

# City of Warren

## BUDGET

AS ADOPTED BY COUNCIL



**FISCAL YEAR**

July 1, 2011 through June 30, 2012

# 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 nine members, Treasurer and Clerk, all of whom are elected for four-year terms.

## PRESENT ELECTIVE OFFICERS (Terms expire November 13, 2011)

**MAYOR**  
JAMES R. FOUTS

## COUNCIL

MARY M. KAMP, President  
DONNA KACZOR CAUMARTIN, Vice President  
KEITH J. SADOWSKI, Secretary

SCOTT C. STEVENS, Asst. Secretary  
ROBERT BOCCOMINO  
PATRICK GREEN

MARK LISS  
KATHY J. VOGT  
STEVEN G. WARNER

**TREASURER**  
CAROLYN KURKOWSKI MOCERI

**CITY CLERK**  
PAUL WOJNO

## DEPARTMENT HEADS (Appointed Officials)

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

JERE GREEN, Police Commissioner  
AMY L. HENDERSTEIN, Library Director  
HENRY BOWMAN, Parks and Recreation Director  
RONALD F. WUERTH, Planning Director

DENISE L. WILLIAMS, Director of Human Resources  
MARCIA D. SMITH, City Assessor

RICHARD SIMONI, Budget Director

## 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)**

June 17, 2011

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 2012 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 17.7924 mills (\$17.7924 of taxes for every \$1000 of taxable valuation). City property taxes will average \$722.80 per residential property taxpayer.

2012 General Fund

The General Fund revenues and expenditures total \$90,099,090. The Budget reflects City Council's decisions made since the Mayor presented the Recommended Budget on April 11, 2011. The City Council reviewed the Budget during eight 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 \$89,832,930 General Fund Budget to \$90,099,090 resulting in a total increase of \$266,160.

Some of the significant changes and subsequent financial impacts include:

• Reduce Court Reporter \$5,761- Council	\$ (5,761)
• Reduce Temporary Employees \$15,000- 37 <sup>th</sup> District Court	(16,179)
• Reduce Office Supplies \$3,000- 37 <sup>th</sup> District Court	(3,000)
• Reduce Postage \$1,000- 37 <sup>th</sup> District Court	(1,000)
• Reduce Bank Service Charges \$7,000- 37 <sup>th</sup> District Court	(7,000)
• Reduce Contractual Services – Judge/Magistrate \$3,000- 37 <sup>th</sup> District Court	(3,000)
• Reduce Books \$2,000- 37 <sup>th</sup> District Court	(2,000)
• Reduce Memberships and Dues \$700- 37 <sup>th</sup> District Court	(700)
• Reduce Office Supplies \$2,000- Mayor’s Office	(2,000)
• Reduce Postage \$500- Mayor’s Office	(500)
• Reduce Contractual Services \$1,350- Mayor’s Office	(1,350)
• Reduce Overtime \$5,000- City Clerk	(10,470)
• Reduce Seasonal Employees \$15,000- City Clerk	(16,179)
• Reduce Office Supplies \$2,000- City Clerk	(2,000)
• Reduce Postage \$2,000- City Clerk	(2,000)
• Reduce Auto Expense \$500- City Clerk	(500)
• Reduce Delinquent Personal Property Tax Write-off \$102,000- City Treasurer	(102,000)



• Add Personal Property Tax Administrator- City Treasurer	93,103
• Adjust Vacant Assistant Attorney's Salary to Entry Level- Legal	(71,871)
• Add Senior Appraiser- Assessing	94,278
• Reduce Seasonal Employees \$7,200- Assessing	(7,766)
• Reduce Postage \$3,000- Assessing	(3,000)
• Reduce Auto Expense \$1,000- Assessing	(1,000)
• Reduce Office Supplies \$2,000- Human Resources	(2,000)
• Reduce Postage \$1,000- Human Resources	(1,000)
• Reduce Printing and Publishing \$3,000- Human Resources	(3,000)
• Reduce Arbitration Expense \$6,000- Human Resources	(6,000)
• Reduce Memberships and Dues \$3,000- Human Resources	(3,000)
• Reduce Office Supplies \$2,000- Property Maintenance	(2,000)
• Reduce Postage \$2,000- Property Maintenance	(2,000)
• Reduce Printing and Publishing \$2,000- Property Maintenance	(2,000)
• Reduce Independent Audit \$10,000- Administration Unallocated Expense	(10,000)
• Reduce Community Promotion \$2,000 - Administration Unallocated Expense	(2,000)
• Reduce Insurance and Bonds \$50,000 - Administration Unallocated Expense	(50,000)

- Add to Overtime-Fire Fighters \$270,000-  
Fire Department 431,055
- Reduce Contractual Services \$10,000-  
Engineering and Inspections (10,000)

Total General Fund \$ 266,160

Capital Project Funds:

- Delete \$4,000,000 Transfer to General Fund-  
37<sup>th</sup> District Court Building Renovation Fund \$ (4,000,000)

Total Capital Project Funds \$ (4,000,000)

Grand Total \$ (3,733,840)

The Budget represents City Council's plans for City Services. The Fiscal 2012 Budget has been modified to reflect all of the City Council's 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 11, 2011

Honorable Council Members:

I respectfully present the Administration's proposed 2011-2012 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.

The largest challenge of this year's budget was the development of a fiscally responsible work plan in a time of declining revenues from almost every source. There is a real decline in property tax revenue as the result of a poor housing market and business climate. Personal and business foreclosures are all too common. Investment income is virtually non-existent. State Shared Revenue continues to be at risk as the State of Michigan continues to struggle financially.

At every turn, we are asked to do more and given less with which to do it. Cooperation and a mutual dedication to the welfare of the City and the citizens and businesses of our community are essential if we are to survive into the future. The enclosed financial package presented will not please everyone but we believe it to be a fair allocation of limited resources. It is far less dramatic in its impact on City services than other communities have found necessary.

The programs and services allocated to this year's budget keep intact the City's strong base. The proposed programs and services are competitive with those offered by any community in the Detroit metropolitan area.

## **Budget Overview**

The budget is balanced and 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.

Warren accepts the challenge of keeping tax rates as low as possible by providing strong responsible leadership and offering efficient City services. 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 \$89,832,930, which represents a decrease of \$7,284,795 or 7.5% from the previous year's amended budget. The largest portion of the budget is for salaries and benefits that amount to 83% of the total overall budget.

The millage rates applied to our estimated Taxable Value of \$3.365 billion will generate approximately \$63,429,906. 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 \$81,327. City taxes for a typical Warren home will be \$722.80 in fiscal 2011-2012, or \$1.97 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**

In recent years, City negotiations with Public Safety personnel have focused on allocating resources to the areas where they are most needed and have the most impact. The focus of all deliberations has been the maintenance of a visible presence on City streets. Other reductions in expensive, but marginally effective, activities have helped to direct funds to areas that protect the safety of our citizens and preserve property values in a time already ravaged by economic factors outside our control. We have been able to maintain the same staffing levels for the police presence on the streets. Also, we are very excited about our new fleet of Ambulances that will complete the Administration's goal of bringing transport back to the City of Warren. City Council is urged to approve staffing levels as recommended.

## **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.

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 has continued funding the Community Development Block Grant Program for fiscal year 2011-2012 that will hopefully allow for additional improvements in our neighborhoods.

Various volunteer organizations receive funding in the 2011-2012 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 had a successful voter approved millage in August 2010 of .8500 mills. The recommended budget is \$4,945,844 or double the original 2011 budget of \$2,451,187. This millage will allow for the library to keep all four libraries open. It will also allow for adequate staffing levels, and provide substantial funding to increase our collections and to bring each of our branches to a state of the art facility.

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 \$6,774,304, which represents a decrease of \$384,420 or 5.4% from the previous year's amended budget. The recommended millage rate for Parks and Recreation is .9746 mills and is unchanged from the previous fiscal period. 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, diverse contingent of people can be found utilizing the wading pool. The Farmer's Market on Sundays and Wednesday afternoons 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.

## **MAJOR AND LOCAL ROADS**

Road maintenance is important to the daily lives of the hundreds of thousands of people who use our roads everyday. 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. The City must consider supplementing these funds with a taxpayer-approved special millage.

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 \$8,080,145, which represents a decrease of \$332,518 or 4% from the previous year's amended budget.

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.

With the support of City Council we are currently utilizing Material Recovery Facility Equipment (MRFE) through our contract with Great Lakes Recycling. This will allow for the delivering of recycling materials without having to pre-sort at the curb and also provide additional cost savings to our taxpayers.

## **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 "unqualified opinion" for our Comprehensive Annual Financial Report for the period ending June 30, 2010. 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.

We became charter members of a group called Macomb Area Communities for Regional Cooperation (MACRO). The intent of this organization is to look for cost saving and shared service opportunities with our neighbors. This will continue to be a very critical area as our revenues continue to shrink.



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

On April 11th, you received your copy of the proposed 2011-2012 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 16, 2011.

**SUMMARY**

As we continue to navigate through the worst economy since the Great Depression, teamwork between the Administration, Council, the Unions, and the Citizens of Warren will be more imperative than ever before. I look forward to working with each of these groups to make a better and stronger Warren. I believe that we have worked very hard to put together a responsible budget that utilizes the resources of the City without impacting the great services that are provided to the Citizens.

Respectfully,



Rob Maleszyk, C.P.A.  
City Controller

**GENERAL APPROPRIATIONS RESOLUTION**  
**ADOPTING FISCAL YEAR 2011/2012 BUDGET AND**  
**TAX RATE FOR FISCAL YEAR 2011/2012**

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on  
June 14, 2011, at 8 p.m. Eastern Daylight Savings Time, in the Council Chambers at the  
 Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilperson Kamp, Caumartin, Sadowski, Stevens, Boccomino,  
Green, Liss, Vogt and Warner

ABSENT: Councilperson None

The following resolution was offered by Councilperson Boccomino and supported by  
 Councilperson Warner.

The proposed budget for fiscal year of July 1, 2011 to June 30, 2012 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 April 26, 2011, and the City Council has  
 completed its review of the Mayor's proposed budget for the fiscal year 2011/2012.

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	8.7724
Special Levies:	
Police and Fire Pension	2.8248
Emergency Medical Service	.2923
Police	.9746
Fire	.9746
Total General Fund Operating Levy	<u>13.8387</u>
<u>Special Revenue</u>	
Library (Charter)	.4873
Library (Voted)	.8500
Sanitation	1.6418
Parks & Recreation	.9746
Total Special Revenue Fund Levy	<u>3.9537</u>
Total Levy	<u>17.7924</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, 2011 to June 30, 2012 is adopted as follows:

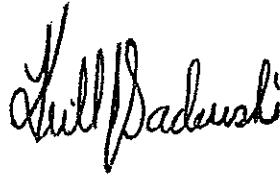
<u>Funds:</u>	<u>Tax Rate</u>
<u>General Fund</u>	
Charter Millage	8.7724
Special Levies:	
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Total General Fund Operating Levy	<u>13.8387</u>
<u>Special Revenue</u>	
Library (Charter)	.4873
Library (Voted)	.8500
Sanitation	1.6418
Parks & Recreation	.9746
Total Special Revenue Fund Levy	<u>3.9537</u>
Total Levy	<u>17.7924</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: Councilperson Boccomino, Warner, Sadowski, Stevens and Green

NAYS: Councilperson Kamp, Caumartin, Liss and Vogt

RESOLUTION DECLARED ADOPTED this 14th day of June, 2011.



KEITH J. SADOWSKI  
Secretary of the Council

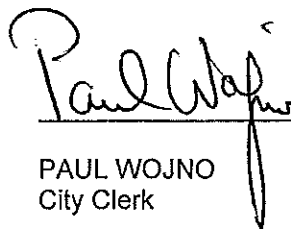
CERTIFICATION

STATE OF MICHIGAN )

) SS

COUNTY OF MACOMB )

I, PAUL WOJNO, duly elected City Clerk for the City of Warren, Macomb County, Michigan, certify that the foregoing is a correct copy of the resolution adopted by the Warren City Council at its meeting held on June 14, 2011.



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	\$ 51,757,616	\$ -	\$ 51,757,616
Intergovernmental Revenues	10,569,446	2,000,000	12,569,446
Licenses and Permits	1,911,300	-	1,911,300
Fines and Forfeitures	4,692,000	-	4,692,000
Interest on Investments	35,000	-	35,000
Charges for Services	3,391,000	-	3,391,000
Miscellaneous Income	10,420,000	(4,000,000)	6,420,000
Fund Balance Appropriated	<u>7,056,568</u>	<u>2,266,160</u>	<u>9,322,728</u>
Total General Fund	<u>\$ 89,832,930</u>	<u>\$ 266,160</u>	<u>\$ 90,099,090</u>
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
State Shared Revenues	\$ 5,900,000	\$ -	\$ 5,900,000
Interest on Investments	3,500	-	3,500
Transfer from General Fund	53,634	-	53,634
Miscellaneous Reimbursements	41,000	-	41,000
Fund Balance Appropriated	<u>287,457</u>	<u>-</u>	<u>287,457</u>
Total Major Streets	<u>\$ 6,285,591</u>	<u>\$ -</u>	<u>\$ 6,285,591</u>
<u>Local Streets:</u>			
State Shared Revenues	\$ 2,345,000	\$ -	\$ 2,345,000
Interest on Investments	4,000	-	4,000
Transfer from General Fund	113,634	-	113,634
Fund Balance Appropriated	<u>496,762</u>	<u>-</u>	<u>496,762</u>
Total Local Streets	<u>\$ 2,959,396</u>	<u>\$ -</u>	<u>\$ 2,959,396</u>
<u>Library Special Revenue Fund:</u>			
Property Taxes	\$ 4,845,043	\$ -	\$ 4,845,043
Intergovernmental Revenues	293,304	-	293,304
Interest on Investments	1,000	-	1,000
Charges for Services	<u>91,000</u>	<u>-</u>	<u>91,000</u>
Total Library Special Revenue Fund	<u>\$ 5,230,347</u>	<u>\$ -</u>	<u>\$ 5,230,347</u>
<u>Recreation Special Revenue Fund:</u>			
Property Taxes	\$ 3,530,976	\$ -	\$ 3,530,976
Intergovernmental Revenues	210,000	-	210,000
Interest on Investments	5,000	-	5,000
Charges for Services	2,291,400	-	2,291,400
Fund Balance Appropriated	<u>736,928</u>	<u>-</u>	<u>736,928</u>
Total Recreation Special Revenue Fund	<u>\$ 6,774,304</u>	<u>\$ -</u>	<u>\$ 6,774,304</u>

TABLE I  
ESTIMATED REVENUE BUDGET

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Communications Special Revenue Fund:</u>			
Franchise Fee Revenues	\$ 1,550,000	\$ -	\$ 1,550,000
Interest on Investments	3,000	-	3,000
Miscellaneous Income	19,940	-	19,940
Fund Balance Appropriated	<u>126,711</u>	-	<u>126,711</u>
Total Communications Special Revenue Fund	<u>\$ 1,699,651</u>	<u>\$ -</u>	<u>\$ 1,699,651</u>
<u>Sanitation Special Revenue Fund:</u>			
Property Taxes	\$ 5,948,261	\$ -	\$ 5,948,261
Interest on Investments	6,000	-	6,000
Miscellaneous Income	196,600	-	196,600
Transfer Station Royalties	30,000	-	30,000
Fund Balance Appropriated	<u>1,899,284</u>	-	<u>1,899,284</u>
Total Sanitation Special Revenue Fund	<u>\$ 8,080,145</u>	<u>\$ -</u>	<u>\$ 8,080,145</u>
<u>Rental Ordinance Fund:</u>			
Inspection Fees	\$ 375,000	\$ -	\$ 375,000
Block Grant Reimbursement	40,000	-	40,000
Interest on Investments	500	-	500
Total Rental Ordinance Fund	<u>\$ 415,500</u>	<u>\$ -</u>	<u>\$ 415,500</u>
<u>Vice Crime Confiscation Fund:</u>			
Vice Crime Confiscation's	\$ 40,000	\$ -	\$ 40,000
Interest on Investments	300	-	300
Fund Balance Appropriated	<u>59,700</u>	-	<u>59,700</u>
Total Vice Crime Confiscation Fund	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<u>Drug Forfeiture Fund:</u>			
Drug Forfeitures	\$ 325,000	\$ -	\$ 325,000
Interest on Investments	1,600	-	1,600
Fund Balance Appropriated	<u>61,400</u>	-	<u>61,400</u>
Total Drug Forfeiture Fund	<u>\$ 388,000</u>	<u>\$ -</u>	<u>\$ 388,000</u>
<u>Act 302 Police Training Fund:</u>			
State Grant	\$ 45,000	\$ -	\$ 45,000
Interest on Investments	200	-	200
Fund Balance Appropriated	<u>14,800</u>	-	<u>14,800</u>
Total Act 302 Police Training Fund	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ 60,000</u>
<u>Downtown Development Authority Fund:</u>			
Property Taxes	\$ 4,755,000	\$ -	\$ 4,755,000
Interest on Investments	25,000	-	25,000
Lease Proceeds	400,000	-	400,000
Miscellaneous Income	40,000	-	40,000
Fund Balance Appropriated	<u>988,971</u>	-	<u>988,971</u>
Total Downtown Development Authority Fund	<u>\$ 6,208,971</u>	<u>\$ -</u>	<u>\$ 6,208,971</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	\$ 475,684	\$ -	\$ 475,684
Interest on Investments	2,000	-	2,000
Miscellaneous Income	298,917	-	298,917
Appropriation of Retained Earnings	<u>147,869</u>	-	<u>147,869</u>
Total Stilwell Manor	<u>\$ 924,470</u>	<u>\$ -</u>	<u>\$ 924,470</u>
Coach Manor:			
Rental Revenues	\$ 973,524	\$ -	\$ 973,524
Maintenance Revenues	389,926	-	389,926
Interest on Investments	10,000	-	10,000
Miscellaneous Income	10,000	-	10,000
Appropriation of Retained Earnings	<u>314,639</u>	-	<u>314,639</u>
Total Coach Manor	<u>\$ 1,698,089</u>	<u>\$ -</u>	<u>\$ 1,698,089</u>
<u>Capital Project Fund:</u>			
37th District Court Renovation Fund:			
Court Building Renovation Fee	\$ 600,000	\$ -	\$ 600,000
Interest on Investments	6,000	-	6,000
Fund Balance Appropriated	<u>3,394,000</u>	<u>(3,394,000)</u>	<u>-</u>
Total 37th District Court Renovation Fund	<u>\$ 4,000,000</u>	<u>\$ (3,394,000)</u>	<u>\$ 606,000</u>
<u>Debt Funds:</u>			
Chapter 20 & 21 Drain Debt Fund:			
Interest on Investments	\$ 130	\$ -	\$ 130
Fund Balance Appropriated	<u>14,870</u>	-	<u>14,870</u>
Total Chapter 20 & 21 Drain Debt Fund	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ 15,000</u>
Michigan Transportation Debt:			
Transfer from Major Roads	\$ 1,668,233	\$ -	\$ 1,668,233
Total Michigan Transportation Debt	<u>\$ 1,668,233</u>	<u>\$ -</u>	<u>\$ 1,668,233</u>
Capital Improvement Debt:			
Transfer from Major Roads	\$ 633,827	\$ -	\$ 633,827
Total Capital Improvement Debt	<u>\$ 633,827</u>	<u>\$ -</u>	<u>\$ 633,827</u>
Downtown Development Authority Debt:			
Transfer from DDA Operating Fund	\$ 4,762,544	\$ -	\$ 4,762,544
Total Downtown Development Authority Debt	<u>\$ 4,762,544</u>	<u>\$ -</u>	<u>\$ 4,762,544</u>
Total All Funds	<u>\$ 141,736,998</u>	<u>\$ (3,127,840)</u>	<u>\$ 138,609,158</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	\$ 932,919	\$ (5,761)	\$ 927,158
District Court	5,853,377	(32,879)	5,820,498
Mayor	580,063	(3,850)	576,213
Clerk	1,488,729	(31,149)	1,457,580
Treasurer	1,477,388	(8,897)	1,468,491
Controller	1,590,268	-	1,590,268
Information Systems	682,669	-	682,669
Legal	1,494,393	(71,871)	1,422,522
Assessing	1,583,659	82,512	1,666,171
Human Resources	1,313,350	(15,000)	1,298,350
Property Maintenance Inspection	639,872	(6,000)	633,872
Community & Economic Development	323,735	-	323,735
Unallocated Expense	4,027,100	(62,000)	3,965,100
Commissions (12)	138,437	-	138,437
Total General Government	<u>\$ 22,125,959</u>	<u>\$ (154,895)</u>	<u>\$ 21,971,064</u>
Fire Department	\$ 18,794,091	\$ 431,055	\$ 19,225,146
Police Department	36,933,424	-	36,933,424
Animal Control	312,769	-	312,769
Civil Defense	197,901	-	197,901
Total Public Safety	<u>\$ 56,238,185</u>	<u>\$ 431,055</u>	<u>\$ 56,669,240</u>
Director of Public Services	\$ 368,684	\$ -	\$ 368,684
Engineering and Inspections	1,118,278	(10,000)	1,108,278
Building and Inspections	2,354,902	-	2,354,902
DPW Garage	1,999,240	-	1,999,240
Building Maintenance	1,631,865	-	1,631,865
Street Lighting	2,987,000	-	2,987,000
Total Public Services	<u>\$ 10,459,969</u>	<u>\$ (10,000)</u>	<u>\$ 10,449,969</u>
Planning	<u>\$ 465,817</u>	<u>\$ -</u>	<u>\$ 465,817</u>
Capital Improvements	<u>\$ 543,000</u>	<u>\$ -</u>	<u>\$ 543,000</u>
Total General Fund	<u>\$ 89,832,930</u>	<u>\$ 266,160</u>	<u>\$ 90,099,090</u>
<u>Special Revenue Funds:</u>			
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
Operating Costs	\$ 3,983,531	\$ -	\$ 3,983,531
Debt Service Costs	2,302,060	-	2,302,060
Total Major Streets	<u>\$ 6,285,591</u>	<u>\$ -</u>	<u>\$ 6,285,591</u>



TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Michigan Transportation Funds:</u>			
<u>Local Streets:</u>			
Operating Costs	\$ 2,959,396	\$ -	\$ 2,959,396
Total Local Streets	<u>\$ 2,959,396</u>	<u>\$ -</u>	<u>\$ 2,959,396</u>
<u>Library Special Revenue Fund:</u>			
Personnel Services	\$ 1,596,177	\$ -	\$ 1,596,177
Employee Benefits	1,318,106	-	1,318,106
Supplies	62,750	-	62,750
Other Services and Charges	1,465,700	-	1,465,700
Capital Outlay	503,111	-	503,111
Total Library Special Revenue Fund	<u>\$ 4,945,844</u>	<u>\$ -</u>	<u>\$ 4,945,844</u>
<u>Recreation Special Revenue Fund:</u>			
Personnel Services	\$ 2,530,754	\$ -	\$ 2,530,754
Employee Benefits	1,407,700	-	1,407,700
Supplies	217,150	-	217,150
Other Services and Charges	2,613,000	-	2,613,000
Capital Outlay	5,700	-	5,700
Total Recreation Special Revenue Fund	<u>\$ 6,774,304</u>	<u>\$ -</u>	<u>\$ 6,774,304</u>
<u>Communications Special Revenue Fund:</u>			
Personnel Services	\$ 672,071	\$ -	\$ 672,071
Employee Benefits	216,330	-	216,330
Supplies	39,100	-	39,100
Other Services and Charges	772,150	-	772,150
Total Communications Special Revenue Fund	<u>\$ 1,699,651</u>	<u>\$ -</u>	<u>\$ 1,699,651</u>
<u>Sanitation Special Revenue Fund:</u>			
Personnel Services	\$ 2,555,631	\$ -	\$ 2,555,631
Employee Benefits	2,076,014	-	2,076,014
Supplies	380,000	-	380,000
Other Services and Charges	2,816,500	-	2,816,500
Capital Outlay	252,000	-	252,000
Total Sanitation Special Revenue Fund	<u>\$ 8,080,145</u>	<u>\$ -</u>	<u>\$ 8,080,145</u>
<u>Rental Ordinance Fund:</u>			
Personnel Services	\$ 279,721	\$ -	\$ 279,721
Employee Benefits	87,198	-	87,198
Supplies	8,000	-	8,000
Other Services and Charges	11,500	-	11,500
Total Rental Ordinance Fund	<u>\$ 386,419</u>	<u>\$ -</u>	<u>\$ 386,419</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Vice Crime Confiscation Fund:</u>			
Other Services and Charges	\$ 100,000	\$ -	\$ 100,000
Total Vice Crime Confiscation Fund	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<u>Drug Forfeiture Fund:</u>			
Other Services and Charges	\$ 388,000	\$ -	\$ 388,000
Total Drug Forfeiture Fund	<u>\$ 388,000</u>	<u>\$ -</u>	<u>\$ 388,000</u>
<u>Act 302 Police Training Fund:</u>			
Other Services and Charges	\$ 60,000	\$ -	\$ 60,000
Total Act 302 Police Training Fund	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ 60,000</u>
<u>Downtown Development Authority Fund:</u>			
Personnel Services	\$ 150,969	\$ -	\$ 150,969
Employee Benefits	79,758	-	79,758
Supplies	6,000	-	6,000
Other Services and Charges	5,972,244	-	5,972,244
Total Downtown Development Authority Fund	<u>\$ 6,208,971</u>	<u>\$ -</u>	<u>\$ 6,208,971</u>
<u>Enterprise Funds:</u>			
<u>Stilwell Manor:</u>			
Personnel Services	\$ 254,414	\$ -	\$ 254,414
Employee Benefits	150,577	-	150,577
Supplies	19,875	-	19,875
Other Services and Charges	478,519	-	478,519
Capital Outlay	21,085	-	21,085
Total Stilwell Manor	<u>\$ 924,470</u>	<u>\$ -</u>	<u>\$ 924,470</u>
<u>Coach Manor:</u>			
Personnel Services	\$ 47,000	\$ -	\$ 47,000
Employee Benefits	4,621	-	4,621
Supplies	31,875	-	31,875
Other Services and Charges	1,575,098	-	1,575,098
Capital Outlay	39,495	-	39,495
Total Coach Manor	<u>\$ 1,698,089</u>	<u>\$ -</u>	<u>\$ 1,698,089</u>
<u>Capital Project Fund:</u>			
37th District Court Renovation Fund	\$ 4,000,000	\$ (4,000,000)	\$ -
Total 37th District Court Renovation Fund	<u>\$ 4,000,000</u>	<u>\$ (4,000,000)</u>	<u>\$ -</u>
<u>Debt Funds:</u>			
Chapter 20 & 21 Drain Debt Fund	\$ 15,000	\$ -	\$ 15,000
Michigan Transportation Debt	1,668,233	-	1,668,233
Capital Improvement Debt	633,827	-	633,827
Downtown Development Authority Debt	4,762,544	-	4,762,544
Total Debt Funds	<u>\$ 7,079,604</u>	<u>\$ -</u>	<u>\$ 7,079,604</u>
Total All Funds	<u>\$ 141,423,414</u>	<u>\$ (3,733,840)</u>	<u>\$ 137,689,574</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  
Warren Tax Increment Finance Authority  
Warren Building Authority

Separate budget reports can be obtained from these respective agencies.

# GFOA AWARD

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, 2010. 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, 2010**

Two handwritten signatures in black ink, one on the left and one on the right, positioned above their respective titles.

President

Executive Director

# **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**

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

## **January**

- 3 - 7** Controllers Office prepares estimated revenues and expenditures for current fiscal year.
- 10 - 14** Controllers Office prepares revenue forecast.
- 24** Operating budget requests due from all departments, divisions, and commissions.
- 25 - 31** Controllers Office analyzes all budget requests.

## **February**

- 1 - 4** Controllers Office continues to analyze all budget requests.
- 7 - 18** The Mayor and Controllers Office hold administrative budget hearings with all departments, divisions, and commissions.
- 21 - 28** Final administration review of all budget material is completed.

## **March**

- 1 - 4** Final adjustments are made to the Budget document and all funds are brought into balance.
- 7 - 11** Controllers Office prepares proposed Budget document.
- 14 - 18** Mayor prepares Budget message.
- 21 - 31** Proposed Budget is duplicated.

## **April**

- 11** The Mayor's Proposed Budget is presented to City Council in accordance with Charter deadline.
- 19** Budget Notice published in local newspaper. Public notice must be made seven days prior to the hearing.
- 26** Public Hearing for Budget.
- 13 - 29** City Council Workshops. Each department, division and commission will have a scheduled time to present its budget and answer questions.

## **May**

- 16** City Council adopts Taxation Resolution and Fiscal 2012 Budget.
- 17 - 27** Controllers Office prepares Adopted Budget document incorporating City Council adjustments.

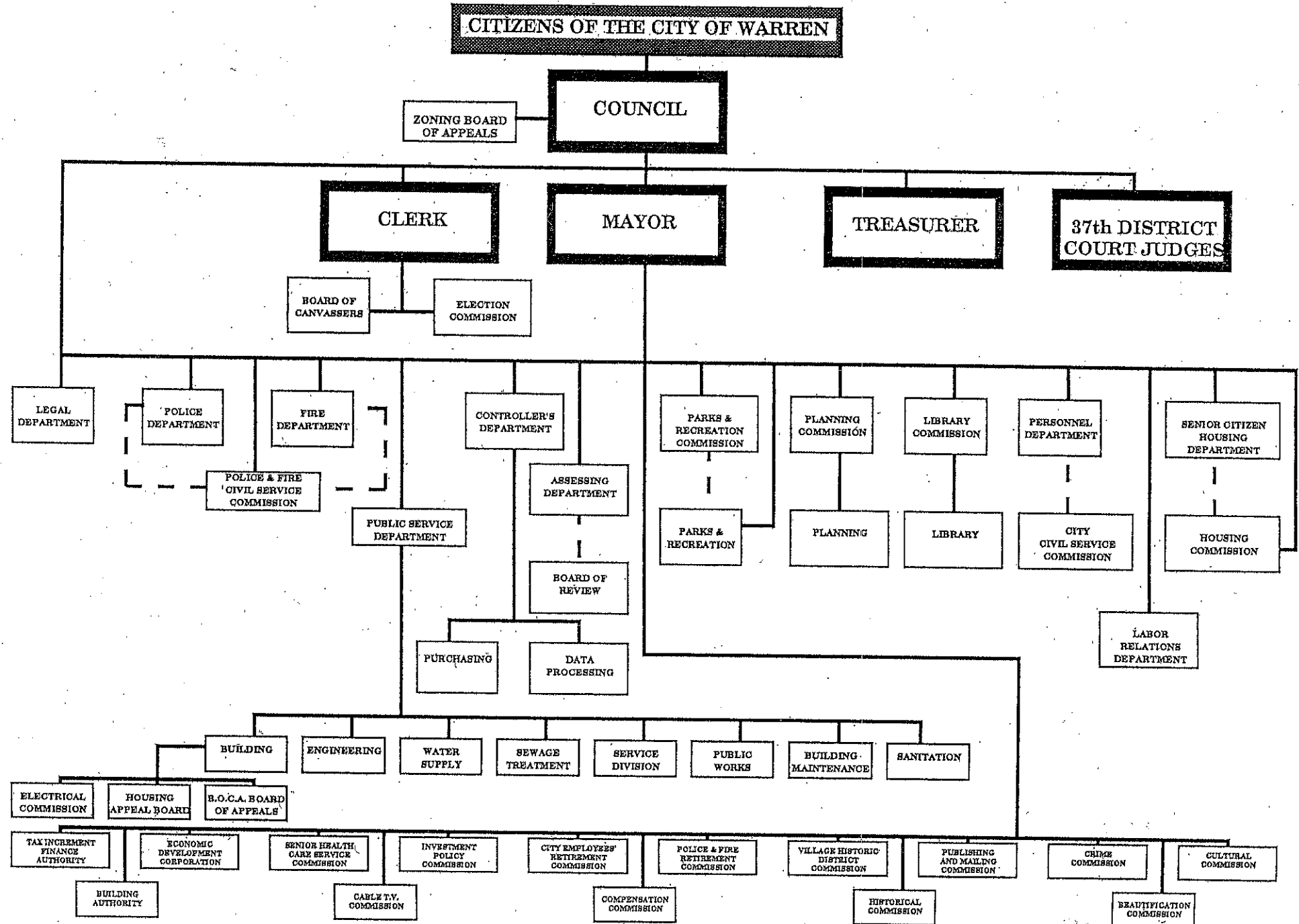
## **June**

- 1 - 15** Adopted Budget is duplicated and distributed to City Council, departments, divisions, commissions, and public.

## **July**

- 1** Beginning of Fiscal Year 2012.

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 an undesignated-unreserved General Fund balance, which represents between 10-15% of the funds expenditures.

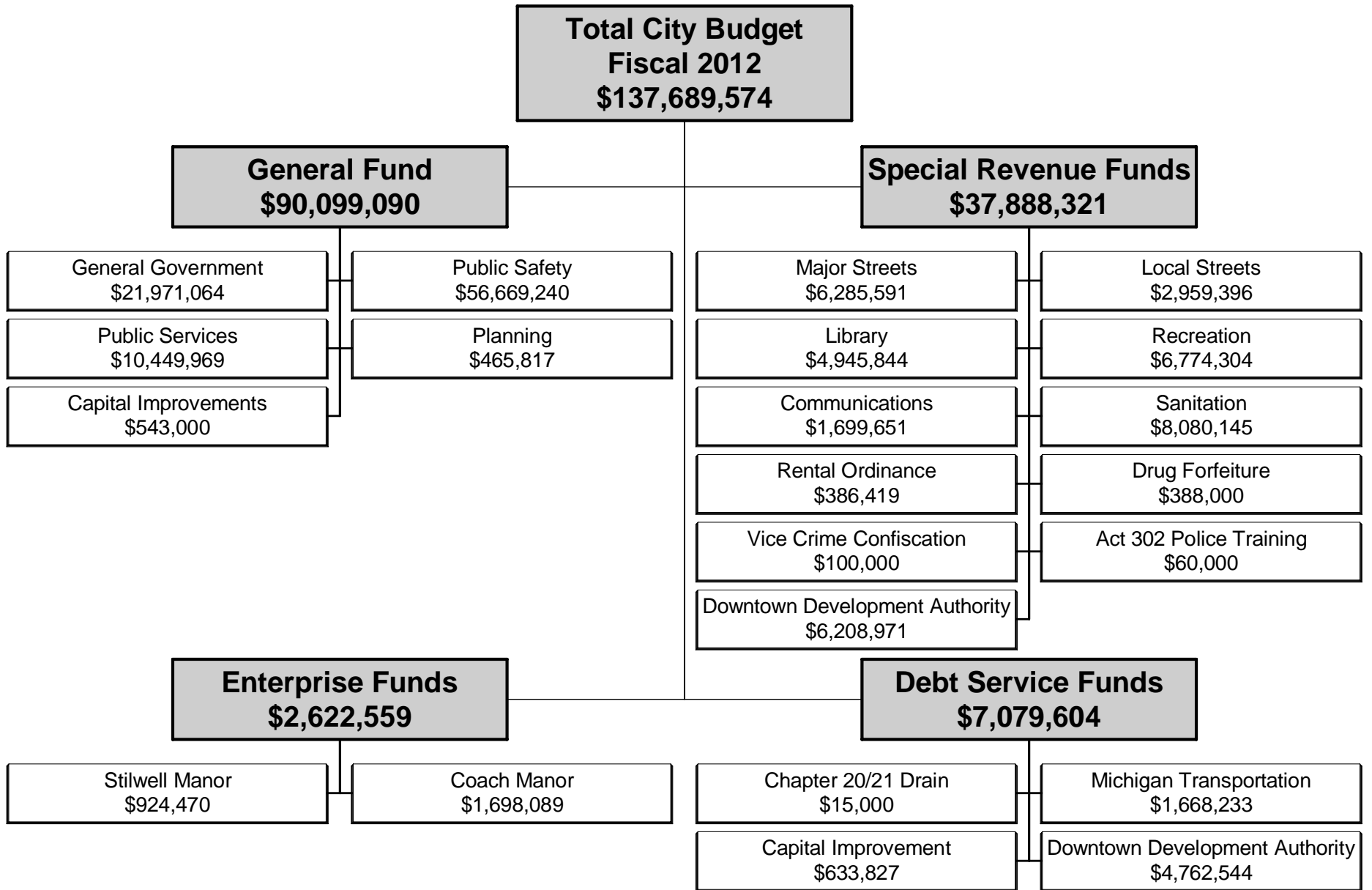
## **Accounting, Auditing and Financial Reporting Policies**

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).

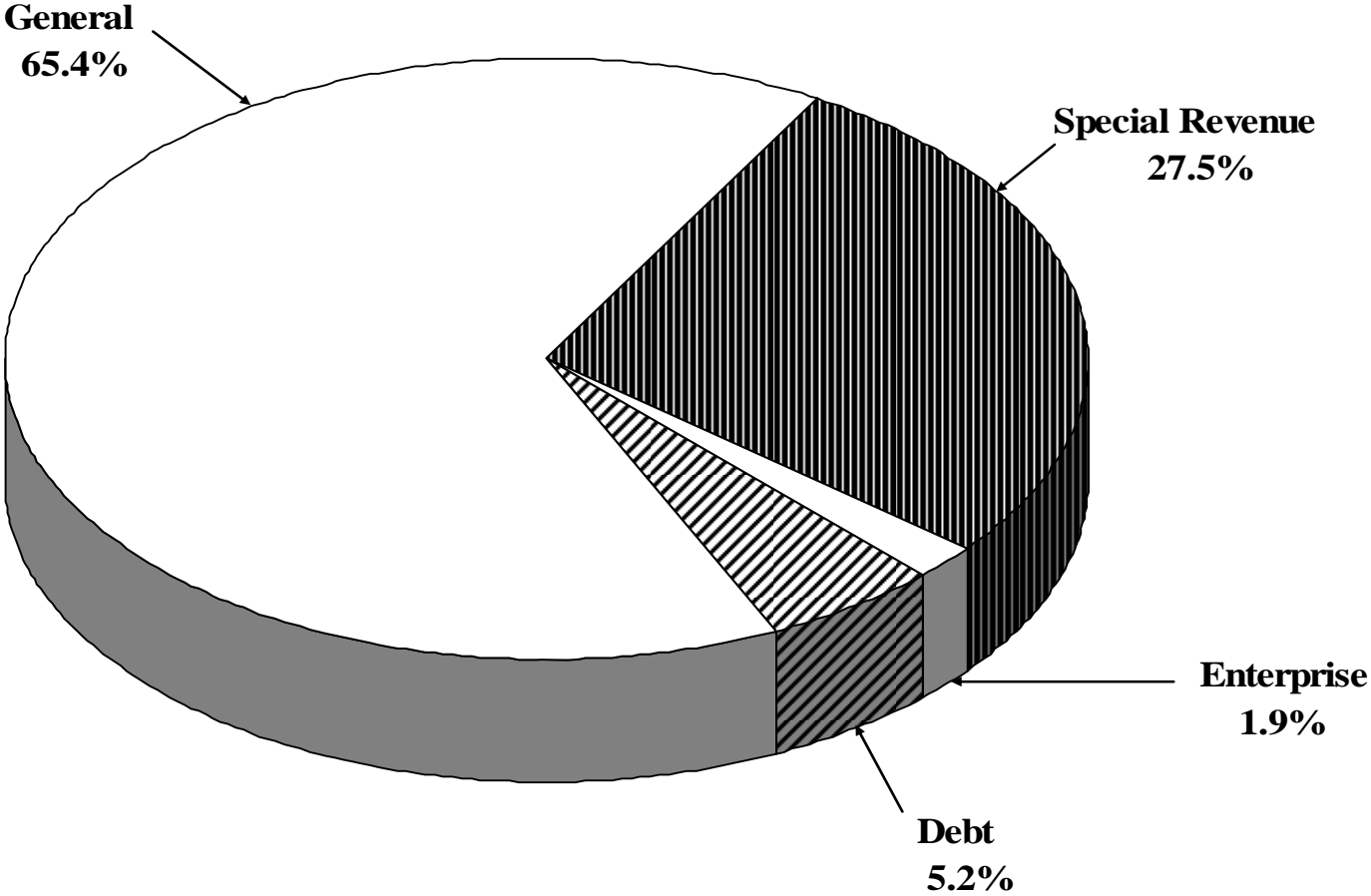
## *All Funds Summary*

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 2012 TOTAL CITY BUDGETED FUNDS PERCENT OF TOTAL EXPENDITURES



**REVENUE COMPARISON – CITY BUDGETED FUNDS**

<u>Fund Name</u>	<u>Fiscal 2009 Actual</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Adopted By Council</u>
<b>General Fund</b>				
General Fund	\$94,086,681	\$92,217,775	\$87,291,731	\$80,776,362
<b><u>Special Revenue Funds</u></b>				
Major Road Fund	6,084,207	5,982,127	5,999,153	5,998,134
Local Road Fund	4,124,236	2,500,358	2,454,000	2,462,634
Library Fund	2,756,749	3,010,267	5,833,767	5,230,347
Recreation Fund	7,203,340	7,010,105	6,330,235	6,037,376
Communications Fund	1,618,102	1,673,085	1,574,440	1,572,940
Sanitation Fund	9,011,480	7,653,763	6,673,108	6,180,861
Rental Ordinance Fund	305,141	439,067	412,500	415,500
Vice Crime Confiscation Fund	78,152	61,395	40,300	40,300
Drug Forfeiture Fund	572,331	512,324	326,600	326,600
Act 302 Police Training Fund	49,136	45,939	45,200	45,200
Downtown Development Authority Fund	6,886,781	6,715,796	5,884,696	5,220,000
<b>Total Special Revenue Funds</b>	<b>38,689,655</b>	<b>35,604,226</b>	<b>35,573,999</b>	<b>33,529,892</b>
<b><u>Enterprise Funds</u></b>				
Stilwell Manor	836,279	791,668	787,619	776,601
Coach Manor	1,400,593	1,362,511	1,354,000	1,383,450
<b>Total Enterprise Funds</b>	<b>2,236,872</b>	<b>2,154,179</b>	<b>2,141,619</b>	<b>2,160,051</b>
<b><u>Capital Project Funds</u></b>				
Sewage Disposal Plant Expansion	0	0	0	0
37 <sup>th</sup> District Court Renovation	514,956	734,177	606,000	606,000
Energy Efficiency & Conservation Grant	0	96,643	0	0
<b>Total Capital Project Funds</b>	<b>514,956</b>	<b>830,820</b>	<b>606,000</b>	<b>606,000</b>
<b><u>Debt Service Funds</u></b>				
Chapter 20 and 21 Drain Debt	1,228	3,424	180	130
Michigan Transportation Debt	1,703,175	1,738,775	1,700,083	1,668,233
Capital Improvement Debt	296,643	572,307	572,734	633,827
Downtown Development Authority Debt	4,694,788	4,888,381	4,826,106	4,762,544
<b>Total Debt Service Funds</b>	<b>6,695,834</b>	<b>7,202,887</b>	<b>7,099,103</b>	<b>7,064,734</b>
<b>Total All Funds</b>	<b>\$142,223,998</b>	<b>\$138,009,887</b>	<b>\$132,712,452</b>	<b>\$124,137,039</b>

NOTE: Figures do not include use of or contribution to Fund Balance



**EXPENDITURE COMPARISON – CITY BUDGETED FUNDS**

<u>Fund Name</u>	<u>Fiscal 2009 Actual</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Adopted By Council</u>
<b><u>General Fund</u></b>				
General Fund	\$97,447,062	\$102,912,855	\$94,382,841	\$90,099,090
<b><u>Special Revenue Funds</u></b>				
Major Road Fund	7,623,966	6,291,579	6,625,423	6,285,591
Local Road Fund	3,555,922	3,024,737	3,396,900	2,959,396
Library Fund	3,051,155	3,119,731	4,473,508	4,945,844
Recreation Fund	7,105,833	7,415,878	7,168,773	6,774,304
Communications Fund	1,556,531	1,520,042	1,600,238	1,699,651
Sanitation Fund	10,758,469	7,875,252	8,075,643	8,080,145
Rental Ordinance Fund	315,352	261,519	369,211	386,419
Vice Crime Confiscation Fund	84,175	95,677	100,450	100,000
Drug Forfeiture Fund	357,164	523,455	597,536	388,000
Act 302 Police Training Fund	51,465	48,425	60,000	60,000
Downtown Development Authority Fund	6,101,543	6,593,524	6,705,907	6,208,971
<b>Total Special Revenue Funds</b>	<b>40,561,575</b>	<b>36,769,819</b>	<b>39,173,589</b>	<b>37,888,321</b>
<b><u>Enterprise Funds</u></b>				
Stilwell Manor	874,799	850,118	916,935	1,010,470
Coach Manor	1,091,133	1,031,212	1,128,404	1,263,089
<b>Total Enterprise Funds</b>	<b>1,965,932</b>	<b>1,881,330</b>	<b>2,045,339</b>	<b>2,273,559</b>
<b><u>Capital Project Funds</u></b>				
Sewage Disposal Plant Expansion	96,828	0	0	0
37 <sup>th</sup> District Court Renovation	0	23,000	30,000	0
Energy Efficiency & Conservation Grant	0	96,643	0	0
<b>Total Capital Project Funds</b>	<b>96,828</b>	<b>119,643</b>	<b>30,000</b>	<b>0</b>
<b><u>Debt Service Funds</u></b>				
Chapter 20 and 21 Drain Debt	3,092	3,225	14,000	15,000
Michigan Transportation Debt	1,703,175	1,738,775	1,700,083	1,668,233
Capital Improvement Debt	288,003	580,947	572,734	633,827
Downtown Development Authority Debt	4,694,788	4,888,381	4,826,106	4,762,544
<b>Total Debt Service Funds</b>	<b>6,689,058</b>	<b>7,211,328</b>	<b>7,112,923</b>	<b>7,079,604</b>
<b>Total All Funds</b>	<b>\$146,760,455</b>	<b>\$148,894,975</b>	<b>\$142,744,692</b>	<b>\$137,340,574</b>

**YEAR-END UNAPPROPRIATED**  
**FUND BALANCE COMPARISON – CITY BUDGETED FUNDS**

<u>Fund Name</u>	<u>Fiscal 2009 Actual</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Adopted By Council</u>
<b><u>General Fund</u></b>				
General Fund	\$41,052,815	\$30,357,735	\$23,266,625	\$13,943,897
<b><u>Special Revenue Funds</u></b>				
Major Road Fund	2,620,745	2,311,293	1,685,023	1,397,566
Local Road Fund	3,567,560	3,043,181	2,100,281	1,603,519
Library Fund	147,934	38,470	1,398,729	1,683,232
Recreation Fund	3,464,175	3,058,402	2,219,864	1,482,936
Communications Fund	1,975,411	2,128,454	2,102,656	1,975,945
Sanitation Fund	4,403,662	4,182,173	2,779,638	880,354
Rental Ordinance Fund	63,705	241,253	284,542	313,623
Vice Crime Confiscation Fund	203,864	169,582	109,432	49,732
Drug Forfeiture Fund	955,725	944,594	673,658	612,258
Act 302 Police Training Fund	137,232	134,746	119,946	105,146
Downtown Development Authority Fund	10,232,722	10,354,994	9,533,783	8,544,812
<b>Total Special Revenue Funds</b>	<b>27,772,735</b>	<b>26,607,142</b>	<b>23,007,552</b>	<b>18,649,123</b>
<b><u>Enterprise Funds</u></b>				
Stilwell Manor	2,921,554	2,863,104	2,733,788	2,499,919
Coach Manor	3,006,791	3,338,090	3,563,686	3,684,047
<b>Total Enterprise Funds</b>	<b>5,928,345</b>	<b>6,201,194</b>	<b>6,297,474</b>	<b>6,183,966</b>
<b><u>Capital Project Funds</u></b>				
Sewage Disposal Plant Expansion	0	0	0	0
37 <sup>th</sup> District Court Renovation	3,165,648	3,876,825	4,452,825	5,058,825
Energy Efficiency & Conservation Grant	0	0	0	
<b>Total Capital Project Funds</b>	<b>3,165,648</b>	<b>3,876,825</b>	<b>4,452,825</b>	<b>5,058,825</b>
<b><u>Debt Service Funds</u></b>				
Chapter 20 and 21 Drain Debt	86,740	86,939	73,119	58,249
Michigan Transportation Debt	0	0	0	0
Capital Improvement Debt	8,640	0	0	0
Downtown Development Authority Debt	0	0	0	0
<b>Total Debt Service Funds</b>	<b>95,380</b>	<b>86,939</b>	<b>73,119</b>	<b>58,249</b>
<b>Total All Funds</b>	<b>\$78,014,923</b>	<b>\$67,129,835</b>	<b>\$57,097,595</b>	<b>\$43,894,060</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31		FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 63,838,959	\$ 28,291,467	\$ 56,000,267	\$ 56,645,003	Property Taxes	\$ 51,757,616	\$ 51,757,616	\$ 51,757,616
14,596,435	2,573,475	14,968,823	14,057,252	Intergovernmental Revenues	10,569,446	10,569,446	12,569,446
1,567,892	819,363	1,691,000	1,692,000	Licenses and Permits	1,911,300	1,911,300	1,911,300
4,553,240	1,824,875	4,508,000	4,642,000	Fines and Forfeitures	4,692,000	4,692,000	4,692,000
15,804	14,682	35,000	50,000	Interest on Investments	35,000	35,000	35,000
1,268,886	2,133,533	3,595,541	3,165,289	Charges for Services	3,391,000	3,391,000	3,391,000
6,376,559	3,120,137	6,493,100	7,122,650	Miscellaneous Income	6,420,000	10,420,000	6,420,000
<u>\$ 92,217,775</u>	<u>\$ 38,777,532</u>	<u>\$ 87,291,731</u>	<u>\$ 87,374,194</u>	Total Revenues	<u>\$ 78,776,362</u>	<u>\$ 82,776,362</u>	<u>\$ 80,776,362</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 28,618,881	\$ 11,927,718	\$ 23,266,731	\$ 24,019,695	General Government	\$ 23,617,463	\$ 22,125,959	\$ 21,971,064
62,698,485	29,435,541	59,668,626	61,100,081	Public Safety	57,439,817	56,238,185	56,669,240
10,017,081	4,974,819	10,452,398	10,953,187	Public Services	11,436,822	10,459,969	10,449,969
630,133	196,495	456,086	505,762	Planning	477,617	465,817	465,817
948,275	46,504	539,000	539,000	Capital Improvements	543,000	543,000	543,000
<u>\$ 102,912,855</u>	<u>\$ 46,581,077</u>	<u>\$ 94,382,841</u>	<u>\$ 97,117,725</u>	Total Expenditures	<u>\$ 93,514,719</u>	<u>\$ 89,832,930</u>	<u>\$ 90,099,090</u>
<u>\$ (10,695,080)</u>	<u>\$ (7,803,545)</u>	<u>\$ (7,091,110)</u>	<u>\$ (9,743,531)</u>	Excess (Deficit) of Revenues over Expenditures	<u>\$ (14,738,357)</u>	<u>\$ (7,056,568)</u>	<u>\$ (9,322,728)</u>
				<b><u>OTHER FINANCING SOURCES:</u></b>			
\$ -	\$ 9,743,531	\$ 9,743,531	\$ 9,743,531	Fund Balance Appropriated	\$ 14,738,357	\$ 7,056,568	\$ 9,322,728
<u>\$ -</u>	<u>\$ 9,743,531</u>	<u>\$ 9,743,531</u>	<u>\$ 9,743,531</u>	Total Other Sources	<u>\$ 14,738,357</u>	<u>\$ 7,056,568</u>	<u>\$ 9,322,728</u>
\$ (10,695,080)	\$ 1,939,986	\$ 2,652,421	\$ -	Excess (Deficit) of Revenues over Expenditures and Other Sources	\$ -	\$ -	\$ -
33,754,690	30,357,735	30,357,735	16,288,128	Estimated Undesignated Fund Balance - Beginning of Period	23,266,625	23,266,625	23,266,625
7,298,125	-	-	-	- Other Direct Adjustments	-	-	-
<u>-</u>	<u>(9,743,531)</u>	<u>(9,743,531)</u>	<u>(9,743,531)</u>	Fund Balance Supplemental Appropriation	<u>(14,738,357)</u>	<u>(7,056,568)</u>	<u>(9,322,728)</u>
<u>\$ 30,357,735</u>	<u>\$ 22,554,190</u>	<u>\$ 23,266,625</u>	<u>\$ 6,544,597</u>	Estimated Undesignated Fund Balance (Deficit) End of Period	<u>\$ 8,528,268</u>	<u>\$ 16,210,057</u>	<u>\$ 13,943,897</u>

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31		FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>PROPERTY TAXES:</b>			
\$ 60,085,758	\$ 26,628,880	\$ 53,268,295	\$ 53,624,962	Property Taxes	\$ 49,334,966	\$ 49,334,966	\$ 49,334,966
1,812,709	513,486	1,026,972	1,370,041	Industrial Facilities Tax	802,650	802,650	802,650
524,501	58,853	450,000	450,000	Penalties & Interest on Taxes	460,000	460,000	460,000
1,385,609	1,087,112	1,225,000	1,170,000	Administration Fee - Schools	1,130,000	1,130,000	1,130,000
30,382	3,136	30,000	30,000	Trailer & Senior Housing Fees in Lieu of Taxes	30,000	30,000	30,000
<u>\$ 63,838,959</u>	<u>\$ 28,291,467</u>	<u>\$ 56,000,267</u>	<u>\$ 56,645,003</u>	<b>Total Property Taxes</b>	<u>\$ 51,757,616</u>	<u>\$ 51,757,616</u>	<u>\$ 51,757,616</u>
				<b>INTERGOVERNMENTAL REVENUES:</b>			
				Federal Revenue:			
\$ 78,825	\$ -	\$ 50,000	\$ 50,000	Civil Defense Grant	\$ 50,000	\$ 50,000	\$ 50,000
30,013	-	-	-	Metro Medical Response Grant	-	-	-
-	-	321,221	321,221	Metro Medical Response Grant - 2008	-	-	-
-	-	311,585	311,585	Metro Medical Response Grant - 2009	-	-	-
183,118	-	-	-	Substance Abuse Grant	-	-	-
-	-	300,000	300,000	Substance Abuse Grant - 2011	-	-	-
48,672	-	-	-	Justice Assistance Grant - 08	-	-	-
91,695	-	-	-	U. S. Department of Justice Grant-07	-	-	-
414,783	-	-	-	U. S. Department of Justice Grant-09	-	-	-
37,123	49,830	152,877	-	U. S. Department of Justice Grant-10	-	-	-
-	-	180,000	180,000	U. S. Department of Justice Grant-11	-	-	-
32,941	-	-	-	U. S. Department of Justice Assistance Grant	-	-	-
146,995	-	-	-	Assistance to Fire Fighters Grant	-	-	-
-	124,186	198,720	-	Assistance to Fire Fighters Grant-09	-	-	-
				State Shared Revenue:			
12,051,133	2,292,030	12,132,706	11,825,000	Sales and Use Tax	9,200,000	9,200,000	11,200,000
81,393	5,507	77,000	77,000	Liquor Licenses	77,000	77,000	77,000
-	13,313	13,313	-	Michigan Drug Court Program Grant - 05	-	-	-
230,000	-	-	-	Foreclosure Grant Proceeds	-	-	-
39,416	2,365	2,365	-	Homeland Security Grant	-	-	-
				Police Grants:			
66,463	29,911	60,000	-	MATS Grant	60,000	60,000	60,000
-	1,590	1,590	-	Bureau of Justice	-	-	-
209,553	9,131	160,000	160,000	911 Dispatch Training/Equipment	170,000	170,000	170,000
182,896	45,612	182,446	182,446	Judges Salary Standardization	182,446	182,446	182,446
83,693	-	50,000	50,000	Election Expense Reimbursement	130,000	130,000	130,000
				Local Revenue:			
314,579	-	400,000	325,000	Reimbursement from City of Center Line	400,000	400,000	400,000
273,144	-	375,000	275,000	Reimbursement from Schools-Liaison Officers	300,000	300,000	300,000
<u>\$ 14,596,435</u>	<u>\$ 2,573,475</u>	<u>\$ 14,968,823</u>	<u>\$ 14,057,252</u>	<b>Total Intergovernmental Revenues</b>	<u>\$ 10,569,446</u>	<u>\$ 10,569,446</u>	<u>\$ 12,569,446</u>

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31		FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b><u>LICENSES AND PERMITS:</u></b>			
\$ 361,063	\$ 165,517	\$ 380,000	\$ 500,000	Building Permits	\$ 480,000	\$ 480,000	\$ 480,000
288,109	154,837	304,000	250,000	Electrical Permits	378,000	378,000	378,000
126,681	81,897	170,000	200,000	Plumbing Permits	163,000	163,000	163,000
164,380	102,239	190,000	160,000	Mechanical Permits	202,800	202,800	202,800
125,892	62,458	130,000	130,000	Zoning Permits and Fees	130,000	130,000	130,000
8,026	5,396	12,000	15,000	Sidewalk Permits	12,000	12,000	12,000
30,136	7,659	25,000	25,000	Animal Licenses	26,000	26,000	26,000
77,526	36,264	80,000	100,000	Plan Review Fees	90,000	90,000	90,000
386,079	203,096	400,000	312,000	Other Permits and Licenses	429,500	429,500	429,500
<u>\$ 1,567,892</u>	<u>\$ 819,363</u>	<u>\$ 1,691,000</u>	<u>\$ 1,692,000</u>	<b>Total Licenses and Permits</b>	<u>\$ 1,911,300</u>	<u>\$ 1,911,300</u>	<u>\$ 1,911,300</u>
				<b><u>CHARGES FOR SERVICES:</u></b>			
\$ 51,287	\$ 22,187	\$ 50,000	\$ 50,000	Engineering & Inspection Fees	\$ 50,000	\$ 50,000	\$ 50,000
98,225	33,125	70,000	80,000	Abandoned Auto Administrative Towing Fee	75,000	75,000	75,000
95,125	115,270	185,000	112,500	Foreclosure Fee	125,000	125,000	125,000
13,397	27,188	45,000	-	Property Maintenance Fees	45,000	45,000	45,000
181,910	77,990	180,000	250,000	Clerk's Services	180,000	180,000	180,000
299,623	124,826	295,000	300,000	Weed Cutting	300,000	300,000	300,000
26,865	14,860	26,000	25,000	Board of Appeals	26,000	26,000	26,000
164,558	66,135	145,000	190,000	Police Services & Auctions	145,000	145,000	145,000
17,002	2,557	12,000	12,000	Fire Services	13,000	13,000	13,000
75,087	1,529,761	2,366,252	2,000,000	EMS Services	2,250,000	2,250,000	2,250,000
4,720	4,004	6,000	6,000	Planning Commission	6,000	6,000	6,000
31,240	11,722	20,000	20,000	Site Plan Fees	21,000	21,000	21,000
31,485	-	-	-	Block Grant Administration	-	-	-
10,512	76,601	140,000	50,000	Neighborhood Stabilization Prog. Administration	100,000	100,000	100,000
-	4,895	9,789	9,789	Contribution from DDA/ Assistant CEDD	-	-	-
6,500	3,500	5,500	5,000	IFT Exemption Processing Fees	5,000	5,000	5,000
161,350	18,912	40,000	55,000	Miscellaneous	50,000	50,000	50,000
<u>\$ 1,268,886</u>	<u>\$ 2,133,533</u>	<u>\$ 3,595,541</u>	<u>\$ 3,165,289</u>	<b>Total Charges for Services</b>	<u>\$ 3,391,000</u>	<u>\$ 3,391,000</u>	<u>\$ 3,391,000</u>
				<b><u>FINES &amp; FORFEITURES</u></b>			
\$ 4,185,783	\$ 1,668,894	\$ 4,150,000	\$ 4,300,000	37th District Court Fines & Fees	\$ 4,350,000	\$ 4,350,000	\$ 4,350,000
277,489	110,701	260,000	254,000	Probation Fees	254,000	254,000	254,000
39,288	25,850	50,000	40,000	Property Maintenance Fines	40,000	40,000	40,000
50,680	19,430	48,000	48,000	Drug Court Revenue	48,000	48,000	48,000
<u>\$ 4,553,240</u>	<u>\$ 1,824,875</u>	<u>\$ 4,508,000</u>	<u>\$ 4,642,000</u>	<b>Total Fines &amp; Forfeitures</b>	<u>\$ 4,692,000</u>	<u>\$ 4,692,000</u>	<u>\$ 4,692,000</u>

(Continued)

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31		FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b><u>MISCELLANEOUS REVENUES:</u></b>			
				Michigan Transportation Funds:			
\$ 1,058,566	\$ 496,612	\$ 1,016,000	\$ 1,074,000	Equipment Rentals	\$ 1,016,000	\$ 1,016,000	\$ 1,016,000
617,337	361,800	723,600	723,600	Administrative Expense	738,000	738,000	738,000
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
				Water & Sewer System:			
1,698,800	849,400	1,705,350	1,698,800	Administrative Expense	1,729,000	1,729,000	1,729,000
				Administrative Expense:			
120,750	60,375	120,750	120,750	Senior Citizen Housing	123,200	123,200	123,200
49,100	75,000	150,000	49,100	Library	153,000	153,000	153,000
98,400	49,200	98,400	98,400	Recreation	100,400	100,400	100,400
868,100	434,050	868,100	868,100	Sanitation	885,500	885,500	885,500
114,200	57,100	114,200	114,200	Communications	116,500	116,500	116,500
660,200	330,100	660,200	1,660,200	Downtown Development Authority	673,400	673,400	673,400
-	150,000	150,000	-	- Transfer from Library Special Revenue Fund	-	-	-
-	-	-	-	- Transfer from Court Building Renovation Fund	-	4,000,000	-
34,458	-	30,000	30,000	Sale of Property/Equipment	30,000	30,000	30,000
14,825	-	-	-	- Insurance Proceeds	-	-	-
2,565	1,500	1,500	500	Donations	-	-	-
784,258	-	600,000	430,000	Medicare Part D Reimbursement	600,000	600,000	600,000
250,000	250,000	250,000	250,000	Court Building Rental	250,000	250,000	250,000
<u>\$ 6,376,559</u>	<u>\$ 3,120,137</u>	<u>\$ 6,493,100</u>	<u>\$ 7,122,650</u>	<b>Total Miscellaneous Revenue</b>	<u>\$ 6,420,000</u>	<u>\$ 10,420,000</u>	<u>\$ 6,420,000</u>
<u>\$ 15,804</u>	<u>\$ 14,682</u>	<u>\$ 35,000</u>	<u>\$ 50,000</u>	<b><u>INTEREST ON INVESTMENTS:</u></b>	<u>\$ 35,000</u>	<u>\$ 35,000</u>	<u>\$ 35,000</u>
				<b><u>OTHER FINANCING SOURCES:</u></b>			
\$ -	\$ 9,743,531	\$ 9,743,531	\$ 9,743,531	Fund Balance Appropriated	\$ 14,738,357	\$ 7,056,568	\$ 9,322,728
<u>\$ 92,217,775</u>	<u>\$ 48,521,063</u>	<u>\$ 97,035,262</u>	<u>\$ 97,117,725</u>	<b>TOTAL GENERAL FUND REVENUES</b>	<u>\$ 93,514,719</u>	<u>\$ 89,832,930</u>	<u>\$ 90,099,090</u>



## Fiscal 2012 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.

<u>Funds:</u>	<u>Estimated Taxable Value</u>	<u>Tax Rate</u>	<u>Levy</u>
<u>General Fund:</u>			
Charter Millage	\$ 3,565,000,000	8.7724	\$ 31,273,606
Special Levies:			
Police & Fire Pension	3,565,000,000	2.8248	10,070,412
Emergency Medical Service	3,565,000,000	.2923	1,042,050
Police	3,565,000,000	.9746	3,474,449
Fire	3,565,000,000	<u>.9746</u>	<u>3,474,449</u>
Total General Fund Operating Levy		<u>13.8387</u>	<u>\$ 49,334,966</u>
<u>Special Revenue:</u>			
Library (Charter)	3,565,000,000	.4873	\$ 1,737,224
Library (Voted)	3,565,000,000	.8500	3,030,250
Sanitation	3,565,000,000	1.6418	5,853,017
Parks & Recreation	3,565,000,000	<u>.9746</u>	<u>3,474,449</u>
Total Special Revenue Fund Levy		<u>3.9537</u>	<u>\$ 14,094,940</u>
Total Levy		<u>17.7924</u>	<u>\$ 63,429,906</u>

## Fiscal 2012 General Fund Revenues

### INDUSTRIAL FACILITY TAXES:

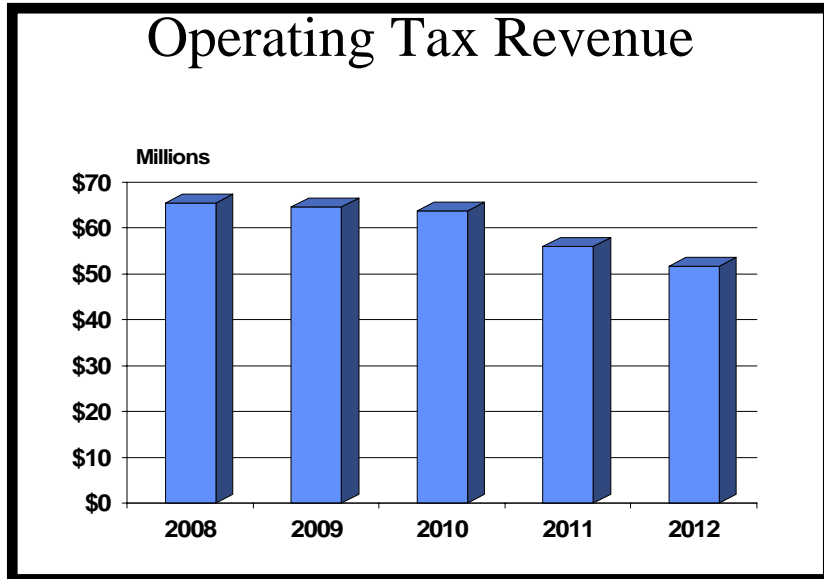
Act No. 198, P.A. 1974 was designed to provide a stimulus in the form of significant tax incentives to industry to renovate and expand aging plants and to build new plants in Michigan. Under the provisions of the Act, a local governmental unit may establish plant rehabilitation districts and industrial 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.

<u>Funds:</u>	<u>Estimated</u> <u>State Equalized Value</u>	<u>Tax Rate</u>	<u>Levy</u>
<u>General Fund:</u>			
Charter Millage	\$ 116,000,000	4.3862	\$ 508,799
Special Levies:			
Police & Fire Pension	116,000,000	1.4124	163,838
Emergency Medical Service	116,000,000	.1462	16,959
Police	116,000,000	.4873	56,527
Fire	116,000,000	.4873	56,527
Total General Fund Operating Levy		<u>6.9194</u>	<u>\$ 802,650</u>
<u>Special Revenue:</u>			
Library (Charter)	116,000,000	.2437	\$ 28,269
Library (Voted)	116,000,000	.4250	49,300
Sanitation	116,000,000	.8209	95,224
Parks & Recreation	116,000,000	.4873	56,527
Total Special Revenue Fund Levy		<u>1.9769</u>	<u>\$ 229,320</u>
Total Levy		<u>8.8963</u>	<u>\$ 1,031,970</u>

# Fiscal 2012 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.



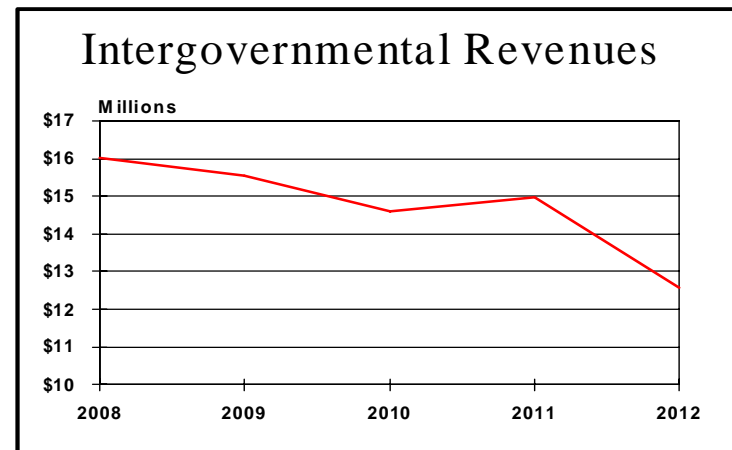
The second variable is the application of a specific tax levy for General Operations. If either of these variables increases or decreases, a relative change to the City tax revenue will be experienced.

In the Fiscal 2012 Budget, Operating City tax revenue represents 57.4% of total revenue sources, a decrease of \$4,887,387 or 8.6% less than the Fiscal 2011 Budget. The City's taxable valuation is estimated to decrease by 7.3%.

The Total General Fund Operating Levy for the 2012 Fiscal Year is 13.8387 mills per \$1,000 of taxable value. This represents no change from the prior year. The operating millage rate continues to be below the 14.1248 millage rate limit established by City Charter and at the 13.8387 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.

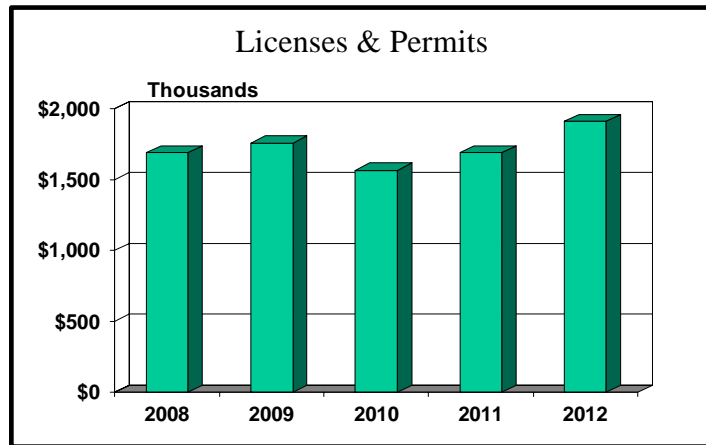


# Fiscal 2012 General Fund Revenues

In Fiscal 2012, Intergovernmental Revenues represent 14.0% of total revenue sources, a decrease of \$1,487,806 from the 2011 Fiscal Year Budget. This decrease is primarily due to reductions in State revenue sharing and various grant proceeds.

## Licenses & Permits

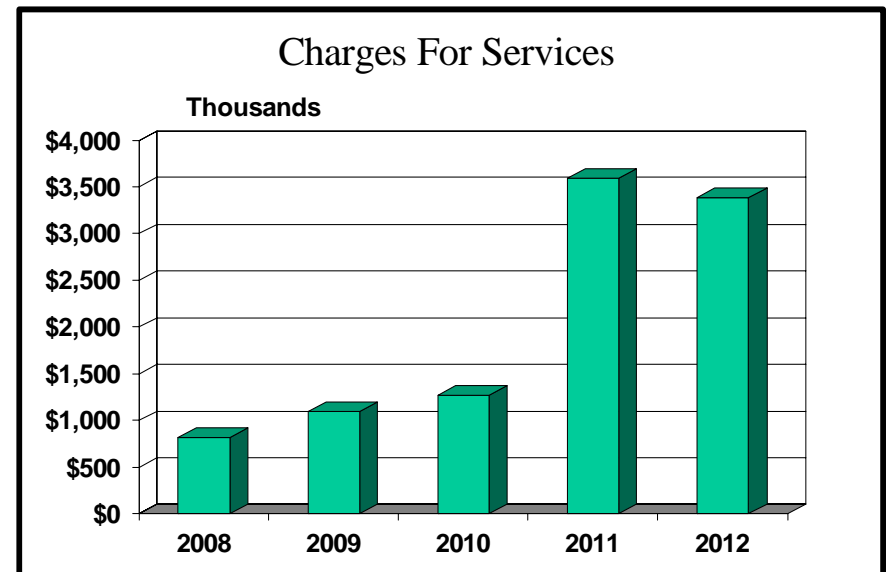
The revenue source of licenses and permits represents fees charged by City Departments to individuals and businesses that allow for the building of new structures as well as improvements made to existing structures. New structures that require permits include garages, sheds, decks, porches, and buildings.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



In the Fiscal 2012 Budget, License and Permit revenues represent 2.1% of total revenue sources, an increase of \$219,300 or 13.0% more than the Fiscal 2011 Budget. This is due to a revision of charges for licenses and permits.

## 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 Engineering & Inspection Fees, City Clerk services, Fire services and Police services reimbursements.

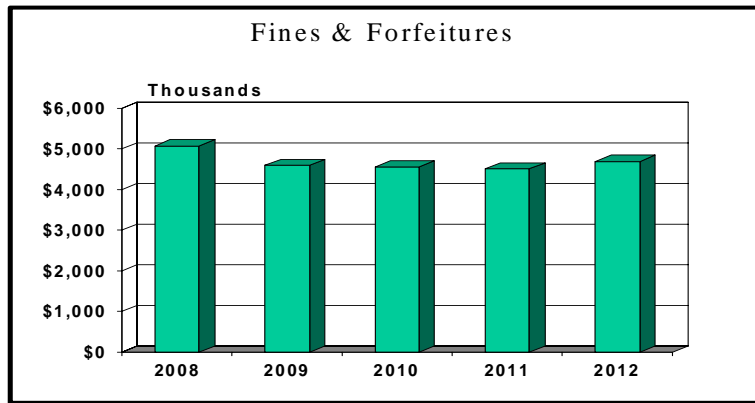


In the Fiscal 2012 Budget, Charges for Services revenues represent 3.8% of total revenue sources, a \$225,711 increase or 7.1% more than the Fiscal 2011 Budget. This is due mainly to an anticipated increase in EMS Service reimbursements.

# Fiscal 2012 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

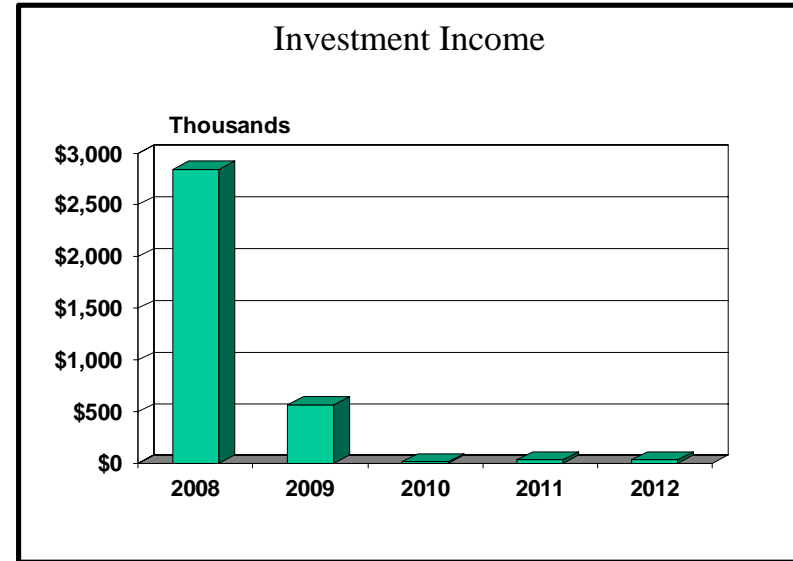


court costs, parking fines, bond forfeitures, and default judgment fees.

In the Fiscal 2012 Budget, Fines & Forfeiture revenues represent 5.2% of total revenue sources, an increase of \$50,000 or 1.1% more than the Fiscal 2011 Budget. This increase is a result of an anticipated increase in the number of violations payable to the 37th District Court.

## Investment Income

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

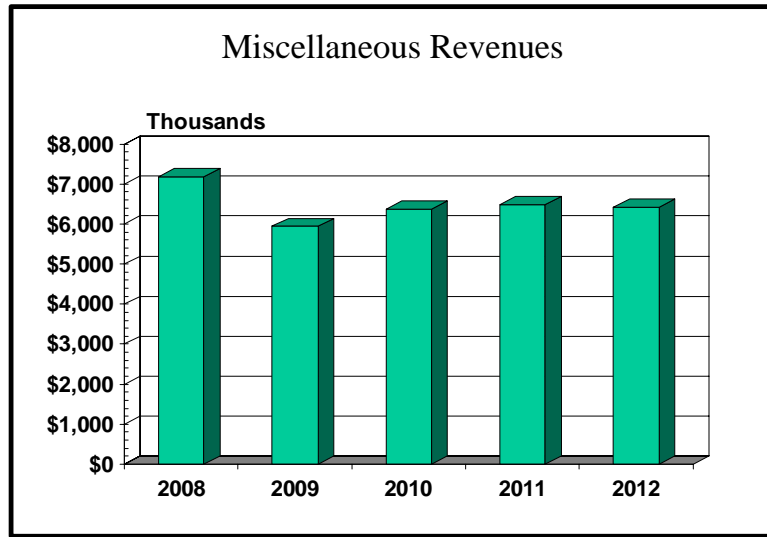


In the Fiscal 2012 Budget, Investment Income revenues represent .1% of total revenue sources, a decrease of \$15,000 from the Fiscal 2011 Budget.

## 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.

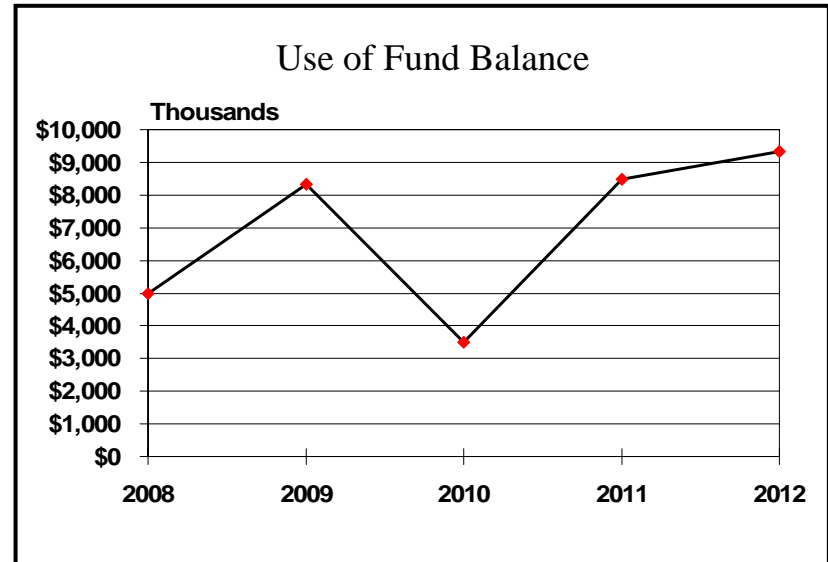
# Fiscal 2012 General Fund Revenues



In the Fiscal 2012 Budget, Miscellaneous Revenues represent 7.1% of total revenue sources, a decrease of \$702,650 or 9.9% less than the Fiscal 2011 Budget. This decrease is a result of a reduction in administrative fees charged to other funds.

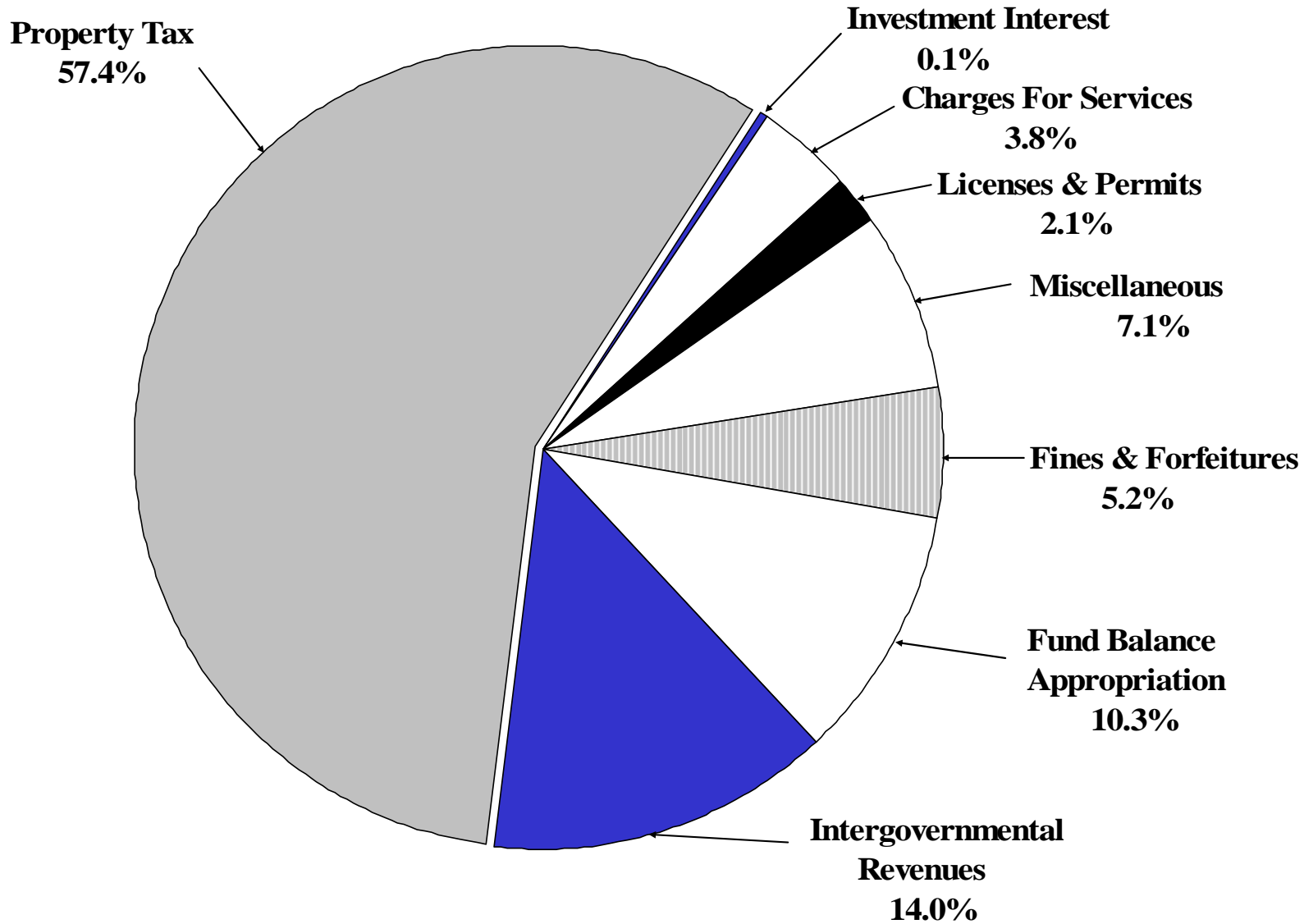
## Use of Fund Balance

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.



It is anticipated that the General Fund balance at June 30, 2011 will be approximately \$23,266,625 of which \$9,322,728 will be available to finance Fiscal 2012 General Fund operations.

# FISCAL 2012 GENERAL FUND REVENUES

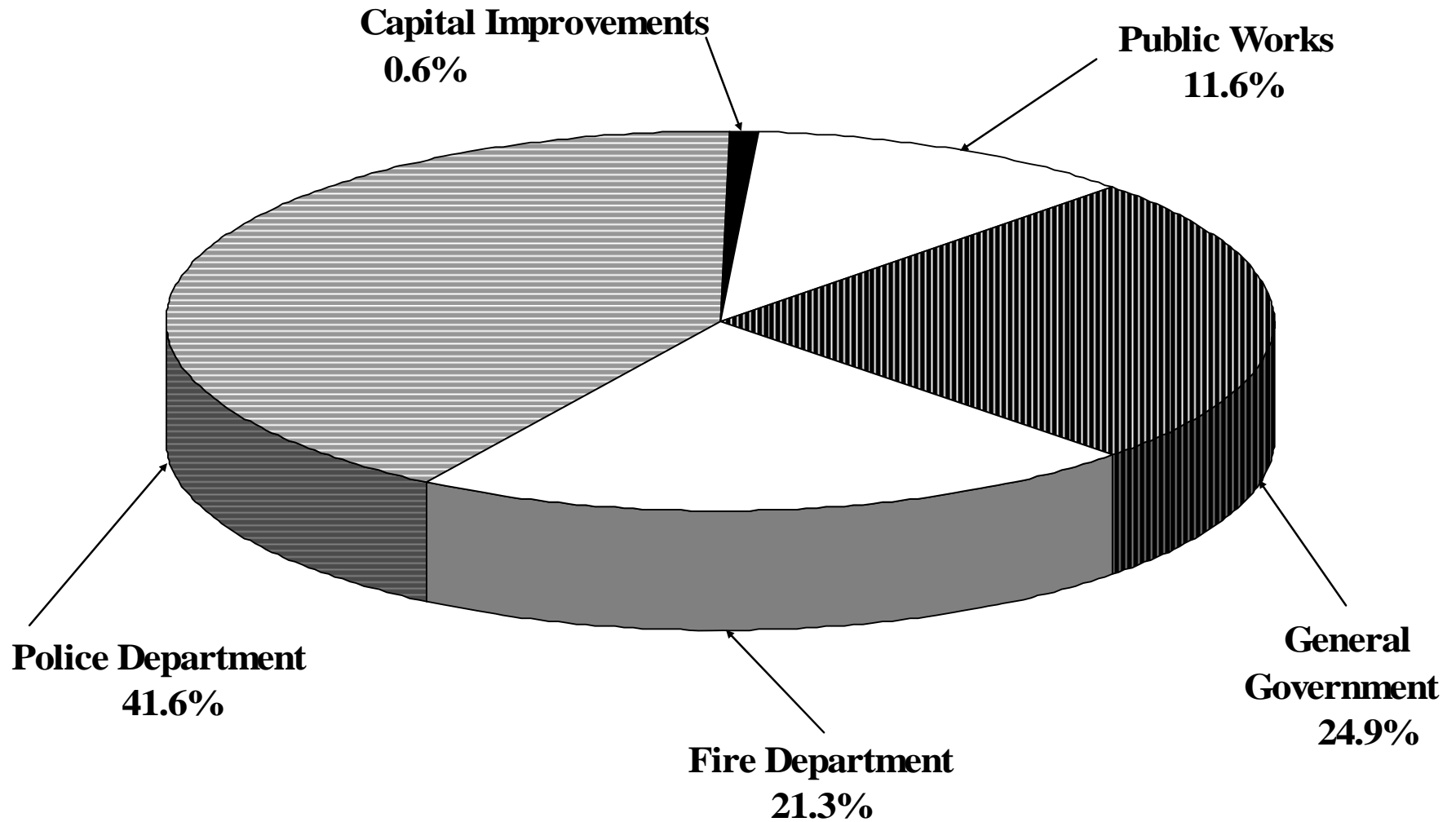


GENERAL FUND REVENUES

Fiscal 2011 <u>Amended Budget</u>		<u>Description</u>	Fiscal 2012 <u>Council Adopted Budget</u>	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
58.3%	\$ 56,645,003	Property Tax	\$ 51,757,616	57.4%
14.5%	14,057,252	Intergovernmental	12,569,446	14.0%
1.7%	1,692,000	Licenses and Permits	1,911,300	2.1%
4.8%	4,642,000	Fines and Forfeitures	4,692,000	5.2%
0.1%	50,000	Interest on Investments	35,000	0.1%
3.3%	3,165,289	Charges for Services	3,391,000	3.8%
7.3%	7,122,650	Miscellaneous	6,420,000	7.1%
<u>10.0%</u>	<u>9,743,531</u>	Fund Balance Appropriated	<u>9,322,728</u>	<u>10.3%</u>
<u>100.0%</u>	<u>\$ 97,117,725</u>	Total Revenues	<u>\$ 90,099,090</u>	<u>100.0%</u>



# FISCAL 2012 GENERAL FUND EXPENDITURES



GENERAL FUND APPROPRIATIONS

Fiscal 2011 <u>Amended Budget</u>		<u>Description</u>	Fiscal 2012 <u>Council Adopted Budget</u>	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
17.6%	\$ 17,073,312	General Government	\$ 16,150,566	17.9%
7.2%	6,946,383	District Court	5,820,498	6.5%
22.0%	21,390,368	Fire Department	19,225,146	21.3%
40.9%	39,709,713	Police Department	37,444,094	41.6%
8.1%	7,906,292	Public Service	7,462,969	8.3%
3.1%	3,046,895	Street Lighting	2,987,000	3.3%
0.5%	505,762	Planning	465,817	0.5%
<u>0.6%</u>	<u>539,000</u>	Capital Improvements	<u>543,000</u>	<u>0.6%</u>
<u>100.0%</u>	<u>\$ 97,117,725</u>	Total Appropriations	<u>\$ 90,099,090</u>	<u>100.0%</u>

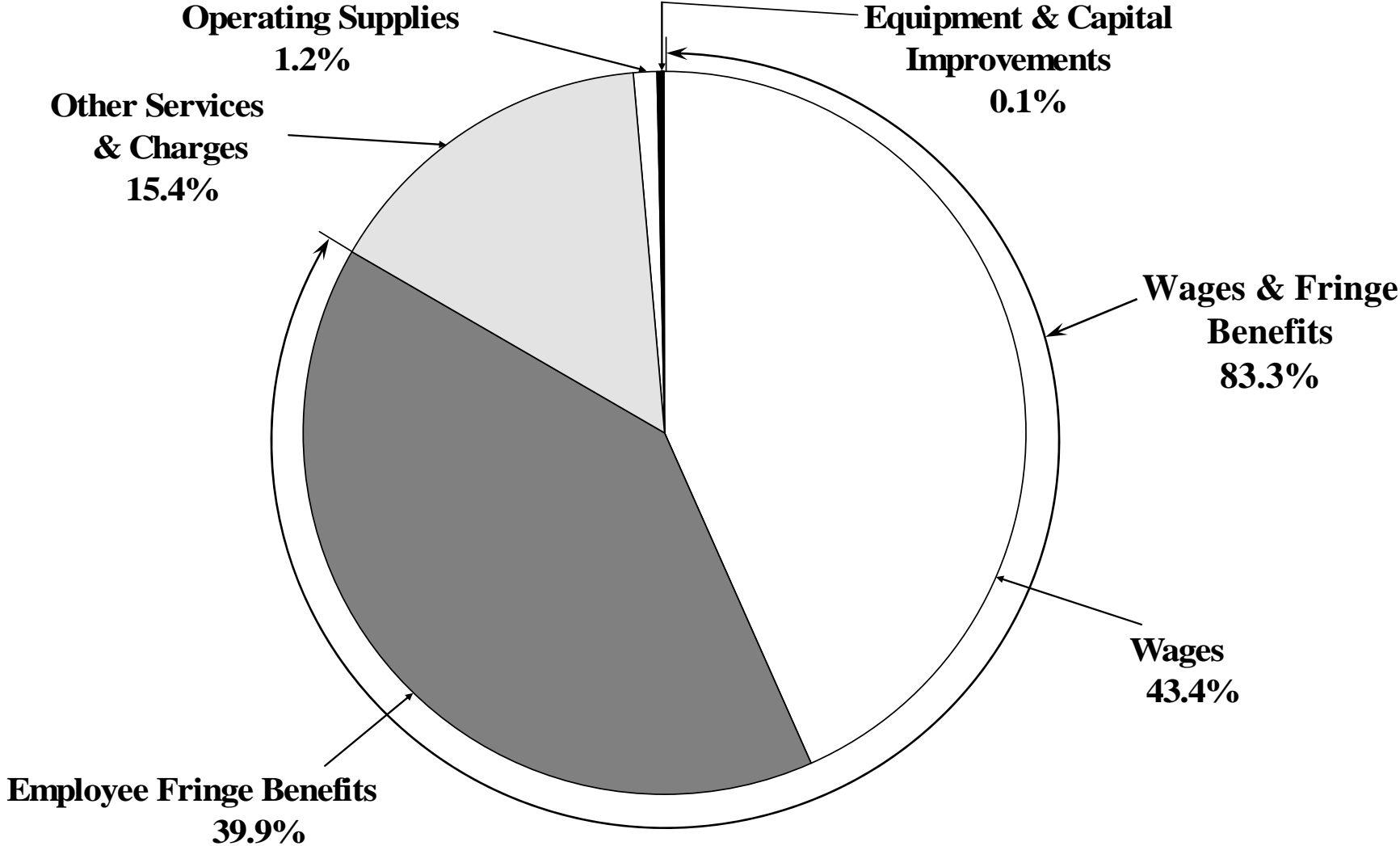
GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31		FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b><u>GENERAL GOVERNMENT:</u></b>			
\$ 880,256	\$ 491,344	\$ 990,372	\$ 1,032,677	Council	\$ 955,283	\$ 932,919	\$ 927,158
6,481,890	3,467,251	6,923,897	6,946,383	District Court	6,086,450	5,853,377	5,820,498
492,946	245,378	530,532	631,928	Mayor	580,063	580,063	576,213
1,229,186	810,304	1,353,933	1,521,663	Clerk	1,962,458	1,488,729	1,457,580
1,345,984	736,597	1,603,019	1,588,323	Treasurer	1,477,388	1,477,388	1,468,491
2,294,353	896,095	1,780,674	1,889,335	Controller	1,825,198	1,590,268	1,590,268
647,237	334,682	694,474	695,023	Information Systems	683,669	682,669	682,669
1,479,106	718,028	1,453,011	1,603,108	Legal	1,753,967	1,494,393	1,422,522
1,588,339	762,585	1,519,655	1,571,196	Assessing	1,605,889	1,583,659	1,666,171
503,140	-	-	-	Labor Relations	-	-	-
815,346	-	-	-	Personnel	-	-	-
-	734,250	1,434,775	1,381,954	Human Resources	1,329,999	1,313,350	1,298,350
589,210	311,442	655,521	680,256	Property Maintenance Inspection	788,236	639,872	633,872
-	158,748	349,230	351,897	Community and Economic Development	330,735	323,735	323,735
10,021,109	2,208,125	3,847,206	3,977,000	Administration Unallocated Expense	4,034,100	4,027,100	3,965,100
				<u>Commissions:</u>			
132,442	10,544	21,448	30,200	Police & Fire Civil Service	30,400	23,200	23,200
19,582	6,621	16,560	22,045	Zoning Board of Appeals	19,870	19,870	19,870
29,636	8,673	25,189	26,872	Beautification	78,188	26,672	26,672
28,262	16,925	24,600	24,600	Cultural	24,600	24,600	24,600
12,662	4,107	12,700	13,800	Crime	14,300	13,800	13,800
8,035	2,042	9,635	9,935	Historical	14,690	8,990	8,990
-	-	-	-	City Retirement	-	-	-
-	-	-	-	Police & Fire Retirement	-	-	-
2,853	-	3,500	3,500	Council of Commissions	3,500	3,500	3,500
6,372	289	6,650	7,700	Village Historical	7,505	7,505	7,505
7,935	1,673	7,350	7,500	Animal Welfare	7,500	7,500	7,500
3,000	2,015	2,800	2,800	Senior Health Care Services	3,475	2,800	2,800
<u>\$ 28,618,881</u>	<u>\$ 11,927,718</u>	<u>\$ 23,266,731</u>	<u>\$ 24,019,695</u>	<b>Total General Government</b>	<u>\$ 23,617,463</u>	<u>\$ 22,125,959</u>	<u>\$ 21,971,064</u>
				<b><u>PUBLIC SAFETY:</u></b>			
\$ 23,369,702	\$ 10,153,424	\$ 21,067,538	\$ 21,390,368	Fire Department	\$ 19,378,682	\$ 18,794,091	\$ 19,225,146
38,865,332	19,031,967	38,096,792	39,197,512	Police Department	37,540,265	36,933,424	36,933,424
282,891	144,268	306,944	314,403	Animal Control	322,969	312,769	312,769
180,560	105,882	197,352	197,798	Civil Defense	197,901	197,901	197,901
<u>\$ 62,698,485</u>	<u>\$ 29,435,541</u>	<u>\$ 59,668,626</u>	<u>\$ 61,100,081</u>	<b>Total Public Safety</b>	<u>\$ 57,439,817</u>	<u>\$ 56,238,185</u>	<u>\$ 56,669,240</u>

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31		FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b><u>PUBLIC SERVICES:</u></b>			
\$ 371,116	\$ 187,901	\$ 373,539	\$ 376,005	Director	\$ 369,184	\$ 368,684	\$ 368,684
1,134,313	603,230	1,240,434	1,366,562	Engineering and Inspection	1,446,963	1,118,278	1,108,278
2,331,240	1,171,049	2,368,905	2,532,050	Building Inspections	2,566,056	2,354,902	2,354,902
1,820,240	964,262	1,833,674	1,931,038	DPW Garage	2,398,240	1,999,240	1,999,240
1,614,214	745,424	1,588,951	1,700,637	Building Maintenance	1,669,379	1,631,865	1,631,865
<u>2,745,958</u>	<u>1,302,953</u>	<u>3,046,895</u>	<u>3,046,895</u>	Street Lighting	<u>2,987,000</u>	<u>2,987,000</u>	<u>2,987,000</u>
\$ <u>10,017,081</u>	\$ <u>4,974,819</u>	\$ <u>10,452,398</u>	\$ <u>10,953,187</u>	<b>Total Public Services</b>	\$ <u>11,436,822</u>	\$ <u>10,459,969</u>	\$ <u>10,449,969</u>
<u>\$ 630,133</u>	<u>\$ 196,495</u>	<u>\$ 456,086</u>	<u>\$ 505,762</u>	<b><u>PLANNING:</u></b>	<u>\$ 477,617</u>	<u>\$ 465,817</u>	<u>\$ 465,817</u>
<u>\$ 948,275</u>	<u>\$ 46,504</u>	<u>\$ 539,000</u>	<u>\$ 539,000</u>	<b><u>CAPITAL IMPROVEMENTS:</u></b>	<u>\$ 543,000</u>	<u>\$ 543,000</u>	<u>\$ 543,000</u>
<u>\$ 102,912,855</u>	<u>\$ 46,581,077</u>	<u>\$ 94,382,841</u>	<u>\$ 97,117,725</u>	<b>TOTAL GENERAL FUND</b>	<u>\$ 93,514,719</u>	<u>\$ 89,832,930</u>	<u>\$ 90,099,090</u>

# GENERAL FUND BY TYPE OF EXPENDITURE FISCAL 2012

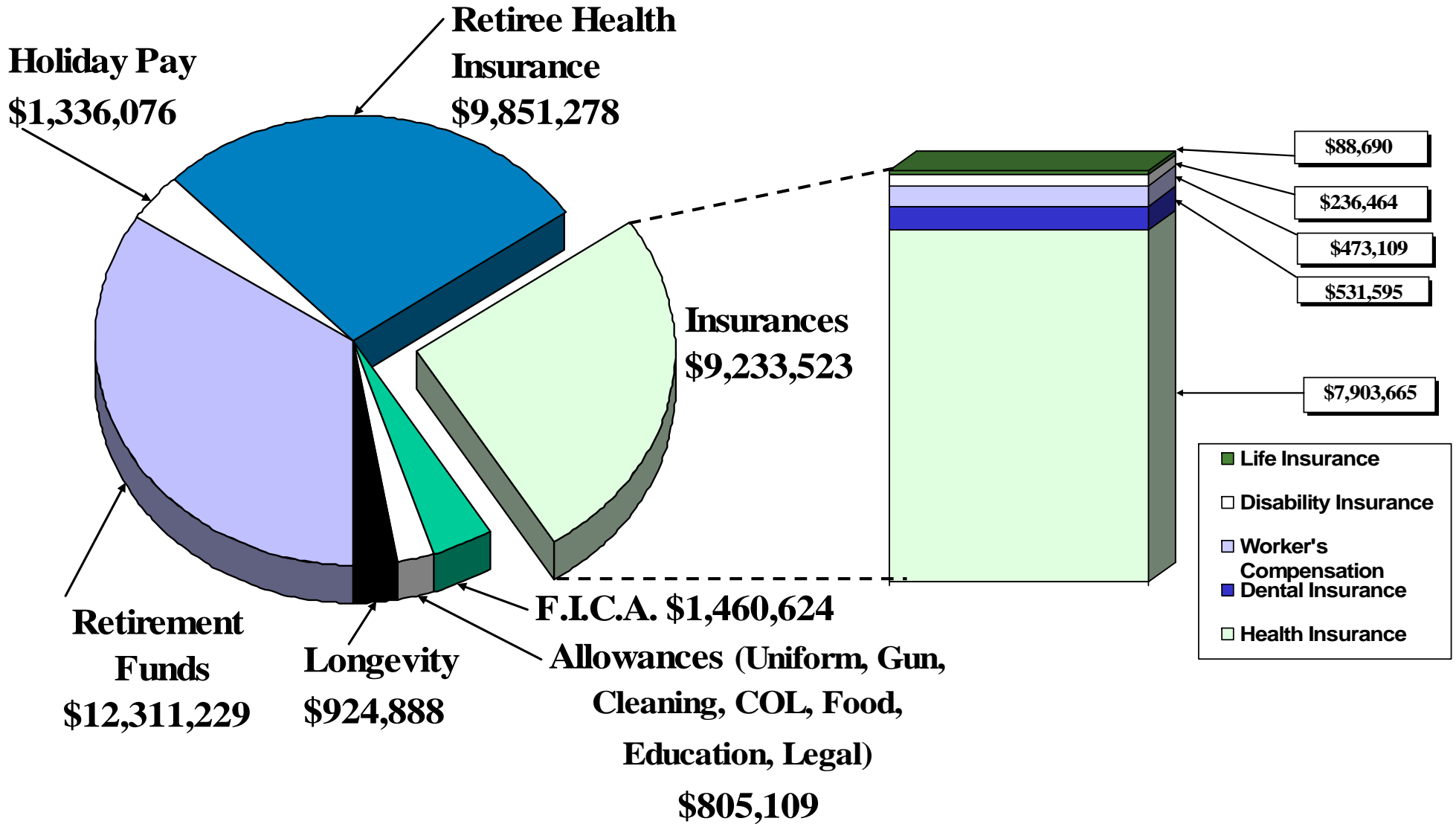


FISCAL 2012  
GENERAL FUND BUDGET DATA

<u>Department</u>	Fiscal 2012 Council Adopted Budget	Personnel Services	Employee Benefits	Supplies	Other Services & Charges	Capital Equipment & Improvements
Council	\$ 927,158	\$ 393,810	\$ 416,609	\$ 5,000	\$ 111,739	\$ -
District Court	5,820,498	2,545,153	2,111,595	47,000	1,116,750	-
Mayor	576,213	398,426	165,287	9,000	3,500	-
Clerk	1,457,580	507,869	448,001	18,000	483,710	-
Treasurer	1,468,491	653,835	601,456	11,000	202,200	-
Controller	1,590,268	867,189	698,579	18,000	6,500	-
Information Systems	682,669	240,231	198,468	5,380	235,590	3,000
Legal	1,422,522	774,514	617,008	5,000	26,000	-
Assessing	1,666,171	749,614	727,357	5,000	184,200	-
Human Resources	1,298,350	582,289	534,361	8,000	173,700	-
Property Maintenance Inspection	633,872	295,000	24,872	9,000	305,000	-
Community & Economic Development	323,735	162,002	129,233	1,000	31,500	-
Unallocated Expense	3,965,100	-	60,000	-	3,905,100	-
Commissions (12)	138,437	14,670	472	24,350	98,945	-
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 21,971,064</b>	<b>\$ 8,184,602</b>	<b>\$ 6,733,298</b>	<b>\$ 165,730</b>	<b>\$ 6,884,434</b>	<b>\$ 3,000</b>
Fire Department	\$ 19,225,146	\$ 9,057,998	\$ 8,855,148	\$ 245,000	\$ 1,017,000	\$ 50,000
Police Department	36,933,424	18,195,379	17,375,845	391,500	958,000	12,700
Animal Control	312,769	123,204	128,065	1,500	60,000	-
Civil Defense	197,901	96,593	83,308	1,000	17,000	-
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 56,669,240</b>	<b>\$ 27,473,174</b>	<b>\$ 26,442,366</b>	<b>\$ 639,000</b>	<b>\$ 2,052,000</b>	<b>\$ 62,700</b>
Director	\$ 368,684	\$ 259,470	\$ 100,214	\$ 7,000	\$ 2,000	\$ -
Engineering and Inspections	1,108,278	483,065	451,555	12,300	161,358	-
Building Inspections	2,354,902	1,363,509	924,293	20,000	47,100	-
DPW Garage	1,999,240	451,719	456,736	215,000	875,785	-
Building Maintenance	1,631,865	694,121	629,244	45,000	263,500	-
Street Lighting	2,987,000	-	-	-	2,987,000	-
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 10,449,969</b>	<b>\$ 3,251,884</b>	<b>\$ 2,562,042</b>	<b>\$ 299,300</b>	<b>\$ 4,336,743</b>	<b>\$ -</b>
Planning	\$ 465,817	\$ 218,996	\$ 185,021	\$ 5,500	\$ 56,300	\$ -
Capital Improvements	\$ 543,000	\$ -	\$ -	\$ -	\$ 543,000	\$ -
<b>TOTAL GENERAL FUND</b>	<b>\$ 90,099,090</b>	<b>\$ 39,128,656</b>	<b>\$ 35,922,727</b>	<b>\$ 1,109,530</b>	<b>\$ 13,872,477</b>	<b>\$ 65,700</b>
<b>PERCENTAGES</b>	<b><u>100.0%</u></b>	<b><u>43.4%</u></b>	<b><u>39.9%</u></b>	<b><u>1.2%</u></b>	<b><u>15.4%</u></b>	<b><u>0.1%</u></b>

# TOTAL CITY FRINGE BENEFITS FISCAL YEAR 2012

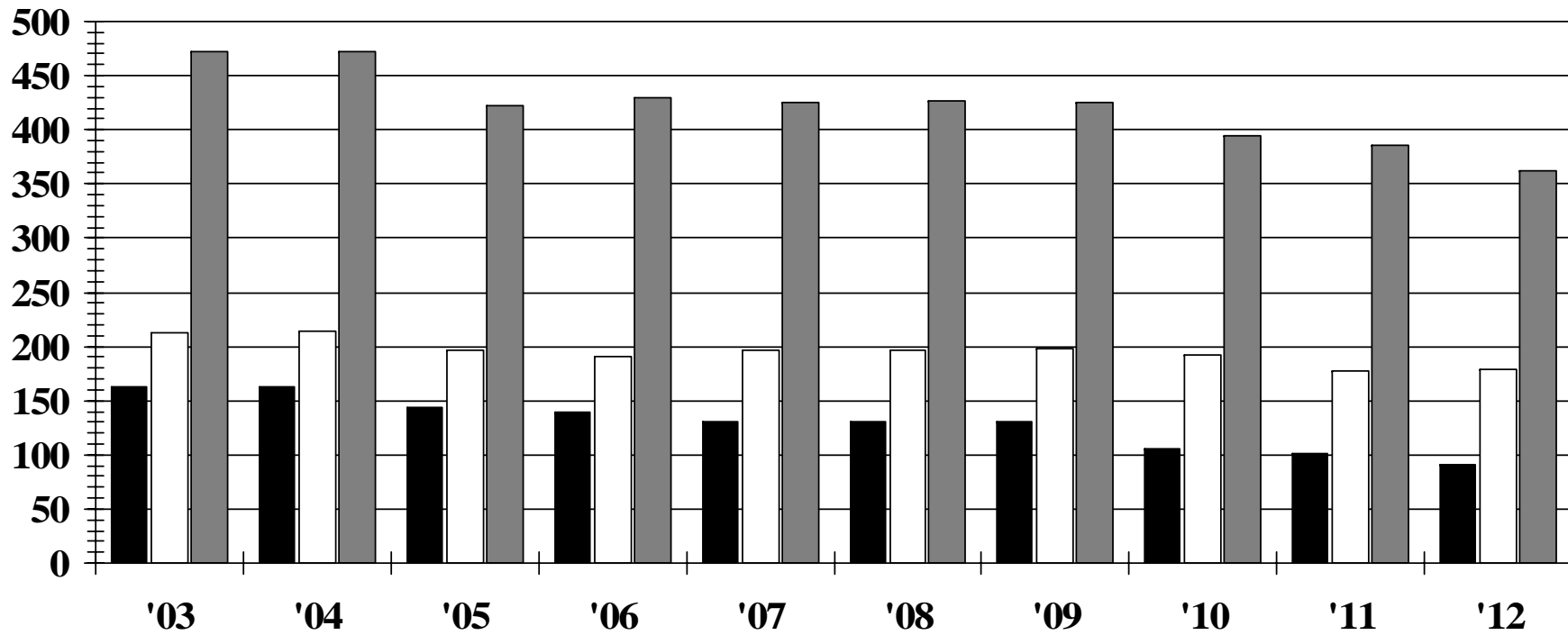
**\$35,922,727**



# FULL TIME POSITIONS CHART

## FISCAL 2003 - 2012

<b>TOTAL</b>	<b>847</b>	<b>849</b>	<b>762</b>	<b>760</b>	<b>753</b>	<b>754</b>	<b>754</b>	<b>692</b>	<b>664</b>	<b>632</b>
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AUTHORIZED FULL-TIME POSITIONS FY 2008 to FY 2012

	Council Adopted <u>Fiscal 2008</u>	Council Adopted <u>Fiscal 2009</u>	Council Adopted <u>Fiscal 2010</u>	Council Adopted <u>Fiscal 2011</u>	Council Adopted <u>Fiscal 2012</u>
<u>GENERAL FUND:</u>					
Council	13	13	13	12	12
District Court	49	49	49	49	46
Mayor	7	7	7	6	6
Clerk	9	9	9	9	8
Treasurer	12	12	11	10	10
Controller	19	19	18	14	13
Information Systems	3	3	3	3	3
Legal	11	11	11	11	10
Assessing	12	12	12	11	11
Human Resources	-	-	-	9	9
Labor Relations	1	2	2	-	-
Personnel	6	6	6	-	-
Property Maintenance Inspection	3	4	1	1	-
Community and Economic Development	-	-	-	2	2
Commissions (12)	3	3	3	2	2
TOTAL GENERAL GOVERNMENT	<u>148</u>	<u>150</u>	<u>145</u>	<u>139</u>	<u>132</u>
Fire Department	148	147	121	126	120
Police Department	276	275	270	256	239
Animal Control	2	2	2	2	2
Civil Defense	1	1	1	1	1
TOTAL PUBLIC SAFETY	<u>427</u>	<u>425</u>	<u>394</u>	<u>385</u>	<u>362</u>
Director	4	3	3	3	3
Engineering and Inspections	8	8	7	7	5
Building Inspections	17	17	18	16	15
DPW Garage	8	8	7	7	7
Building Maintenance	15	15	9	9	8
TOTAL PUBLIC SERVICE	<u>52</u>	<u>51</u>	<u>44</u>	<u>42</u>	<u>38</u>
Planning	5	5	5	3	3
TOTAL GENERAL FUND	<u>632</u>	<u>631</u>	<u>588</u>	<u>569</u>	<u>535</u>
<u>SPECIAL REVENUE FUNDS:</u>					
Michigan Transportation	35	35	30	28	24
Library	16	16	16	12	22
Recreation	20	20	20	18	16
Communications	6	6	5	5	5
Sanitation	42	42	29	28	26
Rental Ordinance	2	3	3	3	3
Downtown Development Authority	1	1	1	1	1
TOTAL SPECIAL REVENUE FUNDS	<u>122</u>	<u>123</u>	<u>104</u>	<u>95</u>	<u>97</u>
GRAND TOTAL	<u>754</u>	<u>754</u>	<u>692</u>	<u>664</u>	<u>632</u>

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2011 AMENDED BUDGET Vs FISCAL 2012 COUNCIL ADOPTED

DEPARTMENTAL MANPOWER

DEPARTMENTAL BUDGET

	<u>FULL TIME</u>			Fiscal 2011		Fiscal 2012		Departmental	
	Amended Budget	Council Adopted Budget	Increase (Decrease)	Amount	% of Budget	Amount	% of Budget	Increase (Decrease) Amount	% of Change
<u>GENERAL FUND:</u>									
Council	12	12	-	\$ 1,032,677	1.1%	\$ 927,158	1.0%	\$ (105,519)	(10.2)%
District Court	49	46	(3)	6,946,383	7.2%	5,820,498	6.5%	(1,125,885)	(16.2)%
Mayor	6	6	-	631,928	0.6%	576,213	0.6%	(55,715)	(8.8)%
Clerk	9	8	(1)	1,521,663	1.6%	1,457,580	1.6%	(64,083)	(4.2)%
Treasurer	10	10	-	1,588,323	1.6%	1,468,491	1.6%	(119,832)	(7.5)%
Controller	14	13	(1)	1,889,335	1.9%	1,590,268	1.8%	(299,067)	(15.8)%
Information Systems	3	3	-	695,023	0.7%	682,669	0.8%	(12,354)	(1.8)%
Legal	11	10	(1)	1,603,108	1.6%	1,422,522	1.6%	(180,586)	(11.3)%
Assessing	11	11	-	1,571,196	1.6%	1,666,171	1.8%	94,975	6.0%
Human Resources	9	9	-	1,381,954	1.4%	1,298,350	1.4%	(83,604)	(6.0)%
Property Maintenance Inspection	1	-	(1)	680,256	0.7%	633,872	0.7%	(46,384)	(6.8)%
Community and Economic Development	2	2	-	351,897	0.4%	323,735	0.4%	(28,162)	(8.0)%
Unallocated Expense	-	-	-	3,977,000	4.1%	3,965,100	4.4%	(11,900)	(0.3)%
Commissions (12)	2	2	-	148,952	0.2%	138,437	0.2%	(10,515)	(7.1)%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>139</b>	<b>132</b>	<b>(7)</b>	<b>\$ 24,019,695</b>	<b>24.7%</b>	<b>\$ 21,971,064</b>	<b>24.4%</b>	<b>\$ (2,048,631)</b>	<b>(8.5)%</b>
Fire Department	126	120	(6)	\$ 21,390,368	22.0%	\$ 19,225,146	21.3%	\$ (2,165,222)	(10.1)%
Police Department	256	239	(17)	39,197,512	40.4%	36,933,424	41.0%	(2,264,088)	(5.8)%
Animal Control	2	2	-	314,403	0.3%	312,769	0.4%	(1,634)	(0.5)%
Civil Defense	1	1	-	197,798	0.2%	197,901	0.2%	103	0.1%
<b>TOTAL PUBLIC SAFETY</b>	<b>385</b>	<b>362</b>	<b>(23)</b>	<b>\$ 61,100,081</b>	<b>62.9%</b>	<b>\$ 56,669,240</b>	<b>62.9%</b>	<b>\$ (4,430,841)</b>	<b>(7.3)%</b>
Director	3	3	-	\$ 376,005	0.4%	\$ 368,684	0.4%	\$ (7,321)	(1.9)%
Engineering and Inspections	7	5	(2)	1,366,562	1.4%	1,108,278	1.3%	(258,284)	(18.9)%
Building Inspections	16	15	(1)	2,532,050	2.6%	2,354,902	2.6%	(177,148)	(7.0)%
DPW Garage	7	7	-	1,931,038	2.0%	1,999,240	2.2%	68,202	3.5%
Building Maintenance	9	8	(1)	1,700,637	1.8%	1,631,865	1.8%	(68,772)	(4.0)%
Street Lighting	-	-	-	3,046,895	3.1%	2,987,000	3.3%	(59,895)	(2.0)%
<b>TOTAL PUBLIC SERVICE</b>	<b>42</b>	<b>38</b>	<b>(4)</b>	<b>\$ 10,953,187</b>	<b>11.3%</b>	<b>\$ 10,449,969</b>	<b>11.6%</b>	<b>\$ (503,218)</b>	<b>(4.6)%</b>
Planning	3	3	-	\$ 505,762	0.5%	\$ 465,817	0.5%	\$ (39,945)	(7.9)%
Capital Improvements	-	-	-	\$ 539,000	0.6%	\$ 543,000	0.6%	\$ 4,000	0.7%
<b>TOTAL GENERAL FUND</b>	<b>569</b>	<b>535</b>	<b>(34)</b>	<b>\$ 97,117,725</b>	<b>100.0%</b>	<b>\$ 90,099,090</b>	<b>100.0%</b>	<b>\$ (7,018,635)</b>	<b>(7.2)%</b>

(CONTINUED)

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2011 AMENDED BUDGET Vs FISCAL 2012 COUNCIL ADOPTED

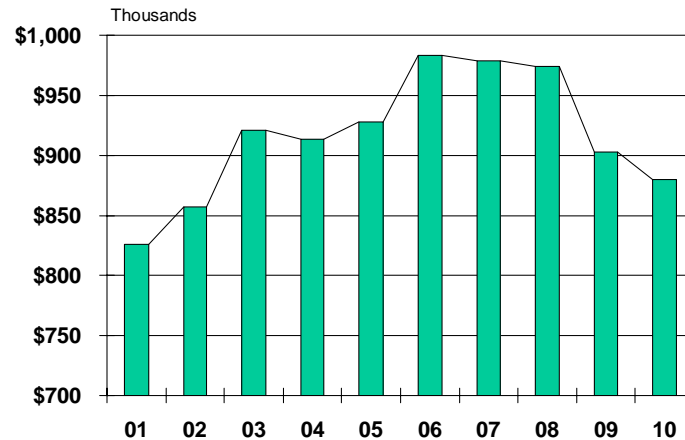
	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>						
	<u>FULL TIME</u>			Fiscal 2011		Fiscal 2012		Departmental		
	Amended	Council	Increase	Amended Budget	% of	Council Adopted	% of	Increase	% of	
<u>Budget</u>	<u>Budget</u>	<u>(Decrease)</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>(Decrease)</u>	<u>Change</u>	
<u>SPECIAL REVENUE FUNDS:</u>										
Michigan Transportation	28	24	(4)	\$ 10,301,251	24.7%	\$ 9,244,987	24.4%	\$ (1,056,264)	(10.3)%	
Library	22	22	-	5,089,569	12.2%	4,945,844	13.0%	(143,725)	(2.8)%	
Recreation	18	16	(2)	7,158,724	17.1%	6,774,304	17.9%	(384,420)	(5.4)%	
Communications	5	5	-	1,800,166	4.3%	1,699,651	4.5%	(100,515)	(5.6)%	
Sanitation	28	26	(2)	8,412,663	20.1%	8,080,145	21.3%	(332,518)	(4.0)%	
Rental Ordinance	3	3	-	415,595	1.0%	386,419	1.0%	(29,176)	(7.0)%	
Vice Crime Confiscation	-	-	-	100,450	0.2%	100,000	0.3%	(450)	(0.4)%	
Drug Forfeiture	-	-	-	597,536	1.4%	388,000	1.0%	(209,536)	(35.1)%	
Act 302 Police Training	-	-	-	60,000	0.2%	60,000	0.2%	-	0.0%	
Downtown Development Authority	1	1	-	7,839,161	18.8%	6,208,971	16.4%	(1,630,190)	(20.8)%	
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<b>105</b>	<b>97</b>	<b>(8)</b>	<b>\$ 41,775,115</b>	<b>100.0%</b>	<b>\$ 37,888,321</b>	<b>100.0%</b>	<b>\$ (3,886,794)</b>	<b>(9.3)%</b>	
<b>GRAND TOTAL</b>	<b>674</b>	<b>632</b>	<b>(42)</b>	<b>\$ 138,892,840</b>		<b>\$ 127,987,411</b>		<b>\$ (10,905,429)</b>	<b>(7.9)%</b>	

**GENERAL FUND  
DEPARTMENTAL  
EXPENDITURES**

## CITY COUNCIL

The City Council is an elected body responsible for the legislative activities of the City of Warren. The body currently is elected at large and consists of nine members. Starting in November of 2011 Council will be composed of seven members, five of which will be District Council Members while the remaining two will be at large. In addition to the legislative activities, the City Council is also responsible for approving the City of Warren's Budget and the Water Budget on an annual basis. Council meets twice a month on the second and fourth Tuesday of the month in the Council chambers at 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	9	\$ 27,554	9 (d)	\$ 27,554	9 (d)	\$ 27,554	9 (d)	\$ 27,554
Council Office Administrator	1	69,376	1	69,376	1	69,376	1	69,376
Senior Administrative Secretary/Council	2	55,435	1 (c)	55,435	1 (c)	55,435	1 (c)	55,435
Administrative Clerk	-	-	1 (c)	47,611	1 (c)	47,611	1 (c)	47,611
Temporary/Co-op		6,000		12,000		6,000		6,000
Overtime	—	1,000	—	2,000	—	1,000	—	1,000
Total Personnel	<u>12</u>		<u>12</u>		<u>12</u>		<u>12</u>	

(a) Wage rates are based on Local 1250 and Local 412 Unit 59 contracts that expire 6/30/12.

(c) Reclassification of Senior Administrative Secretary/Council to Administrative Clerk.

(d) Effective November 14, 2011, Council Member's will be reduced to 7.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT COUNCIL</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 247,986	\$ 125,013	\$ 247,986	\$ 247,986	Elected Officials	\$ 213,685	\$ 213,685	\$ 213,685
151,286	90,076	176,287	181,776	Permanent Employees	173,125	173,125	173,125
6,195	162	6,000	6,000	Temporary/Co-op	12,000	6,000	6,000
3,639	513	1,000	1,000	Overtime	2,000	1,000	1,000
				<b>Employee Benefits:</b>			
32,338	17,780	34,542	34,686	Social Security	31,803	31,261	31,261
118,351	88,042	146,779	170,444	Employee Insurance	133,114	133,107	133,107
91,438	54,131	106,170	113,757	Retiree Health Insurance	101,505	101,144	101,144
5,231	6,257	9,583	10,084	Longevity	9,584	9,584	9,584
103,628	68,363	134,073	133,139	Retirement Fund	142,167	141,513	141,513
289	32	309	645	Cost of Living	-	-	-
1,779	922	1,843	1,860	Legal Services	-	-	-
3,442	3,943	7,000	7,000	<b>Office Supplies</b>	7,000	5,000	5,000
				<b>Other Services and Charges:</b>			
988	346	1,200	1,700	Postage	1,500	1,500	1,500
78,423	19,420	80,000	84,000	Contractual Services	87,000	84,000	84,000
23,415	14,670	27,000	27,000	Court Reporter	30,000	27,000	21,239
1,244	198	800	2,000	Telephone	2,000	1,500	1,500
661	348	800	600	Mileage	800	500	500
595	1,128	4,000	4,000	Printing and Publishing	3,000	3,000	3,000
				<b>Capital Outlay:</b>			
9,328	-	5,000	5,000	Equipment - Office	5,000	-	-
<u>\$ 880,256</u>	<u>\$ 491,344</u>	<u>\$ 990,372</u>	<u>\$ 1,032,677</u>	<b>Total Council</b>	<u>\$ 955,283</u>	<u>\$ 932,919</u>	<u>\$ 927,158</u>

## 37TH DISTRICT COURT

The 37th District Court is part of a State system and operates under the supervision of the Michigan Supreme Court. The four district judges, who must be attorneys, are elected by the citizens of Warren and Center Line for six-year terms.

The District Court has exclusive jurisdiction over the following matters:

- a) All civil litigation up to \$25,000.
- b) The arraignment, setting of bail, and preliminary examination of all criminal felony cases.
- c) All criminal misdemeanor violations of State Statutes where the penalty does not exceed one year in jail.
- d) All City Ordinance violations.
- e) All traffic violations.

The District Court also handles marriages, landlord-tenant litigation, evictions, and land contract forfeitures. Garnishments and other creditor collection procedures also originate in the District Court.

A Small Claims Division for civil cases under \$3,000 is provided in the District Court. Hearings are held, where all parties appear without attorneys. Claims are decided and judgments may be entered for money damages only.

In the 37th District Court all testimony is recorded, and every person who appears before the Court has a right to have his case tried by the Judge or by a jury of six citizens (except in Small Claims cases and civil infraction traffic violations). All appeals from the District Court are made to the Macomb County Circuit Court.

Fines and fees assessed and collected by the 37th District Court are transferred either to the State of Michigan, the County of Macomb, or the Cities of Warren and Center Line. As the District Control Unit for the 37th District Court, the City of Warren receives the vast majority of all fines and fees collected.



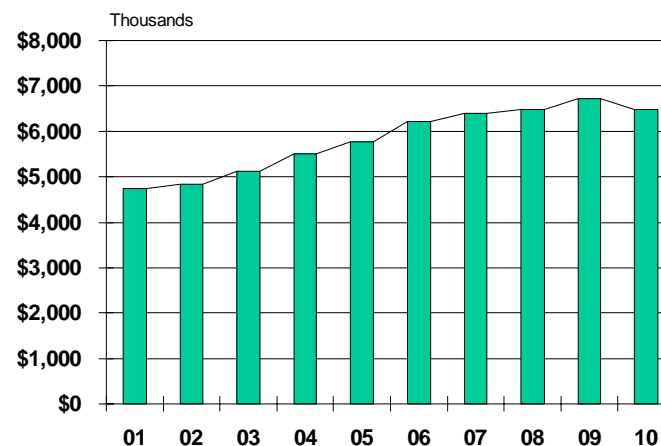
## 37TH DISTRICT COURT

### Fiscal 2012 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.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Small Claims	587	800	1,000	800
Landlord & Tenant	4,554	5,000	5,000	5,000
Parking Tickets	1,019	1,300	1,100	1,300
Traffic Misdemeanor & Civil	36,879	40,000	36,000	35,000
Non-Traffic Felony	2,284	2,800	2,800	2,800
Non-Traffic Misdemeanor & Civil	2,126	2,000	2,000	2,000
Traffic OUIL/OWI	367	600	600	600
General Civil	5,345	6,000	6,000	6,000
Probation – Active Cases	1,078	1,200	1,200	1,200
Pre-sentence Investigations/Alcohol Evaluations	803	900	900	900

### 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	105,377	1	105,377	1	105,377	1	105,377
Chief Probation Officer	1	71,498	1	71,498	1	71,498	1	71,498
Probation Officer	3	62,675	3	62,675	2 (d)	62,675	2 (d)	62,675
Office Manager	1	62,396	1	62,396	1	62,396	1	62,396
Court Recorder	4	62,396	4	62,396	4	62,396	4	62,396
Drug Court Coordinator	1	62,396	1	62,396	1	62,396	1	62,396
Court Officer	5	57,941	5	57,941	5	57,941	5	57,941
Court Clerk II	6	53,275	6	53,275	6	53,275	6	53,275
Court Clerk I	6	50,398	6	50,398	6	50,398	6	50,398
Court Typist	6	46,929	6	46,929	6	46,929	6	46,929
Court File Clerk	11	43,728	11	43,728	9 (d)	43,728	9 (d)	43,728
Temporary Employees		30,000		157,500		150,000		135,000
Overtime	—	-	—	5,024	—	500	—	500
<b>Total Personnel</b>	<u>49</u>		<u>49</u>		<u>46</u>		<u>46</u>	

(a) Wage rates are based on Local 1250 Court Employees and Local 412 Unit 35 contracts that expire 6/30/12.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>37TH DISTRICT COURT</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 183,599	\$ 92,151	\$ 183,599	\$ 183,600	Elected Officials	\$ 183,600	\$ 183,600	\$ 183,600
2,365,461	1,201,410	2,389,028	2,404,556	Permanent Employees	2,351,069	2,226,053	2,226,053
135,007	53,461	110,000	30,000	Temporary Employees	157,500	150,000	135,000
105,295	53,675	120,000	217,581	Temporary Employees-Drug Court	-	-	-
196	129	500	-	Overtime	5,024	500	500
				<b>Employee Benefits:</b>			
206,981	105,482	208,911	212,999	Social Security	200,535	189,913	188,751
541,315	360,804	648,164	681,967	Employee Insurance	626,864	571,795	571,778
634,721	359,884	714,331	718,286	Retiree Health Insurance	607,188	604,306	604,306
83,689	46,631	83,821	88,361	Longevity	73,903	73,903	73,903
628,677	354,521	703,686	728,043	Retirement Fund	688,317	672,857	672,857
4,718	459	4,425	9,675	Cost of Living	-	-	-
6,822	3,277	6,912	7,595	Legal Services	-	-	-
48,871	28,963	50,000	50,000	<b>Office Supplies</b>	50,000	50,000	47,000
				<b>Other Services and Charges:</b>			
17,618	8,439	17,000	16,000	Postage	17,000	17,000	16,000
22,487	9,510	23,000	22,000	Bank Service Charges	22,000	22,000	15,000
15,700	12,800	15,800	16,000	Auditing	16,000	16,000	16,000
26,865	25,344	31,800	31,800	Contractual Services	50,000	45,000	45,000
210,671	96,900	225,000	200,000	Contractual Services - Data Processing	205,000	205,000	205,000
28,780	22,274	40,000	25,000	Contractual Services - Judge/Magistrate	50,000	50,000	47,000
14,647	4,779	20,000	25,000	Drug Court Expense	25,000	20,000	20,000
-	-	6,999	6,999	W.R.A.P. Drug Court Expense	-	-	-
28,784	-	-	-	Justice Assistance Grant Expense - 2008	-	-	-
40,585	-	-	-	Justice Assistance Grant Expense - 2009	-	-	-
-	49,960	149,416	149,416	Justice Assistance Grant Expense - 2010	-	-	-
-	6,000	180,000	180,000	Justice Assistance Grant Expense - 2011	-	-	-
121,502	26,051	39,165	39,165	Substance Abuse Grant Expense	-	-	-
-	44,550	151,590	151,590	Substance Abuse Grant Expense - 2011	-	-	-
21	-	250	250	Transcripts	250	250	250
615,172	177,238	400,000	361,000	Counsel for Indigent Defendants	361,000	361,000	361,000
15,279	9,490	18,000	16,000	Witness and Jury Fees	16,000	16,000	16,000
15,754	7,314	16,000	17,000	Telephone	17,000	17,000	17,000
2,250	829	2,000	1,500	Mileage	2,200	2,200	2,200
96,751	45,752	100,000	95,000	Public Utilities	95,000	95,000	95,000
250,000	250,000	250,000	250,000	Building Rental	250,000	250,000	250,000
8,515	6,704	10,000	10,000	Books	10,000	9,000	7,000
4,280	2,470	4,500	-	Memberships and Dues	6,000	5,000	4,300
				<b>Capital Outlay:</b>			
877	-	-	-	Equipment - Office	-	-	-
<b>\$ 6,481,890</b>	<b>\$ 3,467,251</b>	<b>\$ 6,923,897</b>	<b>\$ 6,946,383</b>	<b>Total 37th District Court</b>	<b>\$ 6,086,450</b>	<b>\$ 5,853,377</b>	<b>\$ 5,820,498</b>

## MAYOR

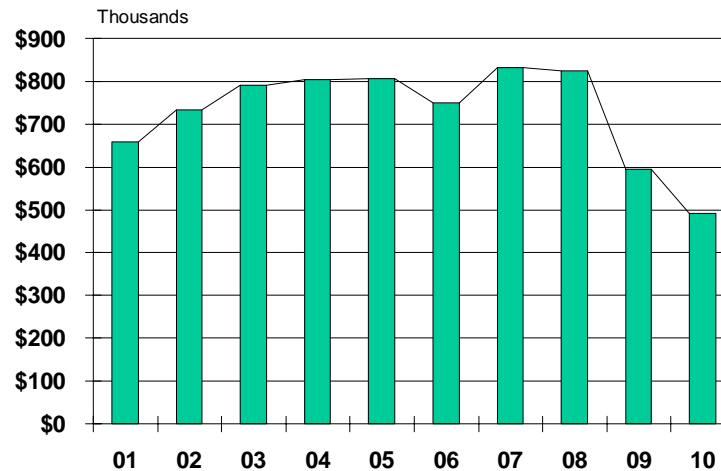
The Mayor, the City's chief elected official, is elected to a four-year term by Warren voters. He serves as liaison between Warren and other governmental agencies at all levels.

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 the 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	\$ 110,212	1	\$ 110,212	1	\$ 110,212	1	\$ 110,212
Executive Administrator	1	80,264	1	80,264	1	80,264	1	80,264
Neighborhood Services Coordinator	1	50,000	1	50,000	1	50,000	1	50,000
Administrative Assistant to the Mayor	1	45,000	1	45,000	1	45,000	1	45,000
Administrative Technician-Mayor	1	54,000	1	39,500 (e)	1	39,500 (e)	1	39,500 (e)
Clerical Technician	1	37,000	1	37,000	1	37,000	1	37,000
Temporary/Co-op	—	42,000	—	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 expires 6/30/12.

(e) Reflects a decrease of \$14,500.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT MAYOR</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,636	\$ 55,530	\$ 110,636	\$ 110,636	Elected Official	\$ 110,636	\$ 110,636	\$ 110,636
204,854	106,498	229,630	268,182	Permanent Employees	252,790	252,790	252,790
28,577	10,128	30,000	42,000	Temporary/Co-op	35,000	35,000	35,000
				<b>Employee Benefits:</b>			
25,961	12,910	28,100	32,456	Social Security	30,639	30,639	30,639
36,586	19,599	45,309	79,111	Employee Insurance	55,826	55,826	55,826
42,459	20,768	43,676	43,628	Retiree Health Insurance	42,480	42,480	42,480
29,334	12,114	25,480	37,990	Retirement Fund	36,342	36,342	36,342
385	32	483	1,075	Cost of Living	-	-	-
728	307	768	-	Legal Services	-	-	-
10,061	5,476	11,000	11,000	<b>Office Supplies</b>	11,000	11,000	9,000
				<b>Other Services and Charges:</b>			
2,068	716	2,300	2,500	Postage	2,500	2,500	2,000
1,297	1,300	2,850	2,850	Contractual Services	2,850	2,850	1,500
-	-	300	500	Staff Mileage	-	-	-
<u>\$ 492,946</u>	<u>\$ 245,378</u>	<u>\$ 530,532</u>	<u>\$ 631,928</u>	<b>Total Mayor</b>	<u>\$ 580,063</u>	<u>\$ 580,063</u>	<u>\$ 576,213</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, dog licenses, and garage sale 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, City of Warren, and local school district elections.

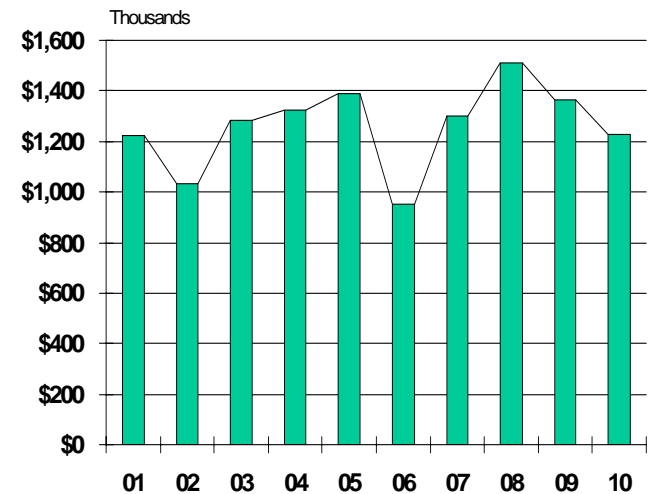
## CITY CLERK

### Fiscal 2012 Performance Objectives

1. To increase voter participation.
2. To revise business licensing program.
3. To scan documents for public viewing.

### EXPENDITURE HISTORY CITY CLERK

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Business licenses issued	837	2,000	2,000	2,000
Public hearings	47	250	100	100
Changes in voter registration	60,433	74,000	65,000	65,000
Dog licenses issued	5,409	7,000	6,500	6,500
Garage sale permits issued	4,756	3,500	5,500	5,500
Death certificates issued	1,864	2,000	2,500	2,500
Birth certificates issued	1,254	2,000	2,500	2,500
Lawsuits issued	33	200	100	100
Contracts signed, catalogued and filed	54	75	100	100
Dog park passes issued	275	550	350	350
Internet requests processed	5,200	5,000	5,500	5,500





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	\$ 81,511	1	\$ 81,511	1	\$ 81,511	1	\$ 81,511
Deputy City Clerk	1	80,107	1	80,107	1	80,107	1	80,107
Office Manager	1	69,344	1	69,344	1	69,344	1	69,344
Election Technician & License Officer	1	66,888	1	66,888	1	66,888	1	66,888
Senior Clerk	2	53,425	2	53,425	- (c,d)	-	- (c,d)	-
Administrative Clerical Technician	1	51,100	1	51,100	1	51,100	1	51,100
Office Assistant - Clerks Office	2	35,693	2	35,693	3 (c)	35,693	3 (c)	35,693
Seasonal Employees		22,500		51,150		45,000		30,000
Temporary Employees - Election Wages		159,150		243,210		243,210		243,210
Overtime	---	30,000	---	56,613	---	25,000	---	20,000
Total Personnel	<u>9</u>		<u>9</u>		<u>8</u>		<u>8</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/12.

(c) Reclassification of Senior Clerk to Office Assistant - Clerks Office.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT CLERK</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,825	\$ 41,069	\$ 81,825	\$ 81,825	Elected Official	\$ 81,825	\$ 81,825	\$ 81,825
460,244	274,204	443,617	449,614	Permanent Employees	447,492	376,044	376,044
29,561	16,485	45,000	22,500	Seasonal Employees	51,150	45,000	30,000
17,039	15,898	25,000	30,000	Overtime	56,613	25,000	20,000
				<b>Employee Benefits:</b>			
46,845	27,495	47,068	46,929	Social Security	50,515	42,051	40,500
105,741	64,592	107,796	121,034	Employee Insurance	133,100	114,387	114,365
176,593	97,406	162,336	189,311	Retiree Health Insurance	191,218	141,421	139,615
18,854	9,799	17,313	19,868	Longevity	14,694	14,694	14,694
132,685	70,036	116,733	144,745	Retirement Fund	229,164	141,907	138,637
816	88	649	1,720	Cost of Living	-	-	-
1,370	678	1,370	1,395	Legal Services	-	-	-
570	-	190	190	Uniforms	190	190	190
11,599	11,256	20,000	26,000	<b>Office Supplies</b>	26,000	20,000	18,000
				<b>Other Services and Charges:</b>			
44,490	109,350	130,000	159,150	Election Wages	243,210	243,210	243,210
28,728	17,520	35,000	39,400	Postage	60,880	50,000	48,000
32,127	30,884	70,000	125,446	Election Expense	205,812	130,000	130,000
6,490	5,126	9,036	9,036	Contractual Services	99,095	12,000	12,000
400	364	1,000	1,500	Auto Expense	1,500	1,000	500
26,317	18,054	40,000	52,000	Printing and Publishing	70,000	50,000	50,000
				<b>Capital Outlay:</b>			
6,892	-	-	-	Equipment - Office	-	-	-
<u>\$ 1,229,186</u>	<u>\$ 810,304</u>	<u>\$ 1,353,933</u>	<u>\$ 1,521,663</u>	<b>Total Clerk</b>	<u>\$ 1,962,458</u>	<u>\$ 1,488,729</u>	<u>\$ 1,457,580</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. Systems 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 manages the \$272 million Police and Fire Pension Fund with the assistance of outside professional actuarial and financial consultants. This fund is managed in accordance with sound actuarially determined standards.

The City Treasurer also acts as the property tax collection agent for all taxing units located in the City. Approximately \$192 million in local unit taxes are collected, accounted for, and distributed annually by the Treasurer to the units.

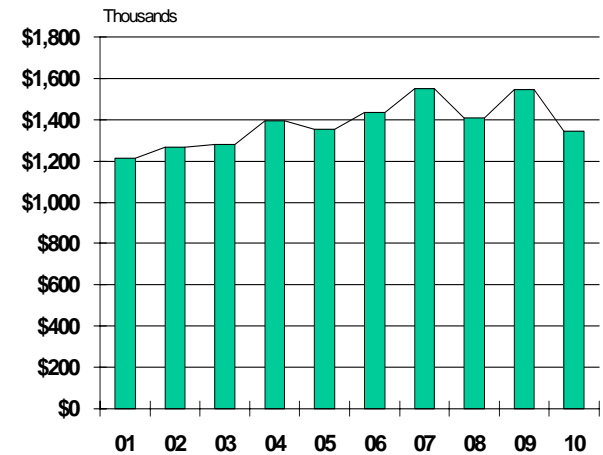
## TREASURER

### Fiscal 2012 Performance Objectives

1. To administer cash management to maximize investment earnings.
2. To increase direct debit water billing.
3. To collect revenues efficiently and make authorized disbursements on a timely basis.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Tax bills processed manually	120,351	147,000	122,000	122,000
Tax bills processed off CD-ROM	55,934	65,000	56,000	56,000
Date of delivery to County	April 1	April 1	April 1	April 1
Payroll checks/Advice's processed	28,603	33,000	29,000	29,000
List of Bills checks processed	23,406	18,000	23,000	23,000
Water bills processed manually	495,756	517,000	496,000	496,000
Water bills automatic payment	5,828	6,000	6,000	6,000
Status changes manually	720	750	720	720
Personal Property tax accounts	3,929	4,100	4,100	4,100
Delinquent Personal Property tax accounts	1,318	1,550	1,600	1,600

### 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	\$ 81,511	1	\$ 81,511	1	\$ 81,511	1	\$ 81,511
Deputy City Treasurer	1	80,107	1	80,107	1	80,107	1	80,107
Tax Accountant III	1	76,152	1	76,152	1	76,152	1	76,152
Accountant II	1	69,791	1	69,791	1	69,791	1	69,791
Personal Property Tax Administrator	1	62,082	- (d)	-	- (d)	-	1	62,082
Accountant I	1	59,501	1	59,501	1	59,501	1	59,501
Tax Account Technician	2	53,425	2	53,425	2	53,425	2	53,425
Tax Account Specialist	2	49,816	2	49,816	2	49,816	2	49,816
Seasonal Employees		8,000		14,000		14,000		14,000
Overtime	—	10,000	—	9,000	—	9,000	—	9,000
Total Personnel	<u>10</u>		<u>9</u>		<u>9</u>		<u>10</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and 59 and Local 1917 contracts that expire 6/30/12.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT TREASURER</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,825	\$ 41,069	\$ 81,825	\$ 81,825	Elected Official	\$ 81,825	\$ 81,825	\$ 81,825
572,370	262,838	530,328	546,713	Permanent Employees	489,906	489,906	549,010
14,073	8,975	17,000	8,000	Seasonal Employees	14,000	14,000	14,000
14,927	10,602	13,000	10,000	Overtime	9,000	9,000	9,000
				<b>Employee Benefits:</b>			
53,929	26,068	51,023	51,745	Social Security	47,626	47,626	52,311
141,831	81,346	148,166	148,447	Employee Insurance	112,790	112,790	129,831
196,996	110,918	218,877	210,612	Retiree Health Insurance	199,896	199,896	204,772
17,492	12,301	19,010	19,220	Longevity	19,796	19,796	21,148
164,013	89,436	176,490	173,204	Retirement Fund	187,349	187,349	193,394
1,056	93	921	1,935	Cost of Living	-	-	-
1,651	781	1,549	1,550	Legal Services	-	-	-
9,138	6,050	11,000	11,000	<b>Office Supplies</b>	11,000	11,000	11,000
				<b>Other Services and Charges:</b>			
36,495	47,964	65,000	50,000	Postage	60,000	60,000	60,000
15,364	14,485	16,000	16,000	Contractual Services	16,000	16,000	16,000
24,430	23,218	55,000	60,072	Tax Statement Preparation	46,000	46,000	46,000
394	123	500	1,000	Mileage	200	200	200
-	-	197,000	197,000	Delinquent Personal Property Tax Write-off	182,000	182,000	80,000
				<b>Capital Outlay:</b>			
-	330	330	-	Equipment - Office	-	-	-
<u>\$ 1,345,984</u>	<u>\$ 736,597</u>	<u>\$ 1,603,019</u>	<u>\$ 1,588,323</u>	<b>Total Treasurer</b>	<u>\$ 1,477,388</u>	<u>\$ 1,477,388</u>	<u>\$ 1,468,491</u>

## CONTROLLER

The Controller's Office is charged with the efficient administration, control and reporting of all funds expended by the City. The Controller is the chief financial officer of the City, directs the department, and plays a key roll 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 every expenditure to insure 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 Department budgets exceed \$196 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 to procure 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 \$12 million dollars annually.

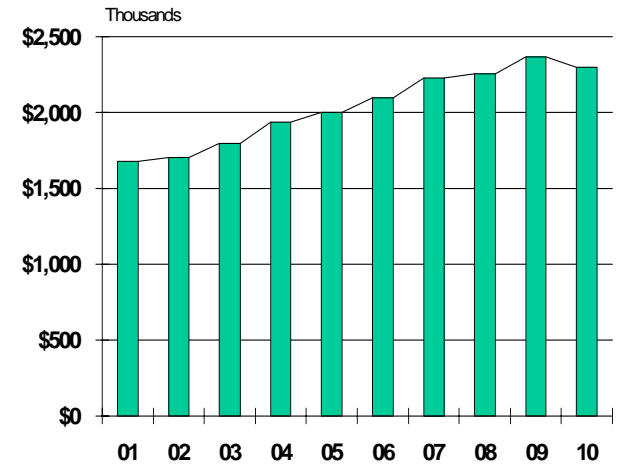
## CONTROLLER

### Fiscal 2012 Performance Objectives

1. To increase usage of the automated bill payment system for water and sewer customers.
2. To continue implementation of a web based vendor registration/bid notification system, which will include the Tri-County Cooperative.
3. To continue to expand the purchasing information, bid notification, contracts and contract pricing, and vendor information on the intranet.
4. To implement new purchasing requisition system.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Proposed & Final Budget Documents Printed	100	90	90	80
City Funds Budgeted & Monitored	31	31	31	31
Monthly Financial Reports Prepared	12	12	12	12
Budget Amendments Prepared	34	35	35	35
Travel Requests Processed	99	75	104	100
Labor Contracts Costed	1	0	8	0
G.F.O.A. Distinguished Budget Award	1	1	1	1
Comprehensive Annual Financial Reports Printed	75	75	60	60
W-2's Issued by January 31	1,515	1,500	1,732	-
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	345	358	350	350
Purchase Orders Processed	5,001	4,025	4,500	4,400
Bids – Council items recommended	120	150	147	150
Informal Bid Correspondence	329	600	350	400
Use of Co-operative Bids	13	10	16	18
Requests for Proposals	12	10	10	10

### 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	\$ 109,289	1	\$ 109,289	1	\$ 109,289	1	\$ 109,289
Assistant Controller	1	89,533	1	89,533	1	89,533	1	89,533
Budget Director	1	97,546	1	97,546	1	97,546	1	97,546
Accounting Supervisor	1	91,851	1	91,851	1	91,851	1	91,851
Purchasing Agent	1	80,874	1	80,874	1	80,874	1	80,874
Accountant III	1	76,152	1	76,152	- (d)	-	- (d)	-
City Retirement Administrative Financial Assistant	1	61,974	1	61,974	1	61,974	1	61,974
Budget Cost Analyst	1	69,791	1	69,791	1	69,791	1	69,791
Buyer	1	66,018	1	66,018	1	66,018	1	66,018
Accountant I	1	59,501	1	59,501	1	59,501	1	59,501
Account Technician	1	53,421	1	53,421	1	53,421	1	53,421
Account Specialist	3	49,816	3	49,816	2 (c)	49,816	2 (c)	49,816
Office Assistant	-	-	-	-	1 (c)	34,279	1 (c)	34,279
Temporary/Co-op		35,000		35,000		35,000		35,000
Overtime	—	35,000	—	35,000	—	35,000	—	35,000
<b>Total Personnel</b>	<b><u>14</u></b>		<b><u>14</u></b>		<b><u>13</u></b>		<b><u>13</u></b>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and 59 and Local 1917 contracts that expire 6/30/12.

(c) Reclassification of Account Specialist to Office Assistant.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT CONTROLLER</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 121,593	\$ 8,827	\$ 63,472	\$ 110,000	Appointed Official	\$ 109,734	\$ 109,734	\$ 109,734
1,175,987	491,992	931,170	894,435	Permanent Employees	891,763	799,701	799,701
10,115	3,702	20,000	35,000	Temporary/Co-op	35,000	35,000	35,000
39,901	13,755	35,000	35,000	Overtime	35,000	35,000	35,000
				<b>Employee Benefits:</b>			
106,452	40,303	82,733	86,238	Social Security	85,258	77,860	77,860
203,216	98,952	162,081	208,816	Employee Insurance	188,975	172,876	172,876
453,975	174,875	351,612	376,772	Retiree Health Insurance	296,444	261,973	261,973
50,020	18,037	40,119	40,815	Longevity	30,992	27,592	27,592
391,408	168,075	337,922	343,156	Retirement Fund	400,289	318,789	318,789
1,984	140	1,331	3,010	Cost of Living	-	-	-
2,752	986	2,061	2,170	Legal Services	-	-	-
17,523	8,303	18,000	18,000	<b>Office Supplies</b>	18,000	18,000	18,000
				<b>Other Services and Charges:</b>			
2,687	986	2,500	3,000	Postage	3,000	3,000	3,000
2,194	2,300	2,500	2,500	Contractual Services	2,500	2,500	2,500
689	150	750	1,000	Mileage	1,000	1,000	1,000
<u>\$ 2,580,496</u>	<u>\$ 1,031,383</u>	<u>\$ 2,051,251</u>	<u>\$ 2,159,912</u>	<b>Total Controller</b>	<u>\$ 2,097,955</u>	<u>\$ 1,863,025</u>	<u>\$ 1,863,025</u>
				Charges Reimbursable via			
(286,143)	(135,288)	(270,577)	(270,577)	Public Act 55 - Accountant/Clerical	(272,757)	(272,757)	(272,757)
<u>\$ 2,294,353</u>	<u>\$ 896,095</u>	<u>\$ 1,780,674</u>	<u>\$ 1,889,335</u>	<b>Net Controller</b>	<u>\$ 1,825,198</u>	<u>\$ 1,590,268</u>	<u>\$ 1,590,268</u>

## INFORMATION SYSTEMS

The Information Systems Division of the Controllers Office 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.
- Tax and assessing applications.
- Financial and utility billing applications.
- City of Warren internal and external web sites.
- Personal computers and peripherals throughout the City.
- Networking within City Hall and fiber optic network that serves 19 buildings throughout the City.
- Cisco IP telephone system at City Hall, Community Center, District Court, Sanitation and Owen Jax Recreation Center.
- Camera security system within City Hall and parking garage.
- Card access system within City Hall.
- Wireless internet access at and around City Hall.

In addition the staff of the Information Systems Division operates a help desk for all computer problems of any kind. We also perform operations and maintenance of 12 computer servers. Analysts and programmers determine future departmental information needs and develop new computer systems as needed.

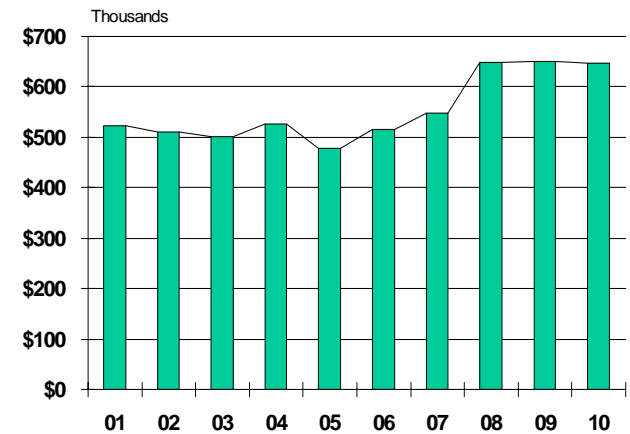
## INFORMATION SYSTEMS

### Fiscal 2012 Performance Objectives

1. To support citywide internet access.
2. To enhance City external web site.
3. To enhance City internal web site.
4. To continue help desk support for City departments.
5. To develop new computer software systems.
6. To continue to maintain City telephone system.
7. To maintain City Hall security system.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
PCs supported	500	510	508	508
Help Desk calls	3,000	3,200	3,200	3,200
New programs created	65	60	85	80
Existing program updates	55	50	55	60
Hardware platforms supported	14	13	14	16
Hours spent on PC support	4,000	6,000	4,200	4,200
Hours spent enhancing intranet web site	650	600	635	635

### 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	\$ 91,792	1	\$ 91,792	1	\$ 91,792	1	\$ 91,792
Systems Analyst Supervisor	1	78,462	1	78,462	1	78,462	1	78,462
Computer Network Analyst	1	64,039	1	64,039	1	64,039	1	64,039
Overtime	—	5,000	—	4,983	—	4,983	—	4,983
Total Personnel	<u>3</u>		<u>3</u>		<u>3</u>		<u>3</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 59 and Local 1917 contracts that expire 6/30/12.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT INFORMATION SYSTEMS</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 246,008	\$ 125,240	\$ 242,387	\$ 236,043	Permanent Employees	\$ 235,248	\$ 235,248	\$ 235,248
-	-	3,000	5,000	Overtime	4,983	4,983	4,983
				<b>Employee Benefits:</b>			
19,392	10,226	19,438	19,339	Social Security	19,323	19,323	19,323
41,892	27,878	51,001	55,644	Employee Insurance	45,954	45,954	45,954
85,877	48,619	92,104	92,324	Retiree Health Insurance	90,034	90,034	90,034
7,819	7,819	7,819	7,837	Longevity	9,101	9,101	9,101
34,904	18,350	34,956	34,126	Retirement Fund	34,056	34,056	34,056
329	32	308	645	Cost of Living	-	-	-
461	230	461	465	Legal Services	-	-	-
1,453	1,125	5,000	5,600	<b>Operating Supplies</b>	5,380	5,380	5,380
				<b>Other Services and Charges:</b>			
7,430	3,845	14,000	14,000	Software Services	14,000	14,000	14,000
199,332	90,476	220,000	220,000	Contractual Services	221,590	221,590	221,590
				<b>Capital Outlay:</b>			
2,340	842	4,000	4,000	Equipment - Computer	4,000	3,000	3,000
<u>\$ 647,237</u>	<u>\$ 334,682</u>	<u>\$ 694,474</u>	<u>\$ 695,023</u>	<b>Total Information Systems</b>	<u>\$ 683,669</u>	<u>\$ 682,669</u>	<u>\$ 682,669</u>

## LEGAL

The City of Warren Legal 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, all Departments, Boards and Commissions. The role of General Counsel is to provide legal advice and guidance thereby protecting taxpayer dollars.

The Legal Department also works to protect City assets and interests by defending the City when sued; instituting suit when directed by the City Council; preparing contracts for goods and services, reviewing and approving contracts to repair roads, sewers, infrastructure and facilities; instituting legal suit for collection of money owed to the City; and by defending the real and personal property assessments appealed to the Michigan Tax Tribunal.

The Legal Department also provides legal support services to keep the City safe and clean by drafting ordinances and amendments to ensure regulations are in place to protect public health, safety and welfare; provide legal services for nuisance abatement hearings and lawsuits; providing property maintenance administrative warrants and obtaining court orders; and prosecution of all misdemeanor arrests and citations authorized in the 37<sup>th</sup> District Court.

In addition, the Legal Department protects private property interests by providing advice to the Planning Commission and Zoning Board of Appeals regarding land use issues; prepares zoning ordinance amendments to ensure compatibility of uses and protect enjoyment of property rights; and defends the City when decisions are appealed. The Legal 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.

The Legal Department is physically divided into two (2) separate facilities, one office maintained at City Hall and the other office at the District Court Building.

Support staff is a necessary component to the efficient operation of both offices. There is one Legal Administrative Specialist assigned to the District Court office that is responsible to maintain the day to day administrative functions of the office and part-time law clerks. The City Hall office operates with one Administrative Assistant to the City Attorney and two Paralegal Clerks who are responsible to maintain the day to day administrative functions of the City Hall office.

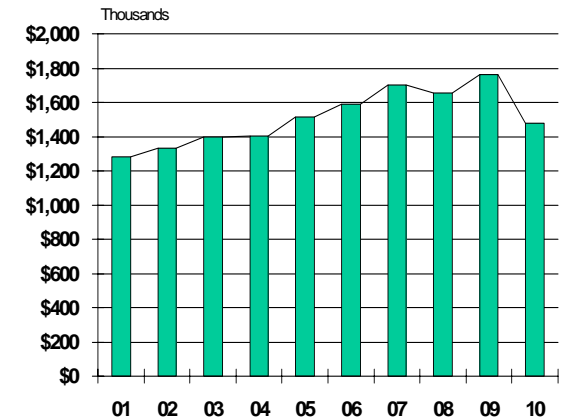
## LEGAL

### Fiscal 2012 Performance Objectives

1. To continue a vigorous defense of the City in both legal and administrative forums.
2. To protect the financial stability of the City by investigating and implementing all legal options available for cost recovery and collections.
3. To prepare ordinance amendments to update the Code of Ordinances where necessary.
4. To assist all administrative departments with legal services as they implement procedures to continue to provide quality services to the public in the face of citywide staffing reductions and limited resources.
5. To continue serve all Boards and Commissions in fulfilling their responsibilities and goals for the fiscal year.
6. To continue to keep the City safe and clean by implementing fair and vigorous ordinance prosecution in the 37<sup>th</sup> District Court.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Warrants - Prosecuted	1,649	1,650	1,700	1,700
Civil Infractions - Prosecuted	29,030	35,000	31,000	31,000
Misdemeanors - Prosecuted	8,499	10,000	8,700	8,700
Pre-trials - Prosecuted	7,068	6,900	7,100	7,100
Seven Day Letter Complaints	182	170	190	190
Seven Day Letter Responses	74	80	80	80
On-site Police file resolutions	522	550	550	550
Warrants reviewed and refused	189	260	200	200
Discovery Requests	367	460	400	400
Victim Rights action	1,537	1,550	1,550	1,550
Subpoenas	151	100	160	160
Tax Tribunal Appeals	316	-	350	350
Civil Litigation	42	-	50	50
Administrative requests for legal services	700	-	800	800
Freedom of Information Act review & responses	305	-	325	325
Civil Rights complaints	5	-	7	7

### 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	\$ 112,177	1	\$ 112,177	1	\$ 112,177	1	\$ 112,177
Chief Assistant City Attorney	1	102,961	1	102,961	1	102,961	1	102,961
Assistant City Attorney	4	101,234	4	101,234	4	101,234	4	101,234
Administrative Assistant to City Attorney	1	67,539	1	67,539	1	67,539	1	67,539
Legal Administrative Secretary	1	54,978	1	54,978	- (d)	-	- (d)	-
Legal Administrative Specialist	1	51,262	1	51,262	1	51,262	1	51,262
Para-Legal Clerk	2	35,587	2	35,587	2	35,587	2	35,587
<u>Permanent Part-time Employees:</u>								
Temporary Attorneys		-		97,500		-		-
Law Clerks		30,000		35,000		30,000		30,000
Overtime	—	-	—	14,000	—	14,000	—	14,000
Total Personnel	<u>11</u>		<u>11</u>		<u>10</u>		<u>10</u>	

(a) Wage rates are based on Local 412 Unit 35 and Unit 59 contracts that expire 6/30/12.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>LEGAL</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 117,786	\$ 29,806	\$ 81,580	\$ 112,899	Appointed Official	\$ 112,634	\$ 112,634	\$ 112,634
499,843	214,044	424,726	473,812	Assistant Attorneys	494,983	494,983	435,003
167,491	84,490	173,598	235,468	Clerical Staff	238,079	182,877	182,877
				Part-time Employees -			
32,334	15,300	30,000	30,000	Law Clerks	35,000	30,000	30,000
-	38,180	50,000	-	Temporary Attorneys	97,500	-	-
13,446	5,220	5,220	-	Temporary/Co-op	-	-	-
14,058	7,012	15,000	-	Overtime	14,000	14,000	14,000
				<b>Employee Benefits:</b>			
64,415	29,805	60,085	67,181	Social Security	77,741	65,518	60,868
97,119	61,665	133,085	182,492	Employee Insurance	169,643	151,029	150,386
224,918	109,250	224,731	225,867	Retiree Health Insurance	188,099	168,166	167,566
21,708	8,750	17,601	17,840	Longevity	15,651	15,651	15,651
199,226	99,826	205,336	227,609	Retirement Fund	264,637	228,535	222,537
987	74	973	2,365	Cost of Living	-	-	-
525	269	576	775	Legal Services	-	-	-
4,572	2,630	5,000	5,000	<b>Office Supplies</b>	5,000	5,000	5,000
				<b>Other Services and Charges:</b>			
4,660	1,626	5,300	5,300	Contractual Services	5,000	5,000	5,000
1,029	704	2,000	2,500	Postage	2,000	2,000	2,000
288	166	2,000	2,500	Legal Fees	2,500	2,500	2,500
1,188	328	1,200	1,500	Mileage	1,500	1,500	1,500
13,513	8,883	15,000	10,000	Books, Dues, and Subscriptions	18,000	15,000	15,000
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Office	12,000	-	-
<u>\$ 1,479,106</u>	<u>\$ 718,028</u>	<u>\$ 1,453,011</u>	<u>\$ 1,603,108</u>	<b>Total Legal</b>	<u>\$ 1,753,967</u>	<u>\$ 1,494,393</u>	<u>\$ 1,422,522</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.

Proposal A, passed by the voters March 15, 1994, places additional and profound limits on values used to compute property taxes. Starting in 1995, property taxes were calculated using "taxable" value, capped by the consumer price index until a property transfers ownership. Prior to Proposal A, taxes were calculated using "State Equalized Value" (S.E.V.) which keeps pace with market value regardless of ownership change.

The Assessing Department also serves as a source of information for the public, maintaining data on each parcel of property in the City including subdivision plat maps for public inspection. This information is maintained for over sixty-one thousand parcels, of which approximately 58,000 are real property and approximately 4,400 are personal property. These include Ad Valorem parcels, Industrial Facility Tax (IFT), Obsolete Property Rehabilitation Act (OPRA), Tax Increment Financing Authority (TIFA), Downtown Development Authority (DDA), Brownfield Authority and Renaissance Zone properties.

Twice a year, the Department prepares rolls for the City, the County and the school tax billings totaling \$200 million of which over \$70 million is levied for City purposes.

The Department, with the support of the Mayor and City Council, continues to improve public access to thousands of informational items pertaining to property in the City. The computerized appraisal and information system, coupled with internet data access, has greatly enhanced the availability of this information for use by the citizens of this community.

An additional function of the Assessing Department is to record, maintain and edit the status of each parcel of property in the City to determine whether it qualifies for a "principal residence" exemption from a portion of school tax. The Department also analyzes affidavits and deeds on every transferred property within the City that would trigger an "uncapping" of the taxable value in accordance with Proposal A.

The Board of Review, created by Charter, is composed of five members appointed by the Mayor for five-year terms. The Board convenes on the third Monday in March of each year and meets for a period of not less than three calendar days to hear concerns of persons considering themselves aggrieved in the way their property is assessed. The Board has the discretion and authority to make adjustments to the individual's assessment if warranted. The Department continues its defense of assessments through the Michigan Tax Tribunal and higher courts.

General Property Tax Law also provides for a special meeting of the Board of Review to be held on specific days in July and December for the purpose of correcting qualified errors or mutual mistakes.

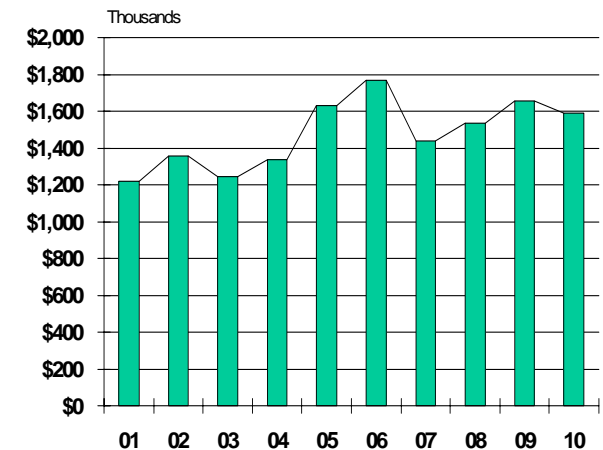
## ASSESSING

### Fiscal 2012 Performance Objectives

1. To convert commercial/industrial sketches to digital format.
2. To enhance web access to data.
3. To review and restratify economic neighborhoods.
4. To coordinate GIS/aerial mapping with Macomb County.
5. To integrate real and personal property common records.
6. To improve public access of data at counter and online.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Preparation of Assessment Rolls (Real, Personal, IFT, OPRA)	6	6	6	6
Preparation of Summer Tax Rolls	6	6	6	6
Preparation of Winter Tax Rolls	6	6	6	6
Preparation & Maintenance of Brownfield data	3	5	5	5
Personal Property Audits	70	250	125	125
Small Claim M.T.T. appeals	150	150	750	800
Full Tax Tribunal appeals	120	150	600	400
Board of Review appeals	2,000	1,700	1,900	2,000
Mandated State and County reports	17	17	17	17
Processing of Homestead affidavits	5,500	4,500	5,800	5,500
Process deeds & transfer affidavits	6,700	6,500	6,500	6,500
Review transfers to uncap taxable value	6,700	6,500	5,000	5,000
Site Plans reviewed	200	200	200	200
Review I.F.T. applications	5	5	8	10
Property Division/Combinations	100	100	100	100
Prepare/Review Special Assessment Rolls	30	35	30	30
Review/Appraise taxable properties	59,500	59,500	60,300	60,300
Review/Appraise exempt properties	2,000	2,000	2,000	2,000
Review & process homestead denials by State	250	250	2,300	2,300
Verify sales & transfers, inspect sold property	5,800	3,000	6,000	6,000
Inspect and appraise building permit activity	11,400	2,000	11,500	12,000
Respond to citizens requests for information	15,000	15,000	15,000	15,000
Stratify real property neighborhoods	300	500	400	400
Identify/photograph real property parcels	2,400	1,000	1,000	1,000
Digitally sketch real property parcels	2,500	1,500	1,500	1,500
Review records for ownership, name & address changes	6,000	6,400	20,000	20,000

### 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	\$ 102,971	1	\$ 102,971	1	\$ 102,971	1	\$ 102,971
Deputy Assessor	1	82,747	1	82,747	1	82,747	1	82,747
Senior Real Property Appraiser	1	70,899	- (d)	-	- (d)	-	- (c)	-
Senior Appraiser	-	-	4 (c)	66,861	4 (c)	66,861	5 (c)	66,861
Property Appraiser III	4	66,861	- (c)	-	- (c)	-	- (c)	-
Personal Property Administrative Technician	-	-	1 (c)	65,754	1 (c)	65,754	1 (c)	65,754
Office Coordinator	1	65,754	- (c)	-	- (c)	-	- (c)	-
Appraiser	-	-	1 (c)	57,757	1 (c)	57,757	1 (c)	57,757
Property Appraiser I	1	54,856	- (c)	-	- (c)	-	- (c)	-
Office Assistant	2	34,279	2	34,279	2	34,279	2	34,279
Seasonal Employees		27,200		35,000		27,200		20,000
Overtime	—	15,000	—	21,871	—	20,000	—	20,000
Total Personnel	<u>11</u>		<u>10</u>		<u>10</u>		<u>11</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/12.

(c) Reclassification of Property Appraiser III to Senior Appraiser; Office Coordinator to Personal Property Administrative Technician; Property Appraiser I to Appraiser and Senior Real Property Appraiser to Senior Appraiser.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT ASSESSING</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 112,067	\$ 51,360	\$ 102,845	\$ 103,656	Appointed Official	\$ 103,391	\$ 103,391	\$ 103,391
640,868	304,698	603,572	607,906	Permanent Employees	541,570	541,570	606,223
20,206	14,013	27,200	27,200	Seasonal Employees	35,000	27,200	20,000
20,864	8,535	15,000	15,000	Overtime	21,871	20,000	20,000
				<b>Employee Benefits:</b>			
63,789	30,167	59,591	60,448	Social Security	56,292	55,542	60,081
98,575	69,678	122,662	153,710	Employee Insurance	109,187	109,178	117,079
227,842	97,511	194,124	209,092	Retiree Health Insurance	189,425	188,749	192,616
29,504	10,200	23,800	23,800	Longevity	24,486	24,486	25,597
298,694	144,905	288,469	287,614	Retirement Fund	321,567	320,343	331,984
1,152	114	1,136	2,365	Cost of Living	-	-	-
1,587	832	1,677	1,705	Legal Services	-	-	-
3,483	1,630	4,500	5,000	<b>Office Supplies</b>	5,800	5,000	5,000
				<b>Other Services and Charges:</b>			
5,400	500	8,200	8,200	Board of Review	8,200	8,200	8,200
23,777	5,433	25,000	25,000	Postage	27,000	26,000	23,000
				Contractual Services -			
9,280	9,280	9,280	10,000	Data Conversion	10,000	10,000	10,000
14,940	-	12,000	12,000	Software Services	20,000	16,000	16,000
14,454	12,449	18,000	16,000	Tax Roll Preparation	16,000	14,000	14,000
1,857	681	2,000	2,500	Auto Expense	2,500	2,000	1,000
-	-	-	-	Professional Services	110,000	110,000	110,000
-	-	-	-	Memberships and Dues	2,600	2,000	2,000
				<b>Capital Outlay:</b>			
-	599	599	-	Equipment - Office	1,000	-	-
<u>\$ 1,588,339</u>	<u>\$ 762,585</u>	<u>\$ 1,519,655</u>	<u>\$ 1,571,196</u>	<b>Total Assessing</b>	<u>\$ 1,605,889</u>	<u>\$ 1,583,659</u>	<u>\$ 1,666,171</u>

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>LABOR RELATIONS</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 231,755	\$ -	\$ -	\$ -	- Permanent Employees	\$ -	\$ -	\$ -
2,360	-	-	-	- Overtime	-	-	-
				<b>Employee Benefits:</b>			
17,627	-	-	-	- Social Security	-	-	-
31,520	-	-	-	- Employee Insurance	-	-	-
81,736	-	-	-	- Retiree Health Insurance	-	-	-
6,517	-	-	-	- Longevity	-	-	-
85,805	-	-	-	- Retirement Fund	-	-	-
176	-	-	-	- Cost of Living	-	-	-
154	-	-	-	- Legal Services	-	-	-
354	-	-	-	- <b>Office Supplies</b>	-	-	-
				<b>Other Services and Charges:</b>			
37,384	-	-	-	- Arbitration Expense	-	-	-
7,752	-	-	-	- Membership and Dues	-	-	-
<u>\$ 503,140</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Total Labor Relations</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Note: The Labor Relations Budget was combined with the Personnel Budget to form the Human Resources Department in Fiscal 2011.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>PERSONNEL</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 409,473	\$ -	\$ -	\$ -	- Permanent Employees	\$ -	\$ -	\$ -
1,344	-	-	-	- Overtime	-	-	-
3,000	-	-	-	- Fees and Per Diem	-	-	-
				<b>Employee Benefits:</b>			
32,416	-	-	-	- Social Security	-	-	-
71,027	-	-	-	- Employee Insurance	-	-	-
102,547	-	-	-	- Retiree Health Insurance	-	-	-
12,244	-	-	-	- Longevity	-	-	-
106,241	-	-	-	- Retirement Fund	-	-	-
660	-	-	-	- Cost of Living	-	-	-
922	-	-	-	- Legal Services	-	-	-
2,872	-	-	-	- <b>Office Supplies</b>	-	-	-
				<b>Other Services and Charges:</b>			
2,774	-	-	-	- Postage	-	-	-
9,485	-	-	-	- Contractual Services	-	-	-
15,142	-	-	-	- Contractual Services - E.A.C.	-	-	-
34,420	-	-	-	- Medical Services	-	-	-
114	-	-	-	- Mileage	-	-	-
10,000	-	-	-	- Printing and Publishing	-	-	-
665	-	-	-	- Membership and Dues	-	-	-
\$ 815,346	\$ -	\$ -	\$ -	<b>Total Personnel</b>	\$ -	\$ -	\$ -

Note: The Personnel Budget was combined with the Labor Relations Budget to form the Human Resources Department in Fiscal 2011.



## 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 of the City's employees.
- Risk Management will continue to be 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 of the 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 all of the City's seven (7) bargaining units representing nearly one hundred percent of the City's full-time workforce.
- Payroll prepares payroll checks for some 725 full-time City employees along with numerous part-time and temporary employees.
- Maintain 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 our mission has increased significantly. The establishment of the Department of Human Resources will enable us to continue to meet the demands placed on us through additional state and federal regulations in the most efficient manner. We will continue to ensure the City's compliance with various laws including the Americans with Disabilities Act, the Family and Medical Leave Act and the Department of Transportation's drug and alcohol testing programs. We will continue providing our 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 our work environment.

## HUMAN RESOURCES

### Fiscal 2012 Performance Objectives

1. To recruit and hire the most qualified applicants as an Equal Employment Opportunity employer.
2. To provide the City with the most comprehensive insurance coverage at the most competitive cost.
3. To comply with the Civil Service Rules and Regulations along with all Federal and State employment laws.
4. To provide labor relation services that insure the highest level of employee morale while preserving and protecting the public interest that is impacted by negotiated contracts.
5. To investigate and implement an efficient, cost effective time keeping and payroll process.
6. To preserve an acceptable level of public service in the face of shrinking financial resources.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Promotional job postings	22	20	20	20
Open competitive job postings	10	10	12	10
Civil Service Commission meetings	11	12	12	12
Full-time and Part-time employee's hired	126	140	130	120
Applications processed	2,524	2,500	2,425	2,500
Random DOT alcohol tests	40	90	60	90
Random DOT drug tests	71	150	125	150
Workers' Compensation claims processed	143	170	150	150
Sick/Accident claims processed	39	45	50	50
Auto/glass claims processed	59	60	50	50
General Liability/Property claims processed	49	30	30	35
Lawsuit files processed	31	50	46	50
Over the counter contacts	4,600	4,800	5,000	5,000
Written exams administered	8	10	10	10
Performance exams administered	126	600	495	600
MESC claims processed	102	90	100	100
W-2's issued by January 31	1,515	1,500	1,732	1,700
MESC Reports/Federal Tax deposits	8	8	8	8
Process employee withholding changes	516	-	520	500
Labor contracts negotiated	0	7	5	8
Arbitration awards	10	12	8	10
AFSCME Local 1250 grievances	47	60	90	90
AFSCME Local 1917 grievances	4	20	15	15
WPOA grievances	13	20	20	20
WPFU Local 1383 grievances	9	25	15	20
Compliance with labor employment laws	200 hrs.	200 hrs.	200 hrs.	200 hrs.

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	\$ 96,338	1	\$ 96,338	1	\$ 96,338	1	\$ 96,338
Labor Relations Administrator	1	89,106	1	89,106	- (c)	-	- (c)	-
Labor Relations Assistant	-	-	-	-	1 (c)	83,668	1 (c)	83,668
Human Resource Analyst	-	-	1 (c)	67,850	1 (c)	67,850	1 (c)	67,850
Personnel Analyst	1	67,850	- (c)	-	- (c)	-	- (c)	-
Personnel Assistant	1	65,897	1	65,897	1	65,897	1	65,897
Benefits Administrator	1	59,661	1	59,661	1	59,661	1	59,661
Senior Risk Management Technician	1	55,435	1	55,435	1	55,435	1	55,435
Administrative Clerical Technician	1	51,100	1	51,100	1	51,100	1	51,100
Payroll Supervisor	1	76,152	- (c)	-	- (c)	-	- (c)	-
Senior Payroll Technician	-	-	1 (c)	59,435	1 (c)	59,435	1 (c)	59,435
Payroll Technician	1	53,421	- (c)	-	- (c)	-	- (c)	-
Office Assistant	-	-	1 (c)	34,279	1 (c)	34,279	1 (c)	34,279
Temporary/Co-op		3,000		4,000		4,000		4,000
Overtime	—	3,000	—	2,938	—	2,500	—	2,500
Total Human Resources	<u>9</u>		<u>9</u>		<u>9</u>		<u>9</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/12.

(c) Reclassification of Labor Relations Administrator to Labor Relations Assistant; Personnel Analyst to Human Resource Analyst; Payroll Supervisor to Senior Payroll Technician and Payroll Technician to Office Assistant.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>HUMAN RESOURCES</u>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ 354,016	\$ 651,209	\$ 619,852	Permanent Employees	\$ 578,249	\$ 572,789	\$ 572,789
-	3,051	13,000	3,000	Temporary/Co-op	4,000	4,000	4,000
-	670	3,000	3,000	Overtime	2,938	2,500	2,500
-	1,500	3,000	3,000	Fees and Per Diem	3,000	3,000	3,000
				<b>Employee Benefits:</b>			
-	28,656	53,210	50,395	Social Security	46,814	46,356	46,356
-	67,152	113,145	115,510	Employee Insurance	122,899	122,841	122,841
-	104,842	193,918	193,749	Retiree Health Insurance	172,422	170,292	170,292
-	11,333	22,009	22,455	Longevity	18,884	18,884	18,884
-	99,009	183,108	169,463	Retirement Fund	177,093	175,988	175,988
-	92	911	1,935	Cost of Living	-	-	-
-	666	1,306	1,395	Legal Services	-	-	-
-	4,504	10,000	10,000	<b>Office Supplies</b>	10,000	10,000	8,000
				<b>Other Services and Charges:</b>			
-	3,321	6,000	4,000	Postage	6,000	6,000	5,000
-	5,159	13,000	13,000	Contractual Services	12,000	12,000	12,000
-	15,259	15,259	15,500	Contractual Services - E.A.C.	15,500	15,500	15,500
-	17,955	42,000	45,000	Medical Services	45,000	45,000	45,000
-	-	200	200	Mileage	200	200	200
-	11,034	14,500	14,500	Printing and Publishing	20,000	15,000	12,000
-	5,534	87,000	87,000	Arbitration Expense	87,000	87,000	81,000
-	497	9,000	9,000	Membership and Dues	8,000	6,000	3,000
<u>\$ -</u>	<u>\$ 734,250</u>	<u>\$ 1,434,775</u>	<u>\$ 1,381,954</u>	<b>Total Human Resources</b>	<u>\$ 1,329,999</u>	<u>\$ 1,313,350</u>	<u>\$ 1,298,350</u>

## **DEPARTMENT OF PROPERTY MAINTENANCE INSPECTION**

The Department of Property Maintenance Inspection was established on March 14, 2006 by action of the City Council through adoption of Ordinance 80-625 and is charged with the enforcement of the Property Maintenance Code. In addition, the Department enforces the City's weed control program, rodent control program, West Nile virus program, and rental licensing and inspection program. The Department is also the primary first contact for residents with any type of property related complaints. Also, the Department has implemented a new vacant/foreclosed home registration program that was adopted by City Council in 2009.

During fiscal year 2010, the Department registered 21,200 complaints from residents of the City of Warren. Of those complaints, 16,225 were resolved within the Department and 4,975 were referred to other City departments such as Zoning, Building or Public Service.

Our part-time code enforcement officers monitor over 4,000 City owned vacant lots, private owned vacant lots and abandoned and foreclosed homes and buildings for blight, weeds and board-ups and snow removal. In the spring and summer seasons they also enforce the City's weed control ordinance. Currently part-time code enforcement officers respond to all complaints regarding debris, inoperative/unlicensed vehicles, unkempt pools, garbage containers, and other general blight concerns. The Department also administers a contract with the Macomb County Health Department for inspection and monitoring services by a Macomb County health inspector who enforces property maintenance issues from a public health and safety perspective. The health inspector is the first person to respond to complaints regarding vacant homes and rodent control issues.

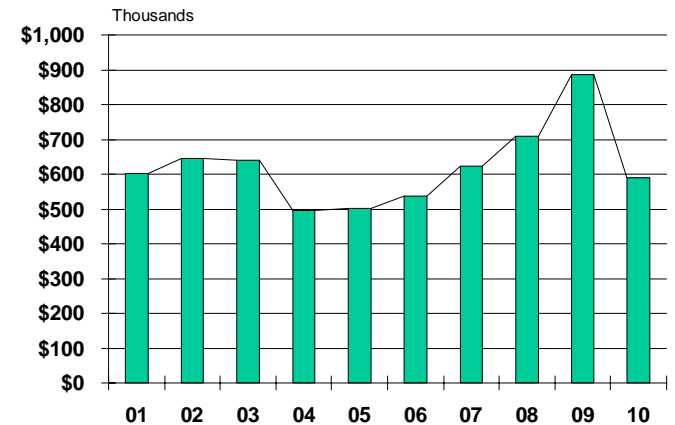
## PROPERTY MAINTENANCE INSPECTION

### Fiscal 2012 Performance Objectives

1. To continue and update the educational program to ensure that all inspectors are properly cross trained and certified.
2. To evaluate and increase efficiency in Department operations.
3. To update the new vacant, foreclosed abandoned home registration program.
4. To establish performance tracking measurables and procedures for evaluating performance.
5. To ensure responsiveness to anticipated increase in property maintenance complaints related to vacant, foreclosed and abandoned property.
6. To streamline a City wide complaint tracking system.
7. To increase community awareness of Department services and procedures and make the programs more neighborhood friendly.
8. To update our community service program with City departments for vacant property clean ups and snow removal.
9. To update and improve the multi-family/apartment licensing and inspection program.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Weed Enforcement - Vacant Home & Lot monitoring	4,436	3,500	4,800	4,800
Weed Enforcement - Complaints	6,890	4,000	7,300	7,500
Weed Enforcement - Vacant Homes & Lot Work Orders – Grass cutting	4,385	4,500	4,800	5,000
Total Property Maintenance Complaints investigated	5,928	8,000	6,500	7,000
Rodent complaints and investigations	494	800	700	800
Recreational vehicles on private property not properly stored or licensed	390	1,000	500	600
Abandoned vehicles on private property	780	1,200	1,000	1,100
Complaints entered into tracking system	21,200	25,000	23,000	25,000
Snow complaints and investigations	780	1,800	1,600	1,800
Vacant & foreclosed property clean ups	598	900	750	900
Vacant homes posted for investigation	1,642	1,800	1,800	2,100
Vacant homes tagged for City certification	1,326	400	1,520	1,500

### 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>
Office Assistant	1	\$ 34,279	1	\$ 34,279	-	(d) \$ -	-	(d) \$ -
Part-time Employees		275,000		320,000		295,000		295,000
Overtime	—	1,000	—	-	—	-	—	-
Total Personnel	<u>1</u>		<u>1</u>		<u>-</u>		<u>-</u>	

(a) Wage rates are based on Local 1250 contract that expires 6/30/12.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>PROPERTY MAINTENANCE INSPECTION</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ 19,370	\$ 19,370	\$ 34,684	Permanent Employees	\$ 34,419	\$ -	\$ -
42,237	24,191	45,000	25,000	Temporary/Co-op	45,000	45,000	45,000
243,357	112,091	250,000	250,000	Temporary Employees- Inspection	275,000	250,000	250,000
33	38	38	1,000	Overtime	-	-	-
				<b>Employee Benefits:</b>			
21,392	11,997	24,139	24,096	Social Security	27,468	22,863	22,863
931	7,489	8,561	24,326	Employee Insurance	20,478	2,009	2,009
88	3,927	3,927	13,283	Retiree Health Insurance	12,429	-	-
-	457	457	-	Longevity	-	-	-
85	1,087	1,087	3,590	Retirement Fund	3,442	-	-
-	9	9	215	Cost of Living	-	-	-
13	26	26	155	Legal Services	-	-	-
9,641	6,093	11,000	11,000	<b>Office Supplies</b>	11,000	11,000	9,000
				<b>Other Services and Charges:</b>			
3,961	2,765	7,000	8,000	Postage	9,000	9,000	7,000
-	-	2,000	2,000	West Nile Virus Expense	2,000	2,000	2,000
177,094	79,488	162,907	162,907	Weed Mowing Program	225,000	175,000	175,000
80,347	33,336	105,000	105,000	Housing Code Enforcement Program	105,000	105,000	105,000
3,260	6,400	7,000	7,000	Rodent Control Program	10,000	10,000	10,000
6,176	2,678	8,000	8,000	Printing and Publishing	8,000	8,000	6,000
				<b>Capital Outlay:</b>			
595	-	-	-	Equipment - Office	-	-	-
<u>\$ 589,210</u>	<u>\$ 311,442</u>	<u>\$ 655,521</u>	<u>\$ 680,256</u>	<b>Total Property Maintenance Inspection</b>	<u>\$ 788,236</u>	<u>\$ 639,872</u>	<u>\$ 633,872</u>



## **COMMUNITY, ECONOMIC AND DOWNTOWN DEVELOPMENT**

The Department of Community, Economic and Downtown Development represents efforts to streamline city government and maximize the benefit of resources expended. Since these three separate departments have been collaborating, we have experienced an increase in sales of homes built with federal funds and we are seeing significant activity from potential new businesses and existing businesses diversifying and expanding in place.

The proposed budget attempts to strategically direct expenditures historically borne by the administrative unallocated portion of the general fund budget to bring attention to the commitment of Warren officials to community and economic development.

The budget of the Downtown Development Authority, a special revenue fund is presented separately herein. The balance of community development is funded by federal funds from a variety of programs reviewed and approved by the Mayor and City Council periodically throughout the year.

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 Development & Block Grant Coordinator	1	\$ 83,363	1	\$ 83,363	1	\$ 83,363	1	\$ 83,363
Assistant Director of Community, Economic & Dev.	1	77,981	1	77,981	1	77,981	1	77,981
Overtime	—	3,000	—	-	—	-	—	-
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 1917 contracts that expire 6/30/12.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ 85,140	\$ 165,812	\$ 162,532	Permanent Employees	\$ 162,002	\$ 162,002	\$ 162,002
-	-	3,000	3,000	Overtime	-	-	-
				<b>Employee Benefits:</b>			
-	6,709	13,384	13,126	Social Security	12,818	12,818	12,818
-	8,560	14,581	16,514	Employee Insurance	15,984	15,984	15,984
-	17,407	35,242	34,304	Retiree Health Insurance	32,236	32,236	32,236
-	-	3,400	3,400	Longevity	3,400	3,400	3,400
-	30,481	61,710	58,596	Retirement Fund	64,795	64,795	64,795
-	24	209	430	Cost of Living	-	-	-
-	154	307	310	Legal Services	-	-	-
-	560	1,000	1,000	<b>Office Supplies</b>	1,000	1,000	1,000
				<b>Other Services and Charges:</b>			
-	150	7,000	10,000	Postage	8,000	7,000	7,000
-	-	5,000	5,000	Contractual Services	7,000	5,000	5,000
-	-	400	500	Mileage	500	500	500
-	295	6,000	8,000	Printing and Publishing	8,000	6,000	6,000
-	675	3,000	3,000	Membership & Dues	3,000	3,000	3,000
-	-	12,000	15,000	Promotions	12,000	10,000	10,000
-	8,593	17,185	17,185	Transfer to DDA/ DDA Director	-	-	-
<u>\$ -</u>	<u>\$ 158,748</u>	<u>\$ 349,230</u>	<u>\$ 351,897</u>	<b>Total Community &amp; Economic Development</b>	<u>\$ 330,735</u>	<u>\$ 323,735</u>	<u>\$ 323,735</u>

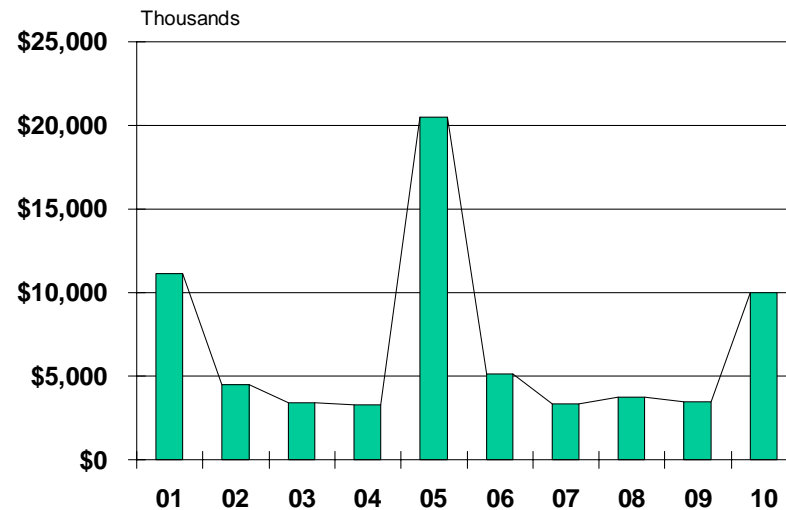
## ADMINISTRATIVE UNALLOCATED EXPENSE

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 an 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, refunds on tribunal adjustments, City memberships and dues, tuition reimbursement and so forth.

### EXPENDITURE HISTORY

#### ADMINISTRATION UNALLOCATED EXPENSE



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT ADMINISTRATION UNALLOCATED EXPENSE</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 54,900	\$ 51,000	\$ 54,900	\$ 57,000	Independent Audit	\$ 60,000	\$ 60,000	\$ 50,000
59,937	20,266	55,000	65,000	Telephone and Radio	55,000	55,000	55,000
7,995	2,775	10,000	10,000	Conferences and Workshops	10,000	9,000	9,000
62,535	44,068	63,000	65,000	Education Allowance	65,000	60,000	60,000
5,388	1,509	7,000	8,000	Community Promotion	8,000	7,000	5,000
2,528,098	1,376,211	2,500,000	2,400,000	Insurance and Bonds	2,600,000	2,600,000	2,550,000
122,041	71,506	100,000	100,000	Professional Services	100,000	100,000	100,000
5,975,000	-	-	-	Lawsuit Settlements	-	-	-
400,000	250,000	250,000	250,000	Grievance Settlements	250,000	250,000	250,000
349,244	247,447	400,000	400,000	Refund of Taxes Paid Under Protest	400,000	400,000	400,000
396	-	1,000	1,000	Investment Policy Commission	1,000	1,000	1,000
225,791	94,099	250,000	265,000	Public Utilities - Civic Center	265,000	265,000	265,000
9,566	4,525	10,000	10,000	Public Utilities - Court Building	10,000	10,000	10,000
				<b>Membership and Dues:</b>			
7,370	-	-	-	Eight Mile Road Vision Action Plan	-	-	-
6,912	-	-	-	Michigan Suburbs Alliance	-	-	-
-	-	1,000	1,000	Auction Sale	-	-	-
				<b>Liability Transfer:</b>			
-	-	50,000	50,000	Accumulative Sick Leave	50,000	50,000	50,000
-	-	20,000	20,000	Accumulative Compensatory Time	20,000	20,000	20,000
-	-	-	-	Insurance Claims	100,000	100,000	100,000
52,452	43,306	43,306	43,000	Unemployment Costs	38,100	38,100	38,100
1,644	1,400	1,500	1,500	401(a) Board Operating Expense	1,500	1,500	1,500
16	13	500	500	Disability Commission Operating Expense	500	500	500
1,824	-	-	-	HOME Program	-	-	-
-	-	-	200,000	Tax Reverted Property Acquisition/Expense	-	-	-
-	-	30,000	30,000	Accrued Liabilities and Commitments	-	-	-
150,000	-	-	-	Transfer to Library Special Revenue Fund	-	-	-
<u>\$ 10,021,109</u>	<u>\$ 2,208,125</u>	<u>\$ 3,847,206</u>	<u>\$ 3,977,000</u>	<b>Total Administration Unallocated Expense</b>	<u>\$ 4,034,100</u>	<u>\$ 4,027,100</u>	<u>\$ 3,965,100</u>

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

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

In budget year 2012, the City of Warren Police & 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 & 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.

The eligibility list for the position of captain expired on September 18, 2009. Contract language states the promotional list for captain shall be prepared when a vacancy is anticipated in that position and the list shall be certified within six months after the vacancy occurs. The Commission must be prepared to conduct a written exam and an assessment center if advised by the Police Commissioner of an anticipated vacancy.

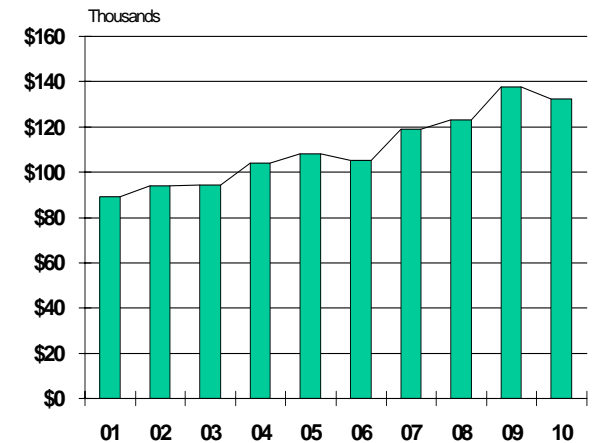
## POLICE & FIRE CIVIL SERVICE COMMISSION

### Fiscal 2012 Performance Objectives

1. To provide current eligible police personnel with the best possible written and oral exams, and when applicable, assessment centers.
2. To provide current eligible police personnel bibliography, application and exam information in a timely fashion to allow sufficient time to prepare for promotional 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.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Promotional Exams Posted	2	2	1	2
Applications Processed	37	120	69	40
Written Exams Conducted	0	4	80	4
Oral Exams Conducted	0	3	80	0
Assessment Centers Held	0	1	0	1
Regular Meetings Held	11	12	11	12
Special Meetings Held	6	6	2	6
Appeals Heard	2	5	2	4
Promotions Made	2	10	2	4
Certify Police Recruit Eligibility List	1	0	0	1
Certify Police Promotional List	0	4	3	1

### EXPENDITURE HISTORY POLICE & FIRE CIVIL SERVICE



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT POLICE &amp; FIRE CIVIL SERVICE</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 57,124	\$ 205	\$ 205	\$ -	Permanent Employee	\$ -	\$ -	\$ -
1,699	-	-	-	Overtime	-	-	-
2,550	450	1,350	3,000	Fees and Per Diem	3,000	3,000	3,000
				<b>Employee Benefits:</b>			
4,737	14	14	-	Social Security	-	-	-
7,041	590	590	-	Employee Insurance	-	-	-
20,869	74	74	-	Retiree Health Insurance	-	-	-
3,206	-	-	-	Longevity	-	-	-
30,017	115	115	-	Retirement Fund	-	-	-
111	-	-	-	Cost of Living	-	-	-
154	-	-	-	Legal Services	-	-	-
				<b>Supplies:</b>			
511	73	600	1,400	Office Supplies	1,400	1,400	1,400
4,306	8,993	18,000	25,000	Exams & Operating Supplies	25,000	18,000	18,000
				<b>Other Services and Charges:</b>			
117	30	500	800	Postage	1,000	800	800
<u>\$ 132,442</u>	<u>\$ 10,544</u>	<u>\$ 21,448</u>	<u>\$ 30,200</u>	<b>Total Police &amp; Fire Civil Service</b>	<u>\$ 30,400</u>	<u>\$ 23,200</u>	<u>\$ 23,200</u>



## **ZONING BOARD OF APPEALS**

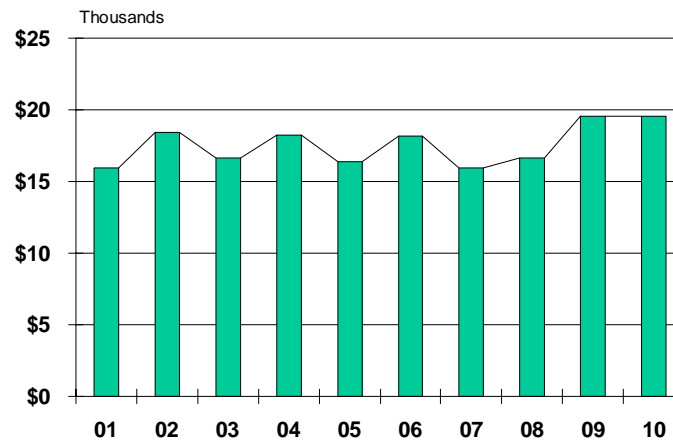
The Zoning Board of Appeals is a nine member quasi-judicial body authorized by the Michigan Zoning Enabling Act, MCL 125.3601 et seq., and the Warren Zoning Ordinance to:

- 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 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 Office.

### **EXPENDITURE HISTORY** **ZONING BOARD OF APPEALS**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

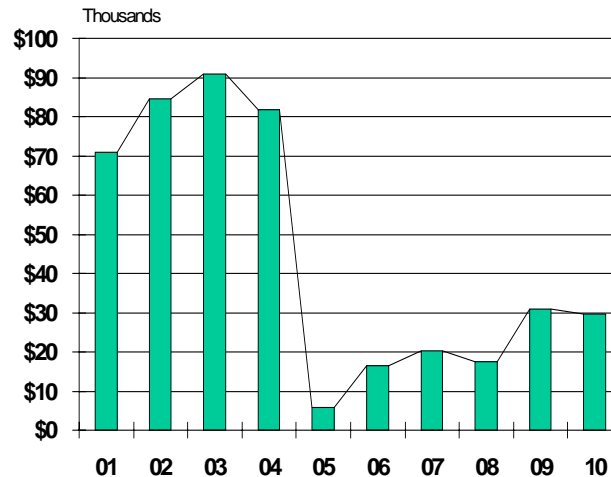
FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ZONING BOARD OF APPEALS</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 5,565	\$ 2,170	\$ 4,060	\$ 5,670	Meeting Allowance	\$ 5,670	\$ 5,670	\$ 5,670
1,430	731	1,500	1,500	<b>Office Supplies</b>	1,200	1,200	1,200
				<b>Other Services and Charges:</b>			
4,518	1,720	4,500	7,000	Postage	6,000	6,000	6,000
6,375	1,750	4,500	5,625	Outside Court Reporter	5,000	5,000	5,000
<u>1,694</u>	<u>250</u>	<u>2,000</u>	<u>2,250</u>	Printing and Publishing	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<b><u>\$ 19,582</u></b>	<b><u>\$ 6,621</u></b>	<b><u>\$ 16,560</u></b>	<b><u>\$ 22,045</u></b>	<b>Total Zoning Board of Appeals</b>	<b><u>\$ 19,870</u></b>	<b><u>\$ 19,870</u></b>	<b><u>\$ 19,870</u></b>

## **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 PERSONNEL

<u>BEAUTIFICATION COMMISSION</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>
Coordinator	-	\$ -	1 (b)	\$ 33,150	-	\$ -	-	\$ -
Part-time Employee	—	6,000	—	-	—	6,000	—	6,000
Total Personnel	<u>-</u>		<u>1</u>		<u>-</u>		<u>-</u>	

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/12.

(b) New position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

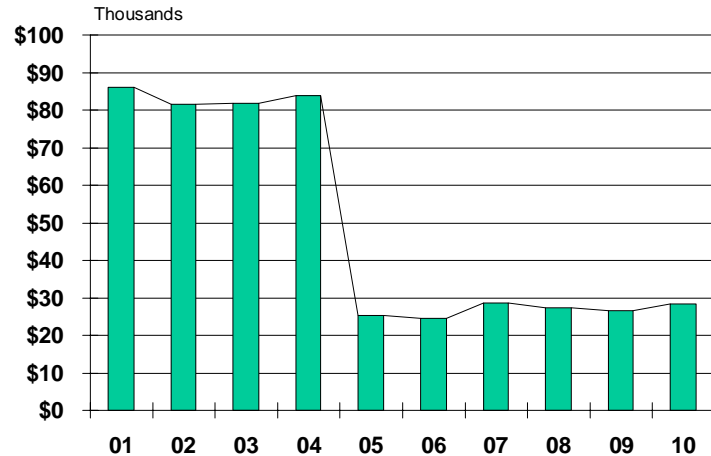
FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT BEAUTIFICATION COMMISSION</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ -	\$ -	\$ -	Permanent Employee	\$ 33,285	\$ -	\$ -
3,415	1,976	5,000	6,000	Part-time Employee	-	6,000	6,000
				<b>Employee Benefits:</b>			
261	151	383	465	Social Security	2,580	465	465
-	-	6	7	Employee Insurance	18,261	7	7
-	-	-	-	Retiree Health Insurance	333	-	-
-	-	-	-	Retirement Fund	3,329	-	-
467	300	600	600	<b>Office Supplies</b>	600	600	600
				<b>Other Services and Charges:</b>			
12,291	1,450	2,500	2,500	Contractual Services	2,500	2,500	2,500
1,301	216	1,400	1,400	Postage	1,400	1,400	1,400
194	28	100	400	Telephone Expense	400	400	400
574	13	600	1,000	Mileage	1,000	800	800
685	112	500	500	Public Utilities	500	500	500
916	-	1,000	1,000	City Flower Plantings	1,000	1,000	1,000
405	-	1,000	1,000	School Program	1,000	1,000	1,000
7,779	3,381	9,000	9,000	Awards Committee	9,000	9,000	9,000
870	392	2,000	2,000	Clean-up Campaign	2,000	2,000	2,000
478	654	1,100	1,000	Installation & Informational Dinner Meetings	1,000	1,000	1,000
<u>\$ 29,636</u>	<u>\$ 8,673</u>	<u>\$ 25,189</u>	<u>\$ 26,872</u>	<b>Total Beautification Commission</b>	<u>\$ 78,188</u>	<u>\$ 26,672</u>	<u>\$ 26,672</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>CULTURAL COMMISSION</u>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 116	\$ 12	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
				<b>Other Services and Charges:</b>			
3,800	1,200	4,500	4,500	Contractual Services - Sound System	4,500	4,500	4,500
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
17,481	13,713	16,700	16,700	Summer Program	16,700	16,700	16,700
390	-	800	800	Artist in Residence Program	800	800	800
500	-	500	500	Art Festival	500	500	500
<u>3,975</u>	<u>-</u>	<u>-</u>	<u>-</u>	Winter Program	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 28,262</u>	<u>\$ 16,925</u>	<u>\$ 24,600</u>	<u>\$ 24,600</u>	<b>Total Cultural Commission</b>	<u>\$ 24,600</u>	<u>\$ 24,600</u>	<u>\$ 24,600</u>

## CRIME COMMISSION

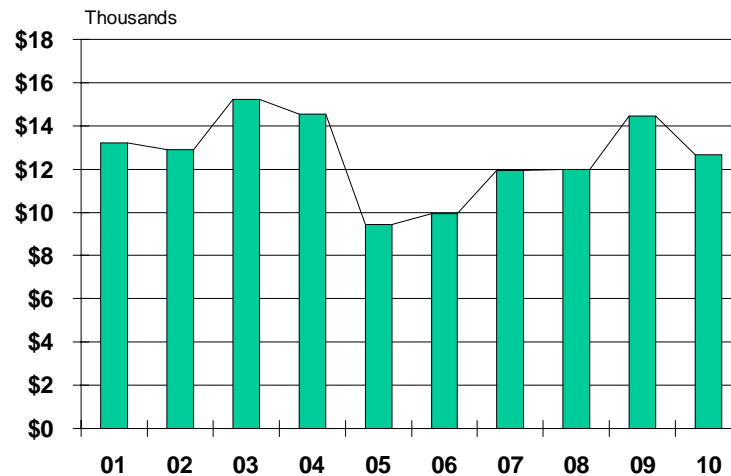
The Crime Commission, established on April 2, 1968, consists of twelve (12) members appointed by the Mayor. Members of the Commission may be persons with qualifications in such areas as: law enforcement, crime prevention, public communication and education.

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 purposes 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 the senior seminars.

## EXPENDITURE HISTORY CRIME COMMISSION





GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CRIME COMMISSION</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 974	\$ 300	\$ 1,000	\$ 1,000	<b>Office Supplies</b>	\$ 1,000	\$ 1,000	\$ 1,000
				<b>Other Services and Charges:</b>			
2,200	935	2,200	2,200	Contractual Services	2,200	2,200	2,200
299	112	300	400	Telephone	400	400	400
7,224	2,532	7,000	7,000	Community Promotion & Public Relations	7,500	7,000	7,000
<u>1,965</u>	<u>228</u>	<u>2,200</u>	<u>3,200</u>	Public Utilities	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>
<b><u>\$ 12,662</u></b>	<b><u>\$ 4,107</u></b>	<b><u>\$ 12,700</u></b>	<b><u>\$ 13,800</u></b>	<b>Total Crime Commission</b>	<b><u>\$ 14,300</u></b>	<b><u>\$ 13,800</u></b>	<b><u>\$ 13,800</u></b>

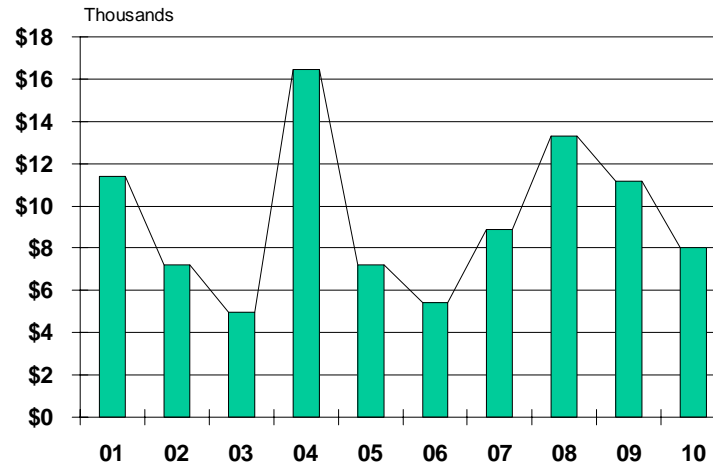
## HISTORICAL COMMISSION

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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>HISTORICAL COMMISSION</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 789	\$ 485	\$ 1,200	\$ 1,300	<b>Office Supplies</b>	\$ 1,450	\$ 1,450	\$ 1,450
				<b>Other Services and Charges:</b>			
194	28	100	300	Telephone Expense	300	300	300
1,486	-	1,200	1,200	Community Promotion & Public Relations	1,125	1,125	1,125
255	50	335	335	Membership & Dues	315	315	315
1,271	-	1,500	1,500	Historical Site Plaques	1,500	1,500	1,500
3,106	461	3,000	3,000	Museum Expense	2,800	2,800	2,800
934	1,018	1,500	1,500	Hall of Fame	1,500	1,500	1,500
				<b>Capital Outlay:</b>			
-	-	800	800	Equipment - Office	5,700	-	-
<u>\$ 8,035</u>	<u>\$ 2,042</u>	<u>\$ 9,635</u>	<u>\$ 9,935</u>	<b>Total Historical Commission</b>	<u>\$ 14,690</u>	<u>\$ 8,990</u>	<u>\$ 8,990</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, 2009, there were 520 retirees and beneficiaries receiving benefits from the fund. In addition, 24 members have deferred their retirement benefits. All of the 189 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 rates that are designed to accumulate sufficient assets to pay benefits when due. The rate of contribution for the fiscal year beginning July 1, 2011 is 64.79 percent of payroll. For comparison to prior years the Unfunded Actuarial Present Value of Credited Projected Benefits for the year ended December 31, 2009 was \$55,116,000. 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 it's approximately \$120 million in assets.

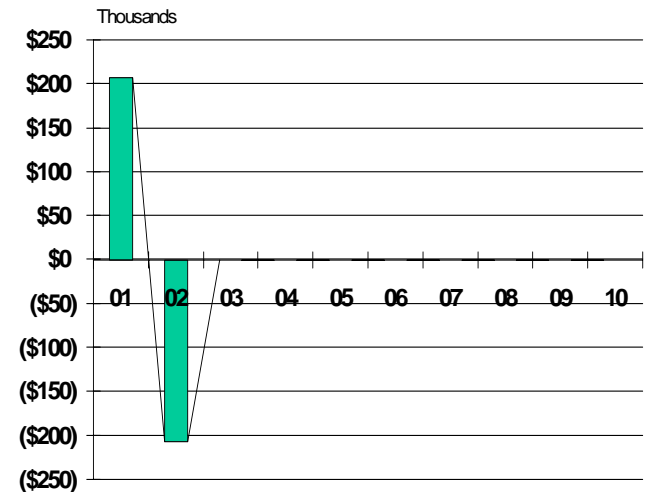
## EMPLOYEE'S RETIREMENT COMMISSION

### Fiscal 2012 Performance Objectives

1. To continue software training for staff and enhancement to members database.
2. To improve the database for Medicare reimbursements and health care for retirees.
3. To continue education of retirees and active members regarding plan benefits.
4. To improve communication between the Board of Trustees, retirees and employees.
5. To encourage more enrollment in the direct deposit program.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Agendas prepared	16	16	16	16
Pension calculations prepared	58	40	40	30
Annual employee pension ledgers prepared	233	240	240	210
Pension payments distributed	6,541	6,500	6,500	6,550
1099 R's mailed	558	560	560	570

### EXPENDITURE HISTORY CITY RETIREMENT COMMISSION



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>CITY RETIREMENT</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,198	\$ 57,467	\$ 114,933	\$ 114,933	Clerical Services	\$ 116,718	\$ 116,718	\$ 116,718
175,945	77,822	155,644	155,644	Accounting Services	156,039	156,039	156,039
5,320	2,555	7,000	17,500	Part-time Employee	14,000	14,000	14,000
				<b>Employee Benefits:</b>			
407	195	536	1,357	Social Security	1,085	1,085	1,085
3	2	8	20	Employee Insurance	16	16	16
				<b>Retiree Benefits:</b>			
6,852,138	3,566,593	7,200,000	7,800,000	Retiree Insurance	7,900,000	7,900,000	7,900,000
593,577	295,713	605,000	685,000	Medicare Reimbursement	685,000	685,000	685,000
-	-	1,000	2,500	<b>Office Supplies</b>	2,500	2,500	2,500
				<b>Other Services and Charges:</b>			
-	-	-	12,000	Legal Services	12,000	12,000	12,000
-	-	-	600	Fees & Per Diem	600	600	600
3,737	1,513	4,000	6,000	Postage	6,000	6,000	6,000
-	-	-	607,097	Contractual Services	684,577	684,577	684,577
-	-	-	1,000	Service Contracts	1,000	1,000	1,000
-	-	-	3,000	Disability Physicals	3,000	3,000	3,000
-	-	-	200	Membership & Dues	200	200	200
-	-	-	39,350	Bank Custodial Fees	37,719	37,719	37,719
-	-	-	10,000	Travel and Conferences	10,000	7,000	7,000
-	-	-	15,000	Insurance and Bonds	15,000	15,000	15,000
-	-	-	2,000	Printing & Publishing	2,000	2,000	2,000
943	334	900	1,000	Telephone	1,000	1,000	1,000
\$ 7,742,268	\$ 4,002,194	\$ 8,089,021	\$ 9,474,201	<b>Total City Retirement</b>	\$ 9,648,454	\$ 9,645,454	\$ 9,645,454
(296,553)	(119,182)	(242,303)	(945,783)	Charges Reimbursable via Public Act 55	(1,020,275)	(1,017,275)	(1,017,275)
(7,445,715)	(3,883,012)	(7,846,718)	(8,528,418)	Charges Reimbursable via VEBA Trust	(8,628,179)	(8,628,179)	(8,628,179)
<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 City Hall, Fourth Floor, Baseline Room. 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, 2010, were \$272,322,094. The current City contribution rate for the 2012 fiscal year is 30.21% of payroll. The financial objective of the plan, which meets the State of Michigan requirements, is to establish and receive contributions, expressed as a percentage of active members' payroll, which will change annually after an annual actuarial valuation is completed and a report is issued. As of December 31, 2009 the retirement system is now 82.1% funded, which means that accrued liabilities exceeded actuarial accrued assets by 17.9%.

There are currently 483 retirees or beneficiaries receiving benefits from the fund and 355 active members of the system who pay one 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 and 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, 2010, were \$22,901,708.

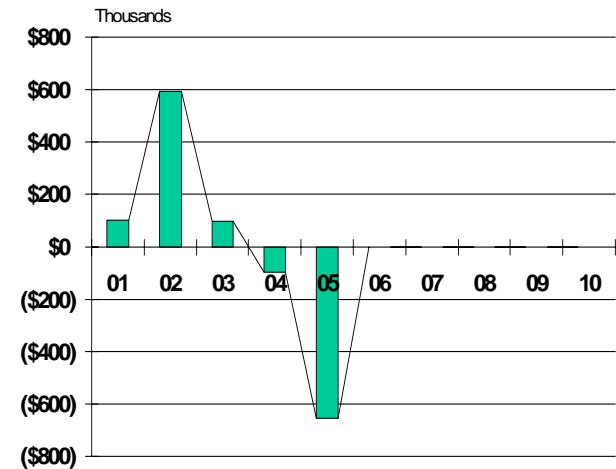
## POLICE AND FIRE RETIREMENT COMMISSION

### Fiscal 2012 Performance Objectives

1. To encourage more enrollments in the direct deposit program.
2. To continue software development for the accounting systems.
3. To continue software development of member's database.
4. To continue software training for staff.
5. To continue education of active members regarding plan benefits.
6. To begin work on database of separating Police and Fire Fighters who have different tiers of benefits.
7. To begin database work for Medicare reimbursements under the Health Benefits Plan.
8. To begin work on actuarial study for Health Benefits Plan.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Estimated pension calculations prepared	26	25	26	30
Actual pension calculations prepared	26	25	26	30
Agendas prepared	18	17	17	17
Retiree pension ledgers mailed	499	520	525	555
Active P & F ledgers distributed	355	363	350	350
Pension checks distributed	895	744	895	895
Annuity withdrawals completed	26	25	26	30
Pension verifications	0	0	0	0
Safe-Harbor method calculations	26	25	26	30
Retiree incentive bonuses paid	5	5	5	5
1099R's and W4-P's mailed	514	530	540	570
"Buy-Back" computations	5	5	5	5
Direct deposit enrollments	26	25	26	30
Monitoring monthly direct deposits	6,006	5,892	6,318	6,678
Direct deposits initiated	6,006	5,892	6,318	6,678
Retirement Actuarial Valuation Prepared	1	-	1	1
Retirement Financial Statements Prepared	1	-	1	1
VEBA Trust Actuarial Valuation Prepared	0	-	1	0
VEBA Trust Financial Statements Prepared	1	-	1	1

### EXPENDITURE HISTORY POLICE & FIRE RETIREMENT COMMISSION





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 AND FIRE RETIREMENT</u>								
Police & Fire Retirement Administrator	1	\$ 76,152	1	\$ 76,152	1	\$ 76,152	1	\$ 76,152
Administrative Specialist	1	47,610	1	47,610	1	47,610	1	47,610
Accountant I	-	-	1 (b)	59,501	-	-	-	-
Part-time Employee		22,750		6,000		6,000		6,000
Overtime	---	6,000	---	6,682	---	6,682	---	6,682
Total Personnel	<u>2</u>		<u>3</u>		<u>2</u>		<u>2</u>	

(a) Wage rates are based on Local 1250 and Local 412 Unit 59 contracts that expire 6/30/12.

(b) New position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

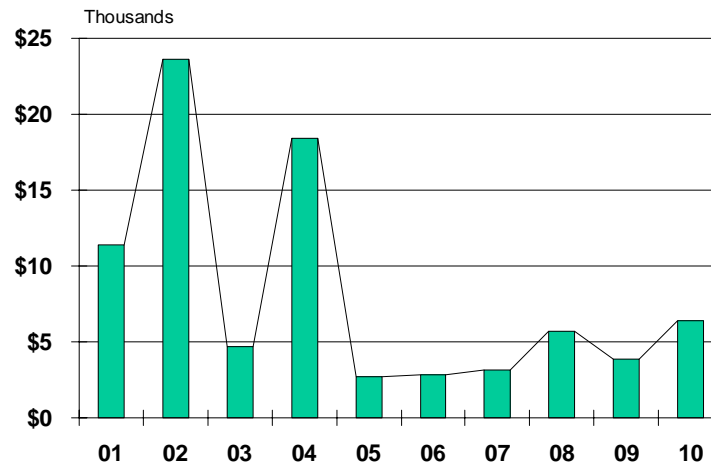
FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>GENERAL GOVERNMENT POLICE &amp; FIRE RETIREMENT</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 125,337	\$ 62,357	\$ 124,238	\$ 124,796	Permanent Employees	\$ 184,010	\$ 124,266	\$ 124,266
1,736	168	2,000	22,750	Part-time Employee	6,000	6,000	6,000
8,894	-	6,000	6,000	Overtime	6,682	6,682	6,682
				<b>Employee Benefits:</b>			
10,893	5,065	10,631	12,420	Social Security	15,729	11,099	11,099
19,105	11,551	20,821	21,681	Employee Insurance	38,219	19,674	19,674
47,507	24,023	49,633	50,877	Retiree Health Insurance	71,119	49,545	49,545
6,257	3,400	6,257	6,278	Longevity	6,257	6,257	6,257
52,024	27,412	56,632	56,016	Retirement Fund	103,272	64,199	64,199
231	21	206	430	Cost of Living	-	-	-
307	154	307	310	Legal Services	-	-	-
				<b>Retiree Benefits:</b>			
6,461,832	3,976,618	8,000,000	8,000,000	Retiree Insurance	8,650,000	8,650,000	8,650,000
440,084	227,766	470,000	470,000	Medicare Reimbursement	500,000	500,000	500,000
-	-	2,000	5,418	<b>Office Supplies</b>	5,418	5,418	5,418
				<b>Other Services and Charges:</b>			
3,270	1,902	4,200	5,016	Postage	5,016	5,016	5,016
-	-	-	28,000	Audit Fees	28,000	28,000	28,000
-	-	-	1,900,000	Contractual Services	1,900,000	1,900,000	1,900,000
-	-	-	530	Service Contracts	530	530	530
-	-	-	2,000	Disability Physicals	3,000	3,000	3,000
-	-	-	18,400	Travel and Conferences	18,400	7,000	7,000
-	-	-	35,000	Insurance and Bonds	35,000	35,000	35,000
-	-	-	3,565	Printing & Publishing	3,565	3,565	3,565
1,067	250	700	1,000	Telephone	1,000	1,000	1,000
\$ 7,178,544	\$ 4,340,687	\$ 8,753,625	\$ 10,770,487	<b>Total Police &amp; Fire Retirement</b>	\$ 11,581,217	\$ 11,426,251	\$ 11,426,251
(276,628)	(136,303)	(283,625)	(2,300,487)	Charges Reimbursable via Public Act 55	(2,431,217)	(2,276,251)	(2,276,251)
(6,901,916)	(4,204,384)	(8,470,000)	(8,470,000)	Charges Reimbursable via VEBA Trust	(9,150,000)	(9,150,000)	(9,150,000)
\$ -	\$ -	\$ -	\$ -	<b>Net Police &amp; Fire Retirement</b>	\$ -	\$ -	\$ -

## 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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>VILLAGE HISTORICAL COMMISSION</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ -	\$ -	\$ 200	\$ 250	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
				<b>Other Services and Charges:</b>			
4,073	-	2,500	2,500	Community Promotion & Public Relations	2,405	2,405	2,405
2,299	289	2,300	3,300	Public Utilities	3,300	3,300	3,300
-	-	1,400	1,400	Historical Site Plaque	1,500	1,500	1,500
-	-	250	250	Old Village Hall Improvements	200	200	200
<u>\$ 6,372</u>	<u>\$ 289</u>	<u>\$ 6,650</u>	<u>\$ 7,700</u>	<b>Total Village Historical Commission</b>	<u>\$ 7,505</u>	<u>\$ 7,505</u>	<u>\$ 7,505</u>

## **SENIOR HEALTH CARE SERVICES**

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

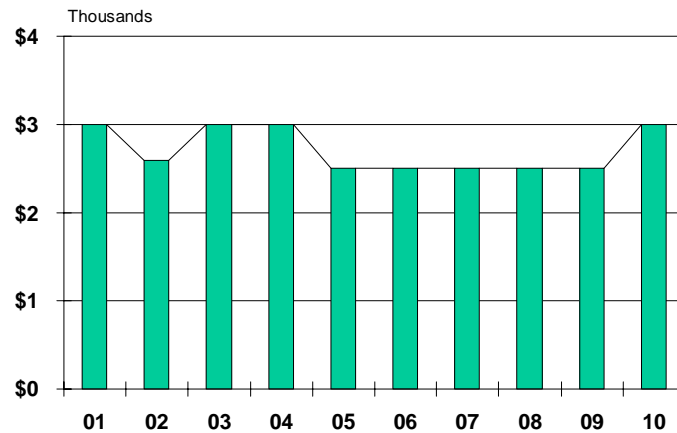
The purpose of the Commission is to identify health care needs of Warren seniors and to provide information of health care services available in the City.

The Commission consists of twelve (12) members, appointed by the Mayor and confirmed by Council, serving staggered terms of three years each.

Membership of the Commission will consist of five senior citizens, four health care professionals, a representative of Henry Ford Macomb Hospital - Warren campus, a representative of St. John Macomb Hospital and a representative of the Mayor's Office.

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

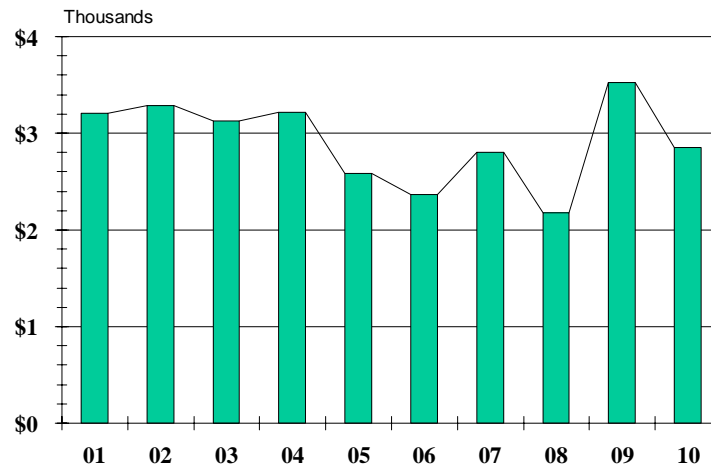
FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CITY COMMISSION ON</u></b> <b><u>SENIOR HEALTH CARE SERVICES</u></b> <b>Other Services and Charges:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 3,000	\$ 2,015	\$ 2,800	\$ 2,800	Community Promotion & Public Relations	\$ 3,475	\$ 2,800	\$ 2,800
<u>\$ 3,000</u>	<u>\$ 2,015</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>	<b>Total City Commission on Senior Health Care Services</b>	<u>\$ 3,475</u>	<u>\$ 2,800</u>	<u>\$ 2,800</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>COUNCIL OF COMMISSIONS</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 74	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
<u>2,779</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>
<u><u>\$ 2,853</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 3,500</u></u>	<u><u>\$ 3,500</u></u>	<b>Total Council of Commissions</b>	<u><u>\$ 3,500</u></u>	<u><u>\$ 3,500</u></u>	<u><u>\$ 3,500</u></u>



## **ANIMAL WELFARE COMMISSION**

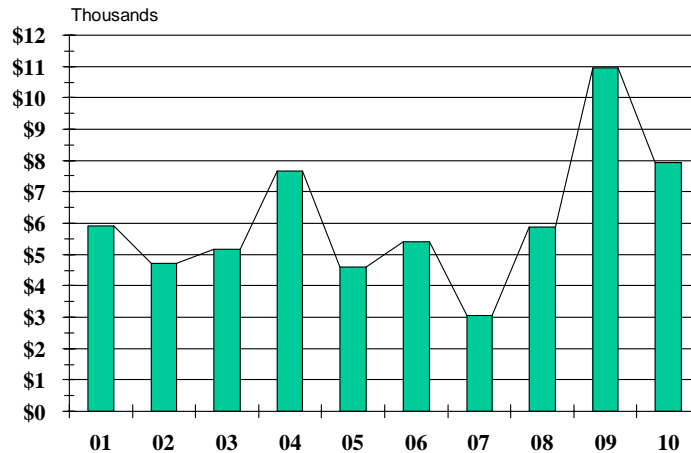
The Animal Welfare Commission was established on October 22, 1998. Seven Commissioners are appointed by the Mayor to serve three-year terms.

The purpose and function of the commission shall be to study the welfare, proper care and maintenance of all animals that reside in the City and to promote education and awareness of ordinances and issues relating to animal welfare.

The scope and extent of the commission's studies include, but not be limited to; preservation, veterinary care, promotion of spay and neuter programs, encouraging citizen compliance with City ordinances (including licensing), and the recommendation of new ordinances or appropriate actions to protect all animals within the City.

The Commission is responsible for any future development of dog parks in the City and provides supplies and equipment to the existing dog park.

### **EXPENDITURE HISTORY** **ANIMAL WELFARE COMMISSION**



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>ANIMAL WELFARE COMMISSION</u>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ -	\$ 11	\$ 400	\$ 400	<b>Office Supplies</b>	\$ 400	\$ 400	\$ 400
				<b>Other Services and Charges:</b>			
3,093	-	1,000	1,000	Operating Expense	400	400	400
-	-	50	100	Postage	50	50	50
362	194	400	600	Telephone Expense	500	500	500
1,695	968	1,500	900	Vaccination Fair	2,150	2,150	2,150
140	-	-	-	Chipping Clinic	500	500	500
2,645	-	2,000	2,000	Education	1,500	1,500	1,500
<u>-</u>	<u>500</u>	<u>2,000</u>	<u>2,500</u>	Dog Park	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
<u>\$ 7,935</u>	<u>\$ 1,673</u>	<u>\$ 7,350</u>	<u>\$ 7,500</u>	<b>Total Animal Welfare Commission</b>	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>\$ 7,500</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, programs, rules, and procedures, etc. Responsible for the preparation and submission of an annual budget coupled with the daily processing of revenue and expenditures. Charged with monitoring the use of apparatus, equipment, supplies, reviews service contracts, payroll and maintenance of all assets of the department. Monitors and maintains all incident reports, correspondence, records, files, operating procedures, resource manuals, plans, orders and directives. Coordinates public relations, educational activities and mail distribution.

FIRE FIGHTING: Besides the fire fighter's primary role of protecting lives and property, fire fighters are also required to perform tasks not identified in their normal fire fighting role. This could occur during the threat of or at the time of a natural or man made disaster, chemical, biological, radiological or nuclear incident, breach of national security or domestic terrorist event or hazardous material or technical response incident.

EMERGENCY MEDICAL SERVICES: Administers advanced life support and procedures. Provides transport of patients that are ill or injured requiring treatment at an appropriate medical facility utilizing cross-trained fire fighter/paramedics which are licensed by the State of Michigan as paramedics and certified fire fighters.

TRAINING: Responsible for and coordinates the training of all departmental employees, administers fire and rescue training for all uniformed employees. Responsible for life safety, post incident analysis, cable television and civilian dispatch training programs which are also coordinated through this division.

FIRE PREVENTION: Provides fire prevention and inspection surveys in public, commercial and industrial buildings. Review of site plans focused in the areas of fire protection systems and egress pathways for new or renovated buildings. Inspectors also investigate the origin and cause of fires within the City. Public fire safety education is also a duty of this division.

HAZARDOUS MATERIALS: This division is responsible for responding and mitigating hazardous materials incidents within the City. All fire fighters within the department receive training in hazardous materials response while hazardous response team members receive specialized advanced training to the technician level. The Hazardous Materials Division is also responsible for ensuring that the extensive inventory of highly specialized equipment and supplies necessary to mitigate the affects of a hazardous materials incident are available and in proper working condition.

TECHNICAL RESCUE RESPONSE: The intended goal of this division includes providing the department with a capability to respond to emergencies in the areas of rescue from confined spaces, rescue from building collapse, rescue from heights, rescue from water incidents and rescue from machine entrapments.

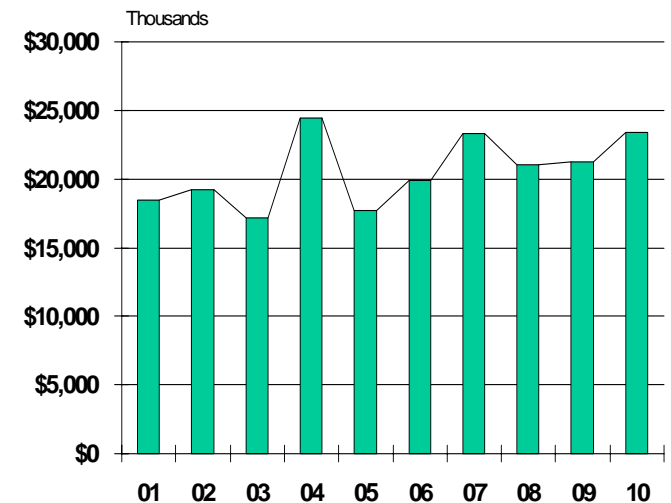
## FIRE DEPARTMENT

### Fiscal 2012 Performance Objectives

1. To implement electronic billing of patients that will streamline the paperwork process and improve revenue generation and collection.
2. To implement the third phase of the EMS transport plan that improves service delivery to the citizens and business owners of our City.
3. To implement a replacement schedule for all apparatus, squads, utility trucks and staff vehicles.
4. To partner with other communities to streamline the delivery of fire and EMS services creating cost and delivery efficiencies.
5. To develop a strategy to refurbish, rebuild or replace fire stations and ancillary facilities.
6. To hire a Grant Administrator to manage grants and improve compliance with federal regulation spending of approved monies.
7. To continue to modernize and transform the department to meet the challenges of the 21<sup>st</sup> century.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Incident reports reviewed	13,440	13,000	14,000	14,000
Fire Station/Apparatus/Equipment Inspections	18	18	18	18
Total incident responses	13,439	13,000	14,000	14,000
Total equipment responses	29,545	18,000	32,000	32,000
Mutual aid rendered and received	10	5	10	10
Injuries on-duty	25	10	15	15
Lost work hours/on-duty injury	4,628	4,800	5,000	5,000
Hours of hydrant maintenance	375	600	400	400
Hours of fire training	16,426	50,000	1,700	1,700
Hours of medical training	3,100	12,200	3,300	3,300
Fire Department vehicle accidents	7	7	10	10

### EXPENDITURE HISTORY FIRE DEPARTMENT



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	\$ 111,301	1	\$ 111,301	1	\$ 111,301	1	\$ 111,301
Administrative Chief of Operations	1	104,093	1	104,473	1	104,473	1	104,473
Hazardous Materials Operations Chief	1	94,641	1	94,975	1	94,975	1	94,975
Battalion Chief	3	94,641	3	94,975	3	94,975	3	94,975
Fire Marshal	1	94,641	1	94,975	1	94,975	1	94,975
Deputy Fire Marshal	1	86,049	- (c)	-	- (c)	-	- (c)	-
Chief of E.M.S.	1	94,641	1	94,975	1	94,975	1	94,975
Chief of Training	1	90,345	- (d)	-	- (d)	-	- (d)	-
Captain	1	86,049	6 (c)	86,341	6 (c)	86,341	6 (c)	86,341
Lieutenant A.E.M.T.	5	86,049	1 (c)	86,341	1 (c)	86,341	1 (c)	86,341
Lieutenant	15	78,238	14 (c)	78,492	14 (c)	78,492	14 (c)	78,492
Fire Inspector	1	78,238	2 (c)	78,492	2 (c)	78,492	2 (c)	78,492
Sergeant A.E.M.T.	5	78,238	3 (d)	78,492	3 (d)	78,492	3 (d)	78,492
Sergeant	7	71,227	5 (d)	71,356	5 (d)	71,356	5 (d)	71,356
Chief of Apparatus	1	86,199	- (d)	-	- (d)	-	- (d)	-
Fire Fighter A.E.M.T.	23	71,227	23	71,356	23	71,356	23	71,356
Fire Fighter Engine & Ladder	27	67,909	23 (c)	68,112	23 (c)	68,112	23 (c)	68,112
Fire Fighter	29	64,681	33 (c)	64,869	33 (c)	64,869	33 (c)	64,869
Overtime - Fire Fighters		500,000		500,000		200,000		470,000
Overtime - Mechanics		10,000		-		-		-
<u>Civilians &amp; Clerical:</u>								
Senior Administrative Secretary - Fire Prevention	1	55,435	1	55,435	1	55,435	1	55,435
Office Assistant	1	34,279	1	34,279	1	34,279	1	34,279
Temporary Employees		25,000		59,500		45,000		45,000
Overtime - Clerical	—	3,000	—	3,000	—	3,000	—	3,000
<b>Total Personnel</b>	<b><u>126</u></b>		<b><u>120</u></b>		<b><u>120</u></b>		<b><u>120</u></b>	

(a) Wage rates are based on Local 412 Unit 35 and Local 1250 contracts that expire 6/30/12 and Local 1383 contract that expired 6/30/09.

(c) Reclassification of Deputy Fire Marshall to Fire Inspector; Lieutenant A.E.M.T. and Lieutenant to Captain and Fire Fighter Engine & Ladder to Fire Fighter.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>PUBLIC SAFETY</b> <b>FIRE DEPARTMENT</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 111,729	\$ 56,079	\$ 111,729	\$ 112,020	Appointed Official	\$ 111,755	\$ 111,755	\$ 111,755
10,233,576	4,239,069	8,292,352	8,477,786	Fire Fighter Wages	8,058,586	8,058,586	8,058,586
95,077	43,431	86,531	86,844	Mechanic Wages	-	-	-
82,393	44,763	87,505	86,362	Civilians & Clerical	88,657	88,657	88,657
23,985	20,678	33,500	25,000	Temporary Employees	59,500	45,000	45,000
1,224,803	215,161	500,000	500,000	Overtime - Fire Fighters	500,000	200,000	470,000
10,174	5,592	10,000	10,000	Overtime - Mechanics	-	-	-
-	467	3,000	3,000	Overtime - Clerical	3,000	3,000	3,000
265,724	95,676	215,000	260,000	Shift Premium	270,000	270,000	270,000
6,250	6,000	6,000	6,000	A.E.M.T. Premium	11,000	11,000	11,000
				<b>Employee Benefits:</b>			
25,775	23,217	23,217	21,750	Educational Allowance	22,300	22,300	22,300
10,196	5,688	5,688	5,600	Cleaning Allowance	4,200	4,200	4,200
141,408	62,971	128,435	129,261	Social Security	138,953	134,121	137,458
560,377	268,017	502,659	524,914	Holiday Pay	493,900	493,900	493,900
1,941,386	1,278,419	2,522,236	2,672,045	Employee Insurance	2,494,392	2,489,623	2,493,900
3,511,863	1,265,255	2,495,276	2,568,184	Retiree Health Insurance	2,348,679	2,268,819	2,340,693
289,063	103,417	215,617	233,920	Longevity	206,040	206,040	206,040
3,068,233	1,384,284	2,730,279	2,806,939	Retirement Fund	2,952,096	2,861,466	2,943,033
11,709	1,431	11,705	21,186	Cost of Living	19,539	19,539	19,539
149,416	55,636	113,136	115,000	Food Allowance	111,000	111,000	111,000
17,894	9,267	18,944	19,530	Legal Services	18,135	18,135	18,135
105,113	52,124	68,450	68,450	Uniforms	64,950	64,950	64,950
				<b>Supplies:</b>			
58,859	27,674	65,000	83,550	Operating Supplies	75,000	65,000	65,000
63,974	23,932	70,000	70,000	EMS Medical Supplies	80,000	70,000	70,000
74,912	53,786	100,000	83,000	Gasoline & Diesel Oil	120,000	110,000	110,000
				<b>Other Services and Charges:</b>			
16,563	13,350	23,000	23,000	Laundry	-	-	-
87,909	174,315	305,000	240,000	Contractual Services	351,500	351,500	351,500
-	-	-	-	Capital Equipment Lease Payment	250,000	250,000	250,000
54,410	29,814	80,000	100,000	Building Maintenance	100,000	75,000	75,000
24,845	17,182	40,000	45,000	Instruction	45,000	30,000	30,000
12,681	-	20,000	25,000	Medical Services	25,000	15,000	15,000
58,596	23,269	55,000	60,000	Telephone and Radio	60,000	60,000	60,000

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>PUBLIC SAFETY</b> <b>FIRE DEPARTMENT (CONTINUED)</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 295,149	\$ 95,518	\$ 225,000	\$ 325,000	Vehicle Maintenance Expense	\$ -	\$ -	\$ -
1,000	-	500	500	Community Promotion	-	-	-
123,292	35,335	130,000	140,000	Public Utilities	140,000	130,000	130,000
30,000	12,500	30,000	30,000	Hydrant Installation & Repairs	30,000	30,000	30,000
60,000	25,000	60,000	60,000	Public Fire Protection (Water)	60,000	60,000	60,000
2,775	1,885	5,000	5,000	Memberships & Dues	5,000	5,000	5,000
992	-	3,000	3,000	Fire Prevention Week	3,000	3,000	3,000
-	-	7,500	7,500	S.M.I.R.T. Fund	7,500	7,500	7,500
				<b>Capital Outlay:</b>			
-	-	9,000	9,000	Capital Improvements	-	-	-
97,510	45,606	436,702	205,450	Equipment and Vehicles	50,000	50,000	50,000
167,896	-	100,000	-	EMS Equipment	-	-	-
30,318	92,129	92,187	92,187	Metro Medical Response Grant	-	-	-
-	-	321,221	321,221	Metro Medical Response Grant - 2008	-	-	-
-	-	311,585	311,585	Metro Medical Response Grant - 2009	-	-	-
-	87,371	117,557	117,557	Metro Medical Response Grant - 2007	-	-	-
221,877	2,998	5,307	5,307	Assistance to Fire Fighters Grant	-	-	-
-	155,118	273,720	273,720	Assistance to Fire Fighters Grant - 2009	-	-	-
<b>\$ 23,369,702</b>	<b>\$ 10,153,424</b>	<b>\$ 21,067,538</b>	<b>\$ 21,390,368</b>	<b>Total Fire Department</b>	<b>\$ 19,378,682</b>	<b>\$ 18,794,091</b>	<b>\$ 19,225,146</b>

## 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. The Administrative Bureau develops and maintains the departments 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. Also within the Administrative Bureau is the Emergency Services Division which 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 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.



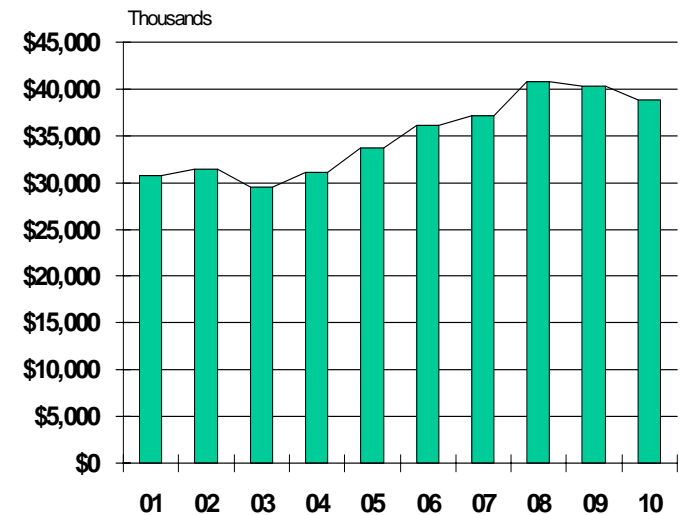
# POLICE DEPARTMENT

## Fiscal 2012 Performance Objectives

1. To promote and provide classroom and firearms training in the most current law enforcement techniques available to the Department.
2. To reach more citizens through our Community Policing philosophy and establish an improved working rapport between citizens and police.
3. To continue to use our Directed Patrol Unit for criminal surveillance and infuse marked patrol vehicle in neighborhoods for high visibility.
4. To have the Special Response Team (S.R.T.) retain its capability to successfully respond to emergency situations that arise outside of the ability of the patrol officers to safely control. To prevent or reduce any injury to officers or citizens. These objectives will be accomplished through the use of advanced law enforcement equipment, extensive training in long range firearms and hostage negotiations techniques.
5. To educate the public in regard to the inner workings of the Police Department through the Citizens Police Academy, Young Detectives Club and the Church/Police/City (CPC).
6. To continue our Police Bike Give Away Program for needy children in the City of Warren.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Calls for Police service	75,781	90,000	90,000	90,000
Part I Crimes	4,245	4,850	4,500	4,500
Burglary incidents	985	810	950	950
Auto theft incidents	726	1,190	750	750
Part II Crimes	6,601	11,700	7,000	7,000
Narcotic and drug incidents	1,660	2,875	1,800	1,800
Liquor license investigations	107	285	150	150
Traffic citations	18,283	36,000	20,000	20,000
OUIL charges	400	510	500	500
Traffic accidents	3,351	4,100	4,000	4,000
Juveniles charged	161	580	500	500
Total arrests	6,081	9,830	7,000	7,000
Abandoned autos processed	967	1,900	1,200	1,200
Environmental investigations	67	111	100	100
Guns registered	2,296	1,800	2,400	2,400
Neighborhood watch programs	16	12	12	12
Child Finder Programs	21	39	30	30
Prisoner intake	6,081	6,617	6,500	6,500
Crime prevention/security survey	12	0	25	25
Monthly training/PERT	24	24	24	24
High risk incidents	4	10	10	10
Private industry safety survey	2	35	50	50
Total citations	27,832	40,000	30,000	30,000

## 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	\$ 115,431	1	\$ 115,431	1	\$ 115,431	1	\$ 115,431
Deputy Police Commissioner	1	109,187	1	109,567	1	109,567	1	109,567
Captain	3	99,272	2 (d)	99,606	2 (d)	99,606	2 (d)	99,606
Lieutenant	11	90,259	8 (d)	90,551	8 (d)	90,551	8 (d)	90,551
Sergeant	19	82,065	16 (d)	82,319	16 (d)	82,319	16 (d)	82,319
Corporal	39	74,616	30 (d)	74,835	30 (d)	74,835	30 (d)	74,835
Police Officer	<u>144</u>	<u>67,844</u>	<u>144</u>	<u>68,032</u>	<u>144</u>	<u>68,032</u>	<u>144</u>	<u>68,032</u>
Sub-Total Police Personnel	<u>218</u>		<u>202</u>		<u>202</u>		<u>202</u>	
Crime M.I.S. Specialist	1	83,456	1	83,456	1	83,456	1	83,456
Assistant Crime M.I.S. Specialist	1	57,806	1	57,806	1	57,806	1	57,806
Forensic Technologist	1	66,318	1	66,318	1	66,318	1	66,318
Identification Specialist	1	51,697	- (d)	-	- (d)	-	- (d)	-
Senior Administrative Secretary/Police	1	55,435	1	55,435	1	55,435	1	55,435
Administrative Secretary	2	53,425	2	53,425	2	53,425	2	53,425
Stenographic Technician	2	51,697	2	51,697	2	51,697	2	51,697
Dispatch Supervisor	3	58,581	3	58,816	3	58,816	3	58,816
Dispatcher	20	50,956	20	51,144	20	51,144	20	51,144
Senior Clerk	1	53,425	1	53,425	1	53,425	1	53,425
Administrative Clerical Technician	3	51,100	1 (c)	51,100	1 (c)	51,100	1 (c)	51,100
Office Assistant	<u>2</u>	<u>34,279</u>	<u>4 (c)</u>	<u>34,279</u>	<u>4 (c)</u>	<u>34,279</u>	<u>4 (c)</u>	<u>34,279</u>
Sub-Total Civilian Personnel	<u>38</u>		<u>37</u>		<u>37</u>		<u>37</u>	
Temporary/Co-op		40,000		40,000		40,000		40,000
Permanent Part-time - Crossing Guards		120,000		127,462		127,462		127,462
Overtime - Police		1,319,007		1,619,000		1,300,000		1,300,000
Overtime - Civilians		45,087		46,600		46,600		46,600
Total Personnel	<u>256</u>		<u>239</u>		<u>239</u>		<u>239</u>	

(a) Wage rates are based on Local 1917, Local 1250, Local 412 Unit 35, contracts that expire 6/30/12 and W.P.O.A. and W.P.C.O.A. contracts that expired 6/30/09.

(c) Reclassification of Administrative Clerical Technician to Office Assistant.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>POLICE DEPARTMENT</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 115,875	\$ 63,878	\$ 117,154	\$ 116,167	Appointed Official	\$ 115,901	\$ 115,901	\$ 115,901
15,980,792	7,718,028	15,046,864	15,558,443	Police Officers	14,333,869	14,333,869	14,333,869
1,938,918	946,801	1,886,179	1,985,710	Civilians & Clerical	1,881,547	1,881,547	1,881,547
125,918	45,238	120,000	120,000	Crossing Guards	127,462	127,462	127,462
45,182	13,460	40,000	40,000	Temporary/Co-op	40,000	40,000	40,000
1,617,781	745,857	1,525,000	1,319,007	Overtime - Police Officers	1,619,000	1,300,000	1,300,000
25,507	28,210	50,000	45,087	Overtime - Civilians	46,600	46,600	46,600
324,383	74,019	330,000	381,972	Shift Premium	370,447	350,000	350,000
				<b>Employee Benefits:</b>			
210,947	1,510	201,010	203,600	Gun Allowance	191,900	191,900	191,900
55,817	54,967	54,967	55,800	Education Allowance	52,600	52,600	52,600
135,465	107,545	125,545	130,200	Cleaning Allowance	121,200	121,200	121,200
411,394	195,382	400,000	420,315	Social Security	406,534	402,293	402,293
884,071	305,220	851,968	897,700	Holiday Pay	837,300	837,300	837,300
3,846,625	2,413,150	4,572,506	4,723,074	Employee Insurance	4,566,278	4,561,350	4,561,350
5,390,724	2,466,243	4,981,822	5,140,353	Retiree Health Insurance	4,724,877	4,634,231	4,634,231
443,935	212,644	424,100	435,384	Longevity	399,710	399,710	399,710
5,396,272	2,827,208	5,710,440	5,855,597	Retirement Fund	6,148,432	6,045,073	6,045,073
24,791	2,974	23,304	43,520	Cost of Living	37,408	37,408	37,408
2,611	1,178	2,330	2,480	Legal Services	-	-	-
109,072	67,721	102,760	102,760	Uniforms	92,780	92,780	92,780
				<b>Supplies:</b>			
57,888	25,467	60,000	60,000	Office Supplies	60,000	60,000	60,000
27,096	22,420	55,000	61,500	Operating Expense	61,500	61,500	61,500
-	123,230	270,000	270,000	Gasoline & Diesel Oil	270,000	270,000	270,000
				<b>Other Services and Charges:</b>			
13,638	9,279	30,000	40,000	Prisoners' Food	25,000	25,000	25,000
38,573	33,701	65,000	65,000	Building Maintenance	70,000	65,000	65,000
270,927	331,510	380,000	380,000	Contractual Services	380,000	380,000	380,000
5,698	2,677	7,000	7,000	Postage	7,000	7,000	7,000
15,482	9,275	40,000	51,000	Instruction	51,000	50,000	50,000
5,772	588	8,000	10,000	911 Dispatch Training Expense	10,000	10,000	10,000
133,123	47,535	130,000	150,000	Telephone and Radio	150,000	145,000	145,000
318,944	8,729	50,000	90,000	Vehicle Maintenance	90,000	50,000	50,000

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>PUBLIC SAFETY</b> <b>POLICE DEPARTMENT (CONTINUED)</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 5,114	\$ -	\$ -	\$ -	Youth Athletic League	\$ 13,700	\$ 8,000	\$ 8,000
6,152	986	3,000	3,000	Crime Prevention	3,520	3,000	3,000
11,951	-	-	-	DARE Operating Expense	-	-	-
-	450	3,000	3,000	Community Promotion	10,000	3,000	3,000
892	-	-	-	Explorers	2,000	2,000	2,000
189,237	70,351	195,000	195,000	Public Utilities	200,000	200,000	200,000
4,000	-	10,000	10,000	Special Investigations	10,000	10,000	10,000
				<b>Capital Outlay:</b>			
96,705	-	115,000	115,000	Fleet Turnover	-	-	-
28,943	3,553	27,739	27,739	Equipment	2,700	2,700	2,700
9,698	1,183	6,195	6,195	Office Equipment	10,000	10,000	10,000
91,695	-	-	-	U.S. Department of Justice Grant-2007	-	-	-
414,783	5,937	5,938	5,938	U.S. Department of Justice Grant-2009	-	-	-
32,941	43,863	64,971	64,971	U.S. Department of Justice Assistance Grant	-	-	-
-	-	5,000	5,000	Capital Improvements	-	-	-
<u>\$ 38,865,332</u>	<u>\$ 19,031,967</u>	<u>\$ 38,096,792</u>	<u>\$ 39,197,512</u>	<b>Total Police Department</b>	<u>\$ 37,540,265</u>	<u>\$ 36,933,424</u>	<u>\$ 36,933,424</u>

## 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 two (2) 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.

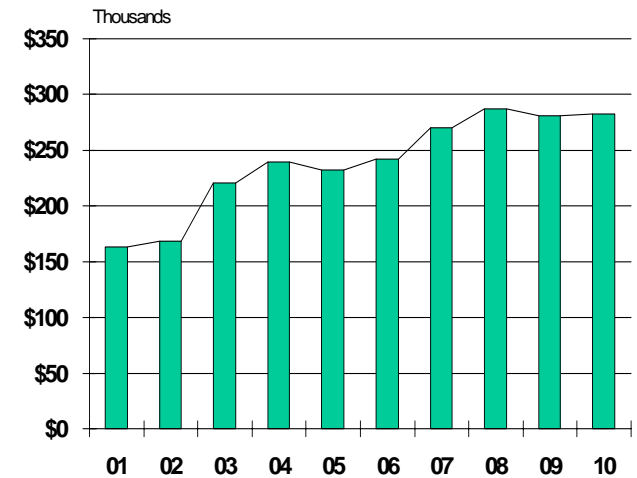
## ANIMAL CONTROL

### Fiscal 2012 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.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Animal Control calls for service	3,000	3,100	3,300	3,300
Number of Miles Driven per year	25,000	30,000	30,000	30,000
Stray animals picked up	1,270	1,400	1,400	1,400
Wild animals secured	400	480	500	500
Dead animals handled	900	400	900	900
Animals given up by owner	325	850	350	350

### EXPENDITURE HISTORY ANIMAL CONTROL



GENERAL FUND PERSONNEL

<u>POLICE DEPARTMENT - ANIMAL CONTROL</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>
Animal Control Officer	2	\$ 53,335	2	\$ 53,335	2	\$ 53,335	2	\$ 53,335
Temporary Employee		9,000		12,000		12,000		12,000
Overtime	—	3,501	—	4,100	—	4,100	—	4,100
Total Personnel	<u>2</u>		<u>2</u>		<u>2</u>		<u>2</u>	

(a) Wage rates are based on Local 1250 contract that expires 6/30/12.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>ANIMAL CONTROL</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 95,113	\$ 53,092	\$ 106,427	\$ 107,634	Permanent Employees	\$ 107,104	\$ 107,104	\$ 107,104
7,616	5,033	9,000	9,000	Temporary Employee	12,000	12,000	12,000
5,087	-	3,501	3,501	Overtime	4,100	4,100	4,100
				<b>Employee Benefits:</b>			
8,436	4,644	9,391	9,678	Social Security	9,960	9,960	9,960
24,601	14,693	28,414	32,914	Employee Insurance	24,561	24,561	24,561
34,797	20,335	41,311	42,865	Retiree Health Insurance	42,083	42,083	42,083
3,200	3,200	4,267	4,288	Longevity	5,335	5,335	5,335
32,101	20,410	41,461	39,523	Retirement Fund	45,366	45,366	45,366
231	21	206	430	Cost of Living	-	-	-
307	154	307	310	Legal Services	-	-	-
760	1,659	1,659	760	Uniforms	760	760	760
1,042	102	1,500	1,500	<b>Operating Supplies</b>	1,500	1,500	1,500
				<b>Other Services and Charges:</b>			
46,706	19,000	55,000	55,000	Animal Collection	60,000	55,000	55,000
3,038	1,925	4,500	7,000	Vehicle Maintenance	7,000	5,000	5,000
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Office	3,200	-	-
19,856	-	-	-	Equipment - Vehicle	-	-	-
<u>\$ 282,891</u>	<u>\$ 144,268</u>	<u>\$ 306,944</u>	<u>\$ 314,403</u>	<b>Total Animal Control</b>	<u>\$ 322,969</u>	<u>\$ 312,769</u>	<u>\$ 312,769</u>



**CIVIL DEFENSE**  
**EMERGENCY SERVICES DIVISION**

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.

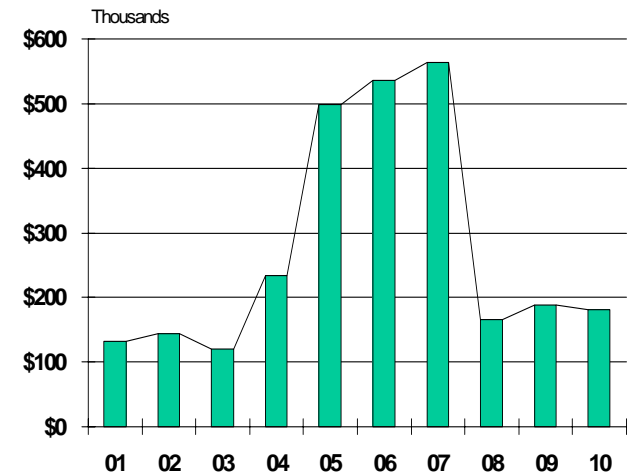
## CIVIL DEFENSE

### Fiscal 2012 Performance Objectives

1. To maintain a current disaster response and recovery program in the event of a nuclear, technological, or natural disaster.
2. To coordinate training for emergency planning, disaster response and recovery.
3. To coordinate and manage the Citizens Emergency Response Team (C.E.R.T.) during community emergencies.
4. To maintain warning system (sirens) for the City of Warren.
5. To update our current resource directory of City and private resources.
6. To conduct simulated disaster exercises. Maintain liaison with federal and state emergency agencies.
7. To conduct tornado shelter advisory surveys for schools, industry, and government agencies.
8. To coordinate response and reporting of hazardous and toxic material accidents. Maintain supervisory authority for storage of radiological instruments and other emergency services supplies and equipment.
9. To coordinate and procure grants that apply to the Emergency Management Principles of Mitigation Response, Preparedness and Recovery.
10. To coordinate City proactive approach with regard to training, equipment and exercising for domestic preparedness and homeland security.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Responses to disaster or emergency incidents	6	10	9	10
Emergency Operations Plans Reviewed	10	6	7	6
Michigan State Police Emergency Management Division meetings attended	4	4	4	4
Macomb County Emergency Management Meetings attended	27	30	30	30
MSP Emergency Management Training Classes attended	2	5	3	4
Functional/full-scale exercises	1	1	1	2
Orientation/table top preparation exercises	7	4	4	4
Planning & preparation for disaster exercises	4	5	4	10
Public information requests received	3	12	12	10
Hazard analysis & risk assessment	5	10	10	6
Chemical inventory reports processed	5	8	5	6

### 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>
Lieutenant	1	\$ 90,259	1	\$ 90,551	1	\$ 90,551	1	\$ 90,551
Overtime	—	7,000	—	5,573	—	5,573	—	5,573
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 expired 6/30/09.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>CIVIL DEFENSE</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 92,689	\$ 45,477	\$ 90,606	\$ 90,920	Police Officer	\$ 90,920	\$ 90,920	\$ 90,920
4,670	5,424	7,000	7,000	Overtime	5,573	5,573	5,573
46	-	100	100	Shift Premium	100	100	100
				<b>Employee Benefits:</b>			
950	-	950	850	Gun Allowance	950	950	950
600	600	600	600	Education Allowance	600	600	600
600	-	600	600	Cleaning Allowance	600	600	600
4,860	1,736	4,860	4,876	Holiday Pay	4,876	4,876	4,876
8,925	5,618	11,303	11,234	Employee Insurance	11,541	11,541	11,541
29,439	14,175	28,646	28,726	Retiree Health Insurance	28,374	28,374	28,374
3,400	-	3,400	3,400	Longevity	3,400	3,400	3,400
26,124	14,446	29,194	29,277	Retirement Fund	32,200	32,200	32,200
91	12	95	167	Cost of Living	167	167	167
600	105	600	600	Uniforms	600	600	600
				<b>Supplies:</b>			
1,700	182	300	300	Operating Expense	1,000	1,000	1,000
				<b>Other Services and Charges:</b>			
4,924	17,728	18,148	18,148	Contractual Services	16,000	16,000	16,000
942	379	950	1,000	Public Utilities	1,000	1,000	1,000
<u>\$ 180,560</u>	<u>\$ 105,882</u>	<u>\$ 197,352</u>	<u>\$ 197,798</u>	<b>Total Civil Defense</b>	<u>\$ 197,901</u>	<u>\$ 197,901</u>	<u>\$ 197,901</u>

## **DEPARTMENT OF PUBLIC SERVICE**

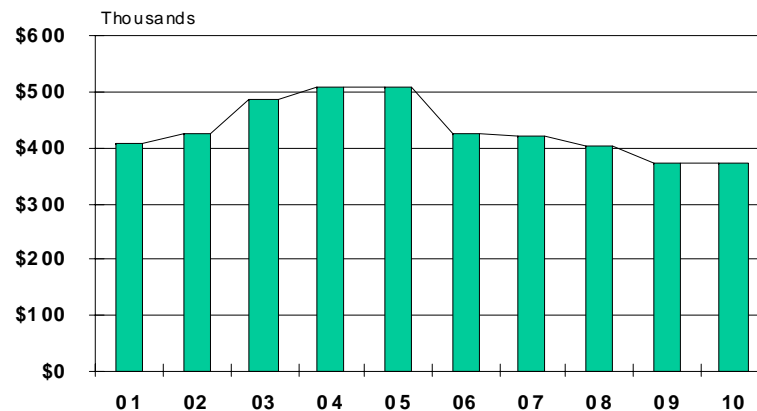
The Department of Public Services is responsible for overseeing and coordinating the activities of the following divisions:

1. Building - Permits, Licensing, Inspections
2. Maintenance - Care and cleaning of City-owned buildings, lawn maintenance, and snow removal of same
3. Property Maintenance - Investigate property maintenance complaints, weed removal
4. Public Works - Year-round road maintenance, City signage, storm sewers, vehicle maintenance for all City vehicles
5. Sanitation - Garbage pickup, yard waste pickup, curbside recycling, and operation of drop-off center
6. Engineering - Construction and maintenance of roads, sidewalks and inspections of all projects
7. Water - Construction, maintenance of water and sewer lines and appurtenances
8. 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	\$ 108,162	1	\$ 108,162	1	\$ 108,162	1	\$ 108,162
Administrative Supervisor/Citistat Coordinator	1	66,933	1	66,933	1	66,933	1	66,933
Senior Administrative Secretary - Public Service	1	55,435	1	55,435	1	55,435	1	55,435
Temporary/Co-op	—	28,000	—	28,000	—	28,000	—	28,000
Total Personnel	<u>3</u>		<u>3</u>		<u>3</u>		<u>3</u>	

(a) Wage rates are based on Local 1250 and Local 412 Unit 35 contracts that expire 6/30/12.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>PUBLIC SERVICES DIRECTOR</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 113,570	\$ 54,497	\$ 108,578	\$ 108,868	Appointed Official	\$ 108,603	\$ 108,603	\$ 108,603
122,839	64,744	125,928	123,397	Permanent Employees	122,867	122,867	122,867
27,891	13,616	28,000	28,000	Temporary/Co-op	28,000	28,000	28,000
				<b>Employee Benefits:</b>			
19,937	9,789	19,898	20,249	Social Security	20,167	20,167	20,167
31,170	18,681	34,074	35,769	Employee Insurance	31,803	31,803	31,803
21,283	11,003	21,872	23,366	Retiree Health Insurance	22,658	22,658	22,658
2,217	-	2,217	2,232	Longevity	2,217	2,217	2,217
23,896	11,927	23,703	23,514	Retirement Fund	23,369	23,369	23,369
329	32	308	645	Cost of Living	-	-	-
461	230	461	465	Legal Services	-	-	-
5,765	2,364	6,500	7,500	<b>Office Supplies</b>	7,500	7,000	7,000
				<b>Other Services and Charges:</b>			
1,758	1,018	2,000	2,000	Postage	2,000	2,000	2,000
<u>\$ 371,116</u>	<u>\$ 187,901</u>	<u>\$ 373,539</u>	<u>\$ 376,005</u>	<b>Total Public Services Director</b>	<u>\$ 369,184</u>	<u>\$ 368,684</u>	<u>\$ 368,684</u>

## ENGINEERING DIVISION

The Engineering Division is responsible for delivering a cost-effective infrastructure system. The division assesses the condition of the existing roadways, sidewalk, storm sewer, and sanitary sewer and watermain 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 of the other 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 upgrades 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 function 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.



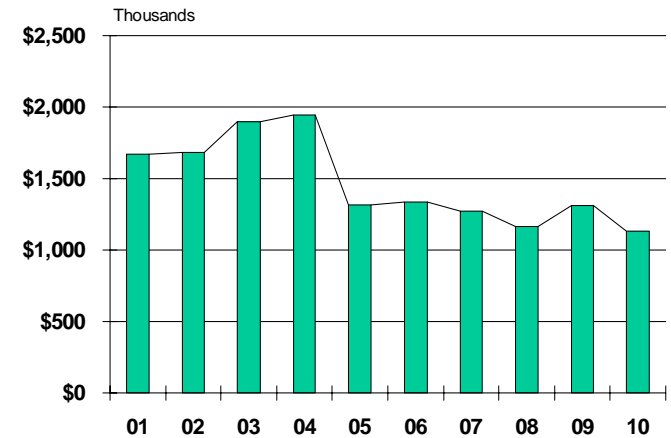
## ENGINEERING DIVISION

### Fiscal 2012 Performance Objectives

1. To formulate a plan for a road millage proposal to the voters.
2. To continue to maintain and provide the most up-to-date public utility information to residents, business owners, developers and other City departments.
3. To continue implementation of the City’s goal of repairing all defective sidewalks within the next calendar year.
4. To continue to provide high quality inspection of all public and private utility installations within the City.
5. To continue to oversee remediation of known and unknown illicit connections to the City storm sewers and ultimately the public waters of the State.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Requests for service processed	538	600	725	700
Planning reviews	77	65	75	70
Site plan reviews	83	95	80	80
Sign permit structural reviews	10	28	15	15
Private & public project inspections	81	55	80	75
Sidewalk locations inspected & repaired	1,517	1,700	1,850	300
Street and water main break area repairs	505	650	575	625
Illicit connection review and remediation locations	2	7	2	3

### 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	\$ 69,075	1	\$ 69,075	1	\$ 69,075	1	\$ 69,075
Office Assistant	2	34,279	2	34,279	1 (d)	34,279	1 (d)	34,279
Overtime - Clerical		1,885		1,318		1,318		1,318
<u>Engineering Field:</u>								
Senior Engineering Field Supervisor	1	36.30/hr.	1	36.30/hr.	1	36.30/hr.	1	36.30/hr.
Engineering Technician	1	31.47/hr.	1	31.47/hr.	1	31.47/hr.	1	31.47/hr.
Construction Specialist	2	29.73/hr.	2	29.73/hr.	1 (d)	29.73/hr.	1 (d)	29.73/hr.
Temporary Employees - Inspections		10,595		45,031		45,031		45,031
Temporary/Co-op		-		20,000		20,000		20,000
Overtime - Engineers & Inspectors	—	120,421	—	110,736	—	110,736	—	110,736
Total Personnel	<u>7</u>		<u>7</u>		<u>5</u>		<u>5</u>	

(a) Wage rates are based on Local 1250 and Local 1917 contracts that expire 6/30/12.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>ENGINEERING AND INSPECTIONS</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 334,112	\$ 174,250	\$ 313,308	\$ 336,471	Engineers & Inspectors	\$ 335,074	\$ 272,984	\$ 272,984
38,631	26,994	42,018	65,120	Permanent Employees - Clerical	67,415	32,996	32,996
13,596	450	10,000	-	Temporary/Co-op	20,000	20,000	20,000
22,272	17,722	35,000	10,595	Temporary Employees- Inspection	45,031	45,031	45,031
115,018	58,179	120,421	120,421	Overtime - Engineers & Inspectors	110,736	110,736	110,736
148	167	1,885	1,885	Overtime - Clerical	1,318	1,318	1,318
				<b>Employee Benefits:</b>			
41,541	22,228	41,519	42,862	Social Security	45,971	38,492	38,492
57,479	44,124	73,785	96,004	Employee Insurance	98,269	61,011	61,011
158,119	82,897	152,032	189,677	Retiree Health Insurance	179,128	144,278	144,278
16,074	10,483	17,283	17,000	Longevity	13,600	13,600	13,600
170,451	89,430	164,018	216,502	Retirement Fund	237,653	193,604	193,604
896	100	600	1,561	Cost of Living	-	-	-
906	486	870	1,085	Legal Services	-	-	-
790	1,076	1,076	760	Uniforms	760	570	570
8,279	6,008	12,300	12,300	<b>Operating Supplies</b>	13,300	12,300	12,300
				<b>Other Services and Charges:</b>			
51,153	13,667	134,500	134,500	Contractual Services	54,500	54,500	44,500
2,569	-	12,000	12,000	Contractual Services - Software Services	18,100	11,600	11,600
998	491	1,300	1,300	Postage	1,000	1,000	1,000
11,467	6,228	15,000	15,000	Auto Expense	14,000	14,000	14,000
8,005	7,490	10,000	10,000	Memberships and Dues	10,500	9,000	9,000
80,434	40,760	81,519	81,519	Transfer to Water System/Engineering services	81,258	81,258	81,258
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Vehicles	54,000	-	-
1,375	-	-	-	Equipment - Office	45,350	-	-
<u>\$ 1,134,313</u>	<u>\$ 603,230</u>	<u>\$ 1,240,434</u>	<u>\$ 1,366,562</u>	<b>Total Engineering and Inspections</b>	<u>\$ 1,446,963</u>	<u>\$ 1,118,278</u>	<u>\$ 1,108,278</u>

## **BUILDING INSPECTIONS DIVISION**

The Division of Building Inspections maintains a 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 for compliance to Construction Standards and Ordinances prescribed by the State of Michigan and local laws and regulations on a daily basis. The Building Inspections Division safeguards the community against improperly constructed structures by numerous preliminary and final inspections.

Building Division personnel are trained and registered professionals monitored by the local municipality and 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. The City of Warren will be ready with comprehensive regulations and competent personnel to handle modern technology.

Calendar year 2010 was a continuation of moderate building activity. A total of 11,284 permits were issued in 2010. 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.

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 program requiring Certificates of Occupancy for new business or for significant changes in the use of existing 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.

Likewise, the program allowing vacant and derelict buildings to be posted for City Certification has increased in activity and has proven to be very effective insuring that many of the City's homes have been upgraded and brought up to current standards. This program helps to combat blight and remove eyesores in the City. Over 1,179 residences have been inspected in the past 12 months.

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.

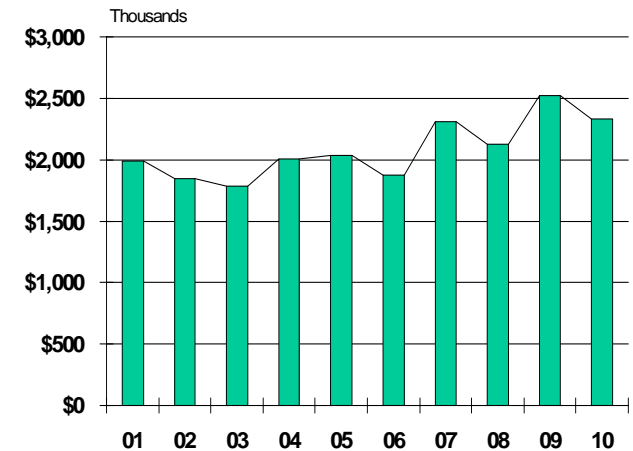
## BUILDING INSPECTIONS DIVISION

### Fiscal 2012 Performance Objectives

1. To remove eyesores through the nuisance abatement program.
2. To promptly respond to citizen complaints regarding neighborhood eyesores.
3. To closely monitor new construction and demolition projects.
4. To enforce property maintenance code through City Certification inspections.
5. To improve permit issuance, inspection and Court violation process.
6. To train personnel and improve job performance.
7. To promulgate construction ordinance requirements and fee schedules.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Nuisance Abatements	243	135	225	220
Certificates of Occupancy	288	325	300	300
Building Permits	2,412	2,625	2,575	2,525
Plumbing Permits	1,248	1,100	1,200	1,200
Electrical Permits	3,179	2,900	3,000	3,100
Mechanical Permits	1,828	1,450	1,600	1,550
Miscellaneous Permits	701	775	1,026	1,000
City Certification Inspections	1,179	1,250	1,200	1,200
Building Inspections	13,119	12,000	13,000	12,500
Plumbing Inspections	8,104	6,800	7,000	7,000
Electrical Inspections	12,269	12,000	12,000	12,000
Mechanical Inspections	8,126	7,350	8,000	8,000
Zoning Inspections	8,453	9,100	8,600	8,000
Property Maintenance Inspections	7,343	8,000	8,000	7,500
Zoning Board of Appeals - Applications	146	150	150	130
Plan reviews	2,467	2,600	2,500	2,200
Demolition of buildings (permits)	96	110	110	95
Demolition of buildings (inspections)	325	300	300	285
Court violations	323	450	350	350

### 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	\$ 90,600	1	\$ 90,600	1	\$ 90,600	1	\$ 90,600
Assistant Director	1	80,322	1	80,322	1	80,322	1	80,322
Building Plan Examiner	1	77,010	1	77,010	1	77,010	1	77,010
<u>Chief Inspectors:</u>								
Building	1	73,594	1	73,594	1	73,594	1	73,594
Electrical	1	73,594	1	73,594	1	73,594	1	73,594
Plumbing	1	73,594	1	73,594	1	73,594	1	73,594
Zoning	1	73,594	1	73,594	1	73,594	1	73,594
Mechanical	1	73,594	1	73,594	1	73,594	1	73,594
<u>Inspectors:</u>								
Building	1	62,956	1	62,956	- (d)	-	- (d)	-
Zoning	1	62,956	1	62,956	1	62,956	1	62,956
Property Maintenance	2	59,064	2	59,064	2	59,064	2	59,064
<u>Clerical:</u>								
Senior Administrative Secretary	1	55,435	1	55,435	1	55,435	1	55,435
Administrative Clerical Technician	1	51,100	1	51,100	1	51,100	1	51,100
Administrative Clerk	1	47,611	1	47,611	1	47,611	1	47,611
Office Assistant	1	34,279	1	34,279	1	34,279	1	34,279
Temporary Employees - Inspections		350,000		350,000		350,000		350,000
Temporary/Co-op		9,500		25,350		20,000		20,000
Overtime - Inspectors		11,000		13,535		10,000		10,000
Overtime - Clerical	---	3,000	---	3,934	---	2,500	---	2,500
<b>Total Personnel</b>	<u>16</u>		<u>16</u>		<u>15</u>		<u>15</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/12.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>BUILDING INSPECTIONS</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 137,054	\$ 84,075	\$ 167,631	\$ 169,098	Supervisory	\$ 170,254	\$ 170,254	\$ 170,254
700,196	311,751	617,224	684,507	Inspectors	684,775	621,562	621,562
185,531	96,912	189,707	188,830	Permanent Employees - Clerical	189,193	189,193	189,193
313,199	159,688	350,000	350,000	Temporary Employees- Inspection	350,000	350,000	350,000
22,776	11,788	24,000	9,500	Temporary/Co-op	25,350	20,000	20,000
3,787	2,857	11,000	11,000	Overtime - Inspectors	13,535	10,000	10,000
1,590	1,145	3,000	3,000	Overtime - Clerical	3,934	2,500	2,500
				<b>Employee Benefits:</b>			
107,166	52,780	106,964	112,523	Social Security	114,180	108,481	108,481
152,667	98,624	172,836	200,049	Employee Insurance	182,885	163,873	163,873
303,010	153,896	304,464	337,665	Retiree Health Insurance	330,462	305,842	305,842
32,743	20,025	32,588	32,518	Longevity	36,253	36,253	36,253
276,982	139,685	276,344	314,041	Retirement Fund	352,435	307,844	307,844
1,664	159	1,544	3,440	Cost of Living	-	-	-
2,368	1,152	2,304	2,480	Legal Services	-	-	-
8,275	2,607	6,700	6,700	Fees and Per Diem	6,700	2,000	2,000
22,027	10,539	23,000	23,000	<b>Office Supplies</b>	23,000	20,000	20,000
				<b>Other Services and Charges:</b>			
8,271	3,685	10,000	11,000	Postage	11,000	11,000	11,000
				Nuisance Abatements:			
6,077	3,450	8,000	10,000	Title Search	10,000	10,000	10,000
15,402	-	36,599	36,599	Demolition Expense	36,000	-	-
13,435	11,485	14,000	14,000	Software Services	14,000	14,000	14,000
11,031	4,746	11,000	12,100	Auto Expense	12,100	12,100	12,100
				<b>Capital Outlay:</b>			
5,989	-	-	-	Equipment - Office	-	-	-
<b>\$ 2,331,240</b>	<b>\$ 1,171,049</b>	<b>\$ 2,368,905</b>	<b>\$ 2,532,050</b>	<b>Total Building Inspections</b>	<b>\$ 2,566,056</b>	<b>\$ 2,354,902</b>	<b>\$ 2,354,902</b>

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

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

In June 2008, D.P.W. absorbed Sanitation and Water Division mechanics to consolidate all City repairs inside the D.P.W. Garage. In 2010 Fire apparatus equipment was added to our responsibilities.

The garage is responsible 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, bulldozers, street sweepers, front end loaders and sewer vector jets.

Fleet Maintenance checks and winterizes the entire fleet of vehicles/equipment each year prior to November 15<sup>th</sup> and provides road call 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.



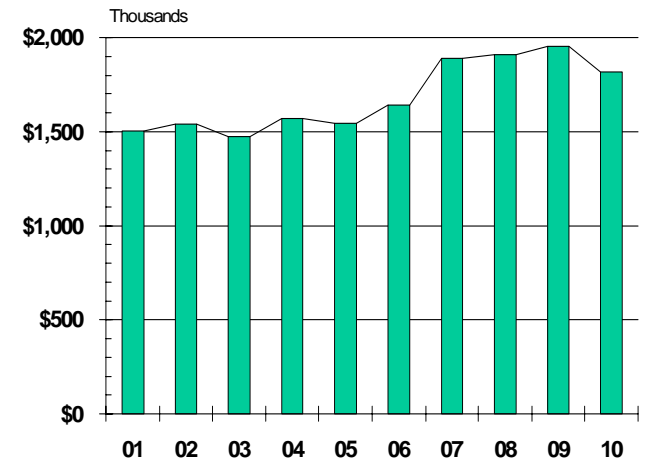
## D.P.W. FLEET MAINTENANCE

### Fiscal 2012 Performance Objectives

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

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
3,000 Mile-Maintenance Cycles/Police Vehicles	393	550	550	550
6 Months maintenance Cycles/all other vehicles	230	250	250	250
Pre-season maintenance street sweepers	5	5	5	5
Winterize Police vehicles	108	150	150	150
Pre-season maintenance salt trucks	45	60	60	60
Vehicle Maintenance:				
Lube, oil, filter	242	200	200	200
Brakes	208	400	400	400
Tires-occurrences	682	700	700	700
Tune-ups	7	30	30	30
Transmissions	2	100	50	50
Road calls	191	100	100	100
AC/Recycling /Recovery service	34	50	50	50
Miscellaneous-minor repairs	6,983	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>
Chief Diagnostic Mechanic Technician	1	\$30.79/hr.	1	\$30.79/hr.	1	\$30.79/hr.	1	\$30.79/hr.
Automotive Mechanic Technician	5	30.50/hr.	4 (c)	30.50/hr.	4 (c)	30.50/hr.	4 (c)	30.50/hr.
Automotive Mechanic Specialist	-	-	1 (c)	28.01/hr.	1 (c)	28.01/hr.	1 (c)	28.01/hr.
Auto Parts Clerk	1	25.61/hr.	- (c)	-	- (c)	-	- (c)	-
Automotive Mechanic Assistant	-	-	1 (c)	20.00/hr.	1 (c)	20.00/hr.	1 (c)	20.00/hr.
Overtime - Mechanics		26,000		26,000		26,000		26,000
Overtime - Clerical	—	1,500	—	1,500	—	1,500	—	1,500
Total Personnel	<u>7</u>		<u>7</u>		<u>7</u>		<u>7</u>	

(a) Wage rates are based on Local 1250 contract that expires 6/30/12.

(c) Reclassification of Automotive Mechanic Technician to Automotive Mechanic Specialist and Auto Parts Clerk to Automotive Mechanic Assistant.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b><u>D. P. W. FLEET MAINTENANCE</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 398,867	\$ 207,323	\$ 403,810	\$ 389,598	Mechanics Wages	\$ 382,449	\$ 382,449	\$ 382,449
55,010	53,026	53,026	53,769	Clerical Salaries	41,770	41,770	41,770
-	-	15,000	-	Temporary Clerical	-	-	-
6,474	4,951	20,000	26,000	Overtime - Mechanics	26,000	26,000	26,000
-	3,659	3,659	1,500	Overtime - Clerical	1,500	1,500	1,500
				<b>Employee Benefits:</b>			
36,540	21,712	39,540	38,262	Social Security	36,193	36,193	36,193
105,783	65,987	103,219	131,798	Employee Insurance	112,575	112,575	112,575
160,838	91,471	151,370	182,674	Retiree Health Insurance	151,305	151,305	151,305
17,813	15,275	21,213	21,247	Longevity	15,276	15,276	15,276
90,072	48,717	80,618	107,843	Retirement Fund	140,057	140,057	140,057
820	80	657	1,603	Cost of Living	-	-	-
1,075	512	973	1,085	Legal Services	-	-	-
1,176	756	1,330	1,330	Uniforms	1,330	1,330	1,330
				<b>Supplies:</b>			
72,498	43,328	90,000	90,000	Operating Supplies	90,000	90,000	90,000
89,321	51,468	115,000	125,000	Gasoline & Diesel Oil	125,000	125,000	125,000
				<b>Other Services and Charges:</b>			
13,968	2,315	9,000	9,000	Contractual Services	10,000	10,000	10,000
110,517	55,258	110,517	110,517	Garage Lease	110,517	110,517	110,517
7,243	3,596	10,000	10,000	Telephone & Radio	10,000	10,000	10,000
240,551	115,629	250,000	260,000	Vehicle Maintenance Expense	450,000	450,000	450,000
98,345	23,020	100,000	114,000	Public Utilities	114,000	110,000	110,000
12,172	10,852	18,000	18,000	Building & Grounds Maintenance	20,000	18,000	18,000
92,738	26,926	53,851	53,851	Reimbursement to Major Streets	53,634	53,634	53,634
139,816	45,515	110,000	156,627	Reimbursement to Local Streets	113,634	113,634	113,634
29,890	72,886	72,891	27,334	Foreclosure Expense	-	-	-
				<b>Capital Outlay:</b>			
-	-	-	-	Capital Improvements	10,000	-	-
37,540	-	-	-	Equipment & Machinery	381,000	-	-
1,173	-	-	-	Equipment - Office	2,000	-	-
<b>\$ 1,820,240</b>	<b>\$ 964,262</b>	<b>\$ 1,833,674</b>	<b>\$ 1,931,038</b>	<b>Total D.P.W. Fleet Maintenance</b>	<b>\$ 2,398,240</b>	<b>\$ 1,999,240</b>	<b>\$ 1,999,240</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, 7 day basis to handle all emergency situations.

The Maintenance Section is responsible for the overall operations of the City Hall building, 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, 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 entire City's outside contractors for heating and cooling, electrical work and roof repairs. This includes the Stilwell and Coach Manor Complex's, Water Garage, and the D.P.W. Buildings.

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

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

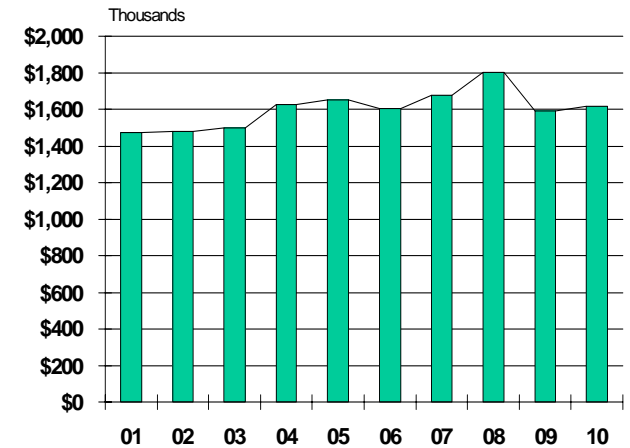
## BUILDING MAINTENANCE

### Fiscal 2012 Performance Objectives

1. To landscape Police Station to match City Hall Building.
2. To install new roof on 37<sup>th</sup> District Court building.
3. To update security in the 37<sup>th</sup> District Court building.
4. To update fire alarm in the Police Station and 37<sup>th</sup> District Court building.
5. To perform electrical audit on the City Hall electrical system.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Air handler filter change	12	12	12	12
Parking lot lights maintenance	4	4	4	4
Exhaust fans maintenance	4	4	4	4
Grass cutting	28	28	28	28
Emergency generator exercise	48	48	48	48
Sump pump maintenance	4	4	4	4
Emergency lighting maintenance	4	4	4	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	28	28	28	28
Boiler maintenance	4	4	4	4
Boiler pump maintenance	4	4	4	4

### EXPENDITURE HISTORY BUILDING MAINTENANCE



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>BUILDING MAINTENANCE</u>								
Building and Grounds Superintendent	1	\$ 77,406	1	\$ 77,406	1	\$ 77,406	1	\$ 77,406
Foreman	1	32.20/hr.	1	32.20/hr.	1	32.20/hr.	1	32.20/hr.
Building Maintenance Specialist	4	26.12/hr.	4	26.12/hr.	4	26.12/hr.	4	26.12/hr.
Janitor	3	24.53/hr.	2 (d)	24.53/hr.	2 (d)	24.53/hr.	2 (d)	24.53/hr.
Seasonal Employees		152,000		217,560		200,000		200,000
Overtime	—	22,000	—	22,000	—	20,000	—	20,000
Total Personnel	<u>9</u>		<u>8</u>		<u>8</u>		<u>8</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/12.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>BUILDING MAINTENANCE</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,276	\$ 39,001	\$ 77,704	\$ 77,987	Superintendent	\$ 77,722	\$ 77,722	\$ 77,722
439,891	203,984	407,450	452,515	Permanent Employees	396,399	396,399	396,399
199,667	81,920	170,000	152,000	Seasonal Employees	217,560	200,000	200,000
3,429	3,079	20,000	22,000	Overtime	22,000	20,000	20,000
				<b>Employee Benefits:</b>			
57,010	25,754	53,215	56,632	Social Security	57,022	55,506	55,506
133,236	77,104	137,341	162,424	Employee Insurance	125,710	125,302	125,302
157,556	78,657	161,818	185,983	Retiree Health Insurance	159,839	159,117	159,117
22,776	10,060	21,075	24,194	Longevity	22,096	22,096	22,096
200,567	110,500	227,332	241,440	Retirement Fund	267,201	265,893	265,893
1,050	90	869	2,047	Cost of Living	-	-	-
1,382	640	1,254	1,395	Legal Services	-	-	-
1,520	596	1,520	1,520	Uniforms	1,330	1,330	1,330
32,793	19,254	45,000	57,000	<b>Operating Supplies</b>	57,000	45,000	45,000
				<b>Other Services and Charges:</b>			
50,077	29,752	64,000	64,000	Repairs & Maintenance	64,000	64,000	64,000
224,228	62,026	193,000	193,000	Contractual Services	193,000	193,000	193,000
6,286	2,134	6,500	6,500	Vehicle Maintenance	6,500	6,500	6,500
				<b>Capital Outlay:</b>			
1,470	-	-	-	Equipment - Maintenance	1,000	-	-
-	873	873	-	Equipment - Office	1,000	-	-
<u>\$ 1,614,214</u>	<u>\$ 745,424</u>	<u>\$ 1,588,951</u>	<u>\$ 1,700,637</u>	<b>Total Building Maintenance</b>	<u>\$ 1,669,379</u>	<u>\$ 1,631,865</u>	<u>\$ 1,631,865</u>

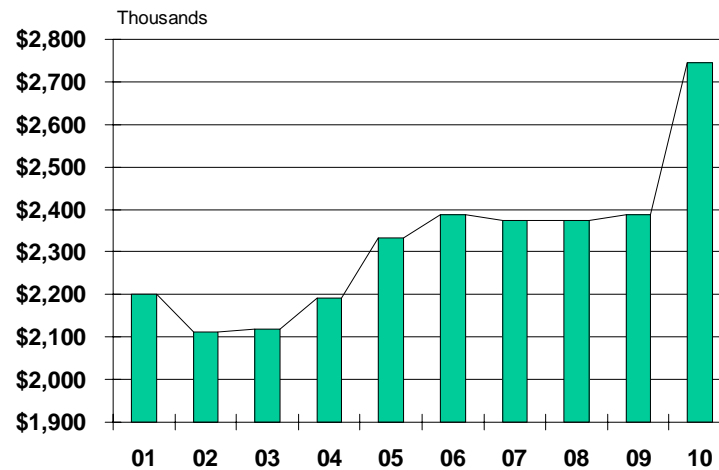
## STREET LIGHTING

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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>HIGHWAY STREET LIGHTING</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 2,745,958	\$ 1,155,763	\$ 2,875,000	\$ 2,875,000	Street Lighting	\$ 2,987,000	\$ 2,987,000	\$ 2,987,000
<u>-</u>	<u>147,190</u>	<u>171,895</u>	<u>171,895</u>	LED Demo Grant Expense	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>\$ 2,745,958</u></b>	<b><u>\$ 1,302,953</u></b>	<b><u>\$ 3,046,895</u></b>	<b><u>\$ 3,046,895</u></b>	<b>Total Street Lighting</b>	<b><u>\$ 2,987,000</u></b>	<b><u>\$ 2,987,000</u></b>	<b><u>\$ 2,987,000</u></b>

## PLANNING

The Planning Department 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 zoning regulations (Ordinance No. 30, as amended), the Comprehensive Plan, Subdivision Regulations and other related City codes and ordinances, State of Michigan enabling laws, as well as resources such as the United States Census 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 Planning Department 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 Planning Department. Available reference documents for public use include zoning ordinance, zoning maps, street index, City and many other maps and studies which are on file.

The Planning Department 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 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 acquisition for the next few years.

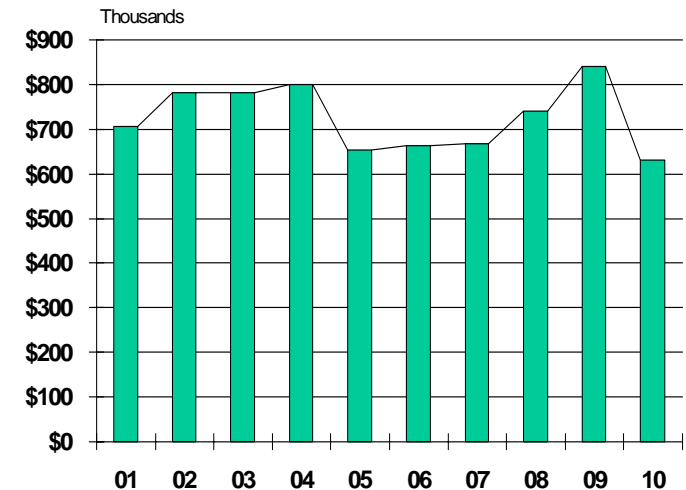
## PLANNING

### Fiscal 2012 Performance Objectives

1. To improve site plan review and recommendation process and update applications.
2. To complete zoning ordinance revisions.
3. To provide planning information and assistance to the Mayor's Office and other departments and boards.
4. To assist the DDA and TIFA with planning and implementing their tax increment finance and development plans.
5. To assist in the coordination of the G.I.S./database/computer technology development.
6. To assist CDBG, HOME, HOPWA and NSP Program administration and efficiency.
7. To continue updating zoning maps and improving zoning atlas.
8. To update and revise the City's Comprehensive Development Plan.
9. To work on developing and implementing a plan for Warren's older areas.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Planning Commission public meetings	17	22	15	16
Site plans reviewed	65	80	75	80
Rezoning petitions reviewed	3	7	5	7
Lot splits reviewed	3	5	5	7
Bond release inspections	52	70	70	80
Bond releases processed	22	30	30	30
Amendments to zoning ordinance	2	7	7	7
Public Hearing notices mailed	3,570	6,000	5,000	6,000
Alley & Street vacations reviewed	3	8	8	8
Special use permits reviewed	1	3	3	3
Office customers served	1,116	1,750	1,650	1,750
City Council Meetings attended - Planning	14	20	18	20
DDA Meetings	8	15	12	12
General public inquires	8,000	11,700	9,750	10,750
Brownfield Redevelopment meetings	0	2	0	-
8 Mile Blvd. Association meetings	0	6	0	-
CDBG Technical Committee meetings	24	24	24	24
TIFA meetings	8	12	12	12
Acreage parcel splits approved	6	10	8	10
Lot combinations approved	16	30	25	30

### 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	\$ 91,911	1	\$ 91,911	1	\$ 91,911	1	\$ 91,911
Senior Administrative Secretary	1	55,435	1	55,435	1	55,435	1	55,435
Assistant Planner	1	48,071	1	48,071	1	48,071	1	48,071
Co-op Employee - Planning Aide		15,000		15,000		15,000		15,000
Overtime	—	5,000	—	5,000	—	5,000	—	5,000
Total Personnel	<u>3</u>		<u>3</u>		<u>3</u>		<u>3</u>	

(a) Wage rates are based on Local 1250 and Local 412 Unit 35 contracts that expire 6/30/12.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31		FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>PLANNING</b>			
				<b>Personnel Services:</b>			
\$ 5,998	\$ 45,980	\$ 91,936	\$ 92,551	Appointed Official	\$ 92,286	\$ 92,286	\$ 92,286
274,387	38,660	88,920	104,458	Permanent Employees	101,510	101,510	101,510
11,084	6,074	14,000	15,000	Co-op Employee - Planning Aide	15,000	15,000	15,000
10,452	2,548	5,000	5,000	Overtime	5,000	5,000	5,000
5,355	2,380	4,900	5,200	Meeting Allowance	5,200	5,200	5,200
				<b>Employee Benefits:</b>			
24,350	7,295	15,990	17,545	Social Security	17,096	17,096	17,096
54,342	20,865	42,924	48,720	Employee Insurance	42,148	42,148	42,148
101,117	32,241	70,421	78,213	Retiree Health Insurance	58,143	58,143	58,143
11,161	-	6,800	8,735	Longevity	6,800	6,800	6,800
98,753	24,225	53,598	55,630	Retirement Fund	60,834	60,834	60,834
430	22	287	645	Cost of Living	-	-	-
602	179	410	465	Legal Services	-	-	-
4,367	1,984	5,500	6,000	<b>Office Supplies</b>	6,000	5,500	5,500
				<b>Other Services and Charges:</b>			
1,706	1,002	2,100	2,500	Postage	2,500	2,500	2,500
8,103	11,200	15,000	15,000	Contractual Services	15,000	15,000	15,000
805	216	800	1,300	Mileage	1,300	1,300	1,300
-	999	2,500	3,800	Publications - Advertising	3,800	2,500	2,500
17,121	625	20,000	20,000	Membership & Dues	20,000	20,000	20,000
-	-	15,000	25,000	Tax Reverted Property Expense	25,000	15,000	15,000
<u>\$ 630,133</u>	<u>\$ 196,495</u>	<u>\$ 456,086</u>	<u>\$ 505,762</u>	<b>Total Planning</b>	<u>\$ 477,617</u>	<u>\$ 465,817</u>	<u>\$ 465,817</u>

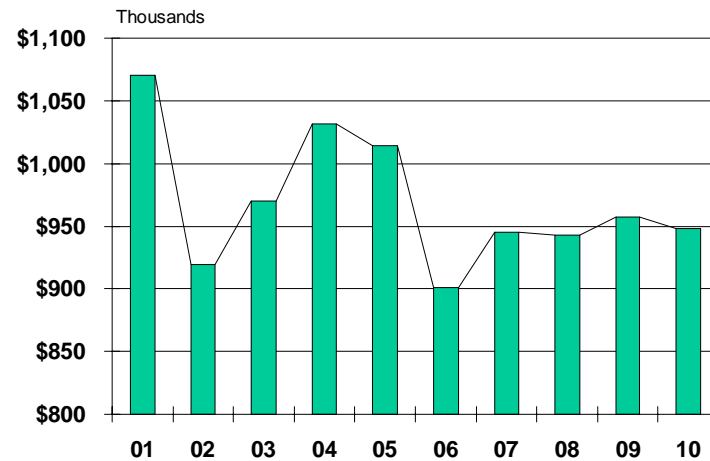
## CAPITAL IMPROVEMENTS

This budget activity center is used for the payment of principal and interest on the current portion of General Fund Debt that is outstanding as a result of outside financing of certain capital improvements.

The only item budgeted in this activity is for the payment of debt on the 2005 installment purchase agreement. These funds were used for the purchase of Police, Fire, and D.P.W. vehicles, a digital communication system, computer equipment, voting equipment and other various equipment purchases.

This activity covers long-term debt payments made from the General Fund only. All long-term debt payments from restricted resources are made from and accounted for in Debt Service Funds.

## EXPENDITURE HISTORY CAPITAL IMPROVEMENTS



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>CAPITAL IMPROVEMENTS</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 416,585	\$ -	\$ -	\$ -	2002 Capital Equipment Loan Payment	\$ -	\$ -	\$ -
<u>531,690</u>	<u>46,504</u>	<u>539,000</u>	<u>539,000</u>	2005 Capital Equipment Loan Payment	<u>543,000</u>	<u>543,000</u>	<u>543,000</u>
<u>\$ 948,275</u>	<u>\$ 46,504</u>	<u>\$ 539,000</u>	<u>\$ 539,000</u>	<b>Total Capital Improvements</b>	<u>\$ 543,000</u>	<u>\$ 543,000</u>	<u>\$ 543,000</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



## **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 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 board houses under nuisance abatement, 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 2012 Performance Objectives

1. To better record the work that we do and minimize the number of citizen complaints.
2. To continue our aggressive street sweeping program.
3. To continue our aggressive catch basin cleaning and inspection program.
4. To continue our aggressive road seal patching program.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
SERVICE REQUESTS:				
Branch Pick-up – Zone, claw, chip	552	525	525	525
Catch Basin Cleaning – Inspect, plate	183	250	250	250
Chloride needed	30	35	35	35
Potholes	195	250	250	250
Catch Basin Covers	38	50	50	50
Debris – Zone, claw, lot	145	350	350	350
Ditching	10	25	25	25
Grading/Gravel	44	90	50	50
Mowing – Bush, x-mark	11	50	50	50
Pavement problems	104	275	275	275
Snowplowing/Salting	482	450	450	450
Street signs - stop	38	30	40	40
Building Board up	191	200	200	200
Sweeping	35	25	25	25
Street/Traffic Signs	148	125	150	150
Sidewalk – cold patch, mill	6	100	100	100
Rear Yard drainage/repair	15	25	25	25
Flooding problems	12	25	25	25
Sweeping sign location	0	25	25	25
Graffiti location	15	15	15	15
Culvert jetting/repairs	13	15	15	15
Weed spray needed	1	10	10	10
Pavement seal patching	75	100	100	100
Gutter grinding – handmill	9	50	50	50
Gutter grinding - Bobcat	27	20	20	20
Miscellaneous	43	60	60	60

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	\$ 90,458	1	\$ 90,458	1	\$ 90,458	1	\$ 90,458
DPW Associate Manager	1	77,406	1	77,406	1	77,406	1	77,406
Foreman	3	32.17/hr.	3	32.17/hr.	3	32.17/hr.	3	32.17/hr.
DPW Service Specialist	20	26.88/hr.	20	26.88/hr.	17 (d)	26.88/hr.	17 (d)	26.88/hr.
Senior Clerk	1	53,425	1	53,425	- (d)	-	- (d)	-
Account Technician	1	53,421	1	53,421	1	53,421	1	53,421
Office Assistant	1	34,279	- (c)	-	- (c)	-	- (c)	-
Fleet Assistant	-	-	1 (c)	34,279	1 (c)	34,279	1 (c)	34,279
Seasonal Employees		55,000		120,000		70,000		70,000
Overtime	---	159,458	---	175,000	---	125,000	---	125,000
Total Personnel	<u>28</u>		<u>28</u>		<u>24</u>		<u>24</u>	

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

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/12.

(c) Reclassification of Office Assistant to Fleet Assistant.

(d) Position deleted.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MAJOR &amp; LOCAL ROADS STREET MAINTENANCE OPERATING COSTS</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 257,012	\$ 84,578	\$ 168,510	\$ 169,080	<b>Personnel Services:</b>	\$ 168,550	\$ 168,550	\$ 168,550
1,449,730	731,503	1,491,981	1,527,003	Supervision	1,519,960	1,297,903	1,297,903
41,132	19,212	55,000	55,000	Permanent Employees	120,000	70,000	70,000
67,896	19,081	161,458	159,458	Seasonal Employees	175,000	125,000	125,000
				Overtime			
				<b>Employee Benefits:</b>			
1,200	1,200	1,200	1,200	Education Allowance	1,200	1,200	1,200
145,084	68,282	149,991	155,266	Social Security	159,908	134,514	134,514
454,065	259,023	516,363	570,669	Employee Insurance	486,834	418,537	418,537
600,401	291,399	653,019	692,795	Retiree Health Insurance	674,437	574,179	574,179
85,305	41,879	84,601	85,416	Longevity	78,590	72,998	72,998
761,517	387,775	859,635	910,569	Retirement Fund	1,052,570	870,988	870,988
3,211	335	3,133	6,342	Cost of Living	-	-	-
4,924	2,389	4,370	4,370	Uniforms	4,370	3,800	3,800
4,263	2,012	3,932	4,340	Legal Services	-	-	-
				<b>Supplies:</b>			
225,498	124,797	415,000	390,000	Materials and Supplies	600,000	390,000	390,000
				<b>Other Services and Charges:</b>			
617,337	361,800	723,600	723,600	Administrative Expense	738,000	738,000	738,000
1,058,566	496,612	1,016,000	1,074,000	Equipment Rental	1,016,000	1,016,000	1,016,000
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
191,724	119,255	208,000	208,000	Contractual Services	208,000	175,000	175,000
23,798	126,201	276,202	276,202	Joint Sealing	50,000	50,000	50,000
603,117	39,913	337,321	337,321	Pavement repairs	1,600,000	300,000	300,000
-	-	-	-	Bridge repairs	350,000	-	-
9,824	1,722	16,000	20,000	Traffic & Street Signs	40,000	20,000	20,000
-	12,669	62,670	62,670	Traffic Signals	584,215	50,000	50,000
254,536	73,223	275,000	290,000	Traffic Signal Maintenance	306,000	290,000	290,000
59,660	90,000	180,000	180,000	Pavement Markings	250,000	90,000	90,000
80,434	40,760	81,520	81,520	Transfer to Water System/Engineering services	81,258	81,258	81,258
<u>\$ 7,005,234</u>	<u>\$ 3,400,620</u>	<u>\$ 7,749,506</u>	<u>\$ 7,989,821</u>	<b>Total Street Maintenance Operating</b>	<u>\$ 10,269,892</u>	<u>\$ 6,942,927</u>	<u>\$ 6,942,927</u>

**Major Streets:**

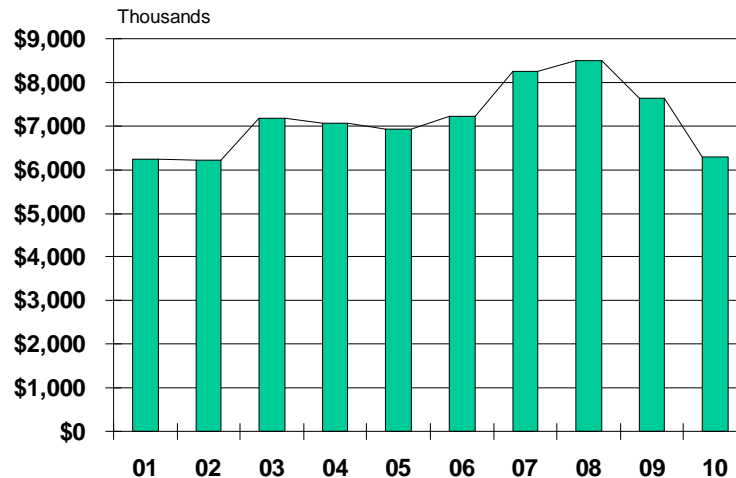
The Major Streets Fund is a Special Revenue Fund because it is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and State Constitution, for street and highway purposes, which are described in detail by the Michigan Department of Transportation.

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 ROADS**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b><u>OPERATING FUNDS - MAJOR STREETS</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 5,843,931	\$ 2,022,091	\$ 5,900,000	\$ 5,900,000	State Shared Weight & Gas Tax	\$ 5,900,000	\$ 5,900,000	\$ 5,900,000
17,767	2,399	18,000	-	Median Maintenance - State	18,000	18,000	18,000
3,889	1,646	3,500	5,000	Interest on Investments	3,500	3,500	3,500
92,738	26,926	53,851	53,380	Contribution from General Fund	53,634	53,634	53,634
14,511	14,511	14,511	14,000	Weed Mowing - Macomb County	14,000	14,000	14,000
9,291	9,291	9,291	9,000	Winter Maintenance - Macomb County	9,000	9,000	9,000
<u>970,550</u>	<u>868,191</u>	<u>868,191</u>	<u>868,191</u>	Fund Balance Appropriated	<u>1,685,023</u>	<u>287,457</u>	<u>287,457</u>
<u>\$ 6,952,677</u>	<u>\$ 2,945,055</u>	<u>\$ 6,867,344</u>	<u>\$ 6,849,571</u>	<b>Total Major Street Revenues</b>	<u>\$ 7,683,157</u>	<u>\$ 6,285,591</u>	<u>\$ 6,285,591</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 3,980,497	\$ 1,784,571	\$ 4,352,606	\$ 4,538,141	Operating Costs	\$ 5,726,657	\$ 3,983,531	\$ 3,983,531
<u>2,311,082</u>	<u>518,292</u>	<u>2,272,817</u>	<u>2,311,430</u>	Transfer to Debt Service Funds	<u>2,302,060</u>	<u>2,302,060</u>	<u>2,302,060</u>
<u>\$ 6,291,579</u>	<u>\$ 2,302,863</u>	<u>\$ 6,625,423</u>	<u>\$ 6,849,571</u>	<b>Total Major Street Expenditures</b>	<u>\$ 8,028,717</u>	<u>\$ 6,285,591</u>	<u>\$ 6,285,591</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ (345,560)	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,882,180	1,882,180	1,882,180
				<b>RESERVE FOR:</b>			
(169,888)	(169,888)	(169,888)	(191,064)	<b>COMPENSATED ABSENCES</b>	(169,888)	(169,888)	(169,888)
(27,269)	(27,269)	(27,269)	(32,615)	<b>COMPENSATORY TIME</b>	(27,269)	(27,269)	(27,269)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(1,685,023)</u>	<u>(287,457)</u>	<u>(287,457)</u>
<u>\$ 2,311,293</u>	<u>\$ 2,085,294</u>	<u>\$ 1,685,023</u>	<u>\$ 862,739</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ (345,560)</u>	<u>\$ 1,397,566</u>	<u>\$ 1,397,566</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ROUTINE MAINTENANCE:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 644,631	\$ 299,051	\$ 681,507	\$ 688,093	Permanent Employees	\$ 682,787	\$ 599,422	\$ 599,422
9,072	3,169	15,000	15,000	Overtime	22,516	16,046	16,046
19,307	7,326	24,750	24,750	Seasonal Employees	45,000	22,500	22,500
				<b>Employee Benefits:</b>			
423	803	803	423	Education Allowance	803	803	803
53,021	24,005	57,368	59,592	Social Security	61,016	52,095	52,095
166,929	99,192	216,001	228,952	Employee Insurance	193,537	168,888	168,888
226,036	108,545	259,737	275,359	Retiree Health Insurance	268,039	234,602	234,602
40,475	14,549	37,726	38,081	Longevity	36,182	33,414	33,414
287,071	146,088	344,300	369,294	Retirement Fund	428,010	361,201	361,201
1,198	134	1,368	2,614	Cost of Living	-	-	-
1,706	1,119	2,163	2,170	Uniforms	2,163	1,880	1,880
1,739	822	1,681	1,769	Legal Services	-	-	-
64,807	33,506	65,000	50,000	<b>Repairs &amp; Maintenance Supplies</b>	68,000	50,000	50,000
				<b>Other Services and Charges:</b>			
49,480	30,514	48,000	48,000	Contractual Services	48,000	48,000	48,000
7,932	42,068	92,068	92,068	Joint Sealing	50,000	50,000	50,000
241,247	15,965	134,928	134,928	Pavement repairs	376,000	120,000	120,000
-	-	-	-	Bridge repairs	350,000	-	-
465,254	192,573	400,000	480,000	Equipment Rental	400,000	400,000	400,000
<u>\$ 2,280,328</u>	<u>\$ 1,019,429</u>	<u>\$ 2,382,400</u>	<u>\$ 2,511,093</u>	<b>Total Routine Maintenance</b>	<u>\$ 3,032,053</u>	<u>\$ 2,158,851</u>	<u>\$ 2,158,851</u>
202,536	73,033	146,067	146,067	Supervisory wage & benefit allocation	147,951	147,951	147,951
<u>\$ 2,482,864</u>	<u>\$ 1,092,462</u>	<u>\$ 2,528,467</u>	<u>\$ 2,657,160</u>	<b>Net Routine Maintenance</b>	<u>\$ 3,180,004</u>	<u>\$ 2,306,802</u>	<u>\$ 2,306,802</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS TRAFFIC SERVICES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 36,893	\$ 14,003	\$ 33,318	\$ 33,129	Permanent Employees	\$ 33,381	\$ 29,305	\$ 29,305
108	-	313	313	Overtime	313	223	223
				<b>Employee Benefits:</b>			
27	38	38	27	Education Allowance	38	38	38
3,033	1,084	2,670	2,745	Social Security	2,751	2,418	2,418
9,429	4,692	10,560	11,023	Employee Insurance	9,462	8,257	8,257
13,332	5,115	12,605	13,108	Retiree Health Insurance	12,819	11,266	11,266
2,315	791	1,844	1,833	Longevity	1,769	1,634	1,634
17,078	7,748	17,567	17,575	Retirement Fund	20,471	17,276	17,276
58	6	67	126	Cost of Living	-	-	-
160	52	106	104	Uniforms	106	92	92
103	41	82	85	Legal Services	-	-	-
				<b>Other Services and Charges:</b>			
5,245	1,123	8,000	10,000	Traffic & Street Signs	15,000	10,000	10,000
-	12,669	62,670	62,670	Traffic Signals	584,215	50,000	50,000
213,213	60,897	230,000	240,000	Traffic Signal Maintenance	255,000	240,000	240,000
51,876	80,000	160,000	160,000	Pavement Markings	217,000	80,000	80,000
15,344	5,277	11,000	15,000	Equipment Rental	11,000	11,000	11,000
<u>\$ 368,214</u>	<u>\$ 193,536</u>	<u>\$ 550,840</u>	<u>\$ 567,738</u>	<b>Total Traffic Services</b>	<u>\$ 1,163,325</u>	<u>\$ 461,509</u>	<u>\$ 461,509</u>
11,249	2,173	4,345	4,345	Supervisory wage & benefit allocation	6,333	6,333	6,333
<u>\$ 379,463</u>	<u>\$ 195,709</u>	<u>\$ 555,185</u>	<u>\$ 572,083</u>	<b>Net Traffic Services</b>	<u>\$ 1,169,658</u>	<u>\$ 467,842</u>	<u>\$ 467,842</u>



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS SNOW AND ICE CONTROL:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 53,687	\$ 14,028	\$ 38,963	\$ 37,565	Permanent Employees	\$ 39,036	\$ 34,270	\$ 34,270
28,794	5,422	82,180	82,180	Overtime	80,492	57,362	57,362
				<b>Employee Benefits:</b>			
7,190	1,653	9,543	9,451	Social Security	9,424	7,250	7,250
16,872	3,807	12,348	12,499	Employee Insurance	11,065	9,656	9,656
31,562	7,817	45,059	45,128	Retiree Health Insurance	43,909	33,778	33,778
2,562	792	2,157	2,079	Longevity	2,069	1,910	1,910
39,761	10,720	59,545	60,758	Retirement Fund	70,115	59,170	59,170
7	-	78	143	Cost of Living	-	-	-
126	55	124	118	Uniforms	124	108	108
95	17	96	97	Legal Services	-	-	-
126,011	44,620	200,000	200,000	<b>Repairs &amp; Maintenance Supplies</b>	250,000	200,000	200,000
				<b>Other Services and Charges:</b>			
-	-	25,000	25,000	Contractual Services	25,000	25,000	25,000
110,917	28,021	105,000	105,000	Equipment Rental	105,000	105,000	105,000
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	2,500
<u>\$ 420,084</u>	<u>\$ 119,452</u>	<u>\$ 582,593</u>	<u>\$ 582,518</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 638,734</u>	<u>\$ 536,004</u>	<u>\$ 536,004</u>
20,955	9,001	18,001	18,001	Supervisory wage & benefit allocation	16,758	16,758	16,758
<u>\$ 441,039</u>	<u>\$ 128,453</u>	<u>\$ 600,594</u>	<u>\$ 600,519</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 655,492</u>	<u>\$ 552,762</u>	<u>\$ 552,762</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ADMINISTRATION:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 128,506	\$ 42,289	\$ 84,255	\$ 84,540	Supervision	\$ 84,275	\$ 84,275	\$ 84,275
54,242	44,795	57,599	70,418	Clerical	70,296	43,475	43,475
-	-	-	-	Temporary/Co-op	10,000	10,000	10,000
1,461	1,219	1,500	500	Overtime - Clerical	500	500	500
				<b>Employee Benefits:</b>			
14,141	7,015	11,237	12,428	Social Security	13,006	10,927	10,927
40,291	22,915	40,000	54,723	Employee Insurance	47,925	38,674	38,674
50,412	23,680	37,803	45,253	Retiree Health Insurance	43,344	33,659	33,659
4,943	4,194	4,194	4,352	Longevity	2,747	2,747	2,747
64,270	29,635	47,307	51,228	Retirement Fund	57,019	39,477	39,477
252	46	185	538	Cost of Living	-	-	-
346	154	269	388	Legal Services	-	-	-
				<b>Other Services and Charges:</b>			
40,217	20,380	40,760	40,760	Transfer to Water System/Engineering services	40,629	40,629	40,629
503,101	253,300	506,600	506,600	Administrative Expense	516,700	516,700	516,700
<u>\$ 902,182</u>	<u>\$ 449,622</u>	<u>\$ 831,709</u>	<u>\$ 871,728</u>	<b>Total Administration</b>	<u>\$ 886,441</u>	<u>\$ 821,063</u>	<u>\$ 821,063</u>
<u>(225,051)</u>	<u>(81,675)</u>	<u>(163,349)</u>	<u>(163,349)</u>	Supervisory wage & benefit allocation	<u>(164,938)</u>	<u>(164,938)</u>	<u>(164,938)</u>
<u>\$ 677,131</u>	<u>\$ 367,947</u>	<u>\$ 668,360</u>	<u>\$ 708,379</u>	<b>Net Administration</b>	<u>\$ 721,503</u>	<u>\$ 656,125</u>	<u>\$ 656,125</u>
				<b>Summary of Operating Costs:</b>			
\$ 2,482,864	\$ 1,092,462	\$ 2,528,467	\$ 2,657,160	Routine Maintenance	\$ 3,180,004	\$ 2,306,802	\$ 2,306,802
379,463	195,709	555,185	572,083	Traffic Services	1,169,658	467,842	467,842
441,039	128,453	600,594	600,519	Snow and Ice Control	655,492	552,762	552,762
677,131	367,947	668,360	708,379	Administration	721,503	656,125	656,125
<u>\$ 3,980,497</u>	<u>\$ 1,784,571</u>	<u>\$ 4,352,606</u>	<u>\$ 4,538,141</u>	<b>Total Operating Costs</b>	<u>\$ 5,726,657</u>	<u>\$ 3,983,531</u>	<u>\$ 3,983,531</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS DEBT SERVICE TRANSFER TO:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 441,170	\$ 20,910	\$ 442,170	\$ 442,170	1997 Michigan Transportation Debt Retirement	\$ 441,770	\$ 441,770	\$ 441,770
635,630	-	-	38,612	2000 Michigan Transportation Debt Retirement	-	-	-
661,975	73,625	647,750	647,750	2003 Michigan Transportation Debt Retirement	632,000	632,000	632,000
240,815	138,030	240,056	240,057	2006 Capital Improvement Debt Retirement	309,200	309,200	309,200
331,492	248,646	332,678	332,678	2008 Capital Improvement Debt Retirement	324,627	324,627	324,627
-	37,081	610,163	610,163	2010 Transportation Debt - Refunding Series	594,463	594,463	594,463
<u>\$ 2,311,082</u>	<u>\$ 518,292</u>	<u>\$ 2,272,817</u>	<u>\$ 2,311,430</u>	<b>Total Debt Service Costs</b>	<u>\$ 2,302,060</u>	<u>\$ 2,302,060</u>	<u>\$ 2,302,060</u>

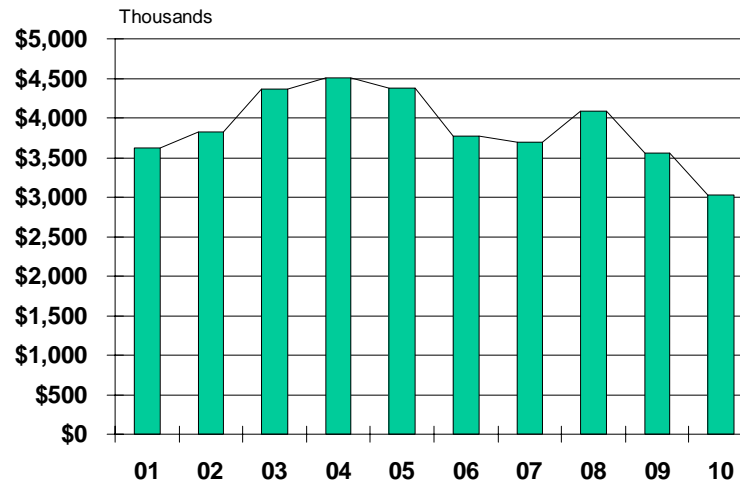
**Local Streets:**

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 ROADS**



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b><u>OPERATING FUNDS - LOCAL STREETS</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 1,954,727	\$ 676,640	\$ 1,960,000	\$ 1,960,000	State Shared Weight & Gas Tax	\$ 1,960,000	\$ 1,960,000	\$ 1,960,000
4,222	2,030	4,000	4,400	Interest on Investments	4,000	4,000	4,000
139,816	45,515	110,000	128,380	Contribution from General Fund	113,634	113,634	113,634
401,593	-	380,000	380,000	P.A. 48 - Metro Act	385,000	385,000	385,000
<u>1,115,260</u>	<u>978,900</u>	<u>978,900</u>	<u>978,900</u>	Fund Balance Appropriated	<u>2,080,601</u>	<u>496,762</u>	<u>496,762</u>
<u>\$ 3,615,618</u>	<u>\$ 1,703,085</u>	<u>\$ 3,432,900</u>	<u>\$ 3,451,680</u>	<b>Total Local Street Revenues</b>	<u>\$ 4,543,235</u>	<u>\$ 2,959,396</u>	<u>\$ 2,959,396</u>
				<b><u>EXPENDITURES:</u></b>			
<u>\$ 3,024,737</u>	<u>\$ 1,616,049</u>	<u>\$ 3,396,900</u>	<u>\$ 3,451,680</u>	Operating Costs	<u>\$ 4,543,235</u>	<u>\$ 2,959,396</u>	<u>\$ 2,959,396</u>
<u>\$ 3,024,737</u>	<u>\$ 1,616,049</u>	<u>\$ 3,396,900</u>	<u>\$ 3,451,680</u>	<b>Total Local Street Expenditures</b>	<u>\$ 4,543,235</u>	<u>\$ 2,959,396</u>	<u>\$ 2,959,396</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
3,722,231	3,197,852	3,197,852	2,720,477	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,254,952	2,254,952	2,254,952
(136,492)	(136,492)	(136,492)	(153,492)	<b>RESERVE FOR:</b>	(136,492)	(136,492)	(136,492)
(18,179)	(18,179)	(18,179)	(21,743)	<b>COMPENSATED ABSENCES</b>	(18,179)	(18,179)	(18,179)
				<b>COMPENSATORY TIME</b>			
<u>(1,115,260)</u>	<u>(978,900)</u>	<u>(978,900)</u>	<u>(978,900)</u>	<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(2,080,601)</u>	<u>(496,762)</u>	<u>(496,762)</u>
<u>\$ 3,043,181</u>	<u>\$ 2,151,317</u>	<u>\$ 2,100,281</u>	<u>\$ 1,566,342</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 19,680</u>	<u>\$ 1,603,519</u>	<u>\$ 1,603,519</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ROUTINE MAINTENANCE:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 552,646	\$ 291,259	\$ 544,105	\$ 545,458	Permanent Employees	\$ 545,126	\$ 478,569	\$ 478,569
13,726	7,511	25,000	25,000	Overtime	34,852	24,837	24,837
21,825	11,886	30,250	30,250	Seasonal Employees	55,000	27,500	27,500
				<b>Employee Benefits:</b>			
718	329	329	718	Education Allowance	329	329	329
47,862	25,449	48,694	49,110	Social Security	51,476	43,239	43,239
164,277	98,652	172,451	181,491	Employee Insurance	154,517	134,838	134,838
203,677	112,767	215,857	223,272	Retiree Health Insurance	219,980	191,532	191,532
27,684	15,959	30,119	30,186	Longevity	28,887	26,678	26,678
259,355	150,699	285,850	299,474	Retirement Fund	351,268	296,437	296,437
1,361	97	1,092	2,072	Cost of Living	-	-	-
2,797	1,074	1,727	1,720	Uniforms	1,727	1,502	1,502
1,498	776	1,341	1,402	Legal Services	-	-	-
20,719	31,678	60,000	50,000	<b>Repairs &amp; Maintenance Supplies</b>	82,000	50,000	50,000
				<b>Other Services and Charges:</b>			
142,244	88,741	115,000	115,000	Contractual Services	115,000	82,000	82,000
15,866	84,133	184,134	184,134	Joint Sealing	-	-	-
361,870	23,948	202,393	202,393	Pavement repairs	1,224,000	180,000	180,000
426,050	249,315	430,000	400,000	Equipment Rental	430,000	430,000	430,000
<u>\$ 2,264,175</u>	<u>\$ 1,194,273</u>	<u>\$ 2,348,342</u>	<u>\$ 2,341,680</u>	<b>Total Routine Maintenance</b>	<u>\$ 3,294,162</u>	<u>\$ 1,967,461</u>	<u>\$ 1,967,461</u>
196,499	71,890	143,779	143,779	Supervisory wage & benefit allocation	144,584	144,584	144,584
<u>\$ 2,460,674</u>	<u>\$ 1,266,163</u>	<u>\$ 2,492,121</u>	<u>\$ 2,485,459</u>	<b>Net Routine Maintenance</b>	<u>\$ 3,438,746</u>	<u>\$ 2,112,045</u>	<u>\$ 2,112,045</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS TRAFFIC SERVICES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 31,733	\$ 15,370	\$ 39,376	\$ 40,337	Permanent Employees	\$ 39,450	\$ 34,633	\$ 34,633
236	-	452	452	Overtime	505	360	360
				<b>Employee Benefits:</b>			
32	30	30	32	Education Allowance	30	30	30
2,565	1,174	3,150	3,347	Social Security	3,261	2,864	2,864
8,344	4,901	12,480	13,422	Employee Insurance	11,182	9,758	9,758
11,271	5,543	14,869	15,986	Retiree Health Insurance	15,194	13,344	13,344
1,344	885	2,180	2,232	Longevity	2,091	1,931	1,931
13,680	8,419	20,645	21,435	Retirement Fund	24,263	20,476	20,476
83	6	79	153	Cost of Living	-	-	-
116	57	125	127	Uniforms	125	109	109
82	42	97	104	Legal Services	-	-	-
				<b>Other Services and Charges:</b>			
4,579	599	8,000	10,000	Traffic & Street Signs	25,000	10,000	10,000
41,323	12,326	45,000	50,000	Traffic Signal Maintenance	51,000	50,000	50,000
7,784	10,000	20,000	20,000	Pavement Markings	33,000	10,000	10,000
13,391	4,294	10,000	14,000	Equipment Rental	10,000	10,000	10,000
<u>\$ 136,563</u>	<u>\$ 63,646</u>	<u>\$ 176,483</u>	<u>\$ 191,627</u>	<b>Total Traffic Services</b>	<u>\$ 215,101</u>	<u>\$ 163,505</u>	<u>\$ 163,505</u>
9,856	2,499	4,998	4,998	Supervisory wage & benefit allocation	6,135	6,135	6,135
<u>\$ 146,419</u>	<u>\$ 66,145</u>	<u>\$ 181,481</u>	<u>\$ 196,625</u>	<b>Net Traffic Services</b>	<u>\$ 221,236</u>	<u>\$ 169,640</u>	<u>\$ 169,640</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS SNOW AND ICE CONTROL:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 21,656	\$ 8,202	\$ 39,514	\$ 41,585	Permanent Employees	\$ 39,588	\$ 34,754	\$ 34,754
13,038	736	35,513	35,513	Overtime	35,322	25,172	25,172
				<b>Employee Benefits:</b>			
3,131	737	5,927	6,165	Social Security	5,968	4,794	4,794
7,632	1,949	12,524	13,837	Employee Insurance	11,221	9,792	9,792
13,754	3,490	27,987	29,436	Retiree Health Insurance	27,808	22,339	22,339
1,039	515	2,187	2,301	Longevity	2,098	1,937	1,937
16,032	4,725	36,840	39,577	Retirement Fund	44,405	37,474	37,474
-	-	79	158	Cost of Living	-	-	-
19	32	125	131	Uniforms	125	109	109
54	6	97	107	Legal Services	-	-	-
13,961	14,993	90,000	90,000	<b>Repairs &amp; Maintenance Supplies</b>	200,000	90,000	90,000
				<b>Other Services and Charges:</b>			
-	-	20,000	20,000	Contractual Services	20,000	20,000	20,000
27,610	17,132	60,000	60,000	Equipment Rental	60,000	60,000	60,000
2,500	2,500	2,500	2,500	Salt Dome Rental	2,500	2,500	2,500
<u>\$ 120,426</u>	<u>\$ 55,017</u>	<u>\$ 333,293</u>	<u>\$ 341,310</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 449,035</u>	<u>\$ 308,871</u>	<u>\$ 308,871</u>
9,007	4,754	9,507	9,507	Supervisory wage & benefit allocation	8,115	8,115	8,115
<u>\$ 129,433</u>	<u>\$ 59,771</u>	<u>\$ 342,800</u>	<u>\$ 350,817</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 457,150</u>	<u>\$ 316,986</u>	<u>\$ 316,986</u>



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ADMINISTRATION:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 128,506	\$ 42,289	\$ 84,255	\$ 84,540	Supervision	\$ 84,275	\$ 84,275	\$ 84,275
54,242	44,795	57,599	70,418	Clerical	70,296	43,475	43,475
-	-	-	-	Temporary/Co-op	10,000	10,000	10,000
1,461	1,024	1,500	500	Overtime - Clerical	500	500	500
				<b>Employee Benefits:</b>			
14,141	7,165	11,402	12,428	Social Security	13,006	10,927	10,927
40,291	22,915	40,000	54,723	Employee Insurance	47,925	38,674	38,674
50,357	24,442	39,102	45,253	Retiree Health Insurance	43,344	33,659	33,659
4,943	4,194	4,194	4,352	Longevity	2,747	2,747	2,747
64,270	29,741	47,581	51,228	Retirement Fund	57,019	39,477	39,477
252	46	185	538	Cost of Living	-	-	-
346	154	269	388	Legal Services	-	-	-
				<b>Other Services and Charges:</b>			
40,217	20,380	40,760	40,760	Transfer to Water System/Engineering services	40,629	40,629	40,629
114,236	108,500	217,000	217,000	Administrative Expense	221,300	221,300	221,300
<u>\$ 513,262</u>	<u>\$ 305,645</u>	<u>\$ 543,847</u>	<u>\$ 582,128</u>	<b>Total Administration</b>	<u>\$ 591,041</u>	<u>\$ 525,663</u>	<u>\$ 525,663</u>
<u>(225,051)</u>	<u>(81,675)</u>	<u>(163,349)</u>	<u>(163,349)</u>	Supervisory wage & benefit allocation	<u>(164,938)</u>	<u>(164,938)</u>	<u>(164,938)</u>
<u>\$ 288,211</u>	<u>\$ 223,970</u>	<u>\$ 380,498</u>	<u>\$ 418,779</u>	<b>Net Administration</b>	<u>\$ 426,103</u>	<u>\$ 360,725</u>	<u>\$ 360,725</u>
				<b>Summary of Operating Costs:</b>			
\$ 2,460,674	\$ 1,266,163	\$ 2,492,121	\$ 2,485,459	Routine Maintenance	\$ 3,438,746	\$ 2,112,045	\$ 2,112,045
146,419	66,145	181,481	196,625	Traffic Services	221,236	169,640	169,640
129,433	59,771	342,800	350,817	Snow and Ice Control	457,150	316,986	316,986
288,211	223,970	380,498	418,779	Administration	426,103	360,725	360,725
<u>\$ 3,024,737</u>	<u>\$ 1,616,049</u>	<u>\$ 3,396,900</u>	<u>\$ 3,451,680</u>	<b>Total Operating Costs</b>	<u>\$ 4,543,235</u>	<u>\$ 2,959,396</u>	<u>\$ 2,959,396</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, penal fines collected on state code violations and recaptures of Renaissance Zone tax funds 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 twenty years. This revenue will allow each of the four branches to remain open, maintain adequate staffing levels, and provide substantial funding to increase our collections and to bring each of our branches to a state of the art facility.

The Warren Public Library is a member of the Suburban Library Cooperative and participates in the Michigan Electronic Library. These services provide Warren residents with access to library collections throughout the state. The online catalog enables patrons to place reserves, renew materials and review their library accounts. Patrons receive computerized notifications of reserves, overdue materials and fines.

Warren residents can access the library catalog from their home computers to search and reserve materials. Upon request, books and materials not available locally can be inter-loaned from libraries throughout the state. The Warren Public Library is a Michicard library providing Warren residents access to materials in other Michigan libraries while traveling. The Warren Public Library provides access to the internet by conventional means and also by wireless access. A selection of informational databases that include full-text magazine and newspaper articles supplement the collection of 267,750 books, electronic books, downloadable audio books, compact disks, periodicals, videocassettes, DVD's, books on tape and CD, multi-media CD ROM's, sheet music and other items available to Warren residents.

In Fiscal 2010, more than 5,000 children took part in Story Time programs and the Summer Reading program. More than 337,000 patrons visited the Warren Public Library. Nearly 600,000 books and other materials were circulated and over 70,600 reference questions were answered.

There are four library branches in Warren located in various sectors of the City. The Civic Center Library provides services that were unavailable previously to our residents such as quiet study rooms, a conference room, a teen area an expanded computer lab and more. The children in our community benefit from a story hour room with a puppet theatre and a craft room. This new facility is appreciated by Warren residents.

The seven member Library Commission appointed by the Mayor is responsible for policy, expenditure of funds and the appointment of the Library Director.

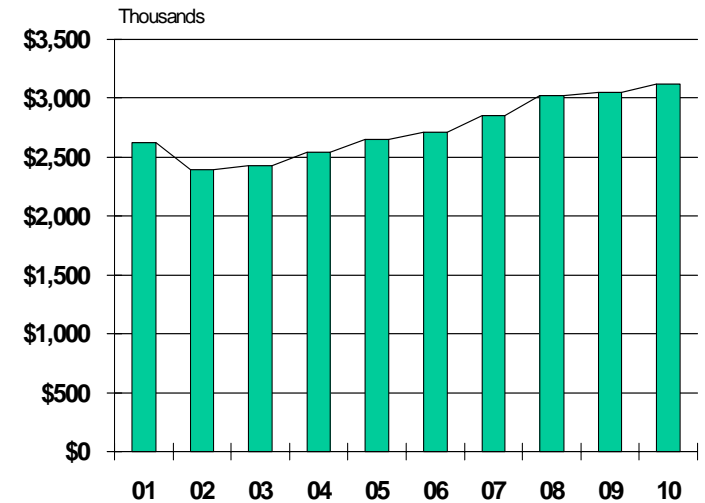
## LIBRARY

### Fiscal 2012 Performance Objectives

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

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Annual library attendance	337,207	350,000	375,000	400,000
Annual circulation of materials	567,845	550,000	560,000	570,000
Reference information requests	70,664	78,000	56,000	60,000
Total registered borrowers	51,507	58,000	70,000	72,000
Items loaned to other libraries	76,629	72,000	73,000	75,000
Items received from other libraries	86,258	60,000	70,000	72,000
Total reserves placed	91,407	76,000	75,000	77,000
Total circulation/children's materials	248,118	230,000	220,000	240,000
Materials added to the collection	24,616	22,000	24,000	25,000
Materials deleted from the collection	14,976	18,000	16,000	15,000
Children's story hour attendance	3,330	2,000	3,500	3,500
Computer sessions	131,706	-	135,000	135,000
Attendance-Children Programs	1,742	3,000	2,800	3,000
Home Page Hits	301,945	200,000	225,000	225,000
Literacy attendance	3,103	3,000	3,000	3,000
School visits to Library	837	20	20	20
Attendance-Adult Special Programs	800	800	900	1,000

### EXPENDITURE HISTORY LIBRARY



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>LIBRARY</u></b> <b><u>SPECIAL REVENUE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 2,115,395	\$ 1,404,746	\$ 5,143,720	\$ 5,157,681	Property Tax Revenue	\$ 4,767,474	\$ 4,767,474	\$ 4,767,474
63,831	27,095	99,245	111,332	Industrial Facilities Tax	77,569	77,569	77,569
74,795	-	-	-	Personal Property Tax on Business Inventories	-	-	-
119,000	-	-	-	Institute of Museum & Library Services Grant	-	-	-
49,329	-	49,000	55,458	Renaissance Zone Reimbursement	99,304	99,304	99,304
151,374	-	145,000	145,000	Penal Fines	148,000	148,000	148,000
54,830	22,692	50,000	48,000	Over the Counter Fines	50,000	50,000	50,000
-	247,852	247,852	-	Sale of Equipment/Property	-	-	-
-	-	200	500	Interest on Investments	1,000	1,000	1,000
54,538	-	60,000	60,000	State Aid	46,000	46,000	46,000
17,267	6,041	13,500	13,500	Copy Machine User Fees	15,000	15,000	15,000
20,288	6,914	14,000	13,000	Lost Book Fees	15,000	15,000	15,000
6,394	2,995	6,000	7,900	Video User Fees	6,000	6,000	6,000
151	126	250	500	CD ROM User Fees	-	-	-
-	-	1,000	-	Non-Resident Internet Fees	5,000	5,000	5,000
995	676	1,000	-	Miscellaneous	-	-	-
80	2,003	3,000	1,997	Donations	-	-	-
150,000	-	-	-	Transfer from General Fund	-	-	-
132,000	-	-	-	Transfer from D.D.A.	-	-	-
255,391	-	-	-	Fund Balance Appropriated	-	-	-
<u>\$ 3,265,658</u>	<u>\$ 1,721,140</u>	<u>\$ 5,833,767</u>	<u>\$ 5,614,868</u>	<b>Total Revenues</b>	<u>\$ 5,230,347</u>	<u>\$ 5,230,347</u>	<u>\$ 5,230,347</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 1,300,119	\$ 599,681	\$ 1,378,591	\$ 1,569,086	Personnel Services	\$ 1,596,177	\$ 1,596,177	\$ 1,596,177
1,103,304	550,556	1,167,642	1,425,236	Employee Benefits	1,318,106	1,318,106	1,318,106
24,435	16,501	55,000	61,250	Supplies	62,750	62,750	62,750
576,335	578,299	1,567,078	1,728,800	Other Services and Charges	1,465,700	1,465,700	1,465,700
115,538	76,393	305,197	305,197	Capital Outlay	503,111	503,111	503,111
<u>\$ 3,119,731</u>	<u>\$ 1,821,430</u>	<u>\$ 4,473,508</u>	<u>\$ 5,089,569</u>	<b>Total Expenditures</b>	<u>\$ 4,945,844</u>	<u>\$ 4,945,844</u>	<u>\$ 4,945,844</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ 145,927	\$ (100,290)	\$ 1,360,259	\$ 525,299	<b>BALANCE DURING THE PERIOD</b>	\$ 284,503	\$ 284,503	\$ 284,503
				<b>ESTIMATED FUND BALANCE</b>			
147,934	38,470	38,470	73,752	<b>BEGINNING OF PERIOD</b>	1,398,729	1,398,729	1,398,729
				<b>RESERVE FOR:</b>			
-	-	-	(29,000)	<b>COMPENSATED ABSENCES</b>	-	-	-
-	-	-	(12,000)	<b>COMPENSATORY TIME</b>	-	-	-
				<b>LESS: FUND BALANCE</b>			
(255,391)	-	-	-	<b>APPROPRIATED</b>	-	-	-
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ 38,470</u>	<u>\$ (61,820)</u>	<u>\$ 1,398,729</u>	<u>\$ 558,051</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ 1,683,232</u>	<u>\$ 1,683,232</u>	<u>\$ 1,683,232</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	\$ 91,911	1	\$ 91,911	1	\$ 91,911	1	\$ 91,911
Branch Library Supervisor	4	73,219	4	73,219	4	73,219	4	73,219
Branch Librarian	5	59,157	5	59,157	5	59,157	5	59,157
Library Technician	6	50,538	7 (c)	50,538	7 (c)	50,538	7 (c)	50,538
Senior Clerk	1	53,425	- (c)	-	- (c)	-	- (c)	-
Office Assistant	5	34,279	5	34,279	5	34,279	5	34,279
<u>Permanent Part-time Employees:</u>								
Library Pages		227,000		246,870		246,870		246,870
Assistant Librarians (Substitutes)		123,000		126,360		126,360		126,360
Overtime	—	15,195	—	29,316	—	29,316	—	29,316
Total Personnel	<u>22</u>		<u>22</u>		<u>22</u>		<u>22</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/12.

(c) Reclassification of Senior Clerk to Library Technician.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<u>LIBRARY</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES:</u>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 96,507	\$ 50,551	\$ 96,507	\$ 92,551	Appointed Official	\$ 92,286	\$ 92,286	\$ 92,286
882,788	402,630	933,389	1,101,827	Permanent Employees	1,090,207	1,090,207	1,090,207
307,056	140,603	325,000	350,000	Permanent Part-time Employees - Pages	373,230	373,230	373,230
6,129	2,933	15,195	15,195	Overtime	29,316	29,316	29,316
7,639	2,964	8,500	9,513	Shift Premium	11,138	11,138	11,138
				<b>Employee Benefits:</b>			
13,000	10,933	10,933	10,800	Education Allowance	9,200	9,200	9,200
103,476	48,275	108,955	125,679	Social Security	126,807	126,807	126,807
169,970	87,937	222,715	360,423	Employee Insurance	314,315	314,315	314,315
352,417	172,958	387,683	418,891	Retiree Health Insurance	368,949	368,949	368,949
40,325	20,215	32,588	37,011	Longevity	30,826	30,826	30,826
419,856	209,107	400,157	464,292	Retirement Fund	468,009	468,009	468,009
1,639	133	2,051	4,730	Cost of Living	-	-	-
189	-	-	-	Uniforms	-	-	-
2,432	998	2,560	3,410	Legal Services	-	-	-
24,435	16,501	55,000	61,250	<b>Office Supplies</b>	62,750	62,750	62,750
				<b>Other Services and Charges:</b>			
10,145	6,160	14,000	14,000	Copy Machine Expense	14,000	14,000	14,000
2,803	4,926	150,000	202,300	Contractual Services	193,500	193,500	193,500
147,390	92,120	200,000	200,000	Cooperative Services	235,000	235,000	235,000
27,269	-	30,000	30,000	Library Cooperative-Indirect Aid	23,000	23,000	23,000
1,333	776	3,000	5,000	Postage	5,000	5,000	5,000
-	3,178	3,178	3,500	Unemployment Costs	11,400	11,400	11,400
13,926	3,501	20,000	20,000	Video Cassettes and Tapes	20,000	20,000	20,000
38,065	5,832	38,500	38,500	Library Circulating Materials	38,500	38,500	38,500
16,124	16,869	17,000	17,000	Periodicals	17,000	17,000	17,000
11,540	4,123	12,000	12,500	Telephone	15,000	15,000	15,000
727	157	800	1,400	Mileage	1,000	1,000	1,000
869	588	2,000	2,000	Auto Expense	4,000	4,000	4,000
150	-	1,000	1,000	Training & Workshops	2,000	2,000	2,000
-	-	200	200	Book Binding	200	200	200
202,864	76,118	210,000	250,000	Public Utilities	220,000	220,000	220,000
8,585	17,430	275,000	336,000	Repairs & Maintenance	206,000	206,000	206,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>LIBRARY</u></b> <b><u>SPECIAL REVENUE FUND</u></b> <b><u>EXPENDITURES (Continued):</u></b> <b><u>Other Services and Charges:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 200	\$ 125	\$ 500	\$ 500	Library Commission Dues & Expenses	\$ 500	\$ 500	\$ 500
12,245	2,804	15,000	20,000	Refund of Taxes Paid Under Protest	30,000	30,000	30,000
-	103,892	136,500	136,500	Building Authority Bonds, Series 2001	137,000	137,000	137,000
-	150,000	150,000	150,000	Transfer to General Fund	-	-	-
-	-	97,000	97,000	Accumulative Sick Leave	97,000	97,000	97,000
-	-	7,000	7,000	Accumulative Compensatory Time	7,000	7,000	7,000
5,000	-	5,000	5,000	Estimated Uncollectible Taxes	5,000	5,000	5,000
28,000	14,700	29,400	29,400	Insurance and Bonds	30,600	30,600	30,600
49,100	75,000	150,000	150,000	Administrative Expense	153,000	153,000	153,000
				<b><u>Capital Outlay:</u></b>			
-	725	3,200	3,200	Equipment	203,111	203,111	203,111
115,538	75,668	301,997	301,997	Books	300,000	300,000	300,000
<u>\$ 3,119,731</u>	<u>\$ 1,821,430</u>	<u>\$ 4,473,508</u>	<u>\$ 5,089,569</u>	<b>Total Expenditures</b>	<u>\$ 4,945,844</u>	<u>\$ 4,945,844</u>	<u>\$ 4,945,844</u>

## 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 twenty-five years. The total parkland is 325 acres and the department will continue to focus on opportunities to increase parkland whenever feasible.

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, bowling and special events. All of the special events held in the past year have been a huge success with residents.

The department 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 4,500 memberships at this time. We had almost 350,000 visitors to the community center in the past year.

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.

The Forestry Division is planting trees due to all of the trees that have been eliminated in the previous years. The department will continue to remove all hazardous trees, stumps and handle emergencies. The department feels that we have a responsibility to the environment and believe the commitment of a planting program will enable us to help improve our environment.



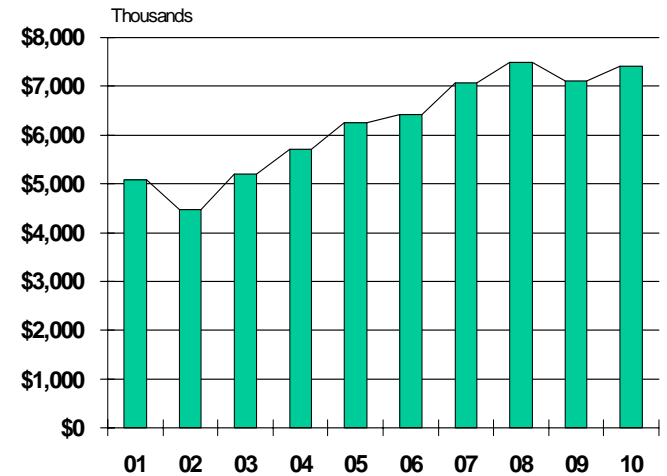
## RECREATION

### Fiscal 2012 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. Continue with a systematic block-pruning program and handle emergencies that are necessary.
6. To continue to promote membership growth and total usage of the Warren Community Center.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Playground registration	260	275	275	300
Pavilion rentals	482	490	490	500
Bus transportation	27,750	28,000	28,000	28,000
Special event youth participation	25,642	26,000	26,000	26,500
Day camp registration	820	800	800	850
Senior special events	4,580	4,750	4,750	4,800
Adult & youth sports registrants	7,200	7,000	7,000	7,500
Adult & youth sports participants	106,500	107,000	107,000	107,500
Senior programs	90,000	92,000	92,000	92,300
Senior sports programs	22,400	24,000	24,000	23,500
Trees removed	325	500	350	350
Trees trimmed	800	626	2,000	2,000
Trees planted	1,000	500	450	450
WCC pool attendance	350,000	375,000	375,000	380,000
Swim lesson registration	3,520	4,000	4,000	4,200
Yearly pass registration	4,500	5,000	5,000	5,000
WCC pool rental attendance	9,230	10,000	10,000	10,000

### EXPENDITURE HISTORY RECREATION



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 4,230,789	\$ 1,875,374	\$ 3,751,611	\$ 3,776,575	Property Tax Revenue	\$ 3,474,449	\$ 3,474,449	\$ 3,474,449
127,661	36,162	72,324	96,485	Industrial Facilities Tax	56,527	56,527	56,527
67,188	16,736	58,000	58,000	MDOT Grant	58,000	58,000	58,000
200,173	-	152,000	152,000	S.M.A.R.T. Community Credit Grant	152,000	152,000	152,000
595,367	286,111	530,000	460,000	Recreation Fees	529,000	529,000	529,000
1,500,957	658,995	1,450,000	1,440,000	Warren Community Center Fees	1,440,000	1,440,000	1,440,000
70,441	10,832	65,000	65,000	Downtown Ice Rink Fees	65,000	65,000	65,000
24,358	10,894	24,000	25,000	Senior Transportation	25,000	25,000	25,000
38,542	11,798	30,000	45,000	Special Events	45,000	45,000	45,000
-	34,600	60,000	60,000	Sponsored Events	60,000	60,000	60,000
638	314	800	1,000	Bingo Fees	1,000	1,000	1,000
1,600	2,000	3,000	1,000	Forestry - Tree Planting	1,000	1,000	1,000
4,715	2,330	4,500	6,000	Interest on Investments	5,000	5,000	5,000
94,450	14,220	77,000	73,400	Lease Proceeds	73,400	73,400	73,400
53,226	31,451	52,000	52,000	Miscellaneous	52,000	52,000	52,000
1,121,610	847,264	847,264	847,264	Fund Balance Appropriated	976,647	736,928	736,928
<u>\$ 8,131,715</u>	<u>\$ 3,839,081</u>	<u>\$ 7,177,499</u>	<u>\$ 7,158,724</u>	<b>Total Revenues</b>	<u>\$ 7,014,023</u>	<u>\$ 6,774,304</u>	<u>\$ 6,774,304</u>
				<b>EXPENDITURES:</b>			
\$ 2,951,436	\$ 1,471,255	\$ 2,905,018	\$ 2,688,641	Personnel Services	\$ 2,587,101	\$ 2,530,754	\$ 2,530,754
1,410,236	807,153	1,446,447	1,568,933	Employee Benefits	1,489,072	1,407,700	1,407,700
239,149	121,620	244,550	247,550	Supplies	217,150	217,150	217,150
2,675,006	1,320,460	2,566,458	2,647,300	Other Services and Charges	2,615,000	2,613,000	2,613,000
140,051	-	6,300	6,300	Capital Outlay	105,700	5,700	5,700
<u>\$ 7,415,878</u>	<u>\$ 3,720,488</u>	<u>\$ 7,168,773</u>	<u>\$ 7,158,724</u>	<b>Total Expenditures</b>	<u>\$ 7,014,023</u>	<u>\$ 6,774,304</u>	<u>\$ 6,774,304</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
3,619,309	3,213,536	3,213,536	2,783,285	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,374,998	2,374,998	2,374,998
(128,330)	(128,330)	(128,330)	(104,330)	<b>RESERVE FOR:</b>			
(26,804)	(26,804)	(26,804)	(25,804)	COMPENSATED ABSENCES	(128,330)	(128,330)	(128,330)
				COMPENSATORY TIME	(26,804)	(26,804)	(26,804)
				<b>LESS: FUND BALANCE APPROPRIATED</b>			
<u>(1,121,610)</u>	<u>(847,264)</u>	<u>(847,264)</u>	<u>(847,264)</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>(976,647)</u>	<u>(736,928)</u>	<u>(736,928)</u>
<u>\$ 3,058,402</u>	<u>\$ 2,329,731</u>	<u>\$ 2,219,864</u>	<u>\$ 1,805,887</u>		<u>\$ 1,243,217</u>	<u>\$ 1,482,936</u>	<u>\$ 1,482,936</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	\$ 98,438	1	\$ 98,438	1	\$ 98,438	1	\$ 98,438
Superintendent of Facilities & Operations	2	74,064	2	74,064	2	74,064	2	74,064
Program Supervisor	3	64,485	3	64,485	3	64,485	3	64,485
Aquatics Supervisor	1	64,485	1	64,485	1	64,485	1	64,485
Administrative Secretary	1	53,425	1	53,425	1	53,425	1	53,425
Account Technician	1	53,421	- (d)	-	- (d)	-	- (d)	-
Seasonal Employees		1,300,000		1,300,000		1,300,000		1,300,000
Overtime - Supervision		3,486		2,324		2,324		2,324
<u>MAINTENANCE</u>								
Park & Forestry Superintendent	1	74,064	1	74,064	1	74,064	1	74,064
Facility Maintenance Specialist	1	28.34/hr.	1	28.34/hr.	1	28.34/hr.	1	28.34/hr.
Recreation Maintenance Technician	5	26.98/hr.	5	26.98/hr.	4 (d)	26.98/hr.	4 (d)	26.98/hr.
Recreation Maintenance Specialist	1	26.55/hr.	1	26.55/hr.	1	26.55/hr.	1	26.55/hr.
General Laborer	1	17.76/hr.	1	17.76/hr.	1	17.76/hr.	1	17.76/hr.
Seasonal Employees - Maintenance		81,000		35,000		35,000		35,000
Overtime - Maintenance	—	37,568	—	41,742	—	41,742	—	41,742
Total Personnel	<u>18</u>		<u>17</u>		<u>16</u>		<u>16</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and 59 and Local 1917 contracts that expire 6/30/12.

(d) Position deleted.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 103,360	\$ 49,598	\$ 98,817	\$ 99,104	Appointed Official	\$ 98,839	\$ 98,839	\$ 98,839
535,877	310,857	538,799	517,126	Permanent Employees - Supervision	461,367	461,367	461,367
527,855	242,067	471,834	510,357	Permanent Employees - Maintenance	507,829	451,482	451,482
				Seasonal Employees:			
86,478	38,094	81,000	81,000	Maintenance	35,000	35,000	35,000
1,528,227	739,031	1,530,000	1,300,000	Recreation	1,300,000	1,300,000	1,300,000
6,068	6,186	7,000	3,486	Overtime - Supervision	2,324	2,324	2,324
36,098	22,362	37,568	37,568	Overtime - Maintenance	41,742	41,742	41,742
				<b>Employee Benefits:</b>			
5,700	5,833	5,833	5,700	Education Allowance	6,050	6,050	6,050
203,575	101,298	206,402	202,789	Social Security	194,161	189,794	189,794
304,134	198,786	342,909	399,114	Employee Insurance	331,422	311,805	311,805
428,008	229,550	413,108	457,163	Retiree Health Insurance	422,595	402,248	402,248
56,710	38,256	53,825	58,248	Longevity	52,149	52,149	52,149
394,031	224,830	404,608	423,483	Retirement Fund	467,031	430,180	430,180
2,132	197	1,716	3,982	Cost of Living	-	-	-
1,900	974	1,900	1,900	Uniforms	1,900	1,710	1,710
2,765	1,293	2,522	2,790	Legal Services	-	-	-
				<b>Supplies:</b>			
9,819	6,238	10,750	10,750	Office Supplies	10,000	10,000	10,000
150	150	900	900	Bingo Operating Supplies	850	850	850
9,324	5,208	10,800	10,800	Operating Supplies	9,200	9,200	9,200
65,373	26,530	70,000	74,500	Playground & Athletic Supplies	65,000	65,000	65,000
153,847	82,848	150,000	148,500	Repair & Maintenance Supplies	130,000	130,000	130,000
				<b>Other Services and Charges:</b>			
388,521	151,872	400,000	400,000	Contractual Services	400,000	400,000	400,000
6,867	1,908	7,000	7,200	Postage	7,000	7,000	7,000
3,377	15,558	15,558	16,000	Unemployment Costs	15,700	15,700	15,700
51,906	12,001	50,000	50,000	Building Maintenance	42,500	42,500	42,500
498,488	202,612	275,000	275,000	Tree Maintenance	250,000	250,000	250,000
29,593	11,367	27,000	32,000	Telephone	32,000	32,000	32,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES (Continued):</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 46,804	\$ 20,924	\$ 52,000	\$ 55,000	Vehicle Maintenance Expense	\$ 55,000	\$ 55,000	\$ 55,000
49,322	-	-	-	Printing and Publishing	-	-	-
-	37,885	80,000	80,000	Marketing and Promotions	80,000	80,000	80,000
96,700	50,750	101,500	101,500	Insurance and Bonds	105,600	105,600	105,600
537,252	213,087	525,000	580,000	Public Utilities	580,000	580,000	580,000
2,525	523	3,600	3,600	Conferences and Workshops	3,000	3,000	3,000
2,450	1,271	10,800	10,800	Rentals & Janitorial Service	9,000	9,000	9,000
106,863	44,838	75,000	75,000	Special Events	65,000	65,000	65,000
-	12,504	60,000	60,000	Sponsored Events	60,000	60,000	60,000
6,000	3,684	8,500	8,500	Downtown Ice Rink Expense	8,500	8,500	8,500
24,490	5,608	30,000	42,000	Refund of Taxes Paid Under Protest	42,000	42,000	42,000
25,041	-	-	-	2002 Capital Equipment Loan Payment	-	-	-
29,527	2,588	30,000	30,000	2005 Capital Equipment Loan Payment	31,000	31,000	31,000
586,777	449,203	590,000	590,000	Building Authority Bonds, Series 2001	593,500	593,500	593,500
-	-	24,000	24,000	Accumulative Sick Leave	24,000	24,000	24,000
-	-	1,000	1,000	Accumulative Compensatory Time	1,000	1,000	1,000
15,000	-	15,000	15,000	Estimated Uncollectible Taxes	15,000	15,000	15,000
98,400	49,200	98,400	98,400	Administrative Expense	100,400	100,400	100,400
				<b>Capital Outlay:</b>			
140,051	-	-	-	Capital Improvements	65,000	-	-
-	-	-	-	Equipment - Vehicle	35,000	-	-
-	-	1,800	1,800	Equipment - Maintenance	1,700	1,700	1,700
-	-	4,500	4,500	Equipment - Office	4,000	4,000	4,000
<u>\$ 7,207,385</u>	<u>\$ 3,617,569</u>	<u>\$ 6,925,949</u>	<u>\$ 6,910,560</u>	<b>Total Expenditures</b>	<u>\$ 6,763,359</u>	<u>\$ 6,525,640</u>	<u>\$ 6,525,640</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND TRANSPORTATION EXPENDITURES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 127,473	\$ 63,060	\$ 140,000	\$ 140,000	Seasonal Employees	\$ 140,000	\$ 140,000	\$ 140,000
				<b>Employee Benefits:</b>			
9,752	4,824	10,710	10,850	Social Security	10,850	10,850	10,850
1,529	1,312	2,914	2,914	Employee Insurance	2,914	2,914	2,914
				<b>Supplies:</b>			
491	646	1,200	1,200	Office Supplies	1,200	1,200	1,200
145	-	900	900	Operating Supplies	900	900	900
				<b>Other Services and Charges:</b>			
5,976	4,342	6,000	5,000	Contractual Services	5,000	5,000	5,000
-	-	150	150	Postage	150	150	150
908	-	2,000	2,000	Building Maintenance	2,000	2,000	2,000
76	245	800	1,000	Telephone	1,000	1,000	1,000
37,287	19,591	42,000	46,000	Vehicle Maintenance Expense	46,000	46,000	46,000
-	-	250	250	Printing and Publishing	250	250	250
12,856	2,599	13,000	15,000	Public Utilities	17,000	15,000	15,000
-	-	300	300	Conferences and Workshops	300	300	300
12,000	6,300	12,600	12,600	Insurance and Bonds	13,100	13,100	13,100
-	-	10,000	10,000	Bus Rental	10,000	10,000	10,000
<u>\$ 208,493</u>	<u>\$ 102,919</u>	<u>\$ 242,824</u>	<u>\$ 248,164</u>	<b>Total Expenditures</b>	<u>\$ 250,664</u>	<u>\$ 248,664</u>	<u>\$ 248,664</u>

## **COMMUNICATIONS SPECIAL REVENUE FUND**

The Communications Special Revenue Fund was established to account for fees received under provisions of the cable television franchise agreements. This Special Revenue Fund has been established to assure that a thorough cable television based infrastructure is maintained throughout the life of the franchises to serve the City of Warren public and government. The Warren Communications Department operates from franchise fees received from Comcast Cablevision, Wide Open West and AT&T. Historically Comcast has generated the largest amount of revenue from their subscribers.

The Communications Director is responsible for coordinating the City's overall communication needs. Citizen complaints and concern resolution are a top priority. In order to support the most qualitative service the Communications Department works in tandem with the Legal Department for development of media services for our residents through the Michigan Public Service Commission, while ensuring adherence to the Federal Telecommunications Act of 1996 and the Uniform Video Service Local Franchise Agreement pursuant to 2006 PA480.

The Communications Department is a team of professional multi-media staff which generates, covers and maintains government and community access cable television programming. This includes bulletin board community notices, development, maintenance and design of the City web sites ([www.cityofwarren.org](http://www.cityofwarren.org), and [www.filmwarren.org](http://www.filmwarren.org)), weekly production of the City TV Warren News and enabling 24/7 snow alert scrolls, all of which are strong footholds for our residents.

The primary responsibility of the Communications Department remains that of providing programming to match the scope of resident expectations toward receiving information from the cable television channels of our three government access channels: Comcast channel 5, Wide Open West channel 10 and AT&T channel 99; as well as our three community access channels: Comcast channel 12, Wide Open West channel 18 and AT&T channel 99. Government channels host government meetings and explain government services about City services and events impacting the community. Community channels provide programming about community events, usually involving local sports, entertainment and unique stories about residents in the City. Television programming segments may also be seen on the City websites ([www.cityofwarren.org](http://www.cityofwarren.org) and [www.filmwarren.org](http://www.filmwarren.org)). Also mailed to each resident and business and available on our websites are the quarterly Magazine Newsbeat, City Calendar and City Service brochures, which are all published by the Communications Department.

Because it provides a complete spectrum of media options of qualitative, state-of-the-art production practices, the Communications Department is respected throughout Macomb County and the State of Michigan. The dedication by TV Warren's production team to City of Warren residents is further reinforced by its interaction and welcoming of service groups and citizens throughout the community. This is reflected in cable television audience viewership.

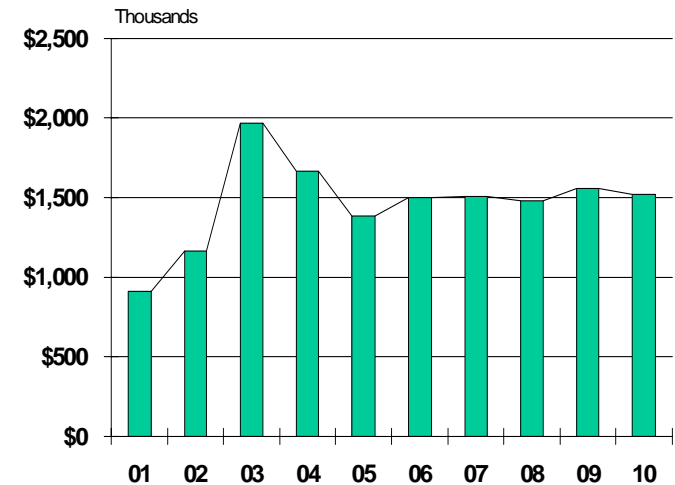
## COMMUNICATIONS SPECIAL REVENUE FUND

### Fiscal 2012 Performance Objectives

1. To provide oversight of Cable Television franchise agreements and leadership throughout the renewal of three CATV franchises being Wide Open West, Comcast and AT&T.
2. To complete the build-out of the Communications Department facilities and network in preparation for interactive community services and alternative revenue streams as is appropriate within the special revenue fund structures.
3. To perform programming via TV, web, Radio and journalistic outreach.
4. To encourage film industry to flourish in Warren, as well as assuring clarity of information with interesting and creative exercise toward sharing the breadth of City of Warren community services.
5. To reinstate resident access to involvement in the Communications Department offerings by engaging in studio audience forum while taping programs and on-location and one-on-one interviews.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
City Council meetings	22	24	22	22
Zoning Board of Appeals/Planning meetings	36	41	36	36
Press conferences	12	12	12	12
Department Multi-media applications	2,439	608	2,439	2,439
Parks & Recreation Youth programming	52	52	52	52
Senior Citizen programs	3	50	12	12
Sporting event coverage & Sports line	80	73	80	80
Festivals & Community Events	116	16	121	121
Election shows	3	10	6	6
City Department programming	21	40	24	24
Business shows	50	20	50	50
Concerts	17	11	17	17
Auditorium plays	7	7	12	12
Auditorium performances & rehearsals	95	42	95	95
Family Entertainment & Health series	42	12	62	62
TV Warren Weekly News	52	51	52	52
City calendar	1	1	1	1
Newsbeat City News Magazine	4	4	4	4
Community Bulletin board postings	52	52	260	260
24/7 Snow alerts	4	6	6	6
City meetings (Commissions/Committees)	34	24	72	72
Community events web site postings	260	100	260	260
Police, Court & Judicial programming	32	37	32	32
Public Service Announcements	24	100	48	48
Family entertainment programs	8	35	18	24

### EXPENDITURE HISTORY COMMUNICATIONS





SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 1,630,260	\$ 429,276	\$ 1,550,000	\$ 1,450,000	Cable TV Franchise Fees	\$ 1,550,000	\$ 1,550,000	\$ 1,550,000
2,353	1,427	3,000	3,000	Interest on Investments	3,000	3,000	3,000
21,540	9,720	19,440	19,440	Lease Proceeds	19,440	19,440	19,440
6,768	-	-	-	Foreclosure Grant Proceeds	-	-	-
9,556	-	-	-	PEG Grant	-	-	-
2,608	1,520	2,000	500	Miscellaneous	500	500	500
<u>232,157</u>	<u>327,226</u>	<u>327,226</u>	<u>327,226</u>	Fund Balance Appropriated	<u>188,643</u>	<u>126,711</u>	<u>126,711</u>
<u>\$ 1,905,242</u>	<u>\$ 769,169</u>	<u>\$ 1,901,666</u>	<u>\$ 1,800,166</u>	<b>Total Revenues</b>	<u>\$ 1,761,583</u>	<u>\$ 1,699,651</u>	<u>\$ 1,699,651</u>
				<b>EXPENDITURES:</b>			
\$ 630,076	\$ 291,445	\$ 606,636	\$ 673,396	Personnel Services	\$ 722,071	\$ 672,071	\$ 672,071
220,369	91,157	184,658	253,256	Employee Benefits	220,262	216,330	216,330
15,289	10,100	19,400	19,400	Supplies	47,100	39,100	39,100
639,742	371,820	722,027	787,322	Other Services and Charges	772,150	772,150	772,150
14,566	20,485	67,517	66,792	Capital Outlay	-	-	-
<u>\$ 1,520,042</u>	<u>\$ 785,007</u>	<u>\$ 1,600,238</u>	<u>\$ 1,800,166</u>	<b>Total Expenditures</b>	<u>\$ 1,761,583</u>	<u>\$ 1,699,651</u>	<u>\$ 1,699,651</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,127,263	2,127,263	2,127,263
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(24,607)	(24,607)	(24,607)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(188,643)	(126,711)	(126,711)
<u>\$ 2,128,454</u>	<u>\$ 1,785,390</u>	<u>\$ 2,102,656</u>	<u>\$ 1,470,444</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 1,914,013</u>	<u>\$ 1,975,945</u>	<u>\$ 1,975,945</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	\$ 77,406	1	\$ 77,406	1	\$ 77,406	1	\$ 77,406
Communications Specialist	2	63,156	1 (c)	63,156	1 (c)	63,156	1 (c)	63,156
Communications Specialist Broadcast Engineer	-	-	1 (c)	63,156	1 (c)	63,156	1 (c)	63,156
Media Specialist 1	1	56,866	1	56,866	1	56,866	1	56,866
Communications Specialist 1	1	50,220	1	50,220	1	50,220	1	50,220
Part-time Employees		350,000		400,000		350,000		350,000
Overtime	—	10,000	—	10,000	—	10,000	—	10,000
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>5</u>	

(a) Wage rates are based on Local 412 Units 35 and 59 contracts that expire 6/30/12.

(c) Reclassification of Communications Specialist to Communications Specialist Broadcast Engineer.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 303,363	\$ 124,812	\$ 248,636	\$ 313,396	<b>Personnel Services:</b>	\$ 312,071	\$ 312,071	\$ 312,071
318,771	166,633	350,000	350,000	Permanent Employees	400,000	350,000	350,000
7,942	-	8,000	10,000	Part-time Employees	10,000	10,000	10,000
				Overtime			
				<b>Employee Benefits:</b>			
2,250	2,250	2,250	2,250	Education Allowance	2,250	2,250	2,250
48,807	22,570	47,057	53,084	Social Security	56,730	52,855	52,855
39,455	16,898	29,577	51,376	Employee Insurance	46,187	46,130	46,130
83,089	33,304	68,813	95,782	Retiree Health Insurance	70,334	70,334	70,334
6,984	1,137	5,673	8,237	Longevity	7,684	7,684	7,684
38,561	14,649	30,263	40,677	Retirement Fund	37,077	37,077	37,077
506	42	411	1,075	Cost of Living	-	-	-
717	307	614	775	Legal Services	-	-	-
				<b>Supplies:</b>			
2,022	1,173	4,000	4,000	Office	3,700	3,700	3,700
8,495	3,527	10,000	10,000	Operating	38,000	30,000	30,000
4,772	5,400	5,400	5,400	Tapes/DVD's	5,400	5,400	5,400
				<b>Other Services and Charges:</b>			
23,105	4,417	30,000	50,000	Contractual Services	48,000	48,000	48,000
45,794	22,541	48,000	51,000	Postage	51,000	51,000	51,000
-	4,115	4,115	4,500	Unemployment Costs	16,700	16,700	16,700
7,214	877	5,000	9,000	Telephone	6,000	6,000	6,000
23	-	200	250	Mileage	250	250	250
3,885	785	3,500	3,500	Vehicle Maintenance	3,500	3,500	3,500
447	959	1,500	1,500	Conferences & Workshops	1,200	1,200	1,200
13,555	18,515	60,000	70,000	Community Promotions	70,000	70,000	70,000
1,768	-	13,232	13,232	Community Promotions - Foreclosure Grant	-	-	-
111,065	42,526	120,000	138,000	Public Utilities	125,000	125,000	125,000
92	299	2,000	2,000	Memberships & Dues	1,500	1,500	1,500
997	1,000	2,000	2,000	Sets and Design	5,000	5,000	5,000
6,420	3,776	4,500	4,500	Web site	4,500	4,500	4,500
32,904	25,380	25,380	33,240	City Calendar	28,000	28,000	28,000
2,000	-	2,000	2,000	Music Library	2,000	2,000	2,000
52,519	38,813	53,000	55,000	City Newsletter	55,000	55,000	55,000
3,015	3,742	5,000	5,000	Software & Contractual Service	6,000	6,000	6,000
4,204	5,266	8,000	8,000	Auditorium Expense	6,000	6,000	6,000
35,912	3,141	36,400	36,400	2005 Capital Equipment Loan Payment	37,000	37,000	37,000
-	-	-	-	Accumulative Sick Leave	1,000	1,000	1,000
-	-	2,000	2,000	Accumulative Compensatory Time	5,000	5,000	5,000
114,200	57,100	114,200	114,200	Administrative Expense	116,500	116,500	116,500
180,623	138,568	182,000	182,000	Building Authority Bonds, Series 2001	183,000	183,000	183,000
				<b>Capital Outlay:</b>			
560	-	725	-	Equipment - Office	-	-	-
4,450	20,485	41,347	41,347	Equipment - Cable TV	-	-	-
9,556	-	25,445	25,445	PEG Grant Expense	-	-	-
<b>\$ 1,520,042</b>	<b>\$ 785,007</b>	<b>\$ 1,600,238</b>	<b>\$ 1,800,166</b>	<b>Total Expenditures</b>	<b>\$ 1,761,583</b>	<b>\$ 1,699,651</b>	<b>\$ 1,699,651</b>

## SANITATION

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 32 schools, 12 churches and 34 miscellaneous buildings including all City libraries, fire stations, senior centers and many other City buildings. In conjunction with other departments, we participate in all blight sweep clean-ups and other special projects. We have one "Hazardous Waste Drop Off Day" per year that generated over 52,776 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. In addition to picking up all appliances at the curb, we also recover Freon from refrigerators and freezers; we also recover concrete and metal.

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 this year to include overseeing major renovations and coordinating downtimes to insure no breaks in service to residents.

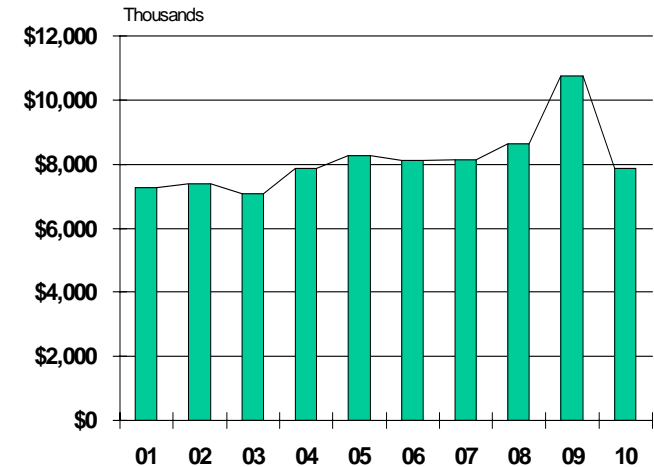
## SANITATION

### Fiscal 2012 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 the Sanitation Ordinance.
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.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Collection points (per week)	56,000	56,000	56,000	56,000
Tonnage refuse landfilled	43,541	50,000	52,000	52,000
Citizen complaints received	1,431	1,100	1,400	1,400
Number of refuse collection routes	12	12	12	12
Curbside recycling collected	4,562 Tons	5,000 Tons	5,000 Tons	5,000 Tons
Number of recycle routes	5	5	5	5
Curbside compost collected	15,252 Tons	16,000 Tons	16,000 Tons	16,000 Tons
Number of compost routes	7	7	7	7
Tonnage recycle drop-off center	768	600	800	800
Car batteries dropped off	585	500	600	600
Non ferrous metal dropped off	7 Tons	3 Tons	7 Tons	7 Tons
Cardboard collected/dropped off	85 Tons	100 Tons	90 Tons	90 Tons
White goods/scrap metal	167 Tons	200 Tons	170 Tons	170 Tons
Newspaper	86 Tons	-	90 Tons	90 Tons
Glass	9 Tons	-	10 Tons	10 Tons
Plastic	38 Tons	-	40 Tons	40 Tons
White good – stops	965	1,000	1,000	1,000
Freon recovered/units	350	150	350	350
Concrete dropped off	377 Tons	250 Tons	380 Tons	380 Tons
Motor oil dropped off	10,800 gal.	11,000 gal.	11,000 gal.	11,000 gal.
Antifreeze dropped off	175 gal.	700 gal.	200 gal.	200 gal.

### EXPENDITURE HISTORY SANITATION



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 7,129,732	\$ 3,159,493	\$ 6,320,672	\$ 6,361,975	Property Tax Revenue	\$ 5,853,017	\$ 5,853,017	\$ 5,853,017
215,057	60,918	121,836	162,538	Industrial Facilities Tax	95,224	95,244	95,244
6,091	3,132	6,000	8,000	Interest on Investments	6,000	6,000	6,000
39,600	16,500	39,600	39,600	Lease Proceeds	39,600	39,600	39,600
37,617	11,713	25,000	27,000	Miscellaneous Revenue	27,000	27,000	27,000
49,791	14,648	30,000	55,000	Transfer Station Royalties	30,000	30,000	30,000
175,875	65,468	130,000	130,000	Recycling Revenue	130,000	130,000	130,000
<u>1,051,001</u>	<u>1,628,550</u>	<u>1,628,550</u>	<u>1,628,550</u>	Fund Balance Appropriated	<u>2,394,704</u>	<u>1,899,284</u>	<u>1,899,284</u>
<u>\$ 8,704,764</u>	<u>\$ 4,960,422</u>	<u>\$ 8,301,658</u>	<u>\$ 8,412,663</u>	<b>Total Revenues</b>	<u>\$ 8,575,545</u>	<u>\$ 8,080,145</u>	<u>\$ 8,080,145</u>
				<b>EXPENDITURES:</b>			
\$ 2,574,208	\$ 1,275,879	\$ 2,566,305	\$ 2,625,454	Personnel Services	\$ 2,706,664	\$ 2,555,631	\$ 2,555,631
1,779,004	1,003,385	1,972,864	2,205,309	Employee Benefits	2,263,281	2,076,014	2,076,014
363,276	193,433	403,000	383,000	Supplies	390,000	380,000	380,000
2,646,795	1,262,935	2,764,474	2,829,900	Other Services and Charges	2,963,600	2,816,500	2,816,500
<u>511,969</u>	<u>166,030</u>	<u>369,000</u>	<u>369,000</u>	Capital Outlay	<u>252,000</u>	<u>252,000</u>	<u>252,000</u>
<u>\$ 7,875,252</u>	<u>\$ 3,901,662</u>	<u>\$ 8,075,643</u>	<u>\$ 8,412,663</u>	<b>Total Expenditures</b>	<u>\$ 8,575,545</u>	<u>\$ 8,080,145</u>	<u>\$ 8,080,145</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,907,893	2,907,893	2,907,893
				<b>RESERVE FOR:</b>			
(91,906)	(91,906)	(91,906)	(101,382)	<b>COMPENSATED ABSENCES</b>	(91,906)	(91,906)	(91,906)
(36,349)	(36,349)	(36,349)	(34,349)	<b>COMPENSATORY TIME</b>	(36,349)	(36,349)	(36,349)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(2,394,704)	(1,899,284)	(1,899,284)
<u>(1,051,001)</u>	<u>(1,628,550)</u>	<u>(1,628,550)</u>	<u>(1,628,550)</u>				
<u>\$ 4,182,173</u>	<u>\$ 3,612,383</u>	<u>\$ 2,779,638</u>	<u>\$ 2,177,011</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 384,934</u>	<u>\$ 880,354</u>	<u>\$ 880,354</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	\$ 90,458	1	\$ 90,458	1	\$ 90,458	1	\$ 90,458
Assistant Superintendent	1	72,684	1	72,684	1	72,684	1	72,684
Administrative Clerk	2	47,611	2	47,611	1 (d)	47,611	1 (d)	47,611
<u>Rubbish Pick-up:</u>								
Foreman	3	32.17/hr.	3	32.17/hr.	3	32.17/hr.	3	32.17/hr.
Sanitation Operator Technician	1	26.88/hr.	1	26.88/hr.	1	26.88/hr.	1	26.88/hr.
Sanitation Operator Specialist	17	26.18/hr.	16 (d)	26.18/hr.	16 (d)	26.18/hr.	16 (d)	26.18/hr.
<u>Garage:</u>								
Automotive Mechanic Technician	3	30.50/hr.	3	30.50/hr.	3	30.50/hr.	3	30.50/hr.
Temporary Employees - Clerical		-		25,000		25,000		25,000
Temporary Employees - Rubbish Collection		800,000		800,000		800,000		800,000
<u>Overtime:</u>								
Rubbish Pick-up		170,000		248,089		170,000		170,000
Mechanics		25,000		36,051		15,000		15,000
Clerical	—	8,000	—	12,088	—	8,000	—	8,000
Total Personnel	<u>28</u>		<u>27</u>		<u>26</u>		<u>26</u>	

(a) Wage rates are based on Local 1250, Local 412 Unit 35 and Local 1917 contracts that expire 6/30/12.

(d) Position deleted.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Personnel Services:</b>			
\$ 171,299	\$ 86,373	\$ 167,944	\$ 164,337	Supervisory	\$ 163,807	\$ 163,807	\$ 163,807
1,128,299	536,849	1,111,087	1,185,249	Permanent Employees - Rubbish Collection	1,137,115	1,137,115	1,137,115
177,822	90,761	185,858	186,870	Permanent Employees - Mechanics	188,904	188,904	188,904
74,198	34,610	58,416	85,998	Permanent Employees - Clerical	95,610	47,805	47,805
840,030	442,873	830,000	800,000	Temporary Employees - Rubbish Collection	800,000	800,000	800,000
3,264	-	17,000	-	Temporary Employee - Clerical	25,000	25,000	25,000
166,363	73,981	170,000	170,000	Overtime - Rubbish Collection	248,089	170,000	170,000
10,138	5,407	18,000	25,000	Overtime - Mechanics	36,051	15,000	15,000
2,795	5,025	8,000	8,000	Overtime - Clerical	12,088	8,000	8,000
				<b>Employee Benefits:</b>			
1,600	1,600	1,600	1,600	Education Allowance	1,600	1,600	1,600
201,747	100,323	201,171	208,785	Social Security	214,772	203,067	203,067
454,366	301,081	550,837	620,286	Employee Insurance	535,310	513,060	513,060
561,525	295,242	605,140	667,888	Retiree Health Insurance	670,908	616,371	616,371
56,504	36,060	61,348	60,524	Longevity	63,020	63,020	63,020
490,445	264,121	541,292	630,970	Retirement Fund	773,301	674,526	674,526
3,308	305	2,871	6,356	Cost of Living	-	-	-
4,173	2,048	4,045	4,340	Legal Services	-	-	-
5,336	2,605	4,560	4,560	Uniforms	4,370	4,370	4,370
				<b>Supplies:</b>			
16,302	14,416	23,000	23,000	Operating Supplies	30,000	20,000	20,000
346,974	179,017	380,000	360,000	Gasoline & Diesel Oil	360,000	360,000	360,000
				<b>Other Services and Charges:</b>			
3,548	3,169	6,000	6,000	Notifications	6,000	5,000	5,000
-	-	1,000	1,000	Community Recycling & Compost Education	1,000	-	-
394	935	20,000	29,100	Contractual Services	29,100	5,000	5,000
				<b>Contractual Services:</b>			
689,125	337,380	750,000	750,000	Rubbish Hauling	832,000	750,000	750,000
251,686	86,232	300,000	300,000	Recycling & Compost Disposal	300,000	280,000	280,000
21,252	24,306	24,306	30,000	Hazardous Waste Collection	30,000	27,000	27,000
6,884	2,491	15,000	25,000	SMDA Closure Costs	25,000	25,000	25,000
145,706	51,267	120,000	120,000	SMDA Legal/Engineering Costs	120,000	120,000	120,000

(Continued)



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES (Continued):</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 57,532	\$ 92,368	\$ 92,368	\$ 93,000	Unemployment Costs	\$ 132,900	\$ 132,900	\$ 132,900
3,326	1,695	4,000	5,000	Telephone	5,000	5,000	5,000
295,672	120,858	250,000	250,000	Truck Expense	250,000	250,000	250,000
29,073	9,015	32,000	46,000	Public Utilities	46,000	35,000	35,000
142,500	74,100	148,200	148,200	Insurance and Bonds	154,100	154,100	154,100
16,234	11,987	20,000	20,000	Building & Grounds Maintenance	25,000	20,000	20,000
44,485	10,278	50,000	75,000	Refund of Taxes Paid Under Protest	65,000	65,000	65,000
24,357	-	-	-	2002 Capital Equipment Loan Payment	-	-	-
31,921	2,804	32,500	32,500	2005 Capital Equipment Loan Payment	33,000	33,000	33,000
-	-	16,000	16,000	Accumulative Compensatory Time	9,000	9,000	9,000
15,000	-	15,000	15,000	Estimated Uncollectible Taxes	15,000	15,000	15,000
868,100	434,050	868,100	868,100	Administrative Expense	885,500	885,500	885,500
				<b>Capital Outlay:</b>			
171,888	9,401	45,000	45,000	Capital Improvements	-	-	-
10,199	5,440	9,000	9,000	Equipment - Office and Garage	12,000	12,000	12,000
329,882	151,189	315,000	315,000	Equipment - Vehicles	240,000	240,000	240,000
<u>\$ 7,875,252</u>	<u>\$ 3,901,662</u>	<u>\$ 8,075,643</u>	<u>\$ 8,412,663</u>	<b>Total Expenditures</b>	<u>\$ 8,575,545</u>	<u>\$ 8,080,145</u>	<u>\$ 8,080,145</u>

## **RENTAL ORDINANCE FUND**

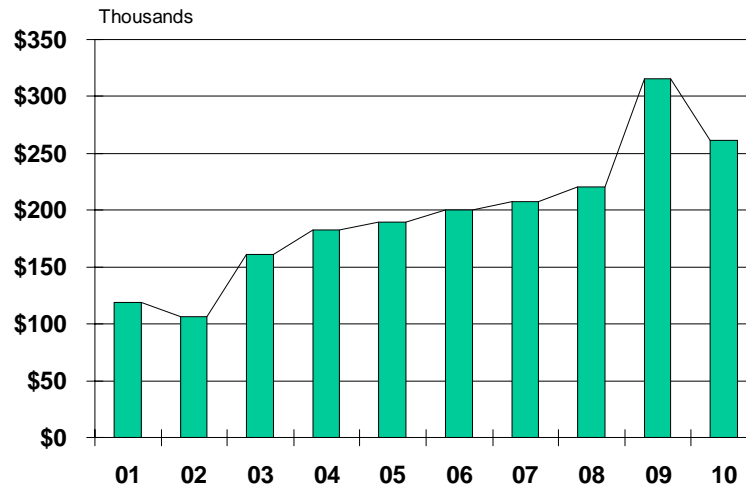
The Registration of Residential Income Property Owners Program took effect on June 25, 1993, (Ordinance 80-433). This ordinance was created to provide regulations and enforcement to protect the health, welfare and safety of the occupants, the owners and the community. It requires a bi-annual inspection of residential rental home properties and sets up minimum health and safety standards for this program. In addition, the Rental Division monitors over 6,000 rental properties which include registration, inspections, re-inspections, and licensing the property.

The program is administered by the Department of Property Maintenance Inspection, which accepts the filings, and issues the Certificates of Compliance (Rental License).

In 2006, City Council passed an amended Rental Licensing Program that includes licensing and inspection of multi-family (apartment) rentals in the City, as well as, new more stringent requirements for application and more severe penalties for non-compliance. In November of 2009, the department implemented the multi-family/apartment licensing and inspection program.

The fees collected for inspections fund these programs.

## **EXPENDITURE HISTORY** **RENTAL ORDINANCE**



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	1	\$ 55,919	1	\$ 55,919	1	\$ 55,919	1	\$ 55,919
Rental Inspection Coordinator	1	50,784	1	50,784	1	50,784	1	50,784
Office Assistant	1	34,279	1	34,279	1	34,279	1	34,279
Temporary Employees - Inspections		100,000		100,000		100,000		100,000
Temporary/Co-op		40,000		45,000		45,000		45,000
Overtime	—	2,000	—	-	—	-	—	-
Total Personnel	<u>3</u>		<u>3</u>		<u>3</u>		<u>3</u>	

(a) Wage rates are based on Local 1250 contract that expires 6/30/12.

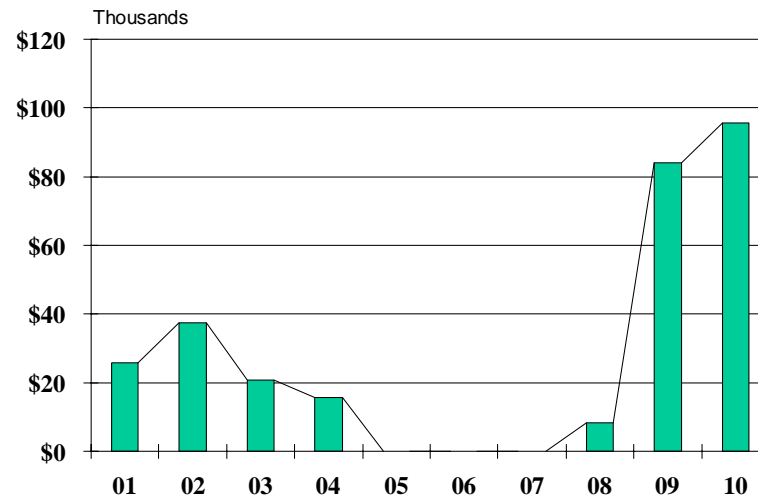
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>RENTAL ORDINANCE FUND</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>REVENUES:</b>			
\$ 40,000	\$ -	\$ 40,000	\$ 40,000	Block Grant Reimbursement	\$ 40,000	\$ 40,000	\$ 40,000
323,166	187,095	320,000	260,000	Residential Inspection Fees	300,000	300,000	300,000
75,700	48,850	52,000	75,000	Apartment Inspection Fee	75,000	75,000	75,000
201	222	500	500	Interest on Investments	500	500	500
55,273	40,095	40,095	40,095	Fund Balance Appropriated	-	-	-
<u>\$ 494,340</u>	<u>\$ 276,262</u>	<u>\$ 452,595</u>	<u>\$ 415,595</u>	<b>Total Revenues</b>	<u>\$ 415,500</u>	<u>\$ 415,500</u>	<u>\$ 415,500</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 77,197	\$ 59,476	\$ 123,587	\$ 133,242	Permanent Employees	\$ 134,721	\$ 134,721	\$ 134,721
70,256	34,619	100,000	100,000	Temporary Employees- Inspection	100,000	100,000	100,000
42,746	21,062	40,000	40,000	Temporary/Co-op	45,000	45,000	45,000
-	-	2,000	2,000	Overtime	-	-	-
				<b>Employee Benefits:</b>			
14,723	8,961	20,490	21,643	Social Security	21,939	21,939	21,939
10,994	9,746	20,601	40,427	Employee Insurance	22,847	22,847	22,847
20,681	12,205	25,330	36,276	Retiree Health Insurance	22,273	22,273	22,273
2,237	2,237	2,237	3,371	Longevity	3,356	3,356	3,356
10,893	7,825	16,236	17,026	Retirement Fund	16,783	16,783	16,783
159	32	308	645	Cost of Living	-	-	-
230	192	422	465	Legal Services	-	-	-
5,087	3,374	8,000	8,000	<b>Office Supplies</b>	8,000	8,000	8,000
				<b>Other Services and Charges:</b>			
4,978	2,784	7,500	8,500	Postage	8,000	8,000	8,000
1,338	419	1,500	3,000	Vehicle Maintenance	2,500	2,500	2,500
-	-	1,000	1,000	Accumulative Sick Leave	1,000	1,000	1,000
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Office	5,400	-	-
<u>\$ 261,519</u>	<u>\$ 162,932</u>	<u>\$ 369,211</u>	<u>\$ 415,595</u>	<b>Total Expenditures</b>	<u>\$ 391,819</u>	<u>\$ 386,419</u>	<u>\$ 386,419</u>
\$ 232,821	\$ 113,330	\$ 83,384	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ 23,681	\$ 29,081	\$ 29,081
67,735	245,283	245,283	143,346	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	288,572	288,572	288,572
(4,030)	(4,030)	(4,030)	(4,030)	<b>RESERVE FOR:</b>			
				<b>COMPENSATED ABSENCES</b>	(4,030)	(4,030)	(4,030)
(55,273)	(40,095)	(40,095)	(40,095)	<b>LESS: FUND BALANCE APPROPRIATED</b>	-	-	-
<u>\$ 241,253</u>	<u>\$ 314,488</u>	<u>\$ 284,542</u>	<u>\$ 99,221</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 308,223</u>	<u>\$ 313,623</u>	<u>\$ 313,623</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>VICE CRIME CONFISCATION FUND</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>REVENUES:</b>			
\$ 61,100	\$ 28,320	\$ 40,000	\$ 40,000	Vice Crime Confiscation's	\$ 40,000	\$ 40,000	\$ 40,000
295	138	300	400	Interest on Investments	300	300	300
<u>72,200</u>	<u>60,050</u>	<u>60,050</u>	<u>60,050</u>	Fund Balance Appropriated	<u>59,700</u>	<u>59,700</u>	<u>59,700</u>
<u>\$ 133,595</u>	<u>\$ 88,508</u>	<u>\$ 100,350</u>	<u>\$ 100,450</u>	<b>Total Revenues</b>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 95,677	\$ 1,098	\$ 100,450	\$ 100,450	Vice Crime Expenditures	\$ 100,000	\$ 100,000	\$ 100,000
<u>\$ 95,677</u>	<u>\$ 1,098</u>	<u>\$ 100,450</u>	<u>\$ 100,450</u>	<b>Total Expenditures</b>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	109,432	109,432	109,432
203,864	169,582	169,582	174,264				
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(59,700)</u>	<u>(59,700)</u>	<u>(59,700)</u>
<u>(72,200)</u>	<u>(60,050)</u>	<u>(60,050)</u>	<u>(60,050)</u>				
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 49,732</u>	<u>\$ 49,732</u>	<u>\$ 49,732</u>
<u>\$ 169,582</u>	<u>\$ 196,942</u>	<u>\$ 109,432</u>	<u>\$ 114,214</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

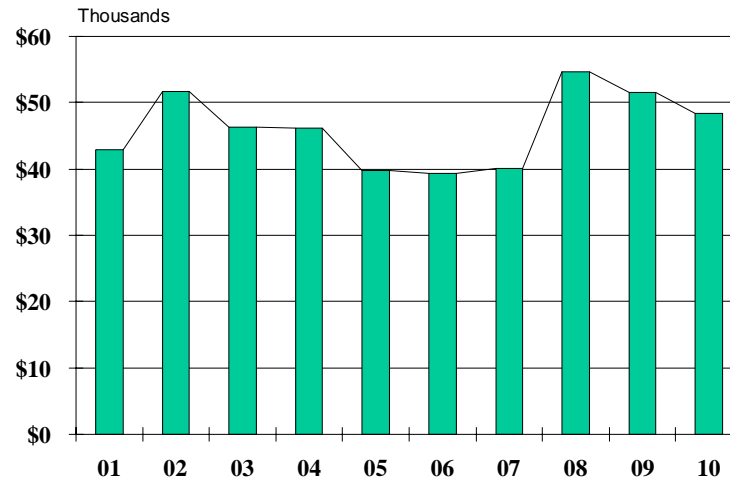
FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>DRUG FORFEITURE FUND</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>REVENUES:</b>			
\$ 510,941	\$ 175,640	\$ 325,000	\$ 325,000	Drug Forfeitures	\$ 325,000	\$ 325,000	\$ 325,000
1,383	747	1,600	1,800	Interest on Investments	1,600	1,600	1,600
<u>319,412</u>	<u>270,736</u>	<u>270,736</u>	<u>270,736</u>	Fund Balance Appropriated	<u>61,400</u>	<u>61,400</u>	<u>61,400</u>
<u>\$ 831,736</u>	<u>\$ 447,123</u>	<u>\$ 597,336</u>	<u>\$ 597,536</u>	<b>Total Revenues</b>	<u>\$ 388,000</u>	<u>\$ 388,000</u>	<u>\$ 388,000</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 130,623	\$ 37,394	\$ 324,536	\$ 324,536	Federal Drug Forfeiture Expense	\$ 275,000	\$ 275,000	\$ 275,000
<u>392,832</u>	<u>30,208</u>	<u>273,000</u>	<u>273,000</u>	Local Drug Forfeiture Expense	<u>113,000</u>	<u>113,000</u>	<u>113,000</u>
<u>\$ 523,455</u>	<u>\$ 67,602</u>	<u>\$ 597,536</u>	<u>\$ 597,536</u>	<b>Total Expenditures</b>	<u>\$ 388,000</u>	<u>\$ 388,000</u>	<u>\$ 388,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	673,658	673,658	673,658
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(61,400)</u>	<u>(61,400)</u>	<u>(61,400)</u>
\$ 955,725	944,594	944,594	653,613	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 612,258</u>	<u>\$ 612,258</u>	<u>\$ 612,258</u>
<u>(319,412)</u>	<u>(270,736)</u>	<u>(270,736)</u>	<u>(270,736)</u>				
<u>\$ 944,594</u>	<u>\$ 1,053,379</u>	<u>\$ 673,658</u>	<u>\$ 382,877</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



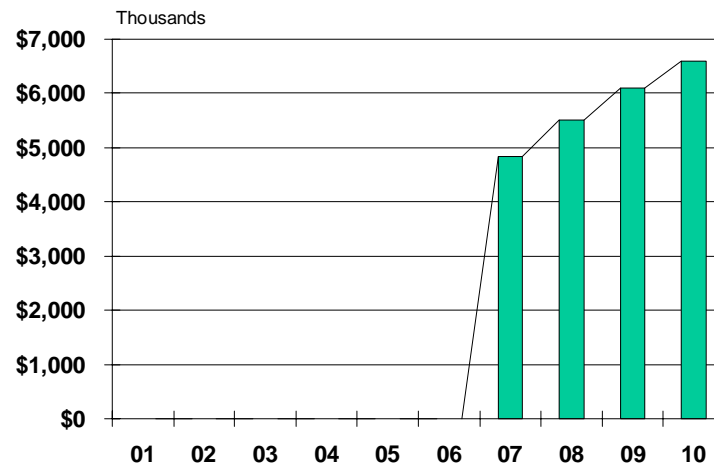
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>ACT 302 POLICE TRAINING FUND</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<b>REVENUES:</b>			
\$ 45,754	\$ 22,545	\$ 45,000	\$ 47,000	State Grant - Police Training	\$ 45,000	\$ 45,000	\$ 45,000
185	95	200	250	Interest on Investments	200	200	200
<u>5,400</u>	<u>12,750</u>	<u>12,750</u>	<u>12,750</u>	Fund Balance Appropriated	<u>14,800</u>	<u>14,800</u>	<u>14,800</u>
<u>\$ 51,339</u>	<u>\$ 35,390</u>	<u>\$ 57,950</u>	<u>\$ 60,000</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>			
\$ 48,425	\$ 38,115	\$ 60,000	\$ 60,000	Conferences & Workshops	\$ 60,000	\$ 60,000	\$ 60,000
<u>\$ 48,425</u>	<u>\$ 38,115</u>	<u>\$ 60,000</u>	<u>\$ 60,000</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>	119,946	119,946	119,946
137,232	134,746	134,746	124,482	<b>LESS: FUND BALANCE APPROPRIATED</b>	(14,800)	(14,800)	(14,800)
<u>(5,400)</u>	<u>(12,750)</u>	<u>(12,750)</u>	<u>(12,750)</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 105,146</u>	<u>\$ 105,146</u>	<u>\$ 105,146</u>
<u>\$ 134,746</u>	<u>\$ 119,271</u>	<u>\$ 119,946</u>	<u>\$ 111,732</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 6,218,060	\$ 2,695,002	\$ 5,390,000	\$ 5,390,000	Property Tax Revenue	\$ 4,755,000	\$ 4,755,000	\$ 4,755,000
497,736	273,442	494,696	492,185	Other Income	465,000	465,000	465,000
72,012	1,956,976	1,956,976	1,956,976	Fund Balance Appropriated	1,308,971	988,971	988,971
<u>\$ 6,787,808</u>	<u>\$ 4,925,420</u>	<u>\$ 7,841,672</u>	<u>\$ 7,839,161</u>	<b>Total Revenues</b>	<u>\$ 6,528,971</u>	<u>\$ 6,208,971</u>	<u>\$ 6,208,971</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 115,514	\$ 60,473	\$ 135,999	\$ 151,234	Personnel Services	\$ 150,969	\$ 150,969	\$ 150,969
69,774	45,647	82,061	85,332	Employee Benefits	79,758	79,758	79,758
4,549	1,690	4,500	6,000	Supplies	6,000	6,000	6,000
6,403,687	3,871,842	6,052,095	7,396,595	Other Services and Charges	6,092,244	5,972,244	5,972,244
-	-	431,252	200,000	Capital Outlay	200,000	-	-
<u>\$ 6,593,524</u>	<u>\$ 3,979,652</u>	<u>\$ 6,705,907</u>	<u>\$ 7,839,161</u>	<b>Total Expenditures</b>	<u>\$ 6,528,971</u>	<u>\$ 6,208,971</u>	<u>\$ 6,208,971</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	9,533,783	9,533,783	9,533,783
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(1,308,971)	(988,971)	(988,971)
(72,012)	(1,956,976)	(1,956,976)	(1,956,976)				
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 8,224,812</u>	<u>\$ 8,544,812</u>	<u>\$ 8,544,812</u>

SPECIAL REVENUE FUND PERSONNEL

<u>DOWNTOWN DEVELOPMENT AUTHORITY</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	1	\$ 90,600	1	\$ 90,600	1	\$ 90,600	1	\$ 90,600
Temporary Employees	—	60,000	—	60,000	—	60,000	—	60,000
Total Personnel	<u>1</u>		<u>1</u>		<u>1</u>		<u>1</u>	

(a) Wage rates are based on Local 412 Unit 35 contract that expires 6/30/12.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 6,218,060	\$ 2,695,002	\$ 5,390,000	\$ 5,390,000	Property Tax Revenue	\$ 4,755,000	\$ 4,755,000	\$ 4,755,000
26,194	15,667	27,000	20,000	Interest on Investments	25,000	25,000	25,000
393,915	198,671	400,000	400,000	Lease Proceeds	400,000	400,000	400,000
37,016	-	-	-	Miscellaneous Revenue	-	-	-
40,611	50,511	50,511	55,000	Donations/ Miscellaneous Revenue	40,000	40,000	40,000
-	8,593	17,185	17,185	Contribution from General Fund/DDA Director	-	-	-
72,012	1,956,976	1,956,976	1,956,976	Fund Balance Appropriated	1,308,971	988,971	988,971
<u>\$ 6,787,808</u>	<u>\$ 4,925,420</u>	<u>\$ 7,841,672</u>	<u>\$ 7,839,161</u>	<b>Total Revenues</b>	<u>\$ 6,528,971</u>	<u>\$ 6,208,971</u>	<u>\$ 6,208,971</u>
				<b><u>EXPENDITURES:</u></b>			
				<b>Personnel Services:</b>			
\$ 72,299	\$ 40,699	\$ 85,999	\$ 91,234	Permanent Employee	\$ 90,969	\$ 90,969	\$ 90,969
43,215	19,774	50,000	60,000	Temporary Employees	60,000	60,000	60,000
				<b>Employee Benefits:</b>			
1,200	1,068	1,068	1,200	Education Allowance	1,200	1,200	1,200
9,874	5,451	11,236	12,094	Social Security	12,057	12,057	12,057
15,790	10,616	20,146	23,125	Employee Insurance	19,034	19,034	19,034
30,360	19,597	35,988	35,538	Retiree Health Insurance	34,510	34,510	34,510
3,264	3,400	3,400	3,400	Longevity	3,400	3,400	3,400
9,041	5,427	9,966	9,605	Retirement Fund	9,557	9,557	9,557
103	11	103	215	Cost of Living	-	-	-
142	77	154	155	Legal Services	-	-	-
4,549	1,690	4,500	6,000	Office Supplies	6,000	6,000	6,000
				<b>Other Services and Charges:</b>			
23,017	56,763	130,000	200,000	Contractual Services	200,000	80,000	80,000
198,073	106,305	225,000	225,000	Management Fees & Expenses	225,000	225,000	225,000
2,910	1,625	3,900	9,000	Court Reporter	5,600	5,600	5,600
756	181	10,000	15,000	Postage	10,000	10,000	10,000
-	-	-	-	Unemployment Costs	1,700	1,700	1,700
774	149	600	1,000	Telephone	1,000	1,000	1,000
32	-	500	1,000	Mileage	1,000	1,000	1,000
285	1,073	3,000	3,000	Conferences & Workshops	3,000	3,000	3,000
99,885	52,113	100,000	100,000	Community Promotions	100,000	100,000	100,000
4,163	14,180	15,000	15,000	Printing and Publishing	12,000	12,000	12,000
660,200	330,100	660,200	1,660,200	Administrative Expense	673,400	673,400	673,400
9,431	-	15,000	15,000	City Flower Plantings	15,000	15,000	15,000
1,710	814	3,000	5,000	Membership and Dues	5,000	5,000	5,000
244,308	-	50,000	50,000	Refund of Taxes Paid Under Protest	75,000	75,000	75,000
2,045	-	-	-	Estimated Uncollectible Taxes	2,000	2,000	2,000
135,717	-	-	136,500	Building Authority Bonds, Series 2001	-	-	-
132,000	-	-	125,000	Transfer to Library Special Revenue Fund	-	-	-
4,888,381	3,303,644	4,826,106	4,826,106	Transfer to DDA Debt Retirement Funds	4,762,544	4,762,544	4,762,544
-	4,895	9,789	9,789	Transfer to General Fund/Assistant CEDD	-	-	-
				<b>Capital Outlay:</b>			
-	-	231,252	-	Equipment	-	-	-
-	-	200,000	200,000	Capital Improvements	200,000	-	-
<u>\$ 6,593,524</u>	<u>\$ 3,979,652</u>	<u>\$ 6,705,907</u>	<u>\$ 7,839,161</u>	<b>Total Expenditures</b>	<u>\$ 6,528,971</u>	<u>\$ 6,208,971</u>	<u>\$ 6,208,971</u>

## *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 Senior Citizen's Housing Funds are the only Enterprise Funds other than the Water and Sewer System, which is submitted under separate cover later in the year because its fiscal year is on a calendar year basis.

## **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.



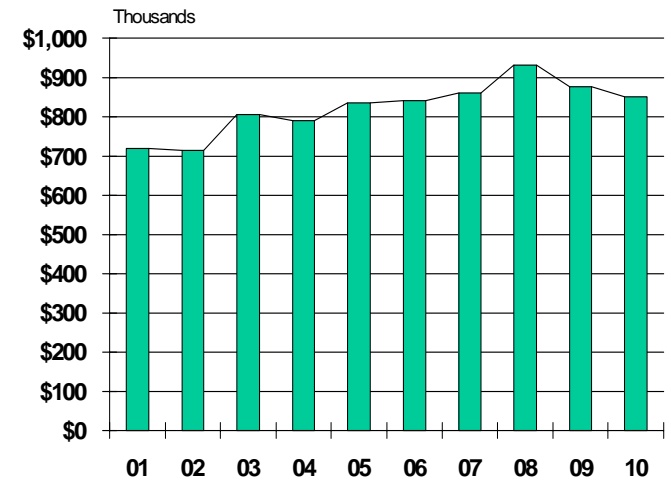
## STILWELL MANOR

### Fiscal 2012 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/assisted care living facilities less stressful for the tenant.
3. To help tenants find assistance in keeping their apartments and themselves in a clean & healthy environment.
4. To continue the painting and carpeting replacement policies.
5. To continue the stove replacement program.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Carpet replacement	12	25	33	33
Linoleum replacement	9	16	16	16
Stove replacement	8	15	15	15
Thermostat replacement	7	15	15	10
Apartment painting	18	29	29	29
Applications mailed	55	40	40	60
Requests for lists of subsidized housing	135	200	200	150
Air conditioner replacements	8	12	12	12
Calls to social agencies & family members	65	60	60	60
Calls to prospective tenants	80	70	70	75
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
Apartment maintenance work orders	545	650	650	650

### EXPENDITURE HISTORY STILWELL MANOR



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 471,319	\$ 239,183	\$ 470,000	\$ 496,143	Rental Revenues	\$ 475,684	\$ 475,684	\$ 475,684
320,349	158,900	317,619	319,419	Other Income	300,917	300,917	300,917
<u>40,413</u>	<u>63,337</u>	<u>63,337</u>	<u>63,337</u>	Appropriation of Retained Earnings	<u>147,869</u>	<u>147,869</u>	<u>147,869</u>
<u>\$ 832,081</u>	<u>\$ 461,420</u>	<u>\$ 850,956</u>	<u>\$ 878,899</u>	<b>Total Revenues</b>	<u>\$ 924,470</u>	<u>\$ 924,470</u>	<u>\$ 924,470</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 251,022	\$ 123,717	\$ 251,618	\$ 255,739	Salaries	\$ 254,414	\$ 254,414	\$ 254,414
155,433	83,763	154,433	172,588	Fringe Benefits	150,577	150,577	150,577
209,003	117,776	258,910	266,147	Operating Supplies & Expenses	338,504	338,504	338,504
16,375	18,523	24,290	24,290	Contractual Services	24,890	24,890	24,890
117,830	40,634	125,000	140,000	Utilities	135,000	135,000	135,000
<u>15,440</u>	<u>3,973</u>	<u>20,135</u>	<u>20,135</u>	Equipment/Improvement	<u>21,085</u>	<u>21,085</u>	<u>21,085</u>
<u>\$ 765,103</u>	<u>\$ 388,386</u>	<u>\$ 834,386</u>	<u>\$ 878,899</u>	<b>Total Expenditures</b>	<u>\$ 924,470</u>	<u>\$ 924,470</u>	<u>\$ 924,470</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
(85,015)	(82,549)	(82,549)	(87,000)	<b>DEPRECIATION</b>	(86,000)	(86,000)	(86,000)
				<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD</b>	2,733,788	2,733,788	2,733,788
2,921,554	2,863,104	2,863,104	2,779,577				
				<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	<u>(147,869)</u>	<u>(147,869)</u>	<u>(147,869)</u>
<u>(40,413)</u>	<u>(63,337)</u>	<u>(63,337)</u>	<u>(63,337)</u>				
<u>\$ 2,863,104</u>	<u>\$ 2,790,252</u>	<u>\$ 2,733,788</u>	<u>\$ 2,629,240</u>	<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 2,499,919</u>	<u>\$ 2,499,919</u>	<u>\$ 2,499,919</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	\$ 73,970	1	\$ 73,970	1	\$ 73,970	1	\$ 73,970
Director of Operations - Administration	1	67,889	1	67,889	1	67,889	1	67,889
Maintenance Assistant	1	32,195	1	32,195	1	32,195	1	32,195
Senior Citizen Housing Clerk	1	30,059	1	30,059	1	30,059	1	30,059
Housekeeper	1	27,356	1	27,356	1	27,356	1	27,356
Part-time Employees		18,000		18,000		18,000		18,000
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 expires 6/30/12.

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 471,319	\$ 239,183	\$ 470,000	\$ 496,143	Rental Revenues	\$ 475,684	\$ 475,684	\$ 475,684
2,634	1,158	2,200	2,000	Interest on Investments	2,000	2,000	2,000
299,691	153,209	306,419	306,419	Administrative Fee - Coach Manor	288,917	288,917	288,917
18,024	4,533	9,000	11,000	Miscellaneous	10,000	10,000	10,000
40,413	63,337	63,337	63,337	Appropriation of Retained Earnings	147,869	147,869	147,869
<u>\$ 832,081</u>	<u>\$ 461,420</u>	<u>\$ 850,956</u>	<u>\$ 878,899</u>	<b>Total Revenues</b>	<u>\$ 924,470</u>	<u>\$ 924,470</u>	<u>\$ 924,470</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 234,635	\$ 116,883	\$ 232,618	\$ 233,739	Permanent Employees	\$ 232,414	\$ 232,414	\$ 232,414
1,725	582	4,000	4,000	Overtime	4,000	4,000	4,000
14,662	6,252	15,000	18,000	Part-time Employees	18,000	18,000	18,000
				<b>Employee Benefits:</b>			
19,678	9,913	19,733	20,303	Social Security	20,064	20,064	20,064
51,195	32,908	57,615	60,804	Employee Insurance	55,303	55,303	55,303
48,170	20,758	41,104	54,518	Retiree Health Insurance	41,112	41,112	41,112
5,138	4,494	4,494	5,155	Longevity	4,495	4,495	4,495
29,996	15,254	30,206	29,958	Retirement Fund	29,603	29,603	29,603
501	52	513	1,075	Cost of Living	-	-	-
755	384	768	775	Legal Services	-	-	-
				<b>Supplies:</b>			
612	328	750	750	Office Supplies	750	750	750
195	150	750	750	Program Activity Supplies	1,125	1,125	1,125
13,587	10,120	18,000	18,000	Maintenance Supplies	18,000	18,000	18,000
				<b>Other Services and Charges:</b>			
102	-	200	200	Mileage	200	200	200
16,375	18,523	24,290	24,290	Contractual Services	24,890	24,890	24,890
3,874	6,360	6,360	6,500	Unemployment Costs	12,100	12,100	12,100
3,040	1,172	3,500	4,000	Telephone	4,000	4,000	4,000
298	156	400	500	Vehicle Maintenance	500	500	500
22,800	11,850	23,700	23,700	Insurance and Bonds	24,600	24,600	24,600
117,830	40,634	125,000	140,000	Public Utilities	135,000	135,000	135,000
20,179	27,265	60,000	65,340	Building Maintenance	128,245	128,245	128,245
23,566	-	23,500	24,657	Payment to City in Lieu of Taxes	23,784	23,784	23,784
120,750	60,375	120,750	120,750	Administrative Expense	123,200	123,200	123,200
-	-	1,000	1,000	Accumulative Sick Leave	1,000	1,000	1,000
-	-	-	-	Accumulative Compensatory Time	1,000	1,000	1,000
				<b>Capital Outlay:</b>			
1,000	-	1,500	1,500	Equipment - Maintenance	1,850	1,850	1,850
14,272	3,538	18,135	18,135	Equipment - Appliances	18,135	18,135	18,135
168	435	500	500	Equipment - Office	1,100	1,100	1,100
<u>\$ 765,103</u>	<u>\$ 388,386</u>	<u>\$ 834,386</u>	<u>\$ 878,899</u>	<b>Total Expenditures</b>	<u>\$ 924,470</u>	<u>\$ 924,470</u>	<u>\$ 924,470</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.

The costs of these units were financed through the Warren Building Authority. The rental structure is based entirely upon the cost of the debt issue.

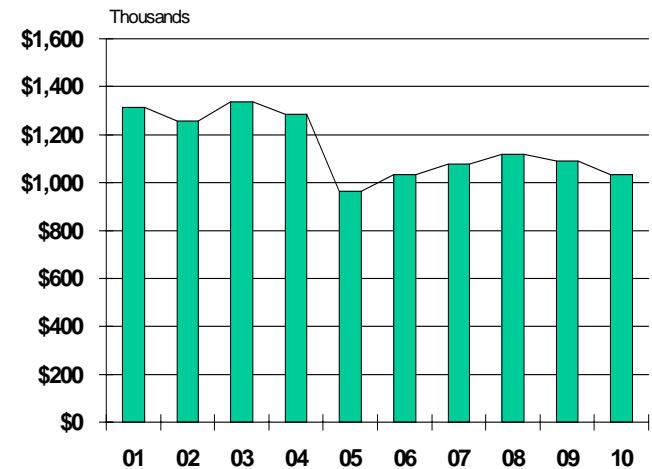
## COACH MANOR

### Fiscal 2012 Performance Objectives

1. To continue to provide maintenance for safety and appearance purposes.
2. To help tenants find assistance in keeping their apartments and themselves in a clean & healthy environment.
3. To continue to replace French doors as needed.
4. To continue the painting and carpeting replacement policies for 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 to replace heat exchangers for the safety of the residents.
7. To begin furnace replacement program.

<u>Performance Indicators</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Budget</u>	<u>Fiscal 2011 Estimated</u>	<u>Fiscal 2012 Budget</u>
Apartment painting	31	65	65	55
Carpet replacement	25	40	40	40
Hot water tank replacement	6	10	10	25
Furnace ignition control module replacement	12	15	15	15
Countertop replacement	17	20	20	20
Linoleum replacement	25	20	20	20
Heat exchanger replacement	5	10	10	10
Applications mailed	47	45	45	50
Requests for lists of subsidized housing	268	275	275	275
Calls to social agencies & family members	50	45	45	45
Calls to prospective tenants	75	55	55	55
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	1,295	1,200	1,200	1,350
Furnace replacement	0	-	6	60

### EXPENDITURE HISTORY COACH MANOR



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 976,120	\$ 475,915	\$ 950,000	\$ 983,762	Rental Revenues	\$ 973,524	\$ 973,524	\$ 973,524
363,275	190,272	380,000	394,030	Maintenance Revenues	389,926	389,926	389,926
23,116	13,743	24,000	19,000	Other Income	20,000	20,000	20,000
<u>349,734</u>	<u>187,208</u>	<u>187,208</u>	<u>187,208</u>	Appropriation of Retained Earnings	<u>314,639</u>	<u>314,639</u>	<u>314,639</u>
<u>\$ 1,712,245</u>	<u>\$ 867,138</u>	<u>\$ 1,541,208</u>	<u>\$ 1,584,000</u>	<b>Total Revenues</b>	<u>\$ 1,698,089</u>	<u>\$ 1,698,089</u>	<u>\$ 1,698,089</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 44,625	\$ 17,921	\$ 45,000	\$ 47,000	Salaries	\$ 47,000	\$ 47,000	\$ 47,000
3,598	1,778	4,380	4,621	Fringe Benefits	4,621	4,621	4,621
385,809	251,665	476,694	485,345	Operating Supplies & Expenses	608,993	608,993	608,993
26,242	29,824	37,450	37,450	Contractual Services	43,200	43,200	43,200
79,660	24,801	80,000	80,000	Utilities	85,000	85,000	85,000
303,002	783,579	902,264	902,264	Debt Payment	869,780	869,780	869,780
20,945	6,699	27,320	27,320	Equipment/Improvement	39,495	39,495	39,495
<u>\$ 863,881</u>	<u>\$ 1,116,267</u>	<u>\$ 1,573,108</u>	<u>\$ 1,584,000</u>	<b>Total Expenditures</b>	<u>\$ 1,698,089</u>	<u>\$ 1,698,089</u>	<u>\$ 1,698,089</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>			
\$ 848,364	\$ (249,129)	\$ (31,900)	\$ -		\$ -	\$ -	\$ -
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
-	620,000	620,000	620,000	<b>BOND PRINCIPAL PAYMENT</b>	610,000	610,000	610,000
(167,331)	(175,296)	(175,296)	(171,000)	<b>DEPRECIATION</b>	(175,000)	(175,000)	(175,000)
				<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD</b>			
3,006,791	3,338,090	3,338,090	3,077,698		3,563,686	3,563,686	3,563,686
				<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>			
<u>(349,734)</u>	<u>(187,208)</u>	<u>(187,208)</u>	<u>(187,208)</u>		<u>(314,639)</u>	<u>(314,639)</u>	<u>(314,639)</u>
				<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>			
<u>\$ 3,338,090</u>	<u>\$ 3,346,457</u>	<u>\$ 3,563,686</u>	<u>\$ 3,339,490</u>		<u>\$ 3,684,047</u>	<u>\$ 3,684,047</u>	<u>\$ 3,684,047</u>

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 976,120	\$ 475,915	\$ 950,000	\$ 983,762	Rental Revenues	\$ 973,524	\$ 973,524	\$ 973,524
363,275	190,272	380,000	394,030	Maintenance Revenues	389,926	389,926	389,926
9,851	5,049	10,000	10,000	Interest on Investments	10,000	10,000	10,000
13,265	8,694	14,000	9,000	Miscellaneous	10,000	10,000	10,000
<u>349,734</u>	<u>187,208</u>	<u>187,208</u>	<u>187,208</u>	Appropriation of Retained Earnings	<u>314,639</u>	<u>314,639</u>	<u>314,639</u>
<b>\$ 1,712,245</b>	<b>\$ 867,138</b>	<b>\$ 1,541,208</b>	<b>\$ 1,584,000</b>	<b>Total Revenues</b>	<b>\$ 1,698,089</b>	<b>\$ 1,698,089</b>	<b>\$ 1,698,089</b>
<b>EXPENDITURES:</b>							
<b>Personnel Services:</b>							
\$ 44,625	\$ 17,921	\$ 45,000	\$ 47,000	Part-time Employees	\$ 47,000	\$ 47,000	\$ 47,000
<b>Employee Benefits:</b>							
3,414	1,371	3,443	3,643	Social Security	3,643	3,643	3,643
184	407	937	978	Employee Insurance	978	978	978
<b>Supplies:</b>							
545	401	750	750	Office Supplies	750	750	750
159	150	750	750	Program Activity Supplies	1,125	1,125	1,125
14,122	11,036	22,000	30,000	Maintenance Supplies	30,000	30,000	30,000
<b>Other Services and Charges:</b>							
55	22	150	200	Postage	200	200	200
26,242	29,824	37,450	37,450	Contractual Services	43,200	43,200	43,200
100	44	200	200	Mileage	200	200	200
17,860	17,860	17,860	17,861	Bond /Filing Fees	17,861	17,861	17,861
3,529	893	3,500	4,000	Telephone	4,000	4,000	4,000
-	-	400	500	Vehicle Maintenance	500	500	500
16,575	8,600	17,200	17,200	Insurance and Bonds	17,900	17,900	17,900
79,660	24,801	80,000	80,000	Public Utilities	85,000	85,000	85,000
33,173	59,450	107,465	107,465	Building Maintenance	247,540	247,540	247,540
-	620,000	620,000	620,000	Bond Principal	610,000	610,000	610,000
302,761	163,579	281,264	281,264	Bond Interest	258,780	258,780	258,780
241	-	1,000	1,000	Bond Agent Fees	1,000	1,000	1,000
299,691	153,209	306,419	306,419	Administrative Expense	288,917	288,917	288,917
<b>Capital Outlay:</b>							
1,068	-	1,500	1,500	Equipment - Maintenance	1,850	1,850	1,850
19,709	6,264	25,320	25,320	Equipment - Appliances	36,545	36,545	36,545
168	435	500	500	Equipment - Office	1,100	1,100	1,100
<b>\$ 863,881</b>	<b>\$ 1,116,267</b>	<b>\$ 1,573,108</b>	<b>\$ 1,584,000</b>	<b>Total Expenditures</b>	<b>\$ 1,698,089</b>	<b>\$ 1,698,089</b>	<b>\$ 1,698,089</b>



# *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 Funds of the City are:

- 37th District Court Building Renovation Fund
- Energy Efficiency and Conservation Block Grant 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.

CAPITAL PROJECT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>37th DISTRICT COURT BUILDING RENOVATION REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 729,390	\$ 268,074	\$ 600,000	\$ 600,000	Court Building Renovation Fee	\$ 600,000	\$ 600,000	\$ 600,000
4,787	3,008	6,000	6,000	Interest on Investments	6,000	6,000	6,000
<u>3,080,692</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>	Fund Balance Appropriated	-	<u>3,394,000</u>	-
<u>\$ 3,814,869</u>	<u>\$ 301,082</u>	<u>\$ 636,000</u>	<u>\$ 636,000</u>	<b>Total Revenues</b>	<u>\$ 606,000</u>	<u>\$ 4,000,000</u>	<u>\$ 606,000</u>
<b><u>EXPENDITURES:</u></b>							
\$ 23,000	\$ -	\$ -	\$ -	Capital Improvements	\$ -	\$ -	\$ -
-	-	-	-	Transfer to General Fund	-	4,000,000	-
-	6,088	30,000	30,000	Equipment - Office	-	-	-
<u>\$ 23,000</u>	<u>\$ 6,088</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ 4,000,000</u>	<u>\$ -</u>
<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>							
\$ 3,791,869	\$ 294,994	\$ 606,000	\$ 606,000		\$ 606,000	\$ -	\$ 606,000
<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>							
3,165,648	3,876,825	3,876,825	3,723,648		4,452,825	4,452,825	4,452,825
<b>LESS: FUND BALANCE APPROPRIATED</b>							
<u>(3,080,692)</u>	<u>(30,000)</u>	<u>(30,000)</u>	<u>(30,000)</u>		<u>-</u>	<u>(3,394,000)</u>	<u>-</u>
<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>							
<u>\$ 3,876,825</u>	<u>\$ 4,141,819</u>	<u>\$ 4,452,825</u>	<u>\$ 4,299,648</u>		<u>\$ 5,058,825</u>	<u>\$ 1,058,825</u>	<u>\$ 5,058,825</u>

## **ENERGY EFFICIENCY & CONSERVATION BLOCK GRANT FUND**

The Energy Efficiency and Conservation Block Grants (EECBG) Program, funded for the first time by the American Recovery and Reinvestment Act of 2009, represents a Presidential priority to deploy the cheapest, cleanest and most reliable energy technologies we have - energy efficiency and conservation - across the country. It is intended to assist U.S. cities, counties, states, territories, and Indian tribes to develop, promote, implement and manage energy efficiency and conservation projects and programs.

The EECBG grant can be used for energy efficiency and conservation programs and projects community wide, as well as renewable energy installations on government buildings.

CAPITAL PROJECT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>ENERGY EFFICIENCY &amp; CONSERVATION BLOCK GRANT REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 96,643	\$ -	\$ -	\$ -	Grant Proceeds	\$ -	\$ -	\$ -
<u>\$ 96,643</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Total Revenues</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b><u>EXPENDITURES:</u></b>							
\$ 96,643	\$ -	\$ -	\$ -	Capital Improvements	\$ -	\$ -	\$ -
<u>\$ 96,643</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>							
\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -
<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>							
-	-	-	-		-	-	-
<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>	<u>\$ -</u>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</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:

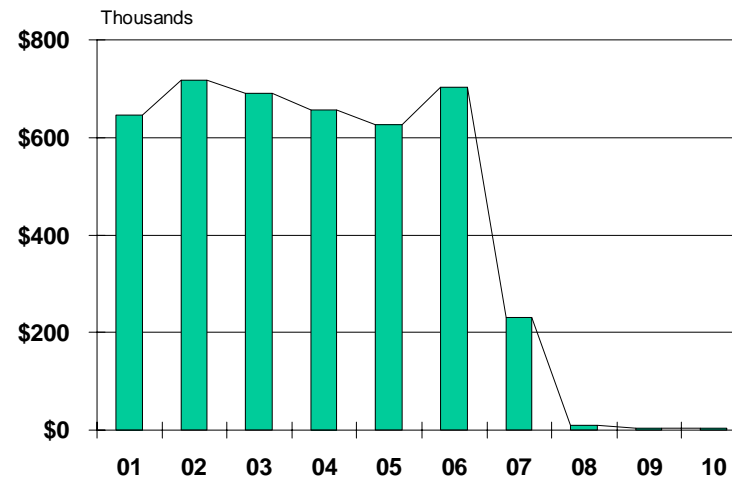
- Chapter 20 and 21 Drain Debt
- Michigan Transportation Debt Funds
- Capital Improvement Debt Funds
- Downtown Development Authority Debt Funds

## 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 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



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>CHAPTER 20 AND 21 DRAINS DEBT FUND REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
\$ 64	\$ 16	\$ 50	\$ -	Property Tax Revenue	\$ -	\$ -	\$ -
122	65	130	150	Interest on Investments	130	130	130
3,238	-	-	-	Miscellaneous	-	-	-
<u>14,200</u>	<u>14,850</u>	<u>14,850</u>	<u>14,850</u>	Fund Balance Appropriated	<u>14,870</u>	<u>14,870</u>	<u>14,870</u>
<u>\$ 17,624</u>	<u>\$ 14,931</u>	<u>\$ 15,030</u>	<u>\$ 15,000</u>	<b>Total Revenues</b>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>
				<b>EXPENDITURES:</b>			
\$ -	\$ 5	\$ 1,000	\$ 1,000	Estimated Uncollectible Taxes	\$ 1,000	\$ 1,000	\$ 1,000
3,225	-	3,000	4,000	Refund of Taxes Paid Under Protest	4,000	4,000	4,000
-	-	10,000	10,000	Maintenance Fees	10,000	10,000	10,000
<u>\$ 3,225</u>	<u>\$ 5</u>	<u>\$ 14,000</u>	<u>\$ 15,000</u>	<b>Total Expenditures</b>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
\$ 14,399	\$ 14,926	\$ 1,030	\$ -				
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	73,119	73,119	73,119
86,740	86,939	86,939	71,940				
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(14,870)	(14,870)	(14,870)
<u>(14,200)</u>	<u>(14,850)</u>	<u>(14,850)</u>	<u>(14,850)</u>				
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 58,249</u>	<u>\$ 58,249</u>	<u>\$ 58,249</u>
<u>\$ 86,939</u>	<u>\$ 87,015</u>	<u>\$ 73,119</u>	<u>\$ 57,090</u>				



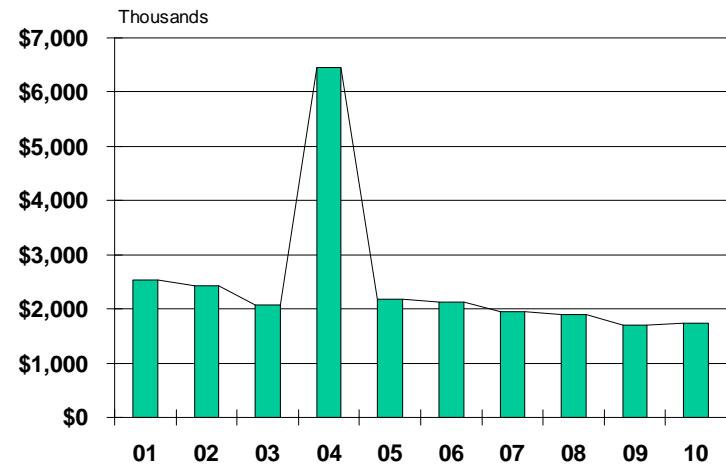
## MICHIGAN TRANSPORTATION DEBT FUNDS

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>Major Streets</u> <u>Fiscal Year</u>	<u>Principal</u> <u>Bonds</u> <u>Maturing</u>	<u>Interest</u>	<u>Total</u>
2012	\$ 1,450,000	\$ 216,383	\$ 1,666,383
2013	1,015,000	167,363	1,182,363
2014	1,000,000	138,275	1,138,275
2015	985,000	107,525	1,092,525
2016	975,000	75,438	1,050,438
2017	500,000	40,500	540,500
2018	<u>500,000</u>	<u>20,500</u>	<u>520,500</u>
	<u>\$ 6,425,000</u>	<u>\$ 765,984</u>	<u>\$ 7,190,984</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>SUMMARY</b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				Transfer from Michigan Transportation Operating Fund:			
\$ 1,738,775	\$ 131,616	\$ 1,700,083	\$ 2,348,858	Major Streets	\$ 1,668,233	\$ 1,668,233	\$ 1,668,233
<u>\$ 1,738,775</u>	<u>\$ 131,616</u>	<u>\$ 1,700,083</u>	<u>\$ 2,348,858</u>	<b>Total Revenues</b>	<u>\$ 1,668,233</u>	<u>\$ 1,668,233</u>	<u>\$ 1,668,233</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 1,345,000	\$ -	\$ 1,435,000	\$ 1,935,000	Major Streets	\$ 1,450,000	\$ 1,450,000	\$ 1,450,000
392,925	131,616	263,233	411,733	Interest:			
				Major Streets	216,383	216,383	216,383
				Agent Fees:			
850	-	1,850	2,125	Major Streets	1,850	1,850	1,850
<u>\$ 1,738,775</u>	<u>\$ 131,616</u>	<u>\$ 1,700,083</u>	<u>\$ 2,348,858</u>	<b>Total Expenditures</b>	<u>1,668,233</u>	<u>\$ 1,668,233</u>	<u>\$ 1,668,233</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>1997</b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<u>Transfer from Michigan Transportation</u> <u>Operating Fund:</u>			
\$ 441,170	\$ 20,910	\$ 442,170	\$ 442,170	Major Streets	\$ 441,770	\$ 441,770	\$ 441,770
<u>\$ 441,170</u>	<u>\$ 20,910</u>	<u>\$ 442,170</u>	<u>\$ 442,170</u>	<b>Total Revenues</b>	<u>\$ 441,770</u>	<u>\$ 441,770</u>	<u>\$ 441,770</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 380,000	\$ -	\$ 400,000	\$ 400,000	Major Streets	\$ 420,000	\$ 420,000	\$ 420,000
60,820	20,910	41,820	41,820	Interest:			
				Major Streets	21,420	21,420	21,420
				Agent Fees:			
350	-	350	350	Major Streets	350	350	350
<u>\$ 441,170</u>	<u>\$ 20,910</u>	<u>\$ 442,170</u>	<u>\$ 442,170</u>	<b>Total Expenditures</b>	<u>\$ 441,770</u>	<u>\$ 441,770</u>	<u>\$ 441,770</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>2000 MICHIGAN TRANSPORTATION DEBT SERVICE FUND REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 635,630	\$ -	\$ -	\$ 648,775	Major Streets	\$ -	\$ -	\$ -
<u>\$ 635,630</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 648,775</u>	<b>Total Revenues</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 465,000	\$ -	\$ -	\$ 500,000	Major Streets	\$ -	\$ -	\$ -
170,355	-	-	148,500	Interest: Major Streets	-	-	-
275	-	-	275	Agent Fees: Major Streets	-	-	-
<u>\$ 635,630</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 648,775</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>2003</b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<u>Transfer from Michigan Transportation</u> <u>Operating Fund:</u>			
\$ 661,975	\$ 73,625	\$ 647,750	\$ 647,750	Major Streets	\$ 632,000	\$ 632,000	\$ 632,000
<u>\$ 661,975</u>	<u>\$ 73,625</u>	<u>\$ 647,750</u>	<u>\$ 647,750</u>	<b>Total Revenues</b>	<u>\$ 632,000</u>	<u>\$ 632,000</u>	<u>\$ 632,000</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Major Streets	\$ 500,000	\$ 500,000	\$ 500,000
161,750	73,625	147,250	147,250	Interest: Major Streets	131,500	131,500	131,500
225	-	500	500	Agent Fees: Major Streets	500	500	500
<u>\$ 661,975</u>	<u>\$ 73,625</u>	<u>\$ 647,750</u>	<u>\$ 647,750</u>	<b>Total Expenditures</b>	<u>\$ 632,000</u>	<u>\$ 632,000</u>	<u>\$ 632,000</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>2010 REFUNDING SERIES</u></b> <b><u>MICHIGAN TRANSPORTATION</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<u>Transfer from Michigan Transportation</u> <u>Operating Fund:</u>			
\$ -	\$ 37,081	\$ 610,163	\$ 610,163	Major Streets	\$ 594,463	\$ 594,463	\$ 594,463
<u>\$ -</u>	<u>\$ 37,081</u>	<u>\$ 610,163</u>	<u>\$ 610,163</u>	<b>Total Revenues</b>	<u>\$ 594,463</u>	<u>\$ 594,463</u>	<u>\$ 594,463</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ -	\$ -	\$ 535,000	\$ 535,000	Major Streets	\$ 530,000	\$ 530,000	\$ 530,000
-	37,081	74,163	74,163	Interest:			
				Major Streets	63,463	63,463	63,463
				Agent Fees:			
-	-	1,000	1,000	Major Streets	1,000	1,000	1,000
<u>\$ -</u>	<u>\$ 37,081</u>	<u>\$ 610,163</u>	<u>\$ 610,163</u>	<b>Total Expenditures</b>	<u>\$ 594,463</u>	<u>\$ 594,463</u>	<u>\$ 594,463</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>

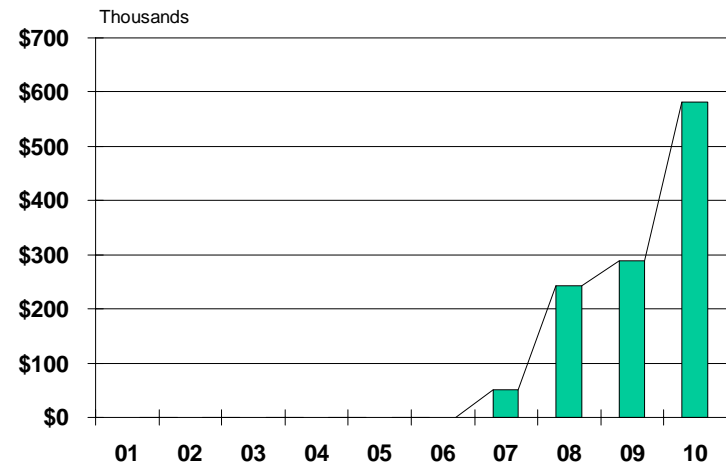
## CAPITAL IMPROVEMENT DEBT FUNDS

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 Bonds Maturing</u>	<u>Interest</u>	<u>Total</u>
2012	\$ 268,788	\$ 363,537	\$ 632,325
2013	268,788	351,444	620,232
2014	388,727	337,072	725,799
2015	501,828	318,332	820,160
2016	519,787	297,049	816,836
2017	537,746	274,852	812,598
2018	555,705	251,780	807,485
2019	573,664	227,874	801,538
2020	609,583	202,685	812,268
2021	627,542	176,091	803,633
2022	663,460	148,063	811,523
2023	467,317	122,680	589,997
2024	467,317	100,758	568,075
2025	465,306	78,449	543,755
2026	465,306	55,837	521,143
2027	473,898	32,990	506,888
2028	165,000	16,088	181,088
2029	<u>165,000</u>	<u>5,363</u>	<u>170,363</u>
	<u>\$8,184,762</u>	<u>\$ 3,360,944</u>	<u>\$11,545,706</u>

### EXPENDITURE HISTORY CAPITAL IMPROVEMENT DEBT



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 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 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 572,307	\$ 386,676	\$ 572,734	\$ 572,735	Major Streets	\$ 633,827	\$ 633,827	\$ 633,827
8,640	-	-	-	Fund Balance Appropriated	-	-	-
<u>\$ 580,947</u>	<u>\$ 386,676</u>	<u>\$ 572,734</u>	<u>\$ 572,735</u>	<b>Total Revenues</b>	<u>\$ 633,827</u>	<u>\$ 633,827</u>	<u>\$ 633,827</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 196,951	\$ 196,951	\$ 196,951	\$ 196,952	Major Streets	\$ 268,789	\$ 268,789	\$ 268,789
383,681	189,491	374,283	374,283	Interest:			
				Major Streets	363,538	363,538	363,538
				Agent Fees:			
315	234	1,500	1,500	Major Streets	1,500	1,500	1,500
<u>\$ 580,947</u>	<u>\$ 386,676</u>	<u>\$ 572,734</u>	<u>\$ 572,735</u>	<b>Total Expenditures</b>	<u>633,827</u>	<u>\$ 633,827</u>	<u>\$ 633,827</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
8,640	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>(8,640)</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>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>2006 CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 240,815	\$ 138,030	\$ 240,056	\$ 240,057	Major Streets	\$ 309,200	\$ 309,200	\$ 309,200
<u>\$ 240,815</u>	<u>\$ 138,030</u>	<u>\$ 240,056</u>	<u>\$ 240,057</u>	<b>Total Revenues</b>	<u>\$ 309,200</u>	<u>\$ 309,200</u>	<u>\$ 309,200</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 35,918	\$ 35,918	\$ 35,918	\$ 35,919	Major Streets	\$ 107,756	\$ 107,756	\$ 107,756
204,735	102,031	203,388	203,388	Interest: Major Streets	200,694	200,694	200,694
162	81	750	750	Agent Fees: Major Streets	750	750	750
<u>\$ 240,815</u>	<u>\$ 138,030</u>	<u>\$ 240,056</u>	<u>\$ 240,057</u>	<b>Total Expenditures</b>	<u>\$ 309,200</u>	<u>\$ 309,200</u>	<u>\$ 309,200</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>2008 CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 331,492	\$ 248,646	\$ 332,678	\$ 332,678	Major Streets	\$ 324,627	\$ 324,627	\$ 324,627
8,640	-	-	-	Fund Balance Appropriated	-	-	-
<u>\$ 340,132</u>	<u>\$ 248,646</u>	<u>\$ 332,678</u>	<u>\$ 332,678</u>	<b>Total Revenues</b>	<u>\$ 324,627</u>	<u>\$ 324,627</u>	<u>\$ 324,627</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 161,033	\$ 161,033	\$ 161,033	\$ 161,033	Major Streets	\$ 161,033	\$ 161,033	\$ 161,033
178,946	87,460	170,895	170,895	Interest: Major Streets	162,844	162,844	162,844
153	153	750	750	Agent Fees: Major Streets	750	750	750
<u>\$ 340,132</u>	<u>\$ 248,646</u>	<u>\$ 332,678</u>	<u>\$ 332,678</u>	<b>Total Expenditures</b>	<u>\$ 324,627</u>	<u>\$ 324,627</u>	<u>\$ 324,627</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
8,640	-	-	-	<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	-	-	-
<u>(8,640)</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>

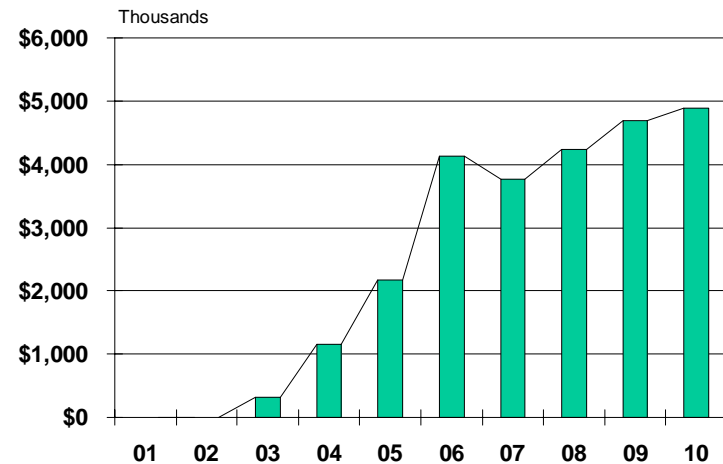
## **DOWNTOWN DEVELOPMENT AUTHORITY DEBT FUNDS**

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 Bonds Maturing</u>	<u>Interest</u>	<u>Total</u>
2012	\$ 1,750,000	\$ 3,011,344	\$ 4,761,344
2013	1,750,000	2,945,531	4,695,531
2014	2,000,000	2,871,719	4,871,719
2015	2,250,000	2,786,406	5,036,406
2016	2,750,000	2,684,063	5,434,063
2017	3,250,000	2,554,375	5,804,375
2018	3,750,000	2,398,438	6,148,438
2019	4,250,000	2,220,125	6,470,125
2020	5,000,000	2,012,125	7,012,125
2021	5,250,000	1,780,875	7,030,875
2022	5,500,000	1,539,000	7,039,000
2023	5,500,000	1,291,500	6,791,500
2024	5,750,000	1,036,688	6,786,688
2025	5,750,000	773,438	6,523,438
2026	5,750,000	508,125	6,258,125
2027	4,250,000	279,375	4,529,375
2028	2,750,000	120,000	2,870,000
2029	<u>1,250,000</u>	<u>28,125</u>	<u>1,278,125</u>
	<u>\$68,500,000</u>	<u>\$ 30,841,252</u>	<u>\$99,341,252</u>

### **EXPENDITURE HISTORY** **DOWNTOWN DEVELOPMENT AUTHORITY DEBT**



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b><u>SUMMARY</u></b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUNDS</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 4,888,381	\$ 3,303,644	\$ 4,826,106	\$ 4,826,106		\$ 4,762,544	\$ 4,762,544	\$ 4,762,544
<u>\$ 4,888,381</u>	<u>\$ 3,303,644</u>	<u>\$ 4,826,106</u>	<u>\$ 4,826,106</u>	<b>Total Revenues</b>	<u>\$ 4,762,544</u>	<u>\$ 4,762,544</u>	<u>\$ 4,762,544</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 1,750,000	\$ 1,750,000	\$ 1,750,000	\$ 1,750,000	Principal	\$ 1,750,000	\$ 1,750,000	\$ 1,750,000
3,137,406	1,553,157	3,074,906	3,074,906	Interest	3,011,344	3,011,344	3,011,344
975	487	1,200	1,200	Agent Fees	1,200	1,200	1,200
<u>\$ 4,888,381</u>	<u>\$ 3,303,644</u>	<u>\$ 4,826,106</u>	<u>\$ 4,826,106</u>	<b>Total Expenditures</b>	<u>4,762,544</u>	<u>\$ 4,762,544</u>	<u>\$ 4,762,544</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>2002</b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,392,837	\$ 941,263	\$ 1,371,925	\$ 1,371,925		\$ 1,350,550	\$ 1,350,550	\$ 1,350,550
<u>\$ 1,392,837</u>	<u>\$ 941,263</u>	<u>\$ 1,371,925</u>	<u>\$ 1,371,925</u>	<b>Total Revenues</b>	<u>\$ 1,350,550</u>	<u>\$ 1,350,550</u>	<u>\$ 1,350,550</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	Principal	\$ 500,000	\$ 500,000	\$ 500,000
892,562	441,125	871,625	871,625	Interest	850,250	850,250	850,250
275	138	300	300	Agent Fees	300	300	300
<u>\$ 1,392,837</u>	<u>\$ 941,263</u>	<u>\$ 1,371,925</u>	<u>\$ 1,371,925</u>	<b>Total Expenditures</b>	<u>\$ 1,350,550</u>	<u>\$ 1,350,550</u>	<u>\$ 1,350,550</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>2003</b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,234,000	\$ 863,250	\$ 1,219,050	\$ 1,219,050		\$ 1,204,050	\$ 1,204,050	\$ 1,204,050
<u>\$ 1,234,000</u>	<u>\$ 863,250</u>	<u>\$ 1,219,050</u>	<u>\$ 1,219,050</u>	<b>Total Revenues</b>	<u>\$ 1,204,050</u>	<u>\$ 1,204,050</u>	<u>\$ 1,204,050</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	Principal	\$ 500,000	\$ 500,000	\$ 500,000
733,750	363,125	718,750	718,750	Interest	703,750	703,750	703,750
250	125	300	300	Agent Fees	300	300	300
<u>\$ 1,234,000</u>	<u>\$ 863,250</u>	<u>\$ 1,219,050</u>	<u>\$ 1,219,050</u>	<b>Total Expenditures</b>	<u>\$ 1,204,050</u>	<u>\$ 1,204,050</u>	<u>\$ 1,204,050</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>2004</b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,354,225	\$ 923,050	\$ 1,338,050	\$ 1,338,050		\$ 1,321,175	\$ 1,321,175	\$ 1,321,175
<u>\$ 1,354,225</u>	<u>\$ 923,050</u>	<u>\$ 1,338,050</u>	<u>\$ 1,338,050</u>	<b>Total Revenues</b>	<u>\$ 1,321,175</u>	<u>\$ 1,321,175</u>	<u>\$ 1,321,175</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	Principal	\$ 500,000	\$ 500,000	\$ 500,000
854,000	422,938	837,750	837,750	Interest	820,875	820,875	820,875
225	112	300	300	Agent Fees	300	300	300
<u>\$ 1,354,225</u>	<u>\$ 923,050</u>	<u>\$ 1,338,050</u>	<u>\$ 1,338,050</u>	<b>Total Expenditures</b>	<u>\$ 1,321,175</u>	<u>\$ 1,321,175</u>	<u>\$ 1,321,175</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 2010 Actual Year	FY 2011 Actual to December 31	FY 2011 Estimated To June 30	FY 2011 Amended Budget December 31	<b>2005</b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUND</u></b> <b><u>REVENUES:</u></b>	FY 2012 Departmental Request	FY 2012 Recommended By Mayor	FY 2012 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 907,319	\$ 576,081	\$ 897,081	\$ 897,081		\$ 886,769	\$ 886,769	\$ 886,769
<u>\$ 907,319</u>	<u>\$ 576,081</u>	<u>\$ 897,081</u>	<u>\$ 897,081</u>	<b>Total Revenues</b>	<u>\$ 886,769</u>	<u>\$ 886,769</u>	<u>\$ 886,769</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	Principal	\$ 250,000	\$ 250,000	\$ 250,000
657,094	325,969	646,781	646,781	Interest	636,469	636,469	636,469
225	112	300	300	Agent Fees	300	300	300
<u>\$ 907,319</u>	<u>\$ 576,081</u>	<u>\$ 897,081</u>	<u>\$ 897,081</u>	<b>Total Expenditures</b>	<u>\$ 886,769</u>	<u>\$ 886,769</u>	<u>\$ 886,769</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 the historical trend of the financial operations and condition of the City of Warren.

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

## 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 nine member Council, Mayor, Treasurer and City Clerk, all of whom are elected to a maximum of three four-year terms. 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 and was ranked 2<sup>nd</sup> in Michigan for the Best Places to do Business (2006) by Forbes Magazine. Unquestionably contributing to the economic vitality of the City is the presence of General Motors Corporation and 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 Plant on a 117-acre site within the City. 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 Chrysler Corporation represents approximately 18.45% of the City's taxable value. In the past year, 2 new commercial development and 16 single-family residential permits were issued representing \$5.2 million of additional investment in the City.

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

The South Campus of Macomb Community College, the state's third largest college, is a public college located on a 100-acre site on Twelve Mile Road. Macomb Community College is one of the nation's leading community colleges, providing learning experiences to more than 59,000 students annually. 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. Davenport University also operates a facility in Warren and is one of the few private universities offering baccalaureate and masters degree programs focused exclusively on business and technology and the integration of both into health care professions.

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 opened a new Civic Center Library in 2006 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. New services such as after hours book pick-up and a drive-up book drop are also available. This new centrally located library will benefit 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 325 acres into 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 opened its doors in 2003. Formerly known as the old "Warren High School", the City purchased the then vacant facility and its adjoining 48 acres from the Warren Consolidated School District and developed it into a state-of-the-art community and recreational centerpiece. The 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, muti-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.

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

**MAJOR INITIATIVES**

With the completion of the new City Hall, complete with attached parking and two-acre City Square, the Downtown Development Authority (D.D.A.) has undertaken major redevelopment of the City center area. These facilities serve as the focal point for community services and events. As the economy recovers, the D.D.A.'s ultimate goal of creating a "Downtown Warren" will progress with commercial development and high-density housing.

There is an ongoing commitment to improve conditions of road surfaces and traffic flows throughout the City. Road projects are either funded directly by the City utilizing state shared state gas and weight taxes or through cooperative efforts with the Michigan Department of Transportation or Macomb County Road Commission. Road widening and resurfacing projects, as well as water main and sewer line replacements, are currently underway at various locations.

An aggressive program for replacing broken and hazardous sidewalks and removing nuisance trees continues to be coordinated by the City. The projects are funded either through Tank Plant Redevelopment Fund resources and/or the issuance of Special Assessment Bonds.

Future plans include a major water meter replacement program to improve registration accuracy and automate customer usage data collection. An Automated Meter Reading System (AMR) will enable us to retrieve timely usage information and give us the ability to identify potential customer problems, such as spikes in usage indicating potential leaks, before they become too costly for users. In October of 2010 the City sold \$9.29 million of taxable bonds towards financing this project.

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

Fiscal Year	2003	2004	2005	2006	2007	2008	2009	2010
<b>Governmental Activities:</b>								
Invested in capital assets, net of related debt	\$ 65,870,765	\$ 59,951,114	\$ 61,211,667	\$ 62,875,434	\$ 59,140,668	\$ 56,796,215	\$ 48,445,832	\$ 44,342,389
Restricted	40,540,140	45,965,199	33,684,984	32,961,557	33,087,848	35,970,344	42,844,224	45,175,268
Unrestricted	<u>26,078,527</u>	<u>21,492,100</u>	<u>25,044,605</u>	<u>30,107,642</u>	<u>33,618,180</u>	<u>36,433,515</u>	<u>32,199,699</u>	<u>21,613,238</u>
<b>Total governmental activities net assets</b>	<b><u>\$ 132,489,432</u></b>	<b><u>\$ 127,408,413</u></b>	<b><u>\$ 119,941,256</u></b>	<b><u>\$ 125,944,633</u></b>	<b><u>\$ 125,846,696</u></b>	<b><u>\$ 129,200,074</u></b>	<b><u>\$ 123,489,755</u></b>	<b><u>\$ 111,130,895</u></b>
<b>Business-type activities:</b>								
Invested in capital assets, net of related debt	\$ 66,341,283	\$ 63,155,395	\$ 58,641,924	\$ 57,819,780	\$ 56,924,642	\$ 56,511,038	\$ 57,656,542	\$ 58,586,273
Restricted	11,848,018	14,525,360	17,557,693	18,181,409	16,915,115	14,045,192	11,779,391	8,267,105
Unrestricted	<u>12,754,091</u>	<u>9,886,743</u>	<u>7,604,682</u>	<u>6,788,707</u>	<u>7,173,338</u>	<u>9,125,661</u>	<u>7,821,612</u>	<u>9,044,146</u>
<b>Total business-type activities net assets</b>	<b><u>\$ 90,943,392</u></b>	<b><u>\$ 87,567,498</u></b>	<b><u>\$ 83,804,299</u></b>	<b><u>\$ 82,789,896</u></b>	<b><u>\$ 81,013,095</u></b>	<b><u>\$ 79,681,891</u></b>	<b><u>\$ 77,257,545</u></b>	<b><u>\$ 75,897,524</u></b>
<b>Primary government:</b>								
Invested in capital assets, net of related debt	\$ 132,212,048	\$ 123,106,509	\$ 119,853,591	\$ 120,695,214	\$ 116,065,310	\$ 113,307,253	\$ 106,102,374	\$ 102,928,662
Restricted	52,388,158	60,490,559	51,242,677	51,142,966	50,002,963	50,015,536	54,623,615	53,442,373
Unrestricted	<u>38,832,618</u>	<u>31,378,843</u>	<u>32,649,287</u>	<u>36,896,349</u>	<u>40,791,518</u>	<u>45,559,176</u>	<u>40,021,311</u>	<u>30,657,384</u>
<b>Total primary government net assets</b>	<b><u>\$ 223,432,824</u></b>	<b><u>\$ 214,975,911</u></b>	<b><u>\$ 203,745,555</u></b>	<b><u>\$ 208,734,529</u></b>	<b><u>\$ 206,859,791</u></b>	<b><u>\$ 208,881,965</u></b>	<b><u>\$ 200,747,300</u></b>	<b><u>\$ 187,028,419</u></b>

**CITY OF WARREN, MICHIGAN**  
**CHANGES IN NET ASSETS**  
**LAST EIGHT FISCAL YEARS**  
**(Accrual Basis of Accounting)**

Fiscal Year	2003	2004	2005	2006	2007	2008	2009	2010
<b>Expenses</b>								
Governmental activities:								
General government	\$ 19,473,919	\$ 16,615,611	\$ 17,504,006	\$ 20,176,196	\$ 24,554,397	\$ 22,183,390	\$ 21,806,236	\$ 20,605,904
Public safety	48,394,428	57,884,081	50,525,480	55,968,750	61,848,485	62,509,563	63,420,416	62,875,335
City development	5,810,991	6,005,387	5,106,065	4,938,429	5,492,850	5,278,793	6,016,830	5,192,742
Highways and streets	11,283,073	11,502,440	10,930,533	10,735,706	12,731,865	11,053,445	10,856,256	10,738,193
Recreation and culture	8,678,166	11,220,933	11,066,379	11,001,914	12,351,491	12,737,364	12,386,834	13,255,263
Sanitation	7,107,239	7,879,934	8,044,439	8,174,592	8,317,174	8,601,862	8,292,078	8,028,773
Economic development	557,046	1,113,253	862,902	9,269,389	559,156	3,532,040	4,202,199	3,876,241
Community development	2,931,591	2,395,311	3,335,621	2,336,495	1,983,978	2,264,803	2,085,824	3,369,127
Capital projects	2,922,550	2,912,390	1,624,148	1,498,553	1,525,833	1,589,528	1,415,169	1,736,231
Interest on long-term debt	2,528,384	3,165,735	4,163,954	6,254,880	5,082,442	4,983,460	4,911,254	4,814,715
Total governmental activities expenses	<u>109,687,387</u>	<u>120,695,075</u>	<u>113,163,527</u>	<u>130,354,904</u>	<u>134,447,671</u>	<u>134,734,248</u>	<u>135,393,096</u>	<u>134,492,524</u>
Business-type activities:								
Water and Sewer System	29,180,277	30,575,456	31,225,489	32,188,319	32,499,489	34,199,663	33,432,269	33,717,269
Senior citizen housing	2,140,531	2,075,410	1,800,146	1,872,601	1,937,454	2,047,491	1,965,932	1,881,330
Total business-type activities expenses	<u>31,320,808</u>	<u>32,650,866</u>	<u>33,025,635</u>	<u>34,060,920</u>	<u>34,436,943</u>	<u>36,247,154</u>	<u>35,398,201</u>	<u>35,598,599</u>
Total primary government expenses	<u>\$ 141,008,195</u>	<u>\$ 153,345,941</u>	<u>\$ 146,189,162</u>	<u>\$ 164,415,824</u>	<u>\$ 168,884,614</u>	<u>\$ 170,981,402</u>	<u>\$ 170,791,297</u>	<u>\$ 170,091,123</u>
<b>Program Revenues</b>								
Governmental activities:								
Charges for services	\$ 10,609,157	\$ 11,620,300	\$ 12,714,891	\$ 14,584,784	\$ 13,702,181	\$ 13,541,050	\$ 13,419,382	\$ 15,507,458
Operating grants and contributions	11,164,027	12,058,948	12,935,941	12,463,692	12,684,642	12,228,029	11,542,918	13,291,132
Capital grants and contributions	3,692,522	2,829,698	4,789,306	5,171,647	3,243,612	4,169,546	1,648,845	845,016
Total governmental activities program revenues	<u>25,465,706</u>	<u>26,508,946</u>	<u>30,440,138</u>	<u>32,220,123</u>	<u>29,630,435</u>	<u>29,938,625</u>	<u>26,611,145</u>	<u>29,643,606</u>
Business-type activities:								
Water and Sewer System	28,156,665	26,992,448	26,928,099	30,329,100	29,674,597	31,957,062	30,465,234	32,068,323
Senior citizen housing	1,966,201	1,964,734	2,034,821	2,081,469	2,143,419	2,187,278	2,184,011	2,141,694
Total business-type activities program revenues	<u>30,122,866</u>	<u>28,957,182</u>	<u>28,962,920</u>	<u>32,410,569</u>	<u>31,818,016</u>	<u>34,144,340</u>	<u>32,649,245</u>	<u>34,210,017</u>
Total primary government program revenues	<u>\$ 55,588,572</u>	<u>\$ 55,466,128</u>	<u>\$ 59,403,058</u>	<u>\$ 64,630,692</u>	<u>\$ 61,448,451</u>	<u>\$ 64,082,965</u>	<u>\$ 59,260,390</u>	<u>\$ 63,853,623</u>
Net (expense) revenue								
Governmental activities	\$ (84,221,681)	\$ (94,186,129)	\$ (82,723,389)	\$ (98,134,781)	\$ (104,817,236)	\$ (104,795,623)	\$ (108,781,951)	\$ (104,848,918)
Business-type activities	(1,197,942)	(3,693,684)	(4,062,715)	(1,650,351)	(2,618,927)	(2,102,814)	(2,748,956)	(1,388,582)
Total primary government net (expense) revenue	<u>\$ (85,419,623)</u>	<u>\$ (97,879,813)</u>	<u>\$ (86,786,104)</u>	<u>\$ (99,785,132)</u>	<u>\$ (107,436,163)</u>	<u>\$ (106,898,437)</u>	<u>\$ (111,530,907)</u>	<u>\$ (106,237,500)</u>
<b>General Revenues and Other Changes in Net Assets</b>								
Governmental activities:								
Property taxes	\$ 70,605,876	\$ 71,837,273	\$ 74,911,034	\$ 83,352,957	\$ 85,079,549	\$ 88,383,524	\$ 87,572,093	\$ 85,171,772
Sales and use taxes	16,551,307	14,867,961	14,705,085	14,540,634	14,105,387	14,105,387	13,559,035	12,051,133
Franchise fees	1,162,911	1,129,307	1,151,761	1,206,596	1,344,444	1,471,277	1,582,133	1,630,260
Investment earnings	1,199,309	890,520	1,602,968	3,075,634	4,289,636	3,378,435	703,476	35,936
Gain (loss) on sale of capital assets	3,438,149	380,049	84,927	2,099,337	40,283	(41,222)	(115,498)	(263,175)
Reduction in long-term debt obligation	400,000	-	-	-	-	-	-	-
SMDA settlement agreement	7,644,000	-	-	-	-	1,000,000	23,485	(5,975,000)
Transfers	-	-	(17,199,543)	(137,000)	(140,000)	(148,400)	(253,092)	(160,868)
Total governmental activities	<u>101,001,552</u>	<u>89,105,110</u>	<u>75,256,232</u>	<u>104,138,158</u>	<u>104,719,299</u>	<u>108,149,001</u>	<u>103,071,632</u>	<u>92,490,058</u>
Business-type activities:								
Investment earnings	386,800	317,790	299,516	635,948	842,126	771,610	324,610	28,561
Gain (loss) on sale of capital assets	-	-	-	-	-	-	-	-
Total business-type activities	<u>386,800</u>	<u>317,790</u>	<u>299,516</u>	<u>635,948</u>	<u>842,126</u>	<u>771,610</u>	<u>324,610</u>	<u>28,561</u>
Total primary government	<u>\$ 101,388,352</u>	<u>\$ 89,422,900</u>	<u>\$ 75,555,748</u>	<u>\$ 104,774,106</u>	<u>\$ 105,561,425</u>	<u>\$ 108,920,611</u>	<u>\$ 103,396,242</u>	<u>\$ 92,518,619</u>
<b>Changes in Net Assets</b>								
Governmental activities	\$ 16,779,871	\$ (5,081,019)	\$ (7,467,157)	\$ 6,003,377	\$ (97,937)	\$ 3,353,378	\$ (5,710,319)	\$ (12,358,860)
Business-type activities	(811,142)	(3,375,894)	(3,763,199)	(1,014,403)	(1,776,801)	(1,331,204)	(2,424,346)	(1,360,021)
Total primary government	<u>\$ 15,968,729</u>	<u>\$ (8,456,913)</u>	<u>\$ (11,230,356)</u>	<u>\$ 4,988,974</u>	<u>\$ (1,874,738)</u>	<u>\$ 2,022,174</u>	<u>\$ (8,134,665)</u>	<u>\$ (13,718,881)</u>

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

Fiscal Year	2001	2002 (1)	2003	2004	2005	2006	2007	2008	2009	2010
General Fund:										
Reserved	\$ 1,608,054	\$ 1,912,343	\$ 2,250,381	\$ 2,326,703	\$ 2,507,872	\$ 4,389,944	\$ 2,057,662	\$ 2,333,663	\$ 1,377,804	\$ 1,296,151
Unreserved	<u>28,019,105</u>	<u>49,390,183</u>	<u>55,051,386</u>	<u>55,173,474</u>	<u>44,720,163</u>	<u>48,532,509</u>	<u>53,397,963</u>	<u>55,224,126</u>	<u>52,819,604</u>	<u>42,206,177</u>
Total general fund	<u>\$29,627,159</u>	<u>\$51,302,526</u>	<u>\$57,301,767</u>	<u>\$57,500,177</u>	<u>\$47,228,035</u>	<u>\$52,922,453</u>	<u>\$55,455,625</u>	<u>\$57,557,789</u>	<u>\$54,197,408</u>	<u>\$43,502,328</u>
All Other Governmental Funds:										
Reserved	\$ 22,271,772	\$ 12,143,950	\$ 4,350,252	\$ 9,931,404	\$ 45,883,472	\$ 27,970,850	\$ 8,129,748	\$ 6,291,526	\$ 6,431,502	\$ 4,514,260
Unreserved, reported in:										
Special revenue funds	30,561,656	31,099,498	29,538,059	23,917,188	22,677,100	20,653,148	28,587,139	27,592,994	26,577,183	25,648,764
Capital projects funds	12,998,658	10,134,377	16,841,480	35,011,030	8,990,773	6,586,018	9,396,449	9,795,442	12,565,096	12,239,796
Debt service funds	<u>1,433,845</u>	<u>1,790,644</u>	<u>2,991,789</u>	<u>4,003,520</u>	<u>3,934,800</u>	<u>2,972,181</u>	<u>2,116,366</u>	<u>1,401,328</u>	<u>1,462,997</u>	<u>1,230,346</u>
Total all other governmental funds	<u>\$67,265,931</u>	<u>\$55,168,469</u>	<u>\$53,721,580</u>	<u>\$72,863,142</u>	<u>\$81,486,145</u>	<u>\$58,182,197</u>	<u>\$48,229,702</u>	<u>\$45,081,290</u>	<u>\$47,036,778</u>	<u>\$43,633,166</u>

(1) Reflects implementation of GASB Statement No. 34 and GASB Interpretation No. 6.



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

Fiscal Year	2001	2002	2003	2004
<b>Revenues:</b>				
Property taxes	\$ 64,206,353	\$ 64,815,974	\$ 70,514,428	\$ 71,740,065
Special assessments	108,795	225,149	1,158,599	1,610,111
Licenses and permits	2,400,352	1,886,189	1,669,227	1,655,809
Intergovernmental:				
Federal revenue	2,138,084	2,604,890	2,093,760	2,559,108
State revenue	29,790,997	27,430,409	27,179,229	25,638,979
Local revenue	264,505	341,125	444,803	761,802
Charges for services	1,867,839	2,069,475	2,372,927	2,730,910
Fines and fees	5,703,761	5,686,199	5,767,711	6,208,873
Interest	6,825,098	3,094,011	1,858,340	1,445,693
Other	3,855,755	4,202,329	6,442,251	7,151,246
<b>Total revenues</b>	<b><u>117,161,539</u></b>	<b><u>112,355,750</u></b>	<b><u>119,501,275</u></b>	<b><u>121,502,596</u></b>
<b>Expenditures:</b>				
General government	28,185,166	21,854,246	21,658,378	22,167,103
Public safety	49,669,931	52,530,308	47,697,824	56,633,024
City development	5,513,970	5,511,262	5,766,893	5,951,477
Highway and streets	9,836,390	9,288,019	12,307,374	11,106,835
Recreation and culture	9,314,814	20,717,736	23,338,068	10,877,663
Sanitation	7,270,063	7,003,913	6,887,669	7,836,537
Economic development	4,661,727	1,831,462	7,189,029	2,176,103
Community development	1,791,358	3,010,281	2,926,258	2,395,477
Capital projects	1,691,125	833,806	2,958,848	2,912,390
Debt service:				
Principal retirement	2,958,333	3,489,706	6,131,084	4,550,765
Interest	1,134,537	2,366,436	2,460,689	2,914,632
Other	3,711	2,442	10,695	365,860
<b>Total expenditures</b>	<b><u>122,031,125</u></b>	<b><u>128,439,617</u></b>	<b><u>139,332,809</u></b>	<b><u>129,887,866</u></b>
<b>Excess of revenues over (under) expenditures</b>	<b>(4,869,586)</b>	<b>(16,083,867)</b>	<b>(19,831,534)</b>	<b>(8,385,270)</b>
<b>Other Financing Sources (Uses):</b>				
Transfers to fiduciary funds	(10,000,000)	-	-	-
Transfers to Water and Sewer System	-	-	-	-
Proceeds from sale of property	3,834,381	-	3,433,442	-
Proceeds from issuance of debt	17,989,600	2,853,012	21,145,000	32,114,457
Payment to refunded bond escrow agent	-	-	-	(4,224,218)
Bond premium (discounts)	-	-	(194,556)	(164,997)
Settlement agreement	-	-	-	-
<b>Total other financing sources (uses)</b>	<b><u>11,823,981</u></b>	<b><u>2,853,012</u></b>	<b><u>24,383,886</u></b>	<b><u>27,725,242</u></b>
<b>Net changes in fund balances</b>	<b><u>\$ 6,954,395</u></b>	<b><u>\$(13,230,855)</u></b>	<b><u>\$ 4,552,352</u></b>	<b><u>\$ 19,339,972</u></b>
<b>Debt service as a percentage of non-capital expenditures (1)</b>	-	5.27%	7.49%	5.97%

(1) Prior to the implementation of GASB Statement No. 34 in fiscal year 2002, capitalization of infrastructure improvements was not required. A significant portion of debt service reported for the fiscal years prior to 2002 was for infrastructure improvements, no portion of which was capitalized.

<u>2005</u>	<u>2006 (2)</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
\$ 74,787,704	\$ 84,328,809	\$ 84,953,504	\$ 88,029,125	\$ 87,229,169	\$ 84,841,410
994,766	982,318	944,084	1,072,824	1,055,385	1,061,672
2,167,451	2,420,993	2,329,132	1,691,127	1,759,663	1,567,892
4,612,382	3,305,681	1,981,507	2,187,623	2,161,955	4,022,414
25,856,586	25,703,221	25,271,564	25,994,012	23,254,107	21,807,818
589,986	656,026	691,774	823,897	751,756	695,218
2,894,923	4,101,728	3,039,087	3,117,357	3,476,265	3,546,149
6,810,020	7,295,418	7,596,165	8,089,029	7,579,592	7,982,727
2,599,643	5,404,617	5,760,013	4,277,702	995,060	125,984
6,173,358	6,358,491	7,025,380	6,916,324	7,087,489	7,752,382
<u>127,486,819</u>	<u>140,557,302</u>	<u>139,592,210</u>	<u>142,199,020</u>	<u>135,350,441</u>	<u>133,403,666</u>
22,496,853	25,992,081	24,850,290	25,814,644	25,841,058	25,094,958
52,271,304	59,597,955	62,100,913	62,885,562	62,529,660	63,543,704
5,159,713	5,106,033	5,443,884	5,316,442	6,193,666	5,256,679
13,003,033	12,658,806	13,459,407	14,836,995	10,772,638	11,178,023
10,060,656	9,816,038	10,655,537	11,217,234	11,009,604	11,240,440
8,234,143	8,338,889	8,099,142	8,572,887	10,475,172	7,818,974
13,951,104	39,215,525	14,771,221	2,036,290	2,094,912	1,992,255
3,333,119	2,339,535	1,976,092	2,265,454	2,079,851	3,325,819
1,624,148	1,498,553	1,525,833	1,589,528	1,415,169	1,736,231
4,535,349	4,693,582	4,578,029	4,853,071	4,586,417	5,529,521
3,743,818	5,646,793	4,783,676	4,774,182	4,668,984	4,691,931
403,167	442,173	95,653	15,646	84,021	66,222
<u>138,816,407</u>	<u>175,345,963</u>	<u>152,339,677</u>	<u>144,177,935</u>	<u>141,751,152</u>	<u>141,474,757</u>
(11,329,588)	(34,788,661)	(12,747,467)	(1,978,915)	(6,400,711)	(8,071,091)
(17,068,543)	-	-	-	-	-
(131,000)	(137,000)	(140,000)	(148,400)	(253,092)	(160,868)
-	2,240,087	115,741	81,067	-	49,283
27,015,000	25,835,000	5,409,304	-	5,305,000	3,040,000
-	(10,474,047)	-	-	-	(3,000,000)
(135,008)	(284,909)	(56,901)	-	(79,575)	18,984
-	-	-	1,000,000	23,485	(5,975,000)
<u>9,680,449</u>	<u>17,179,131</u>	<u>5,328,144</u>	<u>932,667</u>	<u>4,995,818</u>	<u>(6,027,601)</u>
<u>\$ (1,649,139)</u>	<u>\$ (17,609,530)</u>	<u>\$ (7,419,323)</u>	<u>\$ (1,046,248)</u>	<u>\$ (1,404,893)</u>	<u>\$ (14,098,692)</u>
6.98%	7.88%	7.05%	7.00%	6.78%	7.40%

(2) Reflects Downtown Development Authority revenues and expenditures for the nineteen month period ending June 30, 2006 due to a change in the Authority's fiscal year end.

**CITY OF WARREN, MICHIGAN**  
**ACTUAL, STATE EQUALIZED 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
1999	2001	\$ 412,107,635	\$ 407,027,240	\$ 596,940,240	\$ 591,344,440	\$ 2,422,794,590	\$ 1,972,198,770
2000	2002	428,511,820	422,540,360	595,333,340	590,524,930	2,624,024,180	2,076,874,770
2001	2003	556,269,070	439,853,430	739,418,720	608,519,340	2,829,961,930	2,185,762,640
2002	2004	576,504,460	470,293,930	764,593,450	647,805,090	3,120,583,610	2,384,669,010
2003	2005	572,342,170	456,093,940	751,245,420	627,577,820	3,006,294,040	2,277,219,880
2004	2006	604,599,380	490,771,640	769,510,100	664,498,290	3,210,976,430	2,486,422,141
2005	2007	644,444,170	524,682,180	768,670,720	677,550,990	3,320,030,270	2,625,123,610
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

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	
\$ 746,029,641	\$ 746,029,641	\$ 179,112,913	\$ 178,622,613	\$ 4,356,985,019	\$ 3,895,222,704	16.3068
763,518,885	763,518,885	256,608,504	256,446,284	4,667,996,729	4,109,905,229	16.2600
767,486,522	767,486,522	351,576,421	350,315,051	5,244,712,663	4,351,936,983	16.2524
774,437,678	773,857,285	357,893,123	356,598,373	5,594,012,321	4,633,223,688	16.1924
787,465,492	787,465,492	338,931,568	337,459,259	5,456,278,690	4,485,816,391	16.1924
733,292,078	733,169,122	412,279,953	411,167,403	5,730,657,941	4,786,028,596	16.9424
758,099,739	757,977,563	459,840,689	456,292,779	5,951,085,588	5,041,627,122	16.9424
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

**CITY OF WARREN, MICHIGAN**  
**DIRECT AND OVERLAPPING PROPERTY TAX RATES**  
**LAST TEN FISCAL YEARS**

Fiscal Year Ended June 30	City-wide Direct Debt							
	General Operating (1)	Library	Emergency Medical Service	Parks & Recreation	Police & Fire Pensions	Sanitation	Police Protection	Fire Protection
2001	8.7997	0.4889	0.2933	0.9777	1.8400	1.6918	0.9777	0.9777
2002	8.7671	0.4870	0.2921	0.9740	1.8400	1.6918	0.9740	0.9740
2003	8.7724	0.4873	0.2923	0.9746	1.8248	1.6918	0.9746	0.9746
2004	8.7724	0.4873	0.2923	0.9746	1.8248	1.8918	0.9746	0.9746
2005	8.7724	0.4873	0.2923	0.9746	1.8248	1.8918	0.9746	0.9746
2006	8.7724	0.4873	0.2923	0.9746	2.5748	1.8918	0.9746	0.9746
2007	8.7724	0.4873	0.2923	0.9746	2.5748	1.8918	0.9746	0.9746
2008	8.7724	0.4873	0.2923	0.9746	2.5748	1.8918	0.9746	0.9746
2009	8.7724	0.4873	0.2923	0.9746	2.5748	1.8918	0.9746	0.9746
2010	8.7724	0.4873	0.2923	0.9746	2.8248	1.6418	0.9746	0.9746

(1) The City general operating tax rate charter limit equals 9.0000 mills.

Chapter 20 Drain Debt	Total City-wide Direct Tax Rate	County-wide Overlapping Tax Rate						Total County-wide Overlapping Tax Rate
		Macomb I.S.D.	Macomb Community College	H.C.M.A. Zoo Authority & Veterans	S.M.A.R.T.	Macomb County Operating	Macomb County Drain Debt	
0.2600	<b>16.3068</b>	2.0210	1.5140	0.2202	0.3273	4.2000	0.0070	<b>8.2895</b>
0.2600	<b>16.2600</b>	2.0033	1.6707	0.2186	0.3235	4.2000	0.0060	<b>8.4221</b>
0.2600	<b>16.2524</b>	2.9863	1.6925	0.2170	0.6000	4.2000	0.0058	<b>9.7016</b>
-	<b>16.1924</b>	2.9729	1.5859	0.2161	0.5973	4.2000	0.0058	<b>9.5780</b>
-	<b>16.1924</b>	2.9615	1.5002	0.2154	0.5949	4.2000	0.0058	<b>9.4778</b>
-	<b>16.9424</b>	2.9430	1.4212	0.2146	0.5912	4.2000	0.0058	<b>9.3758</b>
-	<b>16.9424</b>	2.9430	1.4212	0.2146	0.5900	4.2000	0.0055	<b>9.3743</b>
-	<b>16.9424</b>	2.9430	1.4212	0.2146	0.5900	4.2000	0.0055	<b>9.3743</b>
-	<b>16.9424</b>	2.9430	1.4212	0.3546	0.5900	4.2000	0.0055	<b>9.5143</b>
-	<b>16.9424</b>	2.9430	1.4212	0.3546	0.5900	4.5685	0.0050	<b>9.8823</b>

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

	<u>Year Ended June 30, 2010</u>			<u>Year Ended June 30, 2000</u>		
	Taxable Value (including I.F.T. and O.P.R.A.)	Rank	Percent of Total Taxable Value	Taxable Value (including I.F.T.)	Rank	Percent of Total Taxable Value
General Motors	\$ 632,798,696	1	12.38%	\$ 462,231,218	1	12.07%
Chrysler	310,164,038	2	6.07%	284,268,340	2	7.42%
Detroit Edison	39,097,934	3	0.77%	54,355,723	3	1.42%
International Transmission	27,535,996	4	0.54%			
Art Van Furniture	27,268,722	5	0.53%	22,147,212	5	0.58%
Iroquois Industries	15,894,314	6	0.31%			
Wico Metal Products	14,774,381	7	0.29%			
VJL Real Estate / Lipari Foods	11,039,765	8	0.22%			
Meijer Inc.	10,526,870	9	0.21%			
Consumers Energy	10,060,077	10	0.20%	14,174,441	7	0.37%
E.D.S. Corporation				47,874,324	4	1.25%
Universal City Center				16,227,434	6	0.42%
Carboloy				13,191,867	8	0.34%
Cold Heading Co. / Ajax Metal				12,843,318	9	0.34%
Becker Properties / Mega Tech				10,087,618	10	0.26%
Ten largest taxpayers	1,099,160,793		21.51%	937,401,495		24.48%
Other taxpayers	4,010,239,956		78.49%	2,891,686,185		75.52%
Total taxable value	<u>\$ 5,109,400,749</u>		<u>100.00%</u>	<u>\$ 3,829,087,680</u>		<u>100.00%</u>

**CITY OF WARREN, MICHIGAN**  
**PROPERTY TAX LEVIES AND COLLECTIONS**  
**LAST TEN FISCAL YEARS**

Tax Year	Fiscal Year	Total Tax Levy	Returned Delinquent		Collected by March 1	Percent Collected by March 1	Delq. Real Property Taxes Reimbursed by Macomb County
			Real Property	Personal Property			
2000	2001	62,089,403	(1,569,707)	(564,895)	59,954,801	96.56%	1,569,707
2001	2002	64,867,996	(1,807,180)	(730,973)	62,329,843	96.09%	1,807,180
2002	2003	68,063,602	(1,921,053)	(899,682)	65,242,867	95.86%	1,921,053
2003	2004	69,103,197	(2,093,752)	(808,009)	66,201,436	95.80%	2,093,752
2004	2005	71,479,514	(2,012,871)	(953,863)	68,512,780	95.85%	2,012,871
2005	2006	76,728,050	(2,710,021)	(467,085)	73,550,944	95.86%	2,710,021
2006	2007	80,607,081	(3,320,658)	(487,287)	76,799,136	95.28%	3,320,658
2007	2008	83,566,413	(4,000,947)	(374,173)	79,191,293	94.76%	4,000,947
2008	2009	82,920,849	(4,162,750)	(494,316)	78,263,783	94.38%	4,162,750
2009	2010	80,341,909	(4,344,441)	(632,798)	75,364,670	93.80%	4,344,441

- Notes: (1) The schedule above does not include any levies or delinquencies relative to the 1.0% administrative fee assessed on county and school taxes collected by the city.
- (2) On November 9, 2005 the Warren City Council approved a proposed settlement agreement with DTE Energy in regards to utility assessments. Under the terms of the agreement, provided the City uses approved State Tax Commission (STC) multiplier tables for the tax years 2006, 2007 and 2008, DTE Energy will pay personal property taxes for the 1997, 1998, 1999 and 2005 tax years as previously assessed. In addition, effective October 2007 and for the four years thereafter, the STC will issue an order to strike outstanding personal property taxes for the 2000, 2001, 2002, 2003 and 2004 tax years. Ultimately, outstanding delinquent personal property taxes totaling approximately \$1.1 million will be stricken. Funds will be appropriated in each budget year as the order to strike is received. These delinquent personal property taxes are reflected in the governmental funds balance sheet as part of "fund balance – reserved for accounts receivable" as of June 30, 2010.



Personal Property Taxes Collected March 1 - June 30	Collected Within Fiscal Year of Levy	Percent Collected in Fiscal Year	Subsequent to Tax Year		Receivable as of June 30, 2010	Total Collections To Date	Percentage of Adjusted Tax Levy Collected To-Date
			STC, MTT and BOR Adjustments	Personal Property Tax Write Off			
36,161	61,560,669	99.15%	37,889	(290,456)	-	61,836,836	99.53%
-	64,137,023	98.87%	21,763	(306,385)	-	64,583,374	99.53%
41,387	67,205,307	98.74%	9,085	(355,991)	-	67,716,696	99.48%
72,446	68,367,634	98.94%	169,295	(105,993)	218,492	68,948,007	99.53%
149,937	70,675,588	98.88%	6,455	(138,271)	253,507	71,094,191	99.45%
133,554	76,394,519	99.57%	284,438	(72,959)	-	76,939,529	99.91%
220,410	80,340,204	99.67%	131,852	-	138,340	80,600,593	99.83%
11,525	83,203,765	99.57%	93,352	-	148,033	83,511,732	99.82%
25,928	82,452,461	99.44%	72,903	-	220,620	82,773,132	99.73%
37,409	79,746,520	99.26%	3,262	-	598,650	79,746,521	99.25%

**CITY OF WARREN, MICHIGAN**

**RATIOS OF NET GENERAL BONDED DEBT OUTSTANDING AND NET OUTSTANDING DEBT BY TYPE**

**LAST TEN FISCAL YEARS**

Governmental Activities - General Bonded Debt

	Installment Purchase Agreements	Land Contract	Michigan Strategic Fund Loan	South Macomb Disposal Authority	Building Authority Bonds	Tax Increment Finance Authority Bonds	Downtown Development Authority Bonds
2001	\$ 1,702,679	\$ 908,647	\$ 3,000,000	\$ 7,644,000	\$ 15,333,333	\$ 1,720,000	\$ -
2002	1,233,144	851,809	3,000,000	7,644,000	17,608,720	1,595,000	-
2003	755,693	791,510	-	-	16,725,386	1,465,000	20,000,000
2004	473,636	727,538	-	-	15,476,137	1,310,000	40,000,000
2005	227,834	659,671	-	-	19,384,018	1,150,000	60,000,000
2006	78,209	587,670	-	-	19,020,232	990,000	75,000,000
2007	-	511,285	-	-	17,748,576	820,000	74,500,000
2008	-	430,248	-	-	16,451,921	640,000	73,500,000
2009	-	344,275	-	-	15,082,395	480,000	72,000,000
2010	-	253,067	-	-	13,685,000	250,000	70,250,000

Other Governmental  
Activities Debt

Business-type Activities

	Michigan Transportation Bonds	Special Assessment Bonds	Available in Debt Service Funds	Total Net Governmental Activities Debt	Installment Purchase Agreements	Senior Citizen Housing	Water and Sewer System
2001	\$ 15,270,000	\$ -	\$ -	\$ 47,194,035	\$ 11,375	\$ 9,255,000	\$ 2,596,667
2002	13,590,000	-	-	46,239,353	-	9,085,000	2,210,000
2003	12,180,000	1,145,000	(808,965)	52,012,214	-	8,955,000	2,069,613
2004	16,305,000	2,773,969	(2,437,207)	74,463,936	-	8,850,000	1,158,863
2005	14,760,000	3,924,409	(2,941,068)	97,042,841	-	8,825,000	195,982
2006	13,230,000	3,076,239	(2,672,923)	109,309,427	-	8,260,000	159,768
2007	17,239,304	2,214,460	(2,033,414)	111,000,211	-	7,715,000	121,424
2008	15,798,385	1,360,000	(1,304,363)	106,876,191	-	7,175,000	83,079
2009	17,743,666	3,248,801	(1,352,960)	107,546,177	-	6,555,000	42,605
2010	16,241,714	2,729,834	(1,128,750)	102,280,865	-	5,930,000	-

**Comments:**

The ratios presented are required by Governmental Accounting Standards Board (GASB) Statement No. 44. While the ratios are an indication of the burden of debt on the City of Warren's citizenry and business community as a whole, in many cases the repayment of the debt will be financed by select taxpayers, users or other sources of revenue. In other cases, the debt burden is shared by not only the citizenry but also by the business community, further distorting per capita ratios. The narrative that follows focuses on debt to be repaid by sources other than property taxes levied on the citywide tax base. Excluding these items from the tables presented above would dramatically affect the ratios presented.

- (a) Debt service requirements for the Tax Increment Finance Authority Bonds and Downtown Development Authority Bonds are derived from the capture of incremental tax revenues on properties within the respective authority's defined geographic boundaries.
- (b) Debt service requirements for the Michigan Transportation Bonds are derived from the receipt of state shared gas and weight taxes.
- (c) Debt service requirements for the Special Assessment Bonds are derived from the receipt of installment payments from taxpayers whose property directly benefited from either the City's sidewalk replacement or tree removal program.
- (d) Debt service requirements for the Building Authority Senior Housing Bonds are derived from the receipt of rental payments from residents of the Joseph Coach Manor complex.
- (e) Debt service requirements for the Water and Sewer Bonds are received from residential as well as commercial and industrial users of the system.

**Sources:**

- (1) Southeast Michigan Council of Governments - Estimated Population - FY 2001 - 2010
- (2) 2000 U.S. Census Bureau

Governmental Activities - General Bonded Debt

County Drain Bonds	Amounts Available in Debt Service Funds	Total Net General Bonded Debt	Taxable Value of Property	Percentage of Taxable Value of Property	Estimated Population (1)	Per Capita
\$ 3,150,000	\$ (1,534,624)	\$ 31,924,035	\$ 3,895,222,704	0.82%	137,282	\$ 232.54
2,575,000	(1,858,320)	32,649,353	4,109,905,229	0.79%	137,323	237.76
2,005,000	(2,246,410)	39,496,179	4,351,936,983	0.91%	137,394	287.47
1,440,000	(1,605,137)	57,822,174	4,633,223,688	1.25%	135,971	425.25
880,000	(1,002,023)	81,299,500	4,485,816,391	1.81%	135,572	599.68
220,000	(220,000)	95,676,111	4,786,028,596	2.00%	135,375	706.75
-	-	93,579,861	5,041,627,122	1.86%	136,824	683.94
-	-	91,022,169	5,242,704,743	1.74%	135,102	673.73
-	-	87,906,670	5,238,729,965	1.68%	134,402	654.06
-	-	84,438,067	5,109,400,749	1.65%	132,079	639.30

Business-type Activities

Total Primary Government

Water and Sewer Revenue Bonds	Total Business-type Activities Debt	Total Net Primary Government Debt	Per Capita Income (2)	Percentage of Total Per Capita Income	Per Capita
\$ 37,455,000	\$ 49,318,042	\$ 96,512,077	21,407	3.28%	\$ 703.02
37,230,000	48,525,000	94,764,353	21,407	3.22%	690.08
36,620,000	47,644,613	99,656,827	21,407	3.39%	725.34
37,793,016	47,801,879	122,265,815	21,407	4.20%	899.21
44,789,812	53,810,794	150,853,635	21,407	5.20%	1,112.72
52,670,356	61,090,124	170,399,551	21,407	5.88%	1,258.72
57,361,548	65,197,972	176,198,183	21,407	6.02%	1,287.77
54,924,245	62,182,324	169,058,515	21,407	5.85%	1,251.34
52,394,624	58,992,229	166,538,406	21,407	5.79%	1,239.11
50,172,529	56,102,529	158,383,394	21,407	5.60%	1,199.16

**CITY OF WARREN, MICHIGAN**  
**DIRECT AND OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT**

**June 30, 2010**

**Net Direct debt:**

Land Contract:			
DPW Garage	Building acquisition		\$ 253,067
Building Authority Bonds:			
Series 2001	Warren Community Center	\$ 400,000	
Series 2005	Capital equipment	2,855,000	
Refunding Series 2005	Warren Community Center	<u>10,430,000</u>	13,685,000
Tax Increment Finance Authority:			
Series 1999	TIFA District development	<u>250,000</u>	250,000
Downtown Development Authority:			
Series 2002	City Center development	18,000,000	
Series 2003	City Center development	18,500,000	
Series 2004	City Center development	19,000,000	
Series 2005	City Center development	<u>14,750,000</u>	70,250,000
Road Construction Bonds:			
Series 1997 Michigan Transportation Bonds	Road improvements	820,000	
Series 2003 Michigan Transportation Bonds	Road improvements	4,000,000	
Series 2006 Capital Improvement Bonds	Road improvements	5,301,548	
Series 2008 Capital Improvement Bonds	Road improvements	3,080,166	
Series 2010 MTF Refunding Bonds	Road improvements	<u>3,040,000</u>	16,241,714
Special Assessment Bonds:			
Series 2005	Sidewalk replacement program	1,010,000	
Series 2008	Sidewalk replacement program	1,719,834	
Less amounts available in debt service funds		<u>(1,128,750)</u>	<u>1,601,084</u>
			102,280,865
Less:			
Road Construction Bonds		(16,241,714)	
Special Assessment Bonds		<u>(1,601,084)</u>	<u>(17,842,798)</u>
<b>Net direct debt to be repaid with property taxes</b>			<b>84,438,067</b>
<b>Overlapping Debt:</b>			
Macomb County:			
County at large	14.48%	56,715,437	8,212,395
Macomb Intermediate School District	14.18%	500,000	70,900
Local School Districts:			
Center Line	63.26%	12,450,000	7,875,870
East Detroit	20.98%	32,215,000	6,758,707
Fitzgerald	100.00%	37,884,000	37,884,000
Van Dyke	97.78%	64,805,000	63,366,329
Warren Consolidated	48.06%	168,605,000	81,031,563
Warren Woods	100.00%	46,355,000	<u>46,355,000</u>
<b>Net direct debt outstanding and overlapping debt</b>			<b><u>\$ 335,992,831</u></b>

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

	<b>Fiscal Year</b>				
	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Assessed value	<u>\$ 4,356,985,019</u>	<u>\$ 4,667,996,729</u>	<u>\$ 5,244,712,663</u>	<u>\$ 5,456,278,690</u>	<u>\$ 5,594,012,321</u>
Debt limit (10% of assessed value)	\$ 435,698,502	\$ 466,799,673	\$ 524,471,266	\$ 545,627,869	\$ 559,401,232
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 435,698,502</u>	<u>\$ 466,799,673</u>	<u>\$ 524,471,266</u>	<u>\$ 545,627,869</u>	<u>\$ 559,401,232</u>
Total debt applicable to the debt limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%

	<b>Fiscal Year</b>				
	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Assessed value	<u>\$ 5,730,657,941</u>	<u>\$ 5,951,085,588</u>	<u>\$ 6,064,919,039</u>	<u>\$ 5,809,257,741</u>	<u>\$ 5,342,889,105</u>
Debt limit (10% of assessed value)	\$ 573,065,794	\$ 595,108,559	\$ 606,491,904	\$ 580,925,774	\$ 534,288,911
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 573,065,794</u>	<u>\$ 595,108,559</u>	<u>\$ 606,491,904</u>	<u>\$ 580,925,774</u>	<u>\$ 534,288,911</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
2001	137,282	55,662	\$ 21,407	\$ 2,938,795,774	6.10%	5.20%	5.10%
2002	137,323	55,707	21,407	2,939,673,461	7.50%	6.40%	6.60%
2003	137,394	55,959	21,407	2,941,193,358	8.80%	7.50%	7.80%
2004	135,971	56,045	21,407	2,910,731,197	8.20%	7.00%	7.30%
2005	135,572	56,188	21,407	2,902,189,804	8.30%	7.10%	6.90%
2006	135,335	56,472	21,407	2,897,116,345	8.40%	7.20%	6.90%
2007	136,824	57,523	21,407	2,928,991,368	9.20%	7.90%	7.40%
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%

**Sources:**

- (1) Southeast Michigan Council of Governments FY 2001 - 2010
- (2) 2000 U.S. Census Bureau
- (3) Michigan Department of Labor and Economic Growth

**CITY OF WARREN, MICHIGAN**  
**MISCELLANEOUS DEMOGRAPHICS**  
**1990 AND 2000 U.S. CENSUS DATA**

**Population**

2000 Census	138,247	1970 Census	179,260
1990 Census	144,864	1960 Census	89,246
1980 Census	161,134	1950 Census	42,653

**Age Statistics**

	<u>2000</u>	<u>Percent</u>	<u>1990</u>	<u>Percent</u>
Under 5	8,784	6.35%	9,006	6.22%
5 to 19	25,935	18.76%	25,148	17.36%
20 to 24	7,511	5.43%	11,370	7.85%
25 to 34	20,550	14.86%	25,605	17.68%
35 to 44	21,969	15.89%	17,808	12.29%
45 to 54	16,252	11.76%	16,905	11.67%
55 to 64	13,375	9.67%	17,467	12.06%
65 and older	23,871	17.27%	21,555	14.88%
	<u>138,247</u>		<u>144,864</u>	

**Occupied Housing Units**

	<u>2000</u>	<u>Percent</u>	<u>1990</u>	<u>Percent</u>
Owner occupied	44,659	80.39%	43,415	79.51%
Renter occupied	10,892	19.61%	11,187	20.49%
	<u>55,551</u>		<u>54,602</u>	

**Value of Specified Owner Occupied Housing Units**

	<u>2000</u>	<u>Percent</u>	<u>1990</u>	<u>Percent</u>
Less than \$100,000	14,422	34.85%	35,949	92.69%
\$100,000 to \$199,999	26,215	63.35%	2,812	7.25%
\$200,000 to \$299,999	610	1.47%	17	0.04%
\$300,000 or more	137	0.33%	6	0.02%
	<u>41,384</u>		<u>38,784</u>	
Median value	\$ 117,800		\$ 69,500	

**CITY OF WARREN, MICHIGAN**  
**MISCELLANEOUS DEMOGRAPHICS**  
**1990 AND 2000 U.S. CENSUS DATA**

**School Enrollment (3 years of age and over)**

	2000	Percent	1990	Percent
Pre-primary school	3,880	11.96%	2,550	7.67%
Elementary or high school	21,825	67.25%	20,611	61.99%
College or graduate school	6,747	20.79%	10,088	30.34%
	<u>32,452</u>		<u>33,249</u>	

**Educational Attainment (25 years of age and over)**

	2000	Percent	1990	Percent
Less than 9th grade	6,072	6.33%	9,178	9.24%
9th to 12th grade, no diploma	16,099	16.78%	18,894	19.02%
High school graduate	34,369	35.82%	35,862	36.10%
Some college, no degree	20,793	21.67%	18,994	19.12%
Associates degree	6,125	6.38%	6,166	6.21%
Bachelor's degree	8,862	9.24%	7,169	7.22%
Graduate or professional degree	3,629	3.78%	3,091	3.11%
	<u>95,949</u>		<u>99,354</u>	

**Household Income  
(number of households)**

	2000	Percent	1990	Percent
Less than \$10,000	3,388	6.09%	5,356	9.80%
\$10,000 to \$14,999	2,778	4.99%	3,789	6.93%
\$15,000 to \$24,999	7,415	13.33%	8,786	16.07%
\$25,000 to \$34,999	7,664	13.78%	8,562	15.66%
\$35,000 to \$49,999	9,814	17.65%	11,681	21.37%
\$50,000 to \$74,999	12,756	22.93%	11,150	20.40%
\$75,000 to \$99,999	6,480	11.65%	3,744	6.85%
\$100,000 to \$149,999	4,268	7.67%	1,319	2.41%
\$150,000 or more	1,056	1.90%	281	0.51%
	<u>55,619</u>		<u>54,668</u>	
Median household income	\$ 44,626		\$ 35,980	
Per capita income	\$ 21,407		\$ 15,224	



**CITY OF WARREN, MICHIGAN**  
**MISCELLANEOUS DEMOGRAPHICS**  
**1990 AND 2000 U.S. CENSUS DATA**

**Employed Civilian Population**  
**(16 years of age and over)**

**By Occupation:**

	<u>2000</u>	<u>Percent</u>	<u>1990</u>	<u>Percent</u>
Management, professional and related	16,272	25.35%	17,032	24.62%
Service occupations	9,539	14.86%	8,203	11.86%
Sales and office occupations	17,871	27.84%	21,274	30.76%
Farming, fishing and forestry	67	0.10%	229	0.33%
Construction, production and transportation	20,439	31.84%	22,434	32.43%
	<u>64,188</u>		<u>69,172</u>	

**By Industry:**

Agriculture, forestry, fishing and mining	88	0.14%	397	0.57%
Construction	3,770	5.87%	3,482	5.03%
Manufacturing	17,201	26.80%	20,661	29.87%
Wholesale trade	2,528	3.94%	3,240	4.68%
Retail trade	7,845	12.22%	12,816	18.53%
Transportation, warehousing and utilities	2,430	3.79%	2,246	3.25%
Information	1,239	1.93%	1,370	1.98%
Finance, insurance, real estate, rental and leasing	3,213	5.01%	3,597	5.20%
Professional, scientific, management, administrative and waste management services	6,284	9.79%	4,308	6.23%
Educational, health and social services	9,526	14.84%	8,611	12.45%
Arts, entertainment, recreation, accommodation and food services	5,195	8.09%	2,355	3.40%
Other services	3,029	4.72%	3,731	5.39%
Public administration	1,840	2.87%	2,358	3.41%
	<u>64,188</u>		<u>69,172</u>	

**CITY OF WARREN, MICHIGAN  
PRINCIPAL EMPLOYERS  
PRIOR YEAR AND TWELVE YEARS AGO**

		Year Ended June 30, 2009 (1)		Year Ended June 30, 1998	
		Employees	Rank	Employees	Rank
General Motors Corporation	Automotive	17,000	1	23,000	1
TACOM	Government	6,500	2	3,652	3
Chrysler Corporation LLC	Automotive	4,200	3	5,900	2
St. John Macomb Hospital	Health care	1,320	4	1,925	4
Warren Consolidated Schools	Education	1,221	5		
Henry Ford Macomb Hospital	Health care	1,200	6	1,023	6
Art Van Furniture	Retail furniture	1,190	7	742	8
Campbell-Ewald Company	Advertising	900	8	726	9
Asset Acceptance Financial	Financial services	802	9		
Noble Metal Processing	Fabricator	700	10	1,800	5
Macomb Community College	Education			1,008	7
Becker Group	Consulting			500	10

(1) Most current data available

Source:

City of Warren Mayor's Office

**CITY OF WARREN, MICHIGAN**  
**OPERATING INDICATORS BY FUNCTION**  
**LAST TEN FISCAL YEARS**

<u>Fiscal Year</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010 (1)</u>
<b>General government:</b>										
<u>37th District Court</u>										
Small claims	1,112	1,072	1,141	1,328	1,226	1,047	970	725	995	1,000
Landlord & tenant	3,386	3,234	3,568	3,873	3,998	4,144	4,327	4,890	4,596	5,000
Parking tickets	1,298	1,345	1,630	2,189	1,622	1,448	1,521	1,518	1,083	1,100
Traffic misdemeanor & civil	37,367	46,205	64,352	59,961	58,565	55,744	57,163	55,606	46,623	36,000
Non-traffic felony	1,826	2,399	1,874	2,184	2,097	2,261	2,070	2,717	2,544	2,800
Non-traffic misdemeanor	2,110	2,834	2,294	2,330	2,149	2,194	2,393	2,449	2,355	2,000
Traffic OUIL/OWI	N/A	N/A	414	734	691	794	571	656	656	600
General civil	3,249	4,325	4,916	4,502	4,524	4,888	5,500	6,098	6,098	6,000
Probation - active cases	1,500	1,686	1,143	1,441	1,168	1,220	1,212	1,118	1,078	1,200
Pre-sentence investigations	N/A	N/A	414	523	460	386	395	368	803	900
<u>City Clerk</u>										
Business licenses	986	1,017	1,100	1,207	989	920	941	894	853	2,000
Public hearings	61	53	80	76	53	62	69	101	99	250
Changes in voter registrations	22,000	20,000	23,000	29,499	23,391	38,399	42,844	54,004	62,213	74,000
Dog licenses issued	3,800	4,500	4,000	6,833	4,794	5,233	4,967	5,427	5,502	7,000
Garage sale permits	1,424	1,053	1,500	2,177	2,167	2,365	2,541	1,952	2,707	3,500
Death certificates	1,809	1,900	1,900	1,870	1,951	1,889	1,902	1,800	1,880	2,000
Birth certificates	1,659	1,700	1,900	1,368	1,162	1,273	1,388	1,350	1,344	2,000
Lawsuits issued	55	61	70	34	36	33	34	31	19	200
Contracts signed, catalogued	59	70	60	63	52	79	45	68	61	75
Dog park passes	N/A	600	600	410	200	270	253	200	537	550
Passports issued	N/A	N/A	N/A	334	278	214	349	152	108	-
Internet requests processed	N/A	N/A	N/A	1,252	1,366	1,547	1,900	5,200	2,670	5,000
<u>Treasurer</u>										
Tax bills processed -										
manually	135,000	135,000	135,000	135,000	135,000	136,000	148,721	148,720	146,916	147,000
CD ROM	80,000	80,000	83,000	83,000	83,000	82,000	76,000	76,000	59,118	65,000
Checks processed	42,800	42,800	32,400	29,900	41,400	41,400	46,680	49,005	51,669	51,000
Water bills processed	215,000	215,000	540,000	518,000	518,000	518,000	528,000	528,000	522,862	523,000
Status changes	13,000	13,000	15,000	15,000	14,000	12,000	1,813	950	744	750
Personal property										
tax collections	4,000	4,000	4,000	4,000	4,000	4,000	4,101	4,101	4,140	4,100
Delinquent tax accounts	60	60	72	125	125	210	1,426	1,426	1,533	1,550

**CITY OF WARREN, MICHIGAN**  
**OPERATING INDICATORS BY FUNCTION**  
**LAST TEN FISCAL YEARS**

<u>Fiscal Year</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010 (1)</u>
<b>General government:</b>										
<u>Assessing</u>										
Personal property audits	210	210	125	116	316	320	140	152	70	70
Small claim MTT appeals	20	8	47	19	25	42	65	141	150	150
Full tax tribunal appeals	34	14	21	21	25	33	53	44	120	140
Board of Review appeals	750	862	807	801	834	864	999	1,400	2,000	2,000
Processing of homestead affidavits	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,000	5,500	4,500
Process deeds and transfer affidavits	6,700	6,700	6,700	6,700	6,700	6,700	6,700	5,600	6,700	6,500
Reviews transfers to uncap taxable value	4,700	4,700	4,700	4,700	4,700	4,700	4,700	4,500	6,700	6,500
Prepare special assessment rolls	7	30	50	30	30	30	30	30	30	35
Review / appraise taxable properties	N/A	54,000	54,000	54,000	54,000	54,000	54,000	59,470	59,500	59,500
Review / appraise exempt properties	2,000	2,000	2,000	2,000	2,000	2,000	2,000	1,919	2,000	2,000
Verify sales & transfers, inspect sold property	3,600	3,600	3,600	3,600	3,600	3,500	2,450	7,238	5,800	3,000
Inspect and appraise building permit activity	2,850	2,850	2,646	2,646	2,220	2,450	2,450	2,800	2,450	2,000
Identify / photograph real property parcels	23,000	23,000	2,400	2,400	2,400	2,400	2,400	1,200	2,400	1,000
Digitally sketch real property parcels	N/A	30,269	12,000	12,000	12,000	12,000	12,000	2,500	2,500	1,500
<b>Public Safety:</b>										
<u>Fire Department</u>										
Incident responses	10,537	10,594	10,629	10,605	11,385	11,779	12,416	12,971	12,894	13,000
Equipment responses	22,957	23,215	23,254	18,767	16,594	17,182	18,111	18,306	17,531	18,000
Fire training (hours)	14,821	8,573	671	5,177	6,144	4,173	4,316	48,976	56,403	50,000
Medical training (hours)	3,804	2,290	2,303	1,912	1,725	1,171	1,210	1,931	2,291	12,200
<u>Police Department</u>										
Calls for police service	76,000	76,000	76,324	90,200	90,900	88,000	89,600	81,132	78,255	89,000
Part I crimes	4,795	6,570	5,214	4,785	5,223	5,853	5,982	4,575	4,397	4,800
Burglary incidents	686	772	672	669	829	704	737	851	881	800
Auto theft incidents	781	930	1,172	1,092	1,302	1,363	906	1,211	958	1,170
Part II Crimes	6,085	4,524	6,526	4,773	7,470	6,632	6,438	12,207	11,600	11,500
Narcotic and drug incidents	1,067	1,141	950	1,229	1,242	1,430	2,009	2,947	2,478	2,500
Traffic citations	35,522	40,865	44,977	49,429	48,280	45,154	46,506	30,154	25,146	35,000
OUIL charges	583	462	496	478	475	402	432	578	490	495
Traffic accidents	4,954	5,200	4,800	4,153	1,192	3,713	5,500	3,354	3,389	3,800
Juveniles charged	421	421	395	437	431	250	509	579	169	550
Total arrests	6,507	6,265	6,591	7,057	6,948	7,018	7,638	10,153	6,496	9,080
Abandoned autos processed	4,034	4,892	5,200	1,650	1,683	1,560	1,380	2,016	5,200	1,850
Guns registered	1,575	2,406	1,573	2,058	3,250	2,090	3,300	1,500	2,373	1,700
D.A.R.E. graduates	2,472	2,382	1,800	1,895	1,800	1,651	2,000	1,700	1,800	1,850

**CITY OF WARREN, MICHIGAN  
OPERATING INDICATORS BY FUNCTION  
LAST TEN FISCAL YEARS**

<u>Fiscal Year</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010 (1)</u>
<b>Public Safety:</b>										
<u>Animal Control</u>										
Calls for service	7,215	2,000	4,500	2,587	2,332	2,610	2,832	2,916	2,916	3,010
Stray animals picked up	N/A	1,408	1,700	1,449	1,063	1,335	1,450	1,386	1,386	1,400
Wild animals secured	N/A	401	400	448	308	430	486	472	472	450
Dead animals handled	N/A	234	250	115	303	332	310	346	346	380
Animals given up by owners	N/A	768	500	781	992	850	832	798	798	830
<u>Civil Defense</u>										
Responses to disaster or emergency incidents	35	10	10	20	13	9	9	10	10	9
Functional / full-scale exercise	1	1	1	1	2	3	1	-	-	1
<b>City Development:</b>										
<u>Engineering</u>										
Service requests processed	1,247	900	900	618	422	674	448	516	768	572
Planning reviews	121	112	100	114	141	141	100	94	55	68
Site plan reviews	300	300	300	206	226	245	356	222	113	102
Projects inspected	100	116	100	106	97	128	125	97	71	60
Sidewalk inspections / repairs	N/A	N/A	N/A	5,141	2,542	2,739	3,100	2,709	3,185	1,500
<u>Property Maintenance Inspection</u>										
Weed enforcement -										
Vacant parcels	1,000	1,000	1,000	1,075	1,000	850	2,200	2,323	2,485	2,500
Complaints investigated	11,100	11,100	12,298	13,279	14,000	13,500	7,244	4,862	6,422	7,000
Complaints entered into tracking system	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	21,220	23,000
Vacant and foreclosed property clean-ups	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	650	750
<u>Building Inspections</u>										
Service requests	6,482	6,482	2,787	3,889	1,984	N/A	N/A	N/A	N/A	N/A
Certificates of Occupancy	341	171	256	364	326	339	584	279	283	315
Building permits	5,199	2,499	2,829	2,666	2,976	3,528	2,403	2,854	2,162	2,725
Plumbing permits	1,047	1,047	1,063	1,038	961	1,066	940	978	1,103	1,100
Electrical permits	1,596	1,596	1,640	1,431	1,573	1,844	1,909	2,277	2,862	2,900
Mechanical permits	1,381	1,381	1,424	1,159	1,218	1,929	1,463	1,343	1,447	1,450
Miscellaneous permits	709	709	651	1,124	1,504	1,884	1,584	407	701	725
Building inspections	9,970	9,970	9,037	8,472	7,404	10,103	8,895	13,216	12,511	12,000
Plumbing inspections	3,379	3,379	2,494	2,809	2,764	2,981	3,243	5,440	7,262	7,000
Electrical inspections	5,126	5,126	5,689	5,261	4,523	4,584	4,595	7,353	12,636	12,000
Mechanical inspections	3,751	3,751	4,937	4,471	4,422	5,644	5,263	6,784	7,774	7,400
Zoning inspections	10,482	6,430	4,204	5,889	5,681	4,940	4,813	15,657	8,679	9,200
Plan reviews	N/A	N/A	2,829	2,586	2,976	3,528	2,987	2,352	2,160	2,800
<b>Recreation and Culture:</b>										
<u>Library</u>										
Annual attendance	441,200	489,962	501,123	402,380	371,361	389,200	284,398	336,414	371,751	370,000
Circulation -										
annual total	647,610	600,661	606,019	567,201	544,590	539,164	603,725	599,451	594,626	600,000
children's materials	153,568	144,159	121,085	121,491	117,958	121,788	182,579	237,568	264,351	240,000
Reference requests	53,928	61,123	71,865	67,868	71,121	73,025	62,726	72,761	78,049	77,000
Reserves placed	35,013	24,923	30,427	36,185	40,595	48,184	53,752	68,521	76,805	70,000
Registered borrowers	60,000	37,871	42,585	46,072	37,386	41,997	48,265	54,834	61,284	58,000
Materials -										
loaned to other libraries	37,630	35,487	45,203	69,905	57,635	62,714	53,476	72,662	74,957	74,000
received from other libraries	33,473	33,601	42,031	56,119	41,340	45,426	39,239	57,642	59,173	59,000
added to collection	34,964	18,769	20,539	26,951	24,520	16,292	26,397	25,327	25,741	26,500
deleted from collection	77,617	21,053	19,650	19,600	19,331	27,215	38,081	21,004	16,389	18,000
Home Page hits	151,749	202,665	194,268	192,889	201,309	222,454	231,573	287,079	302,691	300,000

**CITY OF WARREN, MICHIGAN**  
**OPERATING INDICATORS BY FUNCTION**  
**LAST TEN FISCAL YEARS**

Fiscal Year	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010 (1)
<b>Recreation and Culture:</b>										
<u>Recreation</u>										
Pavilion rentals	503	489	472	475	475	438	460	418	418	480
Bus transportation	35,600	25,500	48,650	52,000	28,300	28,500	28,550	28,972	25,390	27,000
Adult & youth sports -										
registrants	6,080	6,896	6,550	6,510	5,800	6,500	6,400	7,000	6,700	6,800
participants	106,200	107,244	106,552	106,200	102,575	101,204	105,500	106,000	106,000	105,500
Senior programs	36,600	34,104	36,200	36,500	51,204	52,000	52,450	90,247	85,000	86,500
Senior sports programs	18,200	27,870	26,200	25,000	22,000	23,000	22,400	23,000	22,400	23,000
Trees removed	820	492	452	950	1,076	800	1,000	1,131	500	500
Trees trimmed	4,311	4,351	4,100	4,000	4,000	4,000	3,000	7,788	1,000	626
Pool attendance	86,938	77,900	109,331	239,704	301,505	300,000	301,000	325,000	302,000	304,000
Yearly pass registrations	400	300	1,000	3,700	3,923	4,200	4,800	5,200	4,500	4,700
<b>Sanitation</b>										
Collections points (per week)	49,500	50,000	55,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000
Curbside collection (tons) -										
Refuse land filled	50,944	49,385	51,866	51,537	47,626	51,780	48,695	48,695	45,082	50,000
Curbside recycling	6,244	6,081	6,069	5,726	4,977	3,633	4,236	4,236	4,646	5,000
Curbside compost	15,654	14,991	16,283	16,613	14,891	16,123	14,559	14,559	15,228	16,000
Drop-off center -										
Car batteries (each)	1,151	1,252	1,566	1,219	935	935	583	583	459	500
Non-ferrous metal (tons)	9	7	12	7	133	128	1	1	2	3
Concrete (tons)	499	513	591	559	398	385	242	242	245	250
Motor oil (gallons)	13,550	12,600	18,450	13,325	11,075	11,950	9,250	9,250	10,000	11,000
Collected / dropped off (tons) -										
Cardboard	100	118	175	138	124	147	129	129	98	100
White goods / scrap metal	922	1,149	896	542	370	284	232	232	177	200
<b>Senior Citizen Housing:</b>										
<u>Stilwell Manor</u>										
Carpet replacements	7	8	4	7	9	6	9	15	19	20
Linoleum replacements	12	13	12	7	14	9	7	10	10	10
Stove replacements	N/A	N/A	N/A	N/A	4	25	9	9	15	25
Apartments painted	20	19	17	18	28	9	18	12	25	26
Air conditioner replacements	N/A	N/A	16	18	18	10	6	8	10	15
Maintenance work orders	1,021	625	666	789	532	682	545	520	530	650
<u>Jos. Coach Manor</u>										
Carpet replacements	13	3	4	6	15	12	13	42	36	48
Linoleum replacements	16	10	8	8	18	13	17	32	13	15
Hot water tank replacements	45	114	N/A	N/A	2	-	-	2	6	10
Apartments painted	37	25	24	36	48	27	32	28	42	48
Countertop replacements	5	6	1	1	8	8	9	7	18	12
Maintenance work orders	1,099	1,067	1,054	1,271	1,223	1,203	1,247	1,182	1,300	1,200

N/A = information was either not applicable to or not reported in the fiscal year

(1) Fiscal year 2010 estimates

Source:

Fiscal year adopted budget

**CITY OF WARREN, MICHIGAN  
VALUE OF NEW CONSTRUCTION  
LAST TEN FISCAL YEARS**

<u>Fiscal Year</u>	<u>Residential One-Family</u>	<u>Residential Multiple Family</u>	<u>Commercial Development</u>	<u>Industrial Development</u>	<u>Total (1)</u>
2001	\$ 4,495,000	\$ 1,525,000	\$110,807,914	\$ 3,200,550	\$ 120,028,464
2002	9,379,693	2,218,000	4,436,000	9,421,307	25,455,000
2003	8,907,716	4,469,000	17,990,000	1,200,000	32,566,716
2004	4,737,401	3,116,008	25,704,900	7,100,000	40,658,309
2005	2,733,500	1,979,995	34,361,001	980,000	40,054,496
2006	8,251,000	21,128,530	28,978,077	19,379,285	77,736,892
2007	6,670,204	6,950,103	12,992,814	500,000	27,113,121
2008	2,864,523	1,608,000	3,685,000	-	8,157,523
2009	812,000	75,400	13,260,000	3,000,000	17,147,400
2010	1,245,000	-	4,015,000	-	5,260,000

(1) Estimated Cost of Construction

Source:  
City of Warren Building Department

# **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 \$200 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.