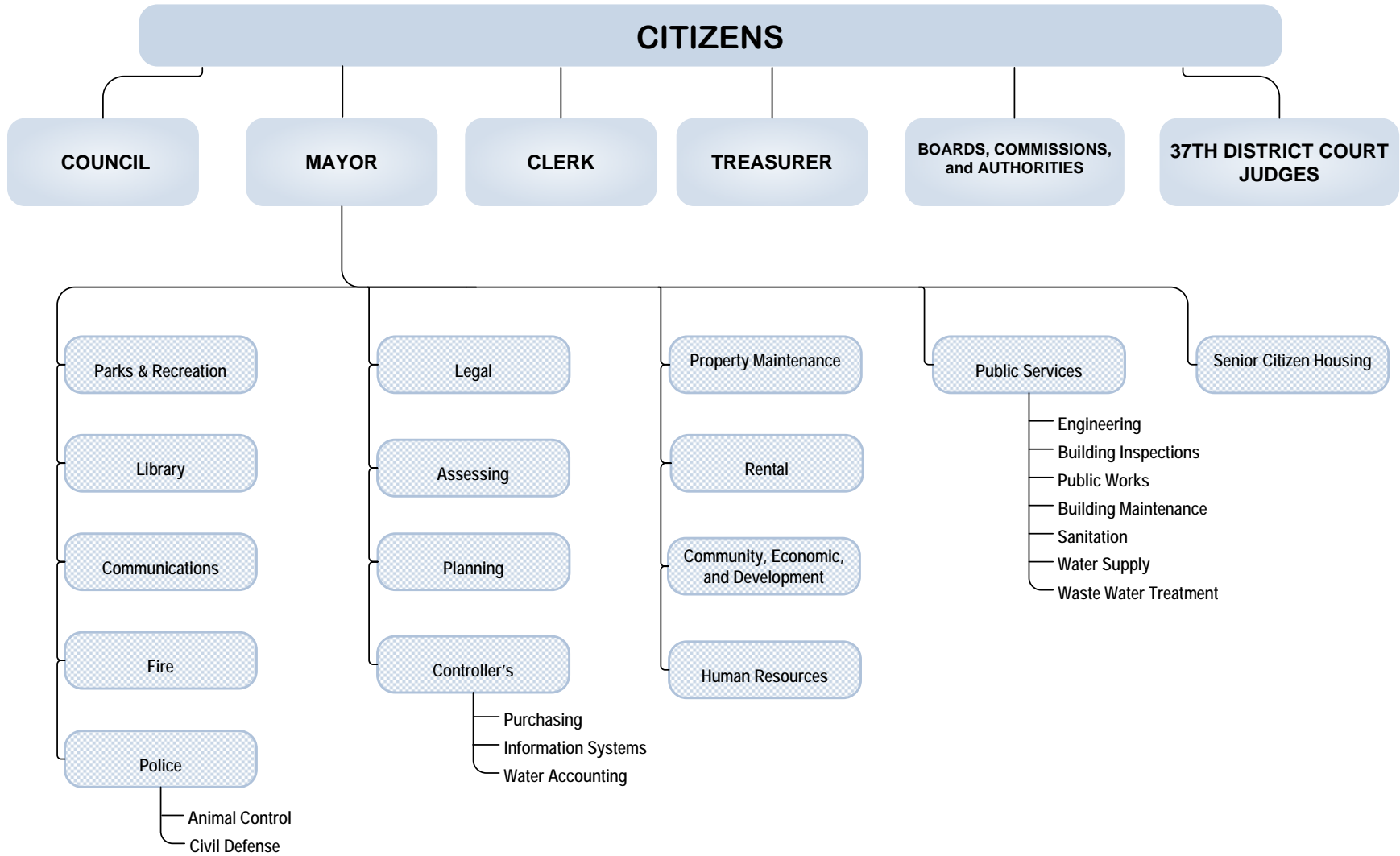
## **June**

1 – 12 Adopted Budget is duplicated and distributed to City Council, departments, divisions, commissions, and public.

## **July**

1 Beginning of Fiscal Year 2019.

# City of Warren, Michigan Organization Chart





# **CITY GOALS & OBJECTIVES**

## **Public Health and Safety**

Everyone who lives, works, or visits the City must be safe and perceive it as a community in which people can live healthfully, move about safely and feel confident that they and their property are protected from criminal harm and the hazard of fire and natural and manmade disasters. Supporting this effort are hundreds of volunteers who are committed to maintaining safe neighborhoods and workplaces. Our neighborhood watch program along with the Police Department's community policing efforts continues to be valuable tools in reducing crime. Prevention programs, particularly youth anti-drug programs will continue to be emphasized to focus upon higher-order prevention activities and contribute to the City's overall desirability. Premier fire prevention programs and life support services also will continue to be provided.

## **Neighborhoods**

The neighborhoods of the City are the backbone of our community. Community pride and standards are vital to the neighborhoods and businesses throughout the entire community. One of City government's major focuses is to encourage its citizens to strengthen and improve their neighborhoods. Beautification and ongoing maintenance of property are encouraged to assure high community standards, along with social and recreational activities for people of all ages and interests. The City will continue to strive for a permanent stock of decent housing which is available to meet the needs of all members of the community regardless of age, income, or background. Young people and young families are urged to develop an attachment to Warren and its neighborhoods, to maintain the same level of commitment as today's senior adults, its founding citizens.

## **Education**

Public education is the responsibility of the school districts located within the City. However, the importance of both public and private schools to the social and economic vitality of Warren neighborhoods and the business community is a primary concern to City government. The City supports strong, imaginative and innovative public school systems, which demand the highest educational standards of its administrators, teachers and students. The City will continue to provide excellent public library programs, which serve as major resources to all Warren educational institutions, citizens and the business community.

## **Recreational and Cultural**

An enriched recreational and cultural life is an essential ingredient to every successful community. The City is committed to providing outstanding cultural and recreational activities to residents of all ages. Citizen volunteers on the Cultural, Recreation, Library, Beautification, Historical, and Village Historical Commissions provide opinions and ideas as to how the City's cultural and recreational resources can and should be used. The City has twenty-five (25) City parks distributed throughout its neighborhoods. Strong cultural and recreational programs will help residents of all ages to maintain both active, healthy minds and bodies.

# **CITY GOALS & OBJECTIVES**

## **Economic Development**

City government acknowledges the ability to provide services is tied directly to tax base growth and seeks to balance congenial land uses that promote a healthy environment. The City will continue to encourage economic development in the existing industrial and commercial areas to expand the tax base and retain and create jobs. It is important to assure a community climate, which encourages economic activity and full employment, rewards creative enterprise and provides the means to realize other goals in the plan.

## **Maintenance and Appearance**

Warren's extensive infrastructure (buildings, roads, bridges and utilities) helps attract and retain residents and businesses, along with the City's natural resources. Preservation of the physical appearance and structural integrity of buildings must be applied to both publicly and privately owned properties to maintain high appearance standards. The City will continue to encourage the revitalization of many existing facilities and properties to meet current standards.

Ease of travel within the community is attractive to both residents and businesses. The City will continue to provide a fully balanced transportation system which is integrated with the regional systems and provides transit options for everyone in the community. Warren must maintain its desirability by continuing to plan and implement a road improvement priority system. These plans must remain sensitive to the needs of the City's neighborhoods to prevent any negative impact on the integrity of residential areas.

## **Intergovernmental Relations**

The City acknowledges that it is part of a larger urban area and that solutions to certain problems must be addressed on a regional level. By doing so, duplication of services and related costs can be avoided. A greater responsibility for public services has been shifted to cities by state and federal governments in recent years; adequate financing, however, has not always accompanied these new service needs. The City will continue to aggressively seek its fair share of state and federal funding and will remain actively involved in legislation on critical issues.

## **Financial Planning**

Financial planning and responsible management are mandatory to create an ongoing balanced budget in a community for its short-term and long-term welfare. The City will continue to evaluate all services in order to effectively and efficiently provide them at the lowest cost possible to Warren taxpayers. It is also necessary to review all revenue sources available and adjust any user fee charges where appropriate. The City will continue its thoughtful, innovative financial approach, which has earned it national recognition in budget preparation and financial reporting. Also, the City continues to maintain one of the highest credit ratings of any municipal government in the United States. This rating improves the investments of our bondholders and reduces the cost of borrowing to our taxpayers.

# **FINANCIAL POLICIES & STRATEGIES**

## **Financial Policies**

The City of Warren financial policies detailed below set forth the basic framework for the overall fiscal management of the City. Operating independently of changing circumstances and conditions, these policies assist the decision-making process of the City Council and the Administration. These policies provide guidelines for reviewing current activities and proposals for future programs.

## **Operating Budget Policies**

1. No new or expanded services shall be implemented without implementing trade-offs of expenses or revenues at the same time. This applies to personnel, equipment and any other peripheral expense associated with the service.
2. The City shall continue to support a scheduled level of maintenance and replacement of its infrastructure and fleet. Expansions to the fleet must be offset through reductions in other equipment and/or costs.
3. 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.
4. The City will monitor departmental expenditures continuously to ensure conformity to budgets and decide on actions to bring the budget into balance, if necessary.
5. The City will avoid budgetary practices or procedures that balance current period expenditures at the expense of future years' revenues.
6. The budget will provide for adequate levels of funding for all retirement systems.
7. The City will develop and maintain accounting and budgetary control systems to adequately safeguard the assets held in public trust.
8. Minimize the impact in the use of property tax financing by seeking alternative financing for City services including user fees and upgrading and/or enhancement of the property tax base.
9. Where possible, the City will integrate performance measurement and productivity indicators within the budget.

## **Revenue Policies**

1. The City will attempt to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one revenue source.
2. The City will attempt to obtain additional major revenue sources as a way of ensuring a balanced budget.
3. The City will establish all user charges and fees at a level related to the full cost (operating, direct, indirect and capital) of providing the service.
4. The City will review fees/charges annually and will design or modify revenue systems to include provisions that automatically allow charges to grow at a rate that keeps pace with the cost of providing the service.
5. The City will project its annual revenues by an objective and thorough analytical process.
6. The City will maintain sound appraisal procedures and practices to reflect current property values.
7. The City will follow an aggressive policy of collecting revenues.

# **FINANCIAL POLICIES & STRATEGIES**

## **Investment Policies**

1. The City will deposit all funds on the same day the funds are received.
2. The City will make a cash-flow analysis of all funds on a regular basis. Disbursement, collection and deposit of all funds will be scheduled to insure maximum investment capabilities.
3. The City will pool cash from several different funds for investment purposes to maximize potential earnings, when permitted by law.
4. The City will analyze market conditions and potential investments to maximize its yield, while maintaining the integrity, diversification and safety of the principal.
5. The City's accounting system will provide regular information concerning cash position and investment performance.

## **Debt Policies**

1. The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues, and where the issuance of long-term debt is required, it will pay back the bonds within a period not to exceed the expected useful life of the project.
2. The City will not incur long-term debt to finance operating deficits.
3. The City will publish and distribute an official statement for each bond and note issue.
4. General obligation debt will not be used for enterprise activities.
5. The City will maintain a sound relationship with all bond-rating agencies and will keep them informed about our current capital projects.

## **Reserve Policies**

1. The City will strive to maintain investment grade credit ratings, reduce susceptibility to emergency or unanticipated expenditures, or revenue shortfalls, and maintain a General Fund unassigned fund balance which represents between ten and fifteen percent of the Funds expenditures.
2. If at the end of a fiscal year, the fund balance falls below ten percent, the City shall, within one year, take action necessary to restore the unassigned fund balance to acceptable levels, and the Mayor shall prepare and submit to the City Council a plan for expenditure reductions and/or revenue increases.

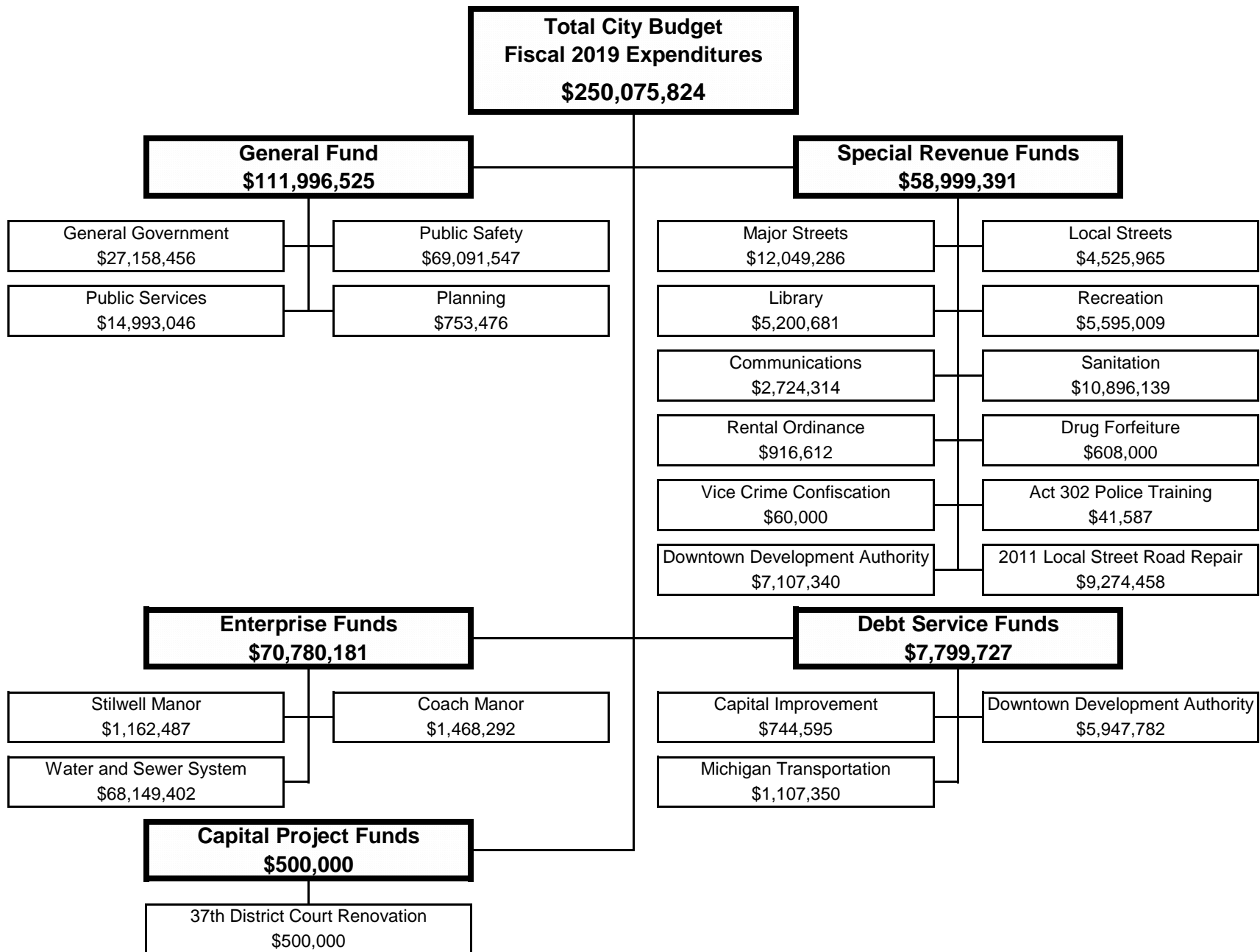
## **Accounting, Auditing and Financial Reporting Policies**

1. An independent audit will be performed annually.
2. The City will produce comprehensive annual financial reports in accordance with Generally Accepted Accounting Practices (GAAP), the body of accounting and financial reporting standards, conventions, and practices that have authoritative support from standard setting bodies such as the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB).

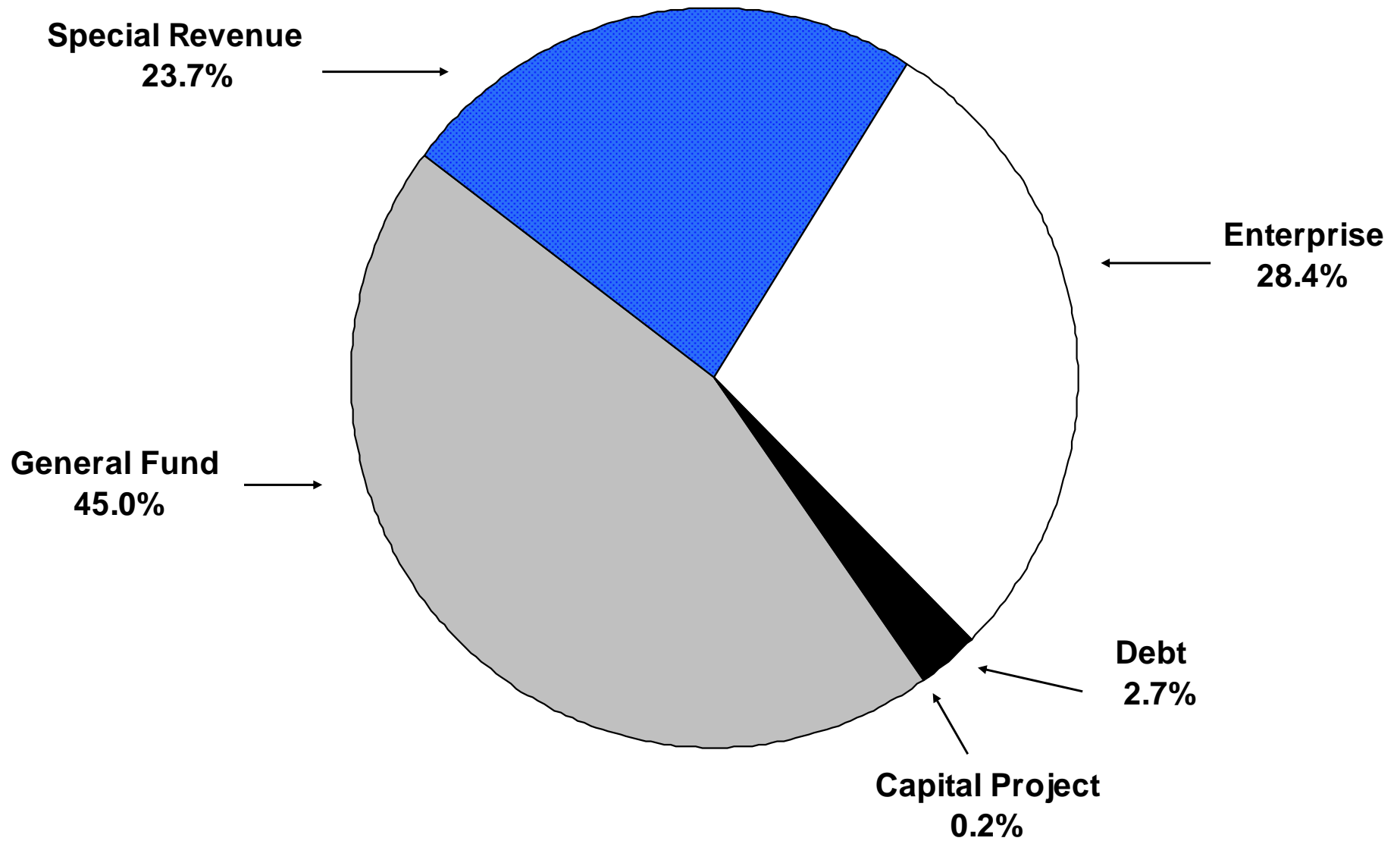
## ***All Funds Summary***

The All Funds Summary provides the reader with a quick overview of the entire financial plan of the City for the upcoming fiscal year. Several schedules, charts and graphs are also included which highlight the revenue, expenditure and fund balance history and trends for all of the City's funds and helps to better illustrate the City's overall fund structure.

# FINANCIAL ORGANIZATION CHART



# FISCAL 2019 TOTAL CITY BUDGETED FUNDS PERCENT OF TOTAL EXPENDITURES



## REVENUE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2016 Actual	Fiscal 2017 Actual	Fiscal 2018 Estimated	Fiscal 2019 Adopted by Council
<b>General Fund</b>				
General Fund	\$106,149,655	\$ 116,338,098	\$ 107,012,033	\$ 108,478,972
<b>Special Revenue Funds</b>				
Major Road Fund	6,998,973	10,177,378	9,205,710	9,532,562
Local Road Fund	4,506,937	3,161,333	3,842,910	3,645,263
Library Fund	4,622,955	4,937,659	4,744,627	4,804,154
Recreation Fund	5,558,709	5,546,978	5,472,098	5,622,922
Communications Fund	2,291,066	2,293,528	2,310,300	2,303,300
Sanitation Fund	8,489,018	9,103,346	8,709,500	8,823,816
Rental Ordinance Fund	749,414	609,360	705,000	611,000
Vice Crime Confiscation Fund	34,059	20,995	21,000	21,000
Drug Forfeiture Fund	815,580	692,820	501,500	605,000
Act 302 Police Training Fund	39,997	36,664	56,530	40,050
Downtown Development Authority Fund	9,413,323	8,309,884	7,841,010	7,429,442
2011 Local Street Road Repair Fund	6,706,873	7,179,029	6,825,200	6,952,968
<b>Total Special Revenue Funds</b>	<b>50,226,904</b>	<b>52,068,974</b>	<b>50,235,385</b>	<b>50,391,477</b>
<b>Enterprise Funds</b>				
Stilwell Manor	875,666	886,098	882,180	921,161
Coach Manor	1,500,786	1,502,163	1,442,500	1,492,500
Water and Sewer System	40,952,474	97,702,804	48,751,811	55,011,758
<b>Total Enterprise Funds</b>	<b>43,328,926</b>	<b>100,091,065</b>	<b>51,076,491</b>	<b>57,425,419</b>
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	844,812	880,805	741,585	720,000
<b>Total Capital Project Funds</b>	<b>844,812</b>	<b>880,805</b>	<b>741,585</b>	<b>720,000</b>
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	104	276	300	50
Michigan Transportation Debt	1,051,238	540,800	521,000	1,107,350
Capital Improvement Debt	776,961	765,041	760,283	744,595
Downtown Development Authority Debt	4,949,319	5,273,056	5,617,757	5,947,782
<b>Total Debt Service Funds</b>	<b>6,777,622</b>	<b>6,579,173</b>	<b>6,899,340</b>	<b>7,799,777</b>
<b>Total All Funds</b>	<b>\$ 207,327,919</b>	<b>\$ 275,958,114</b>	<b>\$ 215,964,834</b>	<b>\$ 224,815,645</b>



## EXPENDITURE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2016 Actual	Fiscal 2017 Actual	Fiscal 2018 Estimated	Fiscal 2019 Adopted by Council
<b>General Fund</b>				
General Fund	\$106,194,648	\$ 108,742,782	\$ 132,725,779	\$ 111,996,525
<b>Special Revenue Funds</b>				
Major Road Fund	6,849,205	7,742,998	12,281,861	12,049,286
Local Road Fund	3,364,768	3,604,114	4,566,929	4,525,965
Library Fund	4,186,288	5,994,076	7,243,628	5,200,681
Recreation Fund	5,692,935	5,457,830	5,811,411	5,595,009
Communications Fund	2,028,264	2,155,860	2,568,314	2,724,314
Sanitation Fund	7,645,649	7,874,755	9,124,883	10,896,139
Rental Ordinance Fund	633,735	571,599	774,525	916,612
Vice Crime Confiscation Fund	9,462	57,482	100,000	60,000
Drug Forfeiture Fund	442,389	604,907	1,836,431	608,000
Act 302 Police Training Fund	53,580	45,308	80,000	41,587
Downtown Development Authority Fund	5,941,728	6,075,929	6,844,039	7,107,340
2011 Local Street Road Repair Fund	7,569,279	6,829,379	9,233,671	9,274,458
<b>Total Special Revenue Funds</b>	<b>44,417,282</b>	<b>47,014,237</b>	<b>60,465,692</b>	<b>58,999,391</b>
<b>Enterprise Funds</b>				
Stilwell Manor	923,897	994,715	1,168,226	1,162,487
Coach Manor	886,847	779,054	1,374,676	1,468,292
Water and Sewer System	50,999,769	43,175,465	55,187,437	68,149,402
<b>Total Enterprise Funds</b>	<b>52,810,513</b>	<b>44,949,234</b>	<b>57,730,339</b>	<b>70,780,181</b>
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	225,902	495,893	500,000	500,000
<b>Total Capital Project Funds</b>	<b>225,902</b>	<b>495,893</b>	<b>500,000</b>	<b>500,000</b>
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	-	-	-	-
Michigan Transportation Debt	1,051,238	540,800	521,000	1,107,350
Capital Improvement Debt	776,961	765,041	760,283	744,595
Downtown Development Authority Debt	4,949,319	5,273,056	5,617,757	5,947,782
<b>Total Debt Service Funds</b>	<b>6,777,518</b>	<b>6,578,897</b>	<b>6,899,040</b>	<b>7,799,727</b>
<b>Total All Funds</b>	<b>\$210,425,863</b>	<b>\$207,781,043</b>	<b>\$258,320,850</b>	<b>\$250,075,824</b>

## UNASSIGNED FUND BALANCE COMPARISON – CITY BUDGETED FUNDS

Fund Name	Fiscal 2016 Actual	Fiscal 2017 Actual	Fiscal 2018 Estimated	Fiscal 2019 Adopted by Council
<b>General Fund</b>				
General Fund	\$17,896,751	\$ 16,620,736	\$ 26,342,923	\$ 22,825,370
<b>Special Revenue Funds</b>				
Major Road Fund	4,423,967	6,846,613	3,770,462	1,253,738
Local Road Fund	4,735,718	2,244,927	1,520,908	640,206
Library Fund	5,579,317	4,486,198	1,987,197	1,590,670
Recreation Fund	763,655	834,891	495,578	523,491
Communications Fund	3,403,709	3,558,607	3,300,593	2,879,579
Sanitation Fund	1,970,943	3,155,975	2,740,592	668,269
Rental Ordinance Fund	1,021,121	1,053,687	984,162	678,550
Vice Crime Confiscation Fund	274,456	237,969	158,969	119,969
Drug Forfeiture Fund	3,519,607	3,607,520	2,272,589	2,269,589
Act 302 Police Training Fund	33,651	25,007	1,537	-
Downtown Development Authority Fund	13,238,933	15,471,740	16,468,711	16,790,813
2011 Local Street Road Repair Fund	6,185,665	6,535,314	4,126,844	1,805,354
<b>Total Special Revenue Funds</b>	<b>45,150,742</b>	<b>48,058,449</b>	<b>37,828,142</b>	<b>29,220,228</b>
<b>Enterprise Funds</b>				
Stilwell Manor	2,414,356	2,197,212	1,805,266	1,458,940
Coach Manor	4,815,084	5,350,552	5,607,876	5,831,584
Water and Sewer System	12,758,686	15,206,962	13,889,141	13,889,142
<b>Total Enterprise Funds</b>	<b>19,988,126</b>	<b>22,754,726</b>	<b>21,302,283</b>	<b>21,179,666</b>
<b>Capital Project Funds</b>				
37 <sup>th</sup> District Court Renovation	7,025,467	7,410,379	7,651,963	7,871,963
<b>Total Capital Project Funds</b>	<b>7,025,467</b>	<b>7,410,379</b>	<b>7,651,963</b>	<b>7,871,963</b>
<b>Debt Service Funds</b>				
Chapter 20 and 21 Drain Debt	47,497	47,791	48,091	48,141
Michigan Transportation Debt	-	-	-	-
Capital Improvement Debt	-	-	-	-
Downtown Development Authority Debt	-	-	-	-
<b>Total Debt Service Funds</b>	<b>47,497</b>	<b>47,791</b>	<b>48,091</b>	<b>48,141</b>
<b>Total All Funds</b>	<b>\$90,108,583</b>	<b>\$94,892,080</b>	<b>\$93,173,402</b>	<b>\$81,145,368</b>

## ***General Fund***

The General Fund is the City's major operating fund, providing the majority of services available to our residents. The function of the fund is to record all revenues and expenditures of the City which are not accounted for in other funds. The major activities financed by the General Fund are Police and Fire Protection, City Administration and most Public Services. The primary source of revenue to fund these services is local property taxes generated annually and supplemented by state shared revenues.

**GENERAL FUND  
SUMMARY INFORMATION**

GENERAL FUND SUMMARY  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31		FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>REVENUES:</b>			
\$ 65,973,457	\$ 37,541,760	\$ 67,021,277	\$ 67,021,277	Property Taxes	\$ 68,475,214	\$ 68,475,214	\$ 68,475,214
28,796,706	18,074,227	17,905,000	17,905,000	Intergovernmental Revenues	18,333,000	18,333,000	18,333,000
4,018,513	2,261,740	3,805,000	3,805,000	Licenses and Permits	3,709,000	3,709,000	3,709,000
4,914,701	2,157,469	6,005,000	6,005,000	Fines and Forfeitures	5,182,000	5,182,000	5,182,000
166,936	212,633	275,000	140,000	Interest on Investments	140,000	140,000	140,000
4,692,745	1,834,937	3,951,000	3,951,000	Charges for Services	4,176,000	4,176,000	4,176,000
7,775,040	3,651,122	8,049,756	7,406,756	Miscellaneous Income	8,463,758	8,463,758	8,463,758
<u>\$ 116,338,098</u>	<u>\$ 65,733,887</u>	<u>\$ 107,012,033</u>	<u>\$ 106,234,033</u>	Total Revenues	<u>\$ 108,478,972</u>	<u>\$ 108,478,972</u>	<u>\$ 108,478,972</u>
				<b>EXPENDITURES:</b>			
\$ 27,296,096	\$ 23,903,021	\$ 38,094,283	\$ 39,327,158	General Government	\$ 27,598,881	\$ 26,987,217	\$ 27,158,456
66,211,769	42,667,412	78,800,284	81,046,094	Public Safety	71,048,818	68,908,868	69,091,547
14,642,932	6,198,212	15,227,553	16,142,315	Public Services	16,048,079	14,938,758	14,993,046
591,985	263,885	603,659	660,809	Planning	809,665	753,476	753,476
<u>\$ 108,742,782</u>	<u>\$ 73,032,530</u>	<u>\$ 132,725,779</u>	<u>\$ 137,176,376</u>	Total Expenditures	<u>\$ 115,505,443</u>	<u>\$ 111,588,319</u>	<u>\$ 111,996,525</u>
<u>\$ 7,595,316</u>	<u>\$ (7,298,643)</u>	<u>\$ (25,713,746)</u>	<u>\$ (30,942,343)</u>	Excess (Deficit) of Revenues over Expenditures	<u>\$ (7,026,471)</u>	<u>\$ (3,109,347)</u>	<u>\$ (3,517,553)</u>
				<b>OTHER FINANCING SOURCES:</b>			
\$ -	\$ -	\$ -	\$ -	Lease Purchase Proceeds	\$ -	\$ -	\$ -
-	-	12,360,233	12,360,233	Fund Balance Appropriated	7,026,471	3,109,347	3,517,553
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,360,233</u>	<u>\$ 12,360,233</u>	Total Other Financing Sources	<u>\$ 7,026,471</u>	<u>\$ 3,109,347</u>	<u>\$ 3,517,553</u>
\$ 7,595,316	\$ (7,298,643)	\$ (13,353,513)	\$ (18,582,110)	Excess (Deficit) of Revenues over Expenditures and Other Sources	\$ -	\$ -	\$ -
63,818,408	71,413,724	71,413,724	71,413,724	Estimated Fund Balance - Beginning of Period	45,699,978	45,699,978	45,699,978
(488,137)	(488,137)	(488,137)	(488,137)	Reserve for:	(488,137)	(488,137)	(488,137)
(54,304,851)	(54,304,851)	(18,868,918)	(18,868,918)	Nonspendable	(18,868,918)	(18,868,918)	(18,868,918)
-	-	(12,360,233)	(12,360,233)	Assigned	(7,026,471)	(3,109,347)	(3,517,553)
				Fund Balance Supplemental Appropriation			
<u>\$ 16,620,736</u>	<u>\$ 9,322,093</u>	<u>\$ 26,342,923</u>	<u>\$ 21,114,326</u>	Estimated Unassigned Fund Balance (Deficit) End of Period	<u>\$ 19,316,452</u>	<u>\$ 23,233,576</u>	<u>\$ 22,825,370</u>

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31		FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b><u>PROPERTY TAXES:</u></b>			
\$ 63,918,322	\$ 37,086,981	\$ 64,973,358	\$ 64,973,358	Property Taxes	\$ 66,591,680	\$ 66,591,680	\$ 66,591,680
628,029	258,444	516,919	516,919	Industrial Facilities Tax	450,534	450,534	450,534
315,203	192,556	400,000	400,000	Penalties & Interest on Taxes	300,000	300,000	300,000
1,079,184	655	1,100,000	1,100,000	Administration Fee - Schools	1,100,000	1,100,000	1,100,000
32,718	3,124	31,000	31,000	Trailer & Senior Housing Fees in Lieu of Taxes	33,000	33,000	33,000
<u>\$ 65,973,457</u>	<u>\$ 37,541,760</u>	<u>\$ 67,021,277</u>	<u>\$ 67,021,277</u>	<b>Total Property Taxes</b>	<u>\$ 68,475,214</u>	<u>\$ 68,475,214</u>	<u>\$ 68,475,214</u>
				<b><u>INTERGOVERNMENTAL REVENUES:</u></b>			
				Federal Revenue:			
\$ 51,705	\$ -	\$ -	\$ -	Civil Defense Grant	\$ -	\$ -	\$ -
-	-	325,000	325,000	Substance Abuse Grant - 2018	-	-	-
237,279	97,133	-	-	Substance Abuse Grant - 2017	-	-	-
114,316	-	-	-	Substance Abuse Grant - 2016	-	-	-
11,476	-	-	-	FEMA Disaster Assistance	-	-	-
120,025	61,369	-	-	JAG Grants	-	-	-
3,292	3,840	-	-	Homeland Security Grant	-	-	-
480,330	-	-	-	SAFER Grant	-	-	-
				State Shared Revenue:			
13,418,173	4,784,794	13,150,655	13,150,655	Sales and Use Tax	13,950,000	13,950,000	13,950,000
12,582,110	12,582,110	3,000,000	3,000,000	Reimbursement for Personal Property Loss	3,000,000	3,000,000	3,000,000
18,678	75,720	25,000	25,000	Liquor Licenses	20,000	20,000	20,000
-	-	151,345	151,345	Michigan Drug Court Program Grant - 18	-	-	-
137,209	9,669	-	-	Michigan Drug Court Program Grant - 17	-	-	-
8,447	-	-	-	Michigan Drug Court Program Grant - 16	-	-	-
				Police Grants:			
65,299	35,668	-	-	MATS Grant	-	-	-
225,531	10,678	190,000	190,000	911 Dispatch Training/Equipment	225,000	225,000	225,000
182,896	89,162	183,000	183,000	Judges Salary Standardization	183,000	183,000	183,000
171,230	-	80,000	80,000	Election Expense Reimbursement	80,000	80,000	80,000
				Local Revenue:			
465,582	324,085	350,000	350,000	Reimbursement from City of Center Line	375,000	375,000	375,000
503,129	-	450,000	450,000	Reimbursement from Schools-Liaison Officers	500,000	500,000	500,000
<u>\$ 28,796,706</u>	<u>\$ 18,074,227</u>	<u>\$ 17,905,000</u>	<u>\$ 17,905,000</u>	<b>Total Intergovernmental Revenues</b>	<u>\$ 18,333,000</u>	<u>\$ 18,333,000</u>	<u>\$ 18,333,000</u>

(Continued)

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31		FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b><u>LICENSES AND PERMITS:</u></b>			
\$ 1,448,632	\$ 1,074,575	\$ 1,375,000	\$ 1,375,000	Building Permits	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
566,724	286,988	700,000	700,000	Electrical Permits	550,000	550,000	550,000
325,405	121,575	270,000	270,000	Plumbing Permits	250,000	250,000	250,000
330,735	158,946	300,000	300,000	Mechanical Permits	300,000	300,000	300,000
187,537	90,383	190,000	190,000	Zoning Permits and Fees	180,000	180,000	180,000
13,412	7,517	15,000	15,000	Sidewalk Permits	14,000	14,000	14,000
25,957	6,320	25,000	25,000	Animal Licenses	25,000	25,000	25,000
376,132	132,120	300,000	300,000	Plan Review Fees	275,000	275,000	275,000
743,979	383,316	630,000	630,000	Other Permits and Licenses	715,000	715,000	715,000
<u>\$ 4,018,513</u>	<u>\$ 2,261,740</u>	<u>\$ 3,805,000</u>	<u>\$ 3,805,000</u>	<b>Total Licenses and Permits</b>	<u>\$ 3,709,000</u>	<u>\$ 3,709,000</u>	<u>\$ 3,709,000</u>
				<b><u>CHARGES FOR SERVICES:</u></b>			
\$ 60,818	\$ 74,210	\$ 60,000	\$ 60,000	Engineering & Inspection Fees	\$ 60,000	\$ 60,000	\$ 60,000
167,200	71,100	120,000	120,000	Abandoned Auto Administrative Towing Fee	150,000	150,000	150,000
81,275	28,950	90,000	90,000	Foreclosure Fee	80,000	80,000	80,000
141,451	50,880	120,000	120,000	Clerk's Services	120,000	120,000	120,000
185,900	85,139	200,000	200,000	Weed Cutting	175,000	175,000	175,000
49,740	23,245	40,000	40,000	Board of Appeals	50,000	50,000	50,000
212,500	89,865	150,000	150,000	Police Services & Auctions	190,000	190,000	190,000
20,382	3,822	15,000	15,000	Fire Services	10,000	10,000	10,000
3,346,732	1,278,809	2,900,000	2,900,000	EMS Services	3,000,000	3,000,000	3,000,000
23,310	17,960	20,000	20,000	Planning Commission	24,000	24,000	24,000
42,728	48,440	50,000	50,000	Site Plan Fees	45,000	45,000	45,000
78,456	42,793	70,000	70,000	Community Development Administration	80,000	80,000	80,000
93,801	-	40,000	40,000	Block Grant Reimbursement	40,000	40,000	40,000
2,250	-	1,000	1,000	IFT Exemption Processing Fees	2,000	2,000	2,000
186,202	19,725	75,000	75,000	Miscellaneous	150,000	150,000	150,000
<u>\$ 4,692,745</u>	<u>\$ 1,834,937</u>	<u>\$ 3,951,000</u>	<u>\$ 3,951,000</u>	<b>Total Charges for Services</b>	<u>\$ 4,176,000</u>	<u>\$ 4,176,000</u>	<u>\$ 4,176,000</u>
				<b><u>FINES &amp; FORFEITURES</u></b>			
\$ 4,315,957	\$ 1,918,972	\$ 5,500,000	\$ 5,500,000	37th District Court Fines & Fees	\$ 4,727,000	\$ 4,727,000	\$ 4,727,000
265,121	98,942	300,000	300,000	Probation Fees	250,000	250,000	250,000
268,183	109,485	140,000	140,000	Property Maintenance Fines	140,000	140,000	140,000
65,440	30,070	65,000	65,000	Drug Court Revenue	65,000	65,000	65,000
<u>\$ 4,914,701</u>	<u>\$ 2,157,469</u>	<u>\$ 6,005,000</u>	<u>\$ 6,005,000</u>	<b>Total Fines &amp; Forfeitures</b>	<u>\$ 5,182,000</u>	<u>\$ 5,182,000</u>	<u>\$ 5,182,000</u>

(Continued)

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31		FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b><u>MISCELLANEOUS REVENUES:</u></b>			
				Michigan Transportation Funds:			
\$ 1,131,394	\$ 680,491	\$ 1,248,000	\$ 1,155,000	Equipment Rentals	\$ 1,169,000	\$ 1,169,000	\$ 1,169,000
803,875	440,500	881,000	881,000	Administrative Expense	907,400	907,400	907,400
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
		-		Administrative Expense:			
1,970,500	1,069,800	2,139,600	2,139,600	Water & Sewer System	2,315,900	2,315,900	2,315,900
159,000	81,850	163,700	163,700	Senior Citizen Housing	168,500	168,500	168,500
225,700	116,200	232,400	232,400	Library	239,300	239,300	239,300
117,100	60,300	120,600	120,600	Recreation	124,200	124,200	124,200
-	-	-	-	Sanitation	-	-	-
76,000	39,100	78,200	78,200	Rental Ordinance	80,500	80,500	80,500
372,400	191,750	383,500	383,500	Communications	395,000	395,000	395,000
351,300	180,900	361,800	361,800	Downtown Development Authority	372,600	372,600	372,600
242,000	124,600	249,200	249,200	2011 Local Street Road Repair Fund	256,600	256,600	256,600
				Fleet Maintenance Expense			
538,690	290,700	581,400	581,400	Sanitation	554,646	554,646	554,646
192,445	102,678	205,356	205,356	Water & Sewer System	212,112	212,112	212,112
795,395	2,253	650,000	100,000	Sale of Property/Equipment	900,000	900,000	900,000
50,417	-	-	-	Insurance Proceeds	-	-	-
4,852	5,000	5,000	5,000	Donations	5,000	5,000	5,000
465,534	-	475,000	475,000	Medicare Part D Reimbursement	475,000	475,000	475,000
23,437	10,000	20,000	20,000	Telecom Leases	33,000	33,000	33,000
250,000	250,000	250,000	250,000	Court Building Rental	250,000	250,000	250,000
<u>\$ 7,775,040</u>	<u>\$ 3,651,122</u>	<u>\$ 8,049,756</u>	<u>\$ 7,406,756</u>	<b>Total Miscellaneous Revenue</b>	<u>\$ 8,463,758</u>	<u>\$ 8,463,758</u>	<u>\$ 8,463,758</u>
<u>\$ 166,936</u>	<u>\$ 212,633</u>	<u>\$ 275,000</u>	<u>\$ 140,000</u>	<b><u>INTEREST ON INVESTMENTS:</u></b>	<u>\$ 140,000</u>	<u>\$ 140,000</u>	<u>\$ 140,000</u>
				<b><u>OTHER FINANCING SOURCES:</u></b>			
\$ -	\$ -	\$ 12,360,233	\$ 12,360,233	Fund Balance Appropriated	7,026,471	3,109,347	\$ 3,517,553
\$ -	\$ -	\$ 12,360,233	\$ 12,360,233	<b>Total Other Financing Sources</b>	<u>\$ 7,026,471</u>	<u>\$ 3,109,347</u>	<u>\$ 3,517,553</u>
<u>\$ 116,338,098</u>	<u>\$ 65,733,887</u>	<u>\$ 119,372,266</u>	<u>\$ 118,594,266</u>	<b>TOTAL GENERAL FUND REVENUES</b>	<u>\$ 115,505,443</u>	<u>\$ 111,588,319</u>	<u>\$ 111,996,525</u>



# Fiscal 2019 General Fund Revenues

## PROPERTY TAXES:

The property tax is a local tax. All property tax revenues are collected, administered, and spent at the local level. Every property owner in Michigan is subject to property tax by at least four units of government - the County, the school district, intermediate school districts, and the City or Township in which the property is located. Villages, special authorities, and community colleges may also levy taxes on that property. The property tax is determined by two factors: The tax rate and assessment on property as finally equalized by the State. The unit of measurement for the property tax, the "mill", is defined as \$1 per \$1,000 of Taxable Value.

<b>Funds:</b>	<b>Estimated Taxable Value</b>	<b>Tax Rate</b>	<b>Levy</b>
<u>General Fund:</u>			
Charter Millage	\$ 3,200,000,000	8.7101	\$ 27,872,320
<u>Special Levies:</u>			
Police & Fire Pension	3,200,000,000	4.9848	15,951,360
Police & Fire Operating	3,200,000,000	4.8897	15,647,040
Emergency Medical Service	3,200,000,000	0.2901	928,320
Police	3,200,000,000	0.9676	3,096,320
Fire	3,200,000,000	0.9676	3,096,320
Total General Fund Operating Levy		<u>20.8099</u>	<u>\$ 66,591,680</u>
<u>Special Revenue:</u>			
Library (Charter)	3,200,000,000	0.4837	1,547,840
Library (Voted)	3,200,000,000	0.8439	2,700,480
Sanitation	3,200,000,000	2.5550	8,176,000
Parks & Recreation	3,200,000,000	0.9676	3,096,320
2011 Local Street Repair & Maintenance	3,200,000,000	2.0955	6,705,600
Total Special Revenue Fund Levy		<u>6.9457</u>	<u>\$ 22,226,240</u>
Total Levy		<u>27.7556</u>	<u>\$ 88,817,920</u>

# Fiscal 2019 General Fund Revenues

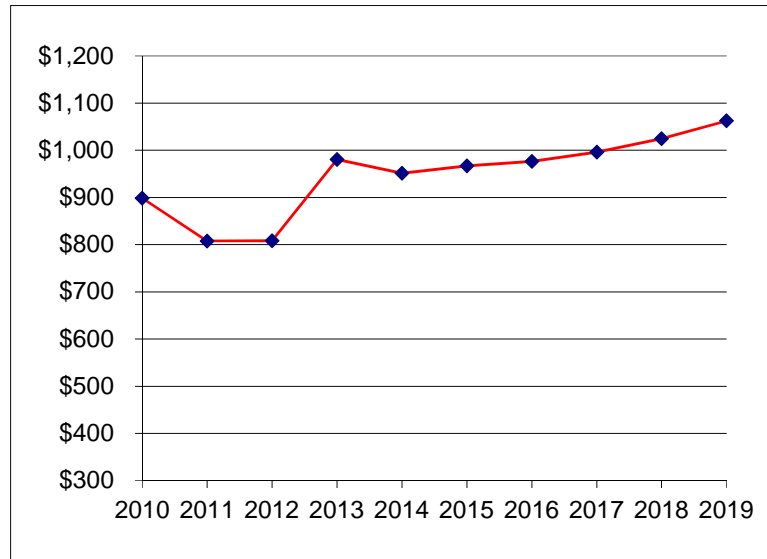
## INDUSTRIAL FACILITY TAXES:

Act No. 198, P.A. 1974 was designed to provide a stimulus in the form of significant tax incentives to industry to renovate and expand aging plants and to build new plants in Michigan. Under the provisions of the Act, a local governmental unit may establish plant rehabilitation districts and industrial development districts and offer industrial firms certain property tax incentives to encourage restoration or replacement of obsolete industrial facilities and to attract new plants to the area. The tax is determined by multiplying one-half of the total mills for the year by the state-equalized value of the facilities excluding land and inventory.

<b>Funds:</b>	<b>Estimated State Equalized Value</b>	<b>Tax Rate</b>	<b>Levy</b>
<u>General Fund:</u>			
Charter Millage	\$ 43,300,000	4.3551	\$ 188,574
<u>Special Levies:</u>			
Police & Fire Pension	43,300,000	2.4924	107,921
Police & Fire Operating	43,300,000	2.4449	105,862
Emergency Medical Service	43,300,000	0.1451	6,281
Police	43,300,000	0.4838	20,949
Fire	43,300,000	0.4838	20,949
Total General Fund Operating Levy		<u>10.4050</u>	<u>\$ 450,534</u>
<u>Special Revenue:</u>			
Library (Charter)	43,300,000	0.2419	10,472
Library (Voted)	43,300,000	0.4220	18,270
Sanitation	43,300,000	1.2775	55,316
Parks & Recreation	43,300,000	0.4838	20,949
2011 Local Street Repair & Maintenance	43,300,000	1.0478	45,368
Total Special Revenue Fund Levy		<u>3.4729</u>	<u>\$ 150,374</u>
Total Levy		<u>13.8778</u>	<u>\$ 600,909</u>

## Average Residential City Tax Ten Fiscal Years

	<u>Fiscal 2010</u>	<u>Fiscal 2011</u>	<u>Fiscal 2012</u>	<u>Fiscal 2013</u>	<u>Fiscal 2014</u>	<u>Fiscal 2015</u>	<u>Fiscal 2016</u>	<u>Fiscal 2017</u>	<u>Fiscal 2018</u>	<u>Fiscal 2019</u>
Charter Millage	8.7724	8.7724	8.7724	8.7724	8.7724	8.7724	8.7285	8.7285	8.7101	8.7101
Police & Fire Pension	2.8248	2.8248	2.8248	4.9848	4.9848	4.9848	4.9848	4.9848	4.9848	4.9848
Emergency Medical Service	0.2923	0.2923	0.2923	0.2923	0.2923	0.2923	0.2908	0.2908	0.2901	0.2901
Police Operating	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9697	0.9697	0.9676	0.9676
Fire Operating	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9697	0.9697	0.9676	0.9676
Police & Fire Operating (Voted)	-	-	-	4.9000	4.9000	4.9000	4.8755	4.8755	4.8897	4.8897
Library (Charter)	0.4873	0.4873	0.4873	0.4873	0.4873	0.4873	0.4848	0.4848	0.4837	0.4837
Library (Voted)	-	0.8500	0.8500	0.8500	0.8500	0.8500	0.8457	0.8457	0.8439	0.8439
Sanitation	1.6418	1.6418	1.6418	2.5550	2.5550	2.5550	2.5550	2.5550	2.5550	2.5550
Parks & Recreation	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9697	0.9697	0.9676	0.9676
2011 Local Street Repairs (Voted)	-	-	2.1000	2.1000	2.1000	2.1000	2.0895	2.1000	2.0955	2.0955
<b>Total</b>	<b>16.9424</b>	<b>17.7924</b>	<b>19.8924</b>	<b>27.8656</b>	<b>27.8656</b>	<b>27.8656</b>	<b>27.7637</b>	<b>27.7742</b>	<b>27.7556</b>	<b>27.7556</b>
Average Residential Taxable Value	\$53,019	\$45,405	\$40,624	\$35,185	\$34,134	\$ 34,700	\$ 35,168	\$ 35,867	\$ 36,923	\$ 38,279
Average Residential City Taxes	\$898.27	\$807.86	\$808.11	\$980.45	\$951.16	\$ 966.94	\$ 976.39	\$ 996.18	\$1,024.82	\$1,062.46

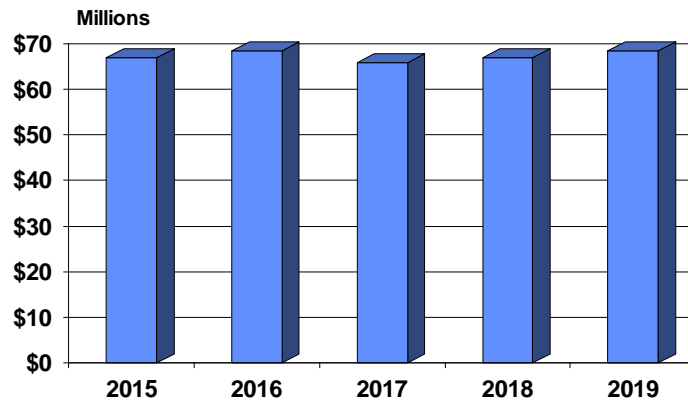


# Fiscal 2019 General Fund Revenues

## City Taxes

The city's major source of revenue is generated by property taxation. This revenue calculation is based on a relationship between two variables. The first is the taxable valuation of industrial, commercial, and residential parcels, both real and personal property.

Operating Tax Revenue



The second variable is the application of a specific tax levy for general operations. If either of these variables increases or decreases, a relative change to the city tax revenue will be experienced.

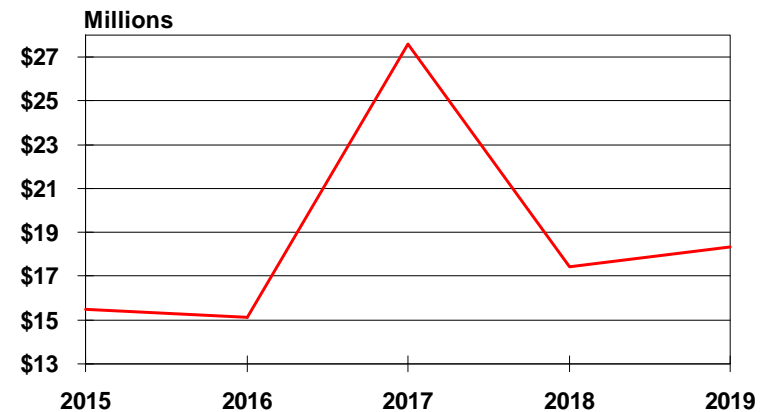
In the Fiscal 2019 Budget, operating city tax revenue represents 61.2% of total revenue sources, an increase of \$1,453,937 or approximately 2.2% more than the Fiscal 2018 Budget. The increase is the result of a slight rise in property values.

The Total General Fund Operating Levy for the 2019 Fiscal Year is 20.8099 mills per \$1,000 of taxable value. The mills decreased slightly from the prior year due to the Headlee reduction factor. The operating millage rate continues to be below the 21.1848 millage rate limit established by City Charter and at the 20.8099 Headlee maximum allowable levy.

## Intergovernmental Revenues

Another major source of revenue to the City is Intergovernmental Revenues. This source of revenue is comprised of grants from the Federal, State, and County levels of government. The major source in this revenue category is State Shared Revenue. These revenue sharing distributions, made by the State to communities in Michigan, are distributed based on formulas determined by the State. These formulas take into consideration population estimates and sales tax collections made by the State.

Intergovernmental Revenues



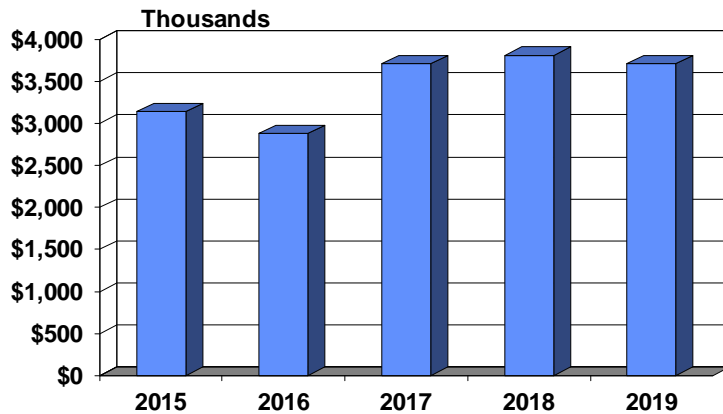
In Fiscal 2019, Intergovernmental Revenues represent 16.4% of total revenue sources. Intergovernmental revenues increased from Fiscal 2018 since an estimated additional \$800,000 in revenue sharing is expected from the State of Michigan.

# Fiscal 2019 General Fund Revenues

## Licenses & Permits

The revenue source of licenses and permits represents fees charged by City Departments to individuals and businesses that allow for the building of new structures as well as improvements made to existing structures. New structures that require permits include garages, sheds, decks, porches, and buildings. Improvements such as central air conditioning, furnace replacement, electrical and plumbing modifications, fences and pools also require permits from the respective City department.

Licenses & Permits

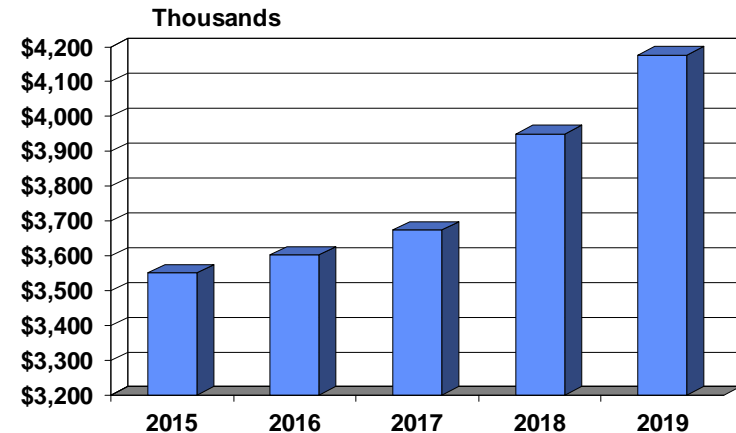


In the Fiscal 2019 Budget, License and Permit revenues represent 3.3% of total revenue sources, a decrease of \$96,000 or 2.5% less than the Fiscal 2018 Budget. This is due to an anticipated minor decrease in building activity throughout the city.

## Charges for Services

Charges for Services consists of revenue received from individuals, schools, businesses, and other City funds. These funds are used to reimburse the General Fund for services provided by General Fund departments. The primary revenue accounts within this revenue center include EMS services, Engineering & Inspection Fees, City Clerk services, and reimbursements for Police services.

Charges for Services



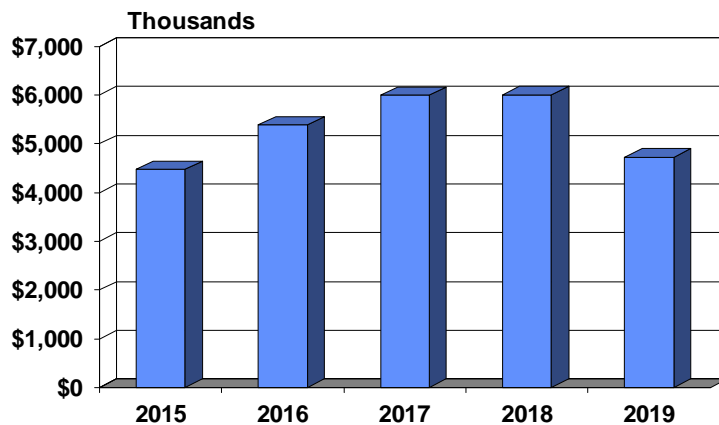
In the Fiscal 2019 Budget, revenues from Charges for Services represent 3.7% of total revenue sources, a \$225,000 increase or 5.7% more than the Fiscal 2018 Budget. This is due mainly to an expected increase in EMS services as well as an increase in revenues from auctions and abandoned vehicle charges.

# Fiscal 2019 General Fund Revenues

## Fines & Forfeitures

Fines & Forfeiture revenues are comprised of payments made by individuals, businesses or corporations who have violated various statutes, ordinances or laws. Included in this revenue center are court costs, parking fines, bond forfeitures, and default judgment fees.

Fines & Forfeitures

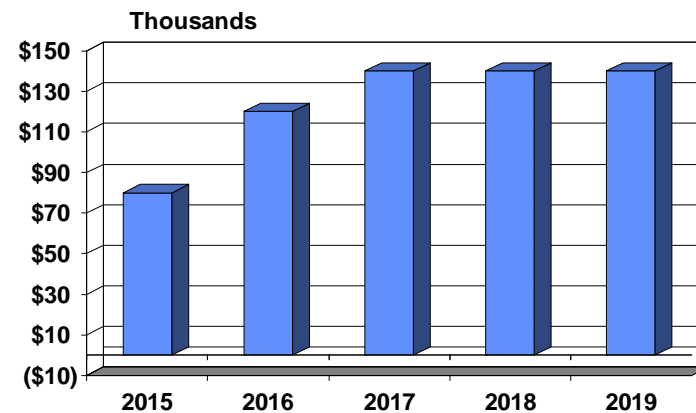


In the Fiscal 2019 Budget, Fines & Forfeiture revenues represent 4.6% of total revenue sources, a decrease of \$823,000 or 13.7% less than the Fiscal 2018 Budget. This decrease is a result of a reduction in court fines and probation fees.

## Investment Income

Investment income provides a minimal contribution to revenues. These revenues are budgeted cautiously due to the fact that they are largely a direct function of interest rates.

Investment Income

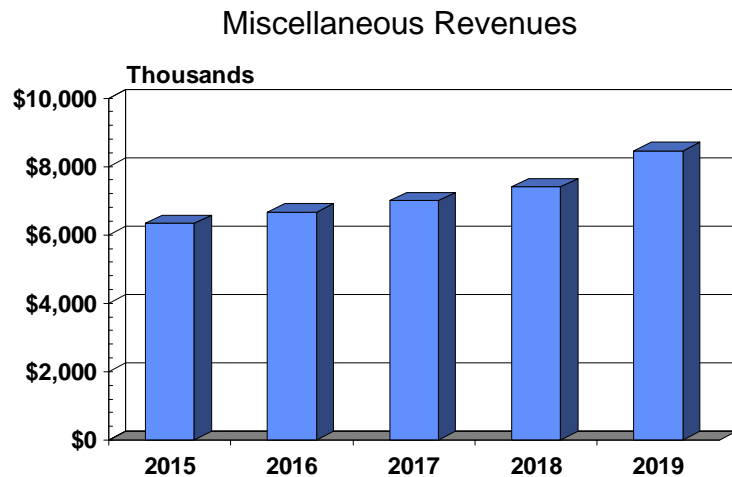


In the Fiscal 2019 Budget, Investment Income revenues represent .1% of total revenue sources, and are expected to remain the same as the Fiscal 2018 Budget.

# Fiscal 2019 General Fund Revenues

## Miscellaneous Revenues

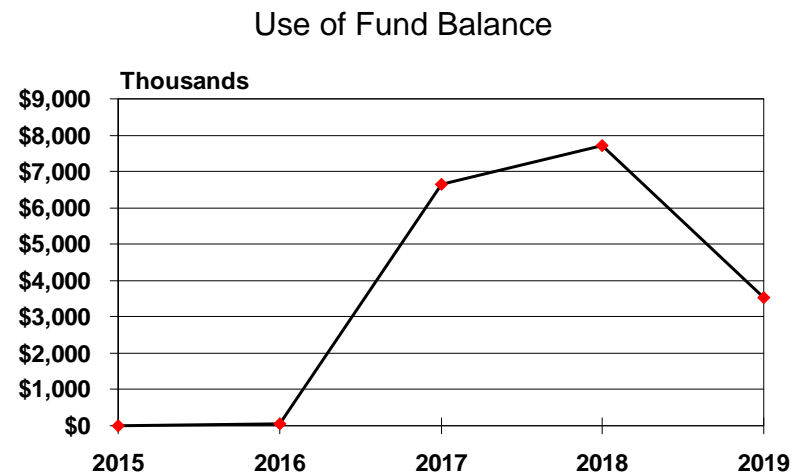
The revenue source of Miscellaneous Revenue includes revenues that cannot be easily classified in other revenue areas. Included in this revenue area are Rental Income and Administrative Costs from different sources, and Sale of Equipment.



In the Fiscal 2019 Budget, Miscellaneous Revenues represent 7.6% of total revenue sources, and increased by \$1,057,000 or 14.3% more than the Fiscal 2018 Budget. This increase is a result of an increase in inter-governmental charges for administrative services provided with General Fund resources as well as an increase for the anticipated sale of property and equipment.

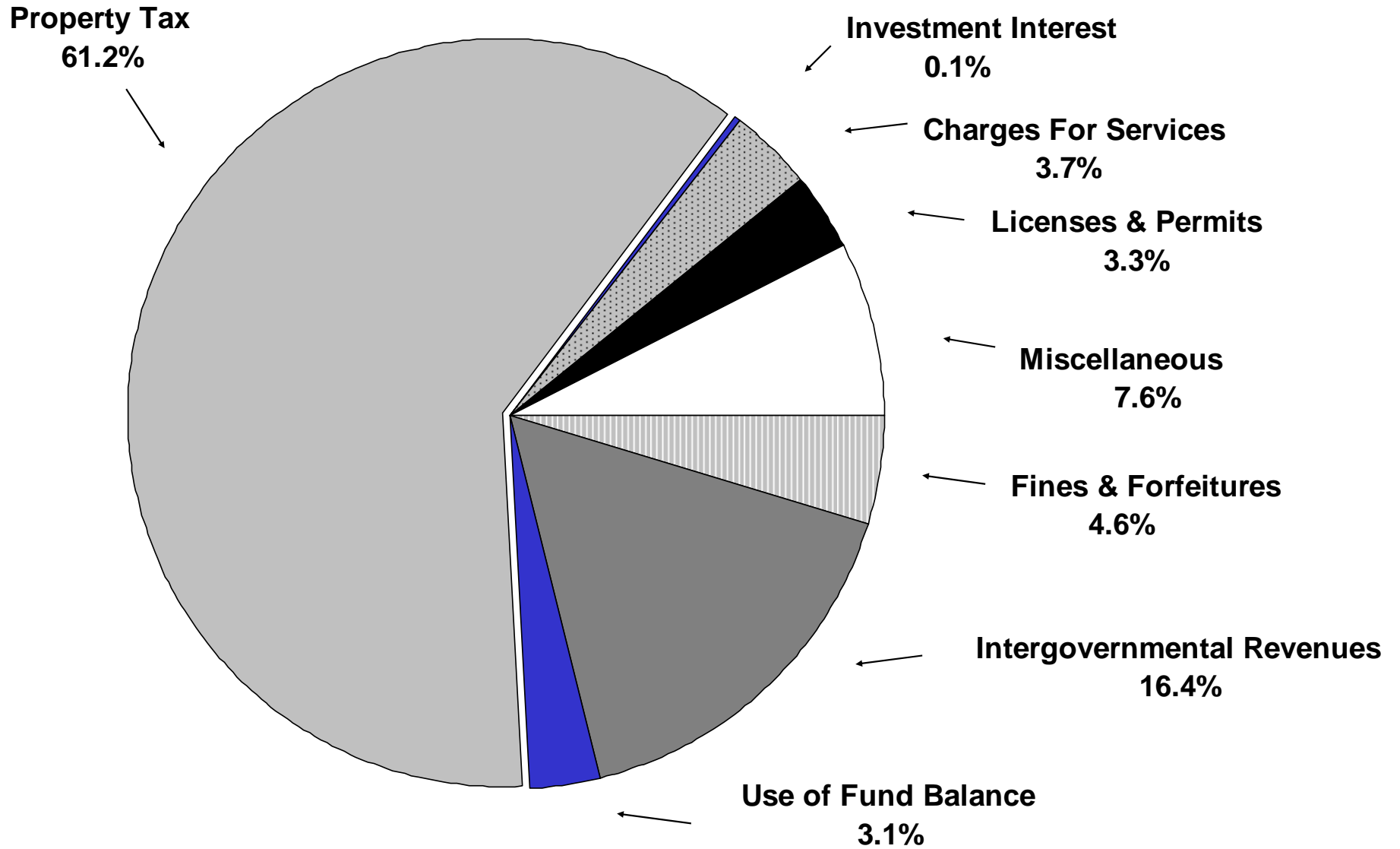
## Use of Fund Balance

A use of Fund Balance exists when there is an inequality in the relationship between revenues and expenditures in a given fund. If expenditures exceed revenues, a Use of Fund Balance is needed to balance the budget.



In the Fiscal 2019 Budget, Use of Fund Balance represents 3.1% of total revenue sources, a decrease of \$4,205,353 or 34.0% less than the Fiscal 2018 Budget. Less funds are appropriated as a result of reducing contributions to the General Employee and Police and Fire VEBA trusts for retiree healthcare insurance.

# FISCAL 2019 GENERAL FUND REVENUES

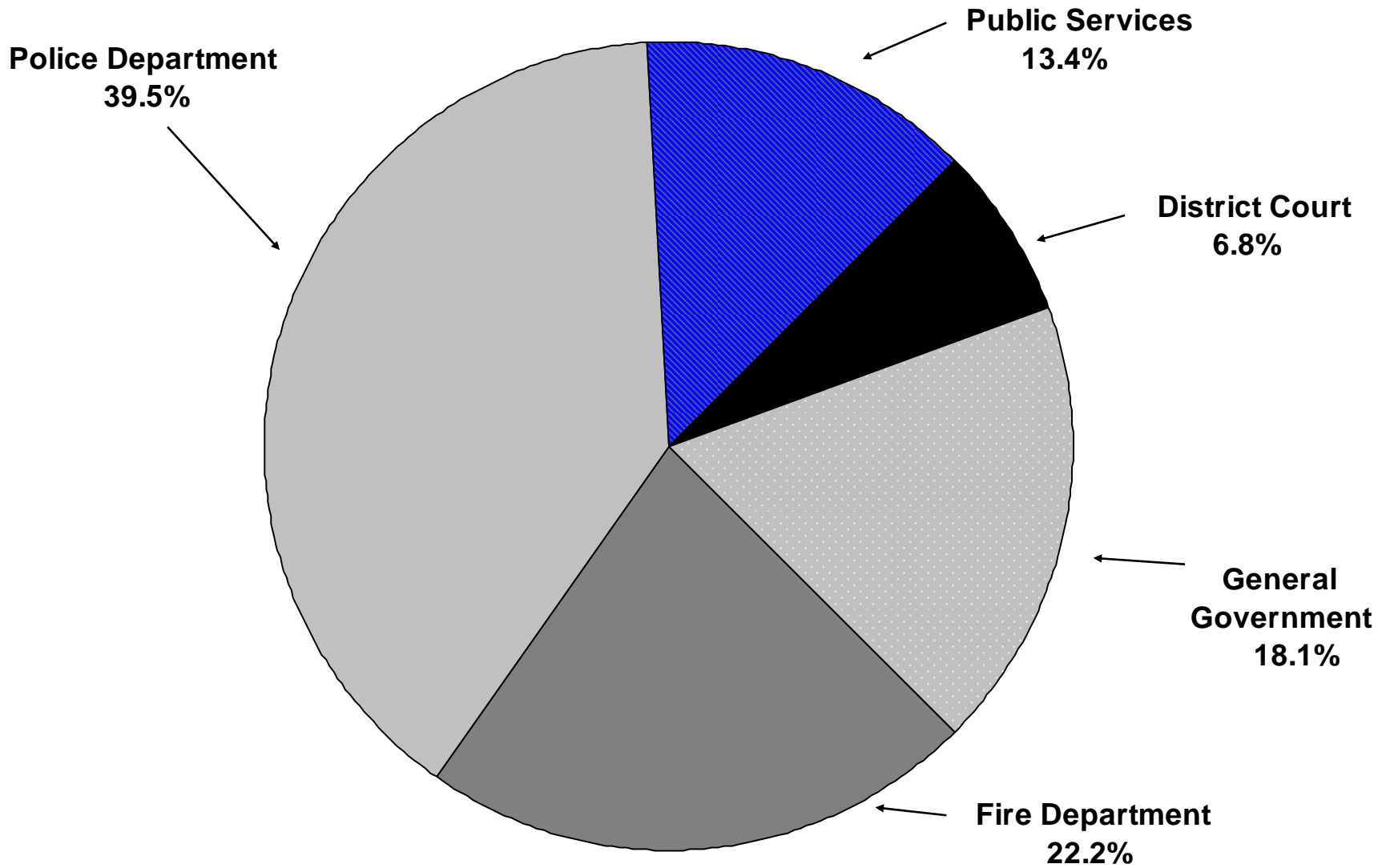




GENERAL FUND REVENUES

Fiscal 2018 Amended Budget		Description	Fiscal 2019 Council Adopted Budget	
Percentage	Amount		Amount	Percentage
48.8%	\$ 67,021,277	Property Tax	\$ 68,475,214	61.2%
13.1%	17,905,000	Intergovernmental	18,333,000	16.4%
2.8%	3,805,000	Licenses and Permits	3,709,000	3.3%
4.4%	6,005,000	Fines and Forfeitures	5,182,000	4.6%
0.1%	140,000	Interest on Investments	140,000	0.1%
2.9%	3,951,000	Charges for Services	4,176,000	3.7%
5.4%	7,406,756	Miscellaneous	8,463,758	7.6%
<u>22.5%</u>	<u>30,942,343</u>	Fund Balance Appropriated	<u>3,517,553</u>	<u>3.1%</u>
<u>100.0%</u>	<u>\$ 137,176,376</u>	Total Revenues	<u>\$ 111,996,525</u>	<u>100.0%</u>

# FISCAL 2019 GENERAL FUND EXPENDITURES



GENERAL FUND APPROPRIATIONS

Fiscal 2018 Amended Budget		Description	Fiscal 2019 Council Adopted Budget	
Percentage	Amount		Amount	Percentage
22.6%	\$ 30,914,213	General Government	\$ 19,491,586	17.4%
6.1%	8,412,945	District Court	7,666,870	6.8%
22.1%	30,365,172	Fire Department	24,885,846	22.2%
37.0%	50,680,922	Police Department	44,205,701	39.5%
9.4%	12,949,315	Public Service	12,093,046	10.8%
2.3%	3,193,000	Street Lighting	2,900,000	2.6%
<u>0.5%</u>	<u>660,809</u>	Planning	<u>753,476</u>	<u>0.7%</u>
<u>100.0%</u>	<u>\$ 137,176,376</u>	Total Appropriations	<u>\$ 111,996,525</u>	<u>100.0%</u>

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

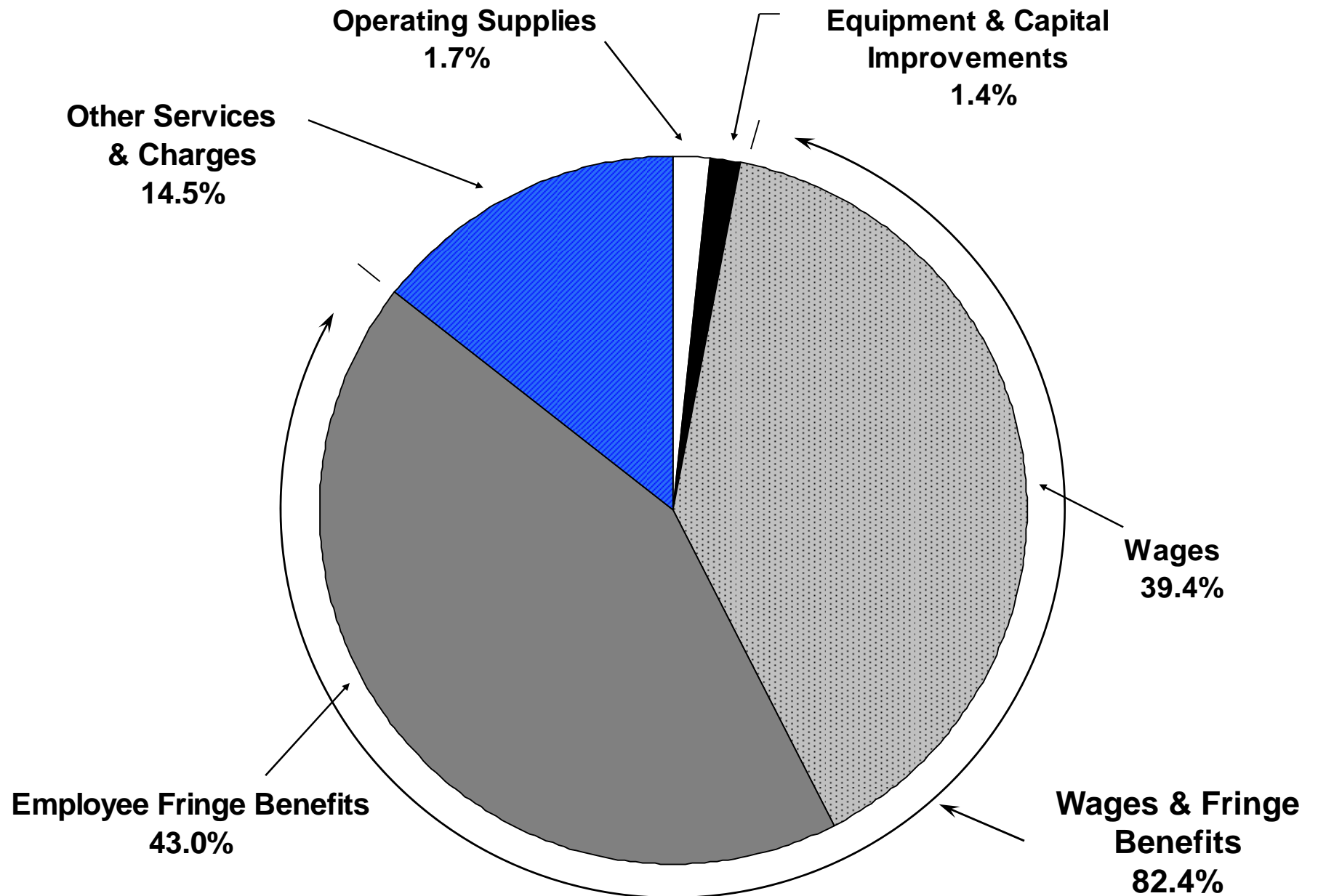
FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31		FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b><u>GENERAL GOVERNMENT:</u></b>			
\$ 1,014,458	\$ 492,166	\$ 1,390,651	\$ 1,499,377	Council	\$ 1,169,635	\$ 1,169,635	\$ 1,169,635
7,514,873	3,848,857	8,278,248	8,412,945	District Court	7,755,953	7,577,633	7,666,870
384,174	209,915	475,987	705,944	Mayor	712,712	712,712	722,712
1,199,353	507,740	1,276,882	1,570,548	Clerk	1,695,236	1,443,251	1,443,251
1,282,098	711,427	1,395,365	1,396,014	Treasurer	1,391,839	1,382,839	1,391,839
1,451,478	797,130	1,686,113	1,754,227	Controller	1,760,893	1,760,893	1,760,893
868,907	336,908	774,967	784,592	Information Systems	765,730	765,730	765,730
1,351,875	664,495	1,507,092	1,574,292	Legal	1,584,448	1,584,448	1,584,448
2,036,053	1,023,450	2,206,249	2,265,262	Assessing	2,338,479	2,295,364	2,295,364
1,283,644	552,102	1,383,845	1,497,472	Human Resources	1,580,605	1,580,605	1,580,605
1,050,664	607,189	1,282,750	1,383,504	Property Maintenance Inspection	1,367,989	1,258,745	1,316,747
111,429	96,760	219,354	229,815	Community and Economic Development	242,040	242,040	242,040
7,624,057	13,996,676	16,038,094	16,072,080	Administration Unallocated Expense	5,053,848	5,033,848	5,038,848
				<u>Commissions:</u>			
10,015	2,952	18,550	18,550	Police & Fire Civil Service	17,700	17,700	17,700
13,035	5,988	22,005	22,005	Zoning Board of Appeals	22,005	22,005	22,005
27,940	11,185	51,251	51,851	Beautification	48,851	48,851	48,851
25,806	23,420	26,600	26,600	Cultural	26,600	26,600	26,600
11,406	7,415	12,800	12,800	Crime	12,800	12,800	12,800
11,752	1,065	13,430	13,430	Historical	14,668	14,668	14,668
-	-	-	-	Employees Retirement Commission	-	-	-
-	-	-	-	Police & Fire Retirement Commission	-	-	-
-	-	-	-	Department of Retirement	-	-	-
3,111	-	3,500	3,500	Council of Commissions	3,500	3,500	3,500
9,455	3,641	14,550	15,850	Village Historical	15,850	15,850	15,850
9,160	2,373	14,500	15,000	Animal Welfare	16,000	16,000	16,000
1,353	167	1,500	1,500	Senior Health Care Services	1,500	1,500	1,500
<u>\$ 27,296,096</u>	<u>\$ 23,903,021</u>	<u>\$ 38,094,283</u>	<u>\$ 39,327,158</u>	<b>Total General Government</b>	<u>\$ 27,598,881</u>	<u>\$ 26,987,217</u>	<u>\$ 27,158,456</u>
				<b><u>PUBLIC SAFETY:</u></b>			
\$ 24,198,142	\$ 17,122,552	\$ 29,748,243	\$ 30,365,172	Fire Department	\$ 26,852,236	\$ 24,712,286	\$ 24,885,846
41,391,504	25,210,363	48,308,643	49,903,820	Police Department	43,478,278	43,478,278	43,487,397
394,211	224,553	504,294	535,824	Animal Control	489,372	489,372	489,372
227,912	109,944	239,104	241,278	Civil Defense	228,932	228,932	228,932
<u>\$ 66,211,769</u>	<u>\$ 42,667,412</u>	<u>\$ 78,800,284</u>	<u>\$ 81,046,094</u>	<b>Total Public Safety</b>	<u>\$ 71,048,818</u>	<u>\$ 68,908,868</u>	<u>\$ 69,091,547</u>

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31		FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b><u>PUBLIC SERVICES:</u></b>			
\$ 432,200	\$ 174,124	\$ 428,446	\$ 479,169	Director	\$ 485,836	\$ 485,836	\$ 485,836
1,188,779	555,910	1,190,976	1,206,363	Engineering and Inspection	1,406,413	1,406,413	1,406,413
3,041,678	1,594,474	3,487,092	3,645,423	Building Inspections	3,614,830	3,614,830	3,669,118
3,507,885	1,715,732	4,693,606	5,245,727	DPW Garage	5,194,755	4,194,755	4,194,755
2,059,417	983,078	2,234,433	2,372,633	Building Maintenance	2,446,245	2,336,924	2,336,924
4,412,973	1,174,894	3,193,000	3,193,000	Street Lighting	2,900,000	2,900,000	2,900,000
<u>\$ 14,642,932</u>	<u>\$ 6,198,212</u>	<u>\$ 15,227,553</u>	<u>\$ 16,142,315</u>	<b>Total Public Services</b>	<u>\$ 16,048,079</u>	<u>\$ 14,938,758</u>	<u>\$ 14,993,046</u>
<u>\$ 591,985</u>	<u>\$ 263,885</u>	<u>\$ 603,659</u>	<u>\$ 660,809</u>	<b><u>PLANNING:</u></b>	<u>\$ 809,665</u>	<u>\$ 753,476</u>	<u>\$ 753,476</u>
<u>\$ 108,742,782</u>	<u>\$ 73,032,530</u>	<u>\$ 132,725,779</u>	<u>\$ 137,176,376</u>	<b>TOTAL GENERAL FUND</b>	<u>\$ 115,505,443</u>	<u>\$ 111,588,319</u>	<u>\$ 111,996,525</u>

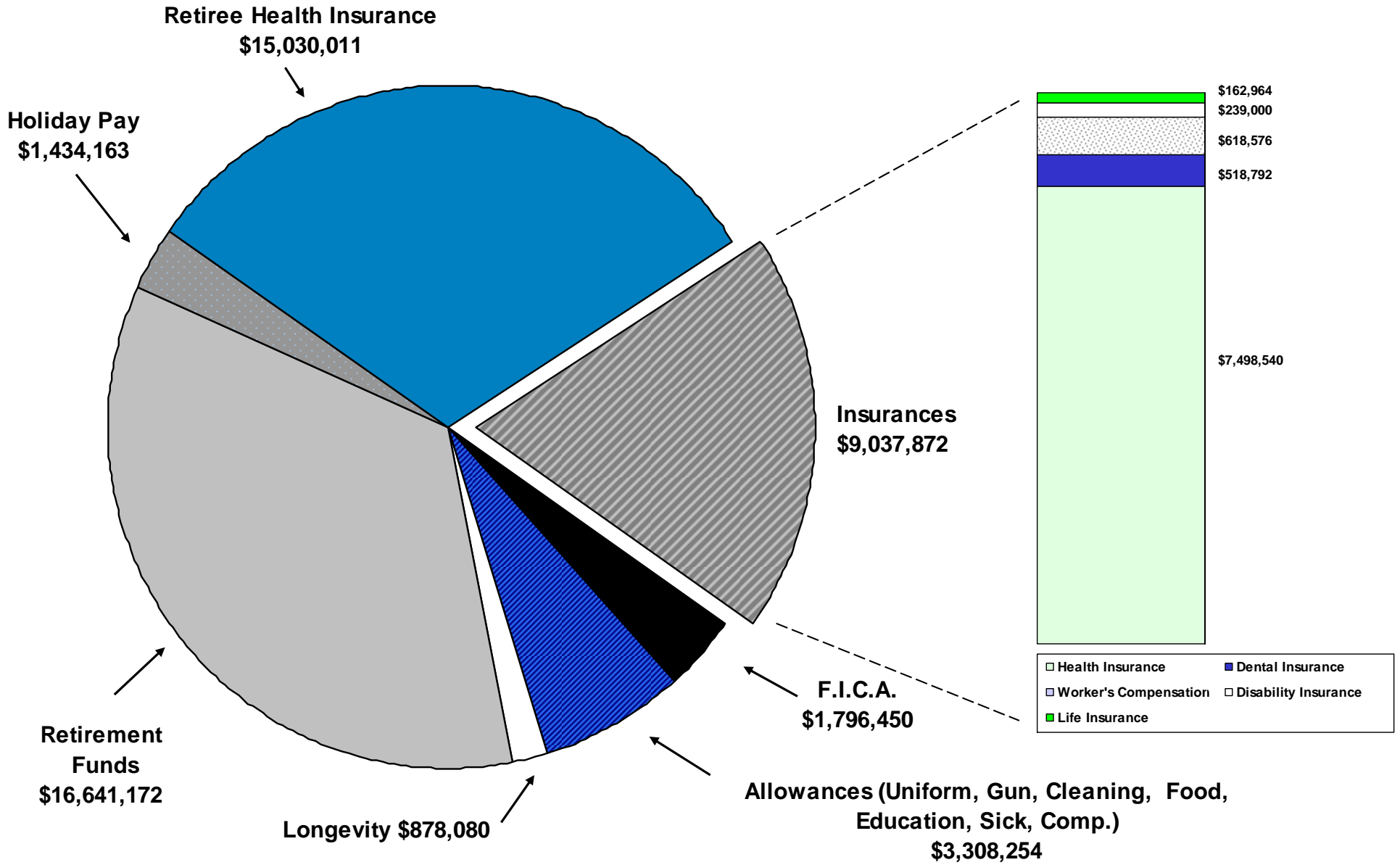
# GENERAL FUND BY TYPE OF EXPENDITURE FISCAL 2019



FISCAL 2019  
GENERAL FUND BUDGET DATA

<u>Department</u>	Fiscal 2019 Council Adopted Budget	Personnel Services	Employee Benefits	Supplies	Other Services & Charges	Capital Equipment & Improvements
Council	\$ 1,169,635	\$ 488,054	\$ 541,331	\$ 13,200	\$ 127,050	\$ -
District Court	7,666,870	2,966,652	3,260,918	79,800	1,329,500	30,000
Mayor	722,712	468,818	237,394	9,000	7,500	-
Clerk	1,443,251	527,687	415,261	15,000	478,973	6,330
Treasurer	1,391,839	638,347	617,292	11,000	125,200	-
Controller	1,760,893	1,006,953	728,940	16,000	9,000	-
Information Systems	765,730	343,379	274,241	6,100	130,010	12,000
Legal	1,584,448	888,977	643,671	6,000	31,900	13,900
Assessing	2,295,364	1,070,784	1,019,080	14,000	191,500	-
Human Resources	1,580,605	685,476	586,629	9,000	280,600	18,900
Property Maintenance Inspection	1,316,747	531,716	147,331	25,200	612,500	-
Community & Economic Development	242,040	150,532	67,508	500	23,500	-
Unallocated Expense	5,038,848	-	305,000	-	4,733,848	-
Commissions (12)	179,474	21,800	701	21,415	135,558	-
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 27,158,456</b>	<b>\$ 9,789,175</b>	<b>\$ 8,845,297</b>	<b>\$ 226,215</b>	<b>\$ 8,216,639</b>	<b>\$ 81,130</b>
Fire Department	\$ 24,885,846	\$ 10,033,043	\$ 12,234,453	\$ 667,700	\$ 1,114,650	\$ 836,000
Police Department	43,487,397	19,091,037	22,230,360	537,000	1,194,000	435,000
Animal Control	489,372	168,770	234,602	3,000	83,000	-
Civil Defense	228,932	95,080	116,352	1,500	16,000	-
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 69,091,547</b>	<b>\$ 29,387,930</b>	<b>\$ 34,815,767</b>	<b>\$ 1,209,200</b>	<b>\$ 2,407,650</b>	<b>\$ 1,271,000</b>
Director	\$ 485,836	\$ 299,041	\$ 179,795	\$ 5,000	\$ 2,000	\$ -
Engineering and Inspections	1,406,413	527,994	466,118	18,500	290,801	103,000
Building Inspections	3,669,118	1,903,499	1,513,519	34,000	155,100	63,000
DPW Garage	4,194,755	1,016,412	988,599	335,000	1,813,744	41,000
Building Maintenance	2,336,924	842,892	1,062,232	60,000	371,800	-
Street Lighting	2,900,000	-	-	-	2,900,000	-
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 14,993,046</b>	<b>\$ 4,589,838</b>	<b>\$ 4,210,263</b>	<b>\$ 452,500</b>	<b>\$ 5,533,445</b>	<b>\$ 207,000</b>
Planning	\$ 753,476	\$ 393,896	\$ 254,675	\$ 15,310	\$ 89,595	\$ -
<b>TOTAL GENERAL FUND</b>	<b>\$ 111,996,525</b>	<b>\$ 44,160,839</b>	<b>\$ 48,126,002</b>	<b>\$ 1,903,225</b>	<b>\$ 16,247,329</b>	<b>\$ 1,559,130</b>
<b>PERCENTAGES</b>	<b><u>100.0%</u></b>	<b><u>39.4%</u></b>	<b><u>43.0%</u></b>	<b><u>1.7%</u></b>	<b><u>14.5%</u></b>	<b><u>1.4%</u></b>

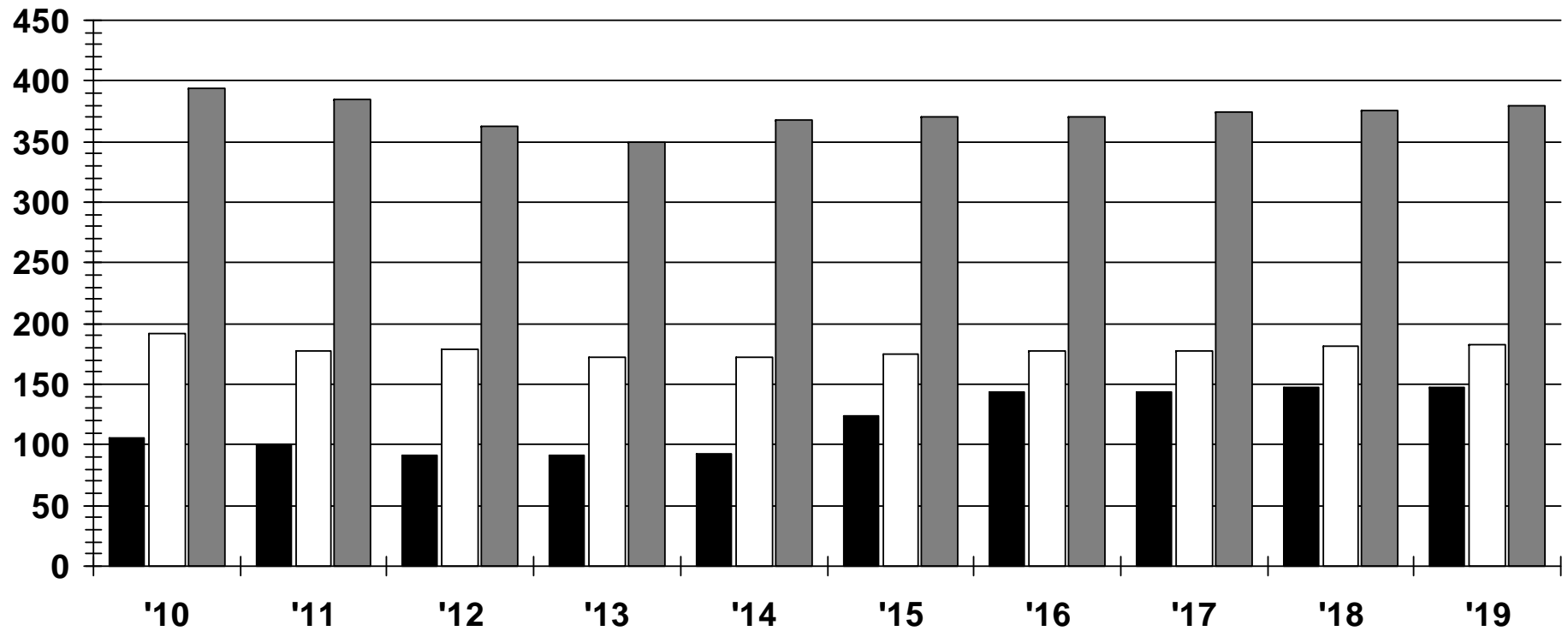
# TOTAL GENERAL FUND FRINGE BENEFITS FISCAL YEAR 2019 \$48,126,002





# FULL TIME POSITIONS CHART FISCAL 2010 - 2019

<b>TOTAL</b>	<b>692</b>	<b>664</b>	<b>632</b>	<b>613</b>	<b>632</b>	<b>669</b>	<b>692</b>	<b>698</b>	<b>704</b>	<b>709</b>
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AUTHORIZED FULL-TIME POSITIONS FY 2015 to FY 2019

	Council Adopted <u>Fiscal 2015</u>	Council Adopted <u>Fiscal 2016</u>	Council Adopted <u>Fiscal 2017</u>	Council Adopted <u>Fiscal 2018</u>	Mayor Recommended <u>Fiscal 2019</u>
<u>GENERAL FUND:</u>					
Council	11	11	11	11	11
District Court	46	49	49	49	50
Mayor	6	6	6	6	6
Clerk	8	7	7	7	7
Treasurer	9	9	9	9	9
Controller	10	10	11	12	12
Information Systems	4	4	4	4	4
Legal	10	10	10	10	10
Assessing	11	12	12	12	13
Human Resources	9	9	9	9	9
Property Maintenance Inspection	-	1	1	2	2
Community and Economic Development	2	2	2	2	2
Commissions (12)	4	4	4	4	4
TOTAL GENERAL GOVERNMENT	<u>130</u>	<u>134</u>	<u>135</u>	<u>137</u>	<u>139</u>
Fire Department	132	132	132	132	133
Police Department	235	235	239	240	242
Animal Control	2	2	2	3	3
Civil Defense	1	1	1	1	1
TOTAL PUBLIC SAFETY	<u>370</u>	<u>370</u>	<u>374</u>	<u>376</u>	<u>379</u>
Director	3	3	3	4	4
Engineering and Inspections	5	5	5	5	5
Building Inspections	16	21	22	22	22
DPW Garage	8	14	14	14	14
Building Maintenance	8	17	17	17	17
TOTAL PUBLIC SERVICE	<u>40</u>	<u>60</u>	<u>61</u>	<u>62</u>	<u>62</u>
Planning	4	4	4	4	4
TOTAL GENERAL FUND	<u>544</u>	<u>568</u>	<u>574</u>	<u>579</u>	<u>584</u>
<u>SPECIAL REVENUE FUNDS:</u>					
Michigan Transportation	24	26	26	26	26
Library	22	24	24	24	24
Recreation	12	9	9	9	9
Communications	5	5	5	5	5
Sanitation	56	53	53	54	54
Rental Ordinance	4	5	5	5	5
Downtown Development Authority	2	2	2	2	2
TOTAL SPECIAL REVENUE FUNDS	<u>125</u>	<u>124</u>	<u>124</u>	<u>125</u>	<u>125</u>
GRAND TOTAL	<u>669</u>	<u>692</u>	<u>698</u>	<u>704</u>	<u>709</u>

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2018 AMENDED BUDGET vs FISCAL 2019 COUNCIL ADOPTED BUDGET

	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>					
	<u>FULL TIME</u>			Fiscal 2018		Fiscal 2019		Departmental	
	Amended Budget	Council Adopted Budget	Increase (Decrease)	Amount	% of Budget	Amount	% of Budget	(Decrease) Amount	% of Change
<u>GENERAL FUND:</u>									
Council	11	11	-	\$ 1,499,377	1.1%	\$ 1,169,635	1.0%	\$ (329,742)	(22.0)%
District Court	49	50	1	8,412,945	6.1%	7,666,870	6.9%	(746,075)	(8.9)%
Mayor	6	6	-	705,944	0.5%	722,712	0.6%	16,768	2.4%
Clerk	7	7	-	1,570,548	1.1%	1,443,251	1.3%	(127,297)	(8.1)%
Treasurer	9	9	-	1,396,014	1.0%	1,391,839	1.2%	(4,175)	(0.3)%
Controller	12	12	-	1,754,227	1.3%	1,760,893	1.6%	6,666	0.4%
Information Systems	4	4	-	784,592	0.6%	765,730	0.7%	(18,862)	(2.4)%
Legal	10	10	-	1,574,292	1.1%	1,584,448	1.4%	10,156	0.6%
Assessing	12	13	1	2,265,262	1.7%	2,295,364	2.0%	30,102	1.3%
Human Resources	9	9	-	1,497,472	1.1%	1,580,605	1.4%	83,133	5.6%
Property Maintenance Inspection	2	2	-	1,383,504	1.0%	1,316,747	1.2%	(66,757)	(4.8)%
Community and Economic Development	2	2	-	229,815	0.2%	242,040	0.2%	12,225	5.3%
Unallocated Expense	-	-	-	16,072,080	11.7%	5,038,848	4.5%	(11,033,232)	(68.6)%
Commissions (12)	4	4	-	181,086	0.1%	179,474	0.2%	(1,612)	(0.9)%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>137</b>	<b>139</b>	<b>2</b>	<b>\$ 39,327,158</b>	<b>28.6%</b>	<b>\$ 27,158,456</b>	<b>24.2%</b>	<b>\$ (12,168,702)</b>	<b>(30.9)%</b>
Fire Department	132	133	1	\$ 30,365,172	22.1%	\$ 24,885,846	22.2%	\$ (5,479,326)	(18.0)%
Police Department	240	242	2	49,903,820	36.4%	43,487,397	38.9%	(6,416,423)	(12.9)%
Animal Control	3	3	-	535,824	0.4%	489,372	0.4%	(46,452)	(8.7)%
Civil Defense	1	1	-	241,278	0.2%	228,932	0.2%	(12,346)	(5.1)%
<b>TOTAL PUBLIC SAFETY</b>	<b>376</b>	<b>379</b>	<b>3</b>	<b>\$ 81,046,094</b>	<b>59.1%</b>	<b>\$ 69,091,547</b>	<b>61.7%</b>	<b>\$ (11,954,547)</b>	<b>(14.8)%</b>
Director	4	4	-	\$ 479,169	0.3%	\$ 485,836	0.4%	\$ 6,667	1.4%
Engineering and Inspections	5	5	-	1,206,363	0.9%	1,406,413	1.3%	200,050	16.6%
Building Inspections	22	22	-	3,645,423	2.7%	3,669,118	3.3%	23,695	0.6%
DPW Garage	14	14	-	5,245,727	3.9%	4,194,755	3.7%	(1,050,972)	(20.0)%
Building Maintenance	17	17	-	2,372,633	1.7%	2,336,924	2.1%	(35,709)	(1.5)%
Street Lighting	-	-	-	3,193,000	2.3%	2,900,000	2.6%	(293,000)	(9.2)%
<b>TOTAL PUBLIC SERVICE</b>	<b>62</b>	<b>62</b>	<b>-</b>	<b>\$ 16,142,315</b>	<b>11.8%</b>	<b>\$ 14,993,046</b>	<b>13.4%</b>	<b>\$ (1,149,269)</b>	<b>(7.1)%</b>
Planning	4	4	-	\$ 660,809	0.5%	\$ 753,476	0.7%	\$ 92,667	14.0%
<b>TOTAL GENERAL FUND</b>	<b>579</b>	<b>584</b>	<b>5</b>	<b>137,176,376</b>	<b>100.0%</b>	<b>\$ 111,996,525</b>	<b>100.0%</b>	<b>\$ (25,179,851)</b>	<b>(18.4)%</b>

(Continued)

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2018 AMENDED BUDGET vs FISCAL 2019 COUNCIL ADOPTED BUDGET

	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>					
	<u>FULL TIME</u>			Fiscal 2018		Fiscal 2019		Departmental	
	Amended	Council	Increase	Amended Budget	% of	Council Adopted	% of	Increase	% of
<u>SPECIAL REVENUE FUNDS:</u>	<u>Budget</u>	<u>Adopted</u>	<u>(Decrease)</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Change</u>
Michigan Transportation	26	26	-	\$ 16,814,852	27.0%	\$ 16,575,251	28.1%	\$ (239,601)	(1.4)%
Library	24	24	-	7,580,862	12.2%	5,200,681	8.8%	(2,380,181)	(31.4)%
Recreation	9	9	-	5,870,768	9.4%	5,595,009	9.5%	(275,759)	(4.7)%
Communications	5	5	-	2,703,629	4.3%	2,724,314	4.6%	20,685	0.8%
Sanitation	54	54	-	10,022,298	16.2%	10,896,139	18.5%	873,841	8.7%
Rental Ordinance	5	5	-	961,007	1.5%	916,612	1.6%	(44,395)	(4.6)%
Vice Crime Confiscation	-	-	-	100,000	0.2%	60,000	0.1%	(40,000)	(40.0)%
Drug Forfeiture	-	-	-	1,836,431	2.9%	608,000	1.0%	(1,228,431)	(66.9)%
Act 302 Police Training	-	-	-	80,000	0.1%	41,587	0.1%	(38,413)	(48.0)%
Downtown Development Authority	2	2	-	7,230,291	11.6%	7,107,340	12.0%	(122,951)	(1.7)%
2011 Local Street Road Repair	-	-	-	9,083,311	14.6%	9,274,458	15.7%	191,147	2.1%
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>125</b>	<b>125</b>	<b>-</b>	<b>\$ 62,283,449</b>	<b>100.0%</b>	<b>\$ 58,999,391</b>	<b>100.0%</b>	<b>\$ (3,284,058)</b>	<b>(5.3)%</b>
<b>GRAND TOTAL</b>	<b>704</b>	<b>709</b>	<b>5</b>	<b>\$ 199,459,825</b>		<b>\$ 170,995,916</b>		<b>\$ (28,463,909)</b>	<b>(14.3)%</b>

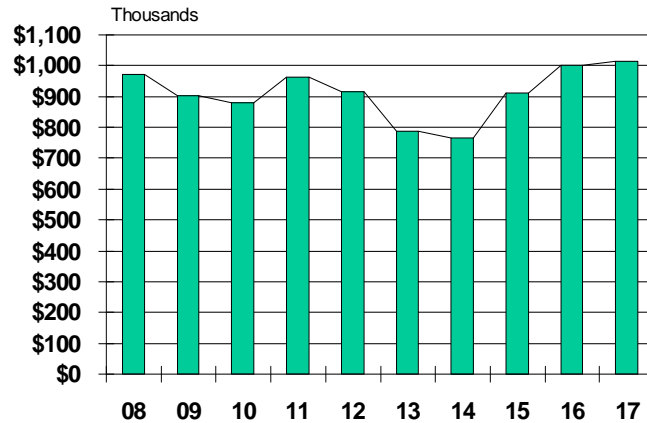
**GENERAL FUND  
DEPARTMENTAL  
EXPENDITURES**

## CITY COUNCIL

The City Council is an elected body responsible for the legislative activities of the City of Warren. City Council is composed of seven members, five are District Council Members, and two are at large. In addition to the legislative activities, the City Council is responsible for approving the City of Warren's Budget and the Water and Sewer System Budget on an annual basis.

City Council meets twice a month, on the second and fourth Tuesday of the month in the Council chambers, located in the Warren Community Center. Council will routinely meet for Committee of the Whole, Closed Sessions or Special Meetings. These meetings are designed to study, discuss, develop strategy or take immediate action on a wide range of topics facing the City. Council Members also sit on a number of commissions that are in place to help the community at large. Most of these commissions are run by residents and report back to various City Departments.

### Expenditure History City Council



GENERAL FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>COUNCIL</u>								
Council Member	7	\$ 31,412	7	\$ 31,412	7	\$ 31,412	7	\$ 31,412
Deputy Council Secretary	1	75,103	1	76,605	1	76,605	1	76,605
Senior Administrative Secretary/Council	1	60,011	1	61,211	1	61,211	1	61,211
Administrative Clerical Technician	2	55,318	2	56,425	2	56,425	2	56,425
Temporary/Co-op		9,000		18,000		18,000		18,000
Overtime	—	5,400		2,500		2,500		2,500
Total Personnel	<u>11</u>		<u>11</u>		<u>11</u>		<u>11</u>	

(a) Wage rates are based on Local 227 and Local 412 Unit 59 contracts that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT COUNCIL</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 220,056	\$ 110,846	\$ 219,884	\$ 219,884	Elected Officials	\$ 219,884	\$ 219,884	\$ 219,884
179,800	82,666	200,000	241,342	Permanent Employees	247,670	247,670	247,670
16,976	8,324	16,000	9,000	Temporary/Co-op	18,000	18,000	18,000
1,861	599	5,400	5,400	Overtime	2,500	2,500	2,500
				<b>Employee Benefits:</b>			
31,532	15,459	35,421	36,385	Social Security	37,537	37,537	37,537
164,038	69,547	170,000	184,940	Employee Insurance	202,809	202,809	202,809
118,212	76,195	154,382	154,382	Retiree Health Insurance	119,936	119,936	119,936
-	-	-	-	Longevity	2,631	2,631	2,631
179,250	86,377	179,514	179,514	Retirement Fund	178,418	178,418	178,418
3,305	921	5,000	9,600	<b>Office Supplies</b>	13,200	13,200	13,200
				<b>Other Services and Charges:</b>			
69	10	500	1,300	Postage	1,300	1,300	1,300
98,078	40,810	400,000	451,880	Contractual Services	120,000	120,000	120,000
-	-	-	1,200	Court Reporter	1,200	1,200	1,200
513	257	1,100	1,100	Telephone	1,100	1,100	1,100
374	155	450	450	Mileage	450	450	450
394	-	3,000	3,000	Printing and Publishing	3,000	3,000	3,000
<u>\$ 1,014,458</u>	<u>\$ 492,166</u>	<u>\$ 1,390,651</u>	<u>\$ 1,499,377</u>	<b>Total Council</b>	<u>\$ 1,169,635</u>	<u>\$ 1,169,635</u>	<u>\$ 1,169,635</u>



## 37TH DISTRICT COURT

The 37th District Court is part of a State system of courts and operates under the supervision of the Michigan Supreme Court. The Court's four judges are elected by the citizens of Warren and Center Line for six year terms. The Court has a location in Warren and a location in Center Line. The judges rotate hearing cases at the Center Line Court on Wednesday mornings. In total, the 37<sup>th</sup> District Court processed approximately 63,000 new cases during 2017. Revenues and expenditures operate through the general fund.

The District Court has exclusive jurisdiction over 1) all civil litigation up to \$25,000; 2) the arraignment, setting of bail, and preliminary examination of all criminal felony cases; 3) all criminal misdemeanors of State Statutes where the penalty does not exceed one year in jail; 4) all city ordinance violations; and 5) all traffic violations.

To perform these responsibilities, the District Court is divided into the following divisions:

### TRAFFIC

The District Court handles all traffic violations within the Cities of Warren and Center Line. Approximately 41,483 traffic tickets were processed by the Court in 2017. Seven clerks staff the traffic division.

### CRIMINAL

The District Court processes the arraignment, setting of bail and preliminary examinations of all felony charges in the district. In addition, the District Court handles the entire disposition of all misdemeanor criminal prosecutions. In order to handle the approximately 2,018 felony and 1,563 misdemeanor prosecutions processed by the Court each year, four clerks staff the criminal division.

### CIVIL

The District Court processes all civil litigation under \$25,000, landlord tenant litigation, evictions, land contract forfeitures and small claim cases. In addition, the District Court processes garnishments and other collection actions. In order to handle approximately 609 small claims, 5,792 general civil matters, and 4,617 landlord tenant matters, five clerks staff the civil division.

In addition, each of the four judges has a Court Clerk, Court Reporter, and Court Officer to administer daily court hearings. The administrative management staff includes a Court Administrator, Office Manager and Assistant. The financial administration includes three cashiers and two book keepers. One Court Officer provides security at the front door. The Probation Department is staffed by three Probation Officers and two support staff.

The District Court also operates a Drug Court that is in large part funded by Federal matching funds. The program is staffed by three full time employees and two part-time employees.

Lastly, the Center Line Court is staffed by three clerks that process all criminal and traffic violations.

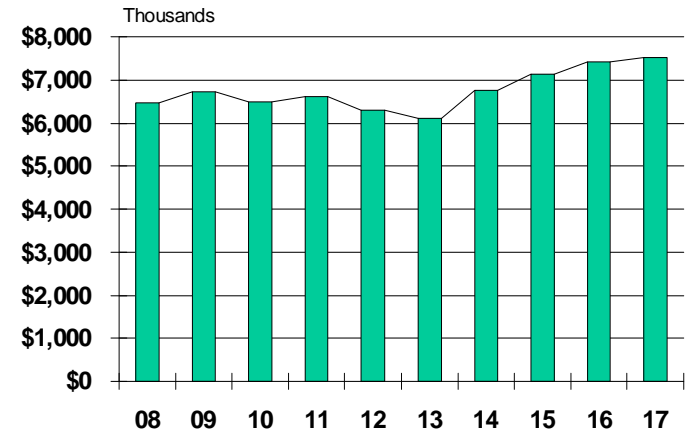
## 37TH DISTRICT COURT

### Fiscal 2019 Performance Objectives

1. To process in a speedy and efficient manner all cases filed in the 37th District Court.
2. To enforce all sanctions and sentences imposed by the Judges of the Court, through the use of drivers' license sanctions, vehicle immobilization, warrants, show cause hearings and probation enforcement.
3. To extend the use of community service programs to assist in the clean-up of property maintenance violations.
4. To increase utilization of the Probation Department.
5. To reduce the backlog of open files with outstanding fines and costs owing.
6. To continue rigorous collection efforts pertaining to appointed counsel fee reimbursement.
7. To maintain an effective and productive Drug Court.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Small claims	609	700	700	700
Landlord and tenant	4,617	5,000	5,000	5,000
Parking tickets	1,518	1,500	1,575	1,575
Traffic misdemeanor and civil	39,965	50,000	50,000	50,000
Non-traffic felony	2,018	2,400	2,400	2,400
Non-traffic misdemeanor and civil	1,563	1,900	1,900	1,900
Traffic OUIL/OWI	198	400	400	400
General civil	5,792	5,000	6,500	6,500
Probation – active cases	821	900	900	900
Pre-sentence investigations/alcohol evaluations	334	400	400	400

### Expenditure History 37th District Court



GENERAL FUND PERSONNEL

<u>37TH DISTRICT COURT</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Judge	4	\$ 45,724	4	\$ 45,724	4	\$ 45,724	4	\$ 45,724
Court Administrator	1	114,075	1	116,357	1	116,357	1	116,357
Chief Probation Officer	1	77,400	1	78,948	1	78,948	1	78,948
Probation Officer II	1	72,072	1	73,513	1	73,513	1	73,513
Probation Officer I	1	67,848	1	69,205	1	69,205	1	69,205
Probation Officer - Drug Court	1	67,848	1	69,205	1	69,205	1	69,205
Office Manager	1	67,547	1	68,897	1	68,897	1	68,897
Court Recorder	4	67,547	4	68,897	4	68,897	4	68,897
Drug Court Administrator	1	72,000	1	73,440	1	73,440	1	73,440
Drug Court - Administrative Clerk	-	-	1 (b)	38,627	-	-	1 (b)	38,627
Court Officer	5	62,723	5	63,977	5	63,977	5	63,977
Court Clerk II	7	57,672	7	58,826	7	58,826	7	58,826
Court Clerk I	8	54,558	8	55,650	8	55,650	8	55,650
Court Typist	6	50,803	6	51,819	6	51,819	6	51,819
Court File Clerk	6	37,870	6	38,627	6	38,627	6	38,627
Admin Asst/ImageSoft Coord	1	62,446	1	63,695	1	63,695	1	63,695
Account Specialist	1	53,928	1	55,007	1	55,007	1	55,007
Temporary Employees		180,000		205,000		150,000		150,000
Overtime	—	5,025	—	5,025	—	5,025	—	5,025
Total Personnel	<u>49</u>		<u>50</u>		<u>49</u>		<u>50</u>	

(a) Wage rates are based on Local 227 Court Employees and Local 412 Unit 35 contracts that expire 6/30/19.

(b) New Position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>GENERAL GOVERNMENT 37TH DISTRICT COURT</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 183,599	\$ 87,227	\$ 182,896	\$ 182,896	Elected Officials	\$ 182,896	\$ 182,896	\$ 182,896
2,432,776	1,188,276	2,500,000	2,529,673	Permanent Employees	2,628,732	2,594,595	2,628,731
192,464	89,454	180,000	180,000	Temporary Employees	205,000	150,000	150,000
78,499	34,672	150,000	157,791	Temporary Employees-Drug Court	-	-	-
-	-	5,025	5,025	Overtime	5,025	5,025	5,025
				<b>Employee Benefits:</b>			
212,801	105,492	226,213	226,213	Social Security	223,982	217,163	219,774
648,640	290,063	750,000	832,233	Employee Insurance	930,770	912,303	930,696
1,062,348	692,144	1,386,646	1,386,646	Retiree Health Insurance	1,065,358	1,064,675	1,065,358
78,468	48,046	84,415	84,415	Longevity	89,167	89,167	89,167
979,241	473,687	955,860	955,860	Retirement Fund	955,923	952,509	955,923
58,967	37,822	60,000	60,000	<b>Office Supplies</b>	79,800	79,800	79,800
				<b>Other Services and Charges:</b>			
19,394	6,256	20,000	20,000	Postage	20,000	20,000	20,000
10,458	5,010	12,000	12,000	Bank Service Charges	12,000	12,000	12,000
56,066	23,728	55,000	60,000	Contractual Services	65,000	60,000	60,000
246,869	128,006	275,000	275,000	Contractual Services - Data Processing	300,000	275,000	275,000
45,596	21,320	48,000	48,000	Contractual Services - Judge/Magistrate	50,000	50,000	50,000
10,269	3,202	15,000	15,000	Drug Court Expense	15,000	15,000	15,000
-	2,445	209,662	209,662	Substance Abuse Grant Expense - 2018	-	-	-
80,836	30,578	51,724	51,724	Substance Abuse Grant Expense - 2016	-	-	-
176,464	44,446	62,721	62,721	Substance Abuse Grant Expense - 2017	-	-	-
-	16,514	151,345	151,345	Michigan Drug Court Grant Expense- 2018	-	-	-
8,447	-	-	-	Michigan Drug Court Grant Expense - 2016	-	-	-
137,209	8,874	11,791	11,791	Michigan Drug Court Grant Expense - 2017	-	-	-
96	-	250	250	Transcripts	250	250	250
403,403	184,396	475,000	500,000	Counsel for Indigent Defendants	500,000	475,000	475,000
13,505	5,197	15,000	15,000	Witness and Jury Fees	15,000	15,000	15,000
19,709	11,306	25,000	25,000	Telephone	34,800	30,000	30,000
472	166	1,700	1,700	Mileage	1,700	1,700	1,700
88,786	52,248	100,000	85,000	Public Utilities	105,000	105,000	105,000
250,000	250,000	250,000	250,000	Building Rental	250,000	250,000	250,000
11,125	4,029	12,000	12,000	Books	12,000	12,000	12,000
8,366	4,253	6,000	6,000	Memberships and Dues	8,550	8,550	8,550
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Office	-	-	30,000
<u>\$ 7,514,873</u>	<u>\$ 3,848,857</u>	<u>\$ 8,278,248</u>	<u>\$ 8,412,945</u>	<b>Total 37th District Court</b>	<u>\$ 7,755,953</u>	<u>\$ 7,577,633</u>	<u>\$ 7,666,870</u>

## MAYOR

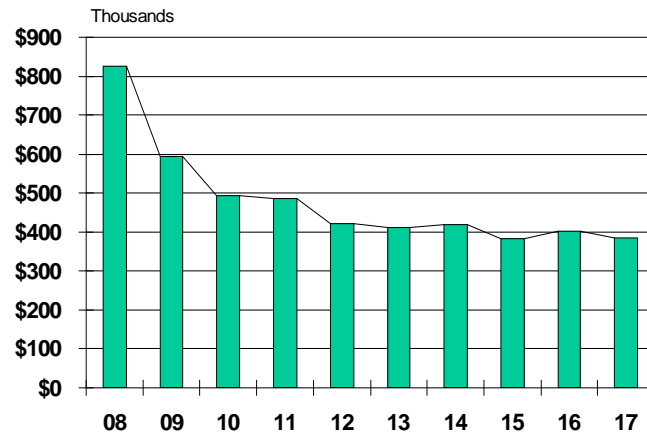
The Mayor, the City's chief elected official, is elected to a four-year term by Warren voters. He serves as liaison between Warren and other governmental agencies at all levels.

As the Chief Executive Officer of the City, he through his department heads is responsible for the day-to-day operations of the City. He also renders his recommendation on all labor contracts to City Council for their consideration and approval.

The duties of the Mayor include serving as signatory on official City documents as required by Council, City Charter, state or federal law, including validation of bonds, notes, and contracts along with the City Clerk, and/or Treasurer. He prepares the City budget and presents it to Council with comments in April of each year. Additionally, the Mayor has veto power over Council actions as they relate to ordinances, resolutions, and Council proceedings.

The Mayor presides over many ceremonial activities. He also is the appointing authority of all the City's major departments and has the power to prevent disorder, preserve public peace and health, and provide for the safety of persons and property.

### Expenditure History Mayor



GENERAL FUND PERSONNEL

<u>MAYOR</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Mayor	1	\$ 125,642	1	\$ 125,642	1	\$ 125,642	1	\$ 125,642
Executive Administrator	1	86,889	1	88,627	1	88,627	1	88,627
Executive Assistant to the Mayor	1	75,067	1	76,569	1	76,569	1	76,569
Neighborhood Services Coordinator	1	54,128	1	55,210	1	55,210	1	55,210
Administrative Technician-Mayor	1	42,760	1	43,616	1	43,616	1	43,616
Clerical Technician	1	42,166	1	43,009	1	43,009	1	43,009
Temporary/Co-op	—	35,000	—	35,000	—	35,000	—	35,000
Total Personnel	<u>6</u>		<u>6</u>		<u>6</u>		<u>6</u>	

(a) Wage rates are based on Local 412 Unit 35 contract that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>MAYOR</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 126,338	\$ 59,979	\$ 125,642	\$ 125,642	Elected Official	\$ 125,642	\$ 125,642	\$ 125,642
115,504	73,081	160,000	293,948	Permanent Employees	299,826	299,826	299,826
7,974	1,140	20,000	35,000	Temporary/Co-op	35,000	35,000	35,000
-	-	-	-	Overtime - Council Prep	-	-	8,350
				<b>Employee Benefits:</b>			
18,666	10,277	30,000	34,957	Social Security	35,410	35,410	36,047
38,175	18,206	45,000	102,372	Employee Insurance	112,075	112,075	112,086
39,393	25,783	50,000	54,486	Retiree Health Insurance	43,081	43,081	43,248
2,266	1,501	2,345	2,345	Longevity	2,392	2,392	2,392
24,519	13,571	28,000	42,194	Retirement Fund	42,786	42,786	43,621
4,764	3,290	9,000	9,000	<b>Office Supplies</b>	9,000	9,000	9,000
				<b>Other Services and Charges:</b>			
1,154	613	2,000	2,000	Postage	2,000	2,000	2,000
5,421	2,474	4,000	4,000	Contractual Services	5,500	5,500	5,500
<u>\$ 384,174</u>	<u>\$ 209,915</u>	<u>\$ 475,987</u>	<u>\$ 705,944</u>	<b>Total Mayor</b>	<u>\$ 712,712</u>	<u>\$ 712,712</u>	<u>\$ 722,712</u>

## **CITY CLERK**

The City Clerk is the Chief Elections Officer of the City. He also is the custodian of all papers, documents, surety bonds and records, which pertain to the City. The City Clerk serves as an ex-officio member of the Police and Fire Civil Service Commission.

The City Clerk's duties include serving as signatory and keeper of records of all ordinances, resolutions, contracts, and actions of the City Council, as well as all Boards and Commissions of the City. He administers any oath required for municipal purposes by law or City Ordinance. He is the custodian of the City Seal.

The City Clerk's Office issues licenses and permits as required by the City of Warren Ordinances. These licenses include business licenses, garage sale licenses, and dog licenses. The Clerk's Office processes all birth and death certificates for the City of Warren.

The City Clerk's Office provides forms to the public for all petitions required to be filed for any purpose by provisions of the City of Warren Charter or any Ordinance of the City. The City Clerk's Office supervises all Federal, State, County and School elections.

The City Clerk's Office administers licensing for the spring and fall dog vaccination fairs.



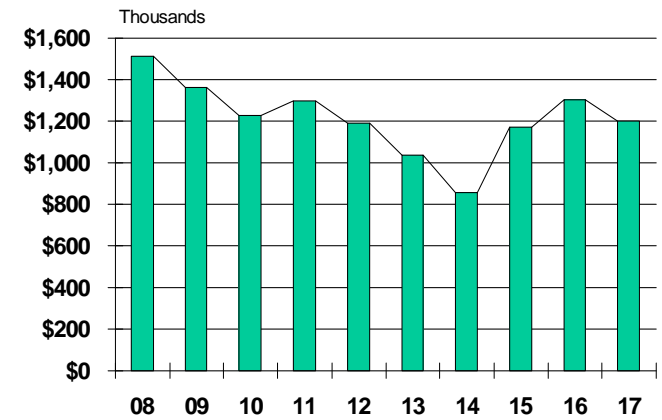
## CITY CLERK

### Fiscal 2019 Performance Objectives

1. To increase voter participation.
2. To revise business license program.
3. To continue scanning documents for department viewing.
4. To continue using the Electronic Death Registry Program

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Business licenses issued	720	800	900	900
Public hearings	19	60	60	60
Changes in voter registration	39,333	75,000	60,000	60,000
Dog licenses issued	6,489	6,500	7,500	7,500
Garage sale permits issued	940	2,500	2,500	2,500
Death certificates issued	1,575	2,500	3,000	3,000
Birth certificates issued	633	1,500	1,500	1,500
Lawsuits filed	16	50	50	50
Contracts signed, catalogued and filed	88	200	200	200
Internet requests processed	4,020	6,200	6,200	6,200

**Expenditure History  
City Clerk**



GENERAL FUND PERSONNEL

<u>CLERK</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
City Clerk	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923
Deputy City Clerk	1	86,719	1	88,453	1	88,453	1	88,453
Office and Elections Analyst	1	60,012	1	61,212	1	61,212	1	61,212
Election Assistant Technician	1	57,158	1	58,301	1	58,301	1	58,301
Administrative Clerk	-	-	3 (c)	52,572	3 (c)	52,572	3 (c)	52,572
Office Assistant	3	37,108	- (c)	-	- (c)	-	- (c)	-
Seasonal Employees		65,400		51,675		51,675		51,675
Temporary Employees - Election Wages		230,000		334,700		234,700		234,700
Overtime	—	20,000	—	50,870	—	50,870	—	50,870
Total Personnel	<u>7</u>		<u>7</u>		<u>7</u>		<u>7</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/19.

(c) Reclassification of three (3) Office Assistant positions to Administrative Clerks.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>GENERAL GOVERNMENT CLERK</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 93,280	\$ 44,317	\$ 92,923	\$ 92,923	Elected Official	\$ 92,923	\$ 92,923	\$ 92,923
312,628	150,172	313,679	313,679	Permanent Employees	332,219	332,219	332,219
34,573	581	35,000	65,400	Seasonal Employees	51,675	51,675	51,675
13,111	3,374	15,000	20,000	Overtime	50,870	50,870	50,870
				<b>Employee Benefits:</b>			
35,627	15,479	36,000	39,903	Social Security	41,006	41,006	41,006
101,849	43,436	110,000	142,163	Employee Insurance	130,052	129,916	129,916
115,920	75,165	151,143	151,143	Retiree Health Insurance	117,102	117,102	117,102
5,742	742	7,285	7,285	Longevity	8,334	8,334	8,334
116,879	55,632	116,552	116,552	Retirement Fund	118,603	118,603	118,603
142	-	300	300	Uniforms	300	300	300
10,722	3,549	20,000	20,000	<b>Office Supplies</b>	20,000	15,000	15,000
				<b>Other Services and Charges:</b>			
230,086	20,245	100,000	230,000	Election Wages	334,700	234,700	234,700
9,215	3,130	20,000	50,000	Postage	50,000	25,000	25,000
73,271	20,300	50,000	100,000	Election Expense	271,849	150,000	150,000
7,918	1,640	20,000	27,200	Contractual Services	19,273	19,273	19,273
455	148	1,000	1,000	Auto Expense	1,000	1,000	1,000
37,935	13,297	40,000	45,000	Printing and Publishing	45,000	45,000	45,000
-	-	-	-	Building Maintenance	4,000	4,000	4,000
				<b>Capital Outlay:</b>			
-	56,533	148,000	148,000	Capital Improvements	6,330	6,330	6,330
<u>\$ 1,199,353</u>	<u>\$ 507,740</u>	<u>\$ 1,276,882</u>	<u>\$ 1,570,548</u>	<b>Total Clerk</b>	<u>\$ 1,695,236</u>	<u>\$ 1,443,251</u>	<u>\$ 1,443,251</u>

## **TREASURER**

The Treasurer's Office is responsible for the collection, safekeeping, and allocation of all city revenues, including real and personal property taxes, highway revenues, federal and state grant and other revenues, special assessments, fees, licenses and water revenues. These moneys are invested utilizing several sophisticated techniques to optimize interest earnings while ensuring the safety of city funds. The interest revenue earned from investment of the city's funds is a significant factor in maintaining a high level of city services and minimizing city taxes.

In a constantly changing, increasingly complex economic environment, it is essential for the City Treasurer to keep abreast of new regulatory and technological developments in the financial marketplace. Government legislation, economic trends, new financial instruments, and technical innovations must be monitored and evaluated so investment strategies can be revised and improved. The Treasurer, in the capacity as the city's money manager, strives to keep Warren at the forefront of investment policy.

Organization and procedural methods that improve the efficiency and accuracy of the flow of financial information between the Treasurer's Office, the Controller's Office and other city departments have been updated and improved to meet the increasing demands by the public and other users for financial accountability and timely reporting. System improvements in several administrative functions, such as revenue collection, property tax information systems, and investment activity, are in process to further assist in meeting these demands.

As a Charter member of the Police and Fire Retirement System Board, the Treasurer also oversees the Police and Fire Pension Fund and the VEBA Trust Fund with the assistance of outside professional actuarial and financial consultants. These funds are managed in accordance with sound actuarially determined standards.

The Treasurer also acts as the property tax collection agent for all taxing units located in the city. Taxes are collected, accounted for, and distributed annually by the Treasurer to the units.

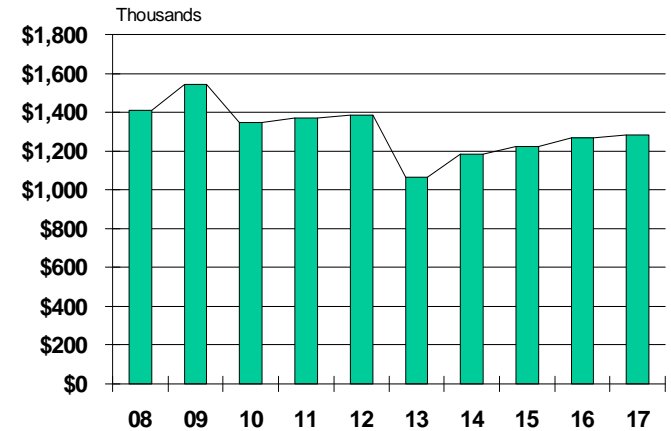
# TREASURER

## Fiscal 2019 Performance Objectives

1. To always put the resident at the forefront of every new innovation and improvement.
2. To train employees and expect a high level of customer service from them.
3. To spend time on the office floor leading by example in helping residents.
4. To continue to be versed in new banking and payment products, ensuring residents have many options when paying city bills.
5. To continue to keep up with the changing technological world.
6. To ensure the fund balance continues to be secure and earning optimal interest.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Tax bills processed manually	78,402	85,000	79,000	79,000
Tax bills processed off CD-ROM	51,853	75,000	52,600	53,000
Date of delivery to County	April 1	April 1	April 1	April 1
Payroll checks/Advice's processed	28,036	28,500	28,100	28,200
List of Bills checks processed	10,845	14,000	13,600	12,000
Water bills processed manually	317,604	330,000	320,000	320,000
Water bills automatic payment	5,468	5,600	5,500	5,600
Status changes manually	751	700	750	750
Personal Property tax accounts	2,615	2,700	2,700	2,800
Easy Pay Tax Payments	6,676	5,000	7,000	7,000
Easy Pay Water Bill Payments	52,657	44,000	54,000	54,000

**Expenditure History  
Treasurer**



GENERAL FUND PERSONNEL

<u>CITY TREASURER</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
City Treasurer	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923	1	\$ 92,923
Deputy City Treasurer	1	86,719	1	88,453	1	88,453	1	88,453
Tax Accountant III	1	84,478	1	86,168	1	86,168	1	86,168
Investment Analyst	-	-	1 (c)	75,990	1 (c)	75,990	1 (c)	75,990
Financial Analyst	1	71,541	- (c)	-	- (c)	-	- (c)	-
Accountant I	1	64,413	1	65,701	1	65,701	1	65,701
Tax Account Technician	2	57,835	2	58,993	2	58,993	2	58,993
Tax Account Specialist	2	53,928	2	55,007	2	55,007	2	55,007
Seasonal Employees		20,000		23,000		23,000		23,000
Overtime	—	4,000	—	4,000	—	4,000	—	4,000
Total Personnel	<u>9</u>		<u>9</u>		<u>9</u>		<u>9</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and 59 and Warren Supervisors contracts that expire 6/30/19.

(c) Reclassification of Financial Analyst to Investment Analyst.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>GENERAL GOVERNMENT TREASURER</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 93,280	\$ 44,317	\$ 92,923	\$ 92,923	Elected Official	\$ 92,923	\$ 92,923	\$ 92,923
475,782	238,817	493,909	493,909	Permanent Employees	518,424	518,424	518,424
21,957	9,744	20,000	20,000	Seasonal Employees	23,000	23,000	23,000
84	46	4,000	4,000	Overtime	4,000	4,000	4,000
				<b>Employee Benefits:</b>			
45,403	22,915	47,613	47,613	Social Security	49,682	49,682	49,682
139,407	64,488	145,000	151,649	Employee Insurance	166,451	166,451	166,451
191,792	124,931	250,045	250,045	Retiree Health Insurance	192,779	192,779	192,779
12,219	7,879	15,710	15,710	Longevity	16,955	16,955	16,955
193,929	94,897	190,965	190,965	Retirement Fund	191,425	191,425	191,425
10,495	9,612	11,000	11,000	<b>Office Supplies</b>	11,000	11,000	11,000
				<b>Other Services and Charges:</b>			
59,218	66,581	80,000	80,000	Postage	80,000	80,000	80,000
25,373	21,105	30,000	12,000	Contractual Services	12,000	12,000	21,000
13,072	6,095	14,000	26,000	Tax Statement Preparation	26,000	17,000	17,000
87		200	200	Mileage	200	200	200
				<b>Capital Outlay:</b>			
-	-	-	-	Office Equipment	7,000	7,000	7,000
<u>\$ 1,282,098</u>	<u>\$ 711,427</u>	<u>\$ 1,395,365</u>	<u>\$ 1,396,014</u>	<b>Total Treasurer</b>	<u>\$ 1,391,839</u>	<u>\$ 1,382,839</u>	<u>\$ 1,391,839</u>

## CONTROLLER

The Controller's Office is charged with the efficient administration, control and reporting of all funds expended by the city. The Controller as the chief financial officer of the city, directs the department, and plays a key role as a member of the Mayor's administrative team in policy development, and planning and control of city operations. The task of overseeing the city's financial well-being has become the major function of all employees in the department and they review all expenditures to ensure that Warren residents receive the best possible return for their tax dollars.

The Controller's office is deeply involved in establishing, upgrading, coordinating, and administering the accounting systems used to control the operations of the city.

The three major sections of the Controller's Office are:

BUDGET AND PERFORMANCE MANAGEMENT  
ACCOUNTING AND FINANCIAL REPORTING  
PURCHASING AND INVENTORY MANAGEMENT

The Controller, with the assistance of the Budget Director, develops and continuously monitors the actual performance of the City's departments to the city's budget plan. The City and Water & Sewer System budgets exceed \$200 million dollars for the current fiscal year.

In planning for control, considerable data is gathered and subjected to classification and analysis by the accounting and reporting section. This section, under the direction of the Accounting Supervisor, assimilates all financial information into monthly and annual accounting reports of the city's financial condition. The reports are prepared for both internal use and external review. As evidenced by the city's maintenance of favorable underwriter and lender relationships, these reports are among the most significant communication mediums used by the city to reach parties interested in the City of Warren.

The Purchasing section is responsible for procuring the equipment, materials, supplies and services required for the operations of the city departments, at the best possible price. The Purchasing section processes over 5,000 purchase orders, having a value in excess of \$13 million dollars annually.



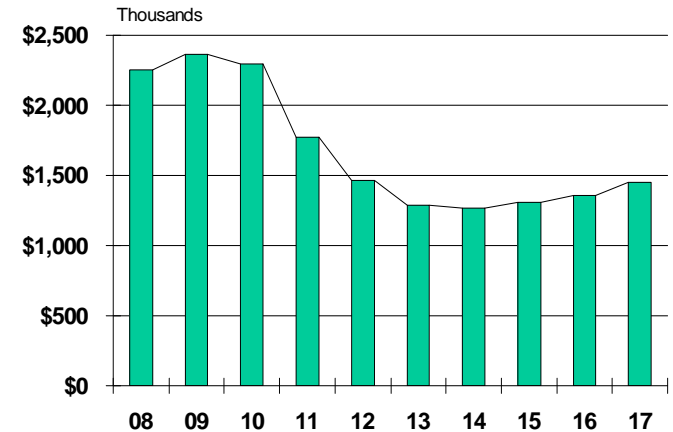
# CONTROLLER

## Fiscal 2019 Performance Objectives

1. To continue developing the city's financial strategy and continue fiscal responsibility while maintaining core city services.
2. To continue to assist in the financial well-being of the city and cost savings effort by monitoring all city finances, including long-term financing.
3. To continue to receive an Unmodified Audit Opinion (the best opinion an organization can receive) from our external auditor, who attests to the city's controls, processes, and overall financial stability.
4. To continue to receive the Certificate of Achievement for Excellence in Financial Reporting and the Distinguished Budget Presentation Award from the GFOA.
5. To refine and enhance our new purchasing and financial system to increase efficiency and internal controls.
6. To continue to negotiate in the Request for Proposal process to lower contractual amounts.
7. To continue to improve customer service and timeliness of payments to vendors by implementing sound purchasing practices.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Proposed & Final Budget Documents Printed	35	30	30	30
City Funds Budgeted & Monitored	31	31	31	31
Monthly Financial Reports Prepared	12	12	12	12
Budget Amendments Prepared	27	32	35	32
Travel Requests Processed	53	40	53	53
Labor Contracts Costed	7	-	-	-
G.F.O.A. Distinguished Budget Award	1	1	1	1
F-65 Report Submitted	1	1	1	1
G.F.O.A. Certificate of Achievement Award	1	1	1	1
List of Bills Prepared	24	24	24	24
1099's Issued by January 31	276	300	300	300
Purchase Orders Processed	5,931	5,988	4,900	4,900
Bids – Council items recommended	164	166	157	160
Informal Bid Correspondence	245	180	280	290
Use of Co-operative Bids	22	24	24	24
Requests for Proposals	11	12	17	14

**Expenditure History  
Controller**



GENERAL FUND PERSONNEL

<u>CONTROLLER</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Controller	1	\$ 118,310	1	\$ 120,677	1	\$ 120,677	1	\$ 120,677
Assistant Controller	1	96,923	1	98,861	1	98,861	1	98,861
Budget Director	1	105,598	1	107,711	1	107,711	1	107,711
Accounting Supervisor	1	93,205	1	95,069	1	95,069	1	95,069
Accountant III	1	82,438	1	84,088	1	84,088	1	84,088
Purchasing Agent	1	87,549	1	89,301	1	89,301	1	89,301
Budget Cost Analyst	2	75,552	2	77,062	2	77,062	2	77,062
Accountant I	1	64,413	1	65,701	1	65,701	1	65,701
Account Technician	1	57,831	1	58,988	1	58,988	1	58,988
Account Specialist	1	53,928	2 (c)	55,007	2 (c)	55,007	2 (c)	55,007
Office Assistant - Controllers	1	37,108	- (c)	-	- (c)	-	- (c)	-
Temporary/Co-op		25,000		25,000		25,000		25,000
Overtime	—	15,000	—	15,000	—	15,000	—	15,000
Total Personnel	<u>12</u>		<u>12</u>		<u>12</u>		<u>12</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and 59 contracts that expire 6/30/19.

(c) Reclassification of Office Assistant to Account Specialist.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>GENERAL GOVERNMENT CONTROLLER</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 123,608	\$ 58,609	\$ 118,310	\$ 118,310	Appointed Official	\$ 120,677	\$ 120,677	\$ 120,677
694,713	385,529	811,560	811,560	Permanent Employees	846,276	846,276	846,276
-	-	5,000	25,000	Temporary/Co-op	25,000	25,000	25,000
-	-	5,000	15,000	Overtime	15,000	15,000	15,000
				<b>Employee Benefits:</b>			
64,181	35,562	72,000	76,332	Social Security	79,314	79,314	79,314
139,348	73,839	175,000	206,982	Employee Insurance	228,414	228,414	228,414
194,026	126,059	252,131	252,131	Retiree Health Insurance	195,030	195,030	195,030
19,706	15,882	27,901	27,901	Longevity	29,803	29,803	29,803
198,796	95,667	199,711	199,711	Retirement Fund	196,379	196,379	196,379
13,980	5,518	15,000	16,000	<b>Office Supplies</b>	16,000	16,000	16,000
				<b>Other Services and Charges:</b>			
866	100	1,500	2,200	Postage	1,000	1,000	1,000
2,128	365	2,500	2,500	Contractual Services	7,500	7,500	7,500
126	-	500	600	Mileage	500	500	500
<u>\$ 1,451,478</u>	<u>\$ 797,130</u>	<u>\$ 1,686,113</u>	<u>\$ 1,754,227</u>	<b>Total Controller</b>	<u>\$ 1,760,893</u>	<u>\$ 1,760,893</u>	<u>\$ 1,760,893</u>

## **INFORMATION SYSTEMS**

The Information Systems Department serves the computing and information needs of all City of Warren Departments. This includes but is not limited to support for the following:

- Existing Oracle and Access applications
- BS&A Applications: Financial, Tax, Assessing, Building, Cash Receipting, and Utility Billing applications
- IDC Payroll application
- Aclara meter reading server and software
- City of Warren internal and external web sites
- Personal computers and peripherals throughout the City of Warren
- Networking within City Hall and fiber optic network that serves 20 buildings throughout the City
- Cisco IP Phone system at City Hall, Community Center, District Court, Sanitation, Owen Jax, Water, DPW, WWTP and Fire Administration
- Camera security system within City Hall, District Court and Warren Community Center
- Card access system within City Hall
- Wireless internet access at and around City Hall

In addition, the staff of the Information Systems Department operates a help desk for all computer problems of any kind. We also perform operations and maintenance of 18 computer servers. Analysts and programmers determine future departmental information needs and develop new computer systems as needed.

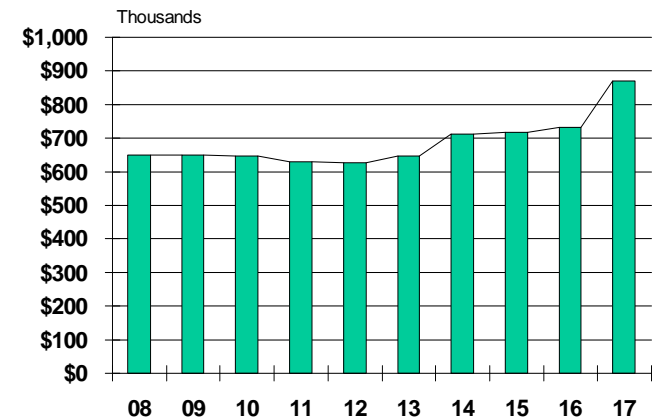
## INFORMATION SYSTEMS

### Fiscal 2019 Performance Objectives

1. Support City wide internet access.
2. Enhance the City's external web site.
3. Enhance City internal web site.
5. Develop new computer software systems.
6. Provide help desk support for City departments.
7. Maintain City telephone system.
8. Maintain City Hall security system.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
PCs supported	510	510	520	520
Help desk calls	3,575	3,600	3,580	3,650
New programs created	12	15	10	10
Existing program updates	65	58	55	58
Hardware platforms supported	18	18	18	18
Hours spent on PC support	4,700	4,675	4,650	4,675
Hours spent enhancing intranet web site	750	735	800	1,000

**Expenditure History  
Information Systems**



GENERAL FUND PERSONNEL

<u>INFORMATION SYSTEMS</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Information Systems Manager	1	\$ 99,369	1	\$ 101,357	1	\$ 101,357	1	\$ 101,357
Systems Analyst Supervisor	1	84,939	1	86,639	1	86,639	1	86,639
Computer Network Analyst	1	69,325	1	70,712	1	70,712	1	70,712
Website Developer/Computer Support Analyst	1	69,325	1	70,712	1	70,712	1	70,712
Temporary/Co-op		7,500		7,500		7,500		7,500
Overtime	—	5,700	—	6,459	—	6,459	—	6,459
Total Personnel	<u>4</u>		<u>4</u>		<u>4</u>		<u>4</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 59 and Warren Supervisors contracts that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>INFORMATION SYSTEMS</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 331,654	\$ 161,813	\$ 322,956	\$ 322,956	Permanent Employees	\$ 329,420	\$ 329,420	\$ 329,420
3,720	806	7,500	7,500	Temporary Employee	7,500	7,500	7,500
-	-	5,700	5,700	Overtime	6,459	6,459	6,459
				<b>Employee Benefits:</b>			
26,319	13,303	26,602	26,602	Social Security	27,158	27,158	27,158
75,294	31,920	65,000	70,526	Employee Insurance	77,973	77,973	77,973
112,571	73,529	147,208	147,208	Retiree Health Insurance	112,683	112,683	112,683
10,200	11,587	11,587	11,586	Longevity	11,614	11,614	11,614
44,007	22,610	43,864	43,864	Retirement Fund	44,813	44,813	44,813
5,557	2,577	7,000	11,100	<b>Operating Supplies</b>	6,100	6,100	6,100
				<b>Other Services and Charges:</b>			
128,375	-	15,000	15,000	Software Services	15,000	15,000	15,000
119,168	18,763	122,550	122,550	Contractual Services	115,010	115,010	115,010
				<b>Capital Outlay:</b>			
12,042	-	-	-	Equipment - Computer	12,000	12,000	12,000
<u>\$ 868,907</u>	<u>\$ 336,908</u>	<u>\$ 774,967</u>	<u>\$ 784,592</u>	<b>Total Information Systems</b>	<u>\$ 765,730</u>	<u>\$ 765,730</u>	<u>\$ 765,730</u>

## LEGAL

The City of Warren Law Department is a full service law office for the City of Warren. The City Attorney, Chief Assistant City Attorney and all Assistant City Attorneys function as General Counsel serving the Mayor, City Council, Departments, Boards and Commissions. The role of General Counsel is to provide legal advice and guidance, thereby protecting taxpayer dollars.

The Law Department also works to protect City assets and interests by defending the City when it is sued; initiating lawsuits when directed by City Council; preparing contracts for goods and services and to support the community fairs and events; reviewing and approving contracts for road repairs, sewers, infrastructure and facilities; preparing leases to generate revenue for the City; filing legal actions for the collection of money owed to the City and Housing Commission; and defending the real and personal property assessments that are appealed to the Michigan Tax Tribunal.

The Law Department provides legal support services to keep the City safe and clean, by drafting ordinances and amendments to protect public health, safety and welfare; providing legal services for nuisance abatement hearings and lawsuits; issuing property maintenance administrative warrants; obtaining court orders; and prosecuting all misdemeanor criminal cases and citations authorized in the 37<sup>th</sup> District Court.

In addition, the Law Department protects private property interests by providing advice to the Planning Commission and Zoning Board of Appeals regarding land use issues; preparing zoning ordinance amendments to ensure compatibility of uses and protect the enjoyment of property rights, and defends the City when decisions are appealed. The Law Department also provides legal services in the implementation of the City's efforts to encourage re-development and investment in the City through DDA, TIFA, the Building Authority, the Brownfield Redevelopment Authority, and the federally funded Block Grant programs.

Recently, the Law Department has been intricately involved in the sale of City property, in particular by restoring tax reverted properties to responsible owners.

The Law Department is comprised of two separate offices, one at City Hall and the other at the 37<sup>th</sup> District Court Building. Support staff is a necessary component to the efficient operation of both offices. One Court Administrative Secretary is assigned to the District Court Office and is responsible to maintain the day-to-day administrative functions of that office. One Administrative Assistant to the City Attorney and two Paralegal Administrative Clerks maintain the day-to-day functions of the City Hall Office.



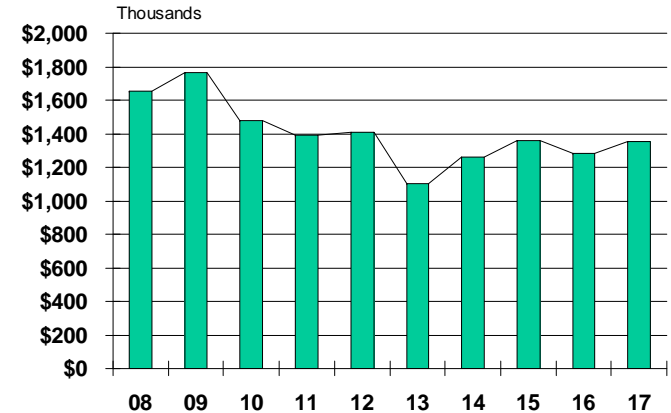
## LEGAL

### Fiscal 2019 Performance Objectives

1. Continue a vigorous defense of the City in both legal and administrative forums.
2. Continue to keep the City safe and clean by implementing fair and vigorous ordinance prosecution in the 37<sup>th</sup> District Court.
3. Protect the financial stability of the City by investigating and implementing all legal options available for cost recovery and collections.
4. Prepare ordinance amendments to update the Code of Ordinances where necessary.
5. Serve all Boards and Commissions in fulfilling their responsibilities and goals for the fiscal year.
6. Assist all administrative departments with legal services they need to continue providing quality services to the public.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Warrants – prosecuted	1,117	1,214	990	990
Civil Infractions – prosecuted	33,524	31,986	32,418	32,418
Misdemeanors – prosecuted	6,216	5,678	5,852	5,852
Pre-trials – prosecuted	7,866	7,002	7,456	7,456
Seven Day Letter complaints	90	116	76	76
Seven Day Letter responses	39	58	42	42
On-site police file resolutions	228	296	250	250
Warrants reviewed and refused	82	84	96	96
Discovery requests	254	272	232	232
Victim rights action	1,183	1,026	1,074	1,074
Subpoenas	156	152	101	101
Tax Tribunal appeals	14	30	10	10
Civil litigation	30	25	20	20
Administrative requests for legal services	271	262	266	266
Freedom of Information Act review & responses	814	318	1,070	1,070
Tax Reverted Sales: Individual lot sales	71	22	40	40
Reports for tickets	762	684	718	718
Contracts/agreements/leases	159	188	140	140
Ordinances – proposed	21	16	18	18
Nuisance review	13	16	10	10
Gun and tow	66	28	75	75
Ticket Files for authorization	2,756	2,180	2,364	2,364
Cash/surety bonds	56	56	76	76
Warrant issued for arrest letters	194	150	184	184

**Expenditure History  
Legal**



GENERAL FUND PERSONNEL

<u>LEGAL</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
City Attorney	1	\$ 121,437	1	\$ 123,866	1	\$ 123,866	1	\$ 123,866
Chief Assistant City Attorney	1	111,460	1	113,689	1	113,689	1	113,689
Assistant City Attorney	4	109,591	4	111,782	4	111,782	4	111,782
Administrative Assistant to City Attorney	1	73,114	1	74,576	1	74,576	1	74,576
Court Administrative Secretary	1	59,516	1	60,706	1	60,706	1	60,706
Paralegal Administrative Clerk	2	53,032	2	54,093	2	54,093	2	54,093
<u>Permanent Part-time Employees:</u>								
Law Clerks		35,000		35,000		35,000		35,000
Temporary/Co-op		9,000		9,000		9,000		9,000
Overtime	—	7,500	—	7,500	—	7,500	—	7,500
Total Personnel	<u>10</u>		<u>10</u>		<u>10</u>		<u>10</u>	

(a) Wage rates are based on Local 412 Unit 35 and Unit 59 contracts that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>LEGAL</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 29,687	\$ 57,916	\$ 121,437	\$ 121,437	Appointed Official	\$ 123,866	\$ 123,866	\$ 123,866
458,472	170,748	415,000	455,873	Assistant Attorneys	470,143	470,143	470,143
212,768	112,211	236,284	236,284	Clerical Staff	243,468	243,468	243,468
				Part-time Employees -			
30,017	24,997	35,000	35,000	Law Clerks	35,000	35,000	35,000
-	-	9,000	9,000	Temporary/Co-op	9,000	9,000	9,000
3,142	-	7,500	7,500	Overtime	7,500	7,500	7,500
				<b>Employee Benefits:</b>			
56,231	27,650	65,000	67,300	Social Security	69,217	69,217	69,217
144,850	58,156	150,000	173,127	Employee Insurance	189,342	189,342	189,342
155,321	101,024	203,555	203,555	Retiree Health Insurance	160,104	160,104	160,104
14,468	1,061	14,661	14,661	Longevity	15,763	15,763	15,763
211,072	98,813	214,355	214,355	Retirement Fund	209,245	209,245	209,245
6,133	2,973	5,500	5,500	<b>Office Supplies</b>	6,000	6,000	6,000
				<b>Other Services and Charges:</b>			
12,289	393	4,800	4,800	Contractual Services	6,000	6,000	6,000
548	299	800	1,700	Postage	1,700	1,700	1,700
510	1,099	4,000	4,000	Legal Fees	4,000	4,000	4,000
21	53	1,200	1,200	Mileage	1,200	1,200	1,200
16,346	7,102	19,000	19,000	Books, Dues, and Subscriptions	19,000	19,000	19,000
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Office	13,900	13,900	13,900
<u>\$ 1,351,875</u>	<u>\$ 664,495</u>	<u>\$ 1,507,092</u>	<u>\$ 1,574,292</u>	<b>Total Legal</b>	<u>\$ 1,584,448</u>	<u>\$ 1,584,448</u>	<u>\$ 1,584,448</u>

## **ASSESSING**

The Assessing Department has the responsibility of preparing the Assessment Rolls and Tax Rolls of the City for all classes of property subject to taxation. Appraising and otherwise determining the true cash value of all such properties in the City carries out this responsibility. The state constitution and statutes require that, notwithstanding any other provision of law, the assessed values placed upon the assessment roll shall be at fifty percent (50%) of true cash value, and shall be determined by appraisers who are certified by the State Tax Commission. The Assessing Department's responsibilities provide the primary source of all General Fund revenues, which are local property taxes. In Fiscal Year 2017/2018, the Tax Rolls, including Special Assessments and Administration Fees, totaled more than \$90,300,000 in City operating revenues and more than \$196,670,000 in total levies for the City, County, State Education and School taxes.

The Assessing Department also serves as the primary source of property information in the City by maintaining the most current data for more than 61,500 parcels, consisting of approximately 57,000 real and 4,500 personal property parcels. These include Ad Valorem, Industrial Facility Tax (IFT), Tax Increment Financing Authority (TIFA), Downtown Development Authority (DDA), Brownfield Authority and Renaissance Zone properties. The Assessing Department property information database is available to the public via internet access, and is the information backbone supporting the databases of the City's Treasury, Planning, Building, Water, Rental, and Property Maintenance Departments. Without the Assessing Department's perpetual diligence in keeping this information current, the integrity of the data relied on by all of these other departments would be compromised.

Assessing personnel are statutorily required to be certified by the State Tax Commission at varying levels of expertise for each of the different duties required by law within the Department. All certified personnel must meet annual continuing education requirements, and must pay annual fees to maintain their certifications. Though the City is required by law to provide and to fund the Assessing Department, the State Tax Commission maintains all regulatory authority over the responsibilities and compliance of the Assessing Department's employees and their functions. The City currently funds two Michigan Master Assessing Officers (MMAO), five Michigan Advanced Assessing Officers (MAAO), four Michigan Certified Assessing Officers (MCAO), one Michigan Certified Assessing Technician (MCAT), and five temporary certified employees. Of the 12 permanent certified employees, 9 also hold the Michigan Certified Personal Property Examiner (MCPPE) designation. The MCPPE certification allows the City to perform personal property audits of businesses within the City. During the past year, our audits discovered \$3,234,000 in incorrectly reported personal property taxable value, which generated an additional \$87,900 in City operating tax revenues.

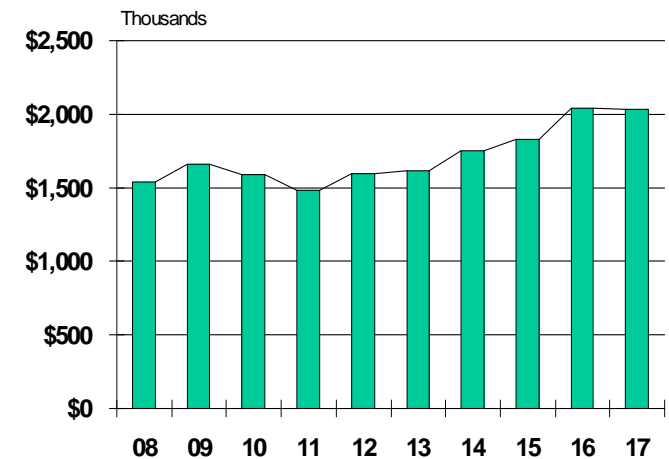
## ASSESSING

### Fiscal 2019 Performance Objectives

1. To complete the re-appraisal of all Commercial real parcels and begin the re-appraisal of industrial real parcels.
2. To continue the residential re-appraisal of 3,500 real parcels per year.
3. To continue auditing businesses that are currently claiming exemption of personal property taxes.
4. To continue to train the new employees and fill any vacant positions.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Preparation of assessment rolls (Real, Personal, Special Acts)	6	6	6	6
Preparation of Summer and Winter tax rolls	12	12	12	12
Brownfield, TIFA, & DDA captured reports	4	6	5	6
Personal property audits	106	100	100	100
Small Claim Michigan Tax Tribunal appeals pending	29	40	30	38
Full Tax Tribunal appeals pending	38	50	40	50
Board of Review appeals	721	900	750	900
State Tax Commission appeals	38	70	50	70
Mandated State and County reports	42	42	42	42
Processing of Principal Residence Exemption affidavits	4,231	5,000	5,000	5,000
Process deeds & transfer affidavits	7,381	8,500	8,500	8,500
Inspect, photograph, and verify sales of sold properties	7,358	7,500	7,500	7,500
Perpetual reappraisal of 20% of entire parcel count	4,230	5,000	4,320	5,000
Review I.F.T. applications	5	5	5	5
Process property division/combinations	135	100	120	100
Prepare/review special assessment rolls	30	30	30	30
Review and determine property assessments	59,820	62,000	59,820	61,000
Process State and Local unit denials of principal residence exemption	127	175	140	175
Review, inspect, and sketch building permit activity	9,350	13,000	10,500	11,000
Prepare GIS Maps	14	20	15	20
Preparation of Settlement Tax Warrants	23	23	23	23

### Expenditure History Assessing



GENERAL FUND PERSONNEL

<u>ASSESSING</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
City Assessor	1	\$ 111,471	1	\$ 113,699	1	\$ 113,699	1	\$ 113,699
Deputy Assessor	1	89,578	1	91,369	1	91,369	1	91,369
Assistant City Assessor - Level 4	1	88,224	1	89,988	1	89,988	1	89,988
Principal Appraiser	1	78,975	1	80,555	1	80,555	1	80,555
Senior Appraiser	3	72,380	3	73,828	3	73,828	3	73,828
Personal Property Administrative Technician	1	75,069	1	76,569	1	76,569	1	76,569
Assessing Auditor	1	75,057	1	76,558	1	76,558	1	76,558
Appraiser	2	62,525	2	63,774	2	63,774	2	63,774
Appraiser Aide	-	-	1 (b)	42,750	1 (b)	42,750	1 (b)	42,750
Assessing Specialist	1	53,928	1	55,007	1	55,007	1	55,007
Seasonal Employees		90,000		120,000		80,000		80,000
Overtime	—	33,100	—	34,200	—	34,200	—	34,200
Total Personnel	<u>12</u>		<u>13</u>		<u>13</u>		<u>13</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/19.

(b) New position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ASSESSING</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,039	\$ 54,020	\$ 111,470	\$ 111,470	Appointed Official	\$ 113,699	\$ 113,699	\$ 113,699
727,363	379,154	783,023	783,023	Permanent Employees	842,885	842,885	842,885
88,989	32,893	85,000	90,000	Seasonal Employees	120,000	80,000	80,000
15,260	7,747	20,000	33,100	Overtime	34,200	34,200	34,200
				<b>Employee Benefits:</b>			
73,383	37,005	79,720	79,720	Social Security	86,695	83,635	83,635
168,886	73,707	200,000	235,413	Employee Insurance	276,793	276,738	276,738
230,526	150,786	302,425	302,425	Retiree Health Insurance	234,358	234,358	234,358
24,111	11,014	24,476	24,476	Longevity	22,494	22,494	22,494
399,993	196,372	400,485	400,485	Retirement Fund	401,855	401,855	401,855
5,863	2,688	10,000	14,000	<b>Office Supplies</b>	14,000	14,000	14,000
				<b>Other Services and Charges:</b>			
3,257	500	7,500	7,500	Board of Review	7,500	7,500	7,500
27,117	459	28,500	30,000	Postage	30,000	30,000	30,000
				Contractual Services -			
29,682	14,782	30,650	30,650	Software Services	31,000	31,000	31,000
11,113	1,549	15,000	15,000	Tax Roll Preparation	15,000	15,000	15,000
1,148	514	3,000	3,000	Auto Expense	3,000	3,000	3,000
108,187	55,840	100,000	100,000	Professional Services	100,000	100,000	100,000
2,570	4,420	5,000	5,000	Memberships and Dues	5,000	5,000	5,000
				<b>Capital Outlay:</b>			
8,566	-	-	-	Equipment - Office	-	-	-
<u>\$ 2,036,053</u>	<u>\$ 1,023,450</u>	<u>\$ 2,206,249</u>	<u>\$ 2,265,262</u>	<b>Total Assessing</b>	<u>\$ 2,338,479</u>	<u>\$ 2,295,364</u>	<u>\$ 2,295,364</u>

## HUMAN RESOURCES

The Human Resources Department was established in the Fiscal 2011 Budget. It has proven to be a cost effective consolidation and an efficient use of City personnel.

A brief summary of this department's responsibilities are as follows:

- Developing a human resources plan, under the direction of the City of Warren Civil Service Commission for the purpose of recruiting and staffing all full-time, part-time, seasonal and contractual services and for maintaining records on all staff once they are hired. The Director also acts as the Equal Employment Opportunity Officer for all City employees.
- Risk Management is an integral part of the Human Resources Department. The objective is to protect the City's assets along with our human resources in the most cost-effective manner possible. This is done through a process which includes exposure identification, risk evaluation, risk control and risk management administration.
- The Insurance Division manages the Employee Benefits which includes health insurance, dental insurance, disability insurance, life insurance, flexible spending programs and various other voluntary insurance programs along with maintaining records of eligibility for benefits and reconciling monthly invoices. In addition, the Insurance Division plays a key role in ensuring City compliance with certain state and federal regulations. They maintain all Michigan Occupational Safety and Health Act (MIOSHA) postings and process and manage any unemployment claims against the City.
- Labor Relations investigates and makes recommendations to the Mayor and City Council relative to employee union problems; acting as the agent for the City in matters of negotiations, collective bargaining, and agreements with the City employees along with grievance processing for the City's seven bargaining units, representing nearly one hundred percent of the City's full-time workforce.
- Payroll prepares payroll for some 670 full-time City employees along with numerous part-time and temporary employees.
- Human Resources also maintains compliance with Act 78 of 1935 under the direction of the City of Warren Police and Fire Civil Service Commission for the purpose of maintaining fairness for all police promotions and investigations.

Over the past several years, the size and scope of the Department's mission has increased significantly. The establishment of the Department of Human Resources will enable the city to continue to meet the demands placed on it through additional state and federal regulations in the most efficient manner. Human Resources will continue to ensure the City's compliance with various laws including the Americans with Disabilities Act, Family and Medical Leave Act, Affordable Care Act, and Department of Transportation's drug and alcohol testing programs. Human Resources will also continue to provide employees with training workshops on topics ranging from sexual harassment to cultural diversity and customer service, ensuring they are aware of and trained in issues affecting the work environment.



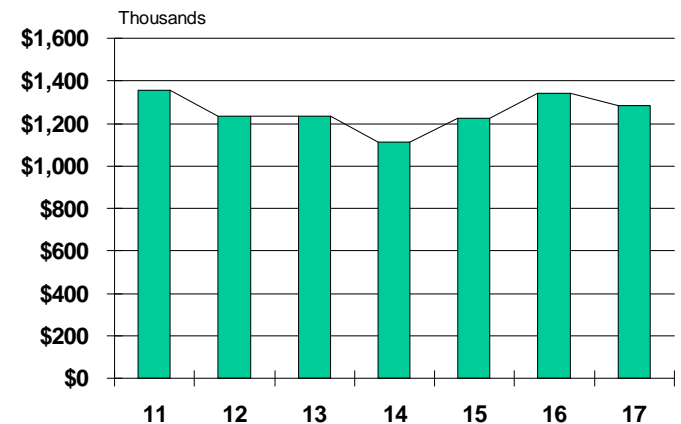
## HUMAN RESOURCES

### Fiscal 2019 Performance Objectives

1. To recruit and hire the most qualified applicants as an Equal Opportunity Employer.
2. To maintain the most comprehensive insurance coverage at the most competitive cost.
3. To monitor Health Care Reform and how it impacts our employee/retiree costs and benefits.
4. To investigate staffing services contracts to supplement our employee workforce.
5. To implement an efficient, cost saving attendance, timekeeping and payroll process.
6. To negotiate labor contracts that preserve and protect the public interest.
7. To comply with the Civil Service Rules and Regulations along with all Federal and State employment laws.
8. To preserve an acceptable level of public service in the face of shrinking financial resources.
9. To insure compliance with requirements of federal health care reform.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Promotional job postings	7	25	25	25
Open competitive job postings	12	18	12	18
Civil Service Commission meetings	13	25	24	25
Employees hired (FT and PT)	190	150	150	150
Applications processed	1,200	850	850	850
Random DOT alcohol tests	35	32	32	32
Random DOT drug tests	65	64	64	64
Workers' Comp. claims processed	150	150	150	150
Sick/Accident claims processed	40	40	40	40
Auto/glass claims processed	45	45	45	45
Gen. Liab./Property claims processed	190	60	60	60
Lawsuit files processed	50	50	50	50
Over the counter contacts	3,500	3,500	3,500	3,500
Written exams administered	10	18	18	18
Performance exams administered	12	50	50	50
MESC claims processed	75	40	40	40
W-2's issued by January 31	1,700	1,700	1,700	1,700
MESC Reports/Federal Tax deposits	8	8	8	8
Employee W-4 withholding changes	500	500	500	500
Labor contracts negotiated	8	-	-	-
Arbitration awards	10	86	86	86
AFSCME Local 1250 grievances	86	100	100	100
AFSCME Local 1917 grievances	15	20	20	20
WPOA grievances	20	20	20	20
WPPFU Local 1383 grievances	20	10	10	10
Compliance with labor employment laws	200 hrs.	200 hrs.	200 hrs.	200 hrs.
State and Federal court for claims	n/a	350 hrs.	350 hrs.	350 hrs.
Administration of claims/meetings	n/a	150 hrs.	150 hrs.	150 hrs.
Procurement of insurances	n/a	150 hrs.	150 hrs.	150 hrs.
Compliance with federal health care reform	200 hrs.	900 hrs.	900 hrs.	900 hrs.
IRS 1094-C and 1095-C minimum essential value returns processed		5,500		5,500

**Expenditure History  
Human Resources**  
(Department established in Fiscal 2011 Budget)



GENERAL FUND HUMAN RESOURCES

<u>HUMAN RESOURCES</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Human Resource Director	1	\$ 104,291	1	\$ 106,376	1	\$ 106,376	1	\$ 106,376
Labor Relations Manager	1	94,722	1	96,617	1	96,617	1	96,617
Diversity Coordinator	1	71,296	1	72,722	1	72,722	1	72,722
Human Resource Analyst	1	73,450	1	74,919	1	74,919	1	74,919
Benefits Administrator	1	64,585	1	65,877	1	65,877	1	65,877
Senior Payroll Technician	1	71,337	1	72,764	1	72,764	1	72,764
Administrative Clerk Technician - HR	3	55,319	3	56,425	3	56,425	3	56,425
Temporary/Co-op		15,000		31,000		31,000		31,000
Overtime	—	5,000	—	5,000	—	5,000	—	5,000
Total Human Resources	<u>9</u>		<u>9</u>		<u>9</u>		<u>9</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>HUMAN RESOURCES</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 526,269	\$ 206,685	\$ 500,000	\$ 582,725	Permanent Employees	\$ 646,476	\$ 646,476	\$ 646,476
15,236	18,949	36,000	15,000	Temporary/Co-op	31,000	31,000	31,000
2,507	61	3,000	5,000	Overtime	5,000	5,000	5,000
3,000	750	3,000	3,000	Fees and Per Diem	3,000	3,000	3,000
				<b>Employee Benefits:</b>			
41,919	17,560	44,000	47,136	Social Security	53,096	53,096	53,096
128,841	52,221	140,000	154,266	Employee Insurance	168,952	168,952	168,952
153,568	99,640	200,677	200,677	Retiree Health Insurance	157,886	157,886	157,886
8,060	4,433	13,418	13,418	Longevity	11,602	11,602	11,602
190,489	86,531	190,650	190,650	Retirement Fund	195,093	195,093	195,093
8,510	5,136	8,000	8,000	<b>Office Supplies</b>	9,000	9,000	9,000
				<b>Other Services and Charges:</b>			
1,212	661	2,000	3,000	Postage	2,000	2,000	2,000
62,156	16,570	80,000	85,000	Contractual Services	85,000	85,000	85,000
22,000	10,500	16,500	16,500	Contractual Services - E.A.C.	22,000	22,000	22,000
59,107	18,923	60,000	65,000	Medical Services	65,000	65,000	65,000
63	-	100	100	Mileage	100	100	100
9,875	9,297	25,000	25,000	Printing and Publishing	25,000	25,000	25,000
16,516	4,185	60,000	80,000	Arbitration Expense	80,000	80,000	80,000
948	-	1,500	3,000	Membership and Dues	1,500	1,500	1,500
				<b>Capital Outlay:</b>			
33,368	-	-	-	Equipment - Office	18,900	18,900	18,900
<b><u>\$ 1,283,644</u></b>	<b><u>\$ 552,102</u></b>	<b><u>\$ 1,383,845</u></b>	<b><u>\$ 1,497,472</u></b>	<b>Total Human Resources</b>	<b><u>\$ 1,580,605</u></b>	<b><u>\$ 1,580,605</u></b>	<b><u>\$ 1,580,605</u></b>

## **DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION**

The Department of Property Maintenance Inspection is charged with the enforcement of the Property Maintenance Code adopted by City Council on March 14, 2006. In addition, the Department enforces the City's weed control program, rodent control program, West Nile virus program, vacant/foreclosed registration program, and the rental licensing and inspection program. The Department is also the primary first contact for residents with any type of property related complaints.

During the year 2017, the Department took over 26,153 complaints from residents and inspectors of the City of Warren. Departmental staff currently includes an Administrator, one full-time office assistant, one temporary office assistant, six blight buster crew workers, and five part-time Code Enforcement officers.

Our five Code Enforcement officers monitor over 3,000 city owned and privately owned vacant lots and buildings, and abandoned/foreclosed homes for blight, rubbish/debris, rodent harborage, unsanitary conditions, weeds and board-ups. In the spring and summer seasons they also enforce the City's Weed Control ordinance.

Our five code enforcement officers also respond to all complaints regarding rubbish/debris, inoperative/unlicensed vehicles, unkempt pools, garbage containers, and all other general property maintenance blight concerns. They also partake in a six-month Clean Sweep Program where each inspector walks down every street in every section of the city checking for any blight issues. In the year 2017, the inspectors issued 2,084 warning notices during the sweep. The staff's time is divided between answering telephones, inputting complaints, and inspecting properties. Our inspectors are also the first to respond to issues regarding vacant homes and rodent control issues.

The Department has several major goals for improving services in the upcoming years. First, the department will increase responsiveness to an anticipated increase in property maintenance complaints related to vacant/foreclosed/abandoned properties. Second, the department will establish performance tracking measurables and procedures for evaluating departmental performance. Third, with the adoption of the new city ordinance it is the goal of Property Maintenance to enhance the quality of living for our Mobile Home Communities through our clean Sweep Program. Fourth, with the assistance of Information Systems the Department will evaluate and retool the Complaint Tracking System to make it more user friendly and ensure that relevant data is more easily accessible. Fifth, we will be assisting other departments in regards to the new Medical Marijuana ordinance. Finally, the department will also update and redevelop its new Vacant/Foreclosed/Abandoned Home Registration Program.

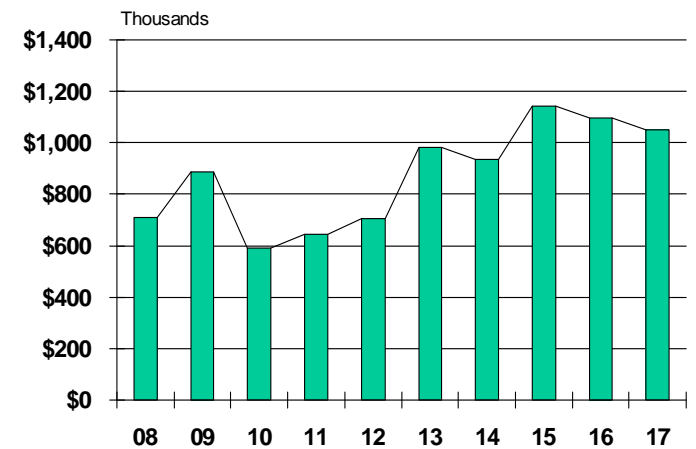
## PROPERTY MAINTENANCE INSPECTION

### Fiscal 2019 Performance Objectives

1. Continue to update the vacant, abandoned and foreclosed registration database.
2. Continue to make sure all staff members are up to date on current ordinances, laws and procedures.
3. Continue our Clean Sweep program.
4. Continue to monitor manufactured home communities for blight and property maintenance issues.
5. Continue our winter sweep program for occupied and vacant commercial properties.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Weed enforcement – complaints	5,071	8,000	8,000	8,000
Weed enforcement – vacant homes and lot work orders – grass cutting	2,446	4,000	4,000	4,000
Rodent complaints and investigations	405	575	575	575
Complaints entered into tracking system	26,153	21,000	28,000	29,000
Vacant and foreclosed property clean ups	1,234	1,500	1,500	1,500
Mobile home complaints and investigations	277	250	500	500

**Expenditure History  
Property Maintenance**



GENERAL FUND PERSONNEL

<u>PROPERTY MAINTENANCE INSPECTION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Rental Code Inspector	1	\$ 60,535	3 (b)	\$ 61,746	1	\$ 61,746	1	\$ 61,746
Office Assistant	1	37,108	2 (b)	37,850	1	37,850	1	37,850
Temporary/Co-op		35,000		-		-		35,000
Temporary Employees- Inspection		410,000		310,000		410,000		410,000
Overtime	—	6,750	—	-	—	-	—	-
Total Personnel	<u>2</u>		<u>5</u>		<u>2</u>		<u>2</u>	

(a) Wage rates are based on Local 227 contract that expire 6/30/19.

(b) New position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

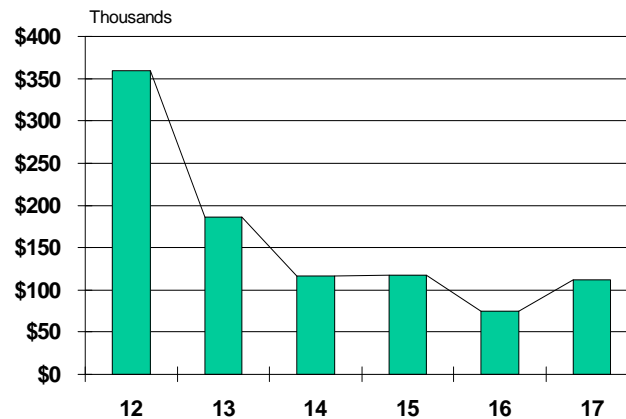
FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>PROPERTY MAINTENANCE INSPECTION</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ -	\$ -	\$ 50,663	Inspectors	\$ 156,889	\$ 53,537	\$ 53,537
4,866	7,749	30,000	32,528	Permanent Employees	64,793	33,179	33,179
257,466	143,743	250,000	35,000	Temporary/Co-op	-	-	35,000
265,992	121,013	250,000	410,000	Temporary Employees- Inspection	310,000	410,000	410,000
-	225	-	6,750	Overtime	-	-	-
				<b>Employee Benefits:</b>			
40,375	20,852	40,925	40,925	Social Security	40,672	37,998	40,676
45,456	17,073	100,000	179,655	Employee Insurance	151,331	95,924	96,248
100	155	325	1,664	Retiree Health Insurance	4,435	1,735	1,735
632	775	2,000	8,319	Retirement Fund	22,169	8,672	8,672
14,273	5,120	15,000	17,500	<b>Office Supplies</b>	25,200	25,200	25,200
				<b>Other Services and Charges:</b>			
2,490	1,113	5,000	5,000	Postage	5,000	5,000	5,000
-	-	6,000	12,000	Auto Expense	12,000	12,000	12,000
-	-	10,000	10,000	West Nile Virus Expense	10,000	10,000	10,000
200,502	105,423	275,000	275,000	Weed Mowing Program	275,000	275,000	275,000
211,600	150,764	250,000	250,000	Rodent Control Program	275,000	275,000	295,000
3,814	2,126	5,500	5,500	Telephone and Radio	5,500	5,500	5,500
3,098	1,705	7,000	7,000	Printing and Publishing	10,000	10,000	10,000
				<b>Capital Outlay:</b>			
-	29,353	36,000	36,000	Equipment - Vehicles	-	-	-
<u>\$ 1,050,664</u>	<u>\$ 607,189</u>	<u>\$ 1,282,750</u>	<u>\$ 1,383,504</u>	<b>Total Property Maintenance Inspection</b>	<u>\$ 1,367,989</u>	<u>\$ 1,258,745</u>	<u>\$ 1,316,747</u>

## COMMUNITY AND ECONOMIC DEVELOPMENT

The Department of Community and Economic Development represents a true collaboration between City Departments. In 2011 these two Departments were combined to create the Community and Economic Development Department. Since the establishment of the Community and Economic Development Department, the city has recognized significant savings in the cost of expenditures in both the Community Development and Economic Development areas. All programs funded through the Community and Economic Development Department are reviewed by the Mayor and City Council periodically throughout the year.

The Economic Development Department continues to concentrate on the retention and expansion of businesses in the City by personal attention provided to each and every business when contact is made. The Economic Development Department also continues to maximize the ability to assist businesses diversify and expand by utilizing all incentive programs available through State Statute.

**Expenditure History**  
**Community and Economic Development**  
(Department established in Fiscal 2011 Budget)





GENERAL FUND PERSONNEL

<u>COMMUNITY AND ECONOMIC DEVELOPMENT</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Community & Economic Development Director	1	\$ 84,418	1	\$ 86,107	1	\$ 86,107	1	\$ 86,107
Community Development Administrative Assistant	<u>1</u>	67,118	<u>1</u>	68,460	<u>1</u>	68,460	<u>1</u>	68,460
 Total Personnel	 <u>2</u>		 <u>2</u>		 <u>2</u>		 <u>2</u>	

(a) Wage rates are based on Local 412 Unit 35 and Local 227 contracts that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

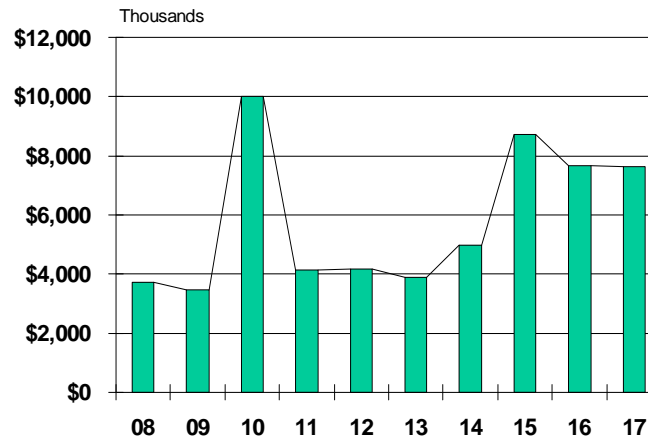
FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>COMMUNITY &amp; ECONOMIC DEVELOPMENT</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 79,813	\$ 69,662	\$ 142,690	\$ 142,690	Permanent Employees	\$ 150,532	\$ 150,532	\$ 150,532
				<b>Employee Benefits:</b>			
6,186	5,436	11,016	11,016	Social Security	11,620	11,620	11,620
11,287	12,298	30,000	33,449	Employee Insurance	36,291	36,291	36,291
1,644	1,453	2,947	2,947	Retiree Health Insurance	3,038	3,038	3,038
-	-	-	1,312	Longevity	1,369	1,369	1,369
8,281	7,266	14,401	14,401	Retirement Fund	15,190	15,190	15,190
-	39	300	500	<b>Office Supplies</b>	500	500	500
				<b>Other Services and Charges:</b>			
3	-	1,000	3,000	Postage	2,500	2,500	2,500
-	-	3,000	5,000	Contractual Services	5,000	5,000	5,000
-	551	1,000	500	Mileage	1,000	1,000	1,000
115	55	3,000	5,000	Printing and Publishing	5,000	5,000	5,000
-	-	2,000	2,000	Membership & Dues	2,000	2,000	2,000
4,100	-	8,000	8,000	Promotions	8,000	8,000	8,000
<u>\$ 111,429</u>	<u>\$ 96,760</u>	<u>\$ 219,354</u>	<u>\$ 229,815</u>	<b>Total Community &amp; Economic Development</b>	<u>\$ 242,040</u>	<u>\$ 242,040</u>	<u>\$ 242,040</u>

## ADMINISTRATIVE UNALLOCATED EXPENSE

This budget activity center is used for general city expenditures. Typically, the costs involved in providing these services are not attributable to a given operation or department. This situation exists when expenditure is incurred by the city in which benefit is realized by more than one activity. For example, rather than allocating the utility charges over all the departments in city hall, it is much simpler and auditable to charge an activity specifically set up for this type of expenditure.

Other types of expenditures include audit services for the annual general year-end audit, general liability and vehicle insurance premiums, city memberships and dues, tuition reimbursement and so forth.

**Expenditure History**  
**Administration Unallocated Expense**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>ADMINISTRATION UNALLOCATED EXPENSE</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 68,100	\$ 61,900	\$ 69,500	\$ 69,500	Independent Audit	\$ 73,000	\$ 73,000	\$ 73,000
352,122	57,850	57,850	50,000	Software Services	-	-	-
56,673	29,016	60,000	65,000	Telephone and Radio	70,000	70,000	70,000
16,696	10,658	25,000	50,000	Conferences and Workshops	50,000	50,000	50,000
38,723	35,021	45,000	55,000	Education Allowance	55,000	55,000	55,000
3,256	5,409	6,500	5,000	Community Promotion	7,500	7,500	7,500
2,606,104	1,445,158	3,200,000	3,200,000	Insurance and Bonds	3,200,000	3,200,000	3,200,000
-	-	6,700	6,700	8 mile Vision/Action Plan	6,700	6,700	6,700
172,498	97,968	120,000	120,000	Professional Services	155,000	135,000	135,000
-	-	-	-	Cable Commission Operating Expense	-	-	5,000
-	4,500,000	4,500,000	4,500,000	VEBA Contribution	-	-	-
3,000,000	6,582,110	6,582,110	6,582,110	Pension Contribution	-	-	-
250,000	250,000	250,000	250,000	Grievance Settlements	250,000	250,000	250,000
-	-	1,000	1,000	Investment Policy Commission	-	-	-
224,385	83,935	250,000	300,000	Public Utilities - Civic Center	290,000	290,000	290,000
8,890	5,167	12,000	12,000	Public Utilities - Court Building	13,000	13,000	13,000
-	-	13,000	13,000	U.S. Conference of Mayors Membership	13,000	13,000	13,000
875	18,195	19,645	19,645	Unemployment Costs	15,148	15,148	15,148
-	-	5,000	5,000	401(a) Board Operating Expense	5,000	5,000	5,000
2	-	500	500	Disability Commission Operating Expense	500	500	500
825,733	814,289	814,289	767,625	Tax Reverted Property Acquisition/Expense	850,000	850,000	850,000
<u>\$ 7,624,057</u>	<u>\$ 13,996,676</u>	<u>\$ 16,038,094</u>	<u>\$ 16,072,080</u>	<b>Total Administration Unallocated Expense</b>	<u>\$ 5,053,848</u>	<u>\$ 5,033,848</u>	<u>\$ 5,038,848</u>

## **POLICE AND FIRE CIVIL SERVICE COMMISSION**

The Police and Fire Civil Service Commission is a board created by statute, Public Act 78 of 1935, and incorporated by reference into the City Charter as provided in section 7.18(b). This Board was established to oversee and provide a civil service system for the Police and Fire Departments based on examination and investigation as to merit, efficiency, and fitness for appointment, employment, and promotion. Since 1993 responsibility for hiring police and fire fighters was given to the Personnel Department via the respective collective bargaining agreements. With the creation of the Human Resources Department in the fiscal 2011 budget, compliance with the Act under the direction of the Commission became the responsibility of the Human Resources Department.

The Police and Fire Civil Service Commission performs the following functions:

1. Prescribes and amends rules and regulations for enforcing the provisions of the Act.
2. Conducts promotional examinations, and oversees recruitment and examination of new hires.
3. Keeps minutes of the Commission's proceedings, records of all examinations, and roster and personnel files of all members of the Police Department, current and past.
4. Make investigations concerning all matters for enforcing the provisions of the Act.
5. Holds appeal hearings upon request of aggrieved applicants or employees and, in the course thereof, has the power to administer oaths and take testimony.
6. Has the authority to subpoena and require the attendance of witnesses for investigations authorized by the Act.

The Police and Fire Civil Service Commission consists of three part-time commissioners. The City Clerk is an ex-officio member of the Commission.

The City of Warren Police and Fire Civil Service Commission shall continue fulfilling its responsibilities according to the requirements of Act 78 to determine qualifications by competitive examinations. All appointments, reinstatements, promotions, and discharges in the Police and Fire Departments will continue to follow the manner and means as prescribed in Act 78 of the Michigan Public Acts of 1935 as amended, and as modified by union agreement.

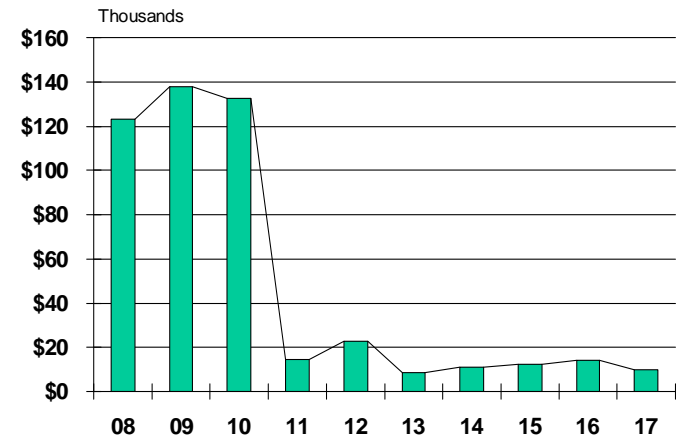
## POLICE & FIRE CIVIL SERVICE COMMISSION

### Fiscal 2019 Performance Objectives

1. To provide current eligible police personnel with appropriate exam processes.
2. To provide current eligible police personnel with necessary information to prepare for exams.
3. To calculate and compile exam scores and eligibility lists as quickly and accurately as possible.
4. To be available to hear any appeals of police and/or fire applicants and/or current personnel and, in doing so, meet the requirements of the Rules and Regulations of the Police & Fire Civil Service Commission and Act 78 of 1935.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Employee promotional exams posted	2	2	2	2
Applications processed	20	30	30	30
Written exams conducted	20	30	30	30
Regular meetings held	10	12	12	12
Special meetings held	2	2	2	2
Certify police promotional list	2	2	2	2

**Expenditure History  
Police & Fire Civil Service Commission**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>POLICE &amp; FIRE CIVIL SERVICE</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 1,600	\$ -	\$ 2,000	\$ 2,000	Fees and Per Diem	\$ 2,000	\$ 2,000	\$ 2,000
				<b>Supplies:</b>			
409	71	750	750	Office Supplies	500	500	500
7,075	2,878	15,000	15,000	Exams & Operating Supplies	15,000	15,000	15,000
				<b>Other Services and Charges:</b>			
931	3	800	800	Contractual Service/Postage	200	200	200
<u>\$ 10,015</u>	<u>\$ 2,952</u>	<u>\$ 18,550</u>	<u>\$ 18,550</u>	<b>Total Police &amp; Fire Civil Service</b>	<u>\$ 17,700</u>	<u>\$ 17,700</u>	<u>\$ 17,700</u>

## ZONING BOARD OF APPEALS

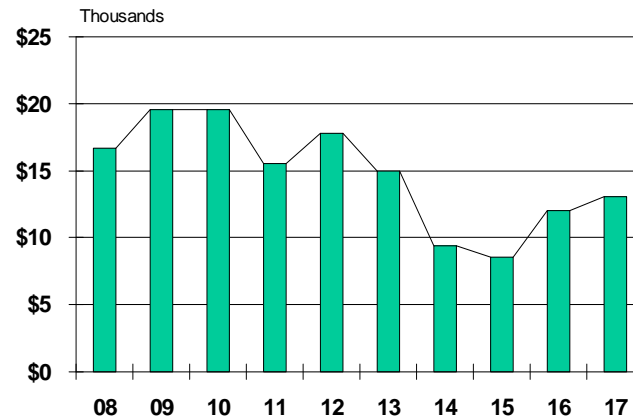
The Zoning Board of Appeals is a nine-member quasi-judicial body authorized by the Michigan Zoning Enabling Act, MCL 125.3601 et seq., and the Warren Zoning Ordinance to:

1. Hear and decide appeals from and review any administrative order, requirement, decision, or determination made by an administrative official or body charged with enforcement of the zoning ordinance.
2. Hear and decide questions related to the interpretation of the zoning ordinance.
3. Hear and decide questions related to interpretation of the zoning maps.
4. Grant land use and non-use variances as authorized by the Michigan Zoning Enabling Act and zoning ordinance.
5. Hear and decide special exceptions as provided for in the zoning ordinance which require approval of the Zoning Board of Appeals such as outdoor retail sales, fairs, carnivals and open air exhibitions.

Applications for approval of the Zoning Board of Appeals should be made to the Building Division. A public hearing will be scheduled and notices issued in compliance with legal requirements. Decisions of the Zoning Board of Appeals will be made at the conclusion of the public hearing.

Questions related to the Zoning Board of Appeals should be directed to the Office of the Board of Appeals located within the City Council Offices.

### **Expenditure History Zoning Board of Appeals**





GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ZONING BOARD OF APPEALS</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 8,400	\$ 4,050	\$ 10,800	\$ 10,800	Meeting Allowance	\$ 10,800	\$ 10,800	\$ 10,800
390	-	1,365	1,365	<b>Office Supplies</b>	1,365	1,365	1,365
				<b>Other Services and Charges:</b>			
4,245	1,938	6,000	6,000	Postage	6,000	6,000	6,000
-	-	3,000	3,000	Outside Court Reporter	3,000	3,000	3,000
-	-	840	840	Printing and Publishing	840	840	840
\$ 13,035	\$ 5,988	\$ 22,005	\$ 22,005	<b>Total Zoning Board of Appeals</b>	\$ 22,005	\$ 22,005	\$ 22,005

## **BEAUTIFICATION COMMISSION**

The Beautification Commission was established in 1966, pursuant to Chapter 9, Section 2-904, Code of Ordinance for the City of Warren. Members are appointed by the Mayor and serve without compensation. The Commission has been charged with the following duties:

1. To study, conceive, formulate, promulgate and develop plans for the beautification of streets, highways, alleys, parks, streams, playgrounds, yards, lots and buildings.
2. To study, investigate and develop plans for improving the health, sanitation, safety and cleanliness of the city.
3. To foster the prevention of fires, diseases and other public hazards.
4. To encourage and recommend the placing, planting and preservation of trees, flowers, plants, shrubbery and other objects of ornamentation in the city.
5. To collect, study and evaluate information on community improvements and to make recommendations.
6. To sponsor, plan, promote, coordinate and carry out campaign activities for the restoration, preservation and enhancement of the beauty of the city.
7. To otherwise promote public interest in the general improvements of the appearance of the City: provided, however, that nothing herein shall be construed to abridge, invade, supplant or change the powers and duties of the other commissions, departments, boards and agencies of the city.

**Expenditure History  
Beautification Commission**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

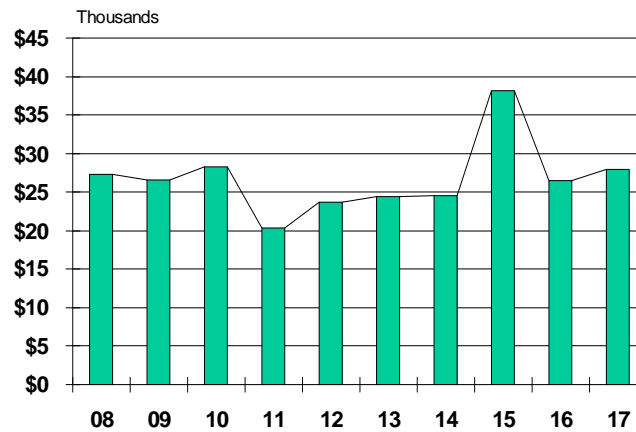
FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>GENERAL GOVERNMENT BEAUTIFICATION COMMISSION</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 8,586	\$ 4,770	\$ 9,000	\$ 9,000	<b>Personnel Services:</b>			
				Part-time Employee	\$ 9,000	\$ 9,000	\$ 9,000
				<b>Employee Benefits:</b>			
657	365	689	689	Social Security	689	689	689
28	6	12	12	Employee Insurance	12	12	12
215	-	400	500	<b>Office Supplies</b>	500	500	500
				<b>Other Services and Charges:</b>			
4,100	1,450	4,000	4,000	Contractual Services	6,000	6,000	6,000
893	201	1,000	1,700	Postage	1,700	1,700	1,700
73	37	150	250	Telephone Expense	250	250	250
743	381	800	800	Mileage	800	800	800
681	647	1,000	700	Public Utilities	700	700	700
910	-	1,000	1,000	City Flower Plantings	1,000	1,000	1,000
2,018	-	1,200	1,200	School Program	1,200	1,200	1,200
6,034	3,328	9,000	9,000	Awards Committee	9,000	9,000	9,000
763	-	2,000	2,000	Clean-up Campaign	2,000	2,000	2,000
479	-	1,000	1,000	Installation & Informational Dinner Meetings	1,000	1,000	1,000
1,760	-	20,000	20,000	Decorations	15,000	15,000	15,000
<u>\$ 27,940</u>	<u>\$ 11,185</u>	<u>\$ 51,251</u>	<u>\$ 51,851</u>	<b>Total Beautification Commission</b>	<u>\$ 48,851</u>	<u>\$ 48,851</u>	<u>\$ 48,851</u>

## CULTURAL COMMISSION

The Cultural Commission was established by ordinance, on May 12, 1970. It consists of nine members, appointed by the Mayor, with three members appointed each year for three-year terms.

They act in an advisory capacity to the Mayor and City Council, and are responsible for considering, studying, recommending, and conducting plans for the development of city-wide cultural programs. They also are directed to promote, coordinate and develop the performing and creative arts by making recommendations for programs, and further facilitate communications with the State Council for the Arts.

### Expenditure History Cultural Commission



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>CULTURAL COMMISSION</u>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ -	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
				<b>Other Services and Charges:</b>			
3,200	1,700	3,200	3,200	Contractual Services	6,350	6,350	6,350
500	500	500	500	Concert Band	500	500	500
500	500	500	500	Warren Tri-County Fine Arts	500	500	500
500	500	500	500	Warren Community Chorus	500	500	500
500	500	500	500	Warren Symphony Orchestra	500	500	500
17,106	15,770	16,600	18,800	Summer Program	13,000	13,000	13,000
1,200	450	1,200	1,200	Winter Program	1,650	1,650	1,650
1,800	3,000	3,000	800	Artist in Residence Program	3,000	3,000	3,000
500	500	500	500	Art Festival/Civic Theatre	500	500	500
<u>\$ 25,806</u>	<u>\$ 23,420</u>	<u>\$ 26,600</u>	<u>\$ 26,600</u>	<b>Total Cultural Commission</b>	<u>\$ 26,600</u>	<u>\$ 26,600</u>	<u>\$ 26,600</u>

## CRIME COMMISSION

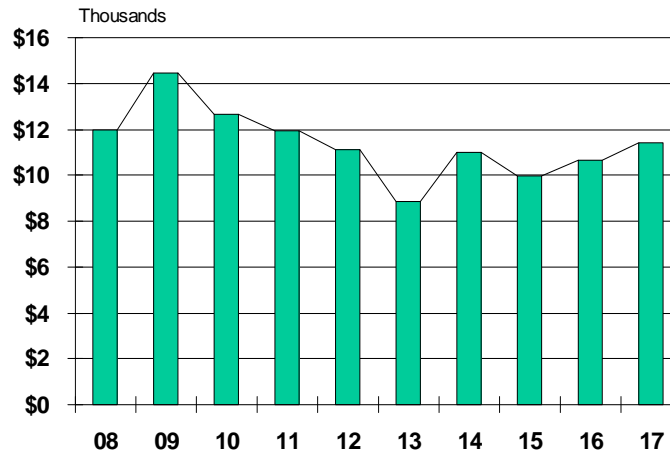
The Crime Commission, established on April 2, 1968, consists of twelve (12) members appointed by the Mayor. Members of the Commission may be persons with qualifications in such areas as: law enforcement, crime prevention, public communication and education.

Meetings are held once a month, and the Police Commissioner or his representative shall be an honorary member and attend all meetings unless excused therefore by the Commission.

The purpose of the Commission is to study the crime situation in the City and make recommendations for its prevention and elimination, serve to provide good communication and education with the community about law enforcement and crime prevention, and shall be available to receive citizens' questions and complaints about crime and make recommendations accordingly. The Commission shall recommend any needed changes in procedures to the Mayor.

The Commission will be working with the Police Department in helping facilitate the Neighborhood Watch Program, and will participate in the Police and Fire Department Open House, the Senior Health Commission senior seminars, and will hold one Crime Prevention seminar and one Appreciation Dinner per year to award Citizens who assisted the Police and/or Fire Departments in some manner.

### Expenditure History Crime Commission



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CRIME COMMISSION</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 883	\$ 430	\$ 1,000	\$ 1,000	<b>Office Supplies</b>	\$ 1,000	\$ 1,000	\$ 1,000
				<b>Other Services and Charges:</b>			
1,790	507	1,800	1,800	Contractual Services	1,800	1,800	1,800
7,197	6,197	8,000	8,000	Community Promotion & Public Relations	8,000	8,000	8,000
<u>1,536</u>	<u>281</u>	<u>2,000</u>	<u>2,000</u>	Public Utilities	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b><u>\$ 11,406</u></b>	<b><u>\$ 7,415</u></b>	<b><u>\$ 12,800</u></b>	<b><u>\$ 12,800</u></b>	<b>Total Crime Commission</b>	<b><u>\$ 12,800</u></b>	<b><u>\$ 12,800</u></b>	<b><u>\$ 12,800</u></b>

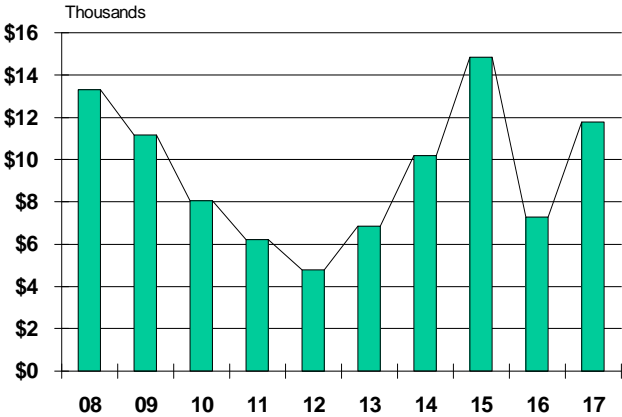
# HISTORICAL COMMISSION

The Historical Commission was established by ordinance, on December 9, 1969, and consists of nine members appointed by the Mayor for staggered terms. The office is held for three years, with three appointments being made annually.

The function of the Commission is to further public interest in all matters relating to the history of the City of Warren and its environment, and to that end it may acquire, collect, own or exhibit articles of historic interest and value. Further, it will maintain appropriate exhibits; cooperate in educational and research programs and issue bulletins and other publications.

Meetings are held regularly, at least once a month.

**Expenditure History  
Historical Commission**





GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>HISTORICAL COMMISSION</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 1,362	\$ 65	\$ 1,330	\$ 1,330	<b>Office Supplies</b>	\$ 2,300	\$ 2,300	\$ 2,300
				<b>Other Services and Charges:</b>			
73	37	300	300	Telephone Expense	300	300	300
949	435	1,200	1,200	Community Promotion & Public Relations	1,200	1,200	1,200
395	190	440	440	Membership & Dues	488	488	488
1,162	23	1,500	1,500	Historical Site Plaques	1,500	1,500	1,500
4,184	155	7,160	7,160	Museum Expense	7,380	7,380	7,380
1,073	160	1,500	1,500	Hall of Fame	1,500	1,500	1,500
				<b>Capital Outlay:</b>			
429	-	-	-	Capital Improvements	-	-	-
2,125	-	-	-	Equipment - Office	-	-	-
<u>\$ 11,752</u>	<u>\$ 1,065</u>	<u>\$ 13,430</u>	<u>\$ 13,430</u>	<b>Total Historical Commission</b>	<u>\$ 14,668</u>	<u>\$ 14,668</u>	<u>\$ 14,668</u>

## **EMPLOYEES RETIREMENT COMMISSION**

Established under General City Ordinance on January 1, 1958, the City of Warren Employees' Retirement System is the administrator of a single-employer public employees' retirement system that covers all remaining full time employees, except police and fire personnel hired prior to the close of the plan effective upon ratification of the final collective bargaining agreements in February 2000. As of December 31, 2016, there were 512 retirees and beneficiaries receiving benefits from the fund. In addition, 24 members have deferred their retirement benefits. All of the 86 active members in the system have vested pension rights.

In addition, the General Employees' Retirement System administers the VEBA Trust, which provides health, life, disability and dental insurance for retirees and their families. This Trust was closed to new hires effective in April of 2007. Regular retirement benefits are payable at any age with 30 years of service, attainment of age 50 with 25 years of service or age 60 with 8 years of service. The obligation to contribute to and maintain the System for these employees was established by City ordinance and collective bargaining agreements.

The system is funded through investment earnings and contributions from the City. The City's funding policy provides for periodic employer contributions at actuarially determined amounts that are designed to accumulate sufficient assets to pay benefits when due. The contribution for the fiscal year beginning July 1, 2018 is \$8,590,317. For comparison to prior years the Unfunded Actuarial Present Value of Credited Projected Benefits for the year ended December 31, 2016 was \$60,249,000. The system is audited annually by an independent certified public accountant and is evaluated each year by an actuarial firm.

The City of Warren Employees' Retirement System is governed by a board of five trustees; the Mayor or an alternate, a Council Member, a citizen appointed by the Mayor, and two elected members of the retirement system. Elected trustees serve three-year terms. The trustees' actions are governed under ordinances and resolutions adopted by Council, the City Retirement Board's adopted rules of procedure, and State of Michigan Public Act 55. The System has contractual agreements with six money managers to invest approximately \$118 million in assets.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>CITY RETIREMENT</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 124,513	\$ 58,015	\$ 128,656	\$ 128,656	Permanent Employees	\$ 140,470	\$ 140,470	\$ -
5,970	3,543	10,000	10,000	Part-time Employee	10,000	10,000	-
1,307	964	1,500	-	Overtime	-	-	-
				<b>Employee Benefits:</b>			
10,293	4,854	10,211	10,211	Social Security	12,007	12,007	-
39,532	18,402	34,515	34,515	Employee Insurance	38,050	38,050	-
75,475	49,301	98,565	98,565	Retiree Health Insurance	75,677	75,677	-
4,684	1,417	4,817	4,817	Longevity	6,482	6,482	-
750	1,150	2,150	2,150	Education Allowance	2,150	2,150	-
13,098	6,155	13,347	13,347	Retirement Fund	14,695	14,695	-
				<b>Retiree Benefits:</b>			
6,732,399	3,480,255	9,000,000	9,000,000	Retiree Insurance	9,000,000	9,000,000	9,000,000
708,641	361,653	720,000	720,000	Medicare Reimbursement	750,000	750,000	750,000
100	-	2,500	2,500	<b>Office Supplies</b>	2,500	2,500	2,500
				<b>Other Services and Charges:</b>			
-	-	10,000	10,000	Legal Services	10,000	10,000	10,000
-	-	700	700	Fees & Per Diem	1,000	1,000	1,000
2,803	1,574	6,000	6,000	Postage	6,000	6,000	6,000
-	-	591,090	591,090	Contractual Services	677,909	677,909	677,909
-	-	1,000	1,000	Service Contracts	1,000	1,000	1,000
-	-	3,000	3,000	Disability Physicals	3,000	3,000	3,000
-	-	350	350	Membership & Dues	350	350	350
-	-	32,450	32,450	Bank Custodial Fees	36,520	36,520	36,520
-	-	7,000	7,000	Travel and Conferences	7,000	7,000	7,000
-	-	12,000	12,000	Insurance and Bonds	12,000	12,000	12,000
-	-	2,000	2,000	Printing & Publishing	2,000	2,000	2,000
767	389	1,000	1,000	Telephone	1,000	1,000	1,000
<u>\$ 7,720,332</u>	<u>\$ 3,987,670</u>	<u>\$ 10,692,851</u>	<u>\$ 10,691,351</u>	<b>Total City Retirement</b>	<u>\$ 10,809,810</u>	<u>\$ 10,809,810</u>	<u>\$ 10,510,279</u>
(169,044)	(88,243)	(851,347)	(895,786)	Charges Reimbursable via Public Act 55	(939,998)	(939,998)	(760,279)
<u>(7,551,288)</u>	<u>(3,899,427.53)</u>	<u>(9,841,504.40)</u>	<u>(9,795,565)</u>	Charges Reimbursable via VEBA Trust	<u>(9,869,812)</u>	<u>(9,869,812)</u>	<u>(9,750,000)</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Net City Retirement</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## **POLICE AND FIRE RETIREMENT COMMISSION**

The Warren Police and Fire Retirement Commission was established with the authority to administer, manage, and operate the retirement system following the provisions established by Public Act 345 of 1937, as amended. The responsibility of the Police and Fire Retirement Board is to make certain that the assets of the retirement fund are invested in a safe and prudent manner, yielding the highest possible return on the investment of the funds.

The Board is also responsible for calculation of retiree benefits. Board meetings are held on the third Thursday of every month at 11:00 a.m. in the Baseline Conference Room, located on the fourth floor of city hall. These are public meetings with the notices posted near the Treasurer's Department in city hall by the end of the week prior to the meeting.

Total assets in the fund as of December 31, 2016, were \$280,400,663. The financial objective of the plan, which meets the State of Michigan requirements, is to establish and receive periodic employer contributions at actuarially determined amounts in order to accumulate sufficient assets to pay benefits when due. The contribution for the fiscal year beginning July 1, 2017 is \$10,596,981, which will change annually after an annual actuarial valuation is completed and a report is issued. As of December 31, 2015 the retirement system is now 72.8% funded, which means that accrued liabilities exceeded actuarial accrued assets by 27.2%.

There are currently 563 retirees or beneficiaries receiving benefits from the fund and 319 active members of the system who pay three and five percent of gross wages into the system. Retirement benefits vest after 10 years of service.

The members of the Police and Fire Retirement Board include the City Treasurer, a police department representative, a fire department representative and two mayoral appointed positions. The Commission uses the services of independent legal counsel (on a retainer basis) to handle the legal matters of the system. The system is audited annually by an independent certified public accounting firm.

In 2004, an ordinance was passed creating the Warren Police and Fire Health Benefits Plan. The board members are comprised of a police representative, fire representative, City Treasurer and two mayoral appointees. The primary objective is to receive contributions from the City and to fund for current employee's future health expenditures and pay current retirees health expenditures and Medicare reimbursements. Plan assets as of December 31, 2016, were \$27,825,641.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>GENERAL GOVERNMENT POLICE &amp; FIRE RETIREMENT</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 138,403	\$ 66,319	\$ 139,075	\$ 139,075	Permanent Employees	\$ 142,467	\$ 142,467	\$ -
10,740	4,757	10,000	10,000	Part-time Employee	20,000	20,000	-
6,397	-	6,185	6,185	Overtime	6,185	6,185	-
				<b>Employee Benefits:</b>			
12,345	5,692	12,398	12,398	Social Security	13,422	13,422	-
39,744	18,487	34,711	34,711	Employee Insurance	38,184	38,184	-
74,074	48,558	97,120	97,120	Retiree Health Insurance	74,074	74,074	-
6,800	3,400	6,800	6,800	Longevity	6,800	6,800	-
1,200	1,200	1,200	1,200	Education Allowance	1,200	1,200	-
92,108	43,841	89,237	89,237	Retirement Fund	88,893	88,893	-
				<b>Retiree Benefits:</b>			
8,867,653	4,353,893	10,500,000	10,500,000	Retiree Insurance	10,000,000	10,000,000	10,000,000
571,526	304,431	600,000	560,000	Medicare Reimbursement	610,000	610,000	610,000
-	-	5,220	5,220	<b>Office Supplies</b>	5,220	5,220	5,220
				<b>Other Services and Charges:</b>			
3,861	1,733	5,000	5,000	Postage	5,000	5,000	5,000
-	-	24,000	24,000	Audit Fees	24,000	24,000	24,000
-	-	1,800,000	1,800,000	Contractual Services	1,800,000	1,800,000	1,800,000
-	-	530	530	Service Contracts	530	530	530
-	-	3,500	3,500	Disability Physicals	3,500	3,500	3,500
-	-	8,000	8,000	Travel and Conferences	8,000	8,000	8,000
-	-	20,000	20,000	Insurance and Bonds	20,000	20,000	20,000
-	-	3,400	3,400	Printing & Publishing	3,400	3,400	3,400
576	292	1,000	1,000	Telephone	1,000	1,000	1,000
\$ 9,825,426	\$ 4,852,603	\$ 13,367,376	\$ 13,327,376	<b>Total Police &amp; Fire Retirement</b>	\$ 12,871,875	\$ 12,871,875	\$ 12,480,650
(386,247)	(194,279)	(2,267,376)	(2,267,376)	Charges Reimbursable via Public Act 55	(2,261,875)	(2,261,875)	(1,870,650)
(9,439,179)	(4,658,324)	(11,100,000)	(11,060,000)	Charges Reimbursable via VEBA Trust	(10,610,000)	(10,610,000)	(10,610,000)
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Net Police &amp; Fire Retirement</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## **DEPARTMENT OF RETIREMENT**

The Department of Retirement was formed in the Fiscal 2019 Budget by joining the support staff for the Employees Retirement Commission with the support staff for the Police and Fire Retirement Commission to become one department. The restructuring improves efficiency and allows for succession planning. It also improves processes by allowing the personnel in the Retirement Department to cross train, which permits future employee promotions from within the City and eliminates the potential of not having proper staffing available to maintain the day-to-day administration. Customer service improves as there are additional staff available to assist the board members of the two Commissions as well as the retirees in each retirement system. Based on the efficiencies gained, the use of overtime and part-time employees will decrease, resulting in cost savings. Furthermore, the restructuring ensures all duties are performed efficiently and timely.

## DEPARTMENT OF RETIREMENT

### Fiscal 2019 Performance Objectives

1. To encourage more enrollments in the direct deposit program and suppression of monthly mailer.
2. To continue software development for the accounting systems.
3. To continue software training for staff.
4. To promote education for staff and trustees regarding pension law and changing legislation.
5. To encourage use of online capabilities relative to forms.
6. To continue education of active members regarding plan benefits.
7. To begin work on database of separating Police and Fire Fighters who have different tiers of benefits.
8. To improve the databases of healthcare eligibility for retirees.
9. To begin work actuarial study for Health Benefits Plan.
10. To improve communication between board trustees, retirees, and city administration.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Pension calculations prepared	37	45	45	45
Agendas prepared	37	34	36	36
Active ledgers distributed	458	445	445	440
Pension checks distributed	373	474	474	474
Annuity withdrawals completed	9	20	20	20
Safe-Harbor method calculations	9	20	20	20
Retiree incentive bonuses paid	4	5	5	5
1099R's and W4-P's mailed	1,185	1,150	1,110	1,120
"Buy-Back" computations	5	10	10	10
P&F Direct deposit enrollments	12	15	15	15
P&F Monitoring monthly direct deposits	6,991	6,785	6,785	6,785
P& F Direct deposits initiated	6,991	6,785	6,785	6,785
Retirement actuarial valuation prepared	2	2	2	2
Retirement financial statements prepared	2	2	2	2
VEBA Trust actuarial valuation prepared	2	-	-	2
VEBA Trust financial statements prepared	2	2	2	2
General Employees – Pension payments distributed	6,400	6,500	6,400	6,400

GENERAL FUND PERSONNEL

<u>RETIREMENT</u>	<u>Present (a)</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Police & Fire Retirement Administrator	1	\$ 82,439	1	\$ 84,088	1	\$ 84,088	1	\$ 84,088
City Retirement Administrator	1	\$ 71,541	- (c)	\$ -	- (c)	\$ -	1 (c)	\$ 72,972
Administrator II	-	-	1 (c)	77,062	1 (c)	77,062	- (c)	-
Police & Fire Retirement Account Technician	1	57,831	1	58,988	1	58,988	1	58,988
Account Technician	1	57,831	- (c)	-	- (c)	-	1 (c)	58,988
Senior Account Technician	-	-	1 (c)	63,408	1 (c)	63,408	- (c)	-
Part-time Employee - Police & Fire		10,000		20,000		20,000		20,000
Part-time Employee - General		10,000		10,000		10,000		10,000
Overtime - Police & Fire	---	6,185	---	6,185	---	6,185	---	6,185
Total Personnel	<u>4</u>		<u>4</u>		<u>4</u>		<u>4</u>	

(a) Wage rates are based on Local 227 and Local 412 Unit 59 contracts that expire 6/30/19.

NOTE: Reflects the combination of support staff for the Police and Fire Retirement Commission and Employees Retirement Commission.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

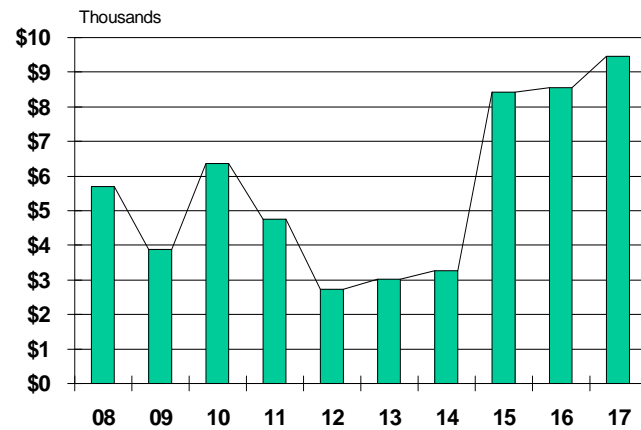
FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CITY RETIREMENT</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ -	\$ -	\$ -	- Permanent Employees	\$ -	\$ -	\$ 274,427
-	-	-	-	- Part-time Employee	-	-	30,000
-	-	-	-	- Overtime	-	-	6,185
				<b>Employee Benefits:</b>			
-	-	-	-	- Social Security	-	-	24,765
-	-	-	-	- Employee Insurance	-	-	76,139
-	-	-	-	- Retiree Health Insurance	-	-	149,666
-	-	-	-	- Longevity	-	-	13,119
-	-	-	-	- Education Allowance	-	-	3,350
-	-	-	-	- Retirement Fund	-	-	102,721
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Total City Retirement</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 680,372</u>
-	-	-	-	- Charges Reimbursable via Public Act 55	-	-	(680,372)
<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<b>Net City Retirement</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

## VILLAGE HISTORICAL COMMISSION

On December 28, 1976, the City Council created the Village Historic District Commission, composed of seven members, appointed by the Mayor, for a three-year term.

The purpose of the Warren Village Historic District Commission is to enrich the present and future by preserving the past. It does this through efforts to beautify the neighborhood; to encourage historic preservation and property maintenance; educate citizens on Warren's unique cultural heritage; and apply rules and regulations to protect the district from alteration and development that might compromise its aesthetic integrity or diminish its unique historic value.

**Expenditure History  
Village Historical Commission**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>VILLAGE HISTORICAL COMMISSION</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 35	\$ 196	\$ 250	\$ 250	<b>Office Supplies</b>	\$ 250	\$ 250	\$ 250
				<b>Other Services and Charges:</b>			
7,754	3,070	8,500	8,500	Contractual Services	8,500	8,500	8,500
-	-	2,000	2,000	Community Promotion & Public Relations	2,000	2,000	2,000
1,666	375	2,000	3,300	Public Utilities	3,300	3,300	3,300
-	-	1,400	1,400	Historical Site Plaque	1,400	1,400	1,400
-	-	400	400	Old Village Hall Improvements	400	400	400
<u>\$ 9,455</u>	<u>\$ 3,641</u>	<u>\$ 14,550</u>	<u>\$ 15,850</u>	<b>Total Village Historical Commission</b>	<u>\$ 15,850</u>	<u>\$ 15,850</u>	<u>\$ 15,850</u>

## SENIOR HEALTH CARE SERVICES

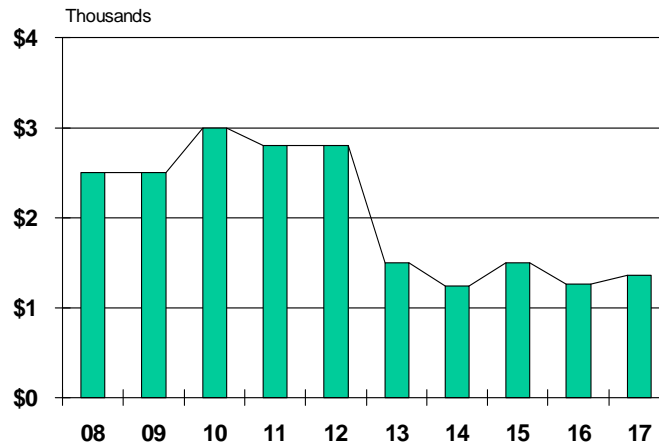
The Warren City Commission for Senior Health Care Services was created by city ordinance effective December 28, 1987.

The purpose of the Commission is to identify health care needs of Warren seniors and to provide information of health care services available in the city.

The Commission consists of twelve members. The members of the commission shall be appointed by the Mayor and confirmed by City Council. Five (5) members shall be Warren senior citizens, six (6) shall be representatives from healthcare organizations with varied backgrounds, and one (1) member shall be an employee of the City of Warren.

The Commission's officers shall be Chairman, Vice-Chairman, Secretary and Treasurer.

### Expenditure History Senior Health Care Services



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

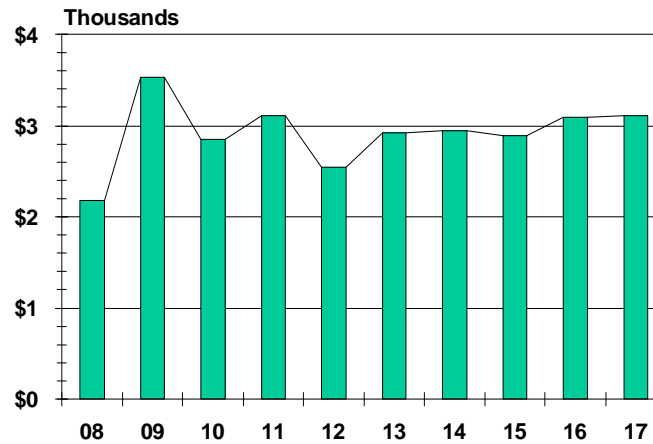
FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>CITY COMMISSION ON SENIOR HEALTH CARE SERVICES</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 1,353	\$ 167	\$ 1,500	\$ 1,500	<b>Other Services and Charges:</b>			
				Community Promotion & Public Relations	\$ 1,500	\$ 1,500	\$ 1,500
				<b>Total City Commission on Senior Health Care Services</b>			
<u>\$ 1,353</u>	<u>\$ 167</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>		<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>

## COUNCIL OF COMMISSIONS

The purpose and function of the Council of Commissions is to unite the City Commissions into a representative Council with the concept of sharing ideas, concerns, plans for improvement, and enrichment of the community. By promoting and encouraging public interest in its endeavors, the Council of Commissions intends to strengthen the purpose and function of the individual city commissions.

The Council of Commissions shall consist of one member from each city commission interested in participating. The representative shall be appointed annually to the Council of Commissions by each individual commission.

**Expenditure History  
Council of Commissions**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>COUNCIL OF COMMISSIONS</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 1	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
<u>3,110</u>	<u>-</u>	<u>3,400</u>	<u>3,400</u>	<b>Other Services and Charges:</b> Appreciation Reception	<u>3,400</u>	<u>3,400</u>	<u>3,400</u>
<b><u>\$ 3,111</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 3,500</u></b>	<b><u>\$ 3,500</u></b>	<b>Total Council of Commissions</b>	<b><u>\$ 3,500</u></b>	<b><u>\$ 3,500</u></b>	<b><u>\$ 3,500</u></b>

## ANIMAL WELFARE COMMISSION

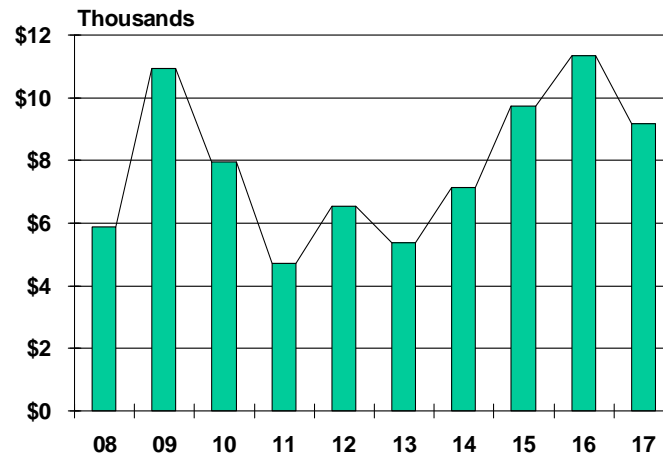
The Animal Welfare Commission was established on October 22, 1998. The Commission shall consist of seven members to be appointed by the Mayor. The members shall serve for three-year terms and may be re-appointed for any number of terms. Council and the Mayor may appoint ex-officio members.

The purpose and function of the commission shall be to study the proper care, husbandry, welfare, maintenance, education and awareness of issues of all animals that reside within City limits.

The duties of the Animal Welfare Commission shall be as follows:

1. Review and recommend to the Mayor and Council programs and practices that will develop citizen cooperation in the maintenance, proper care and animal rights of all animals in the city.
2. Advise and provide studies and recommendations to the Mayor and Council on such issues as husbandry (housing, food, shelter, water, general maintenance), medical care, cruelty to animals, licensing, promotion of spay and neuter programs, enforcement of ordinances and promotion of legislative action regarding animal cruelty, investigations and recommendations regarding wildlife incidents, and recommendations of additional ordinances designed to protect animals within the city.

### Expenditure History Animal Welfare Commission





GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ANIMAL WELFARE COMMISSION</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 106	\$ -	\$ 400	\$ 400	<b>Office Supplies</b>	\$ 300	\$ 300	\$ 300
				<b>Other Services and Charges:</b>			
661	225	1,000	1,000	Operating Expense	2,000	2,000	2,000
-	-	50	50	Postage	50	50	50
-	-	50	50	Telephone Expense	50	50	50
2,141	1,148	2,500	2,500	Vaccination Fair	2,600	2,600	2,600
1,000	500	1,000	1,000	Chipping Clinic	1,000	1,000	1,000
2,982	-	2,500	2,500	Education	2,500	2,500	2,500
<u>2,270</u>	<u>500</u>	<u>7,000</u>	<u>7,500</u>	Dog Park	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
<u>\$ 9,160</u>	<u>\$ 2,373</u>	<u>\$ 14,500</u>	<u>\$ 15,000</u>	<b>Total Animal Welfare Commission</b>	<u>\$ 16,000</u>	<u>\$ 16,000</u>	<u>\$ 16,000</u>

## **FIRE DEPARTMENT**

The primary purpose of the Fire Department is to protect the lives and property of the citizens and business owners of the City of Warren. The operation of the department is based on its authority and responsibilities granted within home rule charter and divided into seven categories.

**ADMINISTRATION:** Executes and directs the research, planning and development of all department assignments, rules, and procedures, etc. Responsible for the preparation and submission of bi-weekly, monthly and annual reports, as well as preparation and administration of the annual budget. Monitors the use of apparatus, equipment, supplies and all assets of the department and reviews contracts. Maintains all incident reports, correspondence, records, files, operating procedures, resource manuals, orders and directives. Provides supervision and direction to all divisions within the department.

**FIREFIGHTING DIVISION:** The primary role of the firefighting division is to protect lives and property of residents, business owners and visitors to our community from products of combustion generated by fires. Fire fighters are also trained to respond to a wide range of incidents beyond their firefighting duties, including responding to hazardous materials and technical rescue incidents, natural or man-made disasters, chemical, biological, radiological or nuclear incidents.

**EMERGENCY MEDICAL DIVISION:** The primary role of cross-trained fire fighters/paramedics, who are licensed by the State of Michigan, is to provide advanced and basic medical response, treatment and transport of the sick and injured. Patients are treated and transported to the most appropriate medical facilities inside and outside the city.

**FIRE PREVENTION DIVISION:** The primary role of this division is the prevention of fires through inspection of building occupancies of all types with an emphasis on public gathering facilities including theaters, restaurants and bars. Review of site plans focus in the areas of fire protection systems and egress pathways for new or renovated facilities. Public fire safety education is also a responsibility of this division.

**HAZARDOUS MATERIALS TEAM:** The primary role of this specialized team within the firefighting division is to respond to and mitigate hazardous materials incidents. All fire fighters receive training while team members receive advanced specialized training to the technician level of certification. Team members are also responsible for maintaining an extensive inventory of specialized equipment and supplies necessary to mitigate and contain an incident. Team members are also part of the Macomb County Hazardous Materials Team providing response capabilities for larger scale incidents.

**TECHNICAL RESCUE TEAM:** The primary role of this specialized team within the Firefighting Division is to respond to and mitigate incidents in the areas of rescue from confined spaces, rescue from building collapse, rescue from heights, rescue from water incidents, and rescue from machine entrapments. Team members are also part of the Macomb County Technical Rescue Team providing response capabilities for larger scale incidents.

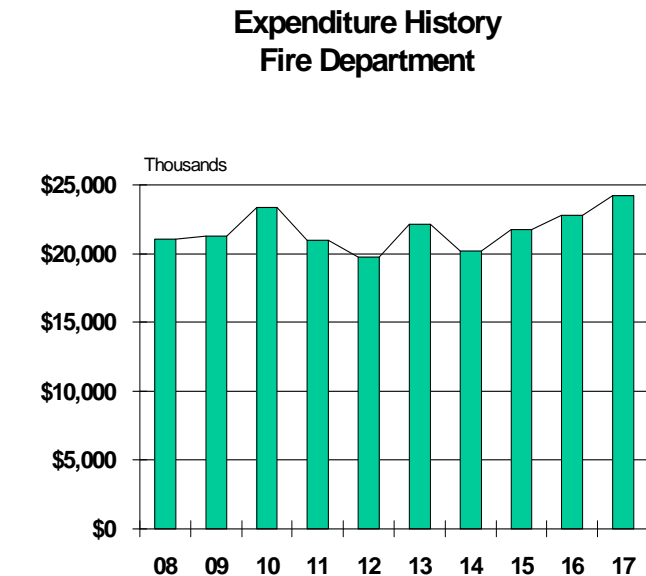
**TACTICAL MEDIC TEAM:** The primary function of this specialized team within the Firefighting Division is to respond to and provide medical support, treatment and or transport to the police department's special response team.

## FIRE DEPARTMENT

### Fiscal 2019 Performance Objectives

1. To partner with at least one other community to streamline the delivery of fire and EMS services to both communities or a group of communities, creating cost and delivery efficiencies.
2. To develop a strategy to refurbish, rebuild or replace fire stations and ancillary facilities that has the support of administration and approval of City Council.
3. To implement a replacement schedule for all apparatus, squad utility trucks and staff vehicles that has the support of the administration and the approval of City Council.
4. To implement technology advances that create work place efficiencies and further transition department towards a paperless environment.
5. To continue to modernize and transform the department to meet the challenges of the 21<sup>st</sup> century.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Incident reports reviewed	18,434	19,000	19,500	20,000
Fire station inspections	72	72	72	72
Total incident responses	18,343	19,000	19,000	19,000
Total equipment responses	32,827	32,500	35,000	35,000
Mutual aid rendered and received	71	60	80	80
On duty injuries	10	25	20	20
Lost work hours from on duty injuries	72	800	100	100
Hours of hydrant maintenance	7800	7,800	7,800	7,800
Hours of fire training	2,880	3,280	4,000	4,000
Hours of medical training	5,760	3,500	6,000	6,000
Hours of haz-mat training	576	900	600	600
Hours of tech rescue training	576	700	700	700
Hours of SRT training	864	750	900	900
Fire Department vehicle accidents	3	10	10	10



GENERAL FUND PERSONNEL

<u>FIRE DEPARTMENT</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Fire Commissioner	1	\$ 120,488	1	\$ 122,899	1	\$ 122,899	1	\$ 122,899
Administrative Chief of Operations	1	119,505	1	121,895	1	121,895	1	121,895
Deputy Chief	1	114,074	1	116,356	1	116,356	1	116,356
Special Operations Chief	1	108,642	1	110,815	1	110,815	1	110,815
Battalion Chief	3	108,642	3	110,815	3	110,815	3	110,815
Fire Marshal	1	108,642	1	110,815	1	110,815	1	110,815
Chief of E.M.S.	1	108,642	1	110,815	1	110,815	1	110,815
Captain	6	98,765	6	100,740	6	100,740	6	100,740
Lieutenant	15	89,786	15	91,582	15	91,582	15	91,582
Fire Inspector	3	89,786	3	91,582	3	91,582	3	91,582
Sergeant A.E.M.T.	1	89,786	1	91,582	1	91,582	1	91,582
Sergeant - Training Coordinator	-	-	-	-	-	-	1	83,257
Sergeant	5	81,624	5	83,257	5	83,257	5	83,257
Fire Fighter A.E.M.T.	9	81,624	9	83,257	9	83,257	9	83,257
Fire Fighter Engine & Ladder	20	77,913	20	79,472	20	79,472	20	79,472
Fire Fighter	61	74,203	61	75,687	61	75,687	61	75,687
Office Coordinator - Fire	1	75,069	1	76,569	1	76,569	1	76,569
Administrative Clerk Technician	-	-	1 (c)	56,425	1 (c)	56,425	1 (c)	56,425
Administrative Clerk - Fire	1	51,541	- (c)	-	- (c)	-	- (c)	-
EMS Billing Clerk	-	-	1 (c)	52,572	1 (c)	52,572	1 (c)	52,572
EMS Billing Specialist	1	37,108	- (c)	-	- (c)	-	- (c)	-
Overtime - Fire Fighters		400,000		550,000		425,000		425,000
Overtime - Clerical		1,500		1,500		1,500		1,500
Total Personnel	<u>132</u>		<u>132</u>		<u>132</u>		<u>133</u>	

(a) Wage rates include holiday pay and are based on Local 412 Unit 35, Local 1383 and Local 227 contracts that expire 6/30/19.

(c) Reclassifications of Administrative Clerk - Fire to Administrative Clerk Technician and EMS Billing Specialist to EMS Billing Clerk.

Note: Reduced rates apply to the positions of Captain, Lieutenant, Sergeant, and Firefighter for employees hired after 1/1/09.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>FIRE DEPARTMENT</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 121,656	\$ 63,025	\$ 120,489	\$ 120,489	Appointed Official	\$ 122,899	\$ 122,899	\$ 122,899
8,384,302	4,226,428	8,450,000	8,811,401	Fire Fighter Wages	9,007,040	9,007,040	9,085,754
144,613	71,741	151,548	151,548	Civilians & Clerical	164,890	164,890	164,890
466	-	500	1,500	Overtime - Clerical	1,500	1,500	1,500
375,448	224,046	400,000	400,000	Overtime - Fire Fighters	550,000	425,000	425,000
127,222	31,298	150,000	180,000	Shift Premium	180,000	150,000	150,000
72,000	43,167	75,000	79,000	A.E.M.T. Premium	82,000	82,000	83,000
				<b>Employee Benefits:</b>			
21,100	20,783	20,700	20,700	Educational Allowance	21,800	21,800	21,800
7,700	7,700	7,700	5,600	Cleaning Allowance	7,700	7,700	7,700
153,896	82,007	140,546	171,046	Social Security	177,811	175,564	176,840
474,879	196,757	507,500	508,345	Holiday Pay	519,614	519,614	524,155
2,461,509	1,043,548	2,375,000	2,405,119	Employee Insurance	2,659,780	2,656,879	2,677,190
5,206,910	5,623,399	8,328,324	8,328,324	Retiree Health Insurance	3,995,030	3,995,030	4,045,281
175,163	98,817	195,037	195,037	Longevity	205,882	205,882	208,602
4,042,503	2,072,881	4,050,000	4,144,064	Retirement Fund	4,365,990	4,365,988	4,379,185
116,642	58,117	118,000	120,000	Food Allowance	120,000	120,000	121,000
80,404	35,481	72,150	72,150	Uniforms	72,150	72,150	72,700
				<b>Supplies:</b>			
154,805	82,189	174,600	174,600	Operating Supplies	457,500	407,700	407,700
113,213	42,758	150,000	165,100	EMS Medical Supplies	160,000	160,000	160,000
73,995	28,030	80,000	100,000	Gasoline & Diesel Oil	100,000	100,000	100,000
				<b>Other Services and Charges:</b>			
325,105	103,307	450,000	480,000	Contractual Services	618,800	518,800	518,800
280,886	280,886	280,886	280,886	Capital Equipment Lease Payment	-	-	-
162,605	47,379	121,800	121,800	Building Maintenance	303,800	153,800	153,800
35,101	28,690	70,000	70,000	Instruction	102,200	102,200	102,200
-	9,971	15,000	15,000	Medical Services	17,500	17,500	17,500
24,544	8,062	55,350	55,350	Telephone and Radio	63,500	63,500	63,500
105,261	42,699	125,000	125,000	Public Utilities	125,000	125,000	125,000
30,000	10,000	30,000	30,000	Hydrant Installation & Repairs	30,000	30,000	30,000
60,000	20,000	60,000	60,000	Public Fire Protection (Water)	60,000	60,000	60,000
4,557	1,110	15,000	15,000	Memberships & Dues	20,350	20,350	20,350
7,576	9,173	9,700	9,700	Fire Prevention Week	23,500	23,500	23,500

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>FIRE DEPARTMENT (CONTINUED)</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Capital Outlay:</b>			
\$ -	\$ 4,845	\$ 195,000	\$ 195,000	Capital Improvements	\$ 350,000	\$ 250,000	\$ 250,000
848,111	2,504,258	2,753,413	2,753,413	Equipment and Vehicles	2,166,000	586,000	586,000
5,970	-	-	-	Assistance to Fire Fighters Grant - 2014	-	-	-
<u>\$ 24,198,142</u>	<u>\$ 17,122,552</u>	<u>\$ 29,748,243</u>	<u>\$ 30,365,172</u>	<b>Total Fire Department</b>	<u>\$ 26,852,236</u>	<u>\$ 24,712,286</u>	<u>\$ 24,885,846</u>

## **POLICE DEPARTMENT**

The primary purpose of the Police Department is to protect life and property. To accomplish this goal, police officers enforce the criminal laws of the State of Michigan and our City Ordinances.

Organizationally, the Police Department's operations are divided into three bureaus: Administrative, Patrol and Investigative.

The Administrative Services Bureau is responsible for the operation of the Training Division, Technical Services Division, Communications Division, Computer Services Division, along with Technical Systems Management and Emergency Services Division. The Administrative Bureau develops and maintains the department's budget, distributes personnel as needed, plans, directs and implements the departments equipment needs, maintains the good order and condition of the departments building and infrastructure, and ensures the accomplishment of the departments overall goals and mission. The Bureau's Emergency Services Division is responsible for development and implementation of emergency operation plans that would account for any possible hazardous or emergency situations that could occur throughout the City.

The Patrol Services Bureau is responsible for the first response to the majority of calls for service. Included in the Patrol Bureau is the Uniform Patrol Division, which concentrates on crimes against persons and property, with the ultimate goal of arresting offenders. The Patrol Support Division is responsible for ensuring safe driving practices by the public on both major arteries and residential streets. To accomplish this, the division has a traffic enforcement unit, a traffic engineer, an abandoned officer unit, an animal control unit, and a fatal traffic investigator. Patrol Services is also responsible for jail operations, neighborhood watch, and interaction with prisoner processing through the 37<sup>th</sup> District Court.

The Investigative Services Bureau is responsible for the investigation of all crimes after the initial contact by uniformed patrol officers. This includes prosecution of offenders through the entire court process. The two major divisions are the Criminal Investigations Division, which takes responsibility for all crimes perpetrated by persons over the age of 16, and the Family Investigations Division, which handles incidents of crime perpetrated by juveniles, child abuse, and criminal sexual conduct cases. The School Resource Officer Unit falls under the Family Investigations Division to assist them as a school liaison. Also included in this bureau is the Evidence/Property Unit, which is responsible for the storage and disposition of all property coming into the possession of the Police Department, and the Subpoena Services Unit, which is charged with the service of all criminal subpoenas originating from assigned criminal complaints.

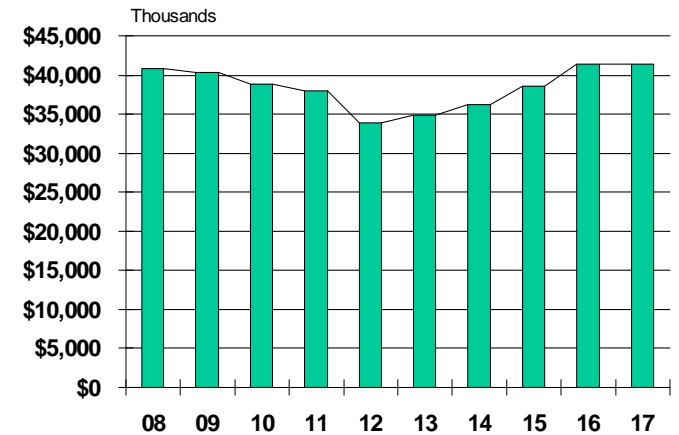
# POLICE DEPARTMENT

## Fiscal 2019 Performance Objectives

1. Establish a second police station as part of City Square South project. This facility will be manned by two officers 24 hours a day.
2. Add additional officer positions to allow for City Center South staffing without pulling officers from road patrol duties.
3. Complete renovation of the men's / woman's, supervisor's locker rooms and exercise room locker rooms.
4. Complete major renovation to the exterior of the Police Department. Cement work and landscaping.
5. Remodel second floor office spaces and public waiting areas.
6. Increase Community Policing initiatives and greatly expand Neighborhood Watch program.
7. Complete building infrastructure repair/upgrade on roof/lighting/backup generator.
8. Focus on neighborhoods and forming partnership with community.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Calls for police service	95,000	95,000	95,000	95,000
Part A crimes	9,257	8,800-	8,800	9,000
Burglary incidents	823	1,000	750	800
Auto theft incidents	560	700	450	500
Narcotic and drug incidents	1,725	1,800	1,700	2,000
Liquor license investigations	191	180	190	190
Traffic citations	17,279	40,000	19,000	20,000
OUIL charges	200	400	220	250
Traffic accidents	4,155	4,500	4,200	4,500
Juveniles charged	200	220	180	180
Total arrests	4,973	7,000	5,000	5,500
Abandoned autos processed	500	600	550	600
Guns registered	4,661	8,500	5,000	6,000
Neighborhood watch programs	100	120	100	120
Total citations	27,394	40,000	30,000	30,000
Crime prevention/security survey	70	80	125	125
Monthly training/SRT	20	30	25	25
High risk incidents	9	10	10	10
Private industry safety survey	65	85	85	85
Environmental investigations	95	110	110	110

**Expenditure History  
Police Department**





GENERAL FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>POLICE DEPARTMENT</u>								
Police Commissioner	1	\$ 124,960	1	\$ 127,459	1	\$ 127,459	1 (e)	\$ 134,322
Deputy Police Commissioner	1	125,109	1	127,612	1	127,612	1	127,612
Captain	2	113,735	2	116,010	2	116,010	2	116,010
Lieutenant	8	103,396	8	105,464	8	105,464	8	105,464
Sergeant	16	93,997	16	95,877	16	95,877	17 (c)	95,877
Corporal	27	85,452	27	87,161	27	87,161	27	87,161
Police Officer	<u>148</u>	<u>77,684</u>	<u>150</u> (b)	<u>79,238</u>	<u>150</u> (b)	<u>79,238</u>	<u>149</u> (b,c)	<u>79,238</u>
Sub-Total Police Personnel	<u>203</u>		<u>205</u>		<u>205</u>		<u>205</u>	
Crime M.I.S. Specialist	1	90,344	1	92,152	1	92,152	1	92,152
Assistant Crime M.I.S. Specialist	2	62,578	2	63,830	2	63,830	2	63,830
Forensic Technologist	1	71,792	1	73,228	1	73,228	1	73,228
Office Coordinator	1	75,069	1	76,569	1	76,569	1	76,569
Administrative Secretary	1	57,835	1	58,993	1	58,993	1	58,993
Police Asset Forfeiture Spec	1	64,151	1	65,434	1	65,434	1	65,434
Stenographic Technician	1	55,964	1	57,083	1	57,083	1	57,083
Dispatch Supervisor	3	67,180	3	68,524	3	68,524	3	68,524
Dispatcher	20	58,418	20	59,586	20	59,586	20	59,586
Senior Clerk	1	57,835	1	58,993	1	58,993	1	58,993
Fire Arms Specialist	1	55,432	1	56,541	1	56,541	1	56,541
Administrative Clerical Technician	1	55,319	1	56,425	1	56,425	1	56,425
Office Assistant	<u>3</u>	<u>37,108</u>	<u>3</u>	<u>37,850</u>	<u>3</u>	<u>37,850</u>	<u>3</u>	<u>37,850</u>
Sub-Total Civilian Personnel	<u>37</u>		<u>37</u>		<u>37</u>		<u>37</u>	
Temporary/Co-op		63,000		65,000		65,000		65,000
Permanent Part-time - Crossing Guards		145,000		145,000		145,000		145,000
Overtime - Police		950,000		950,000		950,000		950,000
Overtime - Civilians		<u>28,000</u>		<u>38,948</u>		<u>38,948</u>		<u>38,948</u>
Total Personnel	<u>240</u>		<u>242</u>		<u>242</u>		<u>242</u>	

- (a) Wage rates include holiday pay and are based on Local 412 Unit 35, Local 227, Warren Supervisors, W.P.O.A., and W.P.C.O.A. contracts that expire 6/30/19.
- (b) New position.
- (c) Reclassification of one (1) Police Officer position to Sergeant.
- (e) Reflects increase of \$6,863 (holiday pay) for the Police Commissioner.

Note: Reduced rates apply to the positions of Captain, Lieutenant, Sergeant, Corporal, and Police Officer for employees hired after 1/11/12.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>POLICE DEPARTMENT</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 121,585	\$ 61,579	\$ 124,959	\$ 124,959	Appointed Official	\$ 127,459	\$ 127,459	\$ 127,459
14,162,720	7,147,297	14,000,000	14,929,716	Police Officers	15,409,610	15,409,610	15,409,610
1,801,289	848,999	1,900,000	1,990,989	Civilians & Clerical	2,090,020	2,090,020	2,090,020
128,272	56,664	135,000	145,000	Crossing Guards	145,000	145,000	145,000
59,482	23,666	60,000	63,000	Temporary/Co-op	65,000	65,000	65,000
801,312	469,266	950,000	950,000	Overtime - Police Officers	950,000	950,000	950,000
27,961	21,670	28,000	28,000	Overtime - Civilians	38,948	38,948	38,948
241,694	61,124	250,000	261,000	Shift Premium	265,000	265,000	265,000
				<b>Employee Benefits:</b>			
180,871	3,215	190,000	192,850	Gun Allowance	194,750	194,750	194,750
54,750	56,900	56,900	56,150	Education Allowance	54,200	54,200	54,200
113,826	99,385	120,000	121,800	Cleaning Allowance	129,900	129,900	129,900
396,868	194,914	373,540	451,540	Social Security	468,472	468,472	468,472
811,779	294,101	875,000	877,054	Holiday Pay	898,246	898,246	905,109
4,226,139	1,768,058	4,300,000	4,384,874	Employee Insurance	4,821,132	4,821,132	4,821,249
9,100,510	9,405,880	14,264,270	14,264,270	Retiree Health Insurance	7,220,531	7,220,531	7,220,670
324,325	177,524	355,415	355,415	Longevity	353,627	353,627	353,627
7,410,841	3,757,962	7,475,000	7,532,126	Retirement Fund	7,951,233	7,951,233	7,951,233
137,266	77,518	145,000	122,950	Uniforms	131,150	131,150	131,150
				<b>Supplies:</b>			
48,833	35,503	60,000	60,000	Office Supplies	65,000	65,000	65,000
66,050	32,139	72,000	72,000	Operating Expense	72,000	72,000	72,000
171,123	63,632	300,000	500,000	Gasoline & Diesel Oil	400,000	400,000	400,000
				<b>Other Services and Charges:</b>			
11,637	5,096	15,000	15,000	Prisoners' Food	15,000	15,000	15,000
-	-	-	-	Crime Prevention	3,500	3,500	3,500
139,718	25,512	275,000	300,000	Building Maintenance	290,000	290,000	290,000
265,861	131,553	270,000	300,000	Contractual Services	420,000	420,000	420,000
6,174	1,915	7,000	7,000	Postage	7,000	7,000	7,000
39,643	15,540	25,000	25,000	Instruction	55,000	55,000	55,000
9,936	22,348	10,000	10,000	911 Dispatch Training Expense	15,000	15,000	15,000
117,729	40,090	125,000	198,568	Telephone and Radio	115,000	115,000	115,000
30,199	4,299	37,000	40,000	Vehicle Maintenance	40,000	40,000	40,000
7,676	-	10,000	15,000	Youth Athletic League	10,000	10,000	10,000
-	-	-	-	CERT	-	-	2,000
1,501	1,782	4,500	4,500	Community Promotion	6,000	6,000	6,000

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>POLICE DEPARTMENT (CONTINUED)</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 1,500	\$ 1,812	\$ 3,000	\$ 3,000	Explorers	\$ 3,500	\$ 3,500	\$ 3,500
180,602	86,788	200,000	210,000	Public Utilities	200,000	200,000	200,000
8,000	4,000	12,000	12,000	Special Investigations	12,000	12,000	12,000
				<b>Capital Outlay:</b>			
-	-	434,180	434,180	Capital Improvements	200,000	200,000	200,000
82,246	28,726	152,000	152,000	Police Equipment	150,000	150,000	150,000
9,388	17,907	35,000	35,000	Office Equipment	35,000	35,000	35,000
-	75,322	477,252	477,252	911 Equipment	50,000	50,000	50,000
89,797	64,687	154,733	154,733	U.S. Department of Justice Assistance Grant	-	-	-
2,401	25,990	26,894	26,894	UASI Grant	-	-	-
<b>\$ 41,391,504</b>	<b>\$ 25,210,363</b>	<b>\$ 48,308,643</b>	<b>\$ 49,903,820</b>	<b>Total Police Department</b>	<b>\$ 43,478,278</b>	<b>\$ 43,478,278</b>	<b>\$ 43,487,397</b>

## **ANIMAL CONTROL**

The Animal Control Unit is responsible for the enforcement of local animal control ordinances, picking up stray, lost or unlicensed animals and to investigate animal complaints. The Unit consists of three (3) civilian employees. On the average these Officers respond to 35 calls for service a day and return 30 to 40 telephone calls each day. They also deliver 50 abandoned or injured animals to the Macomb County Animal Shelter per week.

The Animal Control Unit is a very important service to the City and is in high demand from its citizens. Services such as attending to injured animals, removing dead animals from the roadway and neighborhoods, responding to animal bite complaints, stray dogs and vicious animals is but a few of the important services the unit provides. Other concerns include checking on an animal's welfare that may be abused, poisoned, or left out in the elements. The Animal Control Officers have the authority to issue violations for animal ordinance violations that they see.

As a public service, Animal Control Officers assist citizens with advice on how to care for their animals along with referring them to low cost programs available for veterinarian care.

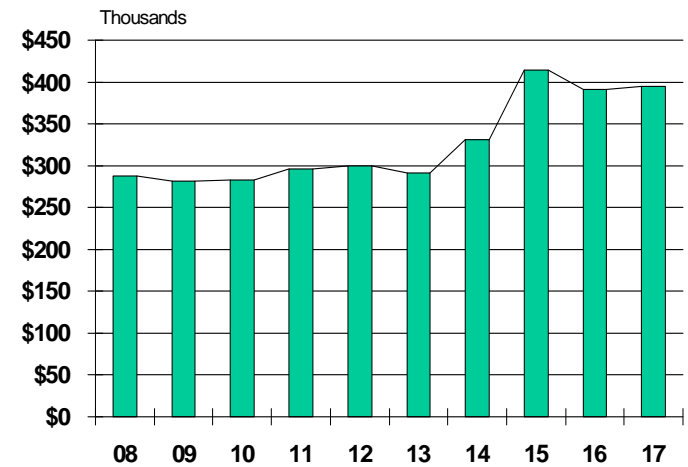
## ANIMAL CONTROL

### Fiscal 2019 Performance Objectives

1. To provide better investigative service to the community with regard to stray, lost, unlicensed or dead animals.
2. To provide better enforcement of ordinances that pertain to animals.
3. To help encourage citizens to transport sick or injured animals to the Macomb County Animal shelter themselves whenever possible.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Animal Control calls for service	9,951	10,000	8,800	10,000
Number of miles driven per year	28,200	50,000	30,000	50,000
Stray animals picked up	1,621	1,800	1,600	1,800
Dead animals handled	60	150	150	150
Animals given up by owner	88	100	100	100
SNR cats	377	450	380	450

**Expenditure History  
Animal Control**



GENERAL FUND PERSONNEL

<u>POLICE DEPARTMENT - ANIMAL CONTROL</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Animal Control Officer	3	\$ 57,738	3	\$ 58,892	3	\$ 58,892	3	\$ 58,892
Temporary Employee Overtime	—	-	—	-	—	-	—	-
		5,500		5,500		5,500		5,500
Total Personnel	<u>3</u>		<u>3</u>		<u>3</u>		<u>3</u>	

(a) Wage rates are based on Local 227 contract that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>ANIMAL CONTROL</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 114,886	\$ 76,930	\$ 158,000	\$ 162,418	Permanent Employees	\$ 163,270	\$ 163,270	\$ 163,270
12,796	3,339	3,339	-	Temporary Employee	-	-	-
2,579	5,444	10,000	5,500	Overtime	5,500	5,500	5,500
				<b>Employee Benefits:</b>			
10,311	6,994	14,000	13,368	Social Security	12,941	12,941	12,941
36,785	14,582	40,000	52,583	Employee Insurance	57,282	57,282	57,282
74,074	48,885	99,282	99,282	Retiree Health Insurance	77,347	77,347	77,347
5,587	6,516	6,800	6,800	Longevity	3,400	3,400	3,400
75,009	38,260	77,785	77,785	Retirement Fund	82,492	82,492	82,492
744	-	1,140	1,140	Uniforms	1,140	1,140	1,140
2,644	552	3,000	3,000	<b>Operating Supplies</b>	3,000	3,000	3,000
				<b>Other Services and Charges:</b>			
52,872	22,162	80,000	100,000	Animal Collection	75,000	75,000	75,000
4,052	-	5,948	5,948	Animal Control Grant	-	-	-
1,872	889	5,000	8,000	Vehicle Maintenance	8,000	8,000	8,000
<u>\$ 394,211</u>	<u>\$ 224,553</u>	<u>\$ 504,294</u>	<u>\$ 535,824</u>	<b>Total Animal Control</b>	<u>\$ 489,372</u>	<u>\$ 489,372</u>	<u>\$ 489,372</u>

## CIVIL DEFENSE

The Emergency Services Division is responsible for maintaining a disaster response and recovery program in the event of any man-made or natural disaster or catastrophic emergency. It serves as the liaison between the Federal Emergency Management Agency, the Department of Homeland Security, the Michigan State Police Emergency Management and Homeland Security Division and the Macomb County Office of Emergency Management in the event that a catastrophic emergency or disaster occurs within the City of Warren. To accomplish these goals, the Emergency Services Division:

- \* Coordinates the emergency management plans and operations for the City of Warren.
- \* Maintains disaster response and recovery programs in the event of any type of disaster.
- \* Coordinates the training of personnel in emergency planning, disaster response and recovery operations.
- \* Coordinates disaster response and recovery plans and procedures with other agencies, local organizations, businesses, school districts, and volunteer agencies such as the American Red Cross and Salvation Army.
- \* Conducts public information programs on storm safety and sustainability in the event of any type of disaster.
- \* Maintains the City of Warren's public warning system of sirens and radio and television alert systems in the event of any type of disaster.
- \* Maintains an up-to-date resource directory of City, County, State, Federal and private resources that can be utilized in the event of a City emergency or disaster.
- \* Conducts simulated disaster exercises, using the resources of the City as well as private entities to test emergency plans and procedures and evaluate the City's level of preparedness.
- \* Prepares annual reports, quarterly activity reports, quarterly personnel and administrative expense reports as well as other reports mandated by the Michigan State Police's Emergency and Homeland Security Division.
- \* Serves as the City of Warren's local agent in documenting and gathering the necessary data to be submitted for any disaster relief funds.
- \* Coordinates the response and the reporting of any hazardous and toxic material spills or accidents.
- \* Reviews the industrial plans for hazardous and toxic material spills or accidents.



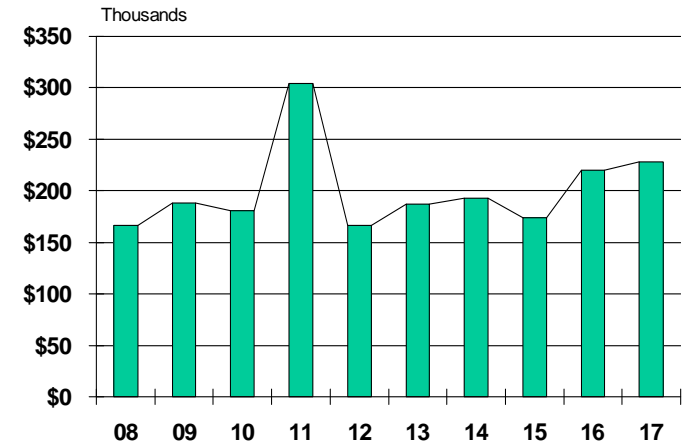
## CIVIL DEFENSE

### Fiscal 2019 Performance Objectives

1. To increase the number of active Citizens Emergency Response Team (CERT) members.
2. To maintain a current disaster response and recovery program in the event of a nuclear, technological, or natural disaster.
3. Maintain the warning system and sirens with the city.
4. Coordinate training for emergency planning, disaster response, and recovery.
5. Continue full scale exercises with GM/schools/TaCom and various companies within the city

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Responses to disaster or emergency incidents	10	12	12	12
Emergency operation plans reviewed	33	40	36	40
Michigan State Police Emergency Management Division meetings attended	24	25	25	25
Macomb County Emergency Management Meetings attended	32	30	30	30
MSP emergency management training classes attended	13	20	15	20
Functional/full-scale exercises	4	5	5	5
Orientation/table top preparation exercises	10	12	10	12
Hazard analysis & risk assessment	32	40	40	40
Chemical inventory reports processed	15	15	12	15

**Expenditure History  
Civil Defense**



GENERAL FUND PERSONNEL

<u>POLICE DEPARTMENT - CIVIL DEFENSE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Sergeant	1	\$ 93,997	1	\$ 95,877	1	\$ 95,877	1	\$ 95,877
Overtime	—	4,000	—	4,000	—	4,000	—	4,000
Total Personnel	<u>1</u>		<u>1</u>		<u>1</u>		<u>1</u>	

(a) Wage rates are based on W.P.C.O.A. contract that expires 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>CIVIL DEFENSE</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 86,787	\$ 40,824	\$ 89,196	\$ 89,196	Police Officer	\$ 90,980	\$ 90,980	\$ 90,980
4,328	1,930	4,000	4,000	Overtime	4,000	4,000	4,000
-	-	100	100	Shift Premium	100	100	100
				<b>Employee Benefits:</b>			
950	-	950	950	Gun Allowance	950	950	950
600	-	600	600	Education Allowance	600	600	600
600	202	600	600	Cleaning Allowance	600	600	600
1,464	635	1,483	1,483	Social Security	1,510	1,510	1,510
4,661	1,622	4,803	4,803	Holiday Pay	4,899	4,899	4,899
24,262	9,862	20,000	19,174	Employee Insurance	20,906	20,906	20,906
66,256	34,224	68,449	68,449	Retiree Health Insurance	50,251	50,251	50,251
4,760	-	2,040	2,040	Longevity	2,040	2,040	2,040
31,104	15,816	31,633	31,633	Retirement Fund	33,846	33,846	33,846
(128)	-	750	750	Uniforms	750	750	750
				<b>Supplies:</b>			
797	-	1,500	1,500	Operating Expense	1,500	1,500	1,500
				<b>Other Services and Charges:</b>			
609	4,500	12,000	15,000	Contractual Services	15,000	15,000	15,000
862	329	1,000	1,000	Public Utilities	1,000	1,000	1,000
<u>\$ 227,912</u>	<u>\$ 109,944</u>	<u>\$ 239,104</u>	<u>\$ 241,278</u>	<b>Total Civil Defense</b>	<u>\$ 228,932</u>	<u>\$ 228,932</u>	<u>\$ 228,932</u>

## DEPARTMENT OF PUBLIC SERVICE

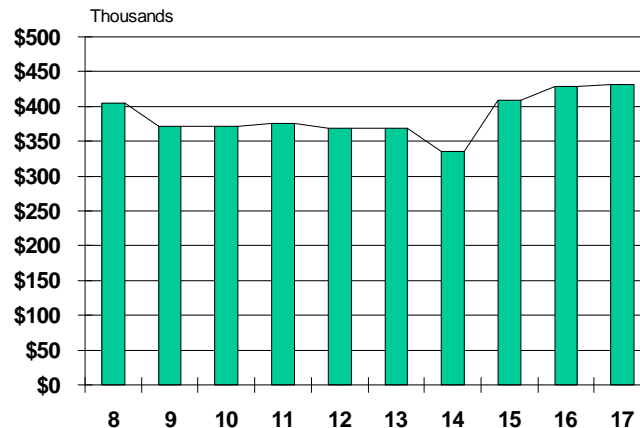
The Department of Public Services is responsible for overseeing and coordinating the activities of the following divisions:

1. Building - permits, licensing, inspections.
2. Rental – permits and inspections.
3. Maintenance - care and cleaning of city owned buildings, lawn maintenance, and snow removal of same.
4. Property Maintenance – investigate property maintenance complaints, weed removal.
5. Public Works - year-round road maintenance, city signage, storm sewers, vehicle maintenance for all city vehicles.
6. Sanitation - garbage pickup, yard waste pickup, curbside recycling, and operation of drop-off center.
7. Engineering - construction and maintenance of roads, sidewalks and inspections of all projects.
8. Water - construction, maintenance of water and sewer lines and appurtenances.
9. Waste Water Treatment Plant - treatment of all wastes delivered to plant and establishment of storm water management plan meeting government controls.

In addition to the sample-listed services, there are internal jobs for each division such as payroll, safety and accident reporting, personnel matters, etc.

Other duties include processing contracts, special assessments, payment of all street lighting and traffic signals, nuisance abatements, and handling many residents' petitions and/or problems.

**Expenditure History  
Public Services Director**



GENERAL FUND PERSONNEL

<u>PUBLIC SERVICES DIRECTOR</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Director of Public Services	1	\$ 117,090	1	\$ 119,432	1	\$ 119,432	1	\$ 119,432
Administrative Supervisor/Citistat Coordinator	1	72,458	1	73,907	1	73,907	1	73,907
Office Coordinator Public Service	1	75,069	1	76,569	1	76,569	1	76,569
Office Assistant - Public Service	1	37,108	1	37,850	1	37,850	1	37,850
	—		—		—			
Total Personnel	<u>4</u>		<u>4</u>		<u>4</u>		<u>4</u>	

(a) Wage rates are based on Local 227 and Local 412 Unit 35 contracts that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>PUBLIC SERVICES PUBLIC SERVICES DIRECTOR</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 119,168	\$ 55,843	\$ 117,090	\$ 117,090	Appointed Official	\$ 119,432	\$ 119,432	\$ 119,432
124,572	40,637	125,000	172,856	Permanent Employees	179,609	179,609	179,609
35,211	9,843	9,843	-	Temporary/Co-op			
				<b>Employee Benefits:</b>			
21,522	8,236	20,000	22,701	Social Security	23,397	23,397	23,397
56,828	18,625	60,000	70,009	Employee Insurance	77,378	77,378	77,378
40,605	25,586	53,039	53,039	Retiree Health Insurance	41,636	41,636	41,636
5,651	3,400	6,800	6,800	Longevity	6,800	6,800	6,800
24,939	9,988	29,674	29,674	Retirement Fund	30,584	30,584	30,584
3,068	1,660	5,000	5,000	<b>Office Supplies</b>	5,000	5,000	5,000
				<b>Other Services and Charges:</b>			
636	306	2,000	2,000	Postage	2,000	2,000	2,000
<u>\$ 432,200</u>	<u>\$ 174,124</u>	<u>\$ 428,446</u>	<u>\$ 479,169</u>	<b>Total Public Services Director</b>	<u>\$ 485,836</u>	<u>\$ 485,836</u>	<u>\$ 485,836</u>

## **ENGINEERING DIVISION**

The Engineering Division is responsible for delivering a cost effective infrastructure system. The division assesses the condition of the present road, sidewalk, storm sewer, and sanitary sewer and water main systems; establishes a priority for system upgrades; pursues avenues for construction funding, designs and specifies the proposed construction work; and oversees the contract work that provides an improved infrastructure system. In addition, the Engineering Division services all city divisions, departments and commissions as they seek to restore, maintain and upgrade the city facilities and properties under their jurisdiction.

The Engineering Division maintains and updates all records of city utilities, streets and addresses, as well as all project specific contract records and "as-built" construction information. All such records are available to prospective developers, builders, architects, engineers, commercial and industrial facility operators and residents. All private development site plans, including subdivisions, condominium projects and commercial and industrial facilities are reviewed by the Engineering Division for impact to the surrounding area, and compatibility to the local infrastructure system. The Engineering Division inspects all utility work within city right-of-ways and easements and on large private developments.

To meet the demands of the city, its businesses and residents, the Engineering Division is organized into four functional areas, including:

**Field Engineering:** to provide electronic survey data of existing conditions; layout proposed contract work; inspect city contracted infrastructure system improvements and privately contracted work within city right-of-way and easements; inspect the condition of all city streets and sidewalks and investigate citizen complaints.

**Drafting/Mapping:** to utilize field-generated survey data to draft proposed infrastructure system improvements; upgrade, update and distribute city infrastructure maps, record all municipal underground utility locations; and provide construction standards and city-owned utility information to the public.

**Civil Engineering:** to assess existing conditions; prioritize infrastructure system improvements; determine feasibility of design options; implement the optimal design option; manage the contract letting process, provide contract oversight and administration, perform reviews of all proposed private site work within the city and issue permits for that work.

**Office Management:** to maintain parcel, private development and city contract records; manage personnel, monitor and post necessary cost accounting information; effectively communicate proposed programs and projects to other city departments and the public and interact daily with citizens regarding infrastructure and roadway complaints and concerns.

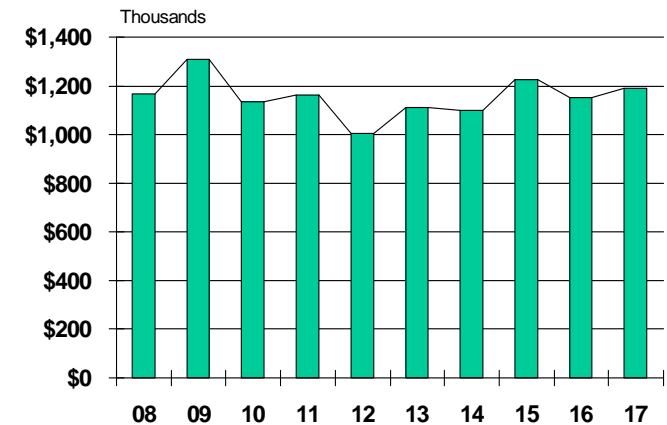
## ENGINEERING DIVISION

### Fiscal 2019 Performance Objectives

1. To continue to maintain and provide the most up-to-date public utility information to residents, business owners, developers and all city departments.
2. To continue implementation of the city's goal of repairing all defective sidewalks in Warren within the next calendar year.
3. To continue to provide high quality inspection of all public and private installations within the city.
4. To continue implementation of the local roadway repair program.
5. To continue to oversee remediation of known and unknown illicit connections to the city's storm sewer and ultimately the waters of the State.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Engineering and inspection revenues	77,190	60,000	160,000	175,000
Requests for service processed	894	800	720	750
Planning reviews	129	125	170	180
Site plan reviews	367	410	450	450
Sign permit structural reviews	13	20	25	30
Private and public project inspections	117	130	160	160
Sidewalk locations inspected & repaired	687	600	425	600
Street and water main break repairs	568	950	899	950
Illicit connection, evaluation, review and remediation	1	1	1	1

**Expenditure History  
Engineering**





GENERAL FUND PERSONNEL

<u>ENGINEERING DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
CAD System Administrator	1	\$ 74,776	1	\$ 76,272	1	\$ 76,272	1	\$ 76,272
Office Assistant	1	37,108	1	37,850	1	37,850	1	37,850
<u>Engineering Field:</u>								
Engineering Field Supervisor	1	81,744	1	83,379	1	83,379	1	83,379
Engineering Technician	1	70,845	1	72,262	1	72,262	1	72,262
Construction Specialist	1	66,955	1	68,294	1	68,294	1	68,294
Temporary Employees - Inspections		73,600		74,000		74,000		74,000
Temporary Employee - Engineer		-		20,000		20,000		20,000
Overtime - Clerical		555		500		500		500
Overtime - Engineers & Inspectors	—	84,600	—	97,000	—	97,000	—	97,000
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>5</u>	

(a) Wage rates are based on Local 227 and Warren Supervisors contracts that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>ENGINEERING AND INSPECTIONS</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 244,417	\$ 134,295	\$ 278,147	\$ 278,147	Engineers & Inspectors	\$ 300,207	\$ 300,207	\$ 300,207
30,184	15,513	32,528	32,528	Permanent Employees - Clerical	36,287	36,287	36,287
74,101	9,612	73,600	73,600	Temporary Employees- Inspection	74,000	74,000	74,000
-	-	-	-	Temporary Employee- Engineer	20,000	20,000	20,000
90,757	56,134	84,600	84,600	Overtime - Engineers & Inspectors	97,000	97,000	97,000
3,076	-	555	555	Overtime - Clerical	500	500	500
				<b>Employee Benefits:</b>			
33,720	16,462	36,432	36,432	Social Security	41,232	41,232	41,232
107,093	47,884	105,000	112,737	Employee Insurance	112,356	112,356	112,356
114,491	75,066	150,467	150,467	Retiree Health Insurance	116,682	116,682	116,682
6,800	5,917	6,800	6,800	Longevity	10,977	10,977	10,977
184,367	92,487	181,283	181,283	Retirement Fund	183,971	183,971	183,971
673	-	750	900	Uniforms	900	900	900
14,105	8,924	18,700	18,700	<b>Operating Supplies</b>	18,500	18,500	18,500
				<b>Other Services and Charges:</b>			
153,694	39,486	91,100	91,100	Contractual Services	105,000	105,000	105,000
8,688	-	7,000	7,000	Contractual Services - Software Services	9,000	9,000	9,000
1,025	371	1,800	1,800	Postage	1,800	1,800	1,800
-	-	-	-	TAP Project Expense			
9,733	4,424	15,000	20,300	Auto Expense	9,500	9,500	9,500
9,078	8,290	14,000	16,200	Memberships and Dues	16,000	16,000	16,000
86,260	41,045	93,214	93,214	Transfer to W&S System/Engineering Svcs.	149,501	149,501	149,501
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Vehicles	37,000	37,000	37,000
16,517	-	-	-	Equipment - Office	66,000	66,000	66,000
<u>\$ 1,188,779</u>	<u>\$ 555,910</u>	<u>\$ 1,190,976</u>	<u>\$ 1,206,363</u>	<b>Total Engineering and Inspections</b>	<u>\$ 1,406,413</u>	<u>\$ 1,406,413</u>	<u>\$ 1,406,413</u>

## **BUILDING INSPECTIONS DIVISION**

Calendar year 2017 was a continuation of robust building activity. A total of 12,339 permits were issued in 2017. Building permits for alterations and remodeling indicate substantial reinvestment within the City of Warren. This continued level of activity reflects the vitality of our residential and business communities. Construction valuation amounted to \$189,678,329. Permit fees collected amounted to \$4,093,477.

The Division continues to review existing buildings to identify possible areas of building maintenance affecting a building's aesthetic value, life safety systems and fire safety. Maintenance of life safety systems and fire resistive construction is required to ensure a building's ability to perform during emergency conditions, while maintenance of a building's exterior and interior plays a significant role in the image presented by the building.

The Division continues heavy emphasis on code enforcement within mobile home parks. The State of Michigan, Macomb County and the City have neglected the 12 parks and 2,700 mobile homes in this city for many years, due to budget constraints and lack of personnel. Integration of mobile home parks into our very successful "sweeps" code enforcement program is long overdue. Adoption of New Ordinance January 20, 2017.

The Building Division will aggressively pursue code enforcement of the new ordinances, including Medical Marijuana in residential and commercial properties for compliance. We will also monitor vacant commercial / industrial properties. Enforcement to be coordinated with Building, Zoning, Assessing and Property Maintenance Inspectors.

The program requiring certificates of occupancy for new business or for significant changes in the use of existing commercial buildings, has proven to be very effective in getting code violations corrected and properties properly upgraded. This program also prohibits uses within a zoning district that are not permitted by ordinance. Over 329 investigations were done during 2017.

The Division of Building Inspections maintains well-balanced monitoring of building and development in the City of Warren. Aggressive inspections of new residential construction assure present and future homeowners throughout the city their dwellings are constructed in a sound manner. Inspectors monitor construction sites on a daily basis for compliance to construction standards and ordinances prescribed by the State of Michigan and local laws and regulations. The Division of Building Inspections safeguards the community against improperly constructed structures by numerous preliminary and final inspections.

Building Division personnel are trained and registered professionals monitored by the State of Michigan, Bureau of Construction Codes. The Building Director monitors training and advanced education of all registered inspectors employed by the city. Advanced educational levels are currently required by the State. Technical improvements, along with team building, are a top priority. The City of Warren will be ready with comprehensive regulations and competent personnel to handle modern technology.

The Division's overall goal is to strengthen the emphasis on property maintenance, neighborhood stabilization, protection of lives and property, and reinvestment in the City. These goals are strongly supported through proper and effective code enforcement by knowledgeable and competent public safety officials.

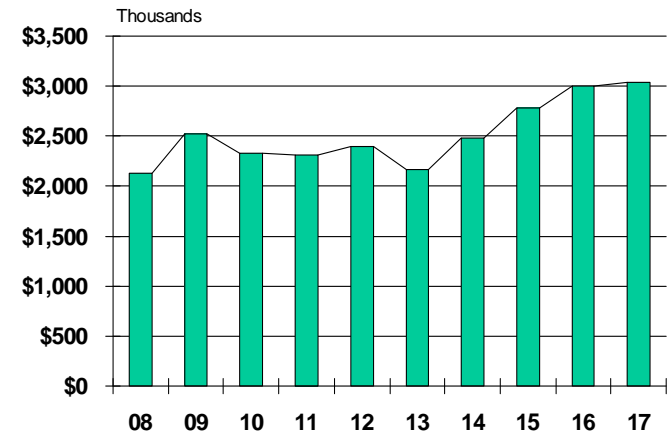
## BUILDING INSPECTIONS DIVISION

### Fiscal 2019 Performance Objectives

1. Promptly investigate citizen complaints (eyesores and rodents).
2. Continue to monitor properties for maintenance code violations – Clean Sweep Program.
3. Improve permit application process (paperless applications).
4. Enforce Medical Marihuana Code and revised ordinances
5. Remove eyesores under the Nuisance Abatement program.
6. Monitor new construction and demolition projects.
7. Continue manufactured home park inspections – State and local ordinance enforcement.
8. Implement improvements in BS&A software system
9. Continue mandatory employee training and improve job performances.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Nuisance abatement properties	111	170	130	95
Certificates of occupancy Inspections	252	480	410	400
Building permits	2,820	2,400	2,500	2,700
Plumbing permits	4,133	1,400	2,400	2,400
Electrical permits	6,807	3,850	4,200	4,200
Mechanical permits	3,331	2,170	2,300	2,600
Miscellaneous permits	761	800	815	825
City certification – residential	1,344	1,125	1,115	1,150
Building inspections	8,518	12,000	11,500	12,000
Plumbing inspections	7,135	8,500	8,000	7,800
Electrical inspections	9,128	11,000	9,500	9,250
Mechanical inspections	6,265	10,000	8,000	8,250
Zoning inspections	8,293	7,800	8,000	8,200
Property maintenance inspections	7,788	6,000	6,220	6,200
Zoning Board of Appeals – applications	173	160	165	170
Plan reviews	881	800	850	900
Demolition permits	65	80	70	65
Demolition inspections	119	200	165	145
Court violations	565	650	590	595
Mobile home park investigations	120	650	525	600
Medical Marihuana grow operations	70	300	150	120

**Expenditure History  
Building Inspections**



GENERAL FUND PERSONNEL

<u>BUILDING INSPECTION DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Director of Building & Property Maintenance	1	\$ 98,079	1	\$ 100,041	1	\$ 100,041	1	\$ 100,041
Assistant Director	1	86,953	1	88,692	1	88,692	1	88,692
Building Plan Examiner	1	83,367	1	85,034	1	85,034	1	85,034
<u>Chief Inspectors:</u>								
Electrical	1	79,669	1	81,262	1	81,262	1	81,262
Building	-	-	1 (c)	81,262	1 (c)	81,262	1 (c)	81,262
Plumbing	1	79,669	1	81,262	1	81,262	1	81,262
Zoning	1	79,669	1	81,262	1	81,262	1	81,262
Mechanical	1	79,669	1	81,262	1	81,262	1	81,262
<u>Inspectors:</u>								
Zoning	5	68,153	5	69,516	5	69,516	5	69,516
Building	3	68,153	2 (c)	69,516	2 (c)	69,516	2 (c)	69,516
Plumbing	1	68,153	1	69,516	1	69,516	1	69,516
Electrical	1	68,153	1	69,516	1	69,516	1	69,516
<u>Clerical:</u>								
Senior Administrative Secretary - Building	-	-	1 (c)	61,211	1 (c)	61,211	1 (c)	61,211
Administrative Clerical Technician	2	55,319	2	56,425	2	56,425	2	56,425
Administrative Clerk	2	51,541	1 (c)	52,572	1 (c)	52,572	1 (c)	52,572
Office Assistant	1	37,108	1	37,850	1	37,850	1	37,850
Temporary Employees - Inspections		299,500		286,500		286,500		336,500
Temporary/Co-op		59,000		35,000		35,000		35,000
Overtime - Clerical		5,000		5,000		5,000		5,000
Overtime - Inspectors	—	19,830	—	19,830	—	19,830	—	19,830
Total Personnel	<u>22</u>		<u>22</u>		<u>22</u>		<u>22</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/19.

(c) Reclassifications of Building Inspector to Chief Building Inspector and (1) one Administrative Clerk position to Senior Administrative Secretary - Building.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>BUILDING INSPECTIONS</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 99,820	\$ 46,776	\$ 98,079	\$ 98,079	Supervisory	\$ 100,041	\$ 100,041	\$ 100,041
1,030,102	493,751	1,100,000	1,116,940	Inspectors	1,157,931	1,157,931	1,157,931
155,207	81,983	200,000	233,005	Permanent Employees - Clerical	249,197	249,197	249,197
195,226	111,098	250,000	299,500	Temporary Employees- Inspection	286,500	286,500	336,500
60,316	36,350	65,000	59,000	Temporary/Co-op	35,000	35,000	35,000
9,027	4,668	19,830	19,830	Overtime - Inspectors	19,830	19,830	19,830
436	1,882	5,000	5,000	Overtime - Clerical	5,000	5,000	5,000
				<b>Employee Benefits:</b>			
119,176	59,803	142,377	142,377	Social Security	143,687	143,687	147,513
344,283	152,995	400,000	458,886	Employee Insurance	481,172	481,172	481,634
421,692	274,289	551,770	551,770	Retiree Health Insurance	428,591	428,591	428,591
28,273	18,532	29,765	29,765	Longevity	24,767	24,767	24,767
399,728	192,872	405,271	405,271	Retirement Fund	421,114	421,114	421,114
10,004	1,720	9,900	9,900	Fees and Per Diem	9,900	9,900	9,900
27,697	5,996	28,000	34,000	<b>Office Supplies</b>	34,000	34,000	34,000
				<b>Other Services and Charges:</b>			
5,335	1,663	14,000	14,000	Postage	10,000	10,000	10,000
1,333	647	2,600	2,600	Telephone & Radio	2,600	2,600	2,600
-				Nuisance Abatements:			
7,429	3,778	9,500	9,500	Title Search	9,500	9,500	9,500
-	7,500	25,000	25,000	Demolition Expense	25,000	25,000	25,000
18,019	18,182	25,000	25,000	Software Services	80,000	80,000	80,000
29,901	11,059	28,000	28,000	Auto Expense	28,000	28,000	28,000
				<b>Capital Outlay:</b>			
3,657	-	-	-	Equipment - Office	7,000	7,000	7,000
75,017	68,930	78,000	78,000	Equipment - Vehicles	56,000	56,000	56,000
<u>\$ 3,041,678</u>	<u>\$ 1,594,474</u>	<u>\$ 3,487,092</u>	<u>\$ 3,645,423</u>	<b>Total Building Inspections</b>	<u>\$ 3,614,830</u>	<u>\$ 3,614,830</u>	<u>\$ 3,669,118</u>

## **D.P.W. FLEET MAINTENANCE**

The D.P.W. Fleet Maintenance Division is now responsible for the maintenance of all motorized equipment for all divisions in the city.

As of June 2008, D.P.W. has absorbed Sanitation and Water along with its mechanics to consolidate all city repairs inside the D.P.W. Garage. In 2010, maintenance of fire apparatus equipment was added. In December 2016 DPW moved the garage from 12801 to 12821 Stephens (in the back of the Water garage). We also added a central lube system for the mechanics, which will streamline repairs and maintenance in the future.

D.P.W. provides the maintenance for over 600 licensed vehicles, such as staff cars, marked and unmarked police units and motorcycles, a variety of trucks and special equipment, such as motor graders, excavators, fire trucks, bulldozers, street sweepers, front end loaders and sewer vacator jets.

Fleet Maintenance checks and winterizes the entire fleet of vehicles/equipment each year prior to November 15<sup>th</sup>, and responding to road calls for service to repair vehicles in the field to minimize down time.

The garage also maintains some 60 small pieces of equipment such as riding and push mowers, weed whips, portable generators and gas-powered pumps, etc. In addition to motorized equipment, the operation maintains over 80 non-motorized units, including snowplows, salt spreaders, flail and rotary deck mowers and utility trailers.

Another responsibility of Fleet Maintenance is to maintain an up-to-date inventory of frequently used parts as well as maintain an up-to-date inventory system that insures sufficient quantities of proper parts, tools, and materials are stocked.

The employees that make up this section have been able to provide on-time preventive maintenance and an improved fleet, while doing the majority of repairs and maintenance in-house.

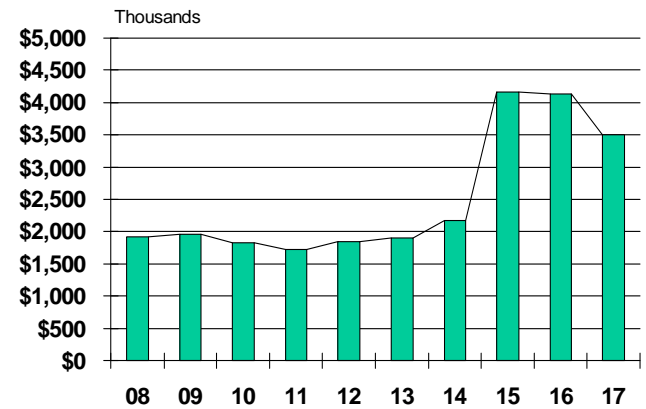
## D.P.W. FLEET MAINTENANCE

### Fiscal 2019 Performance Objectives

1. To provide and arrange technical training for ever increasing diagnosis changes for new vehicles.
2. To competitively bid parts and labor needed to maintain a high level of maintenance at the best price possible.
3. To continue the fleet consolidation program.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
3,000 mile maintenance cycles/Police vehicles	500	500	500	500
6 Months maintenance cycles/all other vehicles	300	300	300	300
Pre-season maintenance street sweepers	5	5	5	5
Winterize Police vehicles	150	150	150	150
Pre-season maintenance salt trucks	60	60	60	60
Lube, oil, filter	500	500	500	500
Brakes	400	400	400	400
Tires-occurrences	600	600	600	600
Tune-ups	30	30	30	30
Transmissions	50	50	50	50
Road calls	150	150	150	150
A/C recycling/recovery service	50	50	50	50
Miscellaneous minor repairs	4,000	4,000	4,000	4,000

**Expenditure History  
D.P.W. Fleet Maintenance**





GENERAL FUND PERSONNEL

<u>D.P.W. FLEET MAINTENANCE DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Associate Manager	1	\$ 83,796	1	\$ 85,472	1	\$ 85,472	1	\$ 85,472
Garage Supervisor	1	75,837	1	77,354	1	77,354	1	77,354
Fleet Maintenance Mechanic	11	69,306	11	70,692	11	70,692	11	70,692
Parts Clerk Technician	1	57,658	1	58,811	1	58,811	1	58,811
Overtime - Mechanics	—	32,000	—	32,000	—	32,000	—	32,000
Total Personnel	<u>14</u>		<u>14</u>		<u>14</u>		<u>14</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/19.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>D. P. W. FLEET MAINTENANCE</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 829,312	\$ 350,453	\$ 850,000	\$ 951,567	Mechanics Wages	\$ 984,412	\$ 984,412	\$ 984,412
14,696	6,261	15,000	-	Temporary Employees			
51,176	33,430	66,000	32,000	Overtime - Mechanics	32,000	32,000	32,000
				<b>Employee Benefits:</b>			
68,835	30,018	70,000	77,375	Social Security	79,756	79,756	79,756
213,916	90,113	225,000	260,179	Employee Insurance	283,775	283,775	283,775
303,541	197,603	398,513	398,513	Retiree Health Insurance	308,240	308,240	308,240
27,263	10,200	26,703	26,703	Longevity	24,937	24,937	24,937
286,653	131,529	291,351	291,351	Retirement Fund	287,991	287,991	287,991
3,082	1,676	3,900	3,900	Uniforms	3,900	3,900	3,900
				<b>Supplies:</b>			
51,239	76,937	170,000	206,000	Operating Supplies	200,000	200,000	200,000
92,281	32,393	100,000	135,000	Gasoline & Diesel Oil	135,000	135,000	135,000
				<b>Other Services and Charges:</b>			
117,687	51,302	174,000	253,000	Contractual Services	252,800	252,800	252,800
178,370	120,475	250,000	450,000	Tree Maintenance	450,000	250,000	250,000
241,919	241,919	241,919	242,419	Capital Equipment Lease Payment	241,919	241,919	241,919
6,827	3,052	12,400	18,900	Telephone & Radio	16,500	16,500	16,500
619,367	247,665	650,000	700,000	Vehicle Maintenance Expense	700,000	700,000	700,000
79,565	20,582	95,000	115,000	Public Utilities	115,000	115,000	115,000
57,330	8,214	50,000	80,000	Building & Grounds Maintenance	80,000	80,000	80,000
57,670	30,955	61,910	61,910	Reimbursement to Major Streets	63,762	63,762	63,762
57,670	30,955	91,910	91,910	Reimbursement to Local Streets	93,763	93,763	93,763
				<b>Capital Outlay:</b>			
37,186	-	800,000	800,000	Capital Improvements	800,000	-	-
112,300	-	50,000	50,000	Equipment & Machinery	41,000	41,000	41,000
<b>\$ 3,507,885</b>	<b>\$ 1,715,732</b>	<b>\$ 4,693,606</b>	<b>\$ 5,245,727</b>	<b>Total D.P.W. Fleet Maintenance</b>	<b>\$ 5,194,755</b>	<b>\$ 4,194,755</b>	<b>\$ 4,194,755</b>

## **BUILDING MAINTENANCE**

The Building and Grounds Maintenance Division oversees the maintenance section and janitorial section. It consists of two shifts, the maintenance section works the day shift and the janitorial section works the afternoon shift.

The goal of the Building and Grounds Maintenance Division is to maintain and clean city buildings for the purpose of continuing the efficient operation of city government.

The Building and Grounds Maintenance Superintendent is available on a 24-hour, seven-day basis to handle all emergency situations.

The maintenance section is responsible for the overall operations of the City Hall building, Warren Police Headquarters, 37th District Court building and the parking structure. Maintenance is responsible for the preventative maintenance of over 50 heating, cooling and ventilating units that require quarterly filter changing, lubricating, belt changing and constant monitoring. This includes maintenance and repair of the boilers.

Maintenance is responsible for minor electrical problems, changing light bulbs, minor plumbing problems, minor foundation and roof leaks, lawn irrigation systems, moving furniture, remodeling, painting and assisting with shipping and receiving. Maintenance is also responsible for snow removal, lawn cutting, minor tree trimming and lawn upkeep for the City Hall building, Warren Police Headquarters, the 37<sup>th</sup> District Court building, the parking structure and the four branch libraries. They also maintain the north east corner lot of Chicago and Van Dyke called the "W".

The Building and Grounds Maintenance Division oversees the city's outside contractors for heating and cooling, electrical work and roof repairs. This includes the Stilwell and Coach Manor complexes, Water Garage, and the D.P.W. buildings.

The Janitorial Section is responsible for cleaning the City Hall building, Warren Police Headquarters building and the 37th District Court. This section is responsible for cleaning all offices, public areas and restrooms, including the cell blocks at the Warren Police Headquarters building.

While City Hall, the Warren Police Headquarters, the 37<sup>th</sup> District Court, parking structure and libraries are the main concern of the Building and Grounds Maintenance Division, this division will also assist in both inside and outside maintenance at other city owned buildings.

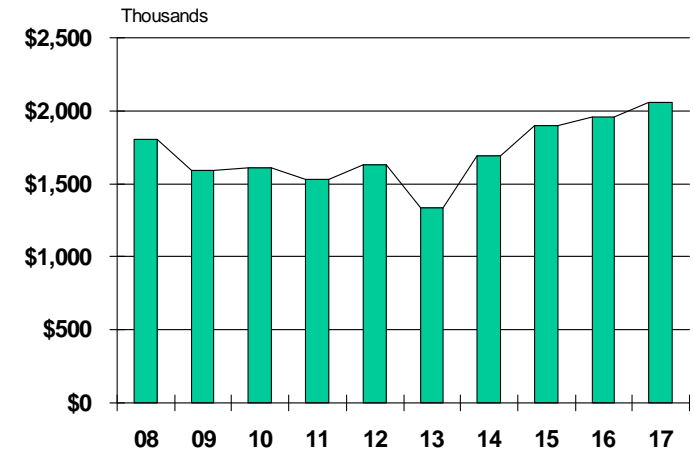
## BUILDING MAINTENANCE

### Fiscal 2019 Performance Objectives

1. To maintain City Hall, parking structure, 37<sup>th</sup> District Court and the Warren Police headquarters in the most cost effective manner.
2. To promptly respond to emergencies and breakdowns.
3. To continue to make necessary repairs using in-house Maintenance staff.
4. To maintain contracts with vendors to perform technical maintenance and repairs such as HVAC, Electrical and Plumbing.
5. To continue to train Maintenance Tech and Janitors to improve job performance.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Air handler filter change	12	12	12	12
Outside light repairs	50	50	50	50
Parking lot lights maintenance	4	4	4	4
Exhaust fans maintenance	6	4	4	4
Grass cutting	28	28	28	28
Emergency generator exercise	52	52	52	52
Sump pump maintenance	4	4	4	4
Emergency lighting maintenance	4	4	12	4
Fire extinguisher maintenance	12	12	12	12
U.P.S. battery checks	4	4	4	4
Gas tank checks	12	12	12	12
Snow removal	21	25	25	25
Boiler maintenance	10	25	28	25
Boiler pump maintenance	5	4	6	4
U.P.S. battery replacement	-	1	-	-
Ship files to Water Garage storage	30	15	21	15
Work request orders	125	90	115	90

**Expenditure History  
Building Maintenance**



GENERAL FUND PERSONNEL

<u>BUILDING MAINTENANCE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Building and Grounds Superintendent	1	\$ 83,796	1	\$ 85,472	1	\$ 85,472	1	\$ 85,472
Foreman	1	72,509	2 (b)	73,959	1	73,959	1	73,959
Building Maintenance Specialist	4	58,822	4	59,999	4	59,999	4	59,999
General Laborer Tier II	11	35,360	11	36,067	11	36,067	11	36,067
Overtime	—	20,000	—	25,000	—	25,000	—	25,000
Total Personnel	<u>17</u>		<u>18</u>		<u>17</u>		<u>17</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/19.

(b) New position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>BUILDING MAINTENANCE</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 80,909	\$ 39,964	\$ 83,796	\$ 83,796	Superintendent	\$ 85,472	\$ 85,472	\$ 85,472
613,627	273,403	625,000	722,522	Permanent Employees	806,379	732,420	732,420
11,380	19,105	35,000	20,000	Overtime	25,000	25,000	25,000
				<b>Employee Benefits:</b>			
54,976	26,525	60,000	64,778	Social Security	71,978	66,321	66,321
202,672	78,139	225,000	253,500	Employee Insurance	305,312	284,782	284,782
260,906	170,828	341,663	341,663	Retiree Health Insurance	262,515	261,036	261,036
18,611	16,952	20,481	20,481	Longevity	24,007	24,007	24,007
442,214	212,974	428,443	428,443	Retirement Fund	431,982	424,586	424,586
1,500	132	950	950	Uniforms	1,800	1,500	1,500
54,120	21,245	59,100	59,100	<b>Operating Supplies</b>	60,000	60,000	60,000
				<b>Other Services and Charges:</b>			
55,805	16,542	80,000	80,000	Repairs & Maintenance	80,000	80,000	80,000
217,572	97,879	250,000	280,000	Contractual Services	281,800	281,800	281,800
5,692	2,090	10,000	10,000	Vehicle Maintenance	10,000	10,000	10,000
				<b>Capital Outlay:</b>			
7,363	7,300	15,000	7,400	Equipment - Maintenance	-	-	-
32,070	-	-	-	Equipment - Vehicles	-	-	-
<b><u>\$ 2,059,417</u></b>	<b><u>\$ 983,078</u></b>	<b><u>\$ 2,234,433</u></b>	<b><u>\$ 2,372,633</u></b>	<b>Total Building Maintenance</b>	<b><u>\$ 2,446,245</u></b>	<b><u>\$ 2,336,924</u></b>	<b><u>\$ 2,336,924</u></b>

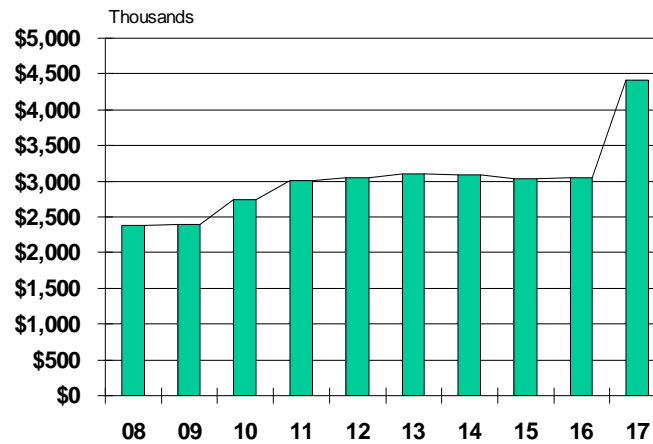
## STREET LIGHTING

The City of Warren currently has in excess of 13,600 streetlights throughout our residential neighborhoods and main business thoroughfares, all conforming to the Illuminating Engineering Society of North America (I.E.S.) standards.

This lighting level provides excellent convenience and safety benefits for Warren residents and the public including:

- Aid to police protection.
- Reduction in night accidents and attendant economic losses.
- Facilitation of flow of traffic.
- Promotion of business and industry during night hours.

**Expenditure History  
Street Lighting**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>HIGHWAY STREET LIGHTING</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 4,412,973	\$ 1,174,894	\$ 3,193,000	\$ 3,193,000	Street Lighting	\$ 2,900,000	\$ 2,900,000	\$ 2,900,000
<u>\$ 4,412,973</u>	<u>\$ 1,174,894</u>	<u>\$ 3,193,000</u>	<u>\$ 3,193,000</u>	<b>Total Street Lighting</b>	<u>\$ 2,900,000</u>	<u>\$ 2,900,000</u>	<u>\$ 2,900,000</u>



## **PLANNING**

The Department of Planning provides professional advice and guidance to the Planning Commission, Mayor, City Administration, City Council and the general public on all City general planning matters. The Department prepares plans and studies, and provides information and guidance toward the orderly growth and redevelopment of our City.

City Planners apply sound planning practice and principals and use their professional foresight and skills to coordinate the location, extent and timing of public and private improvements. This professional planning helps prevent the numerous problems that result from unplanned growth and development and the failure to preserve and redevelop existing infrastructure.

The basic tools of the Planning Director are the zoning ordinance (Ordinance No. 30, as amended), the Comprehensive Master Plan, Subdivision Regulations, other related city codes and ordinances, and State of Michigan enabling laws, as well as resources such as the United States Census, SEMCOG and other similar statistical, marketing and economic development resources.

The Planning Director and staff serve as technical advisors to the Planning Commission regarding all business and communication involving zoning, land use and site development, and planning related matters. They provide professional recommendations to aid the Planning Commission in its decisions.

The public, including residents, developers and business owners, regularly call upon the Department of Planning for advice about zoning and land use, site planning, subdivision controls, housing assistance, and community development concerns. All requests for the rezoning of property, subdivision of land, site plan approval, splitting and/or combination of lots, and vacating of streets and alleys are first referred to the Department of Planning. Available reference documents for public use include zoning ordinance, zoning maps, City and many other maps and studies which are on file.

The Department of Planning also works with other City departments, boards, and commissions, as well as with many community, private sector, state and federal agencies on City planning, housing, community/economic development projects and related issues. For example, the department provides staff support for the City of Warren Downtown Development Authority (DDA), the Tax Increment Financing Authority (TIFA), and the Community Development Block Grant (CDBG) Technical Committee. The department also provides technical expertise and staff assistance to the City's Economic Development Director and, occasionally, works with the 8 Mile Boulevard Association. The department has assisted in the preparation of the Parks & Recreation Master Plan, which will guide its programming and land adjustments for the next few years.

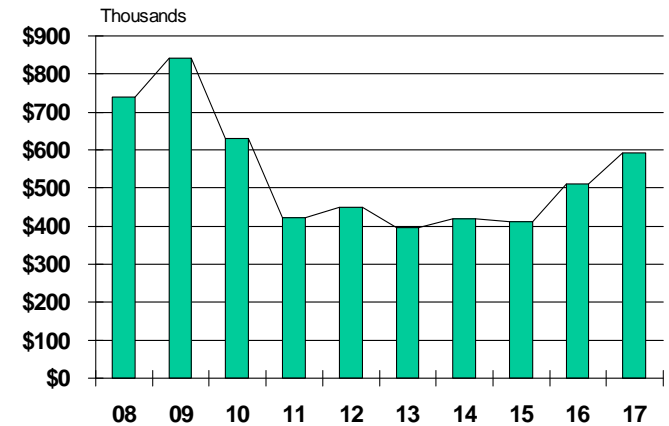
# PLANNING

## Fiscal 2019 Performance Objectives

1. Continue zoning ordinance revisions.
2. Continually improve site plan review and recommendation process and update applications.
3. To continue updating zoning maps and improving zoning atlas.
4. Work on developing and implementing a plan for the city's older areas.
5. To assist in the coordination of the G.I.S./database/computer technology development.
6. Provide planning info and assistance to the Mayor's office and other departments and boards.
7. Assist DDA and TIFA with planning and implementing their tax increment finance and development plans.
8. To update and revise the city's Comprehensive Development Master Plan.
9. Work with ZBA by providing Impact Statements.
10. To scan all files.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Planning Commission public meetings	24	24	24	24
Site plans reviewed	101	100	105	110
Rezoning and conditional rezoning petitions reviewed	5	5	5	7
Lot splits reviewed for PC/City Council	4	3	3	4
Tabled items reviewed and submitted more than once	44	35	35	30
Bond release inspections	15	45	20	20
Bond releases process	25	35	35	40
Amendments to zoning ordinance	4	5	4	5
Public Hearing notices mailed	8,640	9,200	7,500	7,500
Alley and street vacations reviewed	4	4	2	4
Lot splits & combinations approved	21	42	20	22
Special use permits reviewed	1	3	6	7
Office customers served	1,932	1,950	1,900	1,950
City Council meetings attended by Director or staff planner	10	16	12	12
DDA meetings	5	10	6	7
General public inquires	9,843	9,990	9,900	9,990
Impact statements for ZBA	0	10	2	2
CDBG Technical Committee meetings	7	24	15	20
TIFA meetings	6	7	7	7
Acreage parcel splits approved	10	9	10	12
Lot combinations approved	21	7	20	22
Planned unit development meetings	0	3	3	3
Environmental Advisory Committee	0	4	3	3
Regional planning meetings attended	10	10	11	12
Miscellaneous	20	35	20	25

**Expenditure History  
Planning**



GENERAL FUND PERSONNEL

<u>PLANNING COMMISSION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Planning Director	1	\$ 99,498	1	\$ 101,488	1	\$ 101,488	1	\$ 101,488
City Planner II	-	-	1 (c)	81,276	1 (c)	81,276	1 (c)	81,276
City Planner I	1	69,701	- (c)	-	- (c)	-	- (c)	-
Assistant Planner	1	69,701	1	71,095	1	71,095	1	71,095
Senior Administrative Secretary - Planning	1	60,011	1	61,211	1	61,211	1	61,211
Office Assistant	-	-	1 (b)	37,850	-	-	-	-
Temporary/Co-op - Planning Aide		32,000		62,400		62,400		62,400
Overtime	—	3,000	—	3,000	—	3,000	—	3,000
Total Personnel	<u>4</u>		<u>5</u>		<u>4</u>		<u>4</u>	

(a) Wage rates are based on Local 227 and Local 412 Unit 35 contracts that expire 6/30/19.

(b) New position.

(c) Reclassification of City Planner I to City Planner II.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31		FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>PLANNING</b>			
				<b>Personnel Services:</b>			
\$ 96,783	\$ 47,453	\$ 99,497	\$ 99,497	Appointed Official	\$ 101,488	\$ 101,488	\$ 101,488
150,782	61,420	160,000	195,145	Permanent Employees	237,222	205,608	205,608
32,588	20,938	41,000	32,000	Co-op Employee - Planning Aide	62,400	62,400	62,400
1,721	2,822	3,000	3,000	Overtime	3,000	3,000	3,000
8,500	4,100	11,400	11,400	Meeting Allowance	21,400	21,400	21,400
				<b>Employee Benefits:</b>			
22,006	10,444	25,739	25,739	Social Security	31,436	29,018	29,018
57,486	22,601	55,000	81,910	Employee Insurance	123,265	104,901	104,901
75,945	49,270	99,883	99,883	Retiree Health Insurance	77,654	77,022	77,022
6,800	3,400	6,800	6,800	Longevity	6,800	6,800	6,800
30,708	14,062	35,590	35,590	Retirement Fund	40,095	36,934	36,934
16,721	3,361	15,250	15,250		15,310	15,310	15,310
				<b>Office Supplies</b>			
				<b>Other Services and Charges:</b>			
3,363	1,672	4,000	5,000	Postage	5,000	5,000	5,000
70,737	5,500	25,000	27,425	Contractual Services	62,425	62,425	62,425
-	-	500	1,170	Mileage	1,170	1,170	1,170
280	773	3,000	3,000	Publications - Advertising	3,000	3,000	3,000
17,565	16,069	18,000	18,000	Membership & Dues	18,000	18,000	18,000
<u>\$ 591,985</u>	<u>\$ 263,885</u>	<u>\$ 603,659</u>	<u>\$ 660,809</u>	<b>Total Planning</b>	<u>\$ 809,665</u>	<u>\$ 753,476</u>	<u>\$ 753,476</u>

# ***Special Revenue Funds***

Special Revenue Funds are self-balancing funds which are used to record events and to exhibit results for a specific area of responsibility. The proceeds of specific revenue sources (excluding special assessments and expendable trusts) that are legally restricted to expenditures for specific purposes are accounted for in Special Revenue Funds.

The Special Revenue Funds of the City are:

- Michigan Transportation Operating Funds Major and Local Roads
- Library Special Revenue Fund
- Recreation Special Revenue Fund
- Communications Special Revenue Fund
- Sanitation Special Revenue Fund
- Rental Ordinance Fund
- Vice Crime Confiscation Fund
- Drug Forfeiture Fund
- Act 302 Police Training Fund
- Downtown Development Authority Fund
- 2011 Local Street Road Repair & Replacement Fund

## **STREET MAINTENANCE DIVISION**

The Street Maintenance Division is responsible for the maintenance of the city's roadways and related utilities. Street Maintenance provides a safe and clean road surface for vehicular traffic, adequate visual direction and a safe, maintained and unobstructed roadside environment. In part, these include 335 miles of local roads, 65 miles of major roads, 17,500 catch basins and manholes, 14 bridges, and numerous other common roadside appurtenances such as guardrails and culverts.

Programs executed by this division annually include a catch basin cleaning program which purges and cleans catch basins that allows the rapid disposal of storm water runoff and drainage. Drainage ditches are cleaned and the culverts are maintained to insure adequate capacity for storm runoff. Street sweeping of paved road surfaces occurs at least four times per year on all major and local roads. In order to maintain safe roads, this activity engages in road patching, alley and shoulder grading and maintenance. Other important programs of the street maintenance division are mowing and weed control, traffic and street sign installation and maintenance, snow and ice removal, and pavement repair and maintenance.

The division uses hot seal patching to repair potholes throughout the City. This system uses forced air to clean pothole surfaces and then fills the void with heated tar and stone aggregate driven through a single pneumatic tube. The tar coated product is applied at such force that it compacts uniformly in the hole. This technology requires fewer maintenance workers, less follow up operations, and reduces waste.

In our concerted effort to improve our city's appearance, road crews will continue this spring to police and mow the median on Mound Road from Eight Mile to Fourteen Mile under an existing contract with Macomb County.

The employees who make up this division's road crews are also called upon to install and remove snow fencing for drift containment, set up crowd control devices at official functions, parades, festivals and disaster sites, and support Police and Fire emergencies as requested.

This division is committed to its residents and endeavors to provide superior service uniformly throughout the community in a timely fashion.

## STREET MAINTENANCE DIVISION

### Fiscal 2019 Performance Objectives

1. To maintain accurate records of street maintenance work and minimize the number of citizen complaints.
2. To continue an aggressive street sweeping program.
3. To continue an aggressive catch basin cleaning and inspection program.
4. To continue an aggressive road patching program.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Branch pick ups	499	500	550	550
Catch basin inspection/repairs	75	150	150	150
Catch basin cleaning/jetting	124	300	300	300
Chloride	47	35	35	35
Potholes	410	400	400	400
Catch basin covers	15	50	50	50
Debris removal	289	450	450	450
Ditching	27	25	25	25
Grading/gravel	79	75	75	75
Mowing	0	0	0	0
Pavement problems	66	250	250	250
Snowplowing/salting	516	450	500	500
Street stop signs	29	40	40	40
Boarding of buildings	0	0	0	0
Sweeping	27	25	30	30
Street traffic Signs	165	200	200	200
Sidewalk cold patch/milling	61	50	60	60
Rear yard drainage repair	57	75	75	75
Flooding problems	47	25	40	40
Sweeping sign location	0	0	0	0
Graffiti location	7	25	25	25
Culvert jetting/repairs	3	15	15	15
Weed spraying	10	10	10	10
Pavement seal patching	1	100	25	25
Gutter grinding – handmill	0	25	0	0
Gutter grinding – bobcat	0	10	10	10
Tree trimming/stumping/tree removal	1,341	600	1,000	1,000
Mosquito pellets	39	50	50	50
Miscellaneous	50	75	75	75

SPECIAL REVENUE FUND PERSONNEL

<u>STREET MAINTENANCE DIVISION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Public Works Superintendent	1	\$ 97,925	1	\$ 99,884	1	\$ 99,884	1	\$ 99,884
DPW Associate Manager	1	83,796	1	85,472	1	85,472	1	85,472
Foreman	2	74,131	2	75,614	2	75,614	2	75,614
General Maintenance Specialist	20	60,528	20	61,739	20	61,739	20	61,739
Account Technician	1	57,831	1	58,988	1	58,988	1	58,988
Fleet Assistant	1	41,438	1	42,267	1	42,267	1	42,267
Seasonal Employees		60,000		60,000		60,000		60,000
Overtime	—	125,000	—	125,001	—	125,001	—	125,001
Total Personnel	<u>26</u>		<u>26</u>		<u>26</u>		<u>26</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/19.

Note: The personnel costs for the above employees are reflected in the Michigan Transportation Major and Local Road Funds.



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MAJOR &amp; LOCAL ROADS STREET MAINTENANCE OPERATING COSTS</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 85,283	\$ 39,964	\$ 135,860	\$ 181,721	Supervision	\$ 185,356	\$ 185,356	\$ 185,356
1,448,132	658,534	1,512,084	1,512,084	Permanent Employees	1,543,264	1,543,264	1,543,264
16,724	-	60,000	60,000	Seasonal Employees	60,000	60,000	60,000
64,564	30,601	124,971	125,001	Overtime	125,001	125,001	125,001
				<b>Employee Benefits:</b>			
2,400	2,000	2,400	2,400	Education Allowance	2,000	2,000	2,000
129,406	57,905	147,005	150,046	Social Security	152,708	152,708	152,708
517,585	218,074	503,178	515,003	Employee Insurance	562,585	562,585	562,585
781,575	511,764	1,029,219	1,029,219	Retiree Health Insurance	787,394	787,394	787,394
84,155	30,654	80,261	80,261	Longevity	80,419	80,419	80,419
893,212	427,354	897,488	897,488	Retirement Fund	888,930	888,930	888,930
6,758	5,252	10,294	6,599	Uniforms	6,599	6,599	6,599
				<b>Supplies:</b>			
518,633	322,897	735,000	737,000	Materials and Supplies	737,000	737,000	737,000
				<b>Other Services and Charges:</b>			
803,875	440,500	881,000	881,000	Administrative Expense	907,400	907,400	907,400
1,131,394	680,491	1,248,000	1,155,000	Equipment Rental	1,169,000	1,169,000	1,169,000
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
180,521	139,710	455,000	455,000	Contractual Services	330,500	330,500	330,500
329,922	318,211	400,000	400,000	Joint Sealing	400,000	400,000	400,000
144,398	44,990	525,000	525,000	Pavement repairs	525,000	525,000	525,000
-	-	400,000	400,000	Bridge repairs	400,000	400,000	400,000
2,972	1,063	60,000	60,000	Traffic & Street Signs	60,000	60,000	60,000
814	-	50,000	50,000	Traffic Signals	50,000	50,000	50,000
318,078	101,422	280,000	280,000	Traffic Signal Maintenance	280,000	280,000	280,000
141,622	63,822	300,000	300,000	Pavement Markings	300,000	300,000	300,000
86,260	41,045	93,214	93,214	Transfer to Water System/Engineering Svcs.	65,150	65,150	65,150
<u>\$ 7,693,283</u>	<u>\$ 4,141,253</u>	<u>\$ 9,934,974</u>	<u>\$ 9,901,036</u>	<b>Total Street Maintenance Operating</b>	<u>\$ 9,623,306</u>	<u>\$ 9,623,306</u>	<u>\$ 9,623,306</u>

## **Major Streets:**

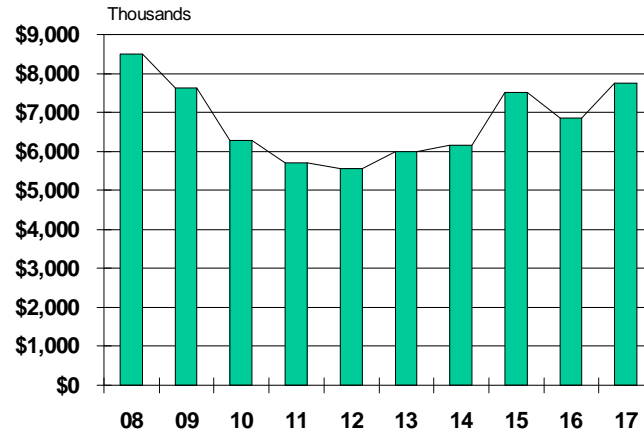
The Major Streets Fund is a Special Revenue Fund because it is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and State Constitution, for street and highway purposes, which are described in detail by the Michigan Department of Transportation.

This fund is used to receive all Major Street Funds paid to Warren by the State, as well as to account for the construction, maintenance, and other authorized operations pertaining to all streets classified as major streets within the City of Warren.

This fund has been established to make it possible to show that all legal provisions of Act 51 of the Public Acts of 1951, as amended, have been complied with and to determine, fairly and with full disclosure, the financial position and results of operations as set forth in the Michigan Department of Transportation's instructions for preparing the annual street financial report.

The city's share of the construction of State and County road improvements and the cost of city major road capital improvements, including the payment of debt, are paid through the Major Road Fund.

### **Expenditure History Major Streets**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b>OPERATING FUNDS - MAJOR STREETS</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>REVENUES:</b>			
\$ 7,916,345	\$ 3,198,619	\$ 9,075,000	\$ 9,000,000	State Shared Weight & Gas Tax	\$ 9,400,000	\$ 9,400,000	\$ 9,400,000
37,439	9,512	15,000	15,000	Median Maintenance - State	15,000	15,000	15,000
29,952	17,218	30,000	10,000	Interest on Investments	30,000	30,000	30,000
112,170	8	-	-	Contribution from Bond Fund	-	-	-
57,670	30,955	61,910	61,910	Contribution from General Fund	63,762	63,762	63,762
2,000,000	-	-	-	Contribution from Local Street Fund	-	-	-
14,511	-	14,500	14,500	Weed Mowing - Macomb County	14,500	14,500	14,500
9,291	-	9,300	9,300	Winter Maintenance - Macomb County	9,300	9,300	9,300
-	-	3,938,333	3,938,333	Fund Balance Appropriated	1,559,374	1,559,374	2,516,724
<u>\$ 10,177,378</u>	<u>\$ 3,256,313</u>	<u>\$ 13,144,043</u>	<u>\$ 13,049,043</u>	<b>Total Major Street Revenues</b>	<u>\$ 11,091,936</u>	<u>\$ 11,091,936</u>	<u>\$ 12,049,286</u>
				<b>EXPENDITURES:</b>			
\$ 2,347,987	\$ 2,296,625	\$ 5,332,533	\$ 5,332,533	Transfer to Construction Project Funds	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
4,089,169	2,178,142	5,368,045	5,489,107	Operating Costs	5,197,341	5,197,341	5,197,341
1,305,841	703,929	1,281,283	1,281,283	Transfer to Debt Service Funds	894,595	894,595	1,851,945
-	-	300,000	300,000	Transfer to Local Street Fund	-	-	-
<u>\$ 7,742,998</u>	<u>\$ 5,178,696</u>	<u>\$ 12,281,861</u>	<u>\$ 12,402,923</u>	<b>Total Major Street Expenditures</b>	<u>\$ 11,091,936</u>	<u>\$ 11,091,936</u>	<u>\$ 12,049,286</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	3,910,278	3,910,278	3,910,278
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(139,815)	(139,815)	(139,815)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(1,559,374)</u>	<u>(1,559,374)</u>	<u>(2,516,724)</u>
<u>\$ 6,846,613</u>	<u>\$ 4,924,230</u>	<u>\$ 3,770,462</u>	<u>\$ 3,554,400</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 2,211,088</u>	<u>\$ 2,211,088</u>	<u>\$ 1,253,738</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ROUTINE MAINTENANCE:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 530,566	\$ 230,834	\$ 600,503	\$ 600,503	Permanent Employees	\$ 561,547	\$ 561,547	\$ 561,547
9,107	3,088	13,100	13,130	Overtime	18,678	18,678	18,678
10,217	-	27,000	27,000	Seasonal Employees	27,000	27,000	27,000
				<b>Employee Benefits:</b>			
1,058	2,000	1,200	1,200	Education Allowance	1,000	1,000	1,000
44,361	17,691	54,390	54,390	Social Security	50,697	50,697	50,697
182,099	67,291	216,350	216,350	Employee Insurance	236,409	236,409	236,409
355,404	217,326	414,845	414,845	Retiree Health Insurance	290,359	290,359	290,359
30,536	23,073	30,862	30,862	Longevity	28,285	28,285	28,285
373,035	176,345	369,200	369,200	Retirement Fund	334,703	334,703	334,703
2,632	5,252	6,500	2,805	Uniforms	2,570	2,570	2,570
81,252	25,322	68,000	70,000	<b>Repairs &amp; Maintenance Supplies</b>	70,000	70,000	70,000
				<b>Other Services and Charges:</b>			
138,645	109,469	125,000	125,000	Contractual Services	130,000	130,000	130,000
247,441	238,658	300,000	300,000	Joint Sealing	300,000	300,000	300,000
65,770	12,901	350,000	350,000	Pavement repairs	350,000	350,000	350,000
-	-	400,000	400,000	Bridge repairs	400,000	400,000	400,000
319,887	138,859	300,000	375,000	Equipment Rental	300,000	300,000	300,000
<u>\$ 2,392,011</u>	<u>\$ 1,268,109</u>	<u>\$ 3,276,950</u>	<u>\$ 3,350,285</u>	<b>Total Routine Maintenance</b>	<u>\$ 3,101,248</u>	<u>\$ 3,101,248</u>	<u>\$ 3,101,248</u>
50,036	-	110,958	110,958	Supervisory wage & benefit allocation	104,657	104,657	104,657
<u>\$ 2,442,047</u>	<u>\$ 1,268,109</u>	<u>\$ 3,387,908</u>	<u>\$ 3,461,243</u>	<b>Net Routine Maintenance</b>	<u>\$ 3,205,905</u>	<u>\$ 3,205,905</u>	<u>\$ 3,205,905</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS TRAFFIC SERVICES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 35,000	\$ 16,215	\$ 38,937	\$ 38,937	Permanent Employees	\$ 37,579	\$ 37,579	\$ 37,579
227	97	3,445	3,445	Overtime	3,258	3,258	3,258
				<b>Employee Benefits:</b>			
2,850	1,351	3,527	3,527	Social Security	3,393	3,393	3,393
12,101	4,952	10,638	10,638	Employee Insurance	11,623	11,623	11,623
16,496	14,052	26,899	26,899	Retiree Health Insurance	19,431	19,431	19,431
2,044	-	2,001	2,001	Longevity	1,893	1,893	1,893
18,891	11,100	23,939	23,939	Retirement Fund	22,398	22,398	22,398
176	-	182	182	Uniforms	172	172	172
				<b>Other Services and Charges:</b>			
1,371	306	25,000	25,000	Traffic & Street Signs	25,000	25,000	25,000
814	-	50,000	50,000	Traffic Signals	50,000	50,000	50,000
264,689	84,304	230,000	230,000	Traffic Signal Maintenance	230,000	230,000	230,000
106,217	47,866	225,000	225,000	Pavement Markings	225,000	225,000	225,000
18,237	10,439	18,000	10,000	Equipment Rental	18,000	18,000	18,000
<u>\$ 479,112</u>	<u>\$ 190,683</u>	<u>\$ 657,568</u>	<u>\$ 649,568</u>	<b>Total Traffic Services</b>	<u>\$ 647,747</u>	<u>\$ 647,747</u>	<u>\$ 647,747</u>
3,354	-	7,195	7,195	Supervisory wage & benefit allocation	7,004	7,004	7,004
<u>\$ 482,465</u>	<u>\$ 190,683</u>	<u>\$ 664,763</u>	<u>\$ 656,763</u>	<b>Net Traffic Services</b>	<u>\$ 654,751</u>	<u>\$ 654,751</u>	<u>\$ 654,751</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS SNOW AND ICE CONTROL:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 20,102	\$ 7,320	\$ 52,260	\$ 52,260	Permanent Employees	\$ 36,353	\$ 36,353	\$ 36,353
28,086	13,851	44,624	44,624	Overtime	33,151	33,151	33,151
				<b>Employee Benefits:</b>			
4,050	1,788	4,733	4,733	Social Security	3,282	3,282	3,282
11,812	4,725	12,446	12,446	Employee Insurance	13,600	13,600	13,600
36,741	18,858	36,103	36,103	Retiree Health Insurance	18,797	18,797	18,797
1,977	-	2,686	2,686	Longevity	1,831	1,831	1,831
42,569	15,391	32,130	32,130	Retirement Fund	21,668	21,668	21,668
170	-	244	244	Uniforms	166	166	166
213,542	195,666	300,000	300,000	<b>Repairs &amp; Maintenance Supplies</b>	305,000	305,000	305,000
				<b>Other Services and Charges:</b>			
-	-	25,000	25,000	Contractual Services	25,000	25,000	25,000
84,163	62,293	85,000	80,000	Equipment Rental	85,000	85,000	85,000
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	2,500
<u>\$ 445,712</u>	<u>\$ 322,391</u>	<u>\$ 597,726</u>	<u>\$ 592,726</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 546,348</u>	<u>\$ 546,348</u>	<u>\$ 546,348</u>
3,238	-	9,656	9,656	Supervisory wage & benefit allocation	6,775	6,775	6,775
<u>\$ 448,950</u>	<u>\$ 322,391</u>	<u>\$ 607,382</u>	<u>\$ 602,382</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 553,123</u>	<u>\$ 553,123</u>	<u>\$ 553,123</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ADMINISTRATION:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 42,642	\$ 19,982	\$ 45,000	\$ 90,861	Supervision	\$ 92,678	\$ 92,678	\$ 92,678
49,171	23,672	49,634	49,634	Clerical	50,628	50,628	50,628
				<b>Employee Benefits:</b>			
7,211	3,652	8,000	11,041	Social Security	11,261	11,261	11,261
25,165	11,494	25,000	36,825	Employee Insurance	40,157	40,157	40,157
1,282	639	26,602	26,602	Retiree Health Insurance	20,887	20,887	20,887
2,871	3,790	3,825	3,825	Longevity	3,892	3,892	3,892
9,582	4,858	14,433	14,433	Retirement Fund	14,720	14,720	14,720
				<b>Other Services and Charges:</b>			
43,130	20,523	46,607	46,607	Transfer to Water System/Engineering Svcs.	32,575	32,575	32,575
598,900	308,350	616,700	616,700	Administrative Expense	635,200	635,200	635,200
<u>\$ 779,955</u>	<u>\$ 396,959</u>	<u>\$ 835,801</u>	<u>\$ 896,528</u>	<b>Total Administration</b>	<u>\$ 901,998</u>	<u>\$ 901,998</u>	<u>\$ 901,998</u>
(64,248)	-	(127,809)	(127,809)	Supervisory wage & benefit allocation	(118,436)	(118,436)	(118,436)
<u>\$ 715,706</u>	<u>\$ 396,959</u>	<u>\$ 707,992</u>	<u>\$ 768,719</u>	<b>Net Administration</b>	<u>\$ 783,562</u>	<u>\$ 783,562</u>	<u>\$ 783,562</u>
				<b>Summary of Operating Costs:</b>			
\$ 2,442,047	\$ 1,268,109	\$ 3,387,908	\$ 3,461,243	Routine Maintenance	\$ 3,205,905	\$ 3,205,905	\$ 3,205,905
482,465	190,683	664,763	656,763	Traffic Services	654,751	654,751	654,751
448,950	322,391	607,382	602,382	Snow and Ice Control	553,123	553,123	553,123
715,706	396,959	707,992	768,719	Administration	783,562	783,562	783,562
<u>\$ 4,089,169</u>	<u>\$ 2,178,142</u>	<u>\$ 5,368,045</u>	<u>\$ 5,489,107</u>	<b>Total Operating Costs</b>	<u>\$ 5,197,341</u>	<u>\$ 5,197,341</u>	<u>\$ 5,197,341</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS DEBT SERVICE TRANSFER TO:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 540,800	\$ 10,250	\$ 521,000	\$ 521,000	2003 Michigan Transportation Debt Retirement	\$ -	\$ -	\$ -
510,858	469,995	514,823	514,823	2013 Capital Improvement Refunding	513,356	513,356	513,356
254,183	223,684	245,460	245,460	2015 Capital Improvement Refunding	231,239	231,239	231,239
-	-	-	-	2018 Michigan Transportation Debt Retirement	150,000	150,000	1,107,350
<u>\$ 1,305,841</u>	<u>\$ 703,929</u>	<u>\$ 1,281,283</u>	<u>\$ 1,281,283</u>	<b>Total Debt Service Costs</b>	<u>\$ 894,595</u>	<u>\$ 894,595</u>	<u>\$ 1,851,945</u>
 <b><u>LOCAL STREET TRANSFER:</u></b>							
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	Total Local Street Transfer	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
 <b><u>CONSTRUCTION PROJECTS</u></b>							
<b>Other Services and Charges:</b>							
<u>2,347,987</u>	<u>2,296,625</u>	<u>5,332,533</u>	<u>5,332,533</u>	Contractual Services	<u>5,000,000</u>	<u>5,000,000</u>	<u>5,000,000</u>
<u>\$ 2,347,987</u>	<u>\$ 2,296,625</u>	<u>\$ 5,332,533</u>	<u>\$ 5,332,533</u>		<u>\$ 5,000,000</u>	<u>\$ 5,000,000</u>	<u>\$ 5,000,000</u>



## **Local Streets:**

The Local Streets Fund is a Special Revenue Fund because it is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and State Constitution, for street and highway purposes, which are described in detail by the Michigan Department of Transportation.

This fund is used to receive all Local Street Funds paid to Warren by the State, as well as to account for the construction, maintenance, and other authorized operations pertaining to all streets classified as local streets within the City of Warren.

This fund has been established to make it possible to show that all legal provisions of Act 51 of the Public Acts of 1951, as amended, have been complied with and to determine, fairly and with full disclosure, the financial position and results of operations as set forth in the Michigan Department of Transportation's instructions for preparing the annual street financial report.

### **Expenditure History Local Streets**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b>OPERATING FUNDS - LOCAL STREETS</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>REVENUES:</b>			
\$ 2,641,102	\$ 1,067,395	\$ 3,035,000	\$ 3,000,000	State Shared Weight & Gas Tax	\$ 3,100,000	\$ 3,100,000	\$ 3,100,000
15,764	11,860	16,000	7,500	Interest on Investments	1,500	1,500	1,500
57,670	30,955	91,910	91,910	Contribution from General Fund	93,763	93,763	93,763
-	300,000	300,000	300,000	Contribution from Major Street Fund	-	-	-
446,797	-	400,000	400,000	P.A. 48 - Metro Act	450,000	450,000	450,000
-	-	612,519	612,519	Fund Balance Appropriated	880,702	880,702	880,702
<u>\$ 3,161,333</u>	<u>\$ 1,410,210</u>	<u>\$ 4,455,429</u>	<u>\$ 4,411,929</u>	<b>Total Local Street Revenues</b>	<u>\$ 4,525,965</u>	<u>\$ 4,525,965</u>	<u>\$ 4,525,965</u>
				<b>EXPENDITURES:</b>			
\$ 36,276	\$ -	\$ -	\$ -	Transfer to Construction Project Funds	\$ 100,000	\$ 100,000	\$ 100,000
3,604,114	1,963,111	4,566,929	4,411,929	Operating Costs	4,425,965	4,425,965	4,425,965
2,000,000	-	-	-	Transfer to Major Street Fund	-	-	-
<u>\$ 5,640,390</u>	<u>\$ 1,963,111</u>	<u>\$ 4,566,929</u>	<u>\$ 4,411,929</u>	<b>Total Local Street Expenditures</b>	<u>\$ 4,525,965</u>	<u>\$ 4,525,965</u>	<u>\$ 4,525,965</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ (2,479,057)	\$ (552,902)	\$ (111,500)	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE</b>			
4,863,799	2,384,742	2,384,742	2,384,742	<b>BEGINNING OF PERIOD</b>	1,660,723	1,660,723	1,660,723
				<b>RESERVE FOR:</b>			
(139,815)	(139,815)	(139,815)	(139,815)	<b>COMPENSATED ABSENCES</b>	(139,815)	(139,815)	(139,815)
				<b>LESS: FUND BALANCE</b>			
-	-	(612,519)	(612,519)	<b>APPROPRIATED</b>	(880,702)	(880,702)	(880,702)
<u>\$ 2,244,927</u>	<u>\$ 1,692,025</u>	<u>\$ 1,520,908</u>	<u>\$ 1,632,408</u>	<b>ESTIMATED FUND BALANCE</b>	<u>\$ 640,206</u>	<u>\$ 640,206</u>	<u>\$ 640,206</u>
				<b>(DEFICIT) END OF PERIOD</b>			

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ROUTINE MAINTENANCE:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 673,074	\$ 319,501	\$ 632,574	\$ 632,574	Permanent Employees	\$ 705,315	\$ 705,315	\$ 705,315
15,338	6,317	40,968	40,968	Overtime	46,140	46,140	46,140
6,507	-	33,000	33,000	Seasonal Employees	33,000	33,000	33,000
				<b>Employee Benefits:</b>			
1,342	-	1,200	1,200	Education Allowance	1,000	1,000	1,000
55,145	26,054	57,295	57,295	Social Security	63,676	63,676	63,676
228,226	104,795	177,026	177,026	Employee Insurance	193,439	193,439	193,439
324,451	228,294	437,001	437,001	Retiree Health Insurance	364,698	364,698	364,698
38,353	-	32,511	32,511	Longevity	35,527	35,527	35,527
385,922	189,016	388,918	388,918	Retirement Fund	420,394	420,394	420,394
3,305	-	2,955	2,955	Uniforms	3,228	3,228	3,228
88,281	42,538	107,000	107,000	<b>Repairs &amp; Maintenance Supplies</b>	107,000	107,000	107,000
				<b>Other Services and Charges:</b>			
41,876	30,241	285,000	285,000	Contractual Services	155,500	155,500	155,500
82,481	79,553	100,000	100,000	Joint Sealing	100,000	100,000	100,000
78,628	32,089	175,000	175,000	Pavement repairs	175,000	175,000	175,000
637,482	398,216	750,000	600,000	Equipment Rental	675,000	675,000	675,000
<u>\$ 2,660,411</u>	<u>\$ 1,456,614</u>	<u>\$ 3,220,448</u>	<u>\$ 3,070,448</u>	<b>Total Routine Maintenance</b>	<u>\$ 3,078,917</u>	<u>\$ 3,078,917</u>	<u>\$ 3,078,917</u>
62,847	-	116,884	116,884	Supervisory wage & benefit allocation	131,452	131,452	131,452
<u>\$ 2,723,258</u>	<u>\$ 1,456,614</u>	<u>\$ 3,337,332</u>	<u>\$ 3,187,332</u>	<b>Net Routine Maintenance</b>	<u>\$ 3,210,369</u>	<u>\$ 3,210,369</u>	<u>\$ 3,210,369</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS TRAFFIC SERVICES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 58,968	\$ 24,314	\$ 47,358	\$ 47,358	Permanent Employees	\$ 61,228	\$ 61,228	\$ 61,228
253	143	4,190	4,190	Overtime	5,308	5,308	5,308
				<b>Employee Benefits:</b>			
4,770	2,030	4,289	4,289	Social Security	5,528	5,528	5,528
19,735	8,017	12,402	12,402	Employee Insurance	13,552	13,552	13,552
17,030	17,094	32,716	32,716	Retiree Health Insurance	31,659	31,659	31,659
3,329	-	2,434	2,434	Longevity	3,084	3,084	3,084
19,692	13,594	29,116	29,116	Retirement Fund	36,494	36,494	36,494
287	-	221	221	Uniforms	280	280	280
				<b>Other Services and Charges:</b>			
1,601	757	35,000	35,000	Traffic & Street Signs	35,000	35,000	35,000
53,389	17,118	50,000	50,000	Traffic Signal Maintenance	50,000	50,000	50,000
35,406	15,955	75,000	75,000	Pavement Markings	75,000	75,000	75,000
16,417	10,439	15,000	10,000	Equipment Rental	16,000	16,000	16,000
<u>\$ 230,876</u>	<u>\$ 109,460</u>	<u>\$ 307,726</u>	<u>\$ 302,726</u>	<b>Total Traffic Services</b>	<u>\$ 333,133</u>	<u>\$ 333,133</u>	<u>\$ 333,133</u>
5,461	-	8,751	8,751	Supervisory wage & benefit allocation	11,411	11,411	11,411
<u>\$ 236,337</u>	<u>\$ 109,460</u>	<u>\$ 316,477</u>	<u>\$ 311,477</u>	<b>Net Traffic Services</b>	<u>\$ 344,544</u>	<u>\$ 344,544</u>	<u>\$ 344,544</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS SNOW AND ICE CONTROL:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 32,080	\$ 13,007	\$ 41,184	\$ 41,184	Permanent Employees	\$ 39,987	\$ 39,987	\$ 39,987
11,552	7,105	18,644	18,644	Overtime	18,466	18,466	18,466
				<b>Employee Benefits:</b>			
3,809	1,687	3,730	3,730	Social Security	3,610	3,610	3,610
13,281	5,307	12,490	12,490	Employee Insurance	13,648	13,648	13,648
28,889	14,862	28,451	28,451	Retiree Health Insurance	20,676	20,676	20,676
2,174	-	2,117	2,117	Longevity	2,014	2,014	2,014
33,941	12,194	25,320	25,320	Retirement Fund	23,834	23,834	23,834
187	-	192	192	Uniforms	183	183	183
135,558	59,371	260,000	260,000	<b>Repairs &amp; Maintenance Supplies</b>	255,000	255,000	255,000
				<b>Other Services and Charges:</b>			
-	-	20,000	20,000	Contractual Services	20,000	20,000	20,000
55,207	60,246	80,000	80,000	Equipment Rental	75,000	75,000	75,000
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	2,500
<u>\$ 319,179</u>	<u>\$ 176,279</u>	<u>\$ 494,628</u>	<u>\$ 494,628</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 474,918</u>	<u>\$ 474,918</u>	<u>\$ 474,918</u>
3,559	-	7,610	7,610	Supervisory wage & benefit allocation	7,452	7,452	7,452
<u>\$ 322,738</u>	<u>\$ 176,279</u>	<u>\$ 502,238</u>	<u>\$ 502,238</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 482,370</u>	<u>\$ 482,370</u>	<u>\$ 482,370</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ADMINISTRATION:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 42,641	\$ 19,982	\$ 90,860	\$ 90,860	Supervision	\$ 92,678	\$ 92,678	\$ 92,678
49,171	23,672	49,634	49,634	Clerical	50,627	50,627	50,627
				<b>Employee Benefits:</b>			
7,210	3,652	11,041	11,041	Social Security	11,261	11,261	11,261
25,165	11,493	36,826	36,826	Employee Insurance	40,157	40,157	40,157
1,282	639	26,602	26,602	Retiree Health Insurance	20,887	20,887	20,887
2,871	3,790	3,825	3,825	Longevity	3,893	3,893	3,893
9,581	4,857	14,432	14,432	Retirement Fund	14,719	14,719	14,719
				<b>Other Services and Charges:</b>			
43,130	20,523	46,607	46,607	Transfer to Water System/Engineering Svcs.	32,575	32,575	32,575
204,975	132,150	264,300	264,300	Administrative Expense	272,200	272,200	272,200
<u>\$ 386,028</u>	<u>\$ 220,758</u>	<u>\$ 544,127</u>	<u>\$ 544,127</u>	<b>Total Administration</b>	<u>\$ 538,997</u>	<u>\$ 538,997</u>	<u>\$ 538,997</u>
(64,248)	-	(133,245)	(133,245)	Supervisory wage & benefit allocation	(150,315)	(150,315)	(150,315)
<u>\$ 321,780</u>	<u>\$ 220,758</u>	<u>\$ 410,882</u>	<u>\$ 410,882</u>	<b>Net Administration</b>	<u>\$ 388,682</u>	<u>\$ 388,682</u>	<u>\$ 388,682</u>
				<b>Summary of Operating Costs:</b>			
\$ 2,723,258	\$ 1,456,614	\$ 3,337,332	\$ 3,187,332	Routine Maintenance	\$ 3,210,369	\$ 3,210,369	\$ 3,210,369
236,337	109,460	316,477	311,477	Traffic Services	344,544	344,544	344,544
322,738	176,279	502,238	502,238	Snow and Ice Control	482,370	482,370	482,370
321,780	220,758	410,882	410,882	Administration	388,682	388,682	388,682
<u>\$ 3,604,114</u>	<u>\$ 1,963,111</u>	<u>\$ 4,566,929</u>	<u>\$ 4,411,929</u>	<b>Total Operating Costs</b>	<u>\$ 4,425,965</u>	<u>\$ 4,425,965</u>	<u>\$ 4,425,965</u>
				<b>MAJOR STREET TRANSFER:</b>			
<u>\$ 2,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Total Local Street Transfer	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b>CONSTRUCTION PROJECTS</b>			
				<b>Other Services and Charges:</b>			
36,276	-	-	-	Contractual Services	100,000	100,000	100,000
<u>\$ 36,276</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>		<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>

## LIBRARY

The Library Special Revenue Fund accounts for the receipt of specific property taxes, State Aid, user fees and special grants that are used to provide library materials and services at the Warren Public Library. Fines for overdue materials and penal fines collected on state code violations also provide some revenue to operate the library.

In August 2010, the residents of Warren overwhelmingly approved a millage increase of .85 for the next 20 years. This revenue will allow each of the four branches to remain open, maintain adequate staffing levels, and provide substantial funding to increase collections and to upgrade each branch to a state of the art facility.

The Warren Public Library is a member of the Suburban Library Cooperative and participates in the Michigan eLibrary (MeL). Participation in the collaborative provides Warren residents interlibrary loan privileges from library collections throughout the state. The Warren Public Library is also a member of the MiLibraryCard program which gives Warren residents the ability to obtain material from over 70 participating Michigan libraries while traveling throughout the state.

In June 2012, the Warren Public Library launched a new website, warrenlibrary.net. The new website is fully searchable and allows access to the library's public access catalog, databases, electronic resources, and events calendar. The website features posts that highlight new books, services, and current and upcoming events. It also utilizes "responsive design" and will adjust dimensions depending on what type of device (computer, tablet, smartphone) is being used to view it.

A brief review of 2017 indicates that the Warren Public Library has 62,608 registered borrowers, 277,170 patrons visited the library and the library provided a combined total of 858 programs for children, teens, and adults that were enjoyed by 18,541 patrons. Computer classes were attended by 212 patrons. The library circulated 534,526 materials, had 78,736 uses of their public Internet computers and 104,388 wireless logins. Reference librarians fielded 36,517 reference transactions. The combined Warren libraries have a collection of 279,106 physical items, (print, audio and video). Special collections include auto repair manuals, an international language collection which is comprised of 16 different languages, ESL (English as a Second Language Collection), DVDs, music CDs, sheet music, periodicals, audiobooks and video games. The Library also has an eBook and eAudiobook collection of over 39,000 items.

The major highlight for 2017 was the reopening of the brand new Dorothy Busch Branch Library in June. This new state of the art facility includes a 6-person study room, the 50-person Hilary Kutella Community Room, 24 computers for public use, a Krayon Kiosk with I-Pads containing child friendly apps, and an open concept floor plan. The Library began lending mobile hotspots which can provide Wi-Fi Internet access for patrons outside of the Library. In July the Library was awarded a Library Services and Technology Act Library Services Grant in the amount of \$2,000. An additional \$500 was received from Extra Credit Union for STEM Kits. These Grants were used to create kits related to various STEAM/STEM (Science, Technology, Engineering, Arts and Math) subjects. The Library held the 2<sup>nd</sup> year of its Prime Time Family Reading Time program in September through a grant from the Michigan Humanities Council.

Additionally, the library continued its successful program of author visits to the library. Authors who visited the library included local author Drew Philp (A \$500 House in Detroit) Jack Kresnak (Hope for the City), and Meg Mims (Bearly Departed).

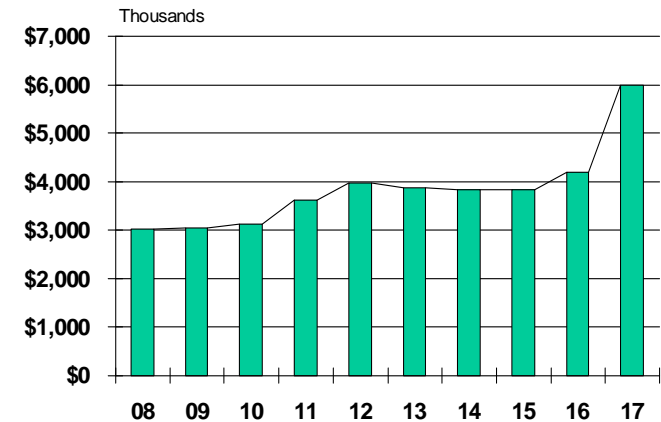
# LIBRARY

## Fiscal 2019 Performance Objectives

1. To provide the best selection of current books, periodicals, talking books, electronic books, music CD's, DVD's, and other materials.
2. To provide residents with the best reference service that the Library can offer through hard copy, on-line databases, eBooks, and the Internet.
3. To provide quality educational, informational and recreational programs for children and adults to enhance quality of life.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Annual library attendance	274,235	400,000	305,552	400,000
Annual circulation of materials	404,300	450,000	361,072	400,000
Reference information requests	34,943	50,000	39,456	50,000
Total registered borrowers	54,616	60,000	55,000	60,000
Items loaned to other libraries	52,237	65,000	55,840	60,000
Items received from other libraries	35,253	40,000	36,744	40,000
Total circulation/children's materials	142,222	200,000	144,984	200,000
Materials added to the collection	18,496	40,000	22,708	40,000
Materials deleted from the collection	19,615	15,000	5,756	10,000
Children's story hour attendance	4,718	4,200	3,424	4,200
Computer sessions	172,287	200,000	183,864	200,000
Attendance-children programs	9,563	11,000	19,692	20,000
Home Page hits	231,977	265,000	340,572	350,000
Literacy attendance	2,134	3,000	6,152	7,000
School visits to library	37	50	140	100
Grant received	0	3,000	0	0
Attendance-adult special programs	3,084	4,000	3,076	4,000

**Expenditure History  
Library**





SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>LIBRARY SPECIAL REVENUE FUND REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 4,083,374	\$ 2,074,701	\$ 4,147,435	\$ 4,147,435	Property Tax Revenue	\$ 4,248,320	\$ 4,248,320	\$ 4,248,320
40,136	16,488	32,996	32,996	Industrial Facilities Tax	28,742	28,742	28,742
418,491	225,000	225,000	225,000	Reimbursement for Personal Property Loss	210,000	210,000	210,000
107,733	-	120,000	120,000	Penal Fines	110,000	110,000	110,000
33,069	15,118	35,000	50,000	Over the Counter Fines	32,325	32,325	32,325
30,439	-	10,000	5,000	Interest on Investments	10,000	10,000	10,000
49,001	-	-	-	Insurance Proceeds	-	-	-
87,686	-	88,000	88,000	State Aid	88,267	88,267	88,267
25,691	17,196	17,196	-	Renaissance Zone Reimbursement	10,000	10,000	10,000
25,766	15,218	30,000	35,000	Copy Machine User Fees	30,000	30,000	30,000
15,131	6,059	15,000	17,000	Lost Book Fees	15,000	15,000	15,000
2,769	993	3,000	7,000	Video User Fees	2,500	2,500	2,500
7,760	4,383	9,000	10,000	Non-Resident Internet Fees	8,500	8,500	8,500
10,613	7,335	12,000	12,000	Miscellaneous	10,500	10,500	10,500
-	-	2,831,431	2,831,431	Fund Balance Appropriated	896,527	896,527	396,527
<u>\$ 4,937,659</u>	<u>\$ 2,382,491</u>	<u>\$ 7,576,058</u>	<u>\$ 7,580,862</u>	<b>Total Revenues</b>	<u>\$ 5,700,681</u>	<u>\$ 5,700,681</u>	<u>\$ 5,200,681</u>
				<b>EXPENDITURES:</b>			
\$ 1,435,024	\$ 660,092	\$ 1,546,397	\$ 1,705,281	Personnel Services	\$ 1,738,922	\$ 1,738,922	\$ 1,738,922
1,249,490	650,087	1,420,818	1,504,573	Employee Benefits	1,457,273	1,457,273	1,457,273
48,799	28,475	80,000	83,995	Supplies	83,995	83,995	83,995
1,000,596	526,607	1,207,588	1,276,188	Other Services and Charges	1,335,391	1,335,391	1,335,391
2,260,167	108,600	2,988,825	3,010,825	Capital Outlay	1,085,100	1,085,100	585,100
<u>\$ 5,994,076</u>	<u>\$ 1,973,861</u>	<u>\$ 7,243,628</u>	<u>\$ 7,580,862</u>	<b>Total Expenditures</b>	<u>\$ 5,700,681</u>	<u>\$ 5,700,681</u>	<u>\$ 5,200,681</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,200,987	2,200,987	2,200,987
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(213,790)	(213,790)	(213,790)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(896,527)	(896,527)	(396,527)
<u>\$ 4,486,198</u>	<u>\$ 4,894,828</u>	<u>\$ 1,987,197</u>	<u>\$ 1,654,767</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 1,090,670</u>	<u>\$ 1,090,670</u>	<u>\$ 1,590,670</u>

SPECIAL REVENUE FUND PERSONNEL

<u>LIBRARY</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Library Director	1	\$ 99,498	1	\$ 101,488	1	\$ 101,488	1	\$ 101,488
Administrative Specialist - Library	1	62,788	1	64,043	1	64,043	1	64,043
Branch Library Supervisor	4	79,263	4	80,848	4	80,848	4	80,848
Branch Librarian	5	64,040	5	65,321	5	65,321	5	65,321
Library Technician	6	54,710	6	55,804	6	55,804	6	55,804
Office Assistant	5	37,108	5	37,850	5	37,850	5	37,850
Library Asst Spec Svcs	1	58,293	1	59,459	1	59,459	1	59,459
Library Maintenance Technician	1	42,198	1	43,042	1	43,042	1	43,042
<u>Permanent Part-time Employees:</u>								
Library Pages		245,460		245,459		245,459		245,459
Assistant Librarians (Substitutes)		26,070		26,070		26,070		26,070
Overtime	—	32,500	—	35,888	—	35,888	—	35,888
Total Personnel	<u>24</u>		<u>24</u>		<u>24</u>		<u>24</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/19.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<u>LIBRARY</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES:</u>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 101,264	\$ 47,453	\$ 99,497	\$ 99,497	Appointed Official	\$ 101,488	\$ 101,488	\$ 101,488
1,168,354	534,811	1,175,000	1,289,854	Permanent Employees	1,315,919	1,315,919	1,315,919
151,723	73,471	250,000	271,530	Permanent Part-time Employees - Pages	271,529	271,529	271,529
5,180	2,281	10,000	32,500	Overtime	35,888	35,888	35,888
8,503	2,076	11,900	11,900	Shift Premium	14,098	14,098	14,098
				<b>Employee Benefits:</b>			
9,000	10,400	10,400	8,000	Education Allowance	10,400	10,400	10,400
110,545	51,990	130,000	133,147	Social Security	136,034	136,034	136,034
281,175	121,622	325,000	408,008	Employee Insurance	446,819	446,819	446,819
311,549	201,995	408,367	408,367	Retiree Health Insurance	316,761	316,761	316,761
24,846	15,628	27,163	27,163	Longevity	28,953	28,953	28,953
512,113	248,235	519,588	519,588	Retirement Fund	518,006	518,006	518,006
262	217	300	300	Uniforms	300	300	300
48,799	28,475	80,000	83,995	<b>Office Supplies</b>	83,995	83,995	83,995
				<b>Other Services and Charges:</b>			
11,088	5,316	16,100	16,100	Copy Machine Expense	20,000	20,000	20,000
177,496	61,502	185,000	198,600	Contractual Services	198,600	198,600	198,600
145,430	81,477	181,100	181,100	Cooperative Services	205,000	205,000	205,000
21,770	22,073	45,000	45,000	Library Cooperative-Indirect Aid	45,000	45,000	45,000
522	108	2,500	2,500	Postage	2,500	2,500	2,500
-	-	-	-	Unemployment Costs	121	121	121
7,389	2,508	9,000	9,000	Digital Video Discs	9,000	9,000	9,000
35,744	13,215	42,000	42,000	Library Circulating Materials	57,000	57,000	57,000
16,743	1,233	17,000	17,000	Periodicals	20,000	20,000	20,000
6,243	2,817	15,000	20,000	Telephone	25,000	25,000	25,000
689	-	2,000	2,000	Mileage	500	500	500
184	-	3,000	3,000	Auto Expense	3,000	3,000	3,000
5,610	3,664	8,000	8,000	Training & Workshops	11,000	11,000	11,000
-	-	100	100	Book Binding	100	100	100
170,251	68,424	185,000	215,000	Public Utilities	215,000	215,000	215,000
16,385	14,239	100,000	120,000	Repairs & Maintenance	120,000	120,000	120,000
122,052	114,481	125,688	125,688	Cap Imprvmt Refunding Bonds, Series 2014	124,070	124,070	124,070
37,300	19,350	38,700	38,700	Insurance and Bonds	40,200	40,200	40,200
225,700	116,200	232,400	232,400	Administrative Expense	239,300	239,300	239,300

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<u>LIBRARY</u> <b>SPECIAL REVENUE FUND</b> <b>EXPENDITURES (Continued):</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Capital Outlay:</b>			
\$ 2,016,241	\$ 20,754	\$ 2,610,525	\$ 2,610,525	Improvements	\$ 709,800	\$ 709,800	\$ 209,800
-	-	35,000	35,000	Vehicles	-	-	-
27,963	400	43,300	43,300	Equipment	43,300	43,300	43,300
<u>215,963</u>	<u>87,446</u>	<u>300,000</u>	<u>322,000</u>	Books	<u>332,000</u>	<u>332,000</u>	<u>332,000</u>
<b><u>\$ 5,994,076</u></b>	<b><u>\$ 1,973,861</u></b>	<b><u>\$ 7,243,628</u></b>	<b><u>\$ 7,580,862</u></b>	<b>Total Expenditures</b>	<b><u>\$ 5,700,681</u></b>	<b><u>\$ 5,700,681</u></b>	<b><u>\$ 5,200,681</u></b>

## RECREATION

The Recreation Special Revenue Fund accounts for specific property taxes, grants and user fees that are used to operate the Warren Community Center, activities, parks, playgrounds and other facilities. The revenues received in this fund can only be used for recreation purposes.

The City of Warren is gifted with 25 City parks. While the land acreage may not meet the needs of the community, the locations of the 25 parks play a vital role in the community, especially since numerous schools have closed in the past 25 years. The total parkland is 325 acres and the department will continue to focus on opportunities to increase parkland whenever feasible. We want to continue to replace and update equipment in our parks including play structures, comfort stations and roller rinks. We have many calls from residents looking for improvements from new swings, to improvements in the play structures, updating comfort stations to be ADA compliant, and improving and or removing roller rinks for resident use.

The Parks and Recreation Department is very fortunate to have the support of the citizens of Warren. The approval of one mill dedicated to the operation and improvement to the Parks and Recreation Department has proven to be a major accomplishment for the City of Warren. The intention of the department is to make continuing improvements in programs, staffing, facilities and parks wherever necessary. The stability of dependable funding will provide flexibility and latitude to make appropriate changes. The department offers year-round recreation programs, including baseball, ice skating, softball, basketball, volleyball, swimming, arts and crafts, music, theater, dancing, and special events. All of the special events held in the past year have been a huge success with residents. The department also has indoor facilities at Owen Jax Recreation Center, Fitzgerald Recreation Center, Stilwell Manor, City Square and the Warren Community Center. The department also utilizes most middle and elementary schools to provide various year round programs and activities.

The Warren Community Center houses the Parks & Recreation Department, the Miller Branch Library and the Warren Communications Department. The recreation area offers a Family Leisure Pool which has a 150-foot slide, a play structure with a 500 gallon dumping bucket, zero entry, and a lazy river. The Activity Pool offers lap swimming, exercise classes, water aerobics, and open swim. There is a 5,000 square foot fitness center, three gymnasiums, a senior citizen wing, and a deli-café. The center has been very successful and widely used with over 4,100 memberships at this time. We had almost 250,000 visitors to the community center in the past year. We anticipate continuing to improve our services at the Warren Community Center. We wish to continue to improve the fitness room by replacing 1/3 of the cardio equipment and at least two weight machines. We have found that a scheduled replacement program for the cardio equipment is the best way to keep our users satisfied with our equipment. We have built into the bid that the equipment has bumper to bumper warranty and the winning bidder has also given us a price to purchase the equipment back. We believe by doing this, the bidder takes better care of the equipment which betters our users. We also need to improve our water park and make necessary repairs to our slides with the ultimate goal of replacing the play structure in a few years. We have had 250,000 visits to the Warren Community Center annually and we need to continue to make repairs and improvements to meet our resident's requirements.

We operate most of our programs and activities with use of part time staff supervised by full time employees. Part time staff hours vary throughout the year as programs start and stop as the year goes on. We have more staff hired for programs like our day camp program in the summer and the Ice Rink in the winter months.

Public transportation demands continue to grow with the older population in Warren. The Parks and Recreation Department has established and provides transportation for numerous older citizens. Funding is primarily secured through the Michigan Department of Transportation, Smart Grants and the Parks and Recreation Special Revenue Fund.

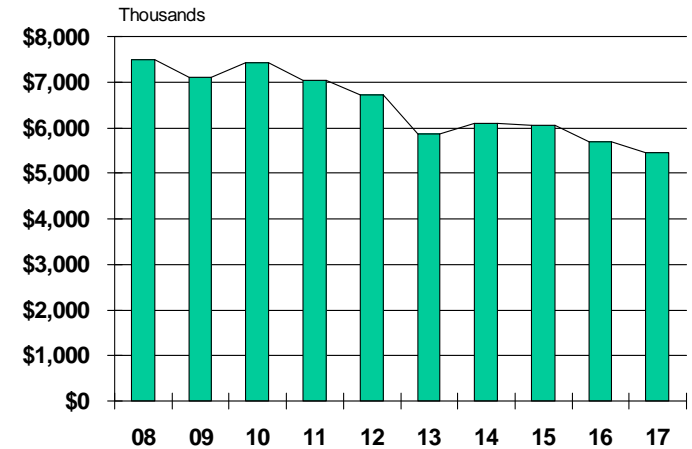
## RECREATION

### Fiscal 2019 Performance Objectives

1. To increase participation at all Special Events and attain corporate co-sponsorship of all Special Events.
2. To increase senior citizen and handicap transportation service to our community.
3. To continue to develop all city parks and enhance the physical appearance of the parks to increase family usage.
4. To continue to develop teen programs and family activities at all facilities.
5. To continue to remove trees and stumps as needed.
6. To continue with a systematic block-pruning program and handle emergencies that arise.
7. To continue to promote membership growth and total usage of the Warren Community Center.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Pavilion rentals	518	475	520	520
Bus transportation	14,376	14,700	14,690	14,500
Special event youth participation	25,000	25,000	25,000	25,000
Day camp registration	538	530	550	550
Senior special events	3,750	4,000	3,800	3,800
Adult & youth sports participants	107,500	107,500	107,500	107,500
Senior programs	86,200	86,250	86,200	86,250
Senior sports programs	22,750	23,250	23,000	23,000
WCC pool attendance	360,000	400,000	400,000	400,000
Swim lesson registration	2,533	4,300	4,250	4,300
Yearly pass registration	4,129	5,000	4,500	5,000
WCC pool rental attendance	9,000	9,250	9,200	9,250

**Expenditure History  
Recreation**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 2,980,625	\$ 1,512,433	\$ 3,022,749	\$ 3,022,749	Property Tax Revenue	\$ 3,096,320	\$ 3,096,320	\$ 3,096,320
29,252	12,024	24,049	24,049	Industrial Facilities Tax	20,949	20,949	20,949
305,000	150,000	150,000	150,000	Reimbursement for Personal Property Loss	140,000	140,000	140,000
71,435	17,546	61,300	61,300	MDOT Grant	61,300	61,300	61,300
176,159	-	193,000	193,000	S.M.A.R.T. Community Credit Grant	193,000	193,000	193,000
424,844	176,093	450,000	480,000	Recreation Fees	425,000	425,000	425,000
1,338,265	675,248	1,350,000	1,500,000	Warren Community Center Fees	1,450,000	1,450,000	1,450,000
18,302	7,068	20,000	40,000	Downtown Ice Rink Fees	25,000	25,000	25,000
11,111	5,696	12,000	15,000	Senior Transportation	12,500	12,500	12,500
12,905	6,842	14,000	20,000	Special Events	15,000	15,000	15,000
65,114	11,312	65,000	75,000	Sponsored Events	75,000	75,000	75,000
449	213	450	1,000	Bingo Fees	450	450	450
600	1,600	2,000	-	Forestry - Tree Planting	-	-	-
6,180	-	4,500	1,000	Interest on Investments	3,500	3,500	3,500
102,886	13,607	103,000	50,000	Lease Proceeds	104,803	104,803	104,803
3,820	-	-	-	Sale of Equipment	-	-	-
31	14	50	500	Miscellaneous	100	100	100
-	-	339,313	207,170	Fund Balance Appropriated	-	-	-
<u>\$ 5,546,978</u>	<u>\$ 2,589,696</u>	<u>\$ 5,811,411</u>	<u>\$ 5,840,768</u>	<b>Total Revenues</b>	<u>\$ 5,622,922</u>	<u>\$ 5,622,922</u>	<u>\$ 5,622,922</u>
				<b>EXPENDITURES:</b>			
\$ 2,057,380	\$ 1,031,577	\$ 2,092,916	\$ 2,124,153	Personnel Services	\$ 2,131,620	\$ 2,131,620	\$ 2,122,376
1,148,122	600,606	1,288,275	1,293,258	Employee Benefits	1,201,805	1,201,805	1,199,671
185,952	86,395	207,750	208,450	Supplies	195,250	195,250	195,250
2,011,027	990,305	2,042,470	2,064,907	Other Services and Charges	1,922,712	1,922,712	1,922,712
55,349	75,433	180,000	180,000	Capital Outlay	155,000	155,000	155,000
<u>\$ 5,457,830</u>	<u>\$ 2,784,316</u>	<u>\$ 5,811,411</u>	<u>\$ 5,870,768</u>	<b>Total Expenditures</b>	<u>\$ 5,606,387</u>	<u>\$ 5,606,387</u>	<u>\$ 5,595,009</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ 16,535	\$ 16,535	\$ 27,913
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	629,560	629,560	629,560
				<b>RESERVE FOR:</b>			
				<b>COMPENSATED ABSENCES</b>	(133,982)	(133,982)	(133,982)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	-
<u>\$ 834,891</u>	<u>\$ 640,271</u>	<u>\$ 495,578</u>	<u>\$ 597,721</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 512,113</u>	<u>\$ 512,113</u>	<u>\$ 523,491</u>

SPECIAL REVENUE FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>PARKS AND RECREATION</u>								
Parks and Recreation Director	1	\$ 106,563	1	\$ 108,694	1	\$ 108,694	1	\$ 108,694
Superintendent of Facilities & Operations	2	80,178	2	81,782	2	81,782	2	81,782
Program Supervisor	3	69,808	3	71,204	3	71,204	3	71,204
Recreation Manager	1	43,301	1	44,167	1	44,167	- (d)	53,000
Account Specialist	1	53,928	1	55,007	1	55,007	1	55,007
Seasonal Employees		1,250,000		1,250,000		1,250,000		1,250,000
Seasonal Employees - Transportation		145,000		145,000		145,000		145,000
<u>MAINTENANCE</u>								
Facility Maintenance Technician	1	68,702	1	70,076	1	70,076	- (c)	-
Facility Maintenance Specialist	-	-	-	-	-	-	1 (c)	65,083
Seasonal Employees - Maintenance		75,000		75,000		75,000		75,000
Overtime - Supervision		-		1,500		1,500		1,500
Overtime - Maintenance	—	11,895	—	5,000	—	5,000	—	5,000
Total Personnel	<u>9</u>		<u>9</u>		<u>9</u>		<u>8</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and 59 and Warren Supervisors contracts that expire 6/30/19.

(c) Reclassification of Facility Maintenance Technician to Facility Maintenance Specialist.

(e) Reflects increase of \$8,833 for the Recreation Manager.



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 107,455	\$ 50,822	106,564	106,564	Appointed Official	\$ 108,694	\$ 108,694	108,694
469,924	222,727	460,000	467,009	Permanent Employees - Supervision	476,350	476,350	485,182
34,927	22,094	50,000	68,685	Permanent Employees - Maintenance	70,076	70,076	52,000
				Seasonal Employees:			
28,195	20,135	50,000	75,000	Maintenance	75,000	75,000	75,000
1,279,587	647,556	1,275,000	1,250,000	Recreation	1,250,000	1,250,000	1,250,000
-	1,352	1,352	-	Overtime - Supervision	1,500	1,500	1,500
1,914	463	5,000	11,895	Overtime - Maintenance	5,000	5,000	5,000
				<b>Employee Benefits:</b>			
3,750	3,750	3,750	3,750	Education Allowance	3,750	3,750	3,750
137,850	70,457	153,769	153,769	Social Security	154,346	154,346	153,640
265,051	98,457	270,000	274,983	Employee Insurance	302,665	302,665	302,347
408,277	267,524	535,026	535,026	Retiree Health Insurance	409,760	409,760	409,575
27,200	13,883	27,200	27,200	Longevity	27,200	27,200	27,200
290,696	139,984	283,570	283,570	Retirement Fund	289,124	289,124	288,199
300	-	300	300	Uniforms	300	300	300
				<b>Supplies:</b>			
7,527	3,102	10,000	11,000	Office Supplies	10,000	10,000	10,000
150	450	450	150	Bingo Operating Supplies	150	150	150
7,878	6,872	15,500	15,500	Operating Supplies	15,500	15,500	15,500
64,451	39,128	60,000	60,000	Playground & Athletic Supplies	60,000	60,000	60,000
105,675	36,329	120,000	120,000	Repair & Maintenance Supplies	108,000	108,000	108,000
				<b>Other Services and Charges:</b>			
424,807	224,694	400,000	400,000	Contractual Services	400,000	400,000	400,000
2,413	553	3,000	3,000	Postage	2,700	2,700	2,700
9,452	1,018	9,500	937	Unemployment Costs	416	416	416
121,426	17,955	60,000	60,000	Building Maintenance	65,000	65,000	65,000
211,996	39,196	225,000	225,000	Tree Maintenance	100,000	100,000	100,000
24,974	10,367	30,000	30,000	Telephone	30,000	30,000	30,000
17,731	6,887	32,000	32,000	Vehicle Maintenance Expense	28,000	28,000	28,000
42,730	24,955	60,000	60,000	Marketing and Promotions	60,000	60,000	60,000
128,500	66,800	133,600	133,600	Insurance and Bonds	138,900	138,900	138,900
453,328	205,306	475,000	500,000	Public Utilities	500,000	500,000	500,000
1,199	-	1,000	1,000	Conferences and Workshops	1,000	1,000	1,000
7,485	2,829	6,000	6,000	Rentals & Janitorial Service	5,500	5,500	5,500

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>RECREATION</u></b> <b><u>SPECIAL REVENUE FUND</u></b> <b><u>EXPENDITURES (Continued):</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 44,847	\$ 25,681	\$ 55,000	\$ 55,000	Special Events	\$ 55,000	\$ 55,000	\$ 55,000
41,651	8,844	40,000	40,000	Sponsored Events	35,000	35,000	35,000
8,079	4,329	8,500	8,500	Downtown Ice Rink Expense	8,500	8,500	8,500
284,788	267,122	293,270	293,270	Cap Imprvmt Refunding Bonds, Series 2014	289,496	289,496	289,496
117,100	60,300	120,600	120,600	Administrative Expense	124,200	124,200	124,200
				<b>Capital Outlay:</b>			
-	30,000	30,000	30,000	Capital Improvements	125,000	125,000	125,000
55,349	45,433	150,000	150,000	Equipment - Recreation	30,000	30,000	30,000
<u>\$ 5,238,662</u>	<u>\$ 2,687,354</u>	<u>\$ 5,559,951</u>	<u>\$ 5,613,308</u>	<b>Total Expenditures</b>	<u>\$ 5,366,127</u>	<u>\$ 5,366,127</u>	<u>\$ 5,354,749</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND TRANSPORTATION EXPENDITURES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 135,378	\$ 66,428	\$ 145,000	\$ 145,000	Seasonal Employees	\$ 145,000	\$ 145,000	\$ 145,000
				<b>Employee Benefits:</b>			
10,357	5,082	11,093	11,093	Social Security	11,093	11,093	11,093
4,641	1,469	3,567	3,567	Employee Insurance	3,567	3,567	3,567
				<b>Supplies:</b>			
271	514	1,000	1,000	Office Supplies	1,000	1,000	1,000
-	-	800	800	Operating Supplies	600	600	600
				<b>Other Services and Charges:</b>			
6,753	777	5,000	5,000	Contractual Services	5,000	5,000	5,000
-	-	150	150	Postage	150	150	150
-	-	2,000	2,000	Building Maintenance	1,500	1,500	1,500
579	289	1,000	1,000	Telephone	1,000	1,000	1,000
24,178	10,461	40,000	46,000	Vehicle Maintenance Expense	30,000	30,000	30,000
-	-	250	250	Printing and Publishing	200	200	200
21,311	3,792	20,000	20,000	Public Utilities	20,000	20,000	20,000
-	-	300	300	Conferences and Workshops	250	250	250
15,700	8,150	16,300	16,300	Insurance and Bonds	16,900	16,900	16,900
-	-	5,000	5,000	Bus Rental	4,000	4,000	4,000
<u>\$ 219,168</u>	<u>\$ 96,962</u>	<u>\$ 251,460</u>	<u>\$ 257,460</u>	<b>Total Expenditures</b>	<u>\$ 240,260</u>	<u>\$ 240,260</u>	<u>\$ 240,260</u>

## **COMMUNICATIONS**

The Communications Special Revenue Fund was established to account for fees to be received under provisions of the cable television franchise agreements. The Warren Communications Department operates from franchise fees received from Comcast, Wide Open West and AT&T. Historically, Comcast has generated the largest amount of revenue through their subscribers.

This Special Revenue Fund has been established to assure that a thorough cable television based infrastructure is maintained throughout the life of the franchise to serve the City of Warren public and government. The revenues received in this fund can only be used for communication purposes.

The department currently operates with a director, four full-time and seventeen part-time team members.

The Communications Department currently generates two channels of government access cable television programming (Comcast channels 5 and 12, WOW channels 10 and 18, and AT&T channel 99), cable bulletin board notices, maintenance and operation of the City website ([www.cityofwarren.org](http://www.cityofwarren.org)), production of the City newsletter (Newsbeat), and production of the City calendar.

The department also partners with the Parks and Recreation Department in the operation and maintenance of the Warren community center auditorium to provide production assistance and coverage of official city operational meetings like City Council, Zoning Board of Appeals and Planning Commission.

Additionally, the Communications Department assists various other city departments with projects such as production of training videos. Another service provided to residents is the posting of emergency alerts and bulletins, using every tool available to notify residents of severe weather, snow emergencies and other emergencies.

We continually replace antiquated equipment and are currently making necessary upgrades to our Control Room. These upgrades will conform our operation to a digital file system that will continue to improve our workflow.

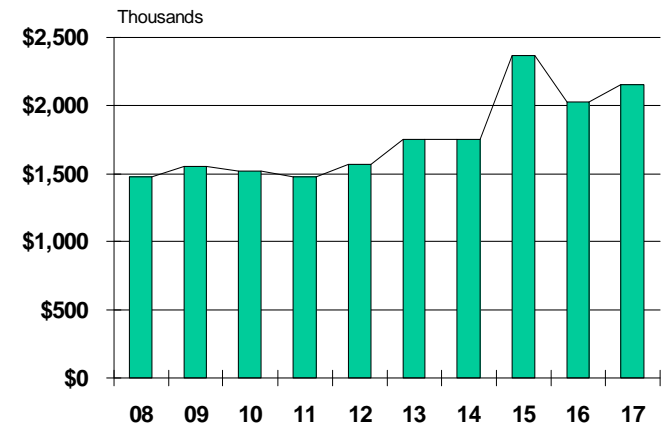
# COMMUNICATIONS

## Fiscal 2019 Performance Objectives

1. Create new award winning programming.
2. Finish overhaul of City's website and expand emergency online services.
3. Restructure and expand internship and volunteer programs to include colleges and universities.
4. Continue to share vital information with residents while expanding media formats through live video streaming, emergency text alerts and additional social media sites.
5. Work with the DDA to expand the "MI Warren" campaign and increase public interaction.
6. Continue to support city departments' communications needs.
7. Take over the operations of the auditorium
8. Increase interactive productions with community
9. Launch podcast programs

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Meeting coverage (City Council, Zoning Board, Planning Commission)	60	60	60	60
Newsbeat magazine	4	4	4	4
Annual calendar	1	1	1	1
Original programs (sporting events, concerts, talk shows, etc.)	205	275	374	483
Auditorium support (plays, rentals, recitals, meetings, etc.)	130	130	120	120
Bulletin board postings (garage sales, non-profit ads, city information, etc.)	1,200	1,500	1,200	1,200
Snow and storm alerts (emergency information crawl on channels)	7	20	20	20
Website postings and updates (community events, department services)	2,500	2,500	2,550	2,550
Internship program (number of interns)	30	30	30	40
Public service announcements	40	50	60	65
Social media oversight, maintenance, updates for all city social media sites	12	12	15	12
Text alerts	-	-	10	20

**Expenditure History  
Communications**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 2,266,273	\$ 567,327	\$ 2,300,000	\$ 2,300,000	Cable TV Franchise Fees	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000
17,241	-	10,000	3,000	Interest on Investments	3,000	3,000	3,000
9,735	-	-	21,000	Lease Proceeds	-	-	-
279	121	300	500	Miscellaneous	300	300	300
-	-	258,014	379,129	Fund Balance Appropriated	421,014	421,014	421,014
<u>\$ 2,293,528</u>	<u>\$ 567,448</u>	<u>\$ 2,568,314</u>	<u>\$ 2,703,629</u>	<b>Total Revenues</b>	<u>\$ 2,724,314</u>	<u>\$ 2,724,314</u>	<u>\$ 2,724,314</u>
				<b>EXPENDITURES:</b>			
\$ 526,914	\$ 259,185	\$ 625,000	\$ 696,438	Personnel Services	\$ 733,571	\$ 733,571	\$ 733,571
291,681	172,851	380,214	401,491	Employee Benefits	383,692	383,692	383,692
20,951	9,741	25,500	25,500	Supplies	25,500	25,500	25,500
1,175,305	772,481	1,337,600	1,380,200	Other Services and Charges	1,381,551	1,381,551	1,381,551
141,009	6,227	200,000	200,000	Capital Outlay	200,000	200,000	200,000
<u>\$ 2,155,860</u>	<u>\$ 1,220,485</u>	<u>\$ 2,568,314</u>	<u>\$ 2,703,629</u>	<b>Total Expenditures</b>	<u>\$ 2,724,314</u>	<u>\$ 2,724,314</u>	<u>\$ 2,724,314</u>
\$ 137,668	\$ (653,037)	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
3,440,238	3,577,906	3,577,906	3,577,906	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	3,319,892	3,319,892	3,319,892
(19,299)	(19,299)	(19,299)	(19,299)	<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(19,299)	(19,299)	(19,299)
-	-	(258,014)	(379,129)	<b>LESS: FUND BALANCE APPROPRIATED</b>	(421,014)	(421,014)	(421,014)
<u>\$ 3,558,607</u>	<u>\$ 2,905,570</u>	<u>\$ 3,300,593</u>	<u>\$ 3,179,478</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 2,879,579</u>	<u>\$ 2,879,579</u>	<u>\$ 2,879,579</u>

SPECIAL REVENUE FUND PERSONNEL

<u>COMMUNICATIONS</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Communications Director	1	\$ 83,796	1	\$ 85,472	1	\$ 85,472	1	\$ 85,472
Communications Specialist	1	68,369	1	69,736	1	69,736	1	69,736
Media Specialist 1	1	61,560	1	62,791	1	62,791	1	62,791
Broadcast Engineer	1	50,000	1 (e)	60,000	1 (e)	60,000	1 (e)	60,000
Administrative Clerk	1	51,541	1	52,572	1	52,572	1	52,572
Part-time Employees	—	415,000	—	415,000	—	415,000	—	415,000
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>5</u>	

(a) Wage rates are based on Local 227, Local 412 Units 35 and 59 contracts that expire 6/30/19.

(e) Reflects an increase of \$9,000 for Broadcast Engineer position.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 201,741	\$ 98,033	\$ 240,000	\$ 281,438	<b>Personnel Services:</b>	\$ 318,571	\$ 318,571	\$ 318,571
324,217	161,152	385,000	415,000	Permanent Employees	415,000	415,000	415,000
956	-	-	-	Part-time Employees	-	-	-
				Overtime			
2,563	750	750	750	<b>Employee Benefits:</b>			
40,789	20,055	50,000	53,664	Education Allowance	750	750	750
38,192	30,190	80,000	97,613	Social Security	56,508	56,508	56,508
112,887	74,160	150,095	150,095	Employee Insurance	107,907	107,907	107,907
5,383	4,294	4,294	4,294	Retiree Health Insurance	116,246	116,246	116,246
91,867	43,402	95,075	95,075	Longevity	4,340	4,340	4,340
				Retirement Fund	97,941	97,941	97,941
				<b>Supplies:</b>			
1,528	683	3,500	3,500	Office	3,500	3,500	3,500
18,934	9,058	20,000	20,000	Operating	20,000	20,000	20,000
489	-	2,000	2,000	Tapes/DVD's	2,000	2,000	2,000
				<b>Other Services and Charges:</b>			
29,660	6,880	30,000	32,600	Contractual Services	32,600	32,600	32,600
34,234	13,473	60,000	80,000	Postage	85,750	85,750	85,750
3,208	1,138	3,200	3,200	Telephone	3,200	3,200	3,200
-	-	200	200	Mileage	200	200	200
3,296	1,522	3,500	3,500	Vehicle Maintenance	3,500	3,500	3,500
13	-	-	-	Conferences & Workshops	400	400	400
76,100	71,083	100,000	100,000	Community Promotions	100,000	100,000	100,000
37,300	19,350	38,700	38,700	Insurance and Bonds	40,200	40,200	40,200
93,444	38,483	105,000	125,000	Public Utilities	125,000	125,000	125,000
430	-	-	-	Memberships & Dues	1,135	1,135	1,135
4,137	693	5,000	5,000	Sets and Design	8,000	8,000	8,000
1,658	1,789	50,000	50,000	Web site	10,000	10,000	10,000
23,049	-	26,000	26,000	City Calendar	26,000	26,000	26,000
2,000	-	2,040	2,040	Music Library	2,000	2,000	2,000
68,778	38,321	80,000	80,000	City Newsletter	95,000	95,000	95,000
16,497	4,596	21,500	21,500	Software & Contractual Service	30,000	30,000	30,000
2,261	1,800	10,000	10,000	Auditorium Expense	10,000	10,000	10,000
372,400	191,750	383,500	383,500	Administrative Expense	395,000	395,000	395,000
406,840	381,603	418,960	418,960	Cap Imprvmt Refunding Bonds, Series 2014	413,566	413,566	413,566
				<b>Capital Outlay:</b>			
7,044	-	-	-	Equipment - Office	-	-	-
104,000	6,227	200,000	200,000	Equipment - Cable TV	200,000	200,000	200,000
29,965	-	-	-	Vehicles	-	-	-
<b>\$ 2,155,860</b>	<b>\$ 1,220,485</b>	<b>\$ 2,568,314</b>	<b>\$ 2,703,629</b>	<b>Total Expenditures</b>	<b>\$ 2,724,314</b>	<b>\$ 2,724,314</b>	<b>\$ 2,724,314</b>



## **SANITATION DIVISION**

The Sanitation Special Revenue Fund accounts for specific property taxes that are used to operate the Sanitation Division.

The Sanitation Division is responsible for picking up refuse, recyclables, compost and appliances in a prompt, reliable, and efficient manner from approximately 56,000 homes per week, which equates to over seven million individual pick up stops annually. In addition, the division provides a curbside recycle program for 44 schools, 16 churches and 26 miscellaneous buildings including all city libraries, fire stations, senior centers and many other city buildings. We average over 200 move ins, move outs, and evictions over the last eight years.

In conjunction with other departments, we participate in all blight sweep clean ups and other special projects including landlord/renters move outs and tenant evictions ordered from the 37<sup>th</sup> District Court. We have one Hazardous Waste Drop Off Day per year that generated over 22,800 pounds of hazardous waste last year.

The Sanitation Division is also responsible for operating and maintaining the recycling center, which provides additional recycling options to the community. The recycling center now recycles all electronics including computers, Styrofoam, cell phones, cardboard, non-ferrous metals, metal, concrete, newspaper, plastic, motor oil, antifreeze, and car batteries. In addition to picking up all appliances, metal, and concrete at the curb, the Sanitation Division also recovers Freon from refrigerators and freezers.

The Division is also responsible for the general maintenance of the building, offices, and grounds of the Sanitation complex. Our regular inspections of the transfer station to insure it is kept in good repair and operating condition have expanded in scope to include overseeing major renovations and coordinating downtimes to insure no breaks in service to residents.

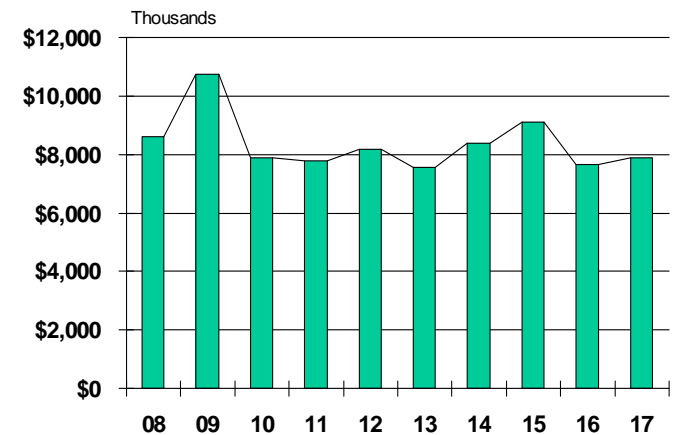
## SANITATION DIVISION

### Fiscal 2019 Performance Objectives

1. To continue to reduce complaints of residents.
2. To increase homeowner awareness of the recycling and compost programs.
3. To correlate a Fine System for habitual violations of ordinances.
4. To increase the number of schools and churches involved in the recycling program.
5. To expand participation in the Hazardous Waste Drop-Off Day.
6. To increase the system where Sanitation provides a roll-off container for landlords and court ordered evictions (for a fee) as tenants move in/out of rental properties.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Collection points (per week)	56,000	56,000	56,000	56,000
Refuse collection at curb (tons)	52,888	52,000	52,000	52,000
Citizen complaints received	3,027	1,500	3,000	3,000
Number of refuse collection routes	12	12	12	12
Curbside recycling collected (tons)	4,555	4,800	5,000	5,000
Number of recycle routes	6	6	6	6
Curbside compost collected (tons)	9,100	7,000	9,200	9,200
Number of compost routes	5	5	5	5
Car batteries dropped off	343	250	350	350
Non-ferrous metal dropped off (tons)	17	2	20	20
Cardboard dropped off (tons)	73	75	75	75
Metals (tons)	181	175	185	185
Newspapers (tons)	59	50	60	60
Computers/electronics (tons)	13	40	15	15
Plastic (tons)	35	35	38	38
Styrofoam (44 gallon bags)	512	500	515	515
Concrete dropped off (tons)	299	325	325	325
Motor oil dropped off (gallons)	8,790	6,000	8,800	8,800
Antifreeze dropped off (gallons)	2,250	1,500	2,300	2,300

**Expenditure History  
Sanitation**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 7,847,991	\$ 3,905,725	\$ 8,044,000	\$ 7,964,446	Property Tax Revenue	\$ 8,176,000	\$ 8,176,000	\$ 8,176,000
77,074	40,308	63,000	63,364	Industrial Facilities Tax	55,316	55,316	55,316
803,460	350,000	350,000	350,000	Reimbursement for Personal Property Loss	325,000	325,000	325,000
18,677	-	2,500	2,500	Interest on Investments	2,500	2,500	2,500
39,990	14,424	35,000	40,000	Lease Proceeds	40,000	40,000	40,000
112,481	46,231	85,000	95,000	Miscellaneous Revenue	95,000	95,000	95,000
166,884	74,282	95,000	95,000	Transfer Station Royalties	95,000	95,000	95,000
36,788	16,302	35,000	35,000	Recycling Revenue	35,000	35,000	35,000
-	-	415,383	1,157,268	Fund Balance Appropriated	2,072,323	2,072,323	2,072,323
<u>\$ 9,103,346</u>	<u>\$ 4,447,272</u>	<u>\$ 9,124,883</u>	<u>\$ 9,802,578</u>	<b>Total Revenues</b>	<u>\$ 10,896,139</u>	<u>\$ 10,896,139</u>	<u>\$ 10,896,139</u>
				<b>EXPENDITURES:</b>			
\$ 2,396,249	\$ 1,168,364	\$ 2,768,216	\$ 3,067,500	Personnel Services	\$ 3,010,618	\$ 3,010,618	\$ 3,010,618
2,442,438	1,271,782	2,875,051	3,160,803	Employee Benefits	2,973,300	2,973,300	2,973,300
251,580	138,514	311,000	486,000	Supplies	486,000	486,000	486,000
2,317,663	1,074,982	2,479,493	2,621,995	Other Services and Charges	2,808,221	2,808,221	2,808,221
466,825	557,789	691,123	686,000	Capital Outlay	1,618,000	1,618,000	1,618,000
<u>\$ 7,874,755</u>	<u>\$ 4,211,431</u>	<u>\$ 9,124,883</u>	<u>\$ 10,022,298</u>	<b>Total Expenditures</b>	<u>\$ 10,896,139</u>	<u>\$ 10,896,139</u>	<u>\$ 10,896,139</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,903,479	2,903,479	2,903,479
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(162,887)	(162,887)	(162,887)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(2,072,323)	(2,072,323)	(2,072,323)
<u>\$ 3,155,975</u>	<u>\$ 3,391,816</u>	<u>\$ 2,740,592</u>	<u>\$ 1,998,707</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 668,269</u>	<u>\$ 668,269</u>	<u>\$ 668,269</u>

SPECIAL REVENUE FUND PERSONNEL

<u>SANITATION</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Sanitation Superintendent	1	\$ 97,925	1	\$ 99,884	1	\$ 99,884	1	\$ 99,884
Associate Manager	1	83,796	1	85,472	1	85,472	1	85,472
Assistant Superintendent	1	78,684	1	80,258	1	80,258	1	80,258
Administrative Clerk	1	51,541	1	52,572	1	52,572	1	52,572
<u>Rubbish Pick-up:</u>								
Foreman	3	72,426	3	73,875	3	73,875	3	73,875
Sanitation Operator Technician	1	60,528	1	61,739	1	61,739	1	61,739
Sanitation Operator Specialist	10	58,947	8 (c)	60,126	8 (c)	60,126	8 (c)	60,126
General Laborer Tier II	36	36,795	38 (c)	37,531	38 (c)	37,531	38 (c)	37,531
Temporary Employees - Clerical		27,300		27,300		27,300		27,300
Temporary Employees - Rubbish Collection		150,000		150,000		150,000		150,000
<u>Overtime:</u>								
Rubbish Pick-up		412,950		365,368		365,368		365,368
Clerical	—	4,570	—	6,652	—	6,652	—	6,652
Total Personnel	<u>54</u>		<u>54</u>		<u>54</u>		<u>54</u>	

(a) Wage rates are based on Local 227, Local 412 Unit 35 and Warren Supervisors contracts that expire 6/30/19.

(c) Reclassifications of (2) Two Sanitation Operator Specialists to General Laborer Tier II.

Note: A reduced rate applies to the position of General Laborer Tier II for employees hired after 4/24/14.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 178,858	\$ 86,045	\$ 176,610	\$ 260,406	<b>Personnel Services:</b>	\$ 265,614	\$ 265,614	\$ 265,614
1,190,872	536,176	1,500,000	2,171,668	Supervisory	2,152,873	2,152,873	2,152,873
28,955	18,167	40,606	40,606	Permanent Employees - Rubbish Collection	42,811	42,811	42,811
709,095	383,901	750,000	150,000	Permanent Employees - Clerical	150,000	150,000	150,000
27,624	11,690	25,000	27,300	Temporary Employees - Rubbish Collection	27,300	27,300	27,300
259,993	130,493	275,000	412,950	Temporary Employee - Clerical	365,368	365,368	365,368
852	1,892	1,000	4,570	Overtime - Rubbish Collection	6,652	6,652	6,652
				Overtime - Clerical			
				<b>Employee Benefits:</b>			
800	1,200	1,200	800	Education Allowance	1,200	1,200	1,200
187,224	91,782	232,310	238,720	Social Security	234,289	234,289	234,289
602,215	241,560	700,000	969,686	Employee Insurance	1,067,642	1,067,642	1,067,642
817,567	535,572	1,071,251	1,072,927	Retiree Health Insurance	819,579	819,579	819,579
47,248	29,558	52,316	52,316	Longevity	50,818	50,818	50,818
783,340	370,181	813,774	822,154	Retirement Fund	796,172	796,172	796,172
4,044	1,929	4,200	4,200	Uniforms	3,600	3,600	3,600
				<b>Supplies:</b>			
14,125	10,228	36,000	36,000	Operating Supplies	36,000	36,000	36,000
237,455	128,286	275,000	450,000	Gasoline & Diesel Oil	450,000	450,000	450,000
				<b>Other Services and Charges:</b>			
-	-	5,000	5,000	Notifications	5,000	5,000	5,000
6,848	2,287	4,300	4,300	Contractual Services	4,300	4,300	4,300
				Contractual Services:			
881,464	347,265	800,000	800,000	Rubbish Hauling	800,000	800,000	800,000
393,064	159,678	450,000	592,500	Recycling & Compost Disposal	622,500	622,500	622,500
25,070	25,939	35,000	35,000	Hazardous Waste Collection	40,000	40,000	40,000
11,750	5,875	50,000	50,000	SMDA Closure Costs	100,000	100,000	100,000
33,898	17,625	35,000	35,000	SMDA Legal/Engineering Costs	50,000	50,000	50,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>SANITATION</b> <b>SPECIAL REVENUE FUND</b> <b>EXPENDITURES (Continued):</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 5,719	\$ 3,293	\$ 3,293	\$ 3,295	Unemployment Costs	\$ 20,921	\$ 20,921	\$ 20,921
4,395	2,286	5,500	5,500	Telephone	5,500	5,500	5,500
922,376	500,722	1,031,400	1,031,400	Vehicle Maintenance	1,100,000	1,100,000	1,100,000
22,394	7,201	40,000	40,000	Public Utilities	40,000	40,000	40,000
10,685	2,811	20,000	20,000	Building & Grounds Maintenance	20,000	20,000	20,000
				<b>Capital Outlay:</b>			
-	105,121	105,121	100,000	Capital Improvements	-	-	-
-	5,568	6,000	6,000	Equipment - Office and Garage	10,000	10,000	10,000
466,825	447,100	580,000	580,000	Equipment - Vehicles	1,608,000	1,608,000	1,608,000
<u>\$ 7,874,755</u>	<u>\$ 4,211,431</u>	<u>\$ 9,124,881</u>	<u>\$ 10,022,298</u>	<b>Total Expenditures</b>	<u>\$ 10,896,139</u>	<u>\$ 10,896,139</u>	<u>\$ 10,896,139</u>

# RENTAL ORDINANCE FUND

The Rental Division is charged with the enforcement of the city's rental ordinances which were created to provide regulations and enforcements to protect the health, welfare and safety of occupants and owners of rental properties. In particular, the Rental Division administers the licensing and inspection of both residential, multi-family and apartment income producing properties on a biennial basis.

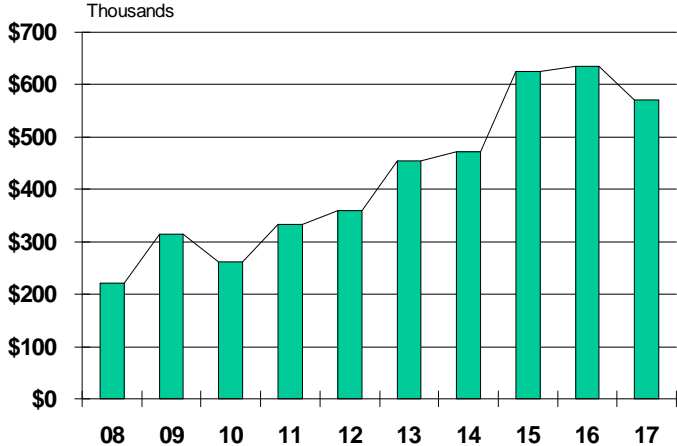
The Rental Division is currently monitoring over 7,400 licensed properties. In 2017, the Rental Division performed over 7,800 inspections, re-inspections and investigations.

The Rental Program is funded by fees collected for license applications and inspections which are projected to be approximately \$600,000 by the end of the fiscal year 2018. The Rental Division is additionally supported by Community Development Block Grant funds in the amount of \$75,000 for an estimated total of \$675,000.

The largest expense in the Rental Division is Personnel Services. The Rental Division staff currently includes a Senior Rental Coordinator, one Office Assistant, and three Rental Inspectors. The program is additionally supported by three part-time rental inspectors and one temporary clerical employee.

In 2006, City Council amended the Rental Ordinance to include the licensing and inspection of multi-family (apartment) rentals in the City. An apartment licensing program was implemented in fiscal year 2010. The apartment licensing program is expected to generate approximately \$100,000 for 2018.

**Expenditure History  
Rental Ordinance Fund**



SPECIAL REVENUE FUND PERSONNEL

<u>RENTAL ORDINANCE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Rental Code Inspector	3	\$ 60,535	3	\$ 61,746	3	\$ 61,746	3	\$ 61,746
Senior Rental Coordinator	1	75,068	1	76,569	1	76,569	1	76,569
Office Assistant	1	37,108	2 (b)	37,850	1	37,850	1	37,850
Temporary Employees - Inspections		190,000		150,000		150,000		150,000
Temporary/Co-op		83,000		40,000		40,000		40,000
Overtime - Clerical	—	2,000	—	2,000	—	2,000	—	2,000
Total Personnel	<u>5</u>		<u>6</u>		<u>5</u>		<u>5</u>	

(a) Wage rates are based on Local 227 contract that expire 6/30/19.

(b) New Position.



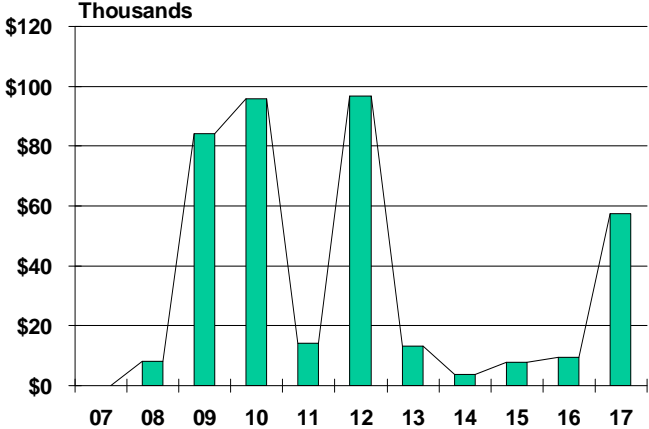
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>RENTAL ORDINANCE FUND</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>REVENUES:</b>			
\$ 595,985	\$ 293,715	\$ 600,000	\$ 600,000	Residential Inspection Fees	\$ 600,000	\$ 600,000	\$ 600,000
7,125	51,310	100,000	100,000	Apartment Inspection Fee	7,500	7,500	7,500
6,250	-	5,000	1,000	Interest on Investments	3,500	3,500	3,500
-	-	69,525	260,007	Fund Balance Appropriated	361,800	305,612	305,612
<u>\$ 609,360</u>	<u>\$ 345,025</u>	<u>\$ 774,525</u>	<u>\$ 961,007</u>	<b>Total Revenues</b>	<u>\$ 972,800</u>	<u>\$ 916,612</u>	<u>\$ 916,612</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 210,700	\$ 127,062	\$ 265,000	\$ 281,550	Permanent Employees	\$ 322,332	\$ 290,718	\$ 290,718
579	121	2,000	2,000	Overtime - Clerical	2,000	2,000	2,000
36,344	16,675	100,000	190,000	Temporary Employees - Inspection	150,000	150,000	150,000
73,848	38,810	83,000	83,000	Temporary/Co-op	40,000	40,000	40,000
				<b>Employee Benefits:</b>			
24,750	14,213	40,000	43,008	Social Security	39,817	37,399	37,399
64,355	32,826	85,000	159,424	Employee Insurance	170,333	151,970	151,970
40,023	26,232	53,065	53,065	Retiree Health Insurance	42,345	41,713	41,713
4,865	3,400	5,644	5,644	Longevity	6,166	6,166	6,166
24,572	15,011	32,116	32,116	Retirement Fund	36,307	33,146	33,146
5,164	2,661	8,500	11,000	<b>Office Supplies</b>	11,000	11,000	11,000
				<b>Other Services and Charges:</b>			
8,583	4,563	9,000	9,000	Postage	9,000	9,000	9,000
-	-	8,500	8,500	Contractual Services - Software Services	8,500	8,500	8,500
1,816	972	4,500	4,500	Vehicle Maintenance	4,500	4,500	4,500
76,000	39,100	78,200	78,200	Administrative Expense	80,500	80,500	80,500
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Vehicle	50,000	50,000	50,000
<u>\$ 571,599</u>	<u>\$ 321,646</u>	<u>\$ 774,525</u>	<u>\$ 961,007</u>	<b>Total Expenditures</b>	<u>\$ 972,800</u>	<u>\$ 916,612</u>	<u>\$ 916,612</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,012,486	1,012,486	1,012,486
				<b>RESERVE FOR:</b>			
(28,324)	(28,324)	(28,324)	(28,324)	COMPENSATED ABSENCES	(28,324)	(28,324)	(28,324)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(361,800)	(305,612)	(305,612)
<u>\$ 1,053,687</u>	<u>\$ 1,077,066</u>	<u>\$ 984,162</u>	<u>\$ 793,680</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 622,362</u>	<u>\$ 678,550</u>	<u>\$ 678,550</u>

# VICE CRIME CONFISCATION FUND

The Vice Crime Confiscation Fund is used to account for revenues seized under local nuisance abatement ordinances against gambling and vice crimes. These funds may only be used for law enforcement purposes.

**Expenditure History  
Vice Crime Confiscation**



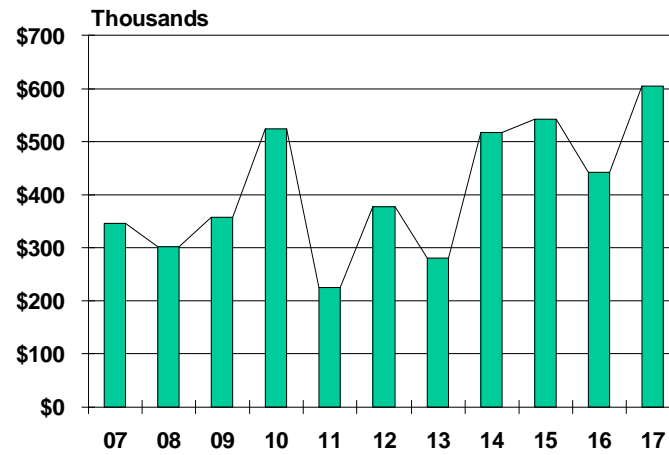
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>VICE CRIME CONFISCATION FUND</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>REVENUES:</b>			
\$ 19,410	\$ 8,034	\$ 20,000	\$ 50,000	Vice Crime Confiscation's	\$ 20,000	\$ 20,000	\$ 20,000
1,585	-	1,000	100	Interest on Investments	1,000	1,000	1,000
-	-	79,000	49,900	Fund Balance Appropriated	39,000	39,000	39,000
<u>\$ 20,995</u>	<u>\$ 8,034</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<b>Total Revenues</b>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 57,482	\$ 1,839	\$ 100,000	\$ 100,000	Vice Crime Expenditures	\$ 60,000	\$ 60,000	\$ 60,000
<u>\$ 57,482</u>	<u>\$ 1,839</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<b>Total Expenditures</b>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	158,969	158,969	158,969
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(39,000)</u>	<u>(39,000)</u>	<u>(39,000)</u>
274,456	237,969	237,969	237,969	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 119,969</u>	<u>\$ 119,969</u>	<u>\$ 119,969</u>
<u>-</u>	<u>-</u>	<u>(79,000)</u>	<u>(49,900)</u>				
<u>\$ 237,969</u>	<u>\$ 244,164</u>	<u>\$ 158,969</u>	<u>\$ 188,069</u>				

## DRUG FORFEITURE FUND

The Drug Forfeiture Fund is used to account for revenues generated by drug forfeitures and expenditures related to the enforcement of drug laws per Public Act 251 of 1982. The funds can only be used for the enhancement of drug enforcement.

### Expenditure History Drug Forfeiture



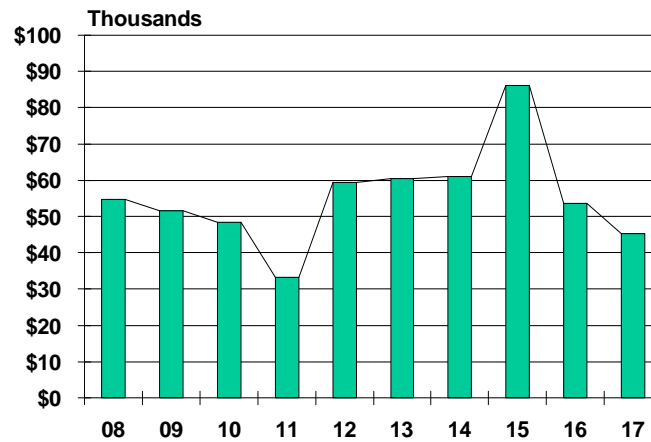
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>DRUG FORFEITURE FUND</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>REVENUES:</b>			
\$ 672,538	\$ 260,765	\$ 500,000	\$ 500,000	Drug Forfeitures	\$ 600,000	\$ 600,000	\$ 600,000
20,282	-	1,500	1,500	Interest on Investments	5,000	5,000	5,000
-	-	1,334,931	98,500	Fund Balance Appropriated	3,000	3,000	3,000
<u>\$ 692,820</u>	<u>\$ 260,765</u>	<u>\$ 1,836,431</u>	<u>\$ 600,000</u>	<b>Total Revenues</b>	<u>\$ 608,000</u>	<u>\$ 608,000</u>	<u>\$ 608,000</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 493,307	\$ 89,869	\$ 550,000	\$ 550,000	Federal Drug Forfeiture Expense	\$ 488,000	\$ 488,000	\$ 488,000
111,600	41,432	1,286,431	1,286,431	Local Drug Forfeiture Expense	120,000	120,000	120,000
<u>\$ 604,907</u>	<u>\$ 131,301</u>	<u>\$ 1,836,431</u>	<u>\$ 1,836,431</u>	<b>Total Expenditures</b>	<u>\$ 608,000</u>	<u>\$ 608,000</u>	<u>\$ 608,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
3,519,607	3,607,520	3,607,520	3,607,520	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,272,589	2,272,589	2,272,589
-	-	(1,334,931)	(98,500)	<b>LESS: FUND BALANCE APPROPRIATED</b>	(3,000)	(3,000)	(3,000)
<u>\$ 3,607,520</u>	<u>\$ 3,736,984</u>	<u>\$ 2,272,589</u>	<u>\$ 2,272,589</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 2,269,589</u>	<u>\$ 2,269,589</u>	<u>\$ 2,269,589</u>

## ACT 302 POLICE TRAINING FUND

This fund represents special training funds received from the State of Michigan, which must be used exclusively for the training of sworn police personnel. To qualify for these funds, the City must allocate a certain level of funding for police training, which is budgeted in the City's General Fund. These training funds are established according to Public Act 302 of the Public Acts of 1965, as amended (MCL28.613).

**Expenditure History  
Act 302 Police Training**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

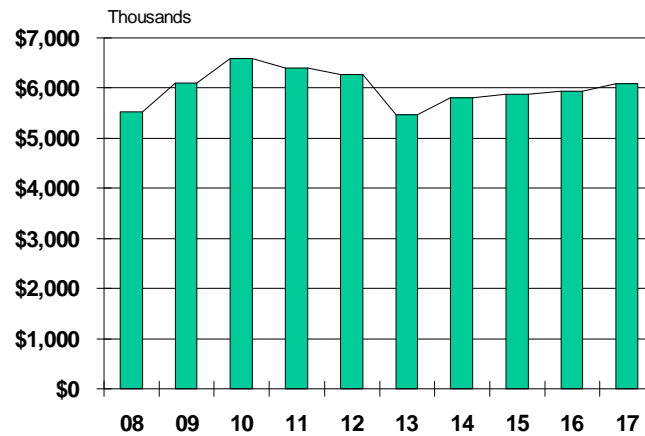
FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>ACT 302 POLICE TRAINING FUND</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>REVENUES:</b>			
\$ 36,528	\$ 20,041	\$ 56,500	\$ 56,500	State Grant - Police Training	\$ 40,000	\$ 40,000	\$ 40,000
136	-	30	30	Interest on Investments	50	50	50
-	-	23,470	18,464	Fund Balance Appropriated	1,537	1,537	1,537
<u>\$ 36,664</u>	<u>\$ 20,041</u>	<u>\$ 80,000</u>	<u>\$ 74,994</u>	<b>Total Revenues</b>	<u>\$ 41,587</u>	<u>\$ 41,587</u>	<u>\$ 41,587</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 45,308	\$ 16,364	\$ 80,000	\$ 80,000	Conferences & Workshops	\$ 41,587	\$ 41,587	\$ 41,587
<u>\$ 45,308</u>	<u>\$ 16,364</u>	<u>\$ 80,000</u>	<u>\$ 80,000</u>	<b>Total Expenditures</b>	<u>\$ 41,587</u>	<u>\$ 41,587</u>	<u>\$ 41,587</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
\$ (8,644)	\$ 3,677	\$ -	\$ (5,006)				
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,537	1,537	1,537
33,651	25,007	25,007	25,007				
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(1,537)	(1,537)	(1,537)
-	-	(23,470)	(18,464)				
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	\$ -	\$ -	\$ -
<u>\$ 25,007</u>	<u>\$ 28,684</u>	<u>\$ 1,537</u>	<u>\$ 1,537</u>				

## DOWNTOWN DEVELOPMENT AUTHORITY OPERATIONS FUND

The State of Michigan passed the Downtown Development Authority Act (PA 197 of 1975) to give municipalities a tool for improving the quality of downtown areas.

The Downtown Development Board consists of the Mayor plus eight members appointed by the Mayor, subject to approval by City Council. The DDA Director is hired by the DDA Board and serves as their day-to-day liaison for all downtown activities.

**Expenditure History  
Downtown Development Authority**





SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 4,849,791	\$ 1,995,469	\$ 3,990,937	\$ 3,990,937	Property Tax Revenue	\$ 3,904,442	\$ 3,904,442	\$ 3,904,442
<u>3,460,093</u>	<u>3,746,906</u>	<u>3,850,073</u>	<u>3,307,000</u>	Other Income	<u>3,525,000</u>	<u>3,525,000</u>	<u>3,525,000</u>
<b><u>\$ 8,309,884</u></b>	<b><u>\$ 5,742,375</u></b>	<b><u>\$ 7,841,010</u></b>	<b><u>\$ 7,297,937</u></b>	<b>Total Revenues</b>	<b><u>\$ 7,429,442</u></b>	<b><u>\$ 7,429,442</u></b>	<b><u>\$ 7,429,442</u></b>
				<b><u>EXPENDITURES:</u></b>			
\$ 17,748	\$ 3,054	\$ 60,000	\$ 159,134	Personnel Services	\$ 151,490	\$ 151,490	\$ 151,490
40,020	23,460	76,832	114,500	Employee Benefits	104,018	104,018	104,018
295	208	3,000	3,000	Supplies	3,000	3,000	3,000
<u>6,017,866</u>	<u>5,211,556</u>	<u>6,704,207</u>	<u>6,953,657</u>	Other Services and Charges	<u>6,848,832</u>	<u>6,848,832</u>	<u>6,848,832</u>
<b><u>\$ 6,075,929</u></b>	<b><u>\$ 5,238,279</u></b>	<b><u>\$ 6,844,039</u></b>	<b><u>\$ 7,230,291</u></b>	<b>Total Expenditures</b>	<b><u>\$ 7,107,340</u></b>	<b><u>\$ 7,107,340</u></b>	<b><u>\$ 7,107,340</u></b>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE FOR PERIOD</b>	<b>\$ 322,102</b>	<b>\$ 322,102</b>	<b>\$ 322,102</b>
13,237,785	15,471,740	15,471,740	15,471,740	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	16,468,711	16,468,711	16,468,711
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>\$ 15,471,740</u></b>	<b><u>\$ 15,975,836</u></b>	<b><u>\$ 16,468,711</u></b>	<b><u>\$ 15,539,386</u></b>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<b><u>\$ 16,790,813</u></b>	<b><u>\$ 16,790,813</u></b>	<b><u>\$ 16,790,813</u></b>

SPECIAL REVENUE FUND PERSONNEL

<u>DOWNTOWN DEVELOPMENT AUTHORITY</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended</u>		<u>Adopted</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Director	1	\$ 84,466	1	\$ 86,155	1	\$ 86,155	1	\$ 86,155
DDA Assistant	<u>1</u>	60,623	<u>1</u>	61,835	1	61,835	1	61,835
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>		<u>2</u>	

(a) Wage rates are based on Local 412 Unit 35 contract that expire 6/30/19.

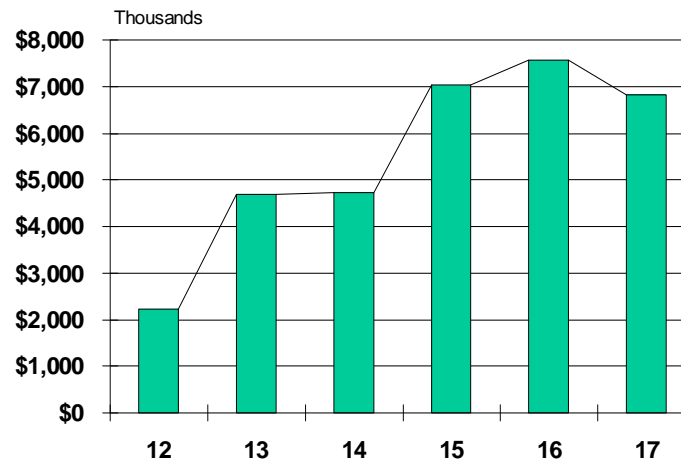
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 4,849,791	\$ 1,995,468.50	\$ 3,990,937	\$ 3,990,937	Property Tax Revenue	\$ 3,904,442	\$ 3,904,442	\$ 3,904,442
3,280,516	3,680,073	3,680,073	3,182,000	Reimbursement for Personal Property Loss	3,400,000	3,400,000	3,400,000
31,810	32,453	50,000	5,000	Interest on Investments	5,000	5,000	5,000
147,767	34,380	120,000	120,000	Donations/ Miscellaneous Revenue	120,000	120,000	120,000
-	-	-	-	Fund Balance Appropriated	-	-	-
<u>\$ 8,309,884</u>	<u>\$ 5,742,375</u>	<u>\$ 7,841,010</u>	<u>\$ 7,297,937</u>	<b>Total Revenues</b>	<u>\$ 7,429,442</u>	<u>\$ 7,429,442</u>	<u>\$ 7,429,442</u>
				<b><u>EXPENDITURES:</u></b>			
				<b>Personnel Services:</b>			
\$ 10,360	\$ -	\$ 50,000	\$ 159,134	Permanent Employees	\$ 147,990	\$ 147,990	\$ 147,990
7,388	3,054	10,000	-	Temporary Employees	3,500	3,500	3,500
				<b>Employee Benefits:</b>			
1,450	249	5,000	12,174	Social Security	11,590	11,590	11,590
(810)	(1,071)	15,000	34,581	Employee Insurance	37,631	37,631	37,631
37,259	24,282	51,832	51,832	Retiree Health Insurance	39,997	39,997	39,997
933	-	-	-	Longevity	-	-	-
1,188	-	5,000	15,913	Retirement Fund	14,800	14,800	14,800
295	208	3,000	3,000	Office Supplies	3,000	3,000	3,000
				<b>Other Services and Charges:</b>			
-	-	500,000	800,000	Repairs & Maintenance	-	-	-
255,368	90,591	100,000	40,000	Contractual Services	250,000	250,000	250,000
271	-	-	-	Management Fees & Expenses	-	-	-
-	-	-	6,000	Court Reporter	-	-	-
103	21	2,000	5,000	Postage	150	150	150
369	187	600	1,000	Telephone	700	700	700
-	-	50	100	Mileage	800	800	800
7,850	-	1,000	1,000	Conferences & Workshops	7,800	7,800	7,800
119,113	74,058	100,000	100,000	Community Promotions	250,000	250,000	250,000
-	-	12,000	12,000	Printing and Publishing	-	-	-
570	46	2,000	2,000	Public Utilities	1,000	1,000	1,000
351,300	180,900	361,800	361,800	Administrative Expense	372,600	372,600	372,600
8,978	-	5,000	5,000	City Flower Plantings	10,000	10,000	10,000
888	7,563	2,000	2,000	Membership and Dues	8,000	8,000	8,000
5,273,056	4,858,191	5,617,757	5,617,757	Transfer to DDA Debt Retirement Funds	5,947,782	5,947,782	5,947,782
<u>\$ 6,075,929</u>	<u>\$ 5,238,279</u>	<u>\$ 6,844,039</u>	<u>\$ 7,230,291</u>	<b>Total Expenditures</b>	<u>\$ 7,107,340</u>	<u>\$ 7,107,340</u>	<u>\$ 7,107,340</u>

## 2011 LOCAL STREET ROAD REPAIR & REPLACEMENT FUND

This fund was established in December 2011 to account for the Revenues and Expenditures of a voter approved millage lasting five years and was renewed for another five years in August of 2016. These funds are used to repair and improve local streets and roads within the City of Warren.

**Expenditure History**  
**Local Road Millage Fund**  
(Department established in Fiscal 2012 Budget)



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 6,426,310	\$ 3,273,902	\$ 6,546,120	\$ 6,546,120	Property Tax Revenue	\$ 6,705,600	\$ 6,705,600	\$ 6,705,600
63,231	26,040	52,080	52,080	Industrial Facilities Tax	45,368	45,368	45,368
657,202	225,000	225,000	225,000	Reimbursement for Personal Property Loss	200,000	200,000	200,000
32,285	-	2,000	2,000	Interest on Investments	2,000	2,000	2,000
-	12,801,669	2,408,471	12,801,669	Fund Balance Appropriated	2,321,490	2,321,490	2,321,490
<b>\$ 7,179,029</b>	<b>\$ 16,326,611</b>	<b>\$ 9,233,671</b>	<b>\$ 19,626,869</b>	<b>Total Revenues</b>	<b>\$ 9,274,458</b>	<b>\$ 9,274,458</b>	<b>\$ 9,274,458</b>
				<b>EXPENDITURES:</b>			
\$ 6,587,379	\$ 2,422,672	\$ 8,984,471	\$ 8,834,111	Capital Improvements	\$ 9,017,858	\$ 9,017,858	\$ 9,017,858
242,000	124,600	249,200	249,200	Administrative Expense	256,600	256,600	256,600
<b>\$ 6,829,379</b>	<b>\$ 2,547,272</b>	<b>\$ 9,233,671</b>	<b>\$ 9,083,311</b>	<b>Total Expenditures</b>	<b>\$ 9,274,458</b>	<b>\$ 9,274,458</b>	<b>\$ 9,274,458</b>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	4,126,844	4,126,844	4,126,844
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(2,321,490)</u>	<u>(2,321,490)</u>	<u>(2,321,490)</u>
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 1,805,354</u>	<u>\$ 1,805,354</u>	<u>\$ 1,805,354</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND</b> <b>Capital Improvements:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 1,451,392	\$ 149,497	\$ 1,352,155	\$ 1,352,155	Concrete Pavement Repr Program (City Wide)	\$ 1,871,250	\$ 1,871,250	\$ 1,871,250
-	13,727	13,727	-	- Toepfer (Ryan to Mound)	-	-	-
65,186	-	-	-	- Regal Street	-	-	-
169,747	-	-	-	- Chicago (Chicago South to Hoover)	-	-	-
291,866	-	-	-	- Sherwood (11 Mile to +/- 600' South)	-	-	-
1,144,405	-	23,574	-	- MacArthur (8 Mile to Toepfer)	-	-	-
1,438,631	-	-	-	- Dawson, Revere, Arden, Yonka	-	-	-
745,306	-	-	-	- Lorraine (Common to 12 Mile, Southbound)	-	-	-
302,295	-	-	-	- Common (+/- 300' West and East of Schoenherr)	-	-	-
325,759	-	-	-	- Marcy (Curie to Blackmar)	-	-	-
433,796	-	-	-	- Elza (Panama to Mound)	-	-	-
73,718	486,493	486,493	386,687	Shawn Drive and Parkside Drive	-	-	-
101,591	331,522	331,522	360,399	Canterbury and Reader	-	-	-
43,448	833,762	839,460	882,150	Easy Street (10 Mile to Groesbeck)	-	-	-
239	314,839	389,067	314,363	Marcy Street (Cunningham to Masch)	-	-	-
-	292,833	324,628	314,512	Warkop	-	-	-
-	-	226,600	226,600	Iroquois (13 Mile to Lutz)	-	-	-
-	-	230,780	230,780	Buchanan (Lyons Cir W to Pagels)	-	-	-
-	-	382,800	382,800	Pagels Dr (Buchanan to Lyons Cir N)	-	-	-
-	-	736,285	736,285	Girard (Warner to Dell)	-	-	-
-	-	822,800	822,800	Racine (Dover to Schoenherr)	-	-	-
-	-	2,824,580	2,824,580	Frazho (Ryan to Mound)	-	-	-
-	-	-	-	- Greenbriar (Arden to 14 Mile)	835,120	835,120	835,120
-	-	-	-	- Bruce (Rome to Pearl)	237,600	237,600	237,600
-	-	-	-	- Continential (Marmon to Hoover)	797,500	797,500	797,500
-	-	-	-	- Lawson (9 Mile to 350')	237,600	237,600	237,600
-	-	-	-	- Engleman (Hoover to 100' W of Burg)	803,660	803,660	803,660
-	-	-	-	- Burg (Engleman to Vulcan)	201,300	201,300	201,300
-	-	-	-	- Common (Hoover to 300' W of Schoenherr)	2,669,150	2,669,150	2,669,150
-	-	-	-	- Parkview (E of Dequindre)	887,550	887,550	887,550
-	-	-	-	- Mruk (Roan to Palomino)	301,293	301,293	301,293
-	-	-	-	- Doyle (E of Schoenherr)	175,835	175,835	175,835
<b>\$ 6,587,379</b>	<b>\$ 2,422,672</b>	<b>\$ 8,984,471</b>	<b>\$ 8,834,111</b>	<b>Total Capital Improvements</b>	<b>\$ 9,017,858</b>	<b>\$ 9,017,858</b>	<b>\$ 9,017,858</b>

# ***Enterprise Funds***

Enterprise Funds account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the City is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

The Enterprise Funds of the City are:

- Senior Housing
- Water and Sewer System

## **STILWELL MANOR**

Harold Stilwell Manor, Warren's Senior Citizen Housing Project on Burg Road was built to accommodate 120 senior citizens and became operational in October 1975.

The cost of the "Manor" was 100% financed through the Federal Revenue Sharing Program and has no debt outstanding. The rental rate structure is based entirely upon self-supporting user charges which includes maintenance of an adequate replacement reserve.

Stilwell Manor is intended for City of Warren residents 60 and older. Single residents cannot earn more than \$20,000 per year. All utilities are included in the rental cost.

The goal of the Warren Senior Housing staff is to be of assistance to residents when needed, and instill an atmosphere of comfort, security and well-being. The residents are kept up to date on current information that applies to senior citizens, assisted with repair work, and social and educational events are arranged throughout the year.



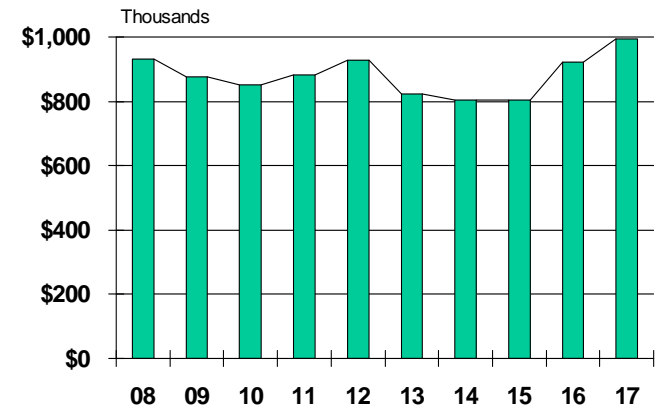
## STILWELL MANOR

### Fiscal 2019 Performance Objectives

1. To continue to provide maintenance for safety and appearance purposes.
2. To work with family members and/or social agencies in making the transition from this complex into nursing homes or assisted living facilities less stressful for the tenant.
3. To help tenants find assistance in keeping their apartments and themselves in a clean and healthy environment.
4. To continue the painting and carpeting replacement policies.
5. To add a maintenance garage to the facility.
6. To continue the kitchen cabinet replacement program.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Carpet replacement	25	34	34	32
Linoleum replacement	12	10	10	10
Stove replacement	5	4	4	4
Thermostat replacement	5	6	6	6
Apartment painting	25	31	31	28
Applications mailed	130	130	130	125
Requests for lists of subsidized housing	220	250	250	175
Air conditioner replacements	12	40	10	10
Calls to social agencies & family members	35	75	75	75
Calls to prospective tenants	115	125	125	125
Elevator State inspections	1	1	1	1
Fire alarm system inspections	1	1	1	1
Fire extinguisher inspections	1	1	1	1
Boiler inspections	1	1	1	1
Back up generator inspections	2	2	2	2
Kitchen cabinet replacement in apts.	25	50	50	50
Apartment maintenance work orders	325	400	450	375

**Expenditure History  
Stilwell Manor**



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 533,645	\$ 265,474	\$ 530,000	\$ 511,800	Rental Revenues	\$ 531,715	\$ 531,715	\$ 531,715
352,453	183,277	352,180	366,980	Other Income	389,446	389,446	389,446
-	-	311,396	311,396	Appropriation of Retained Earnings	241,326	241,326	241,326
<u>\$ 886,098</u>	<u>\$ 448,751</u>	<u>\$ 1,193,576</u>	<u>\$ 1,190,176</u>	<b>Total Revenues</b>	<u>\$ 1,162,487</u>	<u>\$ 1,162,487</u>	<u>\$ 1,162,487</u>
				<b>EXPENDITURES:</b>			
\$ 290,020	\$ 144,182	\$ 299,978	\$ 299,978	Personnel Services	\$ 306,008	\$ 306,008	\$ 306,008
223,237	111,338	208,857	208,857	Employee Benefits	204,362	204,362	204,362
17,086	7,936	20,000	22,000	Supplies	22,700	22,700	22,700
451,562	124,954	344,491	364,441	Other Services and Charges	416,467	416,467	416,467
12,810	2,918	294,900	294,900	Capital Outlay	212,950	212,950	212,950
<u>\$ 994,715</u>	<u>\$ 391,328</u>	<u>\$ 1,168,226</u>	<u>\$ 1,190,176</u>	<b>Total Expenditures</b>	<u>\$ 1,162,487</u>	<u>\$ 1,162,487</u>	<u>\$ 1,162,487</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
(108,528)	(52,950)	(105,900)	(95,000)	<b>DEPRECIATION</b>	(110,000)	(110,000)	(110,000)
2,414,357	2,197,212	2,197,212	2,197,212	<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD</b>	1,805,266	1,805,266	1,805,266
-	-	(311,396)	(311,396)	<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	(236,326)	(236,326)	(236,326)
<u>\$ 2,197,212</u>	<u>\$ 2,201,685</u>	<u>\$ 1,805,266</u>	<u>\$ 1,790,816</u>	<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 1,458,940</u>	<u>\$ 1,458,940</u>	<u>\$ 1,458,940</u>

ENTERPRISE FUND PERSONNEL

<u>SENIOR CITIZEN HOUSING</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Director of Operations - Maintenance	1	\$ 84,478	1	\$ 86,168	1	\$ 86,168	1	\$ 86,168
Director of Operations - Administration	1	75,000	1	76,500	1	76,500	1	76,500
Maintenance Specialist	1	46,000	1	46,920	1	46,920	1	46,920
Senior Citizen Housing Clerk	1	38,000	1	38,760	1	38,760	1	38,760
Housekeeper	1	33,000	1	33,660	1	33,660	1	33,660
Part-time Employees - Stilwell		19,500		20,000		20,000		20,000
Part-time Employees - Coach		47,000		47,000		47,000		47,000
Overtime	—	4,000	—	4,000	—	4,000	—	4,000
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>5</u>	

(a) Wage rates are based on Local 412 Unit 35 contract that expire 6/30/19.

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 533,645	\$ 265,474	\$ 530,000	\$ 511,800	Rental Revenues	\$ 531,715	\$ 531,715	\$ 531,715
2,829	1,210	2,500	2,500	Interest on Investments	2,000	2,000	2,000
329,680	172,240	329,680	344,480	Administrative Fee - Coach Manor	368,446	368,446	368,446
19,943	9,827	20,000	20,000	Miscellaneous	19,000	19,000	19,000
-	-	311,396	311,396	Appropriation of Retained Earnings	236,326	236,326	236,326
<u>\$ 886,098</u>	<u>\$ 448,751</u>	<u>\$ 1,193,576</u>	<u>\$ 1,190,176</u>	<b>Total Revenues</b>	<u>\$ 1,157,487</u>	<u>\$ 1,157,487</u>	<u>\$ 1,157,487</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 269,783	\$ 135,386	\$ 276,478	\$ 276,478	Permanent Employees	\$ 282,008	\$ 282,008	\$ 282,008
1,119	846	4,000	4,000	Overtime	4,000	4,000	4,000
19,118	7,950	19,500	19,500	Part-time Employees	20,000	20,000	20,000
				<b>Employee Benefits:</b>			
22,270	11,381	23,616	23,616	Social Security	23,956	23,956	23,956
110,300	49,032	90,399	90,399	Employee Insurance	98,173	98,173	98,173
52,403	26,213	52,586	52,586	Retiree Health Insurance	41,108	41,108	41,108
6,124	7,918	8,740	8,740	Longevity	7,133	7,133	7,133
32,140	16,794	33,516	33,516	Retirement Fund	33,992	33,992	33,992
				<b>Supplies:</b>			
1,290	1,120	2,000	2,000	Office Supplies	2,700	2,700	2,700
1,564	301	2,000	2,000	Program Activity Supplies	2,000	2,000	2,000
14,232	6,515	16,000	18,000	Maintenance Supplies	18,000	18,000	18,000
				<b>Other Services and Charges:</b>			
135	29	200	200	Mileage	200	200	200
29,659	17,064	40,000	44,950	Contractual Services	57,700	57,700	57,700
-	-	-	-	Unemployment Costs	1,388	1,388	1,388
5,480	3,263	7,000	7,000	Telephone	7,000	7,000	7,000
164	109	500	500	Vehicle Maintenance	500	500	500
29,800	15,450	30,900	30,900	Insurance and Bonds	32,100	32,100	32,100
116,265	44,803	125,000	140,000	Public Utilities	140,000	140,000	140,000
172,777	7,886	40,968	40,968	Building Maintenance	75,556	75,556	75,556
26,682	-	27,223	27,223	Payment to City in Lieu of Taxes	27,223	27,223	27,223
70,600	36,350	72,700	72,700	Administrative Expense - General Fund	74,800	74,800	74,800
				<b>Capital Outlay:</b>			
364	500	285,450	285,450	Equipment - Maintenance	200,000	200,000	200,000
12,446	2,418	9,450	9,450	Equipment - Appliances	9,450	9,450	9,450
-	-	-	-	Equipment - Office	3,500	3,500	3,500
<u>\$ 994,715</u>	<u>\$ 391,328</u>	<u>\$ 1,168,226</u>	<u>\$ 1,190,176</u>	<b>Total Expenditures</b>	<u>\$ 1,162,487</u>	<u>\$ 1,162,487</u>	<u>\$ 1,162,487</u>

## **COACH MANOR**

Joseph Coach Manor, Warren's second Senior Citizen Housing Project was built in order to accommodate 244 new units of Senior Housing that became available during Fiscal 1992. These units are located adjacent to the Stilwell Manor on Burg Road.

This three-building complex of apartments are mid-income housing. It is intended for those who are 60 years or older. There is no maximum gross income or residency requirement. All individuals must make over \$14,000 per year. In addition to rent, all tenants pay for their own gas and electric service.

The goal of the Warren Senior Housing staff is to be of assistance to residents when needed, and instill an atmosphere of comfort, security and well-being. The residents are kept up to date on current information that applies to senior citizens, assisted with repair work, and social and educational events are arranged throughout the year.

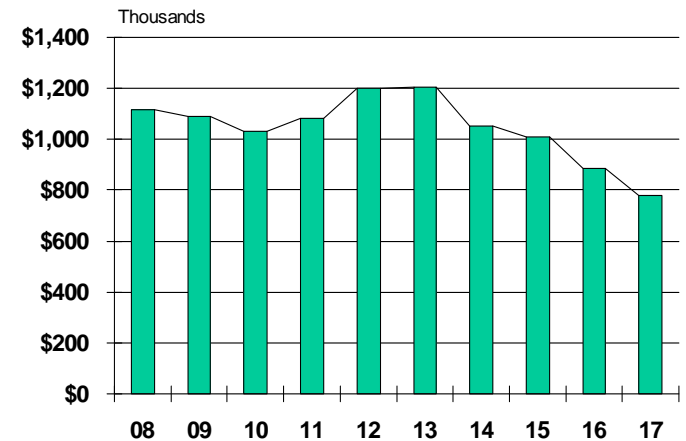
## COACH MANOR

### Fiscal 2019 Performance Objectives

1. To continue to provide maintenance for safety and appearance purposes.
2. To assist tenants in keeping their apartments and themselves in a clean and healthy environment.
3. To continue the patio and furnace room door replacement program.
4. To continue the painting and carpet replacement program of occupied apartments.
5. To work with family members and/or social agencies in making the transition from this complex into nursing homes/assisted care living facilities less stressful for the tenant.
6. To continue the replacement of patio deck boards.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Apartment painting	45	72	72	62
Carpet replacement	40	61	61	56
Countertop replacement	14	20	20	15
Linoleum replacement	20	25	25	25
Back up generator maintenance	2	2	2	2
Applications mailed	115	130	130	125
Requests for lists of subsidized housing	175	250	250	200
Calls to social agencies & family members	35	50	50	45
Calls to prospective tenants	60	75	75	65
Elevator inspections	1	1	1	1
Fire alarm system inspections	1	1	1	1
Fire extinguisher inspections	1	1	1	1
Apartment maintenance work orders	755	1,000	1000	800

**Expenditure History  
Coach Manor**



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 981,471	\$ 495,981	\$ 985,000	\$ 993,855	Rental Revenues	\$ 980,000	\$ 980,000	\$ 980,000
487,638	246,693	435,000	425,940	Maintenance Revenues	490,000	490,000	490,000
33,054	12,825	22,500	20,500	Other Income	22,500	22,500	22,500
-	145,928	-	-	Appropriation of Retained Earnings	-	-	-
<u>\$ 1,502,163</u>	<u>\$ 901,427</u>	<u>\$ 1,442,500</u>	<u>\$ 1,440,295</u>	<b>Total Revenues</b>	<u>\$ 1,492,500</u>	<u>\$ 1,492,500</u>	<u>\$ 1,492,500</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 42,529	\$ 21,555	\$ 47,000	\$ 47,000	Personnel Services	\$ 47,000	\$ 47,000	\$ 47,000
4,636	2,212	4,752	4,752	Employee Benefits	4,752	4,752	4,752
25,607	9,537	34,500	34,500	Supplies	34,500	34,500	34,500
685,204	714,926	1,110,774	1,124,124	Other Services and Charges	1,156,515	1,156,515	1,156,515
21,078	10,729	177,650	177,650	Capital Outlay	225,525	225,525	225,525
<u>\$ 779,054</u>	<u>\$ 758,959</u>	<u>\$ 1,374,676</u>	<u>\$ 1,388,026</u>	<b>Total Expenditures</b>	<u>\$ 1,468,292</u>	<u>\$ 1,468,292</u>	<u>\$ 1,468,292</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ 24,208	\$ 24,208	\$ 24,208
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
-	365,000	365,000	365,000	<b>BOND PRINCIPAL PAYMENT</b>	375,000	375,000	375,000
(187,642)	(175,500)	(175,500)	(175,500)	<b>DEPRECIATION</b>	(175,500)	(175,500)	(175,500)
4,815,085	5,350,552	5,350,552	5,350,552	<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD</b>	5,607,876	5,607,876	5,607,876
-	-	-	-	<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	-	-	-
<u>\$ 5,350,552</u>	<u>\$ 5,682,520</u>	<u>\$ 5,607,876</u>	<u>\$ 5,592,321</u>	<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 5,831,584</u>	<u>\$ 5,831,584</u>	<u>\$ 5,831,584</u>

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 981,471	\$ 495,981	\$ 985,000	\$ 993,855	Rental Revenues	\$ 980,000	\$ 980,000	\$ 980,000
487,638	246,693	435,000	425,940	Maintenance Revenues	490,000	490,000	490,000
3,301	1,494	2,500	2,500	Interest on Investments	2,500	2,500	2,500
29,753	11,332	20,000	18,000	Miscellaneous	20,000	20,000	20,000
<u>\$ 1,502,163</u>	<u>\$ 755,499</u>	<u>\$ 1,442,500</u>	<u>\$ 1,440,295</u>	<b>Total Revenues</b>	<u>\$ 1,492,500</u>	<u>\$ 1,492,500</u>	<u>\$ 1,492,500</u>
<b>EXPENDITURES:</b>							
<b>Personnel Services:</b>							
\$ 42,529	\$ 21,555	\$ 47,000	\$ 47,000	Part-time Employees	\$ 47,000	\$ 47,000	\$ 47,000
<b>Employee Benefits:</b>							
3,253	1,649	3,596	3,596	Social Security	3,596	3,596	3,596
1,383	563	1,156	1,156	Employee Insurance	1,156	1,156	1,156
<b>Supplies:</b>							
2,662	360	3,000	3,000	Office Supplies	3,000	3,000	3,000
1,480	588	2,000	2,000	Program Activity Supplies	2,000	2,000	2,000
21,465	8,589	29,500	29,500	Maintenance Supplies	29,500	29,500	29,500
<b>Other Services and Charges:</b>							
280	81	300	300	Postage	300	300	300
47,703	28,627	55,000	63,350	Contractual Services	73,000	73,000	73,000
44	17	200	200	Mileage	200	200	200
4,506	1,961	5,000	5,000	Telephone	5,000	5,000	5,000
-	-	100	100	Vehicle Maintenance			
21,600	11,200	22,400	22,400	Insurance and Bonds	23,200	23,200	23,200
89,210	38,988	90,000	95,000	Public Utilities	95,000	95,000	95,000
44,291	30,053	97,975	97,975	Building Maintenance	91,500	91,500	91,500
-	365,000	365,000	365,000	Bond Principal	375,000	375,000	375,000
59,240	20,984	38,319	38,319	Bond Interest	30,919	30,919	30,919
250	250	1,000	1,000	Bond Agent Fees	250	250	250
329,680	217,765	344,480	344,480	Administrative Expense - Stilwell	368,446	368,446	368,446
88,400	-	91,000	91,000	Administrative Expense - General Fund	93,700	93,700	93,700
<b>Capital Outlay:</b>							
349	735	132,500	132,500	Equipment - Maintenance	185,000	185,000	185,000
20,668	9,994	45,150	45,150	Equipment - Appliances	37,025	37,025	37,025
61	-	-	-	Equipment - Office	3,500	3,500	3,500
<u>\$ 779,054</u>	<u>\$ 758,959</u>	<u>\$ 1,374,676</u>	<u>\$ 1,388,026</u>	<b>Total Expenditures</b>	<u>\$ 1,468,292</u>	<u>\$ 1,468,292</u>	<u>\$ 1,468,292</u>



## **WATER & SEWER SYSTEM**

The Water & Sewer System's functions include the financing, acquisition, operation and maintenance of an adequate water supply and a waste water treatment facility for the benefit of the citizens and business community in the City of Warren.

Water Maintenance services include the maintenance and repair of the water mains throughout the City, water service installation, service repairs, responses to requests from the Miss Dig system, gate valve maintenance, hydrant repair and maintenance. Sewer Maintenance services include televising, cleaning, jetting and vactoring of the main sewers.

Shared Services consists of accounting, engineering and customer service personnel which provides support to the Water & Sewer Maintenance and Waste Water Treatment Plant. The accounting function is responsible for verifying that all financial activities for the Water & Sewer System are accurately entered in the System's financial records. Engineering personnel draft, inspect and implement infrastructure projects throughout the City that are related to the Water & Sewer System. Customer Service handles all questions regarding water bills, landlord and tenant arrangements, and bankruptcies as it relates to customer accounts, water taps, meter installations, repairing or replacing stop boxes, plugged main sewers and the availability of water and sewer service.

The Waste Water Treatment Plant staff's responsibilities include plant operations, plant maintenance, laboratory operations, the Industrial Pretreatment Monitoring and Enforcement, employee safety, grounds maintenance and administrative support.

The 2019 Water & Sewer System Budget is presented with an increase in the consumption-based water rate for City of Warren Water Utility customers from \$3.490 per 100 cubic feet {approximately 750 gallons} to \$3.837 per 100 cubic feet. The consumption-based waste water treatment rate for the City of Warren Water Utility customers will change from \$2.592 per 100 cubic feet {approximately 750 gallons} to \$3.115.

A new consumption-based rate for sanitary sewer improvements is presented in this budget at \$0.674 per 100 cubic feet {approximately 750 gallons}. The fixed rate meter service charge will remain the same at \$0.84 per month for accounts with a 5/8" service meter. The fixed rate sewer service charge will remain the same at \$2.03 per month for accounts with a 5/8" service meter.

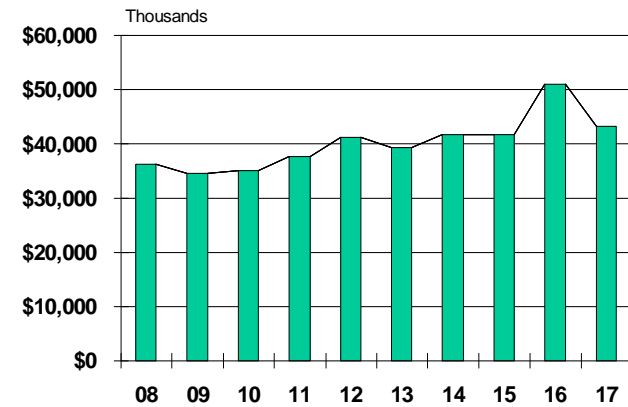
## WATER AND SEWER SYSTEM

### Fiscal 2019 Performance Objectives

1. To continue to maintain and replace water and sewer line.
2. To continue to meet the stringent discharge limitations at the treatment plant imposed by the State and Federal authorities.
3. To establish storm water management plan meeting government standards.
4. To minimize power usage while maximizing treatment efficiency.
5. To implement a recently mandated asset management program (CMMS).
6. To maintain delinquent receivables at 3 million dollars or less.
7. To automate the work order process.
8. To maintain water loss at 10% or less.

Performance Indicators	Fiscal 2017 Actual	Fiscal 2018 Budget	Fiscal 2018 Estimated	Fiscal 2019 Budget
Water utility accounts	49,532	49,529	49,589	49,529
Sewer utility accounts	48,714	48,711	48,765	48,711
Second meter accounts	747	760	760	775
Water sold (thousand cu. ft.)	646,336	645,348	647,174	645,348
Water purchased	717,451	713,248	715,266	713,248
Broken water main repairs	135	175	182	175
Customer Inquiries	58,002	56,500	53,500	52,500
Sewage treated	8.0	8.2	8.2	8.0
Sludge solids removed	31.8	32	32	30
Power consumption	12.8	11	12	11.5
Natural gas for incinerator	63	80	75	75
Laboratory samples taken	8,591	7,000	7,900	8,000
Analytical lab tests run	33,481	36,750	35,000	35,000
Dye tests performed	2	10	10	10
Storm water samples collected	111	245	220	220
Illicit discharges identified	1	3	3	3
Illicit discharges removed	1	3	3	3

**Expenditure History  
Water and Sewer System**



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31		FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b><u>WATER &amp; SEWER SYSTEM</u></b>			
				<b><u>REVENUES:</u></b>			
\$ 40,747,013	\$ 24,082,143	\$ 45,384,900	\$ 45,384,900	Water & Sewer Charges	\$ 51,496,900	\$ 50,661,800	\$ 49,460,200
21,250	5,155	15,000	15,000	Water Sales-Unmetered	15,000	15,000	15,000
90,000	45,000	90,000	90,000	Public Fire Protection	90,000	90,000	90,000
777,050	388,892	900,000	900,000	Penalties	850,000	850,000	850,000
1,186,082	373,724	675,720	645,720	Other Income	855,550	855,550	855,550
63,180	31,590	63,375	63,375	Building Rental	63,180	63,180	63,180
71,820	31,608	57,000	57,000	Meter Sales/Repairs	58,500	58,500	58,500
1,284,125	704,253	1,183,626	1,183,626	Pre-Treatment/Cross Connection Charges	1,274,918	1,274,918	1,274,918
45,700	1,946	15,000	15,000	Gain (Loss) On Asset Conversion	15,000	15,000	15,000
151,585	193,645	367,190	175,690	Interest On Investments	329,410	329,410	329,410
-	-	-	-	SAW Grant Revenue	2,000,000	2,000,000	2,000,000
53,265,000	-	-	-	Bond Proceeds	-	-	-
-	547,929	6,435,626	6,933,514	Fund Balance Appropriated	13,137,644	13,137,644	13,137,644
<u>\$ 97,702,804</u>	<u>\$ 26,405,886</u>	<u>\$ 55,187,437</u>	<u>\$ 55,463,825</u>	<b>Total Revenues</b>	<u>\$ 70,186,102</u>	<u>\$ 69,351,002</u>	<u>\$ 68,149,402</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 6,109,623	\$ 2,926,681	\$ 6,714,932	\$ 6,714,932	Personnel Services	\$ 7,215,405	\$ 7,114,803	\$ 7,099,803
7,335,426	4,096,051	8,263,407	8,260,706	Employee Benefits	8,836,273	8,154,935	8,152,014
26,151,816	14,211,208	31,212,784	31,299,193	Other Services and Charges	34,062,717	34,059,557	33,895,378
3,578,600	1,389,200	8,996,314	9,188,994	Capital Outlay	20,071,707	20,021,707	19,002,207
<u>\$ 43,175,465</u>	<u>\$ 22,623,140</u>	<u>\$ 55,187,437</u>	<u>\$ 55,463,825</u>	<b>Total Expenditures</b>	<u>\$ 70,186,102</u>	<u>\$ 69,351,002</u>	<u>\$ 68,149,402</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
32,126,003	86,653,343	86,653,343	86,653,343	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	80,217,717	80,217,717	80,217,717
(68,605)	(68,605)	(68,605)	(68,605)	<b>RESERVE FOR:</b>	(68,605)	(68,605)	(68,605)
(71,377,776)	(70,830,628)	(66,259,971)	(65,070,851)	<b>COMPENSATED ABSENCES</b>	(53,122,326)	(53,122,326)	(53,122,326)
				<b>CAPITAL OUTLAY</b>			
-	(547,929)	(6,435,626)	(6,933,514)	<b>LESS: FUND BALANCE APPROPRIATED</b>	(13,137,644)	(13,137,644)	(13,137,644)
<u>\$ 15,206,962</u>	<u>\$ 18,988,926</u>	<u>\$ 13,889,141</u>	<u>\$ 14,580,373</u>	<b>EST. UNRESTRICTED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 13,889,142</u>	<u>\$ 13,889,142</u>	<u>\$ 13,889,142</u>

ENTERPRISE FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>WATER &amp; SEWER SYSTEM</u>								
<u>Water &amp; Sewer Maintenance</u>								
Deputy Superintendent	1	\$ 95,704	1	\$ 97,618	1	\$ 97,618	1	\$ 97,618
Water Operations Manager	1	90,934	1	92,753	1	92,753	1	92,753
Water Division Supervisor	3	75,826	3	77,354	3	77,354	3	77,354
Water Utilities Operator	24	60,938	27 (b)	62,142	27 (b)	62,142	27 (b)	62,142
Water Systems Monitor	1	68,153	- (c)	-	- (c)	-	- (c)	-
Senior Water Systems Monitor	-	-	1 (c)	80,455	1 (c)	80,455	1 (c)	80,455
Stock Clerk	1	56,891	1	58,026	1	58,026	1	58,026
<u>Shared Services</u>								
Superintendent	1	101,019	1	103,039	1	103,039	1	103,039
Senior Account Tech/Water Acctg	1	62,166	- (c)	-	1	63,408	1	63,408
Office Coordinator/Water Acctg	-	-	1 (c)	76,570	-	-	-	-
Account Technician	8	57,830	8	58,988	8	58,988	8	58,988
Administrative Clerical Technician	1	55,319	1	56,425	1	56,425	1	56,425
Office Assistant	-	-	1 (b)	37,851	1 (b)	37,850	1 (b)	37,850
City Engineer	1	121,245	1	123,670	1	123,670	1	123,670
Civil Engineer II	1	88,981	1	90,761	1	90,761	1	90,761
Civil Engineer	2	84,899	2	86,597	2	86,597	2	86,597
Drafting Specialist	1	62,641	1	63,894	1	63,894	1	63,894
Construction Specialist	3	66,954	3	68,294	3	68,294	3	68,294
<u>Waste Water Treatment Plant</u>								
Sanitary Engineer	1	109,788	1	111,984	1	111,984	1	111,984
Wastewater Specialist	1	90,699	1	92,513	1	92,513	1	92,513
Facility Engineer	1	92,862	1	94,719	1	94,719	1	94,719
Environmental Compliance Engineer	2	92,701	2	94,555	2	94,555	2	94,555
Laboratory Director	1	86,726	1	88,460	1	88,460	1	88,460
Junior Chemist	2	67,974	2	69,334	2	69,334	2	69,334
Laboratory Technician	1	60,505	1	61,717	1	61,717	1	61,717

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/19.

(b) New position.

(c) Reclassifications of Water Systems Monitor to Senior Water Systems Monitor and Senior Account Tech/Water Acctg to Office Coordinator/Water Acctg.

(Continued)

ENTERPRISE FUND PERSONNEL

<u>WATER &amp; SEWER SYSTEM</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>Waste Water Treatment Plant</u>								
Maintenance M&P Manager	1	\$ 79,289	1	\$ 80,875	1	\$ 80,875	1	\$ 80,875
Mechanic Technician	3	67,010	3	68,349	3	68,349	3	68,349
Mechanic Specialist	1	61,399	1	62,627	1	62,627	1	62,627
Master Electrician	1	74,287	1	75,773	1	75,773	1	75,773
WWTP Electrician	1	71,529	1	72,960	1	72,960	1	72,960
Electrician/Instrumentation Technical Spec.	1	81,880	1	83,518	1	83,518	1	83,518
Industrial Services Manager	1	81,880	1	83,518	1	83,518	1	83,518
Industrial Waste Specialist	1	64,784	2 (b)	66,080	2 (b)	66,080	2 (b)	66,080
Industrial Waste Technician	1	57,434	1	58,583	1	58,583	1	58,583
I & C System Manager	1	86,835	1	88,572	1	88,572	1	88,572
I & C System Technician	1	73,114	1	74,576	1	74,576	1	74,576
I & C Trainee	1	62,579	- (d)	-	- (d)	-	- (d)	-
Chief Operator	1	92,701	1	94,555	1	94,555	1	94,555
Operations Supervisor	2	82,361	2	84,015	2	84,015	2	84,015
Treatment Specialist	10	65,071	10	66,364	10	66,364	10	66,364
Calibration Specialist	1	63,672	1	64,945	1	64,945	1	64,945
Senior Administrative Secretary - WWTP	1	60,011	- (c)	-	- (c)	-	- (c)	-
Office Coordinator - WWTP	-	-	1 (c)	76,570	1 (c)	76,570	1 (c)	76,570
Administrative Clerk - WWTP	1	51,541	1	52,572	1	52,572	1	52,572
Office Assistant	-	-	1 (b)	37,851	-	-	-	-
<u>Temporary Employees</u>								
Water & Sewer Maintenance		108,240		123,000		123,000		123,000
Shared Services		31,220		32,000		-		-
Waste Water Treatment Plant		30,000		30,000		30,000		30,000
<u>Overtime</u>								
Water & Sewer Maintenance		125,000		125,000		125,000		125,000
Shared Services		133,850		120,000		120,000		120,000
Waste Water Treatment Plant		263,500		250,000		250,000		250,000
<b>Total Personnel</b>	<b><u>89</u></b>		<b><u>94</u></b>		<b><u>93</u></b>			

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/19.

(b) New position.

(c) Reclassification of Senior Administrative Secretary to Office Coordinator.

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>WATER &amp; SEWER SYSTEM</u></b> <b><u>EXPENDITURES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Personnel Services:</b>			
\$ 5,608,990	\$ 2,674,517	\$ 5,996,400	\$ 6,023,122	Permanent	\$ 6,538,405	\$ 6,466,803	\$ 6,466,803
139,591	79,139	196,182	169,460	Temporary Labor	182,000	153,000	153,000
361,042	173,025	522,350	522,350	Overtime	495,000	495,000	480,000
				<b>Employee Benefits:</b>			
55,968	27,678	98,100	96,900	Education Allowance	67,000	67,000	67,000
481,179	234,007	537,081	537,080	Social Security	578,014	570,319	569,171
1,439,465	816,180	1,670,438	1,670,438	Employee Insurance	2,040,335	1,923,527	1,923,254
1,838,914	1,195,781	2,360,085	2,360,085	Retiree Health Insurance	2,418,366	1,864,692	1,864,692
161,164	78,138	169,125	169,125	Longevity	201,104	201,104	201,104
3,231,545	1,648,205	3,288,410	3,288,410	Retirement Fund	3,388,705	3,385,544	3,384,044
56,500	61,500	61,500	60,000	Certification Bonuses	61,500	61,500	61,500
56,178	24,329	60,968	60,968	Holiday Pay	62,349	62,349	62,349
14,513	10,233	17,700	17,700	Uniforms	18,900	18,900	18,900
				<b>Supplies and Other Charges:</b>			
330,053	182,214	513,800	500,000	Operating Supplies	549,000	549,000	549,000
1,300,791	152,581	880,000	880,000	Professional Services	870,000	870,000	870,000
53,042	17,812	50,000	50,000	Materials	50,000	50,000	50,000
189,526	95,431	125,000	125,000	Meter Replacement	125,000	125,000	125,000
63,806	27,954	125,000	125,000	Dirt Removal	125,000	125,000	125,000
1,042,548	131,774	1,000,000	1,000,000	Concrete, Lawn & Manhole Repairs	1,100,000	1,100,000	931,421
76,337	44,046	90,000	90,000	Chemicals	85,000	85,000	85,000
18,199	14,622	20,000	20,000	Odor Control	25,000	25,000	25,000
48,510	13,729	150,000	150,000	Ash Removal Contract	100,000	100,000	100,000
50,555	24,130	59,000	59,000	Telephone	64,000	64,000	64,000
437,904	212,289	446,465	446,465	Auto Expense	463,512	460,352	464,752
526,881	176,052	609,150	709,150	Utilities	690,750	690,750	690,750
1,020,570	416,509	950,000	950,000	Electric Power	925,000	925,000	925,000
903,155	383,354	650,000	650,000	Repairs & Maintenance	800,000	800,000	800,000
22,607	17,110	25,000	25,000	Management Agency Fee	25,000	25,000	25,000
27,813	28,091	28,091	28,000	M.S.D.W.A. Annual Fee	29,000	29,000	29,000
15,400	15,700	15,700	16,000	Auditing	16,500	16,500	16,500
-	-	-	-	SAW Grant Expenses	2,000,000	2,000,000	2,000,000

(Continued)

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>WATER &amp; SEWER SYSTEM EXPENDITURES (Continued):</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 33,384	\$ 19,803	\$ 30,000	\$ 30,000	Facility Maintenance	\$ 30,000	\$ 30,000	\$ 30,000
230,802	132,939	250,000	250,000	Postage	251,000	251,000	251,000
9,722,759	4,990,776	10,519,000	10,519,000	Water Purchases	10,964,000	10,964,000	10,964,000
2,715	-	5,000	5,000	Unemployment Benefits	5,000	5,000	5,000
600,000	300,000	600,000	600,000	General Insurance	600,000	600,000	600,000
(264,382)	-	100,000	100,000	Uncollectible Debt	100,000	100,000	100,000
1,970,500	1,069,800	2,139,600	2,139,600	Administrative Expense	2,315,900	2,315,900	2,315,900
-	-	750,000	750,000	Sanitary Sewer Inspection and Cleaning	259,165	259,165	259,165
7,728,340	5,744,492	11,081,978	11,081,978	Debt Payments	11,494,890	11,494,890	11,494,890
				<b>Capital Outlay:</b>			
1,227,124	1,025,056	7,766,712	7,766,712	Capital Improvements-Equipment	5,635,300	5,585,300	4,565,800
2,351,476	364,144	1,229,602	1,422,282	Capital Improvements-Infrastructure	14,436,407	14,436,407	14,436,407
<u>\$ 43,175,465</u>	<u>\$ 22,623,140</u>	<u>\$ 55,187,437</u>	<u>\$ 55,463,825</u>	<b>Total Expenditures</b>	<u>\$ 70,186,102</u>	<u>\$ 69,351,002</u>	<u>\$ 68,149,402</u>

## ***Capital Project Funds***

Capital Project Funds are used to account for the acquisition or construction of major capital facilities that benefit the general public.

The Capital Project Fund of the City is:

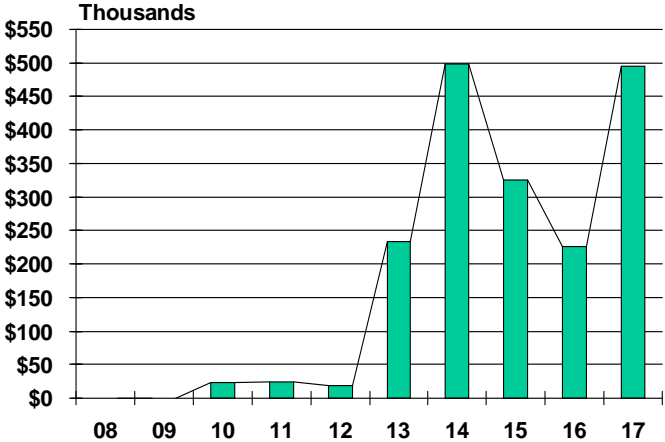
- 37th District Court Building Renovation Fund



**37TH DISTRICT COURT BUILDING RENOVATION FUND**

This fund was established in October 2003 to account for fees collected by the 37<sup>th</sup> District Court to be used for future renovation of the 37<sup>th</sup> District Court Building.

**Expenditure History  
37<sup>th</sup> District Court Building Renovation**



CAPITAL PROJECT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>37th DISTRICT COURT BUILDING RENOVATION</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<b>REVENUES:</b>			
\$ 838,813	\$ 368,292	\$ 736,584.68	\$ 800,000	Court Building Renovation Fee	\$ 700,000	\$ 700,000	\$ 700,000
<u>41,992</u>	<u>-</u>	<u>5,000</u>	<u>5,000</u>	Interest on Investments	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
<u>\$ 880,805</u>	<u>\$ 368,292</u>	<u>\$ 741,585</u>	<u>\$ 805,000</u>	<b>Total Revenues</b>	<u>\$ 720,000</u>	<u>\$ 720,000</u>	<u>\$ 720,000</u>
				<b>EXPENDITURES:</b>			
\$ 495,893	\$ 199,568	\$ 500,000	\$ 500,000	Capital Improvements	\$ 500,000	\$ 500,000	\$ 500,000
<u>\$ 495,893</u>	<u>\$ 199,568</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<b>Total Expenditures</b>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ 220,000	\$ 220,000	\$ 220,000
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	7,651,963	7,651,963	7,651,963
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>-</u>	<u>-</u>	<u>-</u>
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 7,871,963</u>	<u>\$ 7,871,963</u>	<u>\$ 7,871,963</u>

## ***Debt Service Funds***

Debt Service Funds are used to account for the accumulation of resources and payments of general long-term debt principal and interest. Debt Service Funds are not involved with the long-term debt of proprietary funds, which are responsible for redeeming their own obligations. Debt Service Funds are required when legally mandated and/or if revenues are being accumulated for general obligation long term debt principal and interest payments maturing in future years.

The following are Debt Funds of the City:

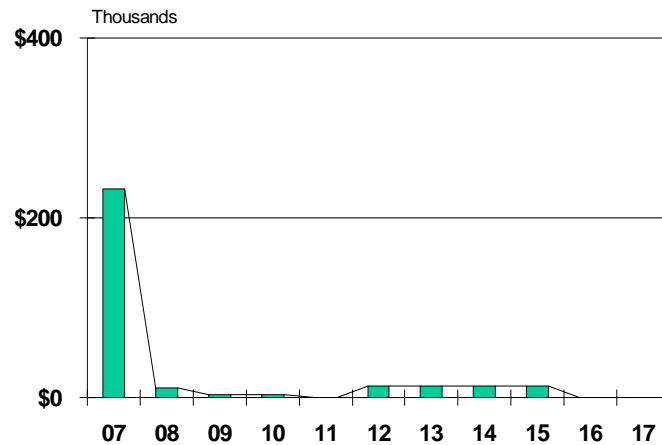
- Chapter 20 and 21 Drain Debt
- Michigan Transportation Debt Funds
- Capital Improvement Debt Funds
- Downtown Development Authority Debt Funds

## CHAPTER 20 AND 21 DRAIN DEBT FUND

Under State law, the County has the authority and control to obtain the necessary bonding, bidding, debt service, apportionment, etc., for intra-county and inter-county drain projects that are vital to the public health.

The City's Chapter 20 and 21 drain funds reflect Warren's drain debt requirements and maintenance costs as indicated by Macomb County Drain Commissioners. The full faith and credit of the County has been pledged under provisions of Chapter 20 and 21 Drain and Public Works Act 342.

**Expenditure History  
Chapter 20 & 21 Drain Debt Fund**



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>CHAPTER 20 AND 21 DRAINS</u></b> <b><u>DEBT FUND</u></b> <b><u>REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
\$ 276	\$ -	\$ 300	\$ 50	Interest on Investments	\$ 50	\$ 50	\$ 50
<u>\$ 276</u>	<u>\$ -</u>	<u>\$ 300</u>	<u>\$ 50</u>	<b>Total Revenues</b>	<u>\$ 50</u>	<u>\$ 50</u>	<u>\$ 50</u>
				<b><u>EXPENDITURES:</u></b>			
\$ -	\$ -	\$ -	\$ -	Maintenance Fees	\$ -	\$ -	\$ -
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ 50	\$ 50	\$ 50
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	48,091	48,091	48,091
				<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	-
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 48,141</u>	<u>\$ 48,141</u>	<u>\$ 48,141</u>

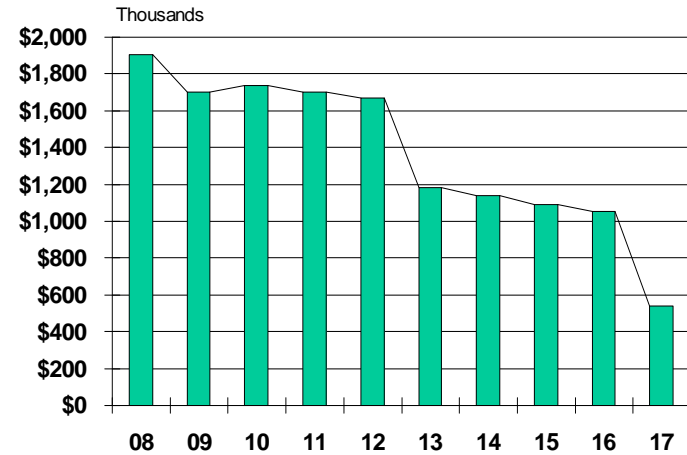
## MICHIGAN TRANSPORTATION DEBT FUNDS

Michigan Transportation Bonds are issued pursuant to the provisions of Act 175, Public Acts of Michigan 1952 as amended, for the purpose of defraying part of the cost of constructing major and local street improvements in the City of Warren. These bonds are issued in anticipation of state shared Michigan Transportation Fund payments from the State of Michigan to be received by the City. The bonds pledge the full faith and credit of the City of Warren as additional security for payment of the principal and interest.

The following schedules reflect existing debts only and do not include any proposed bond issues.

**Expenditure History  
Michigan Transportation Debt**

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$500,000	\$20,500	\$520,500
2019	0	0	0



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>SUMMARY</u></b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 540,800	\$ 10,250	\$ 521,000	\$ 521,000	Major Streets	\$ 150,000	\$ 150,000	\$ 1,107,350
<u>\$ 540,800</u>	<u>\$ 10,250</u>	<u>\$ 521,000</u>	<u>\$ 521,000</u>	<b>Total Revenues</b>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ 1,107,350</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Major Streets	\$ -	\$ -	\$ 720,000
				Interest:			
40,500	10,250	20,500	20,500	Major Streets	150,000	150,000	386,850
				Agent Fees:			
300	-	500	500	Major Streets	-	-	500
<u>\$ 540,800</u>	<u>\$ 10,250</u>	<u>\$ 521,000</u>	<u>\$ 521,000</u>	<b>Total Expenditures</b>	<u>150,000</u>	<u>\$ 150,000</u>	<u>\$ 1,107,350</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<u>2003</u> <b>MICHIGAN TRANSPORTATION</b> <b>DEBT SERVICE FUND</b> <b>REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 540,800	\$ 10,250	\$ 521,000	\$ 521,000	Major Streets	\$ -	\$ -	\$ -
<u>\$ 540,800</u>	<u>\$ 10,250</u>	<u>\$ 521,000</u>	<u>\$ 521,000</u>	<b>Total Revenues</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Major Streets	\$ -	\$ -	\$ -
				Interest:			
40,500	10,250	20,500	20,500	Major Streets	-	-	
				Agent Fees:			
300	-	500	500	Major Streets	-	-	-
<u>\$ 540,800</u>	<u>\$ 10,250</u>	<u>\$ 521,000</u>	<u>\$ 521,000</u>	<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

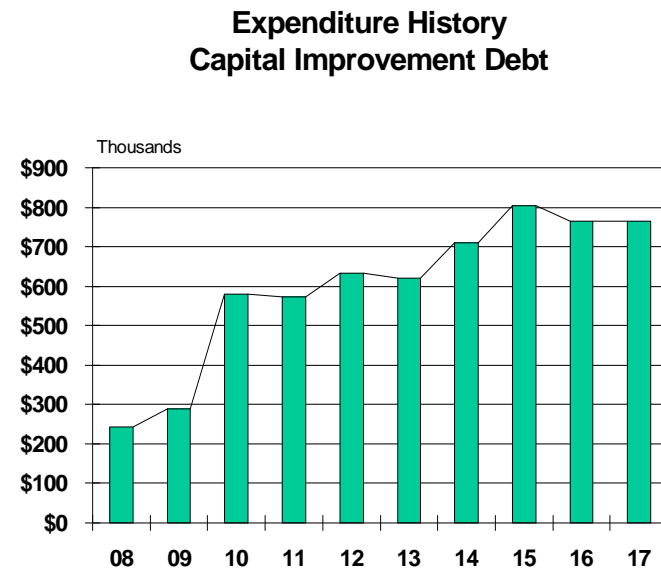
FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>2018</u></b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ -	\$ -	\$ -	\$ -	Major Streets	\$ 150,000	\$ 150,000	\$ 1,107,350
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Total Revenues</b>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ 1,107,350</u>
				<b><u>EXPENDITURES:</u></b>			
				Debt Service Payments:			
				Principal:			
\$ -	\$ -	\$ -	\$ -	Major Streets	\$ -	\$ -	\$ 720,000
-	-	-	-	Interest:			
				Major Streets	150,000	150,000	386,850
-	-	-	-	Agent Fees:			
				Major Streets	-	-	500
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Total Expenditures</b>	<u>\$ 150,000</u>	<u>\$ 150,000</u>	<u>\$ 1,107,350</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## CAPITAL IMPROVEMENT DEBT FUNDS

Capital Improvement Bonds are issued pursuant to the provisions of Act 34, Public Acts of Michigan 2001 as amended, for the purpose of defraying part of the cost of capital improvements in the City of Warren. These bonds are issued in anticipation of state shared Michigan Transportation Fund payments from the State of Michigan to be received by the City. The bonds pledge the full faith and credit of the City of Warren as additional security for payment of the principal and interest.

The following schedule reflects existing debt only that relates to Major Road improvements and does not include any proposed bond issues.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	620,830	123,339	744,169
2020	644,565	107,568	752,133
2021	650,340	91,364	741,704
2022	677,667	74,677	752,344
2023	459,340	60,268	519,608
2024	450,749	48,471	499,220
2025	440,939	36,669	477,608
2026	432,347	24,918	457,265
2027	377,061	13,745	390,806
2028	135,000	6,335	141,335
2029	130,000	2,113	132,113
	<u>\$5,018,838</u>	<u>\$589,467</u>	<u>\$5,608,305</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>SUMMARY</u></b> <b><u>CAPITAL IMPROVEMENT</u></b> <b><u>DEBT SERVICE FUNDS</u></b> <b><u>REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 765,041	\$ 693,679	\$ 760,283	\$ 760,283	Major Streets	\$ 744,595	\$ 744,595	\$ 744,595
<u>\$ 765,041</u>	<u>\$ 693,679</u>	<u>\$ 760,283</u>	<u>\$ 760,283</u>	<b>Total Revenues</b>	<u>\$ 744,595</u>	<u>\$ 744,595</u>	<u>\$ 744,595</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 610,688	\$ 620,055	\$ 620,055	\$ 620,055	Major Streets	\$ 620,830	\$ 620,830	\$ 620,830
153,926	73,199	138,728	138,728	Interest: Major Streets	123,340	123,340	123,340
427	425	1,500	1,500	Agent Fees: Major Streets	425	425	425
<u>\$ 765,041</u>	<u>\$ 693,679</u>	<u>\$ 760,283</u>	<u>\$ 760,283</u>	<b>Total Expenditures</b>	<u>744,595</u>	<u>\$ 744,595</u>	<u>\$ 744,595</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
-	-	-	-	<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>2013A (Refinanced 2006 Issue) CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 510,858	\$ 469,995	\$ 514,823	\$ 514,823	Major Streets	\$ 513,356	\$ 513,356	\$ 513,356
<u>\$ 510,858</u>	<u>\$ 469,995</u>	<u>\$ 514,823</u>	<u>\$ 514,823</u>	<b>Total Revenues</b>	<u>\$ 513,356</u>	<u>\$ 513,356</u>	<u>\$ 513,356</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 405,878	\$ 420,245	\$ 420,245	\$ 420,245	Major Streets	\$ 431,020	\$ 431,020	\$ 431,020
104,980	49,750	93,828	93,828	Interest:			
				Major Streets	82,336	82,336	82,336
				Agent Fees:			
-	-	750	750	Major Streets	-	-	-
<u>\$ 510,858</u>	<u>\$ 469,995</u>	<u>\$ 514,823</u>	<u>\$ 514,823</u>	<b>Total Expenditures</b>	<u>\$ 513,356</u>	<u>\$ 513,356</u>	<u>\$ 513,356</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
-	-	-	-	<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>2015 (Refinanced 2008 Issue)</u></b> <b><u>CAPITAL IMPROVEMENT BONDS</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 254,183	\$ 223,684	\$ 245,460	\$ 245,460	Major Streets	\$ 231,239	\$ 231,239	\$ 231,239
<u>\$ 254,183</u>	<u>\$ 223,684</u>	<u>\$ 245,460</u>	<u>\$ 245,460</u>	<b>Total Revenues</b>	<u>\$ 231,239</u>	<u>\$ 231,239</u>	<u>\$ 231,239</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 204,810	\$ 199,810	\$ 199,810	\$ 199,810	Major Streets	\$ 189,810	\$ 189,810	\$ 189,810
48,946	23,449	44,900	44,900	Interest:			
				Major Streets	41,004	41,004	41,004
				Agent Fees:			
427	425	750	750	Major Streets	425	425	425
<u>\$ 254,183</u>	<u>\$ 223,684</u>	<u>\$ 245,460</u>	<u>\$ 245,460</u>	<b>Total Expenditures</b>	<u>\$ 231,239</u>	<u>\$ 231,239</u>	<u>\$ 231,239</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

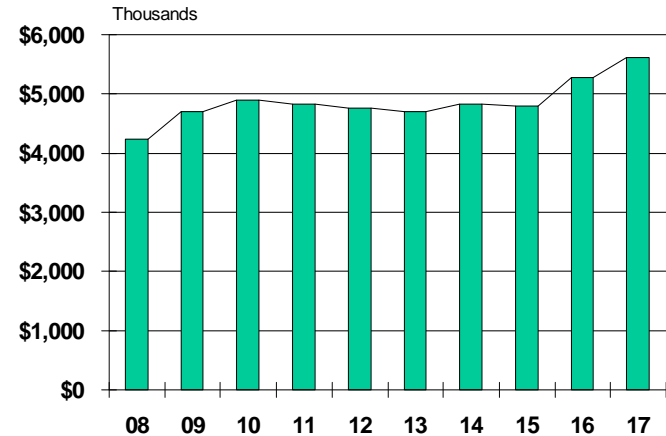
## **DOWNTOWN DEVELOPMENT AUTHORITY DEBT FUNDS**

Downtown Development Authority Bonds are issued pursuant to the provisions of Act 197, Public Acts of Michigan 1975 as amended, for the purpose of funding the cost of capital improvements in the City of Warrens Downtown Development District. These bonds are issued in anticipation of tax revenues generated within the DDA District. The bonds pledge the full faith and credit of the City of Warren as additional security for payment of the principal and interest.

The following schedule reflects existing debt only that relates to Downtown Development Authority improvements and does not include any proposed bond issues.

<u>Fiscal Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	4,485,000	1,461,532	5,946,532
2020	5,155,000	1,336,532	6,491,532
2021	5,310,000	1,187,656	6,497,656
2022	5,455,000	1,021,806	6,476,806
2023	5,360,000	855,332	6,215,332
2024	5,515,000	681,388	6,196,388
2025	5,425,000	498,406	5,923,406
2026	5,320,000	316,384	5,636,384
2027	3,930,000	166,950	4,096,950
2028	2,465,000	71,025	2,536,025
2029	1,135,000	17,025	1,152,025
	<u>\$49,555,000</u>	<u>\$7,614,036</u>	<u>\$57,169,036</u>

**Expenditure History  
Downtown Development Authority Debt**



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b>SUMMARY</b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUNDS</u></b> <b><u>REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 5,273,056	\$ 4,858,191	\$ 5,617,757	\$ 5,617,757		\$ 5,947,782	\$ 5,947,782	\$ 5,947,782
<u>\$ 5,273,056</u>	<u>\$ 4,858,191</u>	<u>\$ 5,617,757</u>	<u>\$ 5,617,757</u>	<b>Total Revenues</b>	<u>\$ 5,947,782</u>	<u>\$ 5,947,782</u>	<u>\$ 5,947,782</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 3,615,000	\$ 4,050,000	\$ 4,050,000	\$ 4,050,000	Principal	\$ 4,485,000	\$ 4,485,000	\$ 4,485,000
1,656,806	806,941	1,566,707	1,566,707	Interest	1,461,532	1,461,532	1,461,532
1,250	1,250	1,050	1,050	Agent Fees	1,250	1,250	1,250
<u>\$ 5,273,056</u>	<u>\$ 4,858,191</u>	<u>\$ 5,617,757</u>	<u>\$ 5,617,757</u>	<b>Total Expenditures</b>	<u>5,947,782</u>	<u>\$ 5,947,782</u>	<u>\$ 5,947,782</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>2013 (Refinanced 2002 Issue)</u></b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,887,106	\$ 1,591,016	\$ 1,826,757	\$ 1,826,757		\$ 1,760,432	\$ 1,760,432	\$ 1,760,432
<u>\$ 1,887,106</u>	<u>\$ 1,591,016</u>	<u>\$ 1,826,757</u>	<u>\$ 1,826,757</u>	<b>Total Revenues</b>	<u>\$ 1,760,432</u>	<u>\$ 1,760,432</u>	<u>\$ 1,760,432</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal			
\$ 1,355,000	\$ 1,335,000	\$ 1,335,000	\$ 1,335,000	Interest	\$ 1,315,000	\$ 1,315,000	\$ 1,315,000
531,856	255,766	491,507	491,507	Agent Fees	445,182	445,182	445,182
250	250	250	250		250	250	250
<u>\$ 1,887,106</u>	<u>\$ 1,591,016</u>	<u>\$ 1,826,757</u>	<u>\$ 1,826,757</u>	<b>Total Expenditures</b>	<u>\$ 1,760,432</u>	<u>\$ 1,760,432</u>	<u>\$ 1,760,432</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>2014 (Refinanced 2003 and 2004 Issues)</u></b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 2,443,150	\$ 2,501,100	\$ 2,870,600	\$ 2,870,600		\$ 3,288,750	\$ 3,288,750	\$ 3,288,750
<u>\$ 2,443,150</u>	<u>\$ 2,501,100</u>	<u>\$ 2,870,600</u>	<u>\$ 2,870,600</u>	<b>Total Revenues</b>	<u>\$ 3,288,750</u>	<u>\$ 3,288,750</u>	<u>\$ 3,288,750</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 1,645,000	\$ 2,110,000	\$ 2,110,000	\$ 2,110,000	Principal	\$ 2,575,000	\$ 2,575,000	\$ 2,575,000
797,650	390,600	760,100	760,100	Interest	713,250	713,250	713,250
500	500	500	500	Agent Fees	500	500	500
<u>\$ 2,443,150</u>	<u>\$ 2,501,100</u>	<u>\$ 2,870,600</u>	<u>\$ 2,870,600</u>	<b>Total Expenditures</b>	<u>\$ 3,288,750</u>	<u>\$ 3,288,750</u>	<u>\$ 3,288,750</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2017 Actual Year	FY 2018 Actual to December 31	FY 2018 Estimated To June 30	FY 2018 Amended Budget December 31	<b><u>2015 (Refinanced 2005 Issue)</u></b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2019 Departmental Request	FY 2019 Recommended By Mayor	FY 2019 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 942,800	\$ 766,075	\$ 920,400	\$ 920,400		\$ 898,600	\$ 898,600	\$ 898,600
<u>\$ 942,800</u>	<u>\$ 766,075</u>	<u>\$ 920,400</u>	<u>\$ 920,400</u>	<b>Total Revenues</b>	<u>\$ 898,600</u>	<u>\$ 898,600</u>	<u>\$ 898,600</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 615,000	\$ 605,000	\$ 605,000	\$ 605,000	Principal	\$ 595,000	\$ 595,000	\$ 595,000
327,300	160,575	315,100	315,100	Interest	303,100	303,100	303,100
500	500	300	300	Agent Fees	500	500	500
<u>\$ 942,800</u>	<u>\$ 766,075</u>	<u>\$ 920,400</u>	<u>\$ 920,400</u>	<b>Total Expenditures</b>	<u>\$ 898,600</u>	<u>\$ 898,600</u>	<u>\$ 898,600</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## ***Supplemental Information***

The following supplemental information is presented to furnish the reader with a detailed analysis of the 2019 capital outlays, financial operations, and historical trends.

This information contains comprehensive data, frequently covering the last several fiscal years, relating to the financial, economic, physical and societal characteristics of the City.

GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2019

<u>Department/Item</u>	<u>Departmental Request</u>		<u>Recommended By Mayor</u>		<u>Adopted By Council</u>		<u>New or Replacement Item</u>
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Clerk</u>							
Copy Machine	1	\$ 6,330	1	\$ 6,330	1	\$ 6,330	Replacement
<u>Information Systems</u>							
Computer Equipment		\$ 12,000		\$ 12,000		\$ 12,000	Replacement
<u>Legal</u>							
Copy Machine	1	\$ 9,000	1	\$ 9,000	1	\$ 9,000	Replacement
Dictation Equipment/Software		4,900		4,900		4,900	Replacement
		<u>\$ 13,900</u>		<u>\$ 13,900</u>		<u>\$ 13,900</u>	
<u>Human Resources</u>							
Time Clocks	6	\$ 18,900	6	\$ 18,900	6	\$ 18,900	New
<u>Engineering</u>							
Survey Total Station	1	\$ 48,000	1	\$ 48,000	1	\$ 48,000	New
Desktop Workstations	4	10,000	4	10,000	4	10,000	New
Copy Machine	1	8,000	1	8,000	1	8,000	Replacement
Inspection Vehicle	1	37,000	1	37,000	1	37,000	Replacement
		<u>\$ 103,000</u>		<u>\$ 103,000</u>		<u>\$ 103,000</u>	
<u>Building Inspections</u>							
Vehicles	2	\$ 56,000	2	\$ 56,000	2	\$ 56,000	Replacement
Copy Machine	1	7,000	1	7,000	1	7,000	Replacement
		<u>\$ 63,000</u>		<u>\$ 63,000</u>		<u>\$ 63,000</u>	
<u>DPW</u>							
Concrete Replacement		\$ 800,000		\$ -		\$ -	Replacement
Post Lifts	2	25,000	2	25,000	2	25,000	New
Software for Transmissions		10,000		10,000		10,000	New
Shop Tools		6,000		6,000		6,000	Replacement
		<u>\$ 841,000</u>		<u>\$ 41,000</u>		<u>\$ 41,000</u>	

(Continued)

GENERAL FUND  
CAPITAL OUTLAYS  
FISCAL YEAR 2019

<u>Department/Item</u>	<u>Departmental Request</u>		<u>Recommended By Mayor</u>		<u>Adopted By Council</u>		<u>New or Replacement Item</u>
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Court</u>							
X-Ray Machine	-	\$ -	-	\$ -	1	\$ 30,000	New
<u>Fire</u>							
75' Ladder Fire Truck	1	\$ 850,000	1	\$ -	1	\$ -	Replacement
EMS Transport Squad	4	800,000	1	200,000	1	200,000	Replacement
Station and Admin Building Renovations		350,000		250,000		250,000	
Lifepak15 Cardiac Monitors	6	198,000	6	198,000	6	198,000	Replacement
GMC Trucks	3	120,000	1	40,000	1	40,000	Replacement
Mechanical CPR Device	6	96,000	6	96,000	6	96,000	Replacement
GMC Yukon XL	1	50,000	-	-	-	-	Replacement
Powerloading Cot System	1	26,000	1	26,000	1	26,000	New
PowerPro Cots		18,000		18,000		18,000	New
Refridgerators/Dishwashers for Stations		8,000		8,000		8,000	Replacement
		<u>\$ 2,516,000</u>		<u>\$ 836,000</u>		<u>\$ 836,000</u>	
<u>Police</u>							
Concrete/Handicap Ramp		\$ 200,000		\$ 200,000		\$ 200,000	New
Equipment for Replacement Vehicles		150,000		150,000		150,000	Replacement
911 Equipment		50,000		50,000		50,000	Replacement
Workstations/Copy Machines/Printers		35,000		35,000		35,000	Replacement
		<u>\$ 435,000</u>		<u>\$ 435,000</u>		<u>\$ 435,000</u>	
Total Capital Outlay (General Fund)		<u>\$ 4,009,130</u>		<u>\$ 1,529,130</u>		<u>\$ 1,559,130</u>	

SPECIAL REVENUE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2019

<u>Department/Item</u>	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	Quantity	Amount	Quantity	Amount	Quantity	Amount	
<u>Library</u>							
Generator for Civic Center Branch	1	\$ 500,000	1	\$ 500,000	-	\$ -	New
Books		332,000		332,000		332,000	Replacement
Construction of Burnette Library		150,000		150,000		150,000	New
Computers	28	28,800	28	28,800	28	28,800	Replacement
Electronic Marquee for Miller Branch	1	25,000	1	25,000	1	25,000	New
Laptops	4	6,000	4	6,000	4	6,000	New
Office Equipment		43,300		43,300		43,300	Replacement
		<u>\$ 1,085,100</u>		<u>\$ 1,085,100</u>		<u>\$ 585,100</u>	
<u>Communications</u>							
Computers, Workstations, Audio, Video		\$ 80,000		\$ 80,000	2	\$ 80,000	Replacement
Storage Mezzanine for Garage		50,000		50,000		50,000	New
Transcoding Server and Software License		30,000		30,000		30,000	New
Camera Support Pedestals		30,000		30,000		30,000	Replacement
Fiber Optic Cable		10,000		10,000		10,000	New
		<u>\$ 200,000</u>		<u>\$ 200,000</u>		<u>\$ 200,000</u>	
<u>Rental Inspections</u>							
Vehicles	2	\$ 50,000		\$ 50,000	2	\$ 50,000	Replacement
<u>Sanitation</u>							
96-Gallon Carts	22,000	\$ 1,100,000	22,000	\$ 1,100,000	22000	\$ 1,100,000	New
Recycle Truck	1	350,000	1	350,000	1	350,000	Replacement
Auto Cart Tippers	22	88,000	22	88,000	22	88,000	New
Pickup Trucks w/Plows	2	70,000	2	70,000	2	70,000	Replacement
Lawn Mower	1	10,000	1	10,000	1	10,000	Replacement
		<u>\$ 1,618,000</u>		<u>\$ 1,618,000</u>		<u>\$ 1,618,000</u>	

(Continued)

SPECIAL REVENUE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2019

<u>Department/Item</u>	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<u>Parks and Recreation</u>							
Water Park Improvements		\$ 125,000		\$ 125,000		\$ 125,000	Replacement
Playground Equipment		<u>30,000</u>		<u>30,000</u>		<u>30,000</u>	Replacement
		<u>\$ 155,000</u>		<u>\$ 155,000</u>		<u>\$ 155,000</u>	
Total Capital Outlay (Special Revenue Funds)		<u>\$ 3,058,100</u>		<u>\$ 3,058,100</u>		<u>\$ 2,558,100</u>	

ENTERPRISE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2019

Department/Item	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	Quantity	Amount	Quantity	Amount	Quantity	Amount	
<u>Stilwell</u>							
Concrete and Landscaping		\$ 200,000		\$ 200,000		\$ 250,000	New
Appliances		9,450		9,450	1	122,000	Replacement
Telephone Equipment		3,500		3,500	1	125,000	Replacement
		<u>212,950</u>		<u>212,950</u>		<u>372,000</u>	
<u>Jos Coach Manor</u>							
Resurfacing of Parking Lot		\$ 185,000		\$ 185,000		\$ 250,000	New
Appliances		37,025		37,025	1	122,000	Replacement
Telephone Equipment		3,500		3,500	1	125,000	Replacement
		<u>225,525</u>		<u>225,525</u>		<u>497,000</u>	
<u>Water and Sewer System</u>							
<i>Water Maintenance Equipment:</i>							
Mobile Workforce/CMMS		\$ 300,000		\$ 300,000		\$ 300,000	New
Water Smart Phone App		200,000		200,000		200,000	New
Water Garage Locker/Bath/Lunch Expansion		100,000		50,000		50,000	Replacement
Esri GIS Servers	2	35,000	2	35,000	2	35,000	New
Sewer Jet/Vactor/Hydro	1	480,000	1	480,000	1	480,000	Replacement
Crew Van	1	48,500	1	48,500	1	48,500	Replacement
Administration/Supervisor Inspection Vehicle	3	105,000	3	105,000	3	105,000	New
Utility Pickup, 4x4/w Front Plow	2	80,000	2	80,000	2	80,000	Replacement
Standby Power Generator	1	100,000	1	100,000	-	-	New
TV/Camera for Laterals	1	9,000	1	9,000	1	9,000	Replacement
Office Supplies		10,000		10,000		10,000	Replacement
Motorola Portable Radios	6	20,000	6	20,000	-	-	Replacement
Building Maintenance		100,000		100,000		20,000	Replacement
Parking Lot Maintenance		15,000		15,000		-	Replacement
		<u>1,602,500</u>		<u>1,552,500</u>		<u>1,337,500</u>	

(Continued)



ENTERPRISE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2019

<u>Department/Item</u>	<u>Departmental Request</u>		<u>Recommended By Mayor</u>		<u>Adopted By Council</u>		<u>New or Replacement Item</u>
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
<i>Waste Water Treatment Equipment:</i>							
Rockwell/AB TechConnect Annual Support		\$ 35,000		\$ 35,000		\$ -	Replacement
Network Efficiency -Presidio/Rockwell Support		45,000		45,000		-	Replacement
SCADA Server & Software		50,000		50,000		50,000	Replacement
PLC Hardware/Programming Upgrades		35,000		35,000		35,000	Replacement
GMC 4x4 Pickup with Liftgate		40,000		40,000		-	Replacement
Bisulfite Pumps and Motors	2	17,000		17,000		17,000	Replacement
Replacement Parts-Primary Tank Flights		80,000		80,000		80,000	Replacement
RAS Pump Impellers	2	15,000		15,000		15,000	Replacement
Roof Replacement Building C		90,000		90,000		90,000	Replacement
Security Fence Improvements		25,000		25,000		25,000	Replacement
Overhead Door #15 Bldg. C Replacement		20,000		20,000		20,000	Replacement
Plantwide Painting Improvements		40,000		40,000		40,000	Replacement
Odor Control-Blending Tanks		20,000		20,000		20,000	Replacement
Fall Protection Bldgs. E,I,J,N,O		140,000		140,000		140,000	Replacement
Kitchen/Break Room Renovation Bldg. D		35,000		35,000		10,500	Replacement
Vactor Truck		350,000		350,000		-	Replacement
2019 Ops Truck		40,000		40,000		-	Replacement
Primary Tanks Concrete Repairs		50,000		50,000		50,000	Replacement
Actuators for Sand Filter Gates		30,000		30,000		30,000	Replacement
UV Bulbs		50,000		50,000		50,000	Replacement
UV Ballasts		54,400		54,400		54,400	Replacement
UV Wiper Cylinders		32,000		32,000		32,000	Replacement
Articulated Manlift		100,000		100,000		-	Replacement
Outdoor Overhead Lighting		19,800		19,800		19,800	Replacement
Light Poles for Site Lighting		45,000		45,000		45,000	Replacement
Refurbish Raw Sewage Pump Motors		75,000		75,000		-	Replacement
Sand Filter Valve Repairs		50,000		50,000		-	Replacement
Truck for Engineering/Permit Compliance		35,000		35,000		-	Replacement
Training Center Parking Lot Repairs		60,000		60,000		60,000	Replacement
Site Roadway and Parking Lot Repairs		45,200		45,200		45,200	Replacement
Grit Channel Concrete Repairs		25,000		25,000		25,000	Replacement

(Continued)

ENTERPRISE FUNDS  
CAPITAL OUTLAYS  
FISCAL YEAR 2019

<u>Department/Item</u>	Departmental Request		Recommended By Mayor		Adopted By Council		New or Replacement Item
	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	<u>Quantity</u>	<u>Amount</u>	
480 Volt Breaker Reconditioning		\$ 52,500		\$ 52,500		\$ 52,500	Replacement
Primary Tank Scum Sprayer System		80,000		80,000		80,000	Replacement
Raw Sewage Pump Motor Rebuilds		130,000		130,000		130,000	Replacement
Raw Sewage Pump Motor Refurbishments		125,000		125,000		125,000	Replacement
Composite Sampler-IU Monitoring		8,000		8,000		8,000	Replacement
Arrowboard Trailers-Traffic Control	2	10,000		10,000		10,000	Replacement
Asset Management		75,000		75,000		25,000	Replacement
IPP Monitoring Vehicle		-		-		40,000	
Raw Sewage Bar Screen Replacement-Stage 2		<u>1,803,900</u>		<u>1,803,900</u>		<u>1,803,900</u>	Replacement
		<u>4,032,800</u>		<u>4,032,800</u>		<u>3,228,300</u>	
<u>Detention Basin Construction (Bond Proceeds)</u>		11,625,475		11,625,475		\$ 11,625,475	
<i>Watermain Replacements (Bond Proceeds):</i>		2,771,157		2,771,157		2,771,157	
<i>Ongoing Approved Projects (Funded with Bonds)</i>		<u>39,775</u>		<u>39,775</u>		<u>39,775</u>	
Total Water & Sewer System		<u>\$ 20,071,707</u>		<u>20,021,707</u>		<u>19,002,207</u>	
Total Capital Outlay (Enterprise Funds)		<u>\$ 20,510,182</u>		<u>\$ 20,460,182</u>		<u>\$ 19,871,207</u>	

**CITY OF WARREN, MICHIGAN  
NET POSITION BY COMPONENT  
LAST EIGHT FISCAL YEARS  
(Accrual Basis of Accounting)**

Fiscal Year	2010	2011 (1)	2012	2013 (2)	2014	2015 (3)	2016	2017
<b>Governmental Activities:</b>								
Invested in capital assets, net of related debt	\$ 44,342,389	\$ 110,629,268	110,327,564	110,679,720	109,841,350	115,090,168	117,332,131	123,302,796
Restricted	45,175,268	33,189,358	28,243,279	41,217,523	44,730,230	41,673,841	44,077,625	45,423,260
Unrestricted	<u>21,613,238</u>	<u>15,236,928</u>	<u>24,905,176</u>	<u>31,944,097</u>	<u>42,214,308</u>	<u>(132,087,443)</u>	<u>(148,581,462)</u>	<u>(152,409,503)</u>
<b>Total governmental activities net assets</b>	<b><u>\$ 111,130,895</u></b>	<b><u>\$ 159,055,554</u></b>	<b><u>\$ 163,476,019</u></b>	<b><u>\$ 183,841,340</u></b>	<b><u>\$ 196,785,888</u></b>	<b><u>\$ 24,676,566</u></b>	<b><u>\$ 12,828,294</u></b>	<b><u>\$ 16,316,553</u></b>
<b>Business-type activities:</b>								
Invested in capital assets, net of related debt	\$ 58,586,273	\$ 60,527,790	59,757,545	60,698,300	61,917,558	66,690,180	73,329,416	74,111,047
Restricted	8,267,105	7,656,513	9,800,098	10,511,646	11,418,448	11,195,095	12,215,367	9,907,889
Unrestricted	<u>9,044,146</u>	<u>15,309,884</u>	<u>19,578,952</u>	<u>25,152,897</u>	<u>26,783,108</u>	<u>1,609,583</u>	<u>(5,756,509)</u>	<u>831,598</u>
<b>Total business-type activities net assets</b>	<b><u>\$ 75,897,524</u></b>	<b><u>\$ 83,494,187</u></b>	<b><u>\$ 89,136,595</u></b>	<b><u>\$ 96,362,843</u></b>	<b><u>\$ 100,119,114</u></b>	<b><u>\$ 79,494,858</u></b>	<b><u>\$ 79,788,274</u></b>	<b><u>\$ 84,850,534</u></b>
<b>Primary government:</b>								
Invested in capital assets, net of related debt	\$ 102,928,662	\$ 171,157,058	170,085,109	171,378,020	171,758,908	181,780,348	190,661,547	197,413,843
Restricted	53,442,373	40,845,871	38,043,377	51,729,169	56,148,678	52,868,936	56,292,992	55,331,149
Unrestricted	<u>30,657,384</u>	<u>30,546,812</u>	<u>44,484,128</u>	<u>57,096,994</u>	<u>68,997,416</u>	<u>(130,477,860)</u>	<u>(154,337,971)</u>	<u>(151,577,905)</u>
<b>Total primary government net assets</b>	<b><u>\$ 187,028,419</u></b>	<b><u>\$ 242,549,741</u></b>	<b><u>\$ 252,612,614</u></b>	<b><u>\$ 280,204,183</u></b>	<b><u>\$ 296,905,002</u></b>	<b><u>\$ 104,171,424</u></b>	<b><u>\$ 92,616,568</u></b>	<b><u>\$ 101,167,087</u></b>

- (1) Reflects prior period adjustments for compensated absences, debt reclassifications to component units, accrued interest payable, capital assets, property taxes, accruals, and fund balance reclassifications to component units.
- (2) Reflects prior period adjustments for bond issuance costs reclassified as outflow of resources, and for a reclassification between restricted net position and unrestricted net position related to community development.
- (3) Reflects retroactive implementation of GASB Statement Number 68, Accounting and Financial Reporting for Pensions.

**CITY OF WARREN, MICHIGAN  
CHANGES IN NET POSITION  
LAST EIGHT FISCAL YEARS**

Expenses	2010	2011 (1)	2012	2013	2014	2015 (2)	2016	2017
Governmental activities:								
General government	\$ 20,605,904	\$ 13,914,301	\$ 10,805,443	\$ 11,005,229	\$ 12,963,834	\$ 25,310,012	\$ 24,104,939	\$ 11,213,283
District Court	-	6,614,802	6,308,210	5,939,804	6,501,550	7,138,274	7,289,471	7,044,306
Public safety	62,875,335	62,662,439	56,710,270	59,683,364	63,792,208	66,512,308	82,746,267	82,752,844
Public works	25,695,939	25,440,576	24,619,847	24,338,956	27,934,896	31,261,848	29,080,210	36,116,970
Recreation and culture	13,255,263	12,909,715	12,584,351	12,111,420	11,815,426	11,749,078	11,812,918	13,945,510
Community and economic development	7,245,368	6,270,509	4,851,249	4,254,706	4,331,962	3,750,923	4,292,710	3,588,945
Interest on long-term debt	4,814,715	1,268,110	1,172,012	1,085,956	937,659	645,177	472,567	386,248
Total governmental activities expenses	<u>134,492,524</u>	<u>129,080,452</u>	<u>117,051,382</u>	<u>118,419,435</u>	<u>128,277,535</u>	<u>146,367,620</u>	<u>159,799,082</u>	<u>155,048,106</u>
Business-type activities:								
Water and Sewer System	33,717,269	32,775,108	33,119,786	34,191,241	35,174,833	58,331,386	40,773,173	39,590,168
Senior citizen housing	1,881,330	1,969,244	2,130,362	2,025,103	2,121,185	2,083,881	2,094,997	2,069,939
Total business-type activities expenses	<u>35,598,599</u>	<u>34,744,352</u>	<u>35,250,148</u>	<u>36,216,344</u>	<u>37,296,018</u>	<u>60,415,267</u>	<u>42,868,170</u>	<u>41,660,107</u>
Total primary government expenses	<u>\$ 170,091,123</u>	<u>\$ 163,824,804</u>	<u>\$ 152,301,530</u>	<u>\$ 154,635,779</u>	<u>\$ 165,573,553</u>	<u>\$ 206,782,887</u>	<u>\$ 202,667,252</u>	<u>\$ 196,708,213</u>
<b>Program Revenues</b>								
Governmental activities:								
Charges for services	\$ 15,507,458	\$ 14,493,843	\$ 14,646,243	\$ 14,573,858	\$ 16,511,721	\$ 16,317,219	\$ 23,645,696	\$ 22,409,974
Operating grants and contributions	13,291,132	16,639,068	15,689,801	15,882,698	16,769,695	17,431,409	17,390,917	15,536,736
Capital grants and contributions	845,016	953,777	837,793	700,760	821,463	504,251	844,295	2,190,092
Total governmental activities program revenues	<u>29,643,606</u>	<u>32,086,688</u>	<u>31,173,837</u>	<u>31,157,316</u>	<u>34,102,879</u>	<u>34,252,879</u>	<u>41,880,908</u>	<u>40,136,802</u>
Business-type activities:								
Water and Sewer System	32,068,323	37,288,058	38,427,954	40,839,611	38,541,038	55,669,322	40,682,519	44,240,520
Senior citizen housing	2,141,694	2,174,696	2,168,354	2,157,649	2,219,578	2,359,466	2,371,020	2,380,731
Total business-type activities program revenues	<u>34,210,017</u>	<u>39,462,754</u>	<u>40,596,308</u>	<u>42,997,260</u>	<u>40,760,616</u>	<u>58,028,788</u>	<u>43,053,539</u>	<u>46,621,251</u>
Total primary government program revenues	<u>\$ 63,853,623</u>	<u>\$ 71,549,442</u>	<u>\$ 71,770,145</u>	<u>\$ 74,154,576</u>	<u>\$ 74,863,495</u>	<u>\$ 92,281,667</u>	<u>\$ 84,934,447</u>	<u>\$ 86,758,053</u>
Net (expense) revenue								
Governmental activities	\$ (104,848,918)	\$ (96,993,764)	\$ (85,877,545)	\$ (87,262,119)	\$ (94,174,656)	\$ (112,114,741)	\$ (117,918,174)	\$ (114,911,304)
Business-type activities	(1,388,582)	4,718,402	5,346,160	6,780,916	3,464,598	(2,386,479)	185,369	4,961,144
Total primary government net (expense) revenue	<u>\$ (106,237,500)</u>	<u>\$ (92,275,362)</u>	<u>\$ (80,531,385)</u>	<u>\$ (80,481,203)</u>	<u>\$ (90,710,058)</u>	<u>\$ (114,501,220)</u>	<u>\$ (117,732,805)</u>	<u>\$ (109,950,160)</u>
<b>General Revenues and Other Changes in Net Assets</b>								
Governmental activities:								
Property taxes	\$ 85,171,772	\$ 72,077,679	73,206,799	90,992,186	89,157,917	89,085,885	90,658,051	87,521,449
Sales and use taxes	12,051,133	12,125,928	11,895,230	12,256,586	12,604,122	15,470,027	12,830,042	28,184,436
Franchise fees	1,630,260	1,778,029	1,841,166	1,935,470	2,009,117	2,209,191	2,263,382	2,266,273
Investment earnings	35,936	153,793	177,108	169,068	151,370	214,871	318,427	427,405
Gain (loss) on sale of capital assets	(263,175)	208,536	30,051	26,204	19,489	-	-	-
Other revenue	-	3,162,742	3,147,656	2,656,638	3,177,189	8,240,399	-	-
Reduction in long-term debt obligation	-	-	-	-	-	-	-	-
SMDA settlement agreement	(5,975,000)	-	-	-	-	-	-	-
Transfers	(160,868)	-	-	(90,000)	-	-	-	-
Total governmental activities	<u>92,490,058</u>	<u>89,506,707</u>	<u>90,298,010</u>	<u>107,946,152</u>	<u>107,119,204</u>	<u>115,220,373</u>	<u>106,069,902</u>	<u>118,399,563</u>
Business-type activities:								
Investment earnings	28,561	35,221	26,887	48,181	65,970	187,828	108,047	101,116
Gain (loss) on sale of capital assets	-	-	90,904	140,108	37,339	14,466	-	-
Other general revenue	-	-	178,457	289,164	188,364	-	-	-
Total business-type activities	<u>28,561</u>	<u>35,221</u>	<u>296,248</u>	<u>477,453</u>	<u>291,673</u>	<u>202,294</u>	<u>108,047</u>	<u>101,116</u>
Total primary government	<u>\$ 92,518,619</u>	<u>\$ 89,541,928</u>	<u>\$ 90,594,258</u>	<u>\$ 108,423,605</u>	<u>\$ 107,410,877</u>	<u>\$ 115,422,667</u>	<u>\$ 106,177,949</u>	<u>\$ 118,500,679</u>
<b>Changes in Net Assets</b>								
Governmental activities	\$ (12,358,860)	\$ (7,487,057)	\$ 4,420,465	\$ 20,684,033	\$ 12,944,548	\$ 3,105,632	\$ (11,848,272)	\$ 3,488,259
Business-type activities	(1,360,021)	4,753,623	5,642,408	7,258,369	3,756,271	(2,184,185)	293,416	5,062,260
Total primary government	<u>\$ (13,718,881)</u>	<u>\$ (2,733,434)</u>	<u>\$ 10,062,873</u>	<u>\$ 27,942,402</u>	<u>\$ 16,700,819</u>	<u>\$ 921,447</u>	<u>\$ (11,554,856)</u>	<u>\$ 8,550,519</u>

(1) Reflects prior period adjustments for compensated absences, debt reclassifications to component units, accrued interest payable, capital assets, property taxes, accruals, and fund balance reclassifications to component units.

(2) Reflects Water and Sewer Fund revenue and expenses for the 18-month period ended June 30, 2015 due to a change in the Fund's fiscal year end.

**CITY OF WARREN, MICHIGAN**  
**FUND BALANCES OF GOVERNMENTAL FUNDS**  
**LAST TEN FISCAL YEARS**  
**(Modified Accrual Basis of Accounting)**

Fiscal Year	2008	2009	2010	2011(a)(1)	2012	2013	2014	2015	2016	2017
<b>General Fund:</b>										
Reserved	\$ 2,333,663	\$ 1,377,804	\$ 1,296,151	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nonspendable	-	-	-	192,969	308,659	368,087	184,408	363,734	579,045	488,137
Restricted	-	-	-	78,199	78,199	78,199	78,199	-	-	-
Assigned	-	-	-	22,283,613	18,810,884	20,165,441	24,044,726	44,489,417	45,342,612	54,304,851
Unassigned	-	-	-	14,850,205	13,103,677	24,348,477	32,659,940	19,010,250	17,896,751	16,620,736
Unreserved	<u>55,224,126</u>	<u>52,819,604</u>	<u>42,206,177</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total general fund</b>	<u><b>\$ 57,557,789</b></u>	<u><b>\$ 54,197,408</b></u>	<u><b>\$ 43,502,328</b></u>	<u><b>\$ 37,404,986</b></u>	<u><b>\$ 32,301,419</b></u>	<u><b>\$ 44,960,204</b></u>	<u><b>\$ 56,967,273</b></u>	<u><b>\$ 63,863,401</b></u>	<u><b>\$ 63,818,408</b></u>	<u><b>\$ 71,413,724</b></u>
<b>All Other Governmental Funds:</b>										
Reserved	\$ 6,291,526	\$ 6,431,502	\$ 4,514,260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nonspendable	-	-	-	28,278	24,182	54,358	53,178	36,258	38,165	29,679
Restricted	-	-	-	21,638,636	26,601,915	32,306,941	35,495,128	32,997,440	35,138,179	35,541,188
Committed	-	-	-	883,721	970,471	1,038,648	1,053,463	1,285,591	1,243,997	1,272,625
Assigned	-	-	-	5,518,448	5,971,715	6,157,192	6,223,114	6,453,982	7,072,981	7,458,170
Unreserved, reported in:				526,689	(69,318)	-	-	-	-	-
Special revenue funds	27,592,994	26,577,183	25,648,764	-	-	-	-	-	-	-
Capital projects funds	9,795,442	12,565,096	12,239,796	-	-	-	-	-	-	-
Debt service funds	<u>1,401,328</u>	<u>1,462,997</u>	<u>1,230,346</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total all other governmental funds</b>	<u><b>\$ 45,081,290</b></u>	<u><b>\$ 47,036,778</b></u>	<u><b>\$ 43,633,166</b></u>	<u><b>\$ 28,595,772</b></u>	<u><b>\$ 33,498,965</b></u>	<u><b>\$ 39,557,139</b></u>	<u><b>\$ 42,824,883</b></u>	<u><b>\$ 40,773,271</b></u>	<u><b>\$ 43,493,322</b></u>	<u><b>\$ 44,301,662</b></u>

(a) In Fiscal 2011, the City adopted GASB 54 which changed fund balance classifications.

(1) Reflects prior period adjustments for compensated absences, debt reclassifications to component units, accrued interest payable, capital assets, property taxes, accruals, and fund balance reclassifications to component units.

**CITY OF WARREN, MICHIGAN**  
**CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS**  
**LAST TEN FISCAL YEARS**  
**(Modified Accrual Basis of Accounting)**

	2008	2009	2010	2011 (1)	2012	2013	2014	2015	2016	2017
<b>Revenues:</b>										
Property taxes	\$ 88,029,125	\$ 87,229,169	\$ 84,841,410	\$ 71,241,497	\$ 71,507,381	\$ 90,938,534	\$ 89,360,407	\$ 89,168,842	\$ 90,615,975	\$ 87,521,449
Special assessments	1,072,824	1,055,385	1,061,672	953,569	844,775	706,457	642,545	542,016	268,564	320,742
Licenses and permits	1,691,127	1,759,663	1,567,892	1,765,856	2,368,083	2,691,555	2,700,351	3,253,426	4,265,251	4,018,513
Intergovernmental:										
Federal revenue	2,187,623	2,161,955	4,022,414	6,629,367	5,761,605	5,330,345	5,986,783	5,611,462	3,681,679	3,913,933
State revenue	26,817,909	24,005,863	22,503,036	22,627,501	22,263,849	22,714,684	24,793,129	26,163,042	27,103,065	41,747,464
Charges for services	3,117,357	3,476,265	3,546,149	6,571,928	6,127,204	5,474,068	6,046,079	5,652,636	6,213,357	6,503,468
Fines and fees	8,089,029	7,579,592	7,982,727	6,014,963	5,958,718	6,411,051	7,229,026	6,909,278	7,326,390	6,392,742
Interest	4,277,702	995,060	125,984	154,001	170,130	163,641	131,813	177,106	269,262	402,702
Other	6,916,324	7,087,489	7,752,382	4,269,622	4,214,605	3,983,816	4,461,539	9,750,547	6,927,801	6,392,356
<b>Total revenues</b>	<b>142,199,020</b>	<b>135,350,441</b>	<b>133,403,666</b>	<b>120,228,304</b>	<b>119,216,350</b>	<b>138,414,151</b>	<b>141,351,672</b>	<b>147,228,355</b>	<b>146,671,344</b>	<b>157,213,369</b>
<b>Expenditures:</b>										
General government	25,814,644	25,841,058	25,094,958	12,354,513	11,857,239	10,303,758	11,858,091	16,275,040	16,524,940	16,785,509
District court	-	-	-	6,614,802	6,308,210	6,104,152	6,756,822	7,128,439	7,423,740	7,514,872
Public safety	62,885,562	62,529,660	63,543,704	62,123,437	57,004,462	59,701,143	59,763,179	64,014,960	68,062,083	69,691,662
Public works	30,315,852	28,856,645	25,989,907	23,242,704	23,689,400	26,170,932	28,397,991	36,843,249	33,294,649	35,771,364
Recreation and culture	11,217,234	11,009,604	11,240,440	11,122,496	11,236,664	10,563,328	10,757,141	11,439,118	11,136,185	12,841,100
Community and economic development	4,301,744	4,174,763	5,318,074	6,195,074	4,698,321	4,164,219	4,334,700	3,711,712	4,342,649	3,522,057
Debt service	9,642,899	9,339,422	10,287,674	4,474,959	4,503,846	4,324,516	4,322,800	4,187,092	3,212,040	2,683,149
<b>Total expenditures</b>	<b>144,177,935</b>	<b>141,751,152</b>	<b>141,474,757</b>	<b>126,127,985</b>	<b>119,298,142</b>	<b>121,332,048</b>	<b>126,190,724</b>	<b>143,599,610</b>	<b>143,996,286</b>	<b>148,809,713</b>
<b>Excess of revenues over (under) expenditures</b>	<b>(1,978,915)</b>	<b>(6,400,711)</b>	<b>(8,071,091)</b>	<b>(5,899,681)</b>	<b>(81,792)</b>	<b>17,082,103</b>	<b>15,160,948</b>	<b>3,628,745</b>	<b>2,675,058</b>	<b>8,403,656</b>
<b>Other Financing Sources (Uses):</b>										
Transfers in	-	-	-	4,095,093	3,992,886	3,839,724	3,833,755	4,116,088	3,067,228	4,387,854
Transfers to fiduciary funds	-	-	-	-	-	-	-	-	-	-
Transfers to Water and Sewer System	(148,400)	(253,092)	(160,868)	(3,935,417)	(3,992,886)	(3,929,724)	(3,833,755)	(4,116,088)	(3,067,228)	(4,387,854)
Proceeds from sale of property	81,067	-	49,283	247,852	2,859	-	763	-	-	-
Proceeds from issuance of debt	-	5,305,000	3,040,000	-	-	1,724,856	13,790,528	3,589,572	-	-
Payment to refunded bond escrow agent	-	-	(3,000,000)	-	-	-	(13,677,426)	(2,385,000)	-	-
Bond premium (discounts)	-	(79,575)	18,984	-	-	-	-	11,199	-	-
Settlement agreement	1,000,000	23,485	(5,975,000)	-	-	-	-	-	-	-
<b>Total other financing sources (uses)</b>	<b>932,667</b>	<b>4,995,818</b>	<b>(6,027,601)</b>	<b>407,528</b>	<b>2,859</b>	<b>1,634,856</b>	<b>113,865</b>	<b>1,215,771</b>	<b>-</b>	<b>-</b>
<b>Net changes in fund balances</b>	<b>\$ (1,046,248)</b>	<b>\$ (1,404,893)</b>	<b>\$ (14,098,692)</b>	<b>\$ (5,492,153)</b>	<b>\$ (78,933)</b>	<b>\$ 18,716,959</b>	<b>\$ 15,274,813</b>	<b>\$ 4,844,516</b>	<b>\$ 2,675,058</b>	<b>\$ 8,403,656</b>

**CITY OF WARREN, MICHIGAN  
ACTUAL VALUE AND TAXABLE VALUE OF TAXABLE PROPERTY  
LAST TEN FISCAL YEARS**

Valuation Date Dec. 31	Fiscal Year Ended June 30	Real Property					
		Commercial		Industrial		Residential	
		State Equalized Value	Taxable Value	State Equalized Value	Taxable Value	State Equalized Value	Taxable Value
2006	2008	687,088,570	555,494,750	780,445,550	701,442,190	3,358,841,710	2,749,158,390
2007	2009	656,979,070	561,896,960	747,428,540	687,147,970	3,169,863,186	2,755,732,096
2008	2010	665,388,680	579,884,140	717,066,830	672,174,510	2,724,960,979	2,622,291,859
2009	2011	629,218,480	564,081,510	677,613,220	644,345,220	2,253,489,647	2,241,692,067
2010	2012	591,055,730	553,254,790	523,359,600	509,330,590	2,006,909,739	2,004,558,959
2011	2013	510,962,520	486,206,920	479,895,320	467,227,030	1,761,111,820	1,759,274,870
2012	2014	482,333,454	458,808,554	453,959,170	448,374,390	1,686,089,234	1,683,397,269
2013	2015	516,746,530	462,659,000	448,512,670	441,815,910	1,765,565,520	1,685,392,040
2014	2016	552,421,890	477,195,010	557,876,810	536,764,340	2,000,550,680	1,731,216,405
2015	2017	574,574,110	479,762,650	578,180,810	541,688,250	2,222,026,347	1,764,665,377

The State Equalized Value (SEV) is the Actual Value multiplied by the Equalization Factor, currently equal to fifty percent.

The amounts reported are provided annually by the City Assessor's Office and do not reflect any tax exempt properties. Assessments are valued as of December 31 of each year. The respective taxes were levied on July 1 of the following year for the fiscal year indicated. During the fiscal year, the SEV and taxable values may be amended through judgements of the State Tax Commission (STC), Michigan Tax Tribunal (MTT) or Board of Review (BOR).

On March 15, 1994, Michigan voters passed Proposal A which places a limit on the value used to compute property taxes. Effective with the July 1, 1995 levy, property taxes are calculated using a Taxable Value. The Taxable Value is the lower of the State Equalized Value or the Capped Value. The State Equalized Value is the Assessed Value (representing fifty percent of the true cash value) multiplied by the Equalization Factor (currently equal to 1.000). The Capped Value is calculated by using the prior year's Taxable Value minus losses times the lower of 1.05 or the prior year's Consumers Price Index for the twelve months ended September 30 plus any additions.

- (1) I.F.T. = Industrial Facilities Tax
- O.P.R.A. = Obsolete Property Rehabilitation Act

Personal Property		I.F.T. & O.P.R.A. Tax Rolls(1)		Totals		Total Direct Tax Rate
State Equalized Value	Taxable Value	State Equalized Value	Taxable Value	State Equalized Value	Taxable Value	
741,128,712	741,007,436	497,414,497	495,601,977	6,064,919,039	5,242,704,743	16.9424
704,021,523	703,900,807	530,965,422	530,052,132	5,809,257,741	5,238,729,965	16.9424
709,116,520	708,996,934	526,356,096	526,053,306	5,342,889,105	5,109,400,749	16.9424
621,120,055	621,000,359	380,244,220	380,029,570	4,561,685,622	4,451,148,726	17.7924
633,336,034	633,247,484	326,385,394	326,385,394	4,081,046,497	4,026,777,217	19.8924
609,201,237	609,080,048	269,676,383	269,429,613	3,630,847,280	3,591,218,481	27.8656
634,554,529	634,434,070	280,996,661	280,996,661	3,537,933,048	3,506,010,944	27.8656
678,749,788	678,172,094	279,897,629	278,817,689	3,689,472,137	3,546,856,733	27.8656
709,290,551	709,171,093	186,835,509	185,265,499	4,006,975,440	3,639,612,347	27.7637
405,829,168	405,147,626	146,087,053	144,171,073	3,926,697,488	3,335,434,976	27.7703



**CITY OF WARREN, MICHIGAN  
PRINCIPAL PROPERTY TAXPAYERS  
PRIOR YEAR AND TEN YEARS AGO**

	<u>Year Ended June 30, 2017</u>			<u>Year Ended June 30, 2007</u>		
	<u>Taxable Value (including I.F.T. and O.P.R.A.)</u>	<u>Rank</u>	<u>Percent of Total Taxable Value</u>	<u>Taxable Value (including I.F.T.)</u>	<u>Rank</u>	<u>Percent of Total Taxable Value</u>
General Motors	\$ 342,025,502	1	10.25%	\$ 615,207,951	1	12.20%
Chrysler- FCA US LLC	60,358,112	2	1.81%	313,019,057	2	6.21%
DTE Electric Co	40,891,842	3	1.23%	44,364,203	3	0.88%
International Transmission	26,380,751	4	0.79%	19,417,164	5	0.39%
Consumers Energy	16,070,748	5	0.48%	9,544,678	8	0.19%
LCN AVF Warren LLC	14,315,110	6	0.43%			
Noble 12B	12,493,450	7	0.37%			
Flex N Gate	8,950,559	8	0.27%	9,256,552	9	0.18%
US Manufacturing	8,527,222	9	0.26%			
WICO Metal Products	8,418,506	10	0.25%			
Art Van Furniture				28,095,828	4	0.56%
Iroquois Industries				14,896,108	6	0.30%
EDS				10,123,173	7	0.20%
Paslin Company				9,036,689	10	0.18%
Ten largest taxpayers	<u>538,431,802</u>		16.14%	1,072,961,403		21.28%
Other taxpayers	<u>2,797,003,174</u>		83.86%	<u>3,968,709,819</u>		78.72%
Total taxable value	<u><u>\$ 3,335,434,976</u></u>		<u>100.00%</u>	<u><u>\$ 5,041,671,222</u></u>		<u>100.00%</u>

**CITY OF WARREN, MICHIGAN  
LEGAL DEBT MARGIN INFORMATION  
LAST TEN FISCAL YEARS**

	Fiscal Year				
	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Assessed value	\$ 6,064,919,039	\$ 5,809,257,741	\$ 5,342,889,105	\$ 4,561,685,622	\$ 4,081,046,497
Debt limit (10% of assessed value)	\$ 606,491,904	\$ 580,925,774	\$ 534,288,911	\$ 456,168,562	\$ 408,104,650
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 606,491,904</u>	<u>\$ 580,925,774</u>	<u>\$ 534,288,911</u>	<u>\$ 456,168,562</u>	<u>\$ 408,104,650</u>
Total debt applicable to the debt limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%

	Fiscal Year				
	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Assessed value	<u>\$ 3,630,847,280</u>	<u>\$ 3,537,933,048</u>	<u>\$ 3,689,472,137</u>	<u>\$ 4,006,975,440</u>	<u>\$ 3,926,697,488</u>
Debt limit (10% of assessed value)	\$ 363,084,728	\$ 353,793,305	\$ 368,947,214	\$ 400,697,544	\$ 392,669,749
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 363,084,728</u>	<u>\$ 353,793,305</u>	<u>\$ 368,947,214</u>	<u>\$ 400,697,544</u>	<u>\$ 392,669,749</u>
Total debt applicable to the debt limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%

Section 8.11 of the Warren City Charter limits the net bonded indebtedness incurred for all public purposes to ten percent of the assessed value of all real and personal property in the city. Net bonded indebtedness applicable to the legal debt margin is defined as general obligation bonds, the principal and interest of which are payable from taxes levied upon taxable real and personal property in the city and for payment of which the full faith and credit of the city are pledged, when authorized by a three-fifths vote of the electors voting thereon at any general or special election.

**CITY OF WARREN, MICHIGAN  
DEMOGRAPHIC AND ECONOMIC STATISTICS  
LAST TEN FISCAL YEARS**

Fiscal Year	Population (1)	Number of Households (1)	Income		Unemployment Rate (3)		
			Per Capita (2)	Total	City of Warren	Macomb County	State of Michigan
2008	135,102	57,134	21,407	2,892,128,514	11.30%	9.70%	8.70%
2009	134,402	56,433	21,407	2,877,143,614	21.10%	18.40%	15.40%
2010	132,079	52,460	21,407	2,827,415,153	16.60%	14.40%	13.10%
2011	134,056	53,442	19,376	2,597,469,056	13.60%	11.70%	11.30%
2012	133,764	53,228	19,376	2,591,811,264	10.20%	10.10%	9.20%
2013	133,466	53,066	19,376	2,586,037,216	11.60%	9.90%	9.40%
2014	134,424	53,408	19,376	2,604,599,424	9.60%	9.10%	7.90%
2015	134,805	53,539	19,376	2,611,981,680	7.50%	6.30%	5.80%
2016	134,850	53,492	19,376	2,612,853,600	6.80%	5.60%	4.90%
2017	135,121	52,164	19,376	2,618,104,496	4.30%	3.60%	4.00%

**Sources:**

- (1) Southeast Michigan Council of Governments FY 2002 - 2011
- (2) 2000 and 2010 U.S. Census Bureau
- (3) Michigan Department of Labor and Economic Growth  
-Not Seasonally Adjusted

# **GLOSSARY OF TERMS**

## **A**

**ACCRUAL BASIS** - Accrual basis accounting recognizes transactions when they occur, regardless of the timing of related cash flows. The application of accrual accounting techniques prevents distortions in financial statement representations due to shifts in timing of cash flows and related underlying economic events near the end of a fiscal period.

**ACTIVITY** - An office, department, or program to which specific expenses are to be allocated.

**APPROPRIATION** - An authorization granted by a legislative body to incur obligations and to expend public funds for a stated purpose.

**APPROVED BUDGET** - The revenue and expenditure plan for the City for the fiscal year as reviewed and given final approval by the City Council.

## **B**

**BALANCED BUDGET** - A budget in which estimated revenues are equal to or greater than estimated expenditures.

**BUDGET ADJUSTMENT** - An adjustment made to the budget during the fiscal year by the City Council to properly account for unanticipated changes which occur in revenues and/or expenditures and for program initiatives approved during the fiscal year.

**BUDGETARY CENTER** – A grouping of offices' or activities' budgets that are combined to create a cost center in which actual expenditures cannot exceed budgeted appropriations.

## **C**

**CAPITAL OUTLAY** - A disbursement of money that results in the acquisition of or addition to fixed assets. The item must have a purchase price greater than \$5,000 to be a capital item.

**CONTINGENCY** - An estimated amount of funds needed for deficiency, contingent or emergency purposes.

## **D**

**DEBT SERVICE** - The planned accumulation of revenues and appropriations of expenditures for the retirement of long term debt principal and interest.

**DEFICIT** - An excess of liabilities and reserves of a fund over its assets.

## **E**

**EMPLOYEE BENEFITS** - An expenditure object within an activity that includes all employee fringe benefits.

## **GLOSSARY OF TERMS**

**ENTERPRISE FUND** - A fund established to account for operations that are financed and operated in a manner similar to a private business. The intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**EXPENDITURE** - The cost of goods delivered and services rendered, whether paid or unpaid, including expenses, debt retirement not reported as liability of the fund from which retired, or capital outlay.

### **F**

**FISCAL YEAR** - A twelve-month period designated as the operating year for an entity. The fiscal year for the City of Warren is July 1-June 30.

**FUND** - An independent fiscal entity with a self-balancing set of accounts recording its revenues and expenditures.

**FUND ACCOUNTING** - The accounts of the City are organized on the basis of funds and account groups in order to report on its financial position and results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

**FUND BALANCE** - An excess of revenues over expenditures segregated by fund.

### **G**

**GENERAL FUND** - The fund used to account for those general operating activities of the City which are funded through unrestricted revenues. General government, public safety and public services are financed through this fund. Revenues are received from general property taxes, state shared revenues, licenses and permits, fine and forfeitures, user charges, investment income and other sources.

### **L**

**LINE ITEM BUDGET** - A budget which emphasizes allocations of resources to given organizational units for particular objects of expenditure, such as salaries, supplies, services, and equipment. Line item budgets may be organized to provide accountability at varying levels, such as on department, division or agency levels.

### **M**

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

**MILLAGE** - The total tax obligation per \$1,000 of taxable valuation of property.

**MODIFIED ACCRUAL** - This basis of accounting recognizes revenues in the accounting period in which they are both measurable and available to finance expenditures. Expenditures are generally recognized in the account period in which they are both measurable and incurred.

# **GLOSSARY OF TERMS**

## **O**

**ORGANIZATION CHART** - A chart representing the authority, responsibility, and relationships among departmental entities within the City organization.

**OTHER SERVICES AND CHARGES** - An expenditure object within an activity that includes professional services, utilities, rents, and training for example.

## **P**

**PERFORMANCE INDICATOR** - A measurement of how a program is accomplishing its mission through the delivery of products or service.

**PERFORMANCE OBJECTIVES** - Desired output oriented accomplishments which can be measured within a given time period.

**PERSONAL SERVICES** - An expenditure object within an activity that includes payroll expenditures.

## **R**

**RECOMMENDED BUDGET** - The City's revenue and expenditure plan for the fiscal year as prepared and recommended by the Mayor for City Council consideration.

**REVENUE** - An addition to the assets of a fund, which does not increase a liability, does not represent the recovery of an expenditure, does not represent the cancellation of a liability without a corresponding increase in any other liability or a decrease in assets, and does not represent a contribution of fund capital in enterprise or in intra-governmental service funds.

## **S**

**SPECIAL REVENUE FUND** - A fund to account for the proceeds of specific revenue sources (other than special assessment, expendable trust, or the major capital projects) that are legally restricted to expenditures for specified purposes.

**STATE EQUALIZED VALUATION (SEV)** - The assessed valuation of property in the City as determined by the local Assessor and then reviewed and adjusted, if necessary, by the County and the State, to assure that it equals 50% of market value, as required by State law.

**SUPPLIES** - An expenditure object within an activity that includes all supplies that have a useful life of less than one year and/or a purchase price of less than \$200.

**SURPLUS** - An excess of the assets of a fund over its liabilities and reserves.

## **T**

**TAX BASE** - The total value of taxable property in the City.

