

# City of Warren

## BUDGET

AS ADOPTED BY COUNCIL



**FISCAL YEAR**

July 1, 2012 through June 30, 2013

# City of Warren



JAMES R. FOUTS  
MAYOR

ONE CITY SQUARE  
WARREN, MICHIGAN 48093

## ADMINISTRATION

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

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

## PRESENT ELECTIVE OFFICERS (Terms expire November 8, 2015)

**MAYOR**  
JAMES R. FOUTS

## COUNCIL

CECIL D. ST. PIERRE, JR., President  
PATRICK GREEN, Vice President

SCOTT C. STEVENS, Secretary  
KEITH J. SADOWSKI, Asst. Secretary

ROBERT BOCCOMINO  
KELLY COLEGIO  
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  
RONALD F. WUERTH, Planning Director  
HENRY BOWMAN, Parks and Recreation 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.



- TABLE OF CONTENTS -

	<u>Page Number</u>
Summary of City Council Adjustments to Mayor's Recommended Budget . . . . .	I-III
Proposed Budget Message . . . . .	IV-IX
General Appropriations Resolution . . . . .	.X-XVIII
 <u>INTRODUCTION SECTION</u>	
Budgetary Data . . . . .	1- 2
Budget Calendar . . . . .	3
Organization Chart . . . . .	4
City Goals & Objectives . . . . .	5- 6
Financial Policies & Strategies . . . . .	7- 8
 <u>ALL FUNDS SUMMARY</u>	
Financial Organization Chart . . . . .	9
All Funds Financial Summary . . . . .	10-13
 <u>GENERAL FUND SUMMARY INFORMATION</u>	
General Fund Summary . . . . .	14
General Fund Revenues and Assumptions . . . . .	15-24
Revenue and Appropriation Comparison . . . . .	25-28
General Fund Appropriations . . . . .	29-30
Budget Data by Major Components . . . . .	31-33
Full Time Personnel Trends . . . . .	34-35
Data Comparison of Fiscal 2012 to Fiscal 2013 . . . . .	36-37
 <u>GENERAL FUND DEPARTMENTAL EXPENDITURES</u>	
<u>General Government:</u>	
Council . . . . .	38-40
District Court . . . . .	41-44
Mayor . . . . .	45-47
Clerk . . . . .	48-51
Treasurer . . . . .	52-55
Controller . . . . .	56-59
Information Systems . . . . .	60-63
Legal . . . . .	64-67

- TABLE OF CONTENTS -

<u>GENERAL FUND DEPARTMENTAL EXPENDITURES (Continued)</u>	<u>Page Number</u>	
Assessing . . . . .	68-71	
Human Resources . . . . .	72-75	
Department of Property Maintenance Inspection . . . . .	76-78	
Community and Economic Development. . . . .	79-81	
Administration Unallocated Expense. . . . .	82-83	
 <u>Commissions:</u>		
Police and Fire Civil Service . . . . .	84-86	
Zoning Board of Appeals . . . . .	87-88	
Beautification Commission . . . . .	89-91	
Cultural Commission . . . . .	92-93	
Crime Commission. . . . .	94-95	
Historical Commission . . . . .	96-97	
City Retirement Commission. . . . .	98-100	
Police and Fire Retirement Commission . . . . .	101-104	
Village Historical Commission . . . . .	105-106	
Senior Health Care Services . . . . .	107-108	
Council of Commissions. . . . .	109-110	
Animal Welfare Commission . . . . .	111-112	
 <u>Public Safety:</u>		
Fire Department . . . . .	113-117	
Police Department . . . . .	118-122	
Animal Control. . . . .	123-126	
Civil Defense . . . . .	127-130	
 <u>Public Services:</u>		
Director. . . . .	131-133	
Engineering and Inspections . . . . .	134-137	
Building Inspections Division . . . . .	138-141	
DPW Garage Division . . . . .	142-145	
Building Maintenance Division . . . . .	146-149	
Street Lighting . . . . .	150-151	
 <u>Planning:</u> . . . . .		152-155
 <u>Capital Improvements:</u> . . . . .		156-157

- TABLE OF CONTENTS -

	<u>Page Number</u>
<u>SPECIAL REVENUE FUNDS:</u>	
Michigan Transportation Funds . . . . .	158-174
Library Special Revenue Fund . . . . .	175-180
Recreation Special Revenue Fund . . . . .	181-187
Communications Special Revenue Fund . . . . .	188-192
Sanitation Special Revenue Fund . . . . .	193-198
Rental Ordinance Fund . . . . .	199-201
Vice Crime Confiscation Fund . . . . .	202-203
Drug Forfeiture Fund . . . . .	204-205
Act 302 Police Training Fund . . . . .	206-207
Downtown Development Authority Operating Fund . . . . .	208-211
2011 Local Street Road Repair & Replacement Fund . . . . .	212-214
 <u>ENTERPRISE FUNDS:</u>	
Senior Citizens Housing Fund - Stilwell Manor . . . . .	215-219
Senior Citizens Housing Fund - Coach Manor . . . . .	220-223
 <u>CAPITAL PROJECT FUNDS:</u>	
37 <sup>th</sup> District Court Building Renovation Fund . . . . .	224-225
 <u>DEBT FUNDS:</u>	
Chapter 20 and 21 Drains . . . . .	226-227
Michigan Transportation Debt . . . . .	228-232
Capital Improvement Debt . . . . .	233-236
Downtown Development Authority Debt . . . . .	237-242
 <u>SUPPLEMENTAL INFORMATION:</u>	
Financial & Demographic Data. . . . .	243-272
Glossary of Terms . . . . .	273-275



**CITY CONTROLLER'S OFFICE**

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

May 25, 2012

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 2013 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 22.9656 mills (\$22.9656 of taxes for every \$1000 of taxable valuation). City property taxes will average \$808.04 per residential property taxpayer.

2013 General Fund

The General Fund revenues and expenditures total \$87,923,167. The Budget reflects City Council's decisions made since the Mayor presented the Recommended Budget on April 9, 2012. The City Council reviewed the Budget during four 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 decreased the Mayor's recommended \$88,405,239 General Fund Budget to \$87,923,167 resulting in a total decrease of \$482,072.

Some of the significant changes and subsequent financial impacts include:

• Add Office Assistant- Council	\$ 58,351
• Reduce Temporary Employees \$20,000- Council	(21,576)
• Increase Contractual Services \$19,879- Council	19,879
• Add Assistant City Attorney- Legal	93,852
• Increase Various Expense Lines \$308,954- 37 <sup>th</sup> District Court	308,954
• Reduce Contractual Services \$16,797- Information Systems	(16,797)
• Reduce Liability Transfer Sick Leave \$50,000- Administration Unallocated Expense	(50,000)
• Reduce Liability Transfer Compensatory Time \$20,000- Administration Unallocated Expense	(20,000)
• Reduce Liability Transfer Insurance Claims \$100,000- Administration Unallocated Expense	(100,000)
• Reduce Insurance and Bonds \$200,000- Administration Unallocated Expense	(200,000)
• Reduce Tax Reverted Property Expense \$100,000- Administration Unallocated Expense	(100,000)
• Increase Overtime-Fire Fighters \$98,850- Fire Department	171,691
• Reduce Contractual Services \$60,000- Fire Department	(60,000)
• Reduce Contractual Services \$60,000- Police Department	(60,000)
• Reduce Overtime-Police Officers \$100,000- Police Department	(173,626)
• Reduce for Newly Vacant Police Officers to Entry Level- Police Department	(177,800)

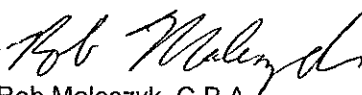


• Reduce Street Lighting \$155,000- Highway Street Lighting	<u>(155,000)</u>
Total General Fund	\$ <u>(482,072)</u>
<u>Special Revenue Funds:</u>	
• Reduce Equipment \$243,500- Sanitation	\$ (243,500)
• Add Program Supervisor- Recreation	<u>125,550</u>
Total Special Revenue Funds	\$ <u>(117,950)</u>
<u>Enterprise Funds:</u>	
• Reduce Personnel Salaries- Stilwell Manor	\$ (7,386)
Coach Manor	<u>(5,540)</u>
Total Enterprise Funds	\$ <u>(12,926)</u>
Grand Total	\$ <u>(612,948)</u>

The Budget represents City Council's plans for City Services. The Fiscal 2013 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 9, 2012

Honorable Council Members:

I respectfully present the Administration's proposed 2012-2013 Budget for the City of Warren. This budget serves as a planning guide outlining our goals and how they will be implemented in the upcoming year. It is the means of allocating financial and personnel resources to provide City services to meet the needs and desires of our residential and business communities. The budget illustrates the City's administrative structure and work plan for the upcoming fiscal year.

This budget reflects the continuation of our overall strategic financial plan that has been in place since the economic downturn. This plan includes continued cost containment through personnel reductions and benefit cuts, operational cost savings and consolidations, and overall departmental efficiencies. The fund balance will continue to be utilized in a responsible manner that will leave us with a sufficient balance that will not hinder our ability to maintain strong city services or impact our excellent bond rating.

**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 \$88,405,239 which represents a decrease of \$3,406,439 or 3.7% 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. There has been a reduction of 19 full-time positions from the previous budget in the General Fund.

The millage rates applied to our estimated Taxable Value of \$3.190 billion will generate approximately \$73,260,264 city-wide. Since the recommended budget is based on an estimated Taxable Value, some adjustments may be necessary upon final review by the Macomb County Equalization Department and State Tax Commission. Based upon our estimated Taxable Value, the average market value of a single-family residence in Warren is \$70,370. City taxes for a typical Warren home will be \$808.04 in fiscal 2012-2013, or \$2.21 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**

During the past fiscal year, the City has signed contracts with our three public safety unions that achieved both financial concessions and additional management rights. These cost savings along with strategic restructurings will maintain a strong public safety presence at less cost. There was a reduction of five desk jobs within the police department but the street presence of 144 police officers has been maintained. The current budget includes proper equipment purchases for fleet rotation for both police and fire. Also, we are very excited about our new fleet of four fire trucks that will be delivered in early fiscal 2012/2013. This will help the fire department as our fleet had become aged. 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 2012-2013 that will hopefully allow for additional improvements in our neighborhoods.

Various volunteer organizations receive funding in the 2012-2013 City Budget. The Beautification Commission, Cultural Commission, Crime Commission, Historical Commission and Village Historical Commission, among others, provide programs that enhance the quality of life in our community.

## **LIBRARY AND EDUCATION**

The Library continues its transformation after the successful voter approved millage in August 2010 of .8500 mills. This millage has allowed for the library to keep all four libraries open. It has also allowed for adequate staffing levels, and provided substantial funding to increase our collections and to bring each of our branches to a state of the art facility.

The 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 \$6,047,318 which represents a decrease of \$726,986 or 10.7% from the previous year's amended budget. This has been achieved primarily by reorganizing the forestry division. 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. Thus, the Administration proposed a local street repair & maintenance millage to the citizens in November 2011. This millage passed and will generate \$6,699,000 during this current budget year.

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 \$8,491,264, which represents an increase of \$211,407 or 2.6% 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, 2011. This helps us maintain our "AA" credit rating from Standard and

Poor's. This AA rating improves the investments of our bondholders and reduces the cost of borrowing to our taxpayers.

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

On April 9th, you received your copy of the proposed 2012-2013 Budget. The Council will have a number of weeks to deliberate the budget with all departments and divisions. Public inspection copies of the recommended budget will be available in the Clerk's office, all Library branches and on the City website. The Council is required to have a public hearing no later than one week before its final adoption at such time as the Council shall direct. In accordance with the City Charter, no later than the third Monday in May of each year, the Council shall, by resolution, adopt a balanced budget for the ensuing fiscal year. This year, the budget must be adopted by May 21, 2012.

**SUMMARY**

In conclusion, we have worked many long hours to produce this 2012/2013 fiscal budget. Our business and residential taxpayers expect and deserve that our services will be efficient and cost effective. I firmly believe that if all the stakeholders can work together, we can obtain our goals and more positive change for the City of Warren.

Respectfully,

  
Rob Maleszyk, C.P.A.  
City Controller

**GENERAL APPROPRIATIONS RESOLUTION**  
**ADOPTING FISCAL YEAR 2012/2013 BUDGET AND**  
**TAX RATE FOR FISCAL YEAR 2012/2013**

At a regular meeting of the City Council of the City of Warren, County of Macomb, Michigan, held on May 22, 2012, at 7 p.m. Eastern Daylight Savings Time, in the Council Chambers at the Warren Community Center Auditorium, 5460 Arden, Warren, Michigan.

PRESENT: Councilperson St. Pierre, Jr., Green, Stevens, Sadowski,  
Boccomino, Colegio, and Warner

ABSENT: Councilperson None

The following resolution was offered by Councilperson Green and supported by Councilperson Stevens.

The proposed budget for fiscal year of July 1, 2012 to June 30, 2013 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 24, 2012, and the City Council has completed its review of the Mayor's proposed budget for the fiscal year 2012/2013.

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	4.9848
Emergency Medical Service	.2923
Police	.9746
Fire	<u>.9746</u>
Total General Fund Operating Levy	<u>15.9987</u>
 <u>Special Revenue</u>	
Library (Charter)	.4873
Library (Voted)	.8500
Sanitation	2.5550
Parks & Recreation	.9746
2011 Local Street Repair & Maintenance	<u>2.1000</u>
Total Special Revenue Fund Levy	<u>6.9669</u>
 Total Levy	 <u>22.9656</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, 2012 to June 30, 2013 is adopted as follows:

<u>Funds:</u>	<u>Tax Rate</u>
<u>General Fund</u>	
Charter Millage	8.7724
Special Levies:	
Police and Fire Pension	4.9848
Emergency Medical Service	.2923
Police	.9746
Fire	.9746
Total General Fund Operating Levy	<u>15.9987</u>
<u>Special Revenue</u>	
Library (Charter)	.4873
Library (Voted)	.8500
Sanitation	2.5550
Parks & Recreation	.9746
2011 Local Street Repair & Maintenance	<u>2.1000</u>
Total Special Revenue Fund Levy	<u>6.9669</u>
Total Levy	<u>22.9656</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 Green, Stevens, Boccomino, Colegio, Sadowski,  
St. Pierre, Jr., and Warner

NAYS: Councilperson None

RESOLUTION DECLARED ADOPTED this 22nd day of May, 2012.



SCOTT C. STEVENS  
Secretary of the Council  
Mayor Pro Tem

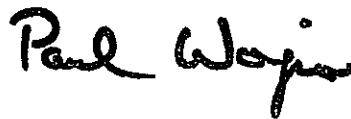
CERTIFICATION

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 May 22, 2012.



PAUL WOJNO  
City Clerk

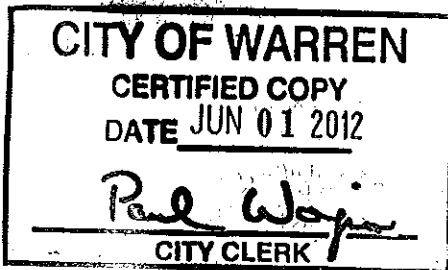


TABLE I  
ESTIMATED REVENUE BUDGET

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>General Fund:</u>			
Property Taxes	\$ 53,368,791	\$ -	\$ 53,368,791
Intergovernmental Revenues	13,254,896	-	13,254,896
Licenses and Permits	2,034,000	-	2,034,000
Fines and Forfeitures	4,325,000	308,954	4,633,954
Interest on Investments	90,000	-	90,000
Charges for Services	3,529,000	-	3,529,000
Miscellaneous Income	6,287,150	-	6,287,150
Fund Balance Appropriated	<u>5,516,402</u>	<u>(791,026)</u>	<u>4,725,376</u>
Total General Fund	<u>\$ 88,405,239</u>	<u>\$ (482,072)</u>	<u>\$ 87,923,167</u>
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
State Shared Revenues	\$ 5,900,000	\$ -	\$ 5,900,000
Interest on Investments	2,100	-	2,100
Transfer from General Fund	57,202	-	57,202
Miscellaneous Reimbursements	41,000	-	41,000
Fund Balance Appropriated	<u>330,081</u>	<u>-</u>	<u>330,081</u>
Total Major Streets	<u>\$ 6,330,383</u>	<u>\$ -</u>	<u>\$ 6,330,383</u>
<u>Local Streets:</u>			
State Shared Revenues	\$ 2,330,000	\$ -	\$ 2,330,000
Interest on Investments	1,700	-	1,700
Transfer from General Fund	97,202	-	97,202
Transfer from Major Roads	300,000	-	300,000
Fund Balance Appropriated	<u>310,807</u>	<u>-</u>	<u>310,807</u>
Total Local Streets	<u>\$ 3,039,709</u>	<u>\$ -</u>	<u>\$ 3,039,709</u>
<u>Library Special Revenue Fund:</u>			
Property Taxes	\$ 4,333,526	\$ -	\$ 4,333,526
Intergovernmental Revenues	180,000	-	180,000
Interest on Investments	2,000	-	2,000
Charges for Services	<u>103,000</u>	<u>-</u>	<u>103,000</u>
Total Library Special Revenue Fund	<u>\$ 4,618,526</u>	<u>\$ -</u>	<u>\$ 4,618,526</u>
<u>Recreation Special Revenue Fund:</u>			
Property Taxes	\$ 3,158,191	\$ -	\$ 3,158,191
Intergovernmental Revenues	210,000	-	210,000
Interest on Investments	2,000	-	2,000
Charges for Services	2,579,900	-	2,579,900
Fund Balance Appropriated	<u>97,227</u>	<u>125,550</u>	<u>222,777</u>
Total Recreation Special Revenue Fund	<u>\$ 6,047,318</u>	<u>\$ 125,550</u>	<u>\$ 6,172,868</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	\$ 1,650,000	\$ -	\$ 1,650,000
Interest on Investments	2,000	-	2,000
Miscellaneous Income	20,440	-	20,440
Fund Balance Appropriated	<u>173,996</u>	-	<u>173,996</u>
Total Communications Special Revenue Fund	<u>\$ 1,846,436</u>	<u>\$ -</u>	<u>\$ 1,846,436</u>
<u>Sanitation Special Revenue Fund:</u>			
Property Taxes	\$ 8,279,478	\$ -	\$ 8,279,478
Interest on Investments	1,000	-	1,000
Miscellaneous Income	209,600	-	209,600
Transfer Station Royalties	<u>28,000</u>	-	<u>28,000</u>
Total Sanitation Special Revenue Fund	<u>\$ 8,518,078</u>	<u>\$ -</u>	<u>\$ 8,518,078</u>
<u>Rental Ordinance Fund:</u>			
Inspection Fees	\$ 425,000	\$ -	\$ 425,000
Block Grant Reimbursement	40,000	-	40,000
Interest on Investments	300	-	300
Fund Balance Appropriated	<u>7,369</u>	-	<u>7,369</u>
Total Rental Ordinance Fund	<u>\$ 472,669</u>	<u>\$ -</u>	<u>\$ 472,669</u>
<u>Vice Crime Confiscation Fund:</u>			
Vice Crime Confiscation's	\$ 40,000	\$ -	\$ 40,000
Interest on Investments	200	-	200
Fund Balance Appropriated	<u>59,800</u>	-	<u>59,800</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	1,000	-	1,000
Fund Balance Appropriated	<u>94,000</u>	-	<u>94,000</u>
Total Drug Forfeiture Fund	<u>\$ 420,000</u>	<u>\$ -</u>	<u>\$ 420,000</u>
<u>Act 302 Police Training Fund:</u>			
State Grant	\$ 41,000	\$ -	\$ 41,000
Interest on Investments	100	-	100
Fund Balance Appropriated	<u>42,000</u>	-	<u>42,000</u>
Total Act 302 Police Training Fund	<u>\$ 83,100</u>	<u>\$ -</u>	<u>\$ 83,100</u>
<u>Downtown Development Authority Fund:</u>			
Property Taxes	\$ 4,676,663	\$ -	\$ 4,676,663
Interest on Investments	20,000	-	20,000
Lease Proceeds	280,000	-	280,000
Miscellaneous Income	40,000	-	40,000
Fund Balance Appropriated	<u>825,055</u>	-	<u>825,055</u>
Total Downtown Development Authority Fund	<u>\$ 5,841,718</u>	<u>\$ -</u>	<u>\$ 5,841,718</u>

TABLE I  
ESTIMATED REVENUE BUDGET

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>2011 Local Street Repair &amp; Replacement Fund:</u>			
Property Taxes	\$ 6,825,000	\$ -	\$ 6,825,000
Total 2011 Local Street Repair & Replacement	<u>\$ 6,825,000</u>	<u>\$ -</u>	<u>\$ 6,825,000</u>
<u>Enterprise Funds:</u>			
Stilwell Manor:			
Rental Revenues	\$ 482,380	\$ -	\$ 482,380
Interest on Investments	1,500	-	1,500
Miscellaneous Income	314,155	(5,540)	308,615
Appropriation of Retained Earnings	3,104	(1,846)	1,258
Total Stilwell Manor	<u>\$ 801,139</u>	<u>\$ (7,386)</u>	<u>\$ 793,753</u>
Coach Manor:			
Rental Revenues	\$ 963,267	\$ -	\$ 963,267
Maintenance Revenues	399,583	-	399,583
Interest on Investments	3,000	-	3,000
Miscellaneous Income	11,000	-	11,000
Appropriation of Retained Earnings	515,132	(5,540)	509,592
Total Coach Manor	<u>\$ 1,891,982</u>	<u>\$ (5,540)</u>	<u>\$ 1,886,442</u>
<u>Capital Project Fund:</u>			
37th District Court Renovation Fund:			
Court Building Renovation Fee	\$ 575,000	\$ -	\$ 575,000
Interest on Investments	4,000	-	4,000
Total 37th District Court Renovation Fund	<u>\$ 579,000</u>	<u>\$ -</u>	<u>\$ 579,000</u>
<u>Debt Funds:</u>			
Chapter 20 & 21 Drain Debt Fund:			
Interest on Investments	\$ 70	\$ -	\$ 70
Fund Balance Appropriated	14,430	-	14,430
Total Chapter 20 & 21 Drain Debt Fund	<u>\$ 14,500</u>	<u>\$ -</u>	<u>\$ 14,500</u>
Michigan Transportation Debt:			
Transfer from Major Roads	\$ 1,183,863	\$ -	\$ 1,183,863
Total Michigan Transportation Debt	<u>\$ 1,183,863</u>	<u>\$ -</u>	<u>\$ 1,183,863</u>
Capital Improvement Debt:			
Transfer from Major Roads	\$ 621,734	\$ -	\$ 621,734
Total Capital Improvement Debt	<u>\$ 621,734</u>	<u>\$ -</u>	<u>\$ 621,734</u>
Downtown Development Authority Debt:			
Transfer from DDA Operating Fund	\$ 4,696,732	\$ -	\$ 4,696,732
Total Downtown Development Authority Debt	<u>\$ 4,696,732</u>	<u>\$ -</u>	<u>\$ 4,696,732</u>
Total All Funds	<u>\$ 142,337,126</u>	<u>\$ (369,448)</u>	<u>\$ 141,967,678</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	\$ 779,547	\$ 56,654	\$ 836,201
District Court	5,558,542	308,954	5,867,496
Mayor	600,283	-	600,283
Clerk	1,335,840	-	1,335,840
Treasurer	1,409,700	-	1,409,700
Controller	1,506,343	-	1,506,343
Information Systems	671,891	(16,797)	655,094
Legal	1,367,141	93,852	1,460,993
Assessing	1,669,845	-	1,669,845
Human Resources	1,404,208	-	1,404,208
Property Maintenance Inspection	631,647	-	631,647
Community & Economic Development	325,382	-	325,382
Unallocated Expense	4,437,400	(470,000)	3,967,400
Commissions (12)	126,290	-	126,290
Total General Government	<u>\$ 21,824,059</u>	<u>\$ (27,337)</u>	<u>\$ 21,796,722</u>
Fire Department	\$ 18,537,211	\$ 111,691	\$ 18,648,902
Police Department	36,029,085	(411,426)	35,617,659
Animal Control	333,391	-	333,391
Civil Defense	204,328	-	204,328
Total Public Safety	<u>\$ 55,104,015</u>	<u>\$ (299,735)</u>	<u>\$ 54,804,280</u>
Director of Public Services	\$ 371,157	\$ -	\$ 371,157
Engineering and Inspections	1,209,622	-	1,209,622
Building and Inspections	2,281,288	-	2,281,288
DPW Garage	1,865,970	-	1,865,970
Building Maintenance	1,644,765	-	1,644,765
Street Lighting	3,100,000	(155,000)	2,945,000
Total Public Services	<u>\$ 10,472,802</u>	<u>\$ (155,000)</u>	<u>\$ 10,317,802</u>
Planning	<u>\$ 457,363</u>	<u>\$ -</u>	<u>\$ 457,363</u>
Capital Improvements	<u>\$ 547,000</u>	<u>\$ -</u>	<u>\$ 547,000</u>
Total General Fund	<u>\$ 88,405,239</u>	<u>\$ (482,072)</u>	<u>\$ 87,923,167</u>
 <u>Special Revenue Funds:</u>			
<u>Michigan Transportation Funds:</u>			
<u>Major Streets:</u>			
Operating Costs	\$ 4,224,786	\$ -	\$ 4,224,786
Debt Service Costs	1,805,597	-	1,805,597
Transfer to Local Streets	300,000	-	300,000
Total Major Streets	<u>\$ 6,330,383</u>	<u>\$ -</u>	<u>\$ 6,330,383</u>

TABLE II  
BUDGET APPROPRIATIONS

	<u>Mayor's Recommended Budget</u>	<u>City Council Amendments Add/(Delete)</u>	<u>City Council Adopted Budget</u>
<u>Operating Funds:</u>			
<u>Michigan Transportation Funds:</u>			
<u>Local Streets:</u>			
Operating Costs	\$ 3,039,709	\$ -	\$ 3,039,709
Total Local Streets	<u>\$ 3,039,709</u>	<u>\$ -</u>	<u>\$ 3,039,709</u>
<u>Library Special Revenue Fund:</u>			
Personnel Services	\$ 1,532,568	\$ -	\$ 1,532,568
Employee Benefits	1,257,977	-	1,257,977
Supplies	60,000	-	60,000
Other Services and Charges	1,326,280	-	1,326,280
Capital Outlay	<u>342,470</u>	<u>-</u>	<u>342,470</u>
Total Library Special Revenue Fund	<u>\$ 4,519,295</u>	<u>\$ -</u>	<u>\$ 4,519,295</u>
<u>Recreation Special Revenue Fund:</u>			
Personnel Services	\$ 2,174,765	\$ 64,485	\$ 2,239,250
Employee Benefits	1,115,953	61,065	1,177,018
Supplies	199,900	-	199,900
Other Services and Charges	2,551,000	-	2,551,000
Capital Outlay	<u>5,700</u>	<u>-</u>	<u>5,700</u>
Total Recreation Special Revenue Fund	<u>\$ 6,047,318</u>	<u>\$ 125,550</u>	<u>\$ 6,172,868</u>
<u>Communications Special Revenue Fund:</u>			
Personnel Services	\$ 670,804	\$ -	\$ 670,804
Employee Benefits	222,534	-	222,534
Supplies	32,000	-	32,000
Other Services and Charges	821,404	-	821,404
Capital Outlay	<u>99,694</u>	<u>-</u>	<u>99,694</u>
Total Communications Special Revenue Fund	<u>\$ 1,846,436</u>	<u>\$ -</u>	<u>\$ 1,846,436</u>
<u>Sanitation Special Revenue Fund:</u>			
Personnel Services	\$ 2,600,840	\$ -	\$ 2,600,840
Employee Benefits	2,304,024	-	2,304,024
Supplies	472,000	-	472,000
Other Services and Charges	2,870,900	-	2,870,900
Capital Outlay	<u>243,500</u>	<u>(243,500)</u>	<u>-</u>
Total Sanitation Special Revenue Fund	<u>\$ 8,491,264</u>	<u>\$ (243,500)</u>	<u>\$ 8,247,764</u>
<u>Rental Ordinance Fund:</u>			
Personnel Services	\$ 284,444	\$ -	\$ 284,444
Employee Benefits	91,425	-	91,425
Supplies	8,000	-	8,000
Other Services and Charges	88,400	-	88,400
Capital Outlay	<u>400</u>	<u>-</u>	<u>400</u>
Total Rental Ordinance Fund	<u>\$ 472,669</u>	<u>\$ -</u>	<u>\$ 472,669</u>
<u>Vice Crime Confiscation Fund:</u>			
Other Services and Charges	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
Total Vice Crime Confiscation Fund	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>

TABLE II  
BUDGET APPROPRIATIONS

	Mayor's Recommended Budget	City Council Amendments Add/(Delete)	City Council Adopted Budget
<u>Operating Funds:</u>			
<u>Drug Forfeiture Fund:</u>			
Other Services and Charges	\$ 420,000	\$ -	\$ 420,000
Total Drug Forfeiture Fund	<u>\$ 420,000</u>	<u>\$ -</u>	<u>\$ 420,000</u>
<u>Act 302 Police Training Fund:</u>			
Other Services and Charges	\$ 83,100	\$ -	\$ 83,100
Total Act 302 Police Training Fund	<u>\$ 83,100</u>	<u>\$ -</u>	<u>\$ 83,100</u>
<u>Downtown Development Authority Fund:</u>			
Personnel Services	\$ 140,600	\$ -	\$ 140,600
Employee Benefits	39,186	-	39,186
Supplies	5,000	-	5,000
Other Services and Charges	5,656,932	-	5,656,932
Total Downtown Development Authority Fund	<u>\$ 5,841,718</u>	<u>\$ -</u>	<u>\$ 5,841,718</u>
<u>2011 Local Street Repair &amp; Replacement Fund:</u>			
Capital Improvements	\$ 6,816,520	\$ -	\$ 6,816,520
Total 2011 Local Street Repair & Replacement	<u>\$ 6,816,520</u>	<u>\$ -</u>	<u>\$ 6,816,520</u>
<u>Enterprise Funds:</u>			
<u>Stilwell Manor:</u>			
Personnel Services	\$ 262,566	\$ (5,977)	\$ 256,589
Employee Benefits	159,158	(1,409)	157,749
Supplies	20,400	-	20,400
Other Services and Charges	324,630	-	324,630
Capital Outlay	34,385	-	34,385
Total Stilwell Manor	<u>\$ 801,139</u>	<u>\$ (7,386)</u>	<u>\$ 793,753</u>
<u>Coach Manor:</u>			
Personnel Services	\$ 47,000	\$ -	\$ 47,000
Employee Benefits	4,755	-	4,755
Supplies	32,350	-	32,350
Other Services and Charges	1,753,035	(5,540)	1,747,495
Capital Outlay	54,842	-	54,842
Total Coach Manor	<u>\$ 1,891,982</u>	<u>\$ (5,540)</u>	<u>\$ 1,886,442</u>
<u>Capital Project Fund:</u>			
<u>37th District Court Renovation Fund:</u>			
Capital Improvements	\$ 250,000	\$ -	\$ 250,000
Total 37th District Court Renovation Fund	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<u>Debt Funds:</u>			
Chapter 20 & 21 Drain Debt Fund	\$ 14,500	\$ -	\$ 14,500
Michigan Transportation Debt	1,183,863	-	1,183,863
Capital Improvement Debt	621,734	-	621,734
Downtown Development Authority Debt	4,696,732	-	4,696,732
Total Debt Funds	<u>\$ 6,516,829</u>	<u>\$ -</u>	<u>\$ 6,516,829</u>
Total All Funds	<u>\$ 141,873,601</u>	<u>\$ (612,948)</u>	<u>\$ 141,260,653</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, 2011. 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, 2011**

*Linda C. Danson Jeffrey R. Emery*

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 - 6 Controllers Office prepares estimated revenues and expenditures for current fiscal year.

9 – 13 Controllers Office prepares revenue forecast.

23 Operating budget requests due from all departments, divisions, and commissions.

24 – 31 Controllers Office analyzes all budget requests.

## **February**

1 - 3 Controllers Office continues to analyze all budget requests.

6 - 17 The Mayor and Controllers Office hold administrative budget hearings with all departments, divisions, and commissions.

20 - 29 Final administration review of all budget material is completed.

## **March**

1 - 2 Final adjustments are made to the Budget document and all funds are brought into balance.

5 - 9 Controllers Office prepares proposed Budget document.

12 – 16 Mayor prepares Budget message.

19 - 31 Proposed Budget is duplicated.

## **April**

9 The Mayor's Proposed Budget is presented to City Council in accordance with Charter deadline.

17 Budget Notice published in local newspaper. Public notice must be made seven days prior to the hearing.

24 Public Hearing for Budget.

11 – 30 City Council Workshops. Each department, division and commission will have a scheduled time to present its budget and answer questions.

## **May**

21 City Council adopts Taxation Resolution and Fiscal 2013 Budget.

22 - 31 Controllers Office prepares Adopted Budget document incorporating City Council adjustments.

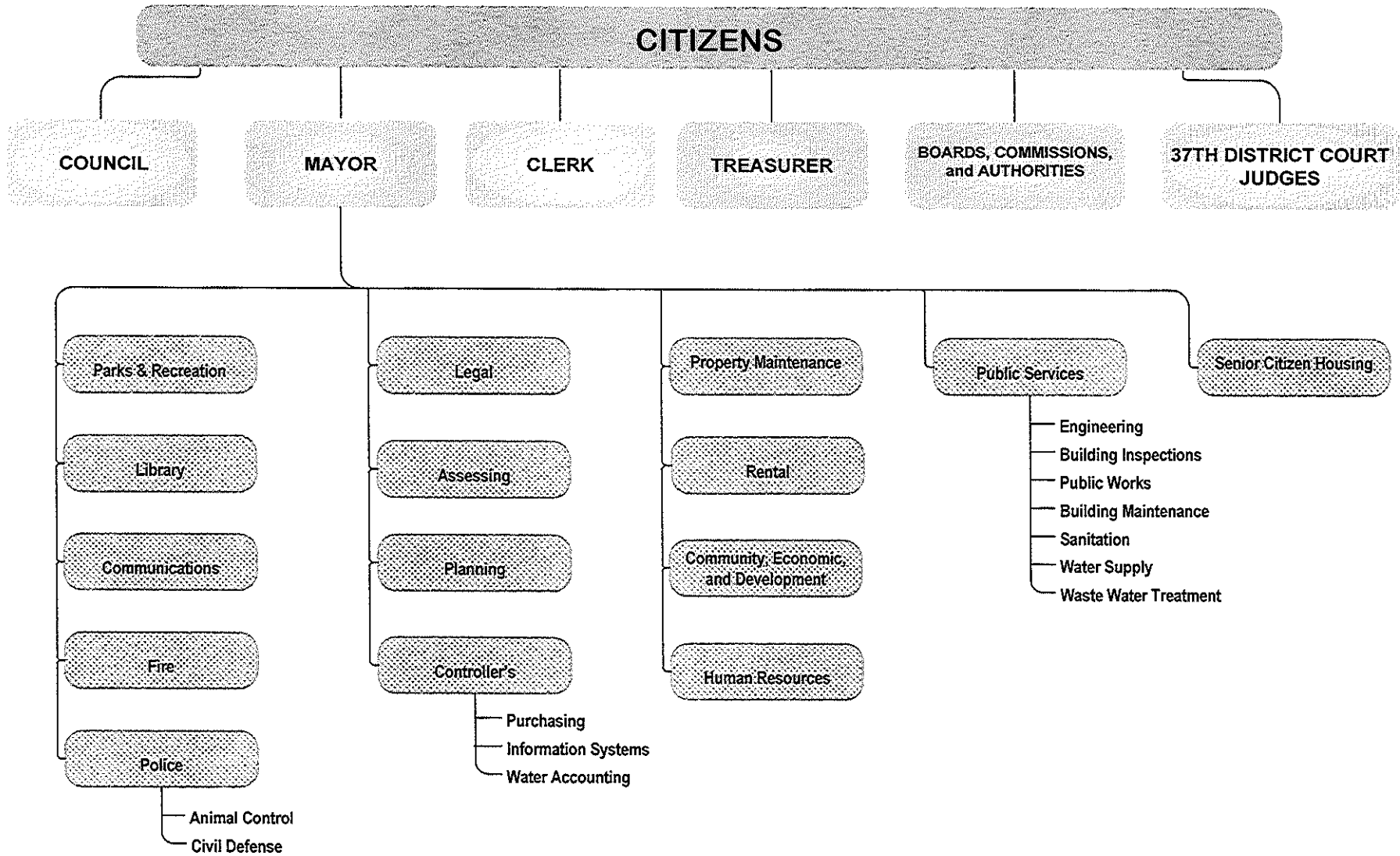
## **June**

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

## **July**

1 Beginning of Fiscal Year 2013.

# 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.

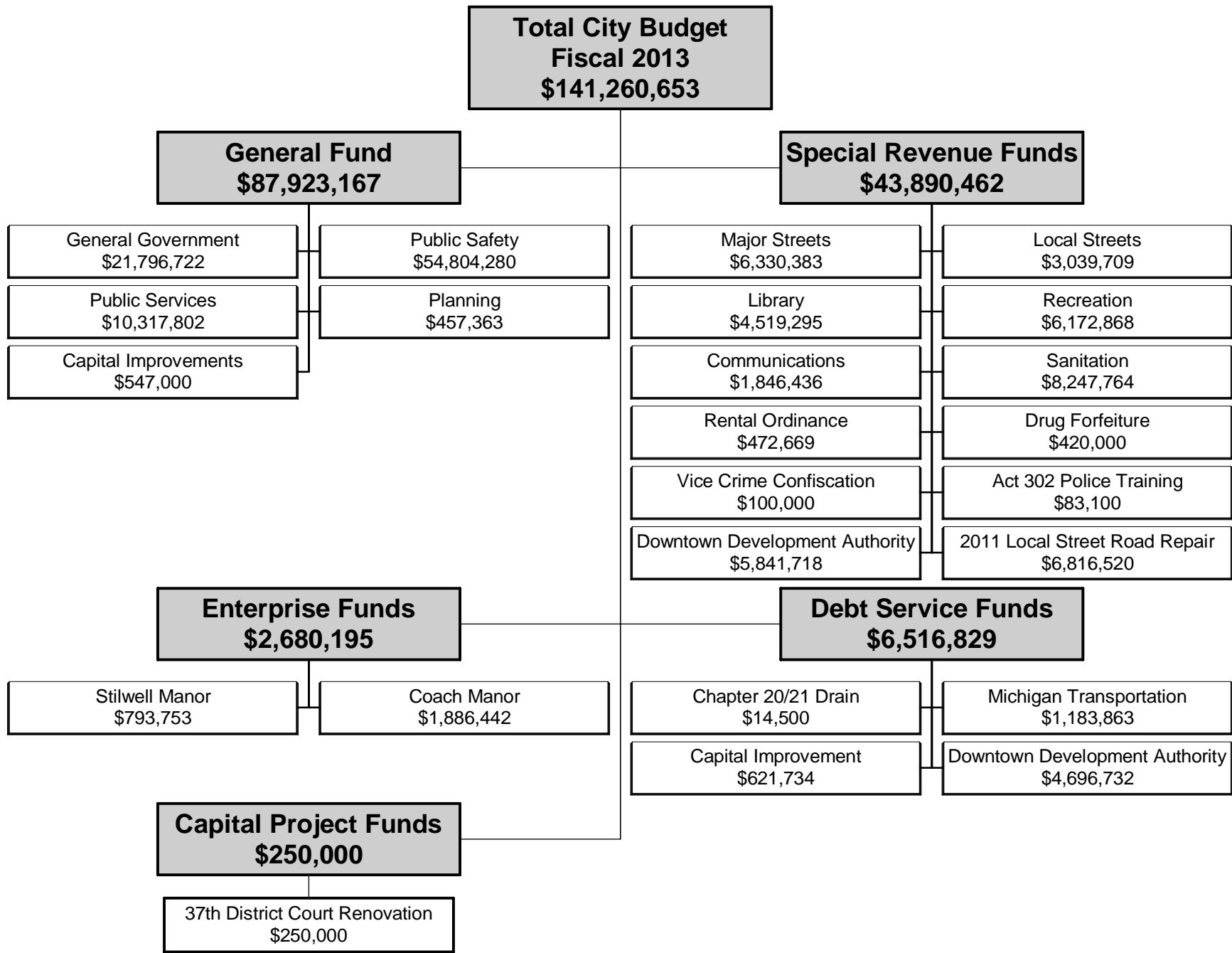
## **Accounting, Auditing and Financial Reporting Policies**

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).

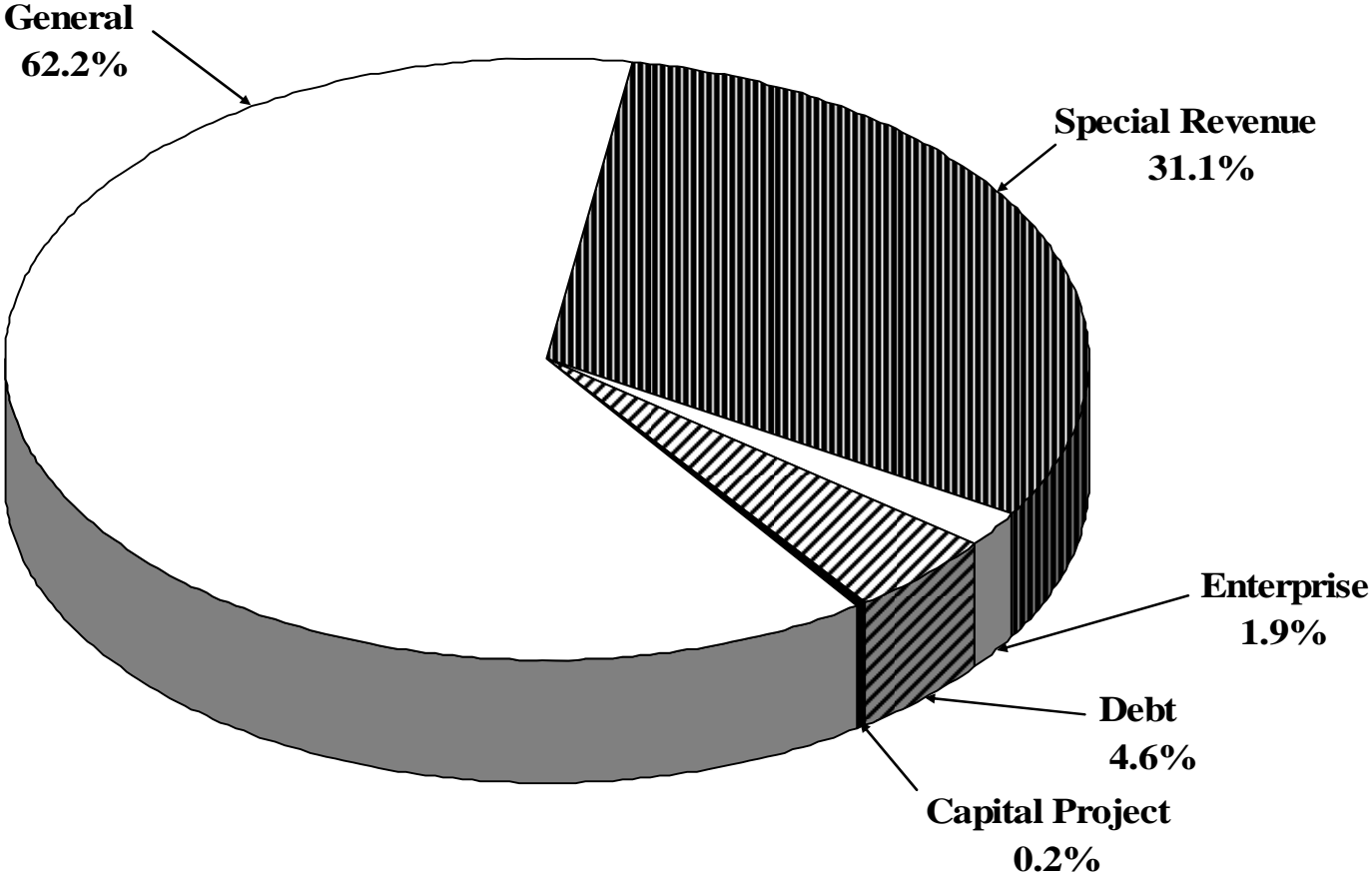
## *All Funds Summary*

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 2013 TOTAL CITY BUDGETED FUNDS PERCENT OF TOTAL EXPENDITURES



**REVENUE COMPARISON – CITY BUDGETED FUNDS**

<b><u>Fund Name</u></b>	<b><u>Fiscal 2010 Actual</u></b>	<b><u>Fiscal 2011 Actual</u></b>	<b><u>Fiscal 2012 Estimated</u></b>	<b><u>Fiscal 2013 Adopted By Council</u></b>
<b>General Fund</b>				
<b>General Fund</b>	\$92,217,775	\$87,927,131	\$81,609,052	\$83,197,791
<b><u>Special Revenue Funds</u></b>				
Major Road Fund	5,982,127	6,017,604	5,996,734	6,000,302
Local Road Fund	2,500,358	2,440,040	2,416,700	2,728,902
Library Fund	3,010,267	5,800,658	5,078,337	4,618,526
Recreation Fund	7,010,105	6,481,588	5,994,693	5,950,091
Communications Fund	1,673,085	1,820,972	1,673,140	1,672,440
Sanitation Fund	7,653,763	6,760,733	6,114,870	8,518,078
Rental Ordinance Fund	439,067	470,594	440,300	465,300
Vice Crime Confiscation Fund	61,395	42,345	25,170	40,200
Drug Forfeiture Fund	512,324	306,441	526,000	326,000
Act 302 Police Training Fund	45,939	42,980	41,100	41,100
Downtown Development Authority Fund	6,715,796	5,210,261	4,423,611	5,016,663
2011 Local Street Road Repair Fund	0	0	7,559,831	6,825,000
<b>Total Special Revenue Funds</b>	<b>35,604,226</b>	<b>35,394,216</b>	<b>40,290,486</b>	<b>42,202,602</b>
<b><u>Enterprise Funds</u></b>				
Stilwell Manor	791,668	809,816	781,417	792,495
Coach Manor	1,362,511	1,374,052	1,359,000	1,376,850
<b>Total Enterprise Funds</b>	<b>2,154,179</b>	<b>2,183,868</b>	<b>2,140,417</b>	<b>2,169,345</b>
<b><u>Capital Project Funds</u></b>				
37 <sup>th</sup> District Court Renovation	734,177	648,139	579,000	579,000
Energy Efficiency & Conservation Grant	96,643	0	0	0
<b>Total Capital Project Funds</b>	<b>830,820</b>	<b>648,139</b>	<b>579,000</b>	<b>579,000</b>
<b><u>Debt Service Funds</u></b>				
Chapter 20 and 21 Drain Debt	3,424	136	120	70
Michigan Transportation Debt	1,738,775	1,699,308	1,668,233	1,183,863
Capital Improvement Debt	572,307	571,549	633,826	621,734
Downtown Development Authority Debt	4,888,381	4,825,881	4,762,544	4,696,732
<b>Total Debt Service Funds</b>	<b>7,202,887</b>	<b>7,096,874</b>	<b>7,064,723</b>	<b>6,502,399</b>
<b>Total All Funds</b>	<b>\$138,009,887</b>	<b>\$133,250,228</b>	<b>\$131,683,678</b>	<b>\$134,651,137</b>

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

**EXPENDITURE COMPARISON – CITY BUDGETED FUNDS**

<u>Fund Name</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Adopted By Council</u>
<b><u>General Fund</u></b>				
General Fund	\$102,912,855	\$93,136,289	\$88,596,675	\$87,923,167
<b><u>Special Revenue Funds</u></b>				
Major Road Fund	6,291,579	5,714,695	5,932,260	6,330,383
Local Road Fund	3,024,737	3,045,550	2,820,569	3,039,709
Library Fund	3,119,731	3,611,792	4,664,192	4,519,295
Recreation Fund	7,415,878	7,027,123	6,899,973	6,172,868
Communications Fund	1,520,042	1,478,249	1,669,553	1,846,436
Sanitation Fund	7,875,252	7,781,559	8,250,967	8,247,764
Rental Ordinance Fund	261,519	334,071	382,951	472,669
Vice Crime Confiscation Fund	95,677	14,041	100,000	100,000
Drug Forfeiture Fund	523,455	225,089	388,000	420,000
Act 302 Police Training Fund	48,425	33,140	60,000	83,100
Downtown Development Authority Fund	6,593,524	6,397,662	6,161,047	5,841,718
2011 Local Street Road Repair Fund	0	0	7,547,127	6,816,520
<b>Total Special Revenue Funds</b>	<b>36,769,819</b>	<b>35,662,971</b>	<b>44,876,639</b>	<b>43,890,462</b>
<b><u>Enterprise Funds</u></b>				
Stilwell Manor	850,118	880,912	1,008,543	879,753
Coach Manor	1,031,212	1,082,374	1,232,453	1,356,442
<b>Total Enterprise Funds</b>	<b>1,881,330</b>	<b>1,963,286</b>	<b>2,240,996</b>	<b>2,236,195</b>
<b><u>Capital Project Funds</u></b>				
37 <sup>th</sup> District Court Renovation	23,000	24,679	0	250,000
Energy Efficiency & Conservation Grant	96,643	0	0	0
<b>Total Capital Project Funds</b>	<b>119,643</b>	<b>24,679</b>	<b>0</b>	<b>250,000</b>
<b><u>Debt Service Funds</u></b>				
Chapter 20 and 21 Drain Debt	3,225	5	15,000	14,500
Michigan Transportation Debt	1,738,775	1,699,308	1,668,233	1,183,863
Capital Improvement Debt	580,947	571,549	633,826	621,734
Downtown Development Authority Debt	4,888,381	4,825,881	4,762,544	4,696,732
<b>Total Debt Service Funds</b>	<b>7,211,328</b>	<b>7,096,743</b>	<b>7,079,603</b>	<b>6,516,829</b>
<b>Total All Funds</b>	<b>\$148,894,975</b>	<b>\$137,883,968</b>	<b>\$142,793,913</b>	<b>\$140,816,653</b>

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

<u>Fund Name</u>	<u>Fiscal 2010 Actual</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Adopted By Council</u>
<b><u>General Fund</u></b>				
General Fund	\$31,382,718	\$26,173,560	\$19,185,937	\$14,460,561
<b><u>Special Revenue Funds</u></b>				
Major Road Fund	2,349,972	2,652,881	2,717,355	2,387,274
Local Road Fund	3,073,501	2,467,991	2,064,122	1,753,315
Library Fund	(106,530)	2,082,336	2,496,481	2,595,712
Recreation Fund	3,058,402	2,512,867	1,607,587	1,384,810
Communications Fund	2,125,876	2,468,599	2,472,186	2,298,190
Sanitation Fund	4,169,905	3,149,079	1,012,982	1,283,296
Rental Ordinance Fund	237,711	374,234	431,583	424,214
Vice Crime Confiscation Fund	169,582	197,886	123,056	63,256
Drug Forfeiture Fund	944,594	1,025,946	1,163,946	1,069,946
Act 302 Police Training Fund	134,746	144,586	125,686	83,686
Downtown Development Authority Fund	10,354,994	9,167,593	7,430,157	6,605,102
2011 Local Street Road Repair Fund	0	0	12,704	21,184
<b>Total Special Revenue Funds</b>	<b>26,512,753</b>	<b>26,243,998</b>	<b>21,657,845</b>	<b>19,969,985</b>
<b><u>Enterprise Funds</u></b>				
Stilwell Manor	2,863,104	2,792,008	2,564,882	2,477,624
Coach Manor	3,338,090	3,629,768	3,756,315	3,776,723
<b>Total Enterprise Funds</b>	<b>6,201,194</b>	<b>6,421,776</b>	<b>6,321,197</b>	<b>6,254,347</b>
<b><u>Capital Project Funds</u></b>				
37 <sup>th</sup> District Court Renovation	3,876,825	4,500,285	5,079,285	5,408,285
Energy Efficiency & Conservation Grant	0	0	0	
<b>Total Capital Project Funds</b>	<b>3,876,825</b>	<b>4,500,285</b>	<b>5,079,285</b>	<b>5,408,285</b>
<b><u>Debt Service Funds</u></b>				
Chapter 20 and 21 Drain Debt	86,939	87,070	72,190	57,760
Michigan Transportation Debt	0	0	0	0
Capital Improvement Debt	0	0	0	0
Downtown Development Authority Debt	0	0	0	0
<b>Total Debt Service Funds</b>	<b>86,939</b>	<b>87,070</b>	<b>72,190</b>	<b>57,760</b>
<b>Total All Funds</b>	<b>\$68,060,429</b>	<b>\$63,426,689</b>	<b>\$52,316,454</b>	<b>\$46,150,938</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31		FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 56,292,750	\$ 25,795,740	\$ 51,155,067	\$ 51,757,616	Property Taxes	\$ 53,368,791	\$ 53,368,791	\$ 53,368,791
14,632,076	2,476,419	14,450,285	13,094,446	Intergovernmental Revenues	13,254,896	13,254,896	13,254,896
1,765,853	1,053,846	2,042,000	1,911,300	Licenses and Permits	2,034,000	2,034,000	2,034,000
4,468,678	1,680,307	4,066,000	4,692,000	Fines and Forfeitures	4,325,000	4,325,000	4,633,954
79,971	47,206	90,000	35,000	Interest on Investments	90,000	90,000	90,000
4,300,527	1,702,919	3,432,000	3,391,000	Charges for Services	3,529,000	3,529,000	3,529,000
6,387,276	2,951,967	6,373,700	6,426,450	Miscellaneous Income	6,287,150	6,287,150	6,287,150
<u>\$ 87,927,131</u>	<u>\$ 35,708,404</u>	<u>\$ 81,609,052</u>	<u>\$ 81,307,812</u>	Total Revenues	<u>\$ 82,888,837</u>	<u>\$ 82,888,837</u>	<u>\$ 83,197,791</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 22,553,888	\$ 10,581,580	\$ 22,317,704	\$ 22,665,141	General Government	\$ 23,078,999	\$ 21,824,059	\$ 21,796,722
59,530,986	27,809,141	54,783,863	57,470,606	Public Safety	57,514,336	55,104,015	54,804,280
10,105,722	4,912,860	10,500,998	10,667,114	Public Services	11,351,857	10,472,802	10,317,802
421,275	223,203	451,110	465,817	Planning	470,928	457,363	457,363
524,418	38,106	543,000	543,000	Capital Improvements	547,000	547,000	547,000
<u>\$ 93,136,289</u>	<u>\$ 43,564,890</u>	<u>\$ 88,596,675</u>	<u>\$ 91,811,678</u>	Total Expenditures	<u>\$ 92,963,120</u>	<u>\$ 88,405,239</u>	<u>\$ 87,923,167</u>
<u>\$ (5,209,158)</u>	<u>\$ (7,856,486)</u>	<u>\$ (6,987,623)</u>	<u>\$ (10,503,866)</u>	Excess (Deficit) of Revenues over Expenditures	<u>\$ (10,074,283)</u>	<u>\$ (5,516,402)</u>	<u>\$ (4,725,376)</u>
				<b><u>OTHER FINANCING SOURCES:</u></b>			
\$ -	\$ 10,503,866	\$ 10,503,866	\$ 10,503,866	Fund Balance Appropriated	\$ 10,074,283	\$ 5,516,402	\$ 4,725,376
<u>\$ -</u>	<u>\$ 10,503,866</u>	<u>\$ 10,503,866</u>	<u>\$ 10,503,866</u>	Total Other Sources	<u>\$ 10,074,283</u>	<u>\$ 5,516,402</u>	<u>\$ 4,725,376</u>
\$ (5,209,158)	\$ 2,647,380	\$ 3,516,243	\$ -	Excess (Deficit) of Revenues over Expenditures and Other Sources	\$ -	\$ -	\$ -
30,357,735	26,173,560	26,173,560	23,266,625	Estimated Undesignated Fund Balance - Beginning of Period	19,185,937	19,185,937	19,185,937
1,024,983	-	-	-	- Other Direct Adjustments	-	-	-
<u>-</u>	<u>(10,503,866)</u>	<u>(10,503,866)</u>	<u>(10,503,866)</u>	Fund Balance Supplemental Appropriation	<u>(10,074,283)</u>	<u>(5,516,402)</u>	<u>(4,725,376)</u>
<u>\$ 26,173,560</u>	<u>\$ 18,317,074</u>	<u>\$ 19,185,937</u>	<u>\$ 12,762,759</u>	Estimated Undesignated Fund Balance (Deficit) End of Period	<u>\$ 9,111,654</u>	<u>\$ 13,669,535</u>	<u>\$ 14,460,561</u>

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31		FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>PROPERTY TAXES:</b>			
\$ 53,502,587	\$ 24,366,165	\$ 48,740,635	\$ 49,334,966	Property Taxes	\$ 51,035,853	\$ 51,035,853	\$ 51,035,853
1,042,583	387,216	774,432	802,650	Industrial Facilities Tax	807,938	807,938	807,938
463,847	42,302	460,000	460,000	Penalties & Interest on Taxes	460,000	460,000	460,000
1,252,600	996,669	1,150,000	1,130,000	Administration Fee - Schools	1,035,000	1,035,000	1,035,000
31,133	3,388	30,000	30,000	Trailer & Senior Housing Fees in Lieu of Taxes	30,000	30,000	30,000
<u>\$ 56,292,750</u>	<u>\$ 25,795,740</u>	<u>\$ 51,155,067</u>	<u>\$ 51,757,616</u>	<b>Total Property Taxes</b>	<u>\$ 53,368,791</u>	<u>\$ 53,368,791</u>	<u>\$ 53,368,791</u>
				<b>INTERGOVERNMENTAL REVENUES:</b>			
				Federal Revenue:			
\$ 45,575	\$ -	\$ 50,000	\$ 50,000	Civil Defense Grant	\$ 50,000	\$ 50,000	\$ 50,000
196,662	-	-	-	Metro Medical Response Grant	-	-	-
-	-	321,221	-	Metro Medical Response Grant - 2008	-	-	-
-	18,571	311,585	-	Metro Medical Response Grant - 2009	-	-	-
61,084	-	-	-	Substance Abuse Grant	-	-	-
227,585	30,475	72,415	-	Substance Abuse Grant - 2011	-	-	-
-	-	300,000	300,000	Substance Abuse Grant - 2012	-	-	-
30,847	-	-	-	Justice Assistance Grant - 08	-	-	-
49,830	-	-	-	U. S. Department of Justice Grant-10	-	-	-
48,695	65,337	131,305	-	U. S. Department of Justice Grant-11	-	-	-
-	-	100,000	100,000	U. S. Department of Justice Grant-12	-	-	-
6,900	-	-	-	U. S. Department of Justice Assistance Grant	-	-	-
198,720	-	-	-	Assistance to Fire Fighters Grant	-	-	-
				State Shared Revenue:			
12,125,928	2,047,925	11,750,000	11,200,000	Sales and Use Tax	11,940,000	11,940,000	11,940,000
78,126	9,331	77,000	77,000	Liquor Licenses	77,000	77,000	77,000
13,313	-	-	-	Michigan Drug Court Program Grant - 05	-	-	-
-	-	25,000	25,000	Michigan Drug Court Program Grant - 12	-	-	-
-	665	14,000	-	Mental Health Service Grant	-	-	-
171,895	-	-	-	LED Demonstration Grant	-	-	-
69,307	18,241	18,241	-	Homeland Security Grant	-	-	-
-	-	14,000	14,000	2011 Homeland Security Grant	-	-	-
				Police Grants:			
60,373	-	51,000	60,000	MATS Grant	50,000	50,000	50,000
5,424	1,622	1,622	-	Bureau of Justice	-	-	-
199,972	-	170,000	170,000	911 Dispatch Training/Equipment	175,000	175,000	175,000
182,896	45,612	182,896	182,446	Judges Salary Standardization	182,896	182,896	182,896
43,074	-	80,000	130,000	Election Expense Reimbursement	-	-	-
				Local Revenue:			
476,531	238,640	480,000	486,000	Reimbursement from City of Center Line	480,000	480,000	480,000
339,339	-	300,000	300,000	Reimbursement from Schools-Liaison Officers	300,000	300,000	300,000
<u>\$ 14,632,076</u>	<u>\$ 2,476,419</u>	<u>\$ 14,450,285</u>	<u>\$ 13,094,446</u>	<b>Total Intergovernmental Revenues</b>	<u>\$ 13,254,896</u>	<u>\$ 13,254,896</u>	<u>\$ 13,254,896</u>

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31		FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b><u>LICENSES AND PERMITS:</u></b>			
\$ 395,249	\$ 312,686	\$ 580,000	\$ 480,000	Building Permits	\$ 550,000	\$ 550,000	\$ 550,000
314,396	175,482	350,000	378,000	Electrical Permits	320,000	320,000	320,000
159,412	74,632	155,000	163,000	Plumbing Permits	120,000	120,000	120,000
195,148	110,975	210,000	202,800	Mechanical Permits	260,000	260,000	260,000
121,970	62,907	130,000	130,000	Zoning Permits and Fees	130,000	130,000	130,000
8,225	5,339	11,000	12,000	Sidewalk Permits	10,000	10,000	10,000
29,703	6,399	26,000	26,000	Animal Licenses	26,000	26,000	26,000
108,096	84,813	150,000	90,000	Plan Review Fees	160,000	160,000	160,000
433,654	220,613	430,000	429,500	Other Permits and Licenses	458,000	458,000	458,000
<u>\$ 1,765,853</u>	<u>\$ 1,053,846</u>	<u>\$ 2,042,000</u>	<u>\$ 1,911,300</u>	<b>Total Licenses and Permits</b>	<u>\$ 2,034,000</u>	<u>\$ 2,034,000</u>	<u>\$ 2,034,000</u>
				<b><u>CHARGES FOR SERVICES:</u></b>			
\$ 66,205	\$ 23,307	\$ 50,000	\$ 50,000	Engineering & Inspection Fees	\$ 50,000	\$ 50,000	\$ 50,000
81,525	38,500	80,000	75,000	Abandoned Auto Administrative Towing Fee	80,000	80,000	80,000
234,620	83,600	150,000	125,000	Foreclosure Fee	160,000	160,000	160,000
50,562	18,282	40,000	45,000	Property Maintenance Fees	45,000	45,000	45,000
182,610	66,624	170,000	180,000	Clerk's Services	275,000	275,000	275,000
249,817	151,958	280,000	300,000	Weed Cutting	280,000	280,000	280,000
33,820	20,750	36,000	26,000	Board of Appeals	30,000	30,000	30,000
126,550	93,905	150,000	145,000	Police Services & Auctions	150,000	150,000	150,000
17,668	21,768	30,000	13,000	Fire Services	17,000	17,000	17,000
2,916,726	1,132,362	2,250,000	2,250,000	EMS Services	2,250,000	2,250,000	2,250,000
6,870	3,000	6,000	6,000	Planning Commission	6,000	6,000	6,000
29,712	15,268	30,000	21,000	Site Plan Fees	30,000	30,000	30,000
137,737	-	100,000	100,000	Neighborhood Stabilization Prog. Administration	100,000	100,000	100,000
9,789	-	-	-	Contribution from DDA/ Assistant CEDD	-	-	-
10,500	5,000	10,000	5,000	IFT Exemption Processing Fees	6,000	6,000	6,000
145,816	28,595	50,000	50,000	Miscellaneous	50,000	50,000	50,000
<u>\$ 4,300,527</u>	<u>\$ 1,702,919</u>	<u>\$ 3,432,000</u>	<u>\$ 3,391,000</u>	<b>Total Charges for Services</b>	<u>\$ 3,529,000</u>	<u>\$ 3,529,000</u>	<u>\$ 3,529,000</u>
				<b><u>FINES &amp; FORFEITURES</u></b>			
\$ 4,083,781	\$ 1,569,704	\$ 3,800,000	\$ 4,350,000	37th District Court Fines & Fees	\$ 4,040,000	\$ 4,040,000	\$ 4,348,954
292,463	80,839	200,000	254,000	Probation Fees	200,000	200,000	200,000
41,564	11,675	21,000	40,000	Property Maintenance Fines	40,000	40,000	40,000
50,870	18,089	45,000	48,000	Drug Court Revenue	45,000	45,000	45,000
<u>\$ 4,468,678</u>	<u>\$ 1,680,307</u>	<u>\$ 4,066,000</u>	<u>\$ 4,692,000</u>	<b>Total Fines &amp; Forfeitures</b>	<u>\$ 4,325,000</u>	<u>\$ 4,325,000</u>	<u>\$ 4,633,954</u>

(Continued)

GENERAL FUND REVENUES  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31		FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>MISCELLANEOUS REVENUES:</b>			
				Michigan Transportation Funds:			
\$ 999,311	\$ 376,963	\$ 889,000	\$ 1,016,000	Equipment Rentals	\$ 889,000	\$ 889,000	\$ 889,000
557,654	369,000	738,000	738,000	Administrative Expense	760,100	760,100	760,100
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
				Water & Sewer System:			
1,698,800	864,500	1,729,000	1,729,000	Administrative Expense	1,750,800	1,750,800	1,750,800
				Administrative Expense:			
120,750	61,600	123,200	123,200	Senior Citizen Housing	141,300	141,300	141,300
150,000	76,500	153,000	153,000	Library	200,600	200,600	200,600
98,400	50,200	100,400	100,400	Recreation	104,400	104,400	104,400
868,100	442,750	885,500	885,500	Sanitation	920,900	920,900	920,900
-	-	-	-	Rental Ordinance	67,600	67,600	67,600
114,200	58,250	116,500	116,500	Communications	236,500	236,500	236,500
660,200	336,700	673,400	673,400	Downtown Development Authority	312,200	312,200	312,200
150,000	-	-	-	Transfer from Library Special Revenue Fund	-	-	-
64,273	54	30,000	30,000	Sale of Property/Equipment	30,000	30,000	30,000
5,000	-	-	-	Settlement Agreement	-	-	-
17,877	60,450	60,450	6,450	Insurance Proceeds	-	-	-
3,075	-	1,500	-	Donations	-	-	-
605,886	-	600,000	600,000	Medicare Part D Reimbursement	600,000	600,000	600,000
18,750	-	18,750	-	Telecom Leases	18,750	18,750	18,750
250,000	250,000	250,000	250,000	Court Building Rental	250,000	250,000	250,000
<u>\$ 6,387,276</u>	<u>\$ 2,951,967</u>	<u>\$ 6,373,700</u>	<u>\$ 6,426,450</u>	<b>Total Miscellaneous Revenue</b>	<u>\$ 6,287,150</u>	<u>\$ 6,287,150</u>	<u>\$ 6,287,150</u>
<u>\$ 79,971</u>	<u>\$ 47,206</u>	<u>\$ 90,000</u>	<u>\$ 35,000</u>	<b>INTEREST ON INVESTMENTS:</b>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>
				<b>OTHER FINANCING SOURCES:</b>			
\$ -	\$ 10,503,866	\$ 10,503,866	\$ 10,503,866	Fund Balance Appropriated	\$ 10,074,283	\$ 5,516,402	\$ 4,725,376
<u>\$ 87,927,131</u>	<u>\$ 46,212,270</u>	<u>\$ 92,112,918</u>	<u>\$ 91,811,678</u>	<b>TOTAL GENERAL FUND REVENUES</b>	<u>\$ 92,963,120</u>	<u>\$ 88,405,239</u>	<u>\$ 87,923,167</u>

## Fiscal 2013 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	\$ 3,190,000,000	8.7724	\$ 27,983,956
<u>Special Levies:</u>			
Police & Fire Pension	3,190,000,000	4.9848	15,901,512
Emergency Medical Service	3,190,000,000	.2923	932,437
Police	3,190,000,000	.9746	3,108,974
Fire	3,190,000,000	<u>.9746</u>	<u>3,108,974</u>
Total General Fund Operating Levy		<u>15.9987</u>	<u>\$ 51,035,853</u>
 <u>Special Revenue:</u>			
Library (Charter)	3,190,000,000	.4873	\$ 1,554,487
Library (Voted)	3,190,000,000	.8500	2,711,500
Sanitation	3,190,000,000	2.5550	8,150,450
Parks & Recreation	3,190,000,000	.9746	3,108,974
2011 Local Street Repair & Maintenance	3,190,000,000	<u>2.1000</u>	<u>6,699,000</u>
Total Special Revenue Fund Levy		<u>6.9669</u>	<u>\$ 22,224,411</u>
Total Levy		<u>22.9656</u>	<u>\$ 73,260,264</u>

## Fiscal 2013 General Fund Revenues

### INDUSTRIAL FACILITY TAXES:

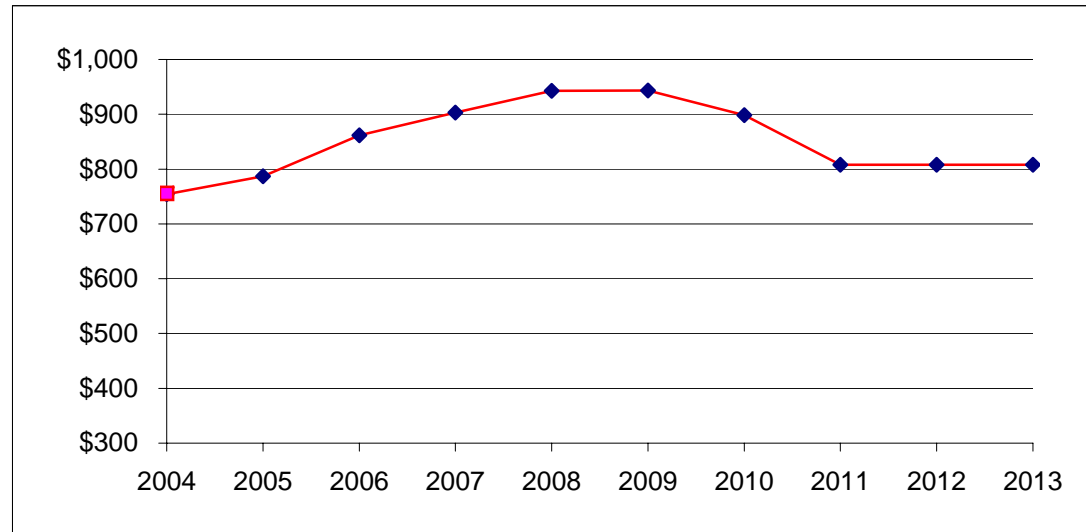
Act No. 198, P.A. 1974 was designed to provide a stimulus in the form of significant tax incentives to industry to renovate and expand aging plants and to build new plants in Michigan. Under the provisions of the Act, a local governmental unit may establish plant rehabilitation districts and industrial 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	\$ 101,000,000	4.3862	\$ 443,006
Special Levies:			
Police & Fire Pension	101,000,000	2.4924	251,732
Emergency Medical Service	101,000,000	.1462	14,766
Police	101,000,000	.4873	49,217
Fire	101,000,000	.4873	49,217
Total General Fund Operating Levy		<u>7.9994</u>	<u>\$ 807,938</u>
<u>Special Revenue:</u>			
Library (Charter)	101,000,000	.2437	\$ 24,614
Library (Voted)	101,000,000	.4250	42,925
Sanitation	101,000,000	1.2775	129,028
Parks & Recreation	101,000,000	.4873	49,217
2011 Local Street Repair & Maintenance	101,000,000	<u>1.0500</u>	<u>106,050</u>
Total Special Revenue Fund Levy		<u>3.4835</u>	<u>\$ 351,834</u>
Total Levy		<u>11.4829</u>	<u>\$ 1,159,772</u>



## Average Residential City Tax Ten Fiscal Years

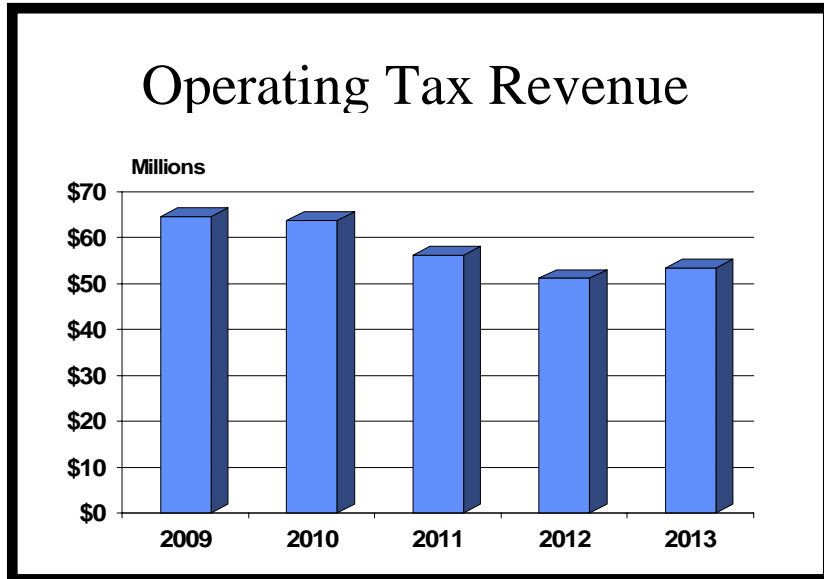
	Fiscal <u>2004</u>	Fiscal <u>2005</u>	Fiscal <u>2006</u>	Fiscal <u>2007</u>	Fiscal <u>2008</u>	Fiscal <u>2009</u>	Fiscal <u>2010</u>	Fiscal <u>2011</u>	Fiscal <u>2012</u>	Fiscal <u>2013</u>
Charter Millage	8.7724	8.7724	8.7724	8.7724	8.7724	8.7724	8.7724	8.7724	8.7724	8.7724
Police & Fire Pension	1.8248	1.8248	2.5748	2.5748	2.5748	2.5748	2.8248	2.8248	2.8248	4.9848
Emergency Medical Service	0.2923	0.2923	0.2923	0.2923	0.2923	0.2923	0.2923	0.2923	0.2923	0.2923
Police Operating	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746
Fire Operating	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746
Library (Charter)	0.4873	0.4873	0.4873	0.4873	0.4873	0.4873	0.4873	0.4873	0.4873	0.4873
Library (Voted)	-	-	-	-	-	-	-	0.8500	0.8500	0.8500
Sanitation	1.8918	1.8918	1.8918	1.8918	1.8918	1.8918	1.6418	1.6418	1.6418	2.5550
Parks & Recreation	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746	0.9746
2011 Local Street Repairs	-	-	-	-	-	-	-	-	2.1000	2.1000
<b>Total</b>	<b>16.1924</b>	<b>16.1924</b>	<b>16.9424</b>	<b>16.9424</b>	<b>16.9424</b>	<b>16.9424</b>	<b>16.9424</b>	<b>17.7924</b>	<b>19.8924</b>	<b>22.9656</b>
Average Residential Taxable Value	\$46,577	\$48,614	\$50,868	\$53,313	\$55,659	\$55,698	\$53,019	\$45,405	\$40,624	\$ 35,185
Average Residential City Taxes	\$754.19	\$787.18	\$861.83	\$903.25	\$943.00	\$943.66	\$898.27	\$807.86	\$808.11	\$ 808.04



# Fiscal 2013 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.



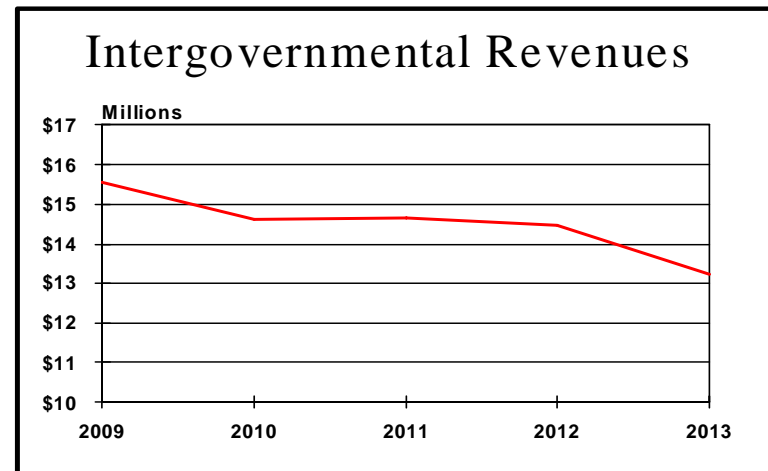
The second variable is the application of a specific tax levy for General Operations. If either of these variables increases or decreases, a relative change to the City tax revenue will be experienced.

In the Fiscal 2013 Budget, Operating City tax revenue represents 60.7% of total revenue sources, an increase of \$1,611,175 or 3.1% more than the Fiscal 2012 Budget. The City's taxable valuation is estimated to decrease by 9.3%.

The Total General Fund Operating Levy for the 2013 Fiscal Year is 15.9987 mills per \$1,000 of taxable value. This represents an increase of 2.16 mills from the prior year. The operating millage rate continues to be below the 16.2848 millage rate limit established by City Charter and at the 15.9987 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.

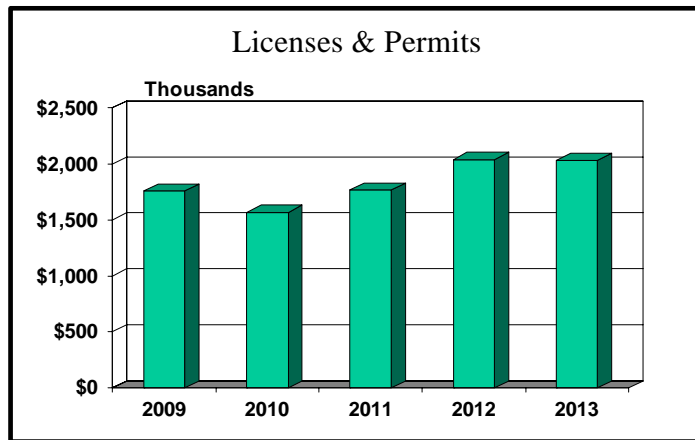


# Fiscal 2013 General Fund Revenues

In Fiscal 2013, Intergovernmental Revenues represent 15.1% of total revenue sources, an increase of \$160,450 from the 2012 Fiscal Year Budget. This increase is primarily due to a slight increase in State revenue sharing.

## Licenses & Permits

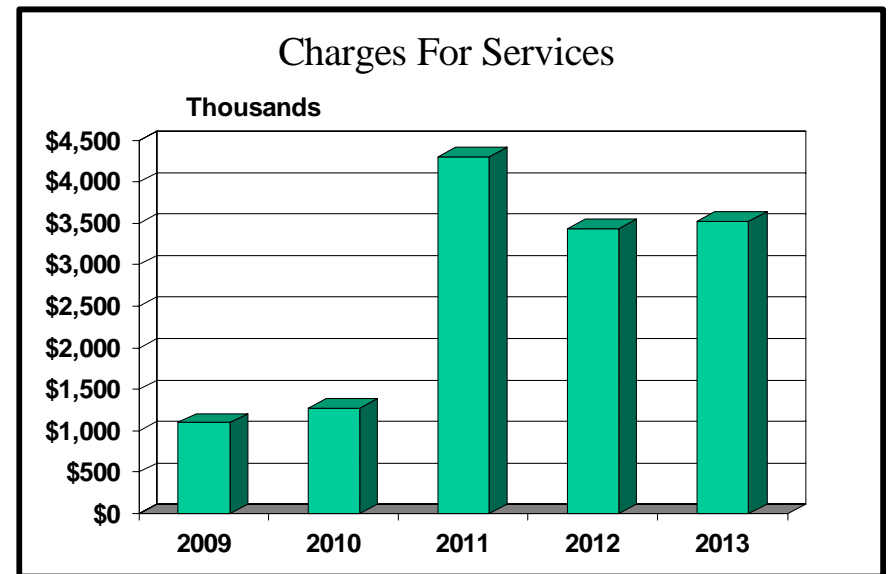
The revenue source of licenses and permits represents fees charged by City Departments to individuals and businesses that allow for the building of new structures as well as improvements made to existing structures. New structures that require permits include garages, sheds, decks, porches, and buildings. 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 2013 Budget, License and Permit revenues represent 2.3% of total revenue sources, an increase of \$122,700 or 6.4% more than the Fiscal 2012 Budget. This is due to a revision of charges for licenses and permits and an anticipated increase in building activity.

## 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.

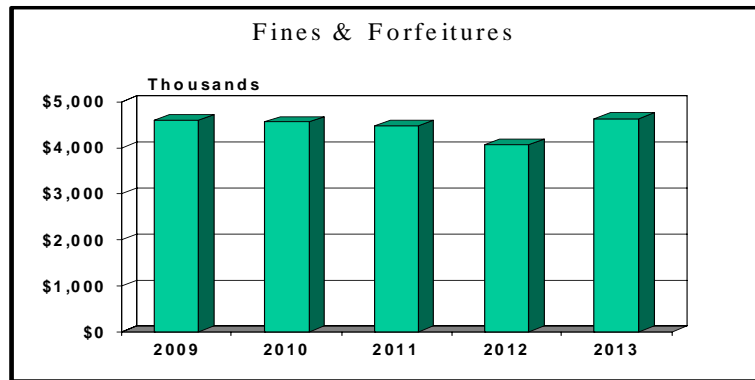


In the Fiscal 2013 Budget, Charges for Services revenues represent 4.0% of total revenue sources, a \$138,000 increase or 4.1% more than the Fiscal 2012 Budget. This is due mainly to an anticipated increase in charges for City Clerk services.

# Fiscal 2013 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

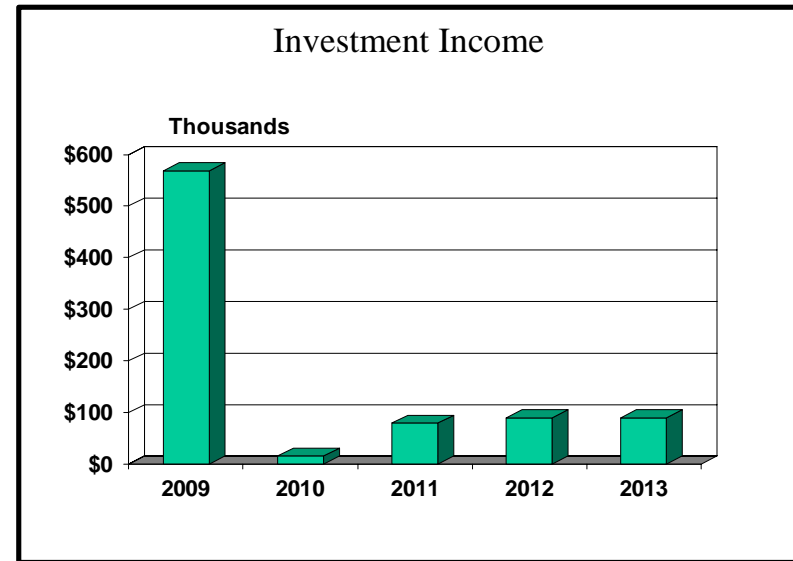


court costs, parking fines, bond forfeitures, and default judgment fees.

In the Fiscal 2013 Budget, Fines & Forfeiture revenues represent 5.3% of total revenue sources, a decrease of \$58,046 or 1.2% less than the Fiscal 2012 Budget. This decrease is a result of an anticipated decrease 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.

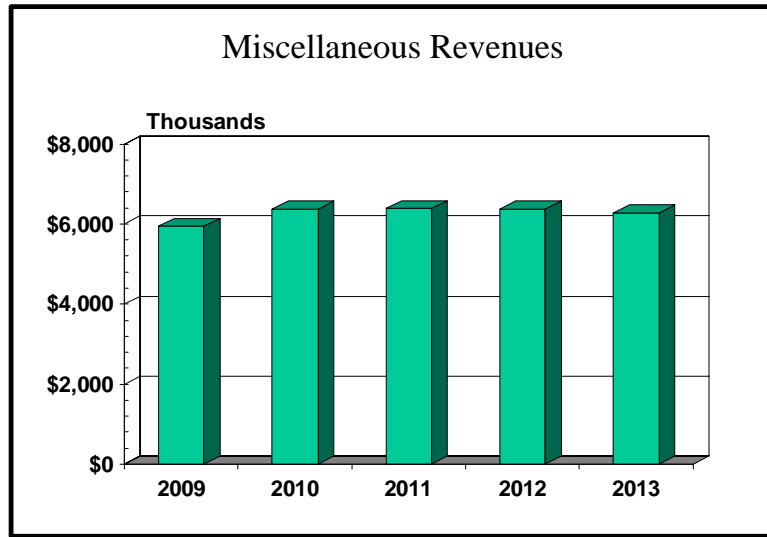


In the Fiscal 2013 Budget, Investment Income revenues represent .1% of total revenue sources, an increase of \$55,000 from the Fiscal 2012 Budget.

## 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.

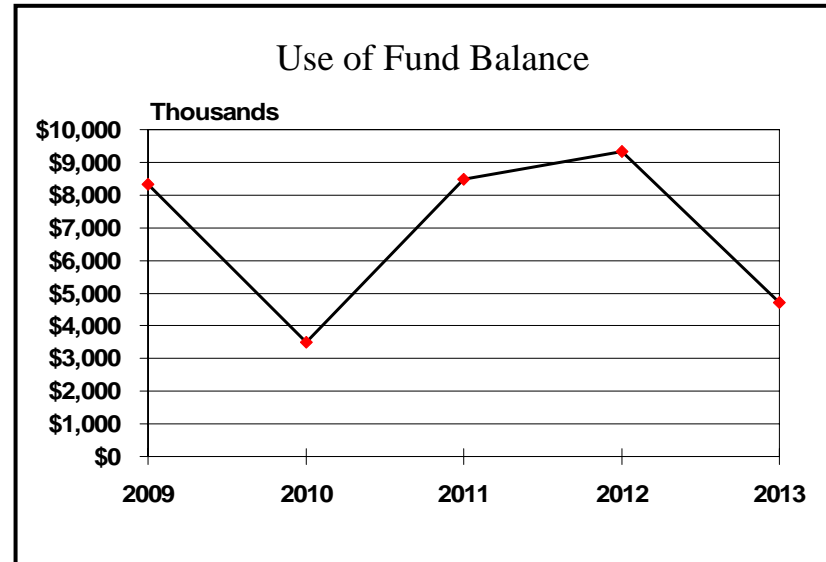
# Fiscal 2013 General Fund Revenues



In the Fiscal 2013 Budget, Miscellaneous Revenues represent 7.1% of total revenue sources, a decrease of \$139,300 or 2.2% less than the Fiscal 2012 Budget. This decrease is a result of a reduction in fees charged to other funds.

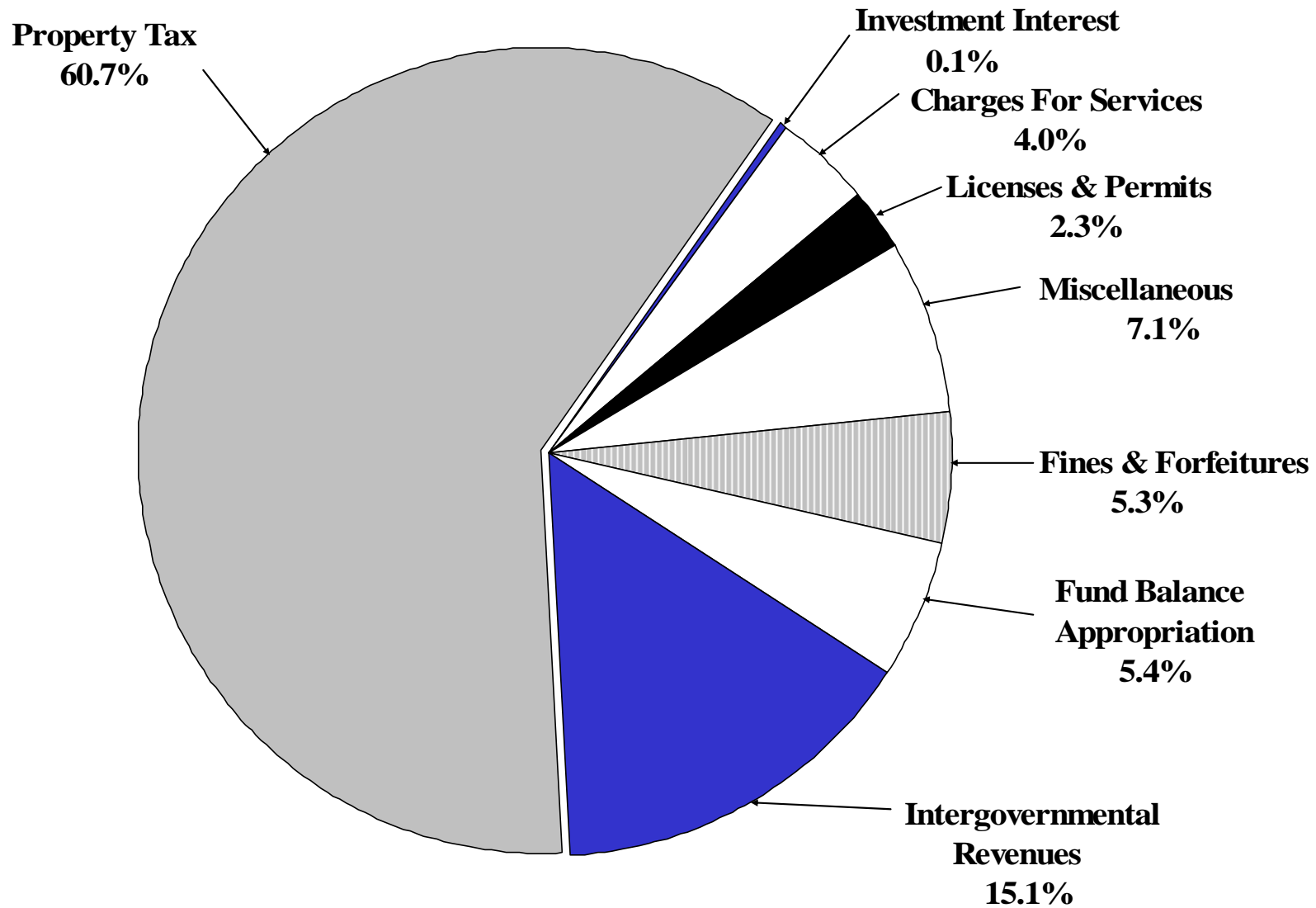
# Use of Fund Balance

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, 2012 will be approximately \$19,185,937 of which \$4,725,376 will be available to finance Fiscal 2013 General Fund operations.

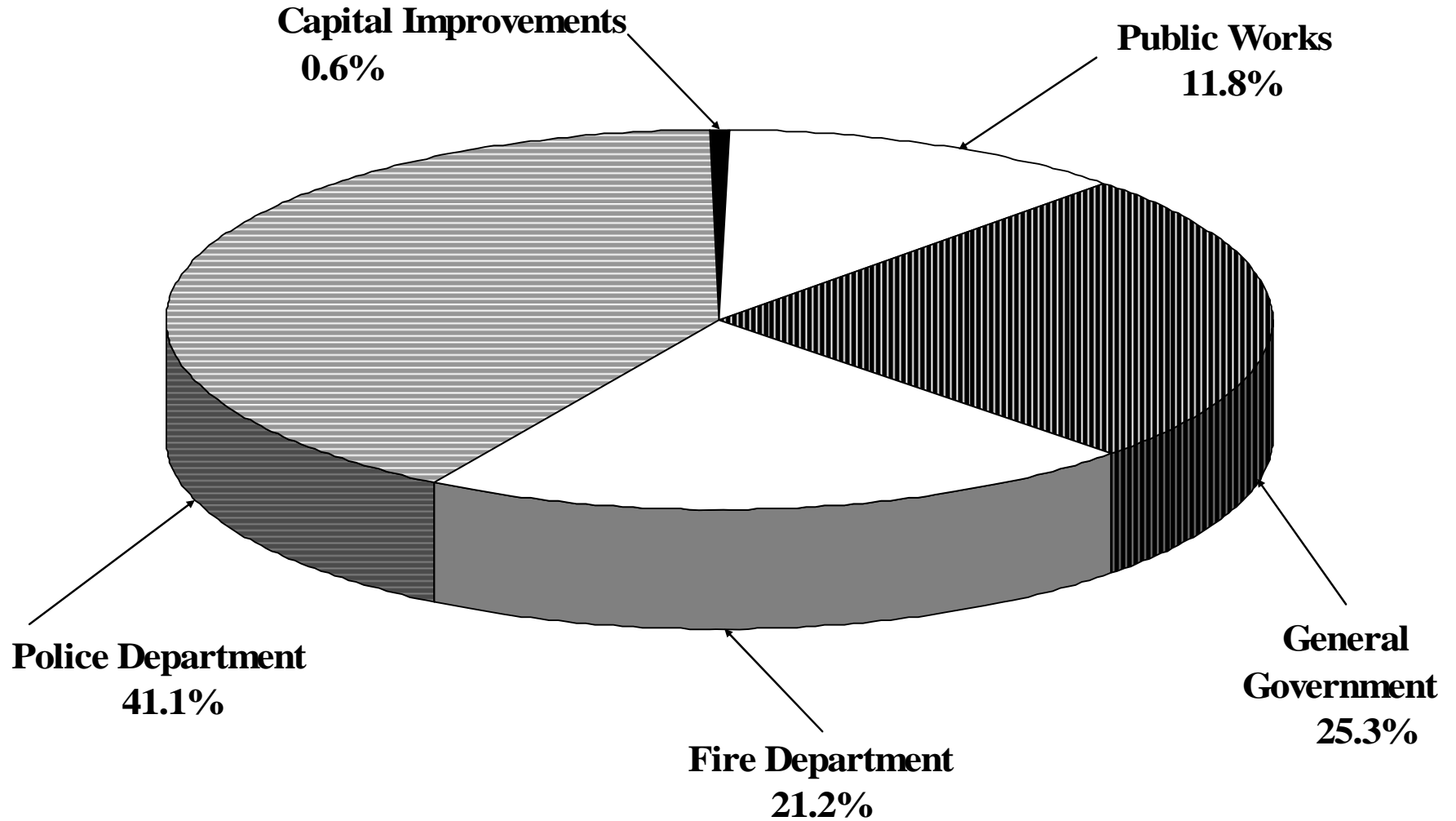
# FISCAL 2013 GENERAL FUND REVENUES



GENERAL FUND REVENUES

Fiscal 2012 <u>Amended Budget</u>		<u>Description</u>	Fiscal 2013 <u>Council Adopted Budget</u>	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
56.4%	\$ 51,757,616	Property Tax	\$ 53,368,791	60.7%
14.2%	13,094,446	Intergovernmental	13,254,896	15.1%
2.1%	1,911,300	Licenses and Permits	2,034,000	2.3%
5.1%	4,692,000	Fines and Forfeitures	4,633,954	5.3%
0.1%	35,000	Interest on Investments	90,000	0.1%
3.7%	3,391,000	Charges for Services	3,529,000	4.0%
7.0%	6,426,450	Miscellaneous	6,287,150	7.1%
<u>11.4%</u>	<u>10,503,866</u>	Fund Balance Appropriated	<u>4,725,376</u>	<u>5.4%</u>
<u>100.0%</u>	<u>\$ 91,811,678</u>	Total Revenues	<u>\$ 87,923,167</u>	<u>100.0%</u>

# FISCAL 2013 GENERAL FUND EXPENDITURES





GENERAL FUND APPROPRIATIONS

Fiscal 2012 <u>Amended Budget</u>		<u>Description</u>	Fiscal 2013 <u>Council Adopted Budget</u>	
<u>Percentage</u>	<u>Amount</u>		<u>Amount</u>	<u>Percentage</u>
17.6%	\$ 16,150,566	General Government	\$ 15,929,226	18.1%
7.1%	6,514,575	District Court	5,867,496	6.7%
21.7%	19,920,022	Fire Department	18,648,902	21.2%
40.9%	37,550,584	Police Department	36,155,378	41.1%
8.3%	7,619,419	Public Service	7,372,802	8.4%
3.3%	3,047,695	Street Lighting	2,945,000	3.4%
0.5%	465,817	Planning	457,363	0.5%
<u>0.6%</u>	<u>543,000</u>	Capital Improvements	<u>547,000</u>	<u>0.6%</u>
<u>100.0%</u>	<u>\$ 91,811,678</u>	Total Appropriations	<u>\$ 87,923,167</u>	<u>100.0%</u>

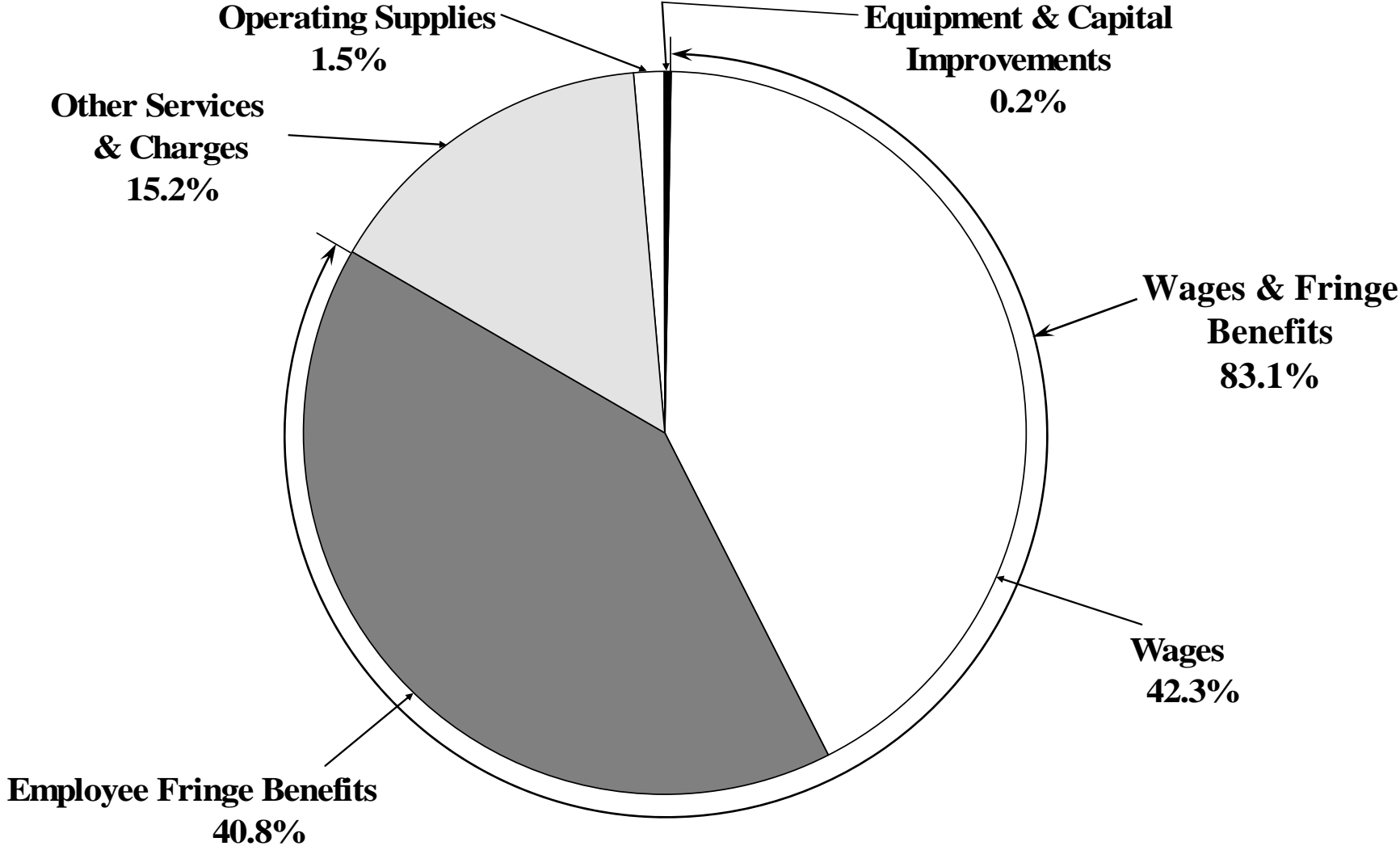
GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31		FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b><u>GENERAL GOVERNMENT:</u></b>			
\$ 961,690	\$ 474,633	\$ 926,973	\$ 927,158	Council	\$ 779,547	\$ 779,547	\$ 836,201
6,614,804	3,284,474	6,452,091	6,514,575	District Court	6,090,641	5,558,542	5,867,496
487,114	219,746	512,397	576,213	Mayor	600,283	600,283	600,283
1,298,353	663,671	1,339,490	1,457,580	Clerk	1,610,500	1,335,840	1,335,840
1,368,955	721,358	1,474,747	1,468,491	Treasurer	1,409,700	1,409,700	1,409,700
1,774,482	683,724	1,369,980	1,590,268	Controller	1,617,024	1,506,343	1,506,343
630,867	369,958	688,711	682,669	Information Systems	679,426	671,891	655,094
1,389,578	653,698	1,374,735	1,422,522	Legal	1,465,150	1,367,141	1,460,993
1,480,479	792,926	1,679,462	1,666,171	Assessing	1,722,306	1,669,845	1,669,845
1,357,142	615,204	1,232,360	1,298,350	Human Resources	1,409,903	1,404,208	1,404,208
644,247	242,356	711,051	633,872	Property Maintenance Inspection	722,095	631,647	631,647
310,244	156,376	332,841	323,735	Community and Economic Development	333,882	325,382	325,382
4,132,253	1,643,040	4,093,888	3,965,100	Administration Unallocated Expense	4,437,400	4,437,400	3,967,400
				<u>Commissions:</u>			
14,629	9,672	21,950	23,200	Police & Fire Civil Service	23,200	23,200	23,200
15,520	6,835	15,810	19,870	Zoning Board of Appeals	18,700	18,700	18,700
19,730	9,363	25,389	26,672	Beautification	82,197	25,495	25,495
20,277	21,108	24,528	24,600	Cultural	24,600	24,600	24,600
11,916	5,664	12,600	13,800	Crime	13,800	10,100	10,100
6,224	1,183	8,790	8,990	Historical	17,145	8,945	8,945
-	-	-	-	City Retirement	-	-	-
-	-	-	-	Police & Fire Retirement	-	-	-
3,110	-	3,500	3,500	Council of Commissions	3,500	3,500	3,500
4,772	911	6,505	7,505	Village Historical	7,700	4,400	4,400
4,702	2,880	7,106	7,500	Animal Welfare	7,500	5,850	5,850
2,800	2,800	2,800	2,800	Senior Health Care Services	2,800	1,500	1,500
<u>\$ 22,553,888</u>	<u>\$ 10,581,580</u>	<u>\$ 22,317,704</u>	<u>\$ 22,665,141</u>	<b>Total General Government</b>	<u>\$ 23,078,999</u>	<u>\$ 21,824,059</u>	<u>\$ 21,796,722</u>
				<b><u>PUBLIC SAFETY:</u></b>			
\$ 20,969,273	\$ 10,030,665	\$ 19,623,411	\$ 19,920,022	Fire Department	\$ 20,383,414	\$ 18,537,211	\$ 18,648,902
37,961,246	17,548,748	34,657,901	37,039,914	Police Department	36,593,203	36,029,085	35,617,659
296,346	152,346	321,844	312,769	Animal Control	333,391	333,391	333,391
304,121	77,382	180,707	197,901	Civil Defense	204,328	204,328	204,328
<u>\$ 59,530,986</u>	<u>\$ 27,809,141</u>	<u>\$ 54,783,863</u>	<u>\$ 57,470,606</u>	<b>Total Public Safety</b>	<u>\$ 57,514,336</u>	<u>\$ 55,104,015</u>	<u>\$ 54,804,280</u>

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31		FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b><u>PUBLIC SERVICES:</u></b>			
\$ 375,104	\$ 186,876	\$ 374,381	\$ 368,684	Director	\$ 371,657	\$ 371,157	\$ 371,157
1,164,388	504,558	1,185,709	1,198,278	Engineering and Inspection	1,343,170	1,209,622	1,209,622
2,308,263	1,191,844	2,350,758	2,354,902	Building Inspections	2,465,204	2,281,288	2,281,288
1,716,942	955,572	1,928,046	2,065,690	DPW Garage	2,301,750	1,865,970	1,865,970
1,530,085	798,291	1,614,409	1,631,865	Building Maintenance	1,770,076	1,644,765	1,644,765
3,010,940	1,275,719	3,047,695	3,047,695	Street Lighting	3,100,000	3,100,000	2,945,000
<u>\$ 10,105,722</u>	<u>\$ 4,912,860</u>	<u>\$ 10,500,998</u>	<u>\$ 10,667,114</u>	<b>Total Public Services</b>	<u>\$ 11,351,857</u>	<u>\$ 10,472,802</u>	<u>\$ 10,317,802</u>
<u>\$ 421,275</u>	<u>\$ 223,203</u>	<u>\$ 451,110</u>	<u>\$ 465,817</u>	<b><u>PLANNING:</u></b>	<u>\$ 470,928</u>	<u>\$ 457,363</u>	<u>\$ 457,363</u>
<u>\$ 524,418</u>	<u>\$ 38,106</u>	<u>\$ 543,000</u>	<u>\$ 543,000</u>	<b><u>CAPITAL IMPROVEMENTS:</u></b>	<u>\$ 547,000</u>	<u>\$ 547,000</u>	<u>\$ 547,000</u>
<u>\$ 93,136,289</u>	<u>\$ 43,564,890</u>	<u>\$ 88,596,675</u>	<u>\$ 91,811,678</u>	<b>TOTAL GENERAL FUND</b>	<u>\$ 92,963,120</u>	<u>\$ 88,405,239</u>	<u>\$ 87,923,167</u>

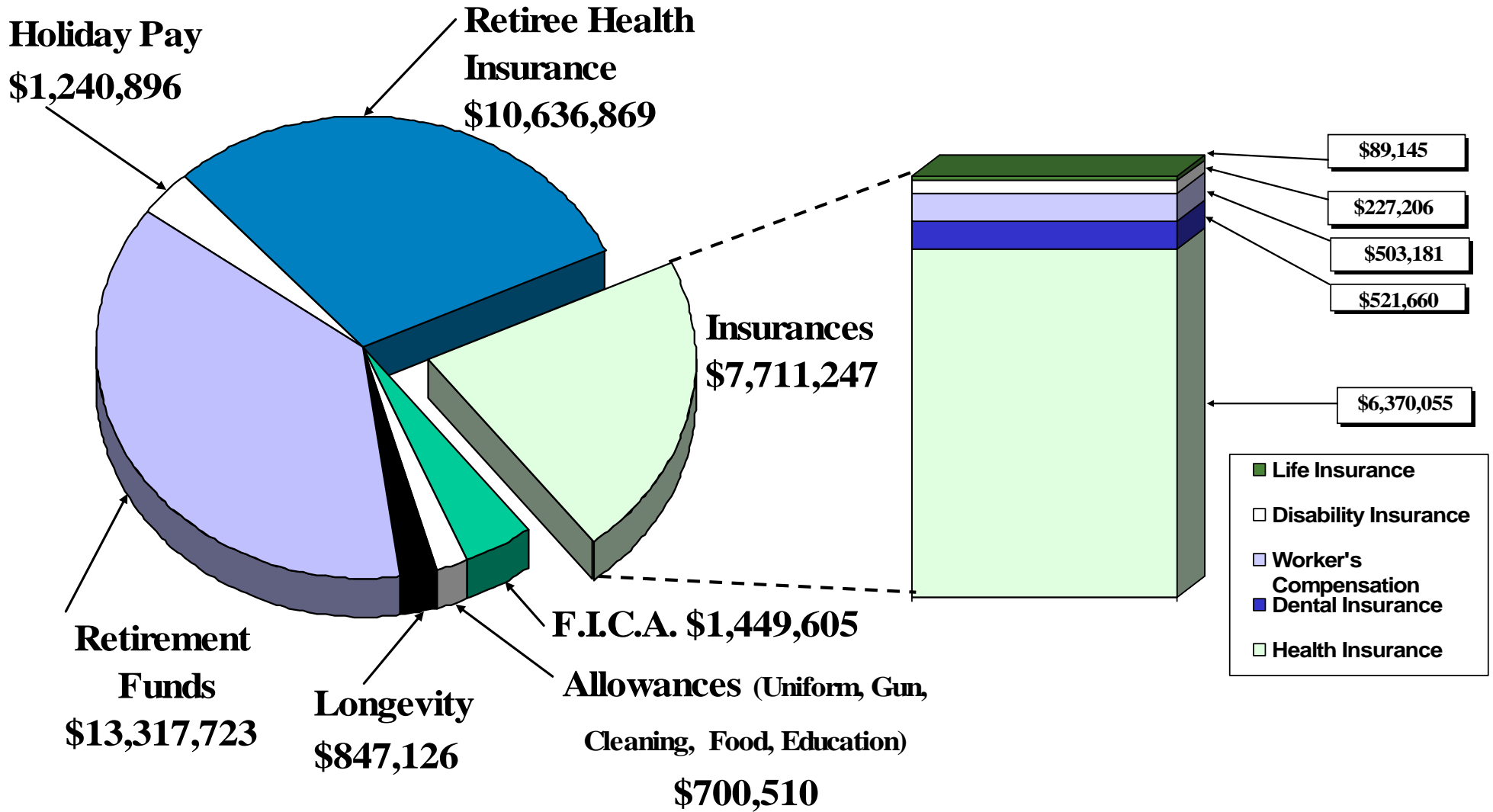
# GENERAL FUND BY TYPE OF EXPENDITURE FISCAL 2013



FISCAL 2013  
GENERAL FUND BUDGET DATA

<u>Department</u>	Fiscal 2013 Council Adopted Budget	Personnel Services	Employee Benefits	Supplies	Other Services & Charges	Capital Equipment & Improvements
Council	\$ 836,201	\$ 362,789	\$ 338,333	\$ 6,000	\$ 129,079	\$ -
District Court	5,867,496	2,516,760	2,100,986	57,000	1,192,750	-
Mayor	600,283	396,976	190,807	9,000	3,500	-
Clerk	1,335,840	466,515	436,425	16,000	416,900	-
Treasurer	1,409,700	594,661	601,839	11,000	202,200	-
Controller	1,506,343	794,459	690,584	16,000	5,300	-
Information Systems	655,094	308,680	235,521	5,085	102,808	3,000
Legal	1,460,993	777,204	655,489	4,800	23,500	-
Assessing	1,669,845	786,177	806,068	5,000	72,600	-
Human Resources	1,404,208	581,563	554,945	8,000	259,700	-
Property Maintenance Inspection	631,647	295,000	25,147	9,000	302,500	-
Community & Economic Development	325,382	161,344	140,538	500	23,000	-
Unallocated Expense	3,967,400	-	55,000	-	3,912,400	-
Commissions (12)	126,290	14,300	395	24,480	87,115	-
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$ 21,796,722</b>	<b>\$ 8,056,428</b>	<b>\$ 6,832,077</b>	<b>\$ 171,865</b>	<b>\$ 6,733,352</b>	<b>\$ 3,000</b>
Fire Department	\$ 18,648,902	\$ 8,448,037	\$ 8,977,478	\$ 270,000	\$ 903,387	\$ 50,000
Police Department	35,617,659	17,063,685	17,075,548	551,500	857,350	69,576
Animal Control	333,391	125,770	135,621	2,000	70,000	-
Civil Defense	204,328	86,281	100,047	1,000	17,000	-
<b>TOTAL PUBLIC SAFETY</b>	<b>\$ 54,804,280</b>	<b>\$ 25,723,773</b>	<b>\$ 26,288,694</b>	<b>\$ 824,500</b>	<b>\$ 1,847,737</b>	<b>\$ 119,576</b>
Director	\$ 371,157	\$ 258,530	\$ 103,627	\$ 7,000	\$ 2,000	\$ -
Engineering and Inspections	1,209,622	523,239	512,462	12,000	161,921	-
Building Inspections	2,281,288	1,302,421	900,867	20,000	58,000	-
DPW Garage	1,865,970	438,072	409,235	215,000	803,663	-
Building Maintenance	1,644,765	687,197	665,568	40,000	252,000	-
Street Lighting	2,945,000	-	-	-	2,945,000	-
<b>TOTAL PUBLIC SERVICE</b>	<b>\$ 10,317,802</b>	<b>\$ 3,209,459</b>	<b>\$ 2,591,759</b>	<b>\$ 294,000</b>	<b>\$ 4,222,584</b>	<b>\$ -</b>
Planning	\$ 457,363	\$ 213,797	\$ 191,446	\$ 4,950	\$ 47,170	\$ -
Capital Improvements	\$ 547,000	\$ -	\$ -	\$ -	\$ 547,000	\$ -
<b>TOTAL GENERAL FUND</b>	<b>\$ 87,923,167</b>	<b>\$ 37,203,457</b>	<b>\$ 35,903,976</b>	<b>\$ 1,295,315</b>	<b>\$ 13,397,843</b>	<b>\$ 122,576</b>
<b>PERCENTAGES</b>	<b><u>100.0%</u></b>	<b><u>42.3%</u></b>	<b><u>40.8%</u></b>	<b><u>1.5%</u></b>	<b><u>15.2%</u></b>	<b><u>0.2%</u></b>

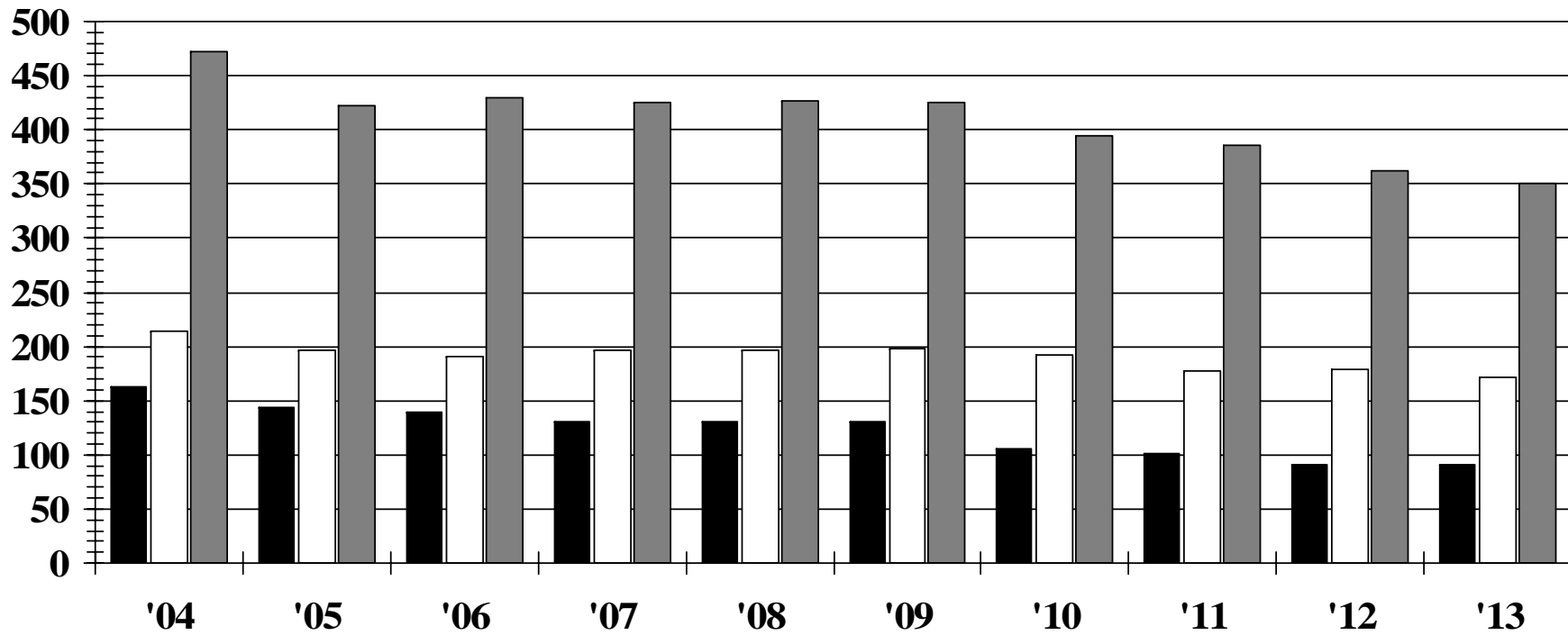
# TOTAL GENERAL FUND FRINGE BENEFITS FISCAL YEAR 2013 \$35,903,976



# FULL TIME POSITIONS CHART

## FISCAL 2004 - 2013

<b>TOTAL</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>	<b>613</b>
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AUTHORIZED FULL-TIME POSITIONS FY 2009 to FY 2013

	Council Adopted <u>Fiscal 2009</u>	Council Adopted <u>Fiscal 2010</u>	Council Adopted <u>Fiscal 2011</u>	Council Adopted <u>Fiscal 2012</u>	Council Adopted <u>Fiscal 2013</u>
<u>GENERAL FUND:</u>					
Council	13	13	12	12	10
District Court	49	49	49	46	46
Mayor	7	7	6	6	6
Clerk	9	9	9	8	7
Treasurer	12	11	10	10	9
Controller	19	18	14	13	12
Information Systems	3	3	3	3	4
Legal	11	11	11	10	10
Assessing	12	12	11	11	11
Human Resources	-	-	9	9	9
Labor Relations	2	2	-	-	-
Personnel	6	6	-	-	-
Property Maintenance Inspection	4	1	1	-	-
Community and Economic Development	-	-	2	2	2
Commissions (12)	3	3	2	2	2
TOTAL GENERAL GOVERNMENT	<u>150</u>	<u>145</u>	<u>139</u>	<u>132</u>	<u>128</u>
Fire Department	147	121	126	120	114
Police Department	275	270	256	239	233
Animal Control	2	2	2	2	2
Civil Defense	1	1	1	1	1
TOTAL PUBLIC SAFETY	<u>425</u>	<u>394</u>	<u>385</u>	<u>362</u>	<u>350</u>
Director	3	3	3	3	3
Engineering and Inspections	8	7	7	5	5
Building Inspections	17	18	16	15	15
DPW Garage	8	7	7	7	7
Building Maintenance	15	9	9	8	8
TOTAL PUBLIC SERVICE	<u>51</u>	<u>44</u>	<u>42</u>	<u>38</u>	<u>38</u>
Planning	5	5	3	3	3
TOTAL GENERAL FUND	<u>631</u>	<u>588</u>	<u>569</u>	<u>535</u>	<u>519</u>
<u>SPECIAL REVENUE FUNDS:</u>					
Michigan Transportation	35	30	28	24	24
Library	16	16	12	22	22
Recreation	20	20	18	16	13
Communications	6	5	5	5	5
Sanitation	42	29	28	26	26
Rental Ordinance	3	3	3	3	3
Downtown Development Authority	1	1	1	1	1
TOTAL SPECIAL REVENUE FUNDS	<u>123</u>	<u>104</u>	<u>95</u>	<u>97</u>	<u>94</u>
GRAND TOTAL	<u>754</u>	<u>692</u>	<u>664</u>	<u>632</u>	<u>613</u>



GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2012 AMENDED BUDGET Vs FISCAL 2013 COUNCIL ADOPTED

DEPARTMENTAL MANPOWER

DEPARTMENTAL BUDGET

	<u>FULL TIME</u>			Fiscal 2012		Fiscal 2013		Departmental	
	Amended Budget	Council Adopted Budget	Increase (Decrease)	Amount	% of Budget	Amount	% of Budget	Increase (Decrease) Amount	% of Change
<u>GENERAL FUND:</u>									
Council	10	10	-	\$ 927,158	1.0%	\$ 836,201	1.0%	\$ (90,957)	(9.8)%
District Court	46	46	-	6,514,575	7.1%	5,867,496	6.7%	(647,079)	(9.9)%
Mayor	6	6	-	576,213	0.6%	600,283	0.7%	24,070	4.2%
Clerk	8	7	(1)	1,457,580	1.6%	1,335,840	1.5%	(121,740)	(8.4)%
Treasurer	10	9	(1)	1,468,491	1.6%	1,409,700	1.6%	(58,791)	(4.0)%
Controller	13	12	(1)	1,590,268	1.7%	1,506,343	1.7%	(83,925)	(5.3)%
Information Systems	3	4	1	682,669	0.7%	655,094	0.7%	(27,575)	(4.0)%
Legal	10	10	-	1,422,522	1.6%	1,460,993	1.7%	38,471	2.7%
Assessing	11	11	-	1,666,171	1.8%	1,669,845	1.9%	3,674	0.2%
Human Resources	9	9	-	1,298,350	1.4%	1,404,208	1.6%	105,858	8.2%
Property Maintenance Inspection	-	-	-	633,872	0.7%	631,647	0.7%	(2,225)	(0.4)%
Community and Economic Development	2	2	-	323,735	0.4%	325,382	0.4%	1,647	0.5%
Unallocated Expense	-	-	-	3,965,100	4.3%	3,967,400	4.5%	2,300	0.1%
Commissions (12)	2	2	-	138,437	0.2%	126,290	0.1%	(12,147)	(8.8)%
<b>TOTAL GENERAL GOVERNMENT</b>	<b>130</b>	<b>128</b>	<b>(2)</b>	<b>\$ 22,665,141</b>	<b>24.7%</b>	<b>\$ 21,796,722</b>	<b>24.8%</b>	<b>\$ (868,419)</b>	<b>(3.8)%</b>
Fire Department	120	114	(6)	\$ 19,920,022	21.7%	\$ 18,648,902	21.2%	\$ (1,271,120)	(6.4)%
Police Department	239	233	(6)	37,039,914	40.4%	35,617,659	40.5%	(1,422,255)	(3.8)%
Animal Control	2	2	-	312,769	0.3%	333,391	0.4%	20,622	6.6%
Civil Defense	1	1	-	197,901	0.2%	204,328	0.2%	6,427	3.2%
<b>TOTAL PUBLIC SAFETY</b>	<b>362</b>	<b>350</b>	<b>(12)</b>	<b>\$ 57,470,606</b>	<b>62.6%</b>	<b>\$ 54,804,280</b>	<b>62.3%</b>	<b>\$ (2,666,326)</b>	<b>(4.6)%</b>
Director	3	3	-	\$ 368,684	0.4%	\$ 371,157	0.4%	\$ 2,473	0.7%
Engineering and Inspections	5	5	-	1,198,278	1.3%	1,209,622	1.4%	11,344	0.9%
Building Inspections	15	15	-	2,354,902	2.6%	2,281,288	2.6%	(73,614)	(3.1)%
DPW Garage	7	7	-	2,065,690	2.2%	1,865,970	2.1%	(199,720)	(9.7)%
Building Maintenance	8	8	-	1,631,865	1.8%	1,644,765	1.9%	12,900	0.8%
Street Lighting	-	-	-	3,047,695	3.3%	2,945,000	3.4%	(102,695)	(3.4)%
<b>TOTAL PUBLIC SERVICE</b>	<b>38</b>	<b>38</b>	<b>-</b>	<b>\$ 10,667,114</b>	<b>11.6%</b>	<b>\$ 10,317,802</b>	<b>11.8%</b>	<b>\$ (349,312)</b>	<b>(3.3)%</b>
Planning	3	3	-	\$ 465,817	0.5%	\$ 457,363	0.5%	\$ (8,454)	(1.8)%
Capital Improvements	-	-	-	\$ 543,000	0.6%	\$ 547,000	0.6%	\$ 4,000	0.7%
<b>TOTAL GENERAL FUND</b>	<b>533</b>	<b>519</b>	<b>(14)</b>	<b>\$ 91,811,678</b>	<b>100.0%</b>	<b>\$ 87,923,167</b>	<b>100.0%</b>	<b>\$ (3,888,511)</b>	<b>(4.2)%</b>

(CONTINUED)

GENERAL FUND AND SPECIAL REVENUE FUNDS BUDGET COMPARISON  
FISCAL 2012 AMENDED BUDGET Vs FISCAL 2013 COUNCIL ADOPTED

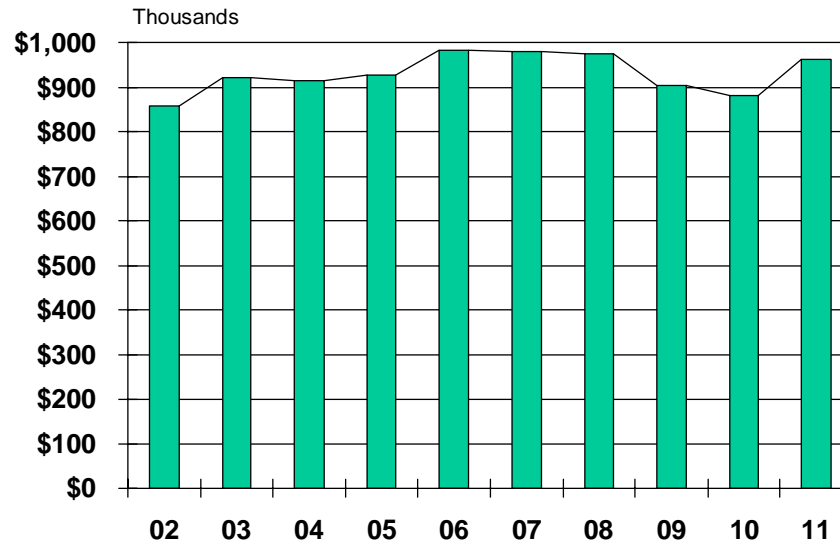
	<u>DEPARTMENTAL MANPOWER</u>			<u>DEPARTMENTAL BUDGET</u>						
	<u>FULL TIME</u>			Fiscal 2012		Fiscal 2013		Departmental		
	Amended	Council	Increase	Amended Budget	% of	Council Adopted	% of	Increase	% of	
<u>Budget</u>	<u>Adopted</u>	<u>(Decrease)</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>Budget</u>	<u>Amount</u>	<u>(Decrease)</u>	<u>Change</u>	
<u>SPECIAL REVENUE FUNDS:</u>										
Michigan Transportation	24	24	-	\$ 9,257,657	20.3%	\$ 9,370,092	21.3%	\$ 112,435	1.2%	
Library	22	22	-	4,945,844	10.8%	4,519,295	10.3%	(426,549)	(8.6)%	
Recreation	16	13	(3)	6,774,304	14.8%	6,172,868	14.1%	(601,436)	(8.9)%	
Communications	5	5	-	1,720,469	3.8%	1,846,436	4.2%	125,967	7.3%	
Sanitation	26	26	-	8,279,857	18.1%	8,247,764	18.8%	(32,093)	(0.4)%	
Rental Ordinance	3	3	-	392,409	0.9%	472,669	1.1%	80,260	20.5%	
Vice Crime Confiscation	-	-	-	100,000	0.2%	100,000	0.2%	-	0.0%	
Drug Forfeiture	-	-	-	388,000	0.9%	420,000	1.0%	32,000	8.2%	
Act 302 Police Training	-	-	-	60,000	0.1%	83,100	0.2%	23,100	38.5%	
Downtown Development Authority	1	1	-	6,208,971	13.6%	5,841,718	13.3%	(367,253)	(5.9)%	
2011 Local Street Road Repair	-	-	-	7,559,831	16.5%	6,816,520	15.5%	(743,311)	(9.8)%	
<b>TOTAL SPECIAL REVENUE FUNDS</b>	<u>97</u>	<u>94</u>	<u>(3)</u>	<u>\$ 45,687,342</u>	<u>100.0%</u>	<u>\$ 43,890,462</u>	<u>100.0%</u>	<u>\$ (1,796,880)</u>	<u>(3.9)%</u>	
<b>GRAND TOTAL</b>	<u>630</u>	<u>613</u>	<u>(17)</u>	<u>\$ 137,499,020</u>		<u>\$ 131,813,629</u>		<u>\$ (5,685,391)</u>	<u>(4.1)%</u>	

**GENERAL FUND  
DEPARTMENTAL  
EXPENDITURES**

## CITY COUNCIL

The City Council is an elected body responsible for the legislative activities of the City of Warren. City Council is composed of seven members, five are District Council Members, and two are at large. In addition to the legislative activities, the City Council is responsible for approving the City of Warren's Budget and the Water Budget on an annual basis. Council meets twice a month, on the second and fourth Tuesday of the month in the Council chambers, located in the Warren Community Center. Council will routinely meet for Committee of the Whole, Closed Sessions or Special Meetings. These meetings are designed to study, discuss, develop strategy or take immediate action on a wide range of topics facing the City. Council Members also sit on a number of commissions that are in place to help the community at large. Most of these commissions are run by residents and report back to various City Departments.

## EXPENDITURE HISTORY CITY COUNCIL



GENERAL FUND PERSONNEL

	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
<u>COUNCIL</u>								
Council Member	7	\$ 27,554	7	\$ 27,554	7	\$ 27,554	7	\$ 27,554
Council Office Administrator	1	69,376	1	69,376	1	69,376	1	69,376
Senior Administrative Secretary/Council	1	55,435	1	55,435	1	55,435	1	55,435
Administrative Clerk	1	47,611	- (d)	-	- (d)	-	- (c)	-
Office Assistant	-	-	-	-	-	-	1 (c)	34,279
Temporary/Co-op		6,000		28,080		28,080		8,080
Overtime	—	1,000	—	3,000	—	3,000	—	3,000
Total Personnel	<u>10</u>		<u>9</u>		<u>9</u>		<u>10</u>	

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

(c) Reclassification of Administrative Clerk to Office Assistant.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>COUNCIL</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 247,986	\$ 113,085	\$ 213,685	\$ 213,685	Elected Officials	\$ 192,619	\$ 192,619	\$ 192,619
177,571	91,068	177,942	173,125	Permanent Employees	124,811	124,811	159,090
557	297	2,000	6,000	Temporary/Co-op	28,080	28,080	8,080
2,508	2,235	5,000	1,000	Overtime	3,000	3,000	3,000
				<b>Employee Benefits:</b>			
34,180	17,207	32,145	31,261	Social Security	27,534	27,534	28,641
134,690	77,731	126,289	133,107	Employee Insurance	96,282	96,282	113,900
110,166	53,893	102,788	101,144	Retiree Health Insurance	66,472	66,472	66,815
9,583	6,257	9,583	9,584	Longevity	6,727	6,727	6,727
132,811	77,499	147,802	141,513	Retirement Fund	118,822	118,822	122,250
312	-	-	-	Cost of Living	-	-	-
1,843	-	-	-	Legal Services	-	-	-
5,952	2,371	5,000	5,000	<b>Office Supplies</b>	6,000	6,000	6,000
				<b>Other Services and Charges:</b>			
736	525	1,400	1,500	Postage	1,500	1,500	1,500
75,798	19,960	78,000	84,000	Contractual Services	82,000	82,000	101,879
21,616	11,080	21,239	21,239	Court Reporter	21,000	21,000	21,000
434	244	800	1,500	Telephone	1,000	1,000	1,000
855	342	800	500	Mileage	700	700	700
1,516	839	2,500	3,000	Printing and Publishing	3,000	3,000	3,000
				<b>Capital Outlay:</b>			
2,576	-	-	-	Equipment - Office	-	-	-
<u>\$ 961,690</u>	<u>\$ 474,633</u>	<u>\$ 926,973</u>	<u>\$ 927,158</u>	<b>Total Council</b>	<u>\$ 779,547</u>	<u>\$ 779,547</u>	<u>\$ 836,201</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.

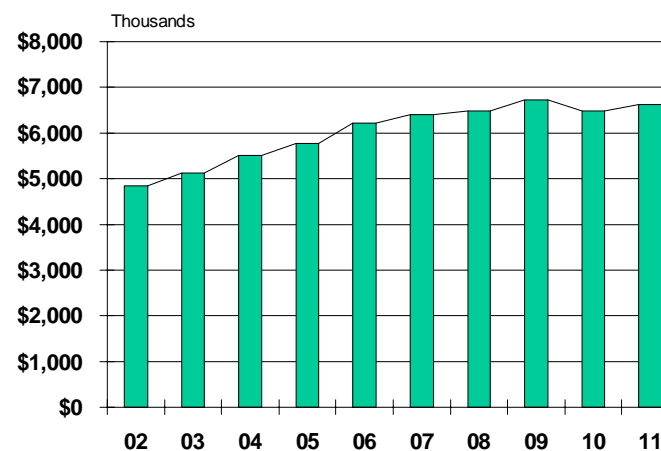
## 37TH DISTRICT COURT

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Small Claims	635	800	1,000	800
Landlord & Tenant	4,921	5,000	5,000	5,000
Parking Tickets	1,116	1,300	1,100	1,300
Traffic Misdemeanor & Civil	35,250	35,000	36,000	35,000
Non-Traffic Felony	1,869	2,800	2,800	2,800
Non-Traffic Misdemeanor & Civil	1,653	2,000	2,000	2,000
Traffic OUIL/OWI	202	600	600	600
General Civil	5,151	6,000	6,000	6,000
Probation – Active Cases	876	1,200	1,200	900
Pre-sentence Investigations/Alcohol Evaluations	460	900	900	500

### 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	93,000 (e)	1	105,377
Chief Probation Officer	1	71,498	1	71,498	- (c)	-	1	71,498
Probation Officer	2	62,675	2	62,675	3 (c)	62,675	2	62,675
Office Manager	1	62,396	1	62,396	- (d)	-	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	- (c)	-	5	57,941
Security Guard	-	-	-	-	5 (c)	43,728	-	-
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	9	43,728	9	43,728	9	43,728	9	43,728
Temporary Employees		135,000		176,000		35,000		135,000
Overtime	—	500	—	5,000	—	-	—	-
Total Personnel	<u>46</u>		<u>46</u>		<u>45</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.

(c) Reclassification of Chief Probation Officer to Probation Officer and Court Officer to Security Guard..

(d) Position deleted.

(e) Reflects decrease of \$12,377 for Court Administrator.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31		FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>GENERAL GOVERNMENT</b>			
				<b>37TH DISTRICT COURT</b>			
				<b>Personnel Services:</b>			
\$ 183,600	\$ 91,448	\$ 183,600	\$ 183,600	Elected Officials	\$ 182,896	\$ 182,896	\$ 182,896
2,434,201	1,097,476	2,209,753	2,226,053	Permanent Employees	2,232,686	2,090,221	2,198,864
116,440	46,280	120,000	135,000	Temporary Employees	176,000	35,000	135,000
115,481	55,764	120,000	163,863	Temporary Employees-Drug Court	-	-	-
129	-	500	500	Overtime	5,000	-	-
				<b>Employee Benefits:</b>			
211,987	95,426	193,922	201,287	Social Security	193,216	170,669	186,520
583,499	315,134	573,426	571,778	Employee Insurance	533,303	523,394	547,382
684,815	305,259	613,081	604,306	Retiree Health Insurance	671,177	651,578	628,287
86,350	36,916	73,707	73,903	Longevity	79,380	76,930	72,819
667,305	318,532	639,765	672,857	Retirement Fund	743,533	724,604	665,978
4,188	-	-	-	Cost of Living	-	-	-
6,336	-	-	-	Legal Services	-	-	-
44,015	30,232	57,000	57,000	<b>Office Supplies</b>	57,000	40,000	57,000
				<b>Other Services and Charges:</b>			
17,504	8,181	17,000	16,000	Postage	17,000	16,000	16,000
22,387	9,352	23,000	15,000	Bank Service Charges	18,000	18,000	15,000
15,800	12,800	15,800	16,000	Auditing	16,000	15,000	16,000
34,774	30,361	48,000	48,000	Contractual Services	55,000	34,000	48,000
199,498	180,000	215,000	215,000	Contractual Services - Data Processing	215,000	200,000	215,000
40,341	20,660	49,000	49,000	Contractual Services - Judge/Magistrate	50,000	30,000	49,000
8,872	3,410	15,000	20,000	Drug Court Expense	25,000	9,000	20,000
985	-	6,014	6,014	W.R.A.P. Drug Court Expense	-	-	-
50,302	-	-	-	Justice Assistance Grant Expense - 2010	-	-	-
76,410	65,337	103,590	103,590	Justice Assistance Grant Expense - 2011	-	-	-
-	11,500	100,000	100,000	Justice Assistance Grant Expense - 2012	-	-	-
144,710	-	-	-	Substance Abuse Grant Expense	-	-	-
-	4,697	31,484	31,484	Substance Abuse Grant Expense - 2011	-	-	-
-	65,572	151,590	151,590	Substance Abuse Grant Expense - 2012	-	-	-
-	900	25,000	25,000	Michigan Drug Court Grant Expense	-	-	-
-	1,000	14,000	14,000	Mental Health Service Grant Expense	-	-	-
-	-	250	250	Transcripts	250	250	250
463,134	154,136	440,000	411,000	Counsel for Indigent Defendants	411,000	350,000	411,000
19,569	6,457	16,000	16,000	Witness and Jury Fees	18,000	16,000	16,000
14,043	9,985	25,000	28,000	Telephone	28,000	20,000	28,000
2,143	787	2,200	2,200	Mileage	2,200	2,000	2,200
101,248	41,949	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
9,366	5,408	9,000	7,000	Books	10,000	5,000	7,000
5,372	4,106	5,000	4,300	Memberships and Dues	6,000	3,000	4,300
				<b>Capital Outlay:</b>			
-	5,409	5,409	-	Equipment - Office	-	-	-
<u>\$ 6,614,804</u>	<u>\$ 3,284,474</u>	<u>\$ 6,452,091</u>	<u>\$ 6,514,575</u>	<b>Total 37th District Court</b>	<u>\$ 6,090,641</u>	<u>\$ 5,558,542</u>	<u>\$ 5,867,496</u>

## MAYOR

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

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

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

The Mayor presides over many ceremonial activities. He also is the appointing authority of all the City's major departments and has the power to prevent disorder, preserve 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	39,500	1	39,500	1	39,500	1	39,500
Clerical Technician	1	37,000	1	37,000	1	37,000	1	37,000
Temporary/Co-op	—	35,000	—	35,000	—	35,000	—	35,000
Total Personnel	<u>6</u>		<u>6</u>		<u>6</u>		<u>6</u>	

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

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>MAYOR</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 110,636	\$ 55,106	\$ 110,636	\$ 110,636	Elected Official	\$ 110,212	\$ 110,212	\$ 110,212
216,187	84,817	211,668	252,790	Permanent Employees	251,764	251,764	251,764
19,974	8,802	25,000	35,000	Temporary/Co-op	35,000	35,000	35,000
				<b>Employee Benefits:</b>			
26,219	11,096	26,287	30,639	Social Security	30,822	30,822	30,822
34,826	21,869	54,241	55,826	Employee Insurance	76,308	76,308	76,308
41,365	20,589	41,909	42,480	Retiree Health Insurance	46,611	46,611	46,611
-	-	-	-	Longevity	790	790	790
24,608	12,418	30,656	36,342	Retirement Fund	36,276	36,276	36,276
399	-	-	-	Cost of Living	-	-	-
614	-	-	-	Legal Services	-	-	-
8,907	3,496	8,500	9,000	<b>Office Supplies</b>	9,000	9,000	9,000
				<b>Other Services and Charges:</b>			
2,079	319	2,000	2,000	Postage	2,000	2,000	2,000
1,300	1,234	1,500	1,500	Contractual Services	1,500	1,500	1,500
<u>\$ 487,114</u>	<u>\$ 219,746</u>	<u>\$ 512,397</u>	<u>\$ 576,213</u>	<b>Total Mayor</b>	<u>\$ 600,283</u>	<u>\$ 600,283</u>	<u>\$ 600,283</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.

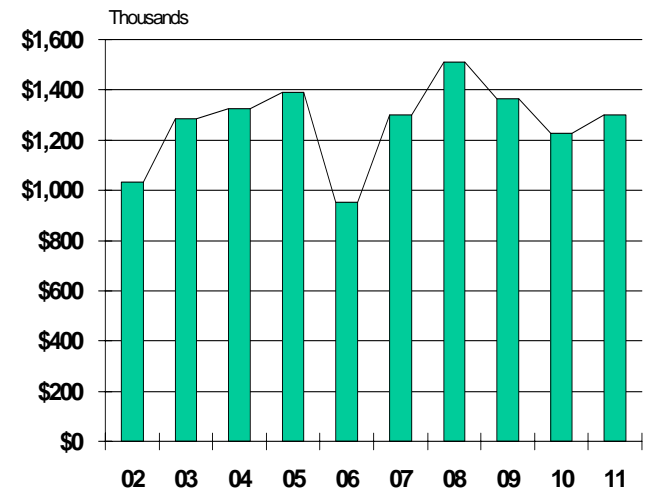
## CITY CLERK

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Business licenses issued	837	2,000	1,500	1,500
Public hearings	70	100	100	100
Changes in voter registration	44,367	65,000	60,000	60,000
Dog licenses issued	4,983	6,500	6,000	6,000
Garage sale permits issued	1,499	5,500	4,000	4,000
Death certificates issued	1,935	2,500	2,500	2,500
Birth certificates issued	1,201	2,500	2,500	2,500
Lawsuits issued	38	100	100	100
Contracts signed, catalogued and filed	51	100	100	100
Dog park passes issued	176	350	350	350
Internet requests processed	4,600	5,500	5,000	5,000



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
Election Coordinator	-	-	1 (c)	43,693	1 (c)	43,693	1 (c)	43,693
Administrative Clerical Technician	1	51,100	- (d)	-	- (d)	-	- (d)	-
Office Assistant - Clerks Office	3	35,693	2 (c)	35,693	2 (c)	35,693	2 (c)	35,693
Seasonal Employees		30,000		54,000		35,000		35,000
Temporary Employees - Election Wages		243,210		203,900		203,900		203,900
Overtime	---	20,000	---	40,912	---	20,000	---	20,000
Total Personnel	<u>8</u>		<u>7</u>		<u>7</u>		<u>7</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 Office Assistant to Election Coordinator.

(d) Position deleted.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT CLERK</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,825	\$ 40,756	\$ 81,825	\$ 81,825	Elected Official	\$ 81,511	\$ 81,511	\$ 81,511
451,225	157,942	347,349	376,044	Permanent Employees	330,004	330,004	330,004
39,550	24,068	40,000	30,000	Seasonal Employees	54,000	35,000	35,000
23,303	8,331	15,000	20,000	Overtime	40,912	20,000	20,000
				<b>Employee Benefits:</b>			
47,180	18,639	38,574	40,500	Social Security	40,273	37,181	37,181
94,049	47,891	90,875	114,365	Employee Insurance	103,011	102,960	102,960
167,684	68,343	145,851	139,615	Retiree Health Insurance	155,508	147,143	147,143
17,313	7,180	14,694	14,694	Longevity	13,217	13,217	13,217
127,140	64,812	138,332	138,637	Retirement Fund	151,209	135,734	135,734
671	-	-	-	Cost of Living	-	-	-
1,216	-	-	-	Legal Services	-	-	-
190	-	190	190	Uniforms	190	190	190
13,478	11,583	18,000	18,000	<b>Office Supplies</b>	18,000	16,000	16,000
				<b>Other Services and Charges:</b>			
130,950	104,415	210,000	243,210	Election Wages	203,900	203,900	203,900
21,228	16,326	36,000	48,000	Postage	63,820	40,000	40,000
50,951	67,628	110,000	130,000	Election Expense	184,350	130,000	130,000
5,341	5,944	12,000	12,000	Contractual Services	99,095	12,000	12,000
607	430	800	500	Auto Expense	1,500	1,000	1,000
24,452	19,383	40,000	50,000	Printing and Publishing	70,000	30,000	30,000
<u>\$ 1,298,353</u>	<u>\$ 663,671</u>	<u>\$ 1,339,490</u>	<u>\$ 1,457,580</u>	<b>Total Clerk</b>	<u>\$ 1,610,500</u>	<u>\$ 1,335,840</u>	<u>\$ 1,335,840</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 \$248 million Police and Fire Pension Fund and the \$23 million VEBA Trust Fund with the assistance of outside professional actuarial and financial consultants. These funds are managed in accordance with sound actuarially determined standards.

The City Treasurer also acts as the property tax collection agent for all taxing units located in the City. Approximately \$184 million in local unit taxes are collected, accounted for, and distributed annually by the Treasurer to the units.

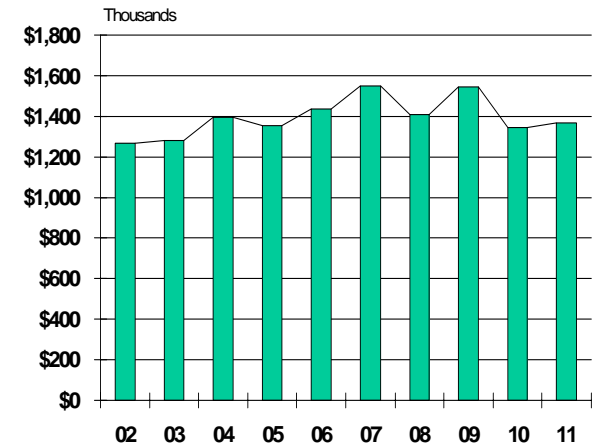
## TREASURER

### Fiscal 2013 Performance Objectives

1. To administer cash management to maximize investment earnings.
2. To increase offsite water and tax bill payments.
3. To collect revenues efficiently and make authorized disbursements on a timely basis.

<u>Performance Indicators</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Tax bills processed manually	88,321	122,000	87,000	87,000
Tax bills processed off CD-ROM	56,141	56,000	54,199	55,000
Date of delivery to County	April 1	April 1	April 1	April 1
Payroll checks/Advice's processed	27,488	29,000	28,000	28,000
List of Bills checks processed	24,273	23,000	24,000	24,000
Water bills processed manually	417,984	496,000	418,000	418,000
Water bills automatic payment	6,101	6,000	6,200	6,300
Status changes manually	600	720	650	650
Personal Property tax accounts	4,586	4,100	4,500	4,500
Delinquent Personal Property tax accounts	2,057	1,600	2,100	2,100
Easy Pay Tax Payments	-	-	1,700	2,000
Easy Pay Water Bill Payments	-	-	12,000	12,000

### EXPENDITURE HISTORY TREASURER



GENERAL FUND PERSONNEL

<u>CITY TREASURER</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
City Treasurer	1	\$ 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 Accountant I	1	62,082	- (d)	-	- (d)	-	- (d)	-
Tax Account Technician	1	59,501	1	59,501	1	59,501	1	59,501
Tax Account Specialist	2	53,425	2	53,425	2	53,425	2	53,425
	2	49,816	2	49,816	2	49,816	2	49,816
Seasonal Employees		14,000		14,000		14,000		14,000
Overtime	—	9,000	—	9,000	—	9,000	—	9,000
Total Personnel	<u>10</u>		<u>9</u>		<u>9</u>		<u>9</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT TREASURER</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,825	\$ 40,756	\$ 81,825	\$ 81,825	Elected Official	\$ 81,511	\$ 81,511	\$ 81,511
536,107	274,117	546,984	549,010	Permanent Employees	490,150	490,150	490,150
16,085	6,723	14,000	14,000	Seasonal Employees	14,000	14,000	14,000
14,199	2,440	9,000	9,000	Overtime	9,000	9,000	9,000
				<b>Employee Benefits:</b>			
51,445	26,345	51,936	52,311	Social Security	47,704	47,704	47,704
130,741	74,291	129,138	129,831	Employee Insurance	105,920	105,920	105,920
211,916	106,079	209,130	204,772	Retiree Health Insurance	221,318	221,318	221,318
19,009	14,141	20,895	21,148	Longevity	20,854	20,854	20,854
174,258	98,705	194,589	193,394	Retirement Fund	206,043	206,043	206,043
890	-	-	-	Cost of Living	-	-	-
1,536	-	-	-	Legal Services	-	-	-
8,691	5,468	11,000	11,000	<b>Office Supplies</b>	11,000	11,000	11,000
				<b>Other Services and Charges:</b>			
73,065	41,045	70,000	60,000	Postage	60,000	60,000	60,000
20,232	14,069	16,000	16,000	Contractual Services	16,000	16,000	16,000
25,890	17,116	40,000	46,000	Tax Statement Preparation	46,000	46,000	46,000
286	63	250	200	Mileage	200	200	200
-	-	80,000	80,000	Delinquent Personal Property Tax Write-off	80,000	80,000	80,000
				<b>Capital Outlay:</b>			
2,780	-	-	-	Equipment - Office	-	-	-
<u>\$ 1,368,955</u>	<u>\$ 721,358</u>	<u>\$ 1,474,747</u>	<u>\$ 1,468,491</u>	<b>Total Treasurer</b>	<u>\$ 1,409,700</u>	<u>\$ 1,409,700</u>	<u>\$ 1,409,700</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 \$221 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 4,000 purchase orders having a value in excess of \$12 million dollars annually.

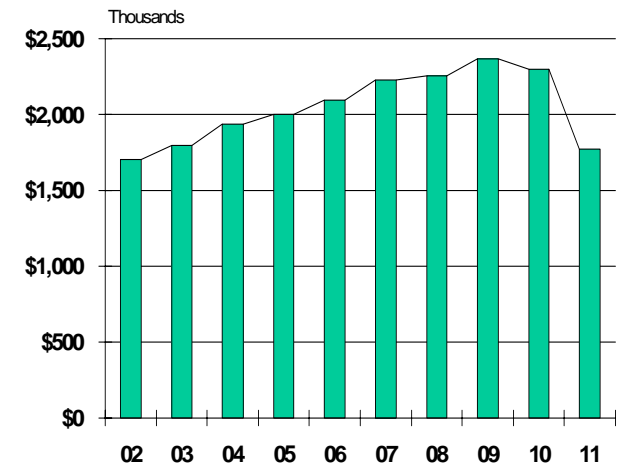
# CONTROLLER

## Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Proposed & Final Budget Documents Printed	90	80	90	90
City Funds Budgeted & Monitored	31	31	32	31
Monthly Financial Reports Prepared	12	12	12	12
Budget Amendments Prepared	26	35	32	32
Travel Requests Processed	43	100	55	65
Labor Contracts Costed	6	0	2	5
G.F.O.A. Distinguished Budget Award	1	1	1	1
Comprehensive Annual Financial Reports Printed	60	60	80	80
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	292	350	325	330
Purchase Orders Processed	4,251	4,400	4,600	4,800
Bids – Council items recommended	165	150	160	160
Informal Bid Correspondence	330	400	380	390
Use of Co-operative Bids	19	18	20	22
Requests for Proposals	6	10	13	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
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	- (d)	-	- (d)	-
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	2	49,816	2	49,816	2	49,816	2	49,816
Office Assistant	1	34,279	1	34,279	1	34,279	1	34,279
Temporary/Co-op		35,000		35,000		35,000		35,000
Overtime	—	35,000	—	35,000	—	30,000	—	30,000
<b>Total Personnel</b>	<u>13</u>		<u>13</u>		<u>12</u>		<u>12</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT CONTROLLER</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 63,472	\$ 54,644	\$ 109,709	\$ 109,734	Appointed Official	\$ 109,289	\$ 109,289	\$ 109,289
975,559	354,616	709,315	799,701	Permanent Employees	791,319	725,301	725,301
8,536	14,330	26,000	35,000	Temporary/Co-op	35,000	35,000	35,000
24,698	90	10,000	35,000	Overtime	35,000	30,000	30,000
				<b>Employee Benefits:</b>			
84,088	33,140	67,331	77,860	Social Security	77,208	71,704	71,704
144,016	93,133	169,341	172,876	Employee Insurance	177,811	159,814	159,814
337,565	114,412	231,020	261,973	Retiree Health Insurance	256,183	253,523	253,523
37,672	11,952	27,545	27,592	Longevity	25,599	25,599	25,599
343,070	135,987	274,576	318,789	Retirement Fund	317,155	306,853	306,853
1,201	-	-	-	Cost of Living	-	-	-
1,869	-	-	-	Legal Services	-	-	-
12,842	5,019	13,000	18,000	<b>Office Supplies</b>	18,000	16,000	16,000
				<b>Other Services and Charges:</b>			
1,880	561	1,800	3,000	Postage	3,000	2,200	2,200
2,194	2,097	2,500	2,500	Contractual Services	2,500	2,500	2,500
408	122	600	1,000	Mileage	1,000	600	600
				<b>Capital Outlay:</b>			
5,989	-	-	-	Equipment - Office	-	-	-
<u>\$ 2,045,059</u>	<u>\$ 820,103</u>	<u>\$ 1,642,737</u>	<u>\$ 1,863,025</u>	<b>Total Controller</b>	<u>\$ 1,849,064</u>	<u>\$ 1,738,383</u>	<u>\$ 1,738,383</u>
				Charges Reimbursable via			
(270,577)	(136,379)	(272,757)	(272,757)	Public Act 55 - Accountant/Clerical	(232,040)	(232,040)	(232,040)
<u>\$ 1,774,482</u>	<u>\$ 683,724</u>	<u>\$ 1,369,980</u>	<u>\$ 1,590,268</u>	<b>Net Controller</b>	<u>\$ 1,617,024</u>	<u>\$ 1,506,343</u>	<u>\$ 1,506,343</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.
- Water meter reading server and software.
- 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, Owen Jax Recreation Center, Water Building, Treatment Plant, D.P.W. Garage and Fire Administration.
- Camera security system within City Hall.
- 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 15 computer servers. Analysts and programmers determine future departmental information needs and develop new computer systems as needed.

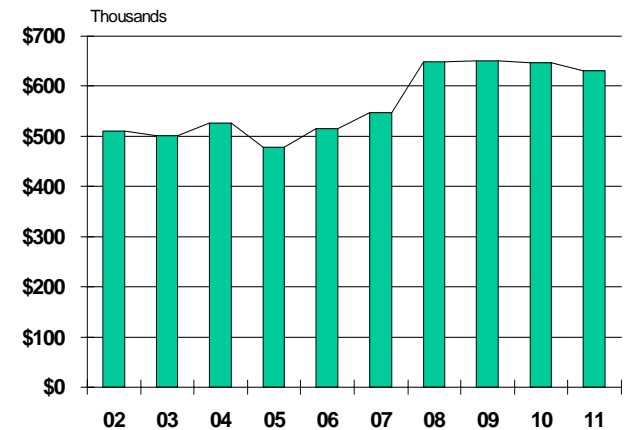
## INFORMATION SYSTEMS

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
PCs supported	508	508	508	508
Help Desk calls	3,200	3,200	3,200	3,300
New programs created	85	80	80	80
Existing program updates	55	60	60	65
Hardware platforms supported	14	16	16	16
Hours spent on PC support	4,200	4,200	4,200	4,500
Hours spent enhancing intranet web site	635	635	635	660

### 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
Website Developer/Computer Support Analyst	-	-	1 (b)	64,039	1 (b)	64,039	1 (b)	64,039
Temporary/Co-op		-		15,000		10,000		10,000
Overtime	—	4,983	—	5,314	—	4,000	—	4,000
Total Personnel	<u>3</u>		<u>4</u>		<u>4</u>		<u>4</u>	

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

(b) New position.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT INFORMATION SYSTEMS</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 246,008	\$ 124,339	\$ 242,386	\$ 235,248	Permanent Employees	\$ 294,680	\$ 294,680	\$ 294,680
-	2,610	5,000	-	Temporary Employee	15,000	10,000	10,000
-	-	3,000	4,983	Overtime	5,314	4,000	4,000
				<b>Employee Benefits:</b>			
19,284	10,293	19,736	19,323	Social Security	25,118	24,628	24,628
45,563	23,449	46,234	45,954	Employee Insurance	62,421	62,413	62,413
92,327	48,744	92,454	90,034	Retiree Health Insurance	100,087	99,561	99,561
7,819	9,100	9,100	9,101	Longevity	9,101	9,101	9,101
34,901	18,351	34,801	34,056	Retirement Fund	40,015	39,818	39,818
306	-	-	-	Cost of Living	-	-	-
461	-	-	-	Legal Services	-	-	-
2,511	1,238	4,000	5,380	<b>Operating Supplies</b>	5,085	5,085	5,085
				<b>Other Services and Charges:</b>			
5,640	8,495	14,000	14,000	Software Services	14,000	14,000	14,000
173,545	122,660	215,000	221,590	Contractual Services	105,605	105,605	88,808
				<b>Capital Outlay:</b>			
2,502	679	3,000	3,000	Equipment - Computer	3,000	3,000	3,000
<u>\$ 630,867</u>	<u>\$ 369,958</u>	<u>\$ 688,711</u>	<u>\$ 682,669</u>	<b>Total Information Systems</b>	<u>\$ 679,426</u>	<u>\$ 671,891</u>	<u>\$ 655,094</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.

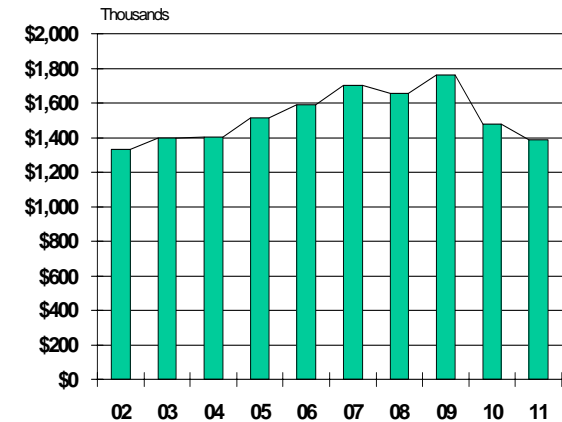
## LEGAL

### Fiscal 2013 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 to 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Warrants - Prosecuted	1,538	1,700	1,600	1,600
Civil Infractions - Prosecuted	26,204	31,000	29,000	29,000
Misdemeanors - Prosecuted	6,038	8,700	7,000	7,000
Pre-trials - Prosecuted	6,601	7,100	7,000	7,000
Seven Day Letter Complaints	150	190	170	170
Seven Day Letter Responses	80	80	80	80
On-site Police file resolutions	700	550	750	750
Warrants reviewed and refused	210	200	200	200
Discovery Requests	279	400	350	350
Victim Rights action	1,518	1,550	1,530	1,530
Subpoenas	48	160	100	100
Tax Tribunal Appeals	305	350	300	300
Civil Litigation	77	50	60	60
Administrative requests for legal services	560	800	600	600
Freedom of Information Act review & responses	588	325	400	400
Civil Rights complaints	2	7	4	4

### 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	3 (d)	101,234	4	101,234
Administrative Assistant to City Attorney	1	67,539	1	67,539	1	67,539	1	67,539
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>								
Law Clerks		30,000		30,000		28,000		28,000
Overtime	—	14,000	—	14,000	—	14,000	—	14,000
Total Personnel	<u>10</u>		<u>10</u>		<u>9</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>LEGAL</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 82,443	\$ 56,089	\$ 112,608	\$ 112,634	Appointed Official	\$ 112,177	\$ 112,177	\$ 112,177
402,561	182,800	397,325	435,003	Assistant Attorneys	436,972	373,068	436,972
173,598	87,080	178,848	182,877	Clerical Staff	186,055	186,055	186,055
				Part-time Employees -			
26,858	10,509	25,000	30,000	Law Clerks	30,000	28,000	28,000
67,185	-	-	-	Temporary Attorneys	-	-	-
5,220	-	-	-	Temporary/Co-op	-	-	-
12,292	2,640	10,000	14,000	Overtime	14,000	14,000	14,000
				<b>Employee Benefits:</b>			
59,203	25,590	55,694	60,868	Social Security	61,553	56,445	61,398
112,611	78,202	158,400	150,386	Employee Insurance	148,085	130,117	148,083
201,431	82,106	173,791	167,566	Retiree Health Insurance	185,072	184,433	185,072
17,601	6,800	15,650	15,651	Longevity	16,676	16,676	16,676
197,327	102,665	217,319	222,537	Retirement Fund	244,260	237,870	244,260
840	-	-	-	Cost of Living	-	-	-
576	-	-	-	Legal Services	-	-	-
4,279	2,409	5,000	5,000	<b>Office Supplies</b>	4,800	4,800	4,800
				<b>Other Services and Charges:</b>			
1,968	2,420	5,000	5,000	Contractual Services	4,800	4,800	4,800
1,327	383	1,400	2,000	Postage	1,700	1,700	1,700
491	949	2,500	2,500	Legal Fees	2,500	2,000	2,000
868	330	1,200	1,500	Mileage	1,200	1,000	1,000
14,910	12,726	15,000	15,000	Books, Dues, and Subscriptions	15,300	14,000	14,000
				<b>Capital Outlay:</b>			
5,989	-	-	-	Equipment - Office	-	-	-
<u>\$ 1,389,578</u>	<u>\$ 653,698</u>	<u>\$ 1,374,735</u>	<u>\$ 1,422,522</u>	<b>Total Legal</b>	<u>\$ 1,465,150</u>	<u>\$ 1,367,141</u>	<u>\$ 1,460,993</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 \$180 million of which over \$65 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.

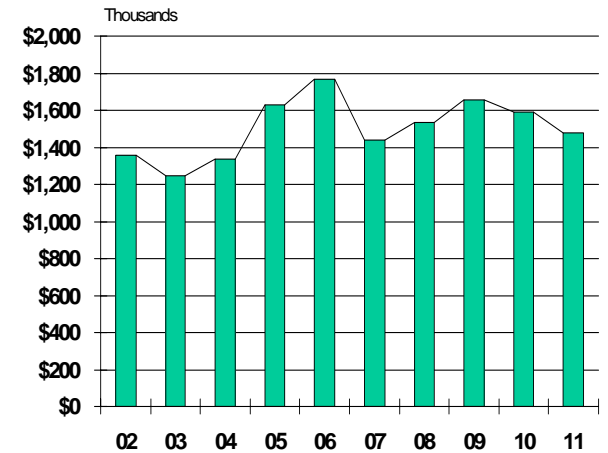
# ASSESSING

## Fiscal 2013 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 increase personal property audits to investigate accuracy of IFT personal property reporting.
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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 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	5	5	5	5
Personal Property Audits	70	125	70	100
Small Claim M.T.T. appeals	756	800	800	900
Full Tax Tribunal appeals	528	400	600	700
Board of Review appeals	1,500	2,000	1,600	1,500
Mandated State and County reports	17	17	17	17
Processing of Homestead affidavits	1,802	5,500	2,500	2,500
Process deeds & transfer affidavits	9,038	6,500	8,500	8,500
Review transfers to uncap taxable value	3,500	5,000	4,000	4,000
Site Plans reviewed	110	200	80	150
Review I.F.T. applications	8	10	10	10
Property Division/Combinations	25	100	45	45
Prepare/Review Special Assessment Rolls	30	30	30	30
Review taxable status/determine new assess.	60,768	60,300	61,000	61,000
Review/Appraise exempt properties	2,000	2,000	2,000	2,000
Review & process homestead denials by State	450	2,300	500	500
Verify sales & transfers, inspect sold property	3,500	6,000	4,000	4,000
Inspect and appraise building permit activity	11,243	12,000	12,000	12,000
Respond to citizens requests for information	15,000	15,000	15,000	15,000
Stratify real property neighborhoods	100	400	150	150
Identify/photograph real property parcels	730	1,000	800	1,000
Digitally sketch real property parcels	850	1,500	1,000	1,000
Review records for ownership, name & address changes	10,500	20,000	12,000	15,000

## 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
Principal Appraiser	-	-	1 (c)	72,953	1 (c)	72,953	1 (c)	72,953
Senior Appraiser	5	66,861	5	66,861	5	66,861	5	66,861
Personal Property Administrative Technician Appraiser	1	65,754	1	65,754	1	65,754	1	65,754
Assessing Specialist	1	57,757	1	57,757	1	57,757	1	57,757
Office Assistant	-	-	1 (c)	45,824	1 (c)	45,824	1 (c)	45,824
	2	34,279	- (c)	-	- (c)	-	- (c)	-
Seasonal Employees		20,000		24,000		20,000		20,000
Overtime	—	20,000	—	24,739	—	20,000	—	20,000
Total Personnel	<u>11</u>		<u>11</u>		<u>11</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 Office Assistant to Principal Appraiser and Assessing Specialist.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT ASSESSING</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 102,845	\$ 51,485	\$ 103,367	\$ 103,391	Appointed Official	\$ 102,971	\$ 102,971	\$ 102,971
600,435	306,958	609,398	606,223	Permanent Employees	643,206	643,206	643,206
22,605	8,112	20,000	20,000	Seasonal Employees	24,000	20,000	20,000
14,901	7,496	20,000	20,000	Overtime	24,739	20,000	20,000
				<b>Employee Benefits:</b>			
58,859	30,168	60,180	60,081	Social Security	63,597	62,919	62,919
111,385	66,357	119,954	117,079	Employee Insurance	129,433	129,392	129,392
190,772	97,908	195,792	192,616	Retiree Health Insurance	215,189	213,293	213,293
23,800	11,979	25,579	25,597	Longevity	25,702	25,702	25,702
280,884	166,769	333,472	331,984	Retirement Fund	378,269	374,762	374,762
1,120	-	-	-	Cost of Living	-	-	-
1,664	-	-	-	Legal Services	-	-	-
4,564	2,620	5,000	5,000	<b>Office Supplies</b>	5,000	5,000	5,000
				<b>Other Services and Charges:</b>			
4,400	500	8,200	8,200	Board of Review	7,500	7,500	7,500
27,514	3,859	25,000	23,000	Postage	28,000	26,000	26,000
				Contractual Services -			
9,280	9,420	9,420	10,000	Data Conversion	10,000	10,000	10,000
6,130	356	16,000	16,000	Software Services	16,000	12,000	12,000
17,486	7,232	14,000	14,000	Tax Roll Preparation	15,000	14,000	14,000
1,236	1,049	2,100	1,000	Auto Expense	1,500	1,500	1,500
-	19,033	110,000	110,000	Professional Services	30,000	-	-
-	1,625	2,000	2,000	Memberships and Dues	1,600	1,600	1,600
				<b>Capital Outlay:</b>			
599	-	-	-	Equipment - Office	600	-	-
<u>\$ 1,480,479</u>	<u>\$ 792,926</u>	<u>\$ 1,679,462</u>	<u>\$ 1,666,171</u>	<b>Total Assessing</b>	<u>\$ 1,722,306</u>	<u>\$ 1,669,845</u>	<u>\$ 1,669,845</u>

## HUMAN RESOURCES

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

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

- Developing a human resources plan, under the direction of the City of Warren Civil Service Commission for the purpose of recruiting and staffing all full-time, part-time, seasonal and contractual services and for maintaining records on all staff once they are hired. The Director also acts as the Equal Employment Opportunity Officer for all 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 2013 Performance Objectives

1. To recruit and hire the most qualified applicants as an Equal Employment Opportunity employer.
2. To maintain 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 negotiate labor contracts that preserves and protects the public interest.
5. To implement an efficient, cost saving attendance, time keeping and payroll process.
6. To preserve an acceptable level of public service in the face of shrinking financial resources.
7. To monitor Health Care Reform and how it impacts our employee/retiree costs and benefits.
8. To investigate staffing services contracts to supplement our employee workforce.

<u>Performance Indicators</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Promotional job postings	20	20	16	20
Open competitive job postings	5	10	8	6
Civil Service Commission meetings	12	12	12	12
Full-time and Part-time employee's hired	156	120	136	130
Applications processed	1,126	2,500	1,200	1,200
Random DOT alcohol tests	28	90	25	25
Random DOT drug tests	61	150	75	75
Workers' Compensation claims processed	142	150	150	170
Sick/Accident claims processed	68	50	70	70
Auto/glass claims processed	59	50	60	60
General Liability/Property claims processed	281	35	150	100
Lawsuit files processed	39	50	50	50
Over the counter contacts	4,750	5,000	4,900	4,500
Written exams administered	9	10	11	5
Performance exams administered	490	600	900	600
MESC claims processed	90	100	100	100
W-2's issued by January 31	1,515	1,700	1,658	1,700
MESC Reports/Federal Tax deposits	8	8	8	8
Process employee withholding changes	520	500	500	10
Labor contracts negotiated	5	8	3	8
Arbitration awards	7	10	10	10
AFSCME Local 1250 grievances	99	90	90	90
AFSCME Local 1917 grievances	13	15	15	15
WPOA grievances	19	20	20	20
WPFU Local 1383 grievances	14	20	15	15
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 Assistant	1	83,668	1	83,668	1	83,668	1	83,668
Human Resource Analyst	1	67,850	1	67,850	1	67,850	1	67,850
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 Payroll Technician	1	59,435	1	59,435	1	59,435	1	59,435
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
Office Assistant	1	34,279	1	34,279	1	34,279	1	34,279
Temporary/Co-op		4,000		4,000		4,000		4,000
Overtime	—	2,500	—	3,039	—	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.



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>HUMAN RESOURCES</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 646,945	\$ 260,132	\$ 526,579	\$ 572,789	Permanent Employees	\$ 572,063	\$ 572,063	\$ 572,063
15,096	17,899	36,000	4,000	Temporary/Co-op	4,000	4,000	4,000
3,224	1,252	2,500	2,500	Overtime	3,039	2,500	2,500
3,000	750	3,000	3,000	Fees and Per Diem	3,000	3,000	3,000
				<b>Employee Benefits:</b>			
52,918	22,400	45,015	46,356	Social Security	46,537	46,496	46,496
105,557	54,650	103,872	122,841	Employee Insurance	119,109	119,109	119,109
185,751	76,738	154,943	170,292	Retiree Health Insurance	175,283	175,067	175,067
21,725	9,017	18,843	18,884	Longevity	21,396	21,396	21,396
173,225	75,729	152,908	175,988	Retirement Fund	193,276	192,877	192,877
797	-	-	-	Cost of Living	-	-	-
1,280	-	-	-	Legal Services	-	-	-
7,298	4,873	8,000	8,000	<b>Office Supplies</b>	8,000	8,000	8,000
				<b>Other Services and Charges:</b>			
5,652	1,548	5,000	5,000	Postage	6,000	6,000	6,000
4,918	11,410	16,000	12,000	Contractual Services	90,000	90,000	90,000
14,937	-	15,500	15,500	Contractual Services - E.A.C.	15,500	15,500	15,500
35,547	23,470	45,000	45,000	Medical Services	45,000	45,000	45,000
47	48	200	200	Mileage	200	200	200
11,034	10,053	15,000	12,000	Printing and Publishing	18,000	15,000	15,000
67,187	44,745	81,000	81,000	Arbitration Expense	85,000	85,000	85,000
1,004	490	3,000	3,000	Membership and Dues	4,500	3,000	3,000
<u>\$ 1,357,142</u>	<u>\$ 615,204</u>	<u>\$ 1,232,360</u>	<u>\$ 1,298,350</u>	<b>Total Human Resources</b>	<u>\$ 1,409,903</u>	<u>\$ 1,404,208</u>	<u>\$ 1,404,208</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 2011, the Department registered 23,526 complaints from residents and inspectors of the City of Warren. Of those complaints, 17,818 were resolved within the Department and 5,708 were referred to other City departments such as Zoning, Building or Public Service.

Our part-time code enforcement officers monitor over 4,800 City owned vacant lots, private owned vacant lots and abandoned and foreclosed homes and buildings for blight, weeds and board-ups. 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 property maintenance 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.

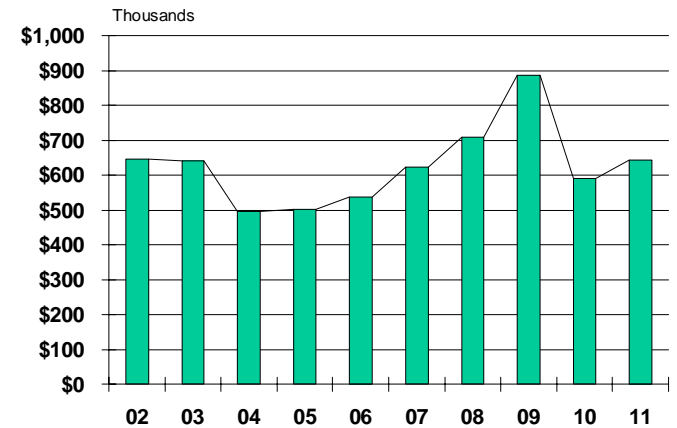
## PROPERTY MAINTENANCE INSPECTION

### Fiscal 2013 Performance Objectives

1. To continue and update the educational program so that all inspectors have a basic knowledge of all basic operations.
2. To expand our community service and awareness program to all City residents.
3. To update the vacant and foreclosed abandoned home registration program.
4. To implement a 24 to 72 hour response time for all complaints and investigations.
5. To streamline our City wide complaint tracking system.

<u>Performance Indicators</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Weed Enforcement - Vacant Home & Lot monitoring	4,568	4,800	4,700	4,800
Weed Enforcement - Complaints	8,320	7,500	8,500	8,500
Weed Enforcement - Vacant Homes & Lot Work Orders – Grass cutting	7,036	5,000	7,500	7,500
Total Property Maintenance Complaints investigated	6,068	7,000	7,500	7,500
Rodent complaints and investigations	482	800	600	600
Recreational vehicles on private property not properly stored or licensed	156	600	300	300
Abandoned vehicles on private property	640	1,100	1,000	1,000
Complaints entered into tracking system	23,526	25,000	26,000	26,000
Snow complaints and investigations	374	1,800	400	500
Vacant & foreclosed property clean ups	619	900	550	550
Vacant homes posted for investigation	1,278	2,100	1,300	1,300
Vacant homes tagged for City certification	1,280	1,500	1,300	1,300

### EXPENDITURE HISTORY PROPERTY MAINTENANCE



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>PROPERTY MAINTENANCE INSPECTION</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 19,370	\$ -	\$ -	\$ -	Permanent Employees	\$ -	\$ -	\$ -
50,078	24,414	49,000	45,000	Temporary/Co-op	55,000	45,000	45,000
233,353	123,768	250,000	250,000	Temporary Employees- Inspection	275,000	250,000	250,000
38	-	-	-	Overtime	-	-	-
				<b>Employee Benefits:</b>			
23,254	11,336	22,874	22,863	Social Security	25,576	22,863	22,863
9,034	1,160	2,177	2,009	Employee Insurance	2,519	2,284	2,284
3,927	-	-	-	Retiree Health Insurance	-	-	-
457	-	-	-	Longevity	-	-	-
1,088	-	-	-	Retirement Fund	-	-	-
9	-	-	-	Cost of Living	-	-	-
26	-	-	-	Legal Services	-	-	-
8,293	5,429	9,000	9,000	<b>Office Supplies</b>	11,000	9,000	9,000
				<b>Other Services and Charges:</b>			
4,922	1,846	5,000	7,000	Postage	5,000	5,000	5,000
-	-	2,000	2,000	West Nile Virus Expense	2,000	2,000	2,000
181,866	33,827	250,000	175,000	Weed Mowing Program	225,000	175,000	175,000
102,264	31,368	105,000	105,000	Housing Code Enforcement Program	105,000	105,000	105,000
1,694	6,869	10,000	10,000	Rodent Control Program	10,000	10,000	10,000
4,574	2,339	6,000	6,000	Printing and Publishing	6,000	5,500	5,500
<u>\$ 644,247</u>	<u>\$ 242,356</u>	<u>\$ 711,051</u>	<u>\$ 633,872</u>	<b>Total Property Maintenance Inspection</b>	<u>\$ 722,095</u>	<u>\$ 631,647</u>	<u>\$ 631,647</u>

## **ECONOMIC AND COMMUNITY DEVELOPMENT**

The Department of Economic and Community Development represents efforts to streamline city government and maximize the benefit of resources expended. Since these two separate departments have been collaborating, we have experienced a significant increase in the retention and expansion of businesses and the diversification businesses, allowing growth in the economic area. In addition we have experienced an increase in the sales of homes built and rehabilitated with Federal funds. This demonstrates that the goals of the Federal programs are being reached by proof that affordable housing and housing rehabilitation are being accomplished.

The proposed budget attempts to direct expenditures historically borne by the administrative unallocated portion of the general fund budget, particularly for the Community Development Department where 95% or more of the budget is funded by Federal funds from a variety of programs which are reviewed 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
Community & Economic Development Director	1	77,981	1	77,981	1	77,981	1	77,981
	—		—		—		—	
 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

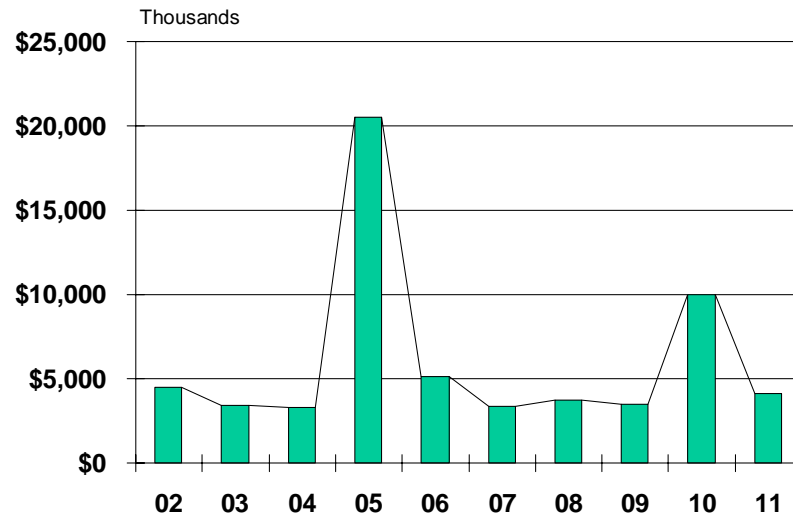
FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT COMMUNITY &amp; ECONOMIC DEVELOPMENT</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 165,812	\$ 84,520	\$ 165,812	\$ 162,002	Permanent Employees	\$ 161,344	\$ 161,344	\$ 161,344
-	405	405	-	Temporary Employee	-	-	-
-	171	171	-	Overtime	-	-	-
				<b>Employee Benefits:</b>			
13,144	6,774	13,253	12,818	Social Security	12,768	12,768	12,768
10,215	10,391	16,028	15,984	Employee Insurance	16,882	16,882	16,882
34,110	17,355	34,471	32,236	Retiree Health Insurance	35,485	35,485	35,485
3,400	-	3,400	3,400	Longevity	3,400	3,400	3,400
56,096	34,586	68,691	64,795	Retirement Fund	72,003	72,003	72,003
207	-	-	-	Cost of Living	-	-	-
307	-	-	-	Legal Services	-	-	-
358	250	1,000	1,000	<b>Office Supplies</b>	1,000	500	500
				<b>Other Services and Charges:</b>			
190	124	5,000	7,000	Postage	7,000	3,000	3,000
-	-	5,000	5,000	Contractual Services	5,000	5,000	5,000
-	-	400	500	Mileage	-	-	-
2,579	-	6,000	6,000	Printing and Publishing	6,000	5,000	5,000
675	340	3,000	3,000	Membership & Dues	3,000	2,000	2,000
8,610	1,250	10,000	10,000	Promotions	10,000	8,000	8,000
14,541	-	-	-	Transfer to DDA/ DDA Director	-	-	-
				<b>Capital Outlay:</b>			
-	210	210	-	Equipment - Office	-	-	-
<u>\$ 310,244</u>	<u>\$ 156,376</u>	<u>\$ 332,841</u>	<u>\$ 323,735</u>	<b>Total Community &amp; Economic Development</b>	<u>\$ 333,882</u>	<u>\$ 325,382</u>	<u>\$ 325,382</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT ADMINISTRATION UNALLOCATED EXPENSE</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 54,900	\$ 70,600	\$ 78,800	\$ 50,000	Independent Audit	\$ 60,000	\$ 60,000	\$ 60,000
39,352	21,880	50,000	55,000	Telephone and Radio	50,000	50,000	50,000
4,340	1,367	9,000	9,000	Conferences and Workshops	9,000	9,000	9,000
50,999	37,861	50,000	60,000	Education Allowance	55,000	55,000	55,000
2,492	2,108	5,000	5,000	Community Promotion	5,000	5,000	5,000
2,685,217	784,046	2,600,000	2,550,000	Insurance and Bonds	2,800,000	2,800,000	2,600,000
108,847	19,277	100,000	100,000	Professional Services	100,000	100,000	100,000
250,000	250,000	250,000	250,000	Grievance Settlements	250,000	250,000	250,000
507,366	239,585	400,000	400,000	Refund of Taxes Paid Under Protest	500,000	500,000	500,000
414	-	1,000	1,000	Investment Policy Commission	1,000	1,000	1,000
224,810	87,579	245,000	265,000	Public Utilities - Civic Center	260,000	260,000	260,000
9,822	4,149	10,000	10,000	Public Utilities - Court Building	10,000	10,000	10,000
				Liability Transfer:			
-	-	50,000	50,000	Accumulative Sick Leave	50,000	50,000	-
-	-	20,000	20,000	Accumulative Compensatory Time	20,000	20,000	-
-	-	100,000	100,000	Insurance Claims	100,000	100,000	-
-	-	-	-	U.S. Conference of Mayors Membership	13,000	13,000	13,000
43,306	38,011	38,011	38,100	Unemployment Costs	52,400	52,400	52,400
1,300	1,741	1,741	1,500	401(a) Board Operating Expense	1,500	1,500	1,500
23	-	500	500	Disability Commission Operating Expense	500	500	500
135,501	84,836	84,836	-	Tax Reverted Property Acquisition/Expense	100,000	100,000	-
13,564	-	-	-	Accrued Liabilities and Commitments	-	-	-
				<b>Total Administration Unallocated Expense</b>	<b>\$ 4,437,400</b>	<b>\$ 4,437,400</b>	<b>\$ 3,967,400</b>

## **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 2013, 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.

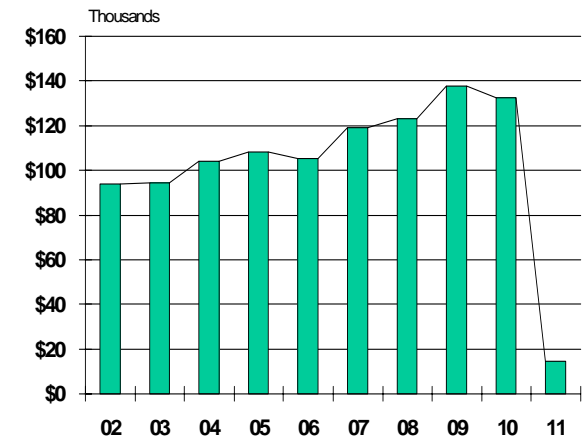
## POLICE & FIRE CIVIL SERVICE COMMISSION

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Promotional Exams Posted	1	2	3	1
Applications Processed	69	40	34	70
Written Exams Conducted	54	4	12	38
Oral Exams Conducted	52	0	12	35
Assessment Centers Held	0	1	0	0
Regular Meetings Held	11	12	12	12
Special Meetings Held	0	6	3	3
Appeals Heard	0	4	2	2
Promotions Made	14	4	16	5
Certify Police Recruit Eligibility List	2	1	3	2
Certify Police Promotional List	2	1	3	2

### EXPENDITURE HISTORY POLICE & FIRE CIVIL SERVICE



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>POLICE &amp; FIRE CIVIL SERVICE</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 206	\$ -	\$ -	\$ -	Permanent Employee	\$ -	\$ -	\$ -
1,600	450	1,950	3,000	Fees and Per Diem	3,000	3,000	3,000
				<b>Employee Benefits:</b>			
14	-	-	-	Social Security	-	-	-
590	-	-	-	Employee Insurance	-	-	-
74	-	-	-	Retiree Health Insurance	-	-	-
115	-	-	-	Retirement Fund	-	-	-
				<b>Supplies:</b>			
390	423	1,200	1,400	Office Supplies	1,400	1,400	1,400
11,575	8,735	18,000	18,000	Exams & Operating Supplies	18,000	18,000	18,000
				<b>Other Services and Charges:</b>			
65	64	800	800	Postage	800	800	800
<u>\$ 14,629</u>	<u>\$ 9,672</u>	<u>\$ 21,950</u>	<u>\$ 23,200</u>	<b>Total Police &amp; Fire Civil Service</b>	<u>\$ 23,200</u>	<u>\$ 23,200</u>	<u>\$ 23,200</u>

## **ZONING BOARD OF APPEALS**

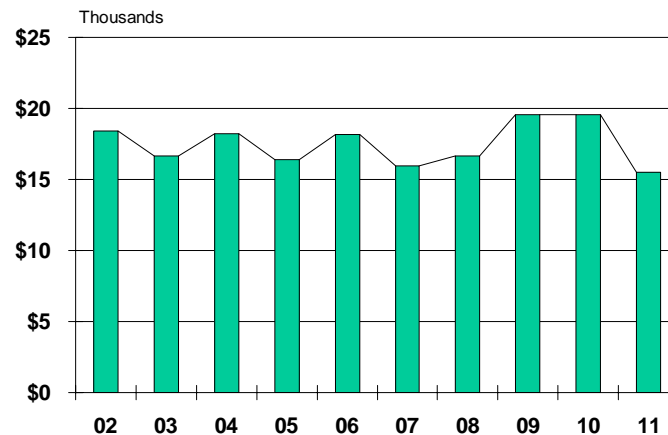
The Zoning Board of Appeals is a nine member quasi-judicial body authorized by the Michigan Zoning Enabling Act, MCL 125.3601 et seq., and the Warren Zoning Ordinance to:

- 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 zoning ordinance.
- 3) Hear and decide questions related to interpretation of the zoning maps.
- 4) Grant land use and non-use variances as authorized by the Michigan Zoning Enabling Act and zoning ordinance.
- 5) Hear and decide special exceptions as provided for in the zoning ordinance which require approval of the Zoning Board of Appeals such as outdoor retail sales, fairs, carnivals and open air exhibitions.

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

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

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



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

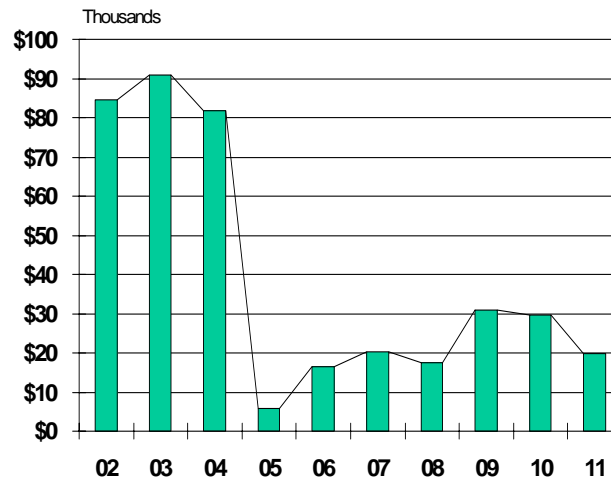
FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>ZONING BOARD OF APPEALS</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 4,970	\$ 2,660	\$ 5,110	\$ 5,670	Meeting Allowance	\$ 6,300	\$ 6,300	\$ 6,300
1,082	545	1,200	1,200	<b>Office Supplies</b>	1,300	1,300	1,300
				<b>Other Services and Charges:</b>			
3,970	2,130	5,000	6,000	Postage	5,500	5,500	5,500
5,153	1,500	3,000	5,000	Outside Court Reporter	5,000	5,000	5,000
345	-	1,500	2,000	Printing and Publishing	600	600	600
<u>\$ 15,520</u>	<u>\$ 6,835</u>	<u>\$ 15,810</u>	<u>\$ 19,870</u>	<b>Total Zoning Board of Appeals</b>	<u>\$ 18,700</u>	<u>\$ 18,700</u>	<u>\$ 18,700</u>

## **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	—	-	—	5,000	—	5,000
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

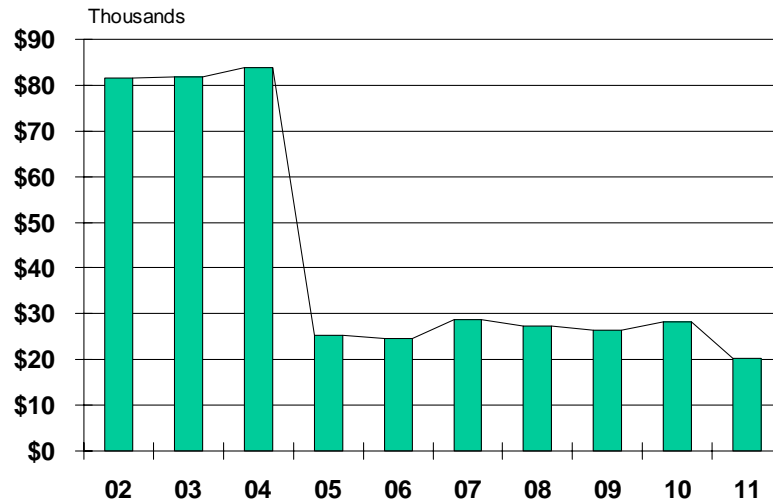
FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT BEAUTIFICATION COMMISSION</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ -	\$ -	\$ -	\$ -	Permanent Employee	\$ 33,150	\$ -	\$ -
4,583	2,220	5,000	6,000	Part-time Employee	-	5,000	5,000
				<b>Employee Benefits:</b>			
350	170	383	465	Social Security	2,569	388	388
-	-	6	7	Employee Insurance	17,631	7	7
-	-	-	-	Retiree Health Insurance	332	-	-
-	-	-	-	Retirement Fund	3,315	-	-
424	300	600	600	<b>Office Supplies</b>	600	600	600
				<b>Other Services and Charges:</b>			
2,860	1,200	2,500	2,500	Contractual Services	2,500	2,500	2,500
1,400	198	1,400	1,400	Postage	1,500	1,400	1,400
61	32	100	400	Telephone Expense	300	300	300
833	386	800	800	Mileage	800	800	800
333	280	600	500	Public Utilities	500	500	500
795	-	1,000	1,000	City Flower Plantings	1,000	1,000	1,000
697	-	1,000	1,000	School Program	1,000	1,000	1,000
5,557	3,555	9,000	9,000	Awards Committee	9,000	9,000	9,000
729	349	2,000	2,000	Clean-up Campaign	2,000	2,000	2,000
1,108	673	1,000	1,000	Installation & Informational Dinner Meetings	1,000	1,000	1,000
-	-	-	-	Christmas Decorations	5,000	-	-
<u>\$ 19,730</u>	<u>\$ 9,363</u>	<u>\$ 25,389</u>	<u>\$ 26,672</u>	<b>Total Beautification Commission</b>	<u>\$ 82,197</u>	<u>\$ 25,495</u>	<u>\$ 25,495</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>CULTURAL COMMISSION</u>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 12	\$ 80	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
				<b>Other Services and Charges:</b>			
3,250	1,800	4,500	4,500	Contractual Services - Sound System	2,000	2,000	2,000
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
12,780	16,728	16,728	16,700	Summer Program	19,100	19,100	19,100
1,800	-	700	800	Artist in Residence Program	800	800	800
435	500	500	500	Art Festival	600	600	600
<u>\$ 20,277</u>	<u>\$ 21,108</u>	<u>\$ 24,528</u>	<u>\$ 24,600</u>	<b>Total Cultural Commission</b>	<u>\$ 24,600</u>	<u>\$ 24,600</u>	<u>\$ 24,600</u>

## CRIME COMMISSION

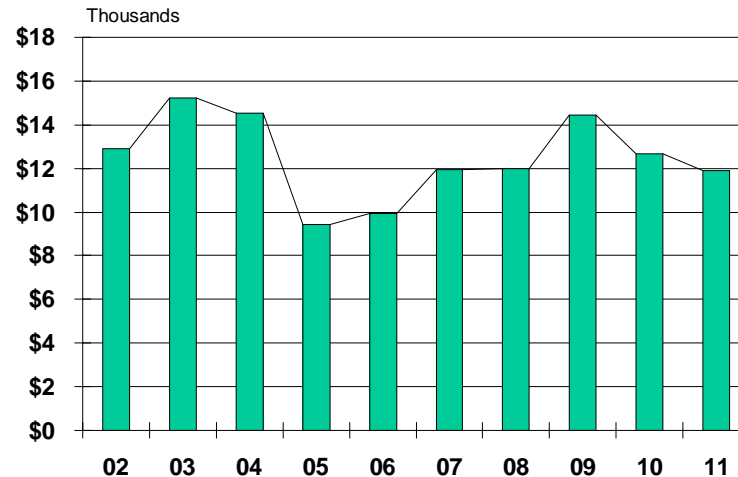
The Crime Commission, established on April 2, 1968, consists of twelve (12) members appointed by the Mayor. Members of the Commission may be persons with qualifications in such areas as: law enforcement, crime prevention, public communication and education.

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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CRIME COMMISSION</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 987	\$ 730	\$ 1,000	\$ 1,000	<b>Office Supplies</b>	\$ 1,000	\$ 1,000	\$ 1,000
				<b>Other Services and Charges:</b>			
2,022	1,835	2,200	2,200	Contractual Services	2,200	2,200	2,200
234	122	300	400	Telephone	400	400	400
6,932	2,675	7,000	7,000	Community Promotion & Public Relations	7,000	4,000	4,000
<u>1,741</u>	<u>302</u>	<u>2,100</u>	<u>3,200</u>	Public Utilities	<u>3,200</u>	<u>2,500</u>	<u>2,500</u>
<b><u>\$ 11,916</u></b>	<b><u>\$ 5,664</u></b>	<b><u>\$ 12,600</u></b>	<b><u>\$ 13,800</u></b>	<b>Total Crime Commission</b>	<b><u>\$ 13,800</u></b>	<b><u>\$ 10,100</u></b>	<b><u>\$ 10,100</u></b>

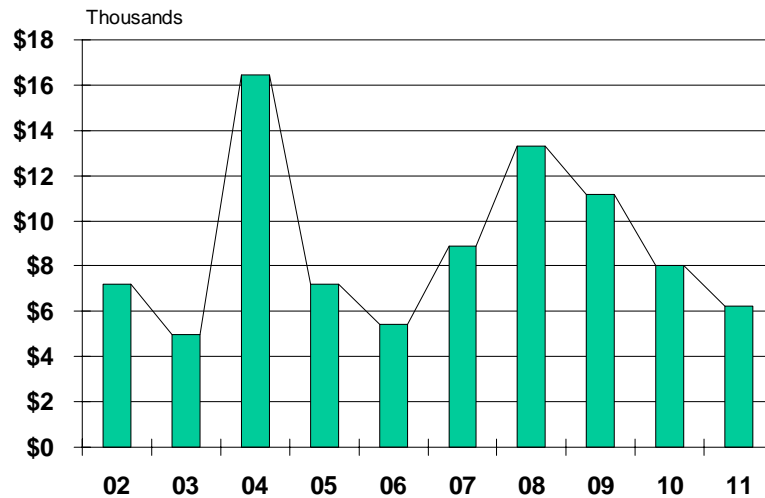
## HISTORICAL COMMISSION

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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>HISTORICAL COMMISSION</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 739	\$ 501	\$ 1,450	\$ 1,450	<b>Office Supplies</b>	\$ 1,330	\$ 1,330	\$ 1,330
				<b>Other Services and Charges:</b>			
61	32	100	300	Telephone Expense	300	300	300
448	175	1,125	1,125	Community Promotion & Public Relations	1,200	1,200	1,200
132	50	315	315	Membership & Dues	315	315	315
999	-	1,500	1,500	Historical Site Plaques	1,500	1,500	1,500
2,044	425	2,800	2,800	Museum Expense	5,300	2,800	2,800
1,024	-	1,500	1,500	Hall of Fame	1,500	1,500	1,500
				<b>Capital Outlay:</b>			
<u>777</u>	<u>-</u>	<u>-</u>	<u>-</u>	Equipment - Office	<u>5,700</u>	<u>-</u>	<u>-</u>
<b><u>\$ 6,224</u></b>	<b><u>\$ 1,183</u></b>	<b><u>\$ 8,790</u></b>	<b><u>\$ 8,990</u></b>	<b>Total Historical Commission</b>	<b><u>\$ 17,145</u></b>	<b><u>\$ 8,945</u></b>	<b><u>\$ 8,945</u></b>

## **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, 2010, there were 527 retirees and beneficiaries receiving benefits from the fund. In addition, 24 members have deferred their retirement benefits. All of the 162 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, 2012 is 73.29 percent of payroll. For comparison to prior years the Unfunded Actuarial Present Value of Credited Projected Benefits for the year ended December 31, 2010 was \$59,003,000. 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 seven money managers to invest it's approximately \$115 million in assets.



## EMPLOYEE'S RETIREMENT COMMISSION

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Agendas prepared	16	16	16	16
Pension calculations prepared	34	30	30	40
Annual employee pension ledgers prepared	212	210	210	200
Pension payments distributed	6,524	6,550	6,550	6,500
1099 R's mailed	568	570	570	560

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT</b> <b>CITY RETIREMENT</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 114,933	\$ 58,359	\$ 116,718	\$ 116,718	Clerical Services	\$ 68,990	\$ 68,990	\$ 68,990
155,644	78,020	156,039	156,039	Accounting Services	163,050	163,050	163,050
4,900	2,958	7,000	14,000	Part-time Employee	14,000	14,000	14,000
				<b>Employee Benefits:</b>			
375	226	535	1,085	Social Security	1,085	1,085	1,085
7	3	8	16	Employee Insurance	18	18	18
				<b>Retiree Benefits:</b>			
6,421,616	4,205,863	8,260,000	7,900,000	Retiree Insurance	9,000,000	9,000,000	9,000,000
595,908	300,850	620,000	685,000	Medicare Reimbursement	650,000	650,000	650,000
286	119	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
3,240	2,027	4,500	6,000	Postage	6,000	6,000	6,000
-	-	-	684,577	Contractual Services	610,558	610,558	610,558
-	-	-	1,000	Service Contracts	1,000	1,000	1,000
-	-	-	3,000	Disability Physicals	2,500	2,500	2,500
-	-	-	200	Membership & Dues	250	250	250
-	-	-	37,719	Bank Custodial Fees	35,530	35,530	35,530
-	-	-	7,000	Travel and Conferences	7,000	7,000	7,000
-	-	-	15,000	Insurance and Bonds	14,000	14,000	14,000
-	-	-	2,000	Printing & Publishing	2,500	2,500	2,500
671	349	800	1,000	Telephone	1,000	1,000	1,000
<u>\$ 7,297,580</u>	<u>\$ 4,648,774</u>	<u>\$ 9,166,600</u>	<u>\$ 9,645,454</u>	<b>Total City Retirement</b>	<u>\$ 10,592,581</u>	<u>\$ 10,592,581</u>	<u>\$ 10,592,581</u>
(279,264)	(121,126)	(244,555)	(1,017,275)	Charges Reimbursable via Public Act 55	(905,510)	(905,510)	(905,510)
<u>(7,018,316)</u>	<u>(4,527,648)</u>	<u>(8,922,045)</u>	<u>(8,628,179)</u>	Charges Reimbursable via VEBA Trust	<u>(9,687,071)</u>	<u>(9,687,071)</u>	<u>(9,687,071)</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>Net City Retirement</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

## **POLICE AND FIRE RETIREMENT COMMISSION**

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

The Board is also responsible for calculation of retiree benefits. Board meetings are held on the third Thursday of every month at 11:00 a.m. in 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, 2011, were \$248,211,912. The current City contribution rate for the 2013 fiscal year is 35.91% 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, 2010 the retirement system is now 79.1% funded, which means that accrued liabilities exceeded actuarial accrued assets by 20.9%.

There are currently 501 retirees or beneficiaries receiving benefits from the fund and 337 active members of the system who pay three and five percent of gross wages into the system. Retirement benefits vest after 10 years of service.

The members of the Police and Fire Retirement Board include the City Treasurer, a Police Department representative, a Fire Department representative and two mayoral appointed positions. The Commission uses the services of 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, 2011, were \$22,718,941.

## POLICE AND FIRE RETIREMENT COMMISSION

### Fiscal 2013 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.

<u>Performance Indicators</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Estimated pension calculations prepared	50	30	30	30
Actual pension calculations prepared	50	30	30	30
Agendas prepared	16	17	17	17
Retiree pension ledgers mailed	569	555	575	615
Active P & F ledgers distributed	336	350	340	340
Pension checks distributed	643	895	619	576
Annuity withdrawals completed	50	30	30	25
Pension verifications	0	0	612	0
Safe-Harbor method calculations	52	30	30	25
Retiree incentive bonuses paid	12	5	5	10
1099R's and W4-P's mailed	569	570	595	620
"Buy-Back" computations	39	5	10	10
Direct deposit enrollments	50	30	25	25
Monitoring monthly direct deposits	5,978	6,678	6,972	7,092
Direct deposits initiated	5,978	6,678	6,972	7,092
Retirement Actuarial Valuation Prepared	1	1	1	1
Retirement Financial Statements Prepared	1	1	1	1
VEBA Trust Actuarial Valuation Prepared	1	0	0	0
VEBA Trust Financial Statements Prepared	1	1	1	1

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
Part-time Employee		6,000		6,000		6,000		6,000
Overtime	—	6,682	—	6,224	—	6,224	—	6,224
Total Personnel	<u>2</u>		<u>2</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.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

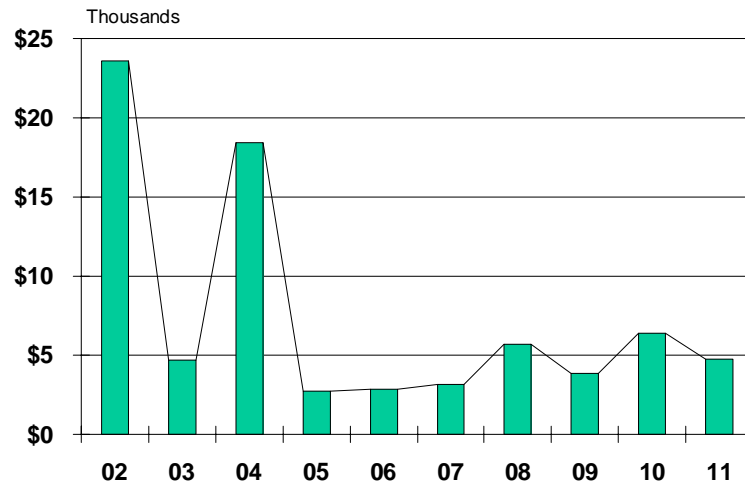
FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>GENERAL GOVERNMENT POLICE &amp; FIRE RETIREMENT</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 124,238	\$ 63,345	\$ 125,702	\$ 124,266	Permanent Employees	\$ 123,762	\$ 123,762	\$ 123,762
1,038	-	4,000	6,000	Part-time Employee	6,000	6,000	6,000
6,458	1,377	6,682	6,682	Overtime	6,224	6,224	6,224
				<b>Employee Benefits:</b>			
10,541	5,209	10,910	11,099	Social Security	11,024	11,024	11,024
19,199	10,688	19,540	19,674	Employee Insurance	20,087	20,087	20,087
49,804	24,870	50,334	49,545	Retiree Health Insurance	54,498	54,498	54,498
6,257	3,400	6,257	6,257	Longevity	6,257	6,257	6,257
56,426	32,770	66,323	64,199	Retirement Fund	71,044	71,044	71,044
220	-	-	-	Cost of Living	-	-	-
307	-	-	-	Legal Services	-	-	-
				<b>Retiree Benefits:</b>			
7,363,597	4,235,947	8,300,000	8,650,000	Retiree Insurance	9,100,000	9,100,000	9,100,000
460,664	238,550	500,000	500,000	Medicare Reimbursement	525,000	525,000	525,000
-	50	2,000	5,418	<b>Office Supplies</b>	5,418	5,418	5,418
				<b>Other Services and Charges:</b>			
3,721	1,961	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
-	-	-	3,000	Disability Physicals	3,000	3,000	3,000
-	-	-	7,000	Travel and Conferences	7,000	7,000	7,000
-	-	-	35,000	Insurance and Bonds	25,000	25,000	25,000
-	-	-	3,565	Printing & Publishing	3,565	3,565	3,565
503	262	700	1,000	Telephone	1,000	1,000	1,000
\$ 8,102,973	\$ 4,618,429	\$ 9,096,648	\$ 11,426,251	<b>Total Police &amp; Fire Retirement</b>	\$ 11,902,425	\$ 11,902,425	\$ 11,902,425
(278,711)	(143,932)	(296,648)	(2,276,251)	Charges Reimbursable via Public Act 55	(2,277,425)	(2,277,425)	(2,277,425)
(7,824,262)	(4,474,497)	(8,800,000)	(9,150,000)	Charges Reimbursable via VEBA Trust	(9,625,000)	(9,625,000)	(9,625,000)
\$ -	\$ -	\$ -	\$ -	<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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>VILLAGE HISTORICAL COMMISSION</u>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ -	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 250	\$ 250	\$ 250
				<b>Other Services and Charges:</b>			
1,380	350	2,405	2,405	Community Promotion & Public Relations	-	-	-
1,943	491	2,300	3,300	Public Utilities	3,300	2,500	2,500
885	-	1,500	1,500	Historical Site Plaque	1,400	1,400	1,400
-	-	-	-	Vintage Light Poles	2,500	-	-
<u>564</u>	<u>70</u>	<u>200</u>	<u>200</u>	Old Village Hall Improvements	<u>250</u>	<u>250</u>	<u>250</u>
<u>\$ 4,772</u>	<u>\$ 911</u>	<u>\$ 6,505</u>	<u>\$ 7,505</u>	<b>Total Village Historical Commission</b>	<u>\$ 7,700</u>	<u>\$ 4,400</u>	<u>\$ 4,400</u>



## **SENIOR HEALTH CARE SERVICES**

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

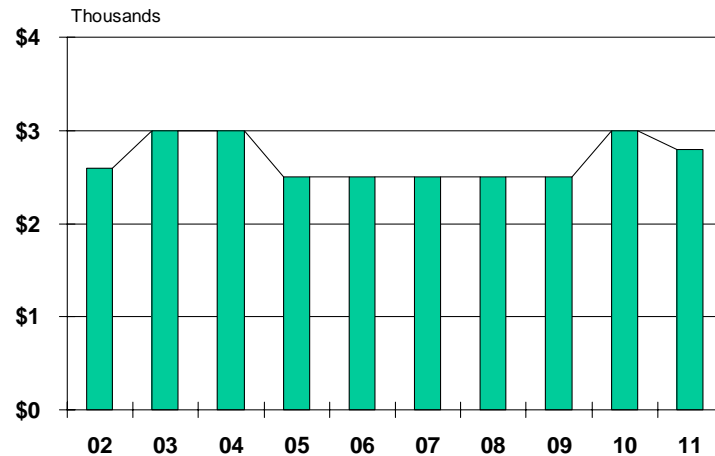
The purpose of the Commission is to identify health care needs of Warren seniors and to provide information of health care services available in the City.

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

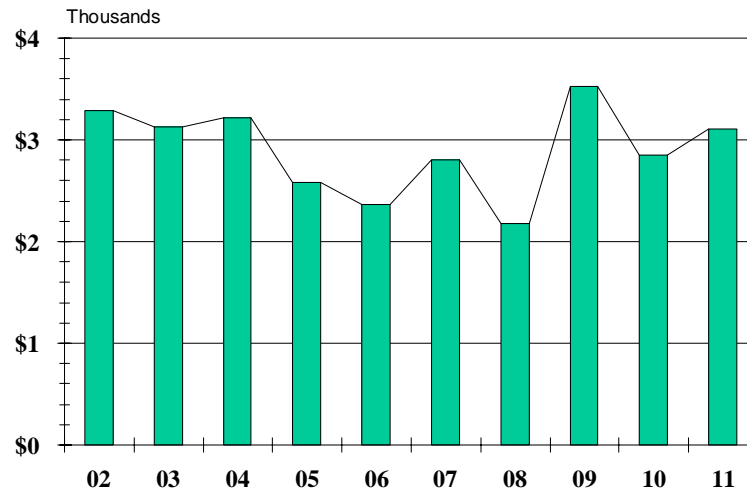
FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>CITY COMMISSION ON</u></b> <b><u>SENIOR HEALTH CARE SERVICES</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	<b>Other Services and Charges:</b> Community Promotion & Public Relations	\$ 2,800	\$ 1,500	\$ 1,500
<u>\$ 2,800</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>	<b>Total City Commission on Senior Health Care Services</b>	<u>\$ 2,800</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>

## COUNCIL OF COMMISSIONS

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

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

## EXPENDITURE HISTORY COUNCIL OF COMMISSIONS



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>GENERAL GOVERNMENT</u></b> <b><u>COUNCIL OF COMMISSIONS</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 53	\$ -	\$ 100	\$ 100	<b>Office Supplies</b>	\$ 100	\$ 100	\$ 100
<u>3,057</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>\$ 3,110</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

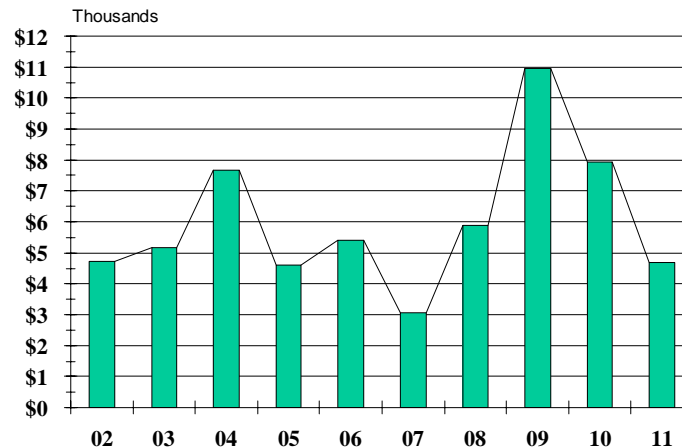
The Animal Welfare Commission was established on October 22, 1998. The Commission shall consist of seven (7) members to be appointed by the Mayor. The members shall serve for three-year terms and may be re-appointed for any number of terms. Council and the Mayor may appoint ex-officio members.

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

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

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

### EXPENDITURE HISTORY ANIMAL WELFARE COMMISSION



GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<u>GENERAL GOVERNMENT</u> <u>ANIMAL WELFARE COMMISSION</u>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 92	\$ 150	\$ 400	\$ 400	<b>Office Supplies</b>	\$ 400	\$ 400	\$ 400
				<b>Other Services and Charges:</b>			
-	-	400	400	Operating Expense	400	400	400
-	-	50	50	Postage	50	50	50
393	106	106	500	Telephone Expense	500	500	500
2,562	1,340	2,150	2,150	Vaccination Fair	2,150	1,500	1,500
160	-	500	500	Chipping Clinic	500	500	500
995	750	1,500	1,500	Education	1,500	1,500	1,500
<u>500</u>	<u>534</u>	<u>2,000</u>	<u>2,000</u>	Dog Park	<u>2,000</u>	<u>1,000</u>	<u>1,000</u>
<u>\$ 4,702</u>	<u>\$ 2,880</u>	<u>\$ 7,106</u>	<u>\$ 7,500</u>	<b>Total Animal Welfare Commission</b>	<u>\$ 7,500</u>	<u>\$ 5,850</u>	<u>\$ 5,850</u>

## FIRE DEPARTMENT

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

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

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

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

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

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

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

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

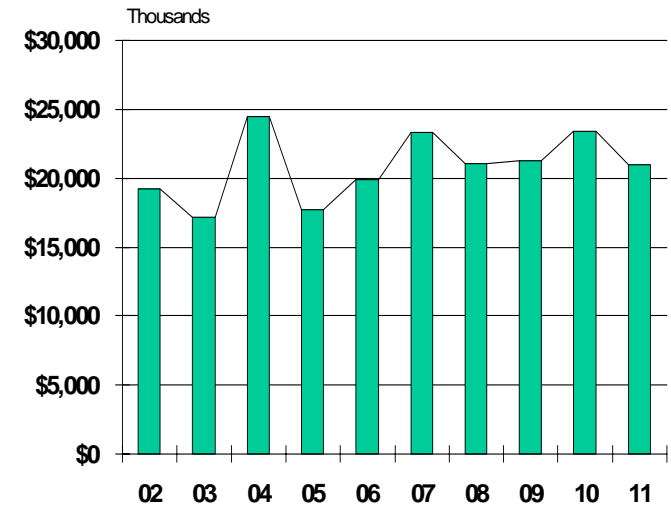
## FIRE DEPARTMENT

### Fiscal 2013 Performance Objectives

1. To expand paperless data collection and transmission, streamlining electronic billing and improving workforce efficiency.
2. To implement the third phase of the EMS transport plan by adding two additional transport squads improving service delivery and revenue generation.
3. To implement a replacement schedule for all apparatus, EMS 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 expand the role of the MMRS Grant Administrator to include the Assistance to Fire Grants and any other grants that support the delivery of emergency services by the Fire Department.
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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Incident reports reviewed	14,717	14,000	15,300	16,000
Fire Station/Apparatus/Equipment Inspections	43	18	75	75
Total incident responses	14,717	14,000	15,300	16,000
Total equipment responses	34,041	32,000	21,000	21,500
Mutual aid rendered and received	16	10	20	25
Injuries on-duty	31	15	40	40
Lost work hours/on-duty injury	4,457	5,000	5,000	5,000
Hours of hydrant maintenance	1,920	400	2,000	2,000
Hours of fire training	4,400	1,700	6,000	6,000
Hours of medical training	1,983	3,300	2,000	2,000
Fire Department vehicle accidents	7	10	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	104,372	1	104,372	1	104,372	1	104,372
Deputy Chief	-	-	1 (c)	99,628	1 (c)	99,628	1 (c)	99,628
Hazardous Materials Operations Chief	1	94,884	1	94,884	1	94,884	1	94,884
Battalion Chief	3	94,884	3	94,884	3	94,884	3	94,884
Fire Marshal	1	94,884	1	94,884	1	94,884	1	94,884
Chief of E.M.S.	1	94,884	1	94,884	1	94,884	1	94,884
Captain	6	86,258	6	86,258	6	86,258	6	86,258
Lieutenant A.E.M.T.	1	86,258	- (c)	-	- (c)	-	- (c)	-
Lieutenant	14	78,416	15 (c)	78,416	15 (c)	78,416	15 (c)	78,416
Fire Inspector	2	78,416	1 (c)	78,416	1 (c)	78,416	1 (c)	78,416
Sergeant A.E.M.T.	3	78,416	2 (d)	78,416	2 (d)	78,416	2 (d)	78,416
Sergeant	5	71,287	4 (d)	71,287	4 (d)	71,287	4 (d)	71,287
Fire Fighter A.E.M.T.	23	71,287	17 (c,d)	71,287	17 (c,d)	71,287	17 (c,d)	71,287
Fire Fighter Engine & Ladder	23	68,046	24 (c)	68,046	24 (c)	68,046	24 (c)	68,046
Fire Fighter	33	64,806	34 (c)	64,806	34 (c)	64,806	34 (c)	64,806
Overtime - Fire Fighters		470,000		412,000		300,000		398,850
<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		45,000		24,000		24,000		24,000
Overtime - Clerical	—	3,000	—	3,000	—	2,000	—	2,000
<b>Total Personnel</b>	<b><u>120</u></b>		<b><u>114</u></b>		<b><u>114</u></b>		<b><u>114</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 expires 6/30/13.

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

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>PUBLIC SAFETY</b> <b>FIRE DEPARTMENT</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 116,224	\$ 55,651	\$ 111,729	\$ 111,755	Appointed Official	\$ 111,301	\$ 111,301	\$ 111,301
8,770,153	4,006,555	7,806,829	8,058,586	Fire Fighter Wages	7,565,172	7,565,172	7,565,172
86,531	27,068	27,068	-	Mechanic Wages	-	-	-
89,210	43,333	87,107	88,657	Civilians & Clerical	89,714	89,714	89,714
46,485	24,531	45,000	45,000	Temporary Employees	24,000	24,000	24,000
645,422	460,306	900,000	470,000	Overtime - Fire Fighters	412,000	300,000	398,850
17,506	144	144	-	Overtime - Mechanics	-	-	-
467	-	3,000	3,000	Overtime - Clerical	3,000	2,000	2,000
197,094	95,278	200,000	270,000	Shift Premium	270,000	220,000	220,000
12,083	14,000	14,000	11,000	A.E.M.T. Premium	37,000	37,000	37,000
				<b>Employee Benefits:</b>			
25,042	20,700	20,700	22,300	Educational Allowance	19,700	19,700	19,700
5,688	5,523	5,523	4,200	Cleaning Allowance	6,300	6,300	6,300
134,113	71,542	143,654	137,458	Social Security	139,309	137,048	138,380
490,031	248,736	451,806	493,900	Holiday Pay	436,461	436,461	436,461
2,315,796	1,154,515	2,109,836	2,493,900	Employee Insurance	2,027,345	2,024,428	2,026,208
2,639,629	1,212,770	2,350,043	2,340,693	Retiree Health Insurance	2,763,324	2,706,823	2,741,055
227,120	90,950	187,510	206,040	Longevity	194,480	194,480	194,480
2,836,069	1,498,711	2,904,453	2,943,033	Retirement Fund	3,271,071	3,212,747	3,248,244
11,780	-	-	19,539	Cost of Living	-	-	-
111,846	52,633	108,133	111,000	Food Allowance	105,000	105,000	105,000
18,278	-	-	18,135	Legal Services	-	-	-
64,638	76,729	85,000	64,950	Uniforms	61,650	61,650	61,650
				<b>Supplies:</b>			
59,057	59,243	80,000	65,000	Operating Supplies	75,000	60,000	60,000
61,850	32,986	70,000	70,000	EMS Medical Supplies	80,000	70,000	70,000
121,939	70,488	145,000	110,000	Gasoline & Diesel Oil	140,000	140,000	140,000
				<b>Other Services and Charges:</b>			
14,706	-	-	-	Laundry	-	-	-
298,166	210,708	351,500	351,500	Contractual Services	350,000	280,000	220,000
-	250,000	250,000	250,000	Capital Equipment Lease Payment	280,887	280,887	280,887
46,760	49,622	75,000	75,000	Building Maintenance	75,000	70,000	70,000
24,965	24,237	35,000	30,000	Instruction	30,000	28,000	28,000
-	-	15,000	15,000	Medical Services	15,000	10,000	10,000
48,791	30,699	60,000	60,000	Telephone and Radio	60,000	60,000	60,000

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>PUBLIC SAFETY</b> <b><u>FIRE DEPARTMENT (CONTINUED)</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 292,011	\$ -	\$ -	\$ -	Vehicle Maintenance Expense	\$ -	\$ -	\$ -
1,150	-	-	-	Community Promotion	-	-	-
117,731	37,782	130,000	130,000	Public Utilities	130,000	130,000	130,000
30,000	10,000	30,000	30,000	Hydrant Installation & Repairs	30,000	30,000	30,000
60,000	20,000	60,000	60,000	Public Fire Protection (Water)	60,000	60,000	60,000
3,205	1,686	5,000	5,000	Memberships & Dues	5,000	4,000	4,000
2,961	903	3,000	3,000	Fire Prevention Week	5,000	3,000	3,000
-	-	7,500	7,500	RAFT Fund	7,500	7,500	7,500
				<b>Capital Outlay:</b>			
-	-	-	-	Capital Improvements	20,000	20,000	20,000
377,388	63,095	99,154	99,154	Equipment and Vehicles	1,483,200	30,000	30,000
71,591	-	-	-	EMS Equipment	-	-	-
92,129	-	-	-	Metro Medical Response Grant	-	-	-
-	5,342	321,221	321,221	Metro Medical Response Grant - 2008	-	-	-
-	-	311,585	311,585	Metro Medical Response Grant - 2009	-	-	-
117,120	-	437	437	Metro Medical Response Grant - 2007	-	-	-
1,999	-	3,308	3,308	Assistance to Fire Fighters Grant	-	-	-
264,549	4,199	9,171	9,171	Assistance to Fire Fighters Grant - 2009	-	-	-
<u>\$ 20,969,273</u>	<u>\$ 10,030,665</u>	<u>\$ 19,623,411</u>	<u>\$ 19,920,022</u>	<b>Total Fire Department</b>	<u>\$ 20,383,414</u>	<u>\$ 18,537,211</u>	<u>\$ 18,648,902</u>

## POLICE DEPARTMENT

The primary purpose of the Police Department is to protect life and property. To accomplish this goal, police officers enforce the criminal laws of the State of Michigan and our City Ordinances. Organizationally, the Police Department's operations are divided into three bureaus: Administrative, Patrol and Investigative.

The Administrative Services Bureau is responsible for the operation of the Training Division, Technical Services Division, Communications Division, Computer Services Division, along with Technical Systems Management and Emergency Services Division. The Administrative Bureau develops and maintains the 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. The Bureau's Emergency Services Division is responsible for development and implementation of emergency operation plans that would account for any possible hazardous or emergency situations that could occur throughout the City.

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

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

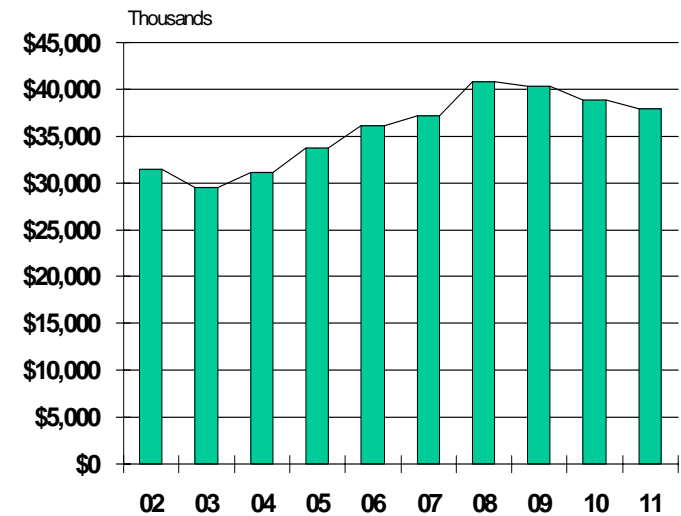
## POLICE DEPARTMENT

### Fiscal 2013 Performance Objectives

1. To promote and provide classroom and firearms training in the most current law enforcement techniques available to the Department.
2. To continue to train new officers in professionalism and ethical competency for an improved working relationship 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.
5. To maintain a high degree of investigative services to the citizens of Warren.
6. To provide field reporting capabilities for road officers in an effort to keep them on the street for enhanced service.
7. To continue to obtain the latest technology to support police operations and ultimately better serve the public.
8. To monitor and improve upon the department's new crime mapping technology which allows police administrators to better plan and allocate needed resources.

<u>Performance Indicators</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Calls for Police service	90,125	90,000	90,000	90,000
Part I Crimes	4,322	4,500	4,500	4,500
Burglary incidents	1,096	950	950	950
Auto theft incidents	805	750	750	750
Part II Crimes	5,435	7,000	7,000	7,000
Narcotic and drug incidents	955	1,800	1,800	1,800
Liquor license investigations	286	150	150	150
Traffic citations	17,872	20,000	20,000	20,000
OUIL charges	305	500	500	500
Traffic accidents	3,647	4,000	4,000	4,000
Juveniles charged	221	500	500	500
Total arrests	5,055	7,000	7,000	7,000
Abandoned autos processed	1,020	1,200	1,200	1,200
Environmental investigations	82	100	100	100
Guns registered	2,705	2,400	2,400	2,400
Neighborhood watch programs	10	12	12	12
Child Finder Programs	5	30	30	30
Prisoner intake	5,055	6,500	6,500	6,500
Crime prevention/security survey	15	25	25	25
Monthly training/PERT	24	24	24	24
High risk incidents	3	10	10	10
Private industry safety survey	11	50	50	50
Total citations	30,737	30,000	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	109,665	1	109,665	1	109,665	1	109,665
Captain	2	99,695	2	99,695	2	99,695	2	99,695
Lieutenant	8	90,632	7 (c)	90,632	7 (c)	90,632	7 (c)	90,632
Sergeant	16	82,393	17 (c)	82,393	17 (c)	82,393	17 (c)	82,393
Corporal	30	74,903	25 (d)	74,903	25 (d)	74,903	25 (d)	74,903
Police Officer	<u>144</u>	<u>68,094</u>	<u>144</u>	<u>68,094</u>	<u>144</u>	<u>68,094</u>	<u>144</u>	<u>68,094</u>
Sub-Total Police Personnel	<u>202</u>		<u>197</u>		<u>197</u>		<u>197</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
Office Manager	-	-	1 (c)	69,344	1 (c)	69,344	1 (c)	69,344
Senior Administrative Secretary/Police	1	55,435	- (c)	-	- (c)	-	- (c)	-
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	58,816	3	58,816	3	58,816	3	58,816
Dispatcher	20	51,144	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	1	51,100	- (d)	-	- (d)	-	- (d)	-
Office Assistant	<u>4</u>	<u>34,279</u>	<u>4</u>	<u>34,279</u>	<u>4</u>	<u>34,279</u>	<u>4</u>	<u>34,279</u>
Sub-Total Civilian Personnel	<u>37</u>		<u>36</u>		<u>36</u>		<u>36</u>	
Temporary/Co-op		40,000		75,000		60,000		60,000
Permanent Part-time - Crossing Guards		127,462		125,000		125,000		125,000
Overtime - Police		1,300,000		1,319,737		1,100,000		1,000,000
Overtime - Civilians		46,600		42,963		42,963		42,963
Total Personnel	<u>239</u>		<u>233</u>		<u>233</u>		<u>233</u>	

(a) Wage rates are based on Local 1917, Local 1250, Local 412 Unit 35, contracts that expire 6/30/12 and W.P.C.O.A. and W.P.O.A. contracts that expire 6/30/13.

(c) Reclassification of Lieutenant to Sergeant and Senior Administrative Secretary/Police to Office Manager.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>PUBLIC SAFETY</b> <b>POLICE DEPARTMENT</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 121,353	\$ 57,715	\$ 115,875	\$ 115,901	Appointed Official	\$ 115,431	\$ 115,431	\$ 115,431
15,711,042	7,016,802	13,670,145	14,333,869	Police Officers	13,627,994	13,627,994	13,568,960
1,841,540	890,387	1,802,543	1,881,547	Civilians & Clerical	1,841,331	1,841,331	1,841,331
113,513	44,510	120,000	127,462	Crossing Guards	125,000	125,000	125,000
36,189	23,920	45,000	40,000	Temporary/Co-op	75,000	60,000	60,000
1,367,727	545,047	1,200,000	1,300,000	Overtime - Police Officers	1,319,737	1,100,000	1,000,000
42,239	12,373	30,000	46,600	Overtime - Civilians	42,963	42,963	42,963
296,100	69,780	310,000	350,000	Shift Premium	364,385	310,000	310,000
				<b>Employee Benefits:</b>			
188,949	4,498	191,648	191,900	Gun Allowance	187,150	187,150	187,150
56,583	52,083	52,083	52,600	Education Allowance	48,800	48,800	48,000
130,954	94,090	110,890	121,200	Cleaning Allowance	121,200	118,200	118,200
391,114	190,248	390,000	402,293	Social Security	409,574	404,125	401,638
841,079	270,589	766,939	837,300	Holiday Pay	803,178	803,178	799,998
4,249,940	2,231,422	3,801,319	4,561,350	Employee Insurance	3,575,402	3,570,921	3,569,815
5,069,142	2,112,715	4,288,575	4,634,231	Retiree Health Insurance	5,099,486	5,004,249	4,891,829
443,473	187,239	345,988	399,710	Longevity	344,630	344,630	334,430
5,802,947	2,820,120	5,724,706	6,045,073	Retirement Fund	6,797,736	6,697,107	6,634,908
22,374	-	-	37,408	Cost of Living	-	-	-
2,138	-	-	-	Legal Services	-	-	-
89,743	109,921	125,000	92,780	Uniforms	89,580	89,580	89,580
				<b>Supplies:</b>			
41,486	27,639	55,000	60,000	Office Supplies	60,000	60,000	60,000
38,715	17,164	50,000	61,500	Operating Expense	61,500	61,500	61,500
297,819	235,033	470,000	270,000	Gasoline & Diesel Oil	430,000	430,000	430,000
				<b>Other Services and Charges:</b>			
11,794	5,577	18,000	25,000	Prisoners' Food	25,000	15,000	15,000
47,480	21,671	55,000	65,000	Building Maintenance	70,000	65,000	65,000
235,120	325,954	380,000	380,000	Contractual Services	373,000	343,000	283,000
5,434	2,949	7,000	7,000	Postage	7,000	7,000	7,000
12,369	4,888	20,000	50,000	Instruction	51,000	51,000	51,000
2,392	180	7,000	10,000	911 Dispatch Training Expense	10,000	10,000	10,000
102,259	61,185	130,000	145,000	Telephone and Radio	150,000	150,000	150,000
38,634	12,375	35,000	50,000	Vehicle Maintenance	70,000	60,000	60,000

(Continued)

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>PUBLIC SAFETY</b> <b>POLICE DEPARTMENT (CONTINUED)</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ -	\$ 1,047	\$ 8,000	\$ 8,000	Youth Athletic League	\$ 13,700	\$ 7,000	\$ 7,000
1,928	-	3,000	3,000	Crime Prevention	3,000	1,500	1,500
1,950	-	3,000	3,000	Community Promotion	5,000	2,000	2,000
-	994	2,000	2,000	Explorers	1,850	1,850	1,850
186,609	59,499	195,000	200,000	Public Utilities	200,000	200,000	200,000
4,000	4,000	10,000	10,000	Special Investigations	4,000	4,000	4,000
				<b>Capital Outlay:</b>			
102,415	28,481	28,481	28,481	Fleet Turnover	-	-	-
4,620	-	2,700	2,700	Equipment	63,576	63,576	63,576
1,183	978	10,000	10,000	Office Equipment	6,000	6,000	6,000
-	-	5,938	5,938	U.S. Department of Justice Grant-2009	-	-	-
6,900	5,675	58,071	58,071	U.S. Department of Justice Assistance Grant	-	-	-
-	-	14,000	14,000	2011 State Homeland Security Grant	-	-	-
<u>\$ 37,961,246</u>	<u>\$ 17,548,748</u>	<u>\$ 34,657,901</u>	<u>\$ 37,039,914</u>	<b>Total Police Department</b>	<u>\$ 36,593,203</u>	<u>\$ 36,029,085</u>	<u>\$ 35,617,659</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.

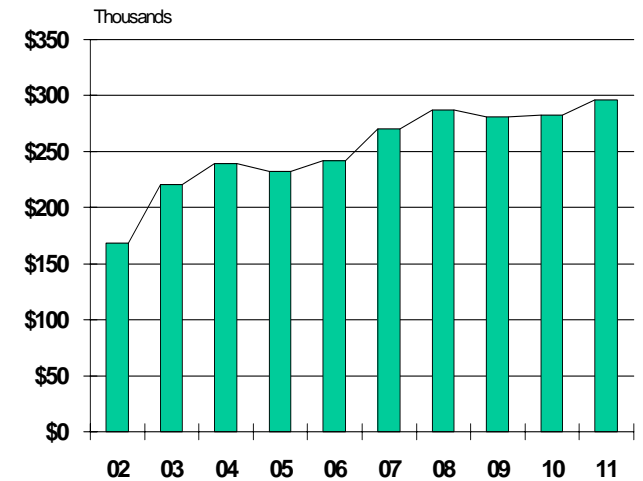
## ANIMAL CONTROL

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Animal Control calls for service	3,000	3,300	3,300	3,500
Number of Miles Driven per year	25,610	30,000	30,000	30,000
Stray animals picked up	1,340	1,400	1,400	1,400
Wild animals secured	435	500	500	500
Dead animals handled	900	900	900	900
Animals given up by owner	325	350	350	350

### EXPENDITURE HISTORY ANIMAL CONTROL



GENERAL FUND PERSONNEL

<u>POLICE DEPARTMENT - ANIMAL CONTROL</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Animal Control Officer	2	\$ 53,335	2	\$ 53,335	2	\$ 53,335	2	\$ 53,335
Temporary Employee		12,000		15,000		15,000		15,000
Overtime	—	4,100	—	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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>ANIMAL CONTROL</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 106,427	\$ 55,086	\$ 108,831	\$ 107,104	Permanent Employees	\$ 106,670	\$ 106,670	\$ 106,670
9,450	7,208	12,000	12,000	Temporary Employee	15,000	15,000	15,000
-	-	4,100	4,100	Overtime	4,100	4,100	4,100
				<b>Employee Benefits:</b>			
9,050	5,058	10,013	9,960	Social Security	10,161	10,161	10,161
23,570	12,447	22,354	24,561	Employee Insurance	22,505	22,505	22,505
40,045	21,859	43,517	42,083	Retiree Health Insurance	46,442	46,442	46,442
4,267	3,200	5,334	5,335	Longevity	5,335	5,335	5,335
38,180	23,377	47,435	45,366	Retirement Fund	50,418	50,418	50,418
204	-	-	-	Cost of Living	-	-	-
307	-	-	-	Legal Services	-	-	-
760	153	760	760	Uniforms	760	760	760
1,111	300	1,500	1,500	<b>Operating Supplies</b>	2,000	2,000	2,000
				<b>Other Services and Charges:</b>			
56,706	17,361	55,000	55,000	Animal Collection	60,000	60,000	60,000
6,269	6,297	11,000	5,000	Vehicle Maintenance	10,000	10,000	10,000
<u>\$ 296,346</u>	<u>\$ 152,346</u>	<u>\$ 321,844</u>	<u>\$ 312,769</u>	<b>Total Animal Control</b>	<u>\$ 333,391</u>	<u>\$ 333,391</u>	<u>\$ 333,391</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.

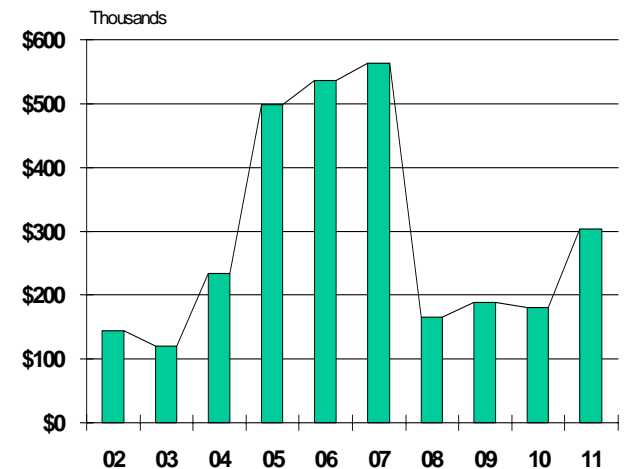
## CIVIL DEFENSE

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Responses to disaster or emergency incidents	10	10	10	10
Emergency Operations Plans Reviewed	20	6	20	25
Michigan State Police Emergency Management Division meetings attended	10	4	10	10
Macomb County Emergency Management Meetings attended	25	30	30	30
MSP Emergency Management Training Classes attended	6	4	8	10
Functional/full-scale exercises	1	2	1	2
Orientation/table top preparation exercises	5	4	3	4
Planning & preparation for disaster exercises	5	10	5	10
Public information requests received	10	10	10	10
Hazard analysis & risk assessment	20	6	20	20
Chemical inventory reports processed	5	6	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	\$ 90,632	- (c)	\$ -	- (c)	\$ -	- (c)	\$ -
Sergeant	-	-	1 (c)	82,393	1 (c)	82,393	1 (c)	82,393
Overtime	—	5,573	—	3,788	—	3,788	—	3,788
Total Personnel	<u>1</u>		<u>1</u>		<u>1</u>		<u>1</u>	

(a) Wage rates are based on W.P.C.O.A. contract that expires 6/30/13.

(c) Reclassification of Lieutenant to Sergeant.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>PUBLIC SAFETY</u></b> <b><u>CIVIL DEFENSE</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 157,398	\$ 37,876	\$ 79,224	\$ 90,920	Police Officer	\$ 82,393	\$ 82,393	\$ 82,393
8,689	-	3,000	5,573	Overtime	3,788	3,788	3,788
24	-	100	100	Shift Premium	100	100	100
				<b>Employee Benefits:</b>			
882	-	950	950	Gun Allowance	950	950	950
1,050	600	600	600	Education Allowance	600	600	600
559	-	600	600	Cleaning Allowance	600	600	600
-	616	1,315	-	Social Security	1,377	1,377	1,377
4,860	1,578	4,419	4,876	Holiday Pay	4,437	4,437	4,437
11,276	8,602	18,557	11,541	Employee Insurance	21,758	21,758	21,758
47,259	11,194	24,026	28,374	Retiree Health Insurance	32,895	32,895	32,895
4,533	2,040	2,040	3,400	Longevity	2,720	2,720	2,720
48,166	12,703	27,276	32,200	Retirement Fund	34,110	34,110	34,110
96	-	-	167	Cost of Living	-	-	-
415	-	600	600	Uniforms	600	600	600
				<b>Supplies:</b>			
275	633	1,000	1,000	Operating Expense	1,000	1,000	1,000
				<b>Other Services and Charges:</b>			
17,728	1,144	16,000	16,000	Contractual Services	16,000	16,000	16,000
911	396	1,000	1,000	Public Utilities	1,000	1,000	1,000
<u>\$ 304,121</u>	<u>\$ 77,382</u>	<u>\$ 180,707</u>	<u>\$ 197,901</u>	<b>Total Civil Defense</b>	<u>\$ 204,328</u>	<u>\$ 204,328</u>	<u>\$ 204,328</u>



## **DEPARTMENT OF PUBLIC SERVICE**

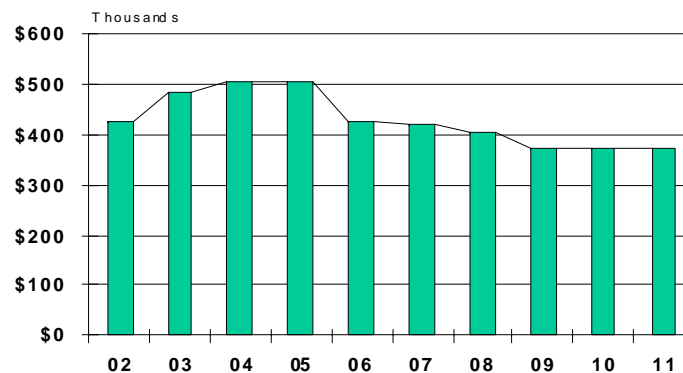
The Department of Public Services is responsible for overseeing and coordinating the activities of the following divisions:

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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>PUBLIC SERVICES DIRECTOR</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 113,570	\$ 54,081	\$ 108,578	\$ 108,603	Appointed Official	\$ 108,162	\$ 108,162	\$ 108,162
125,928	64,273	125,928	122,867	Permanent Employees	122,368	122,368	122,368
28,152	13,594	28,000	28,000	Temporary/Co-op	28,000	28,000	28,000
				<b>Employee Benefits:</b>			
20,199	9,709	19,866	20,167	Social Security	20,363	20,363	20,363
31,388	18,349	35,323	31,803	Employee Insurance	30,558	30,558	30,558
22,793	10,895	21,797	22,658	Retiree Health Insurance	24,833	24,833	24,833
2,217	-	2,217	2,217	Longevity	4,382	4,382	4,382
24,203	11,835	23,672	23,369	Retirement Fund	23,491	23,491	23,491
306	-	-	-	Cost of Living	-	-	-
461	-	-	-	Legal Services	-	-	-
4,157	3,356	7,000	7,000	<b>Office Supplies</b>	7,500	7,000	7,000
				<b>Other Services and Charges:</b>			
1,730	784	2,000	2,000	Postage	2,000	2,000	2,000
<u>\$ 375,104</u>	<u>\$ 186,876</u>	<u>\$ 374,381</u>	<u>\$ 368,684</u>	<b>Total Public Services Director</b>	<u>\$ 371,657</u>	<u>\$ 371,157</u>	<u>\$ 371,157</u>

## ENGINEERING DIVISION

The Engineering Division is responsible for delivering a cost-effective infrastructure system. The division assesses the condition of the present road, sidewalk, storm sewer, and sanitary sewer and 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.

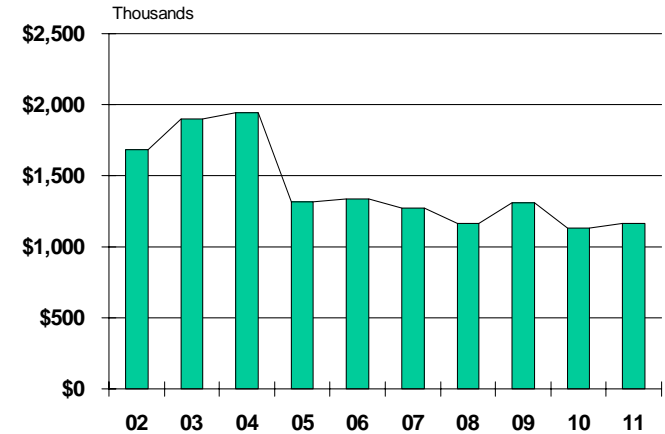
## ENGINEERING DIVISION

### Fiscal 2013 Performance Objectives

1. To continue implementation of the local roadway repair program.
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 installations within the City.
5. To continue to oversee remediation of known and unknown illicit connections to the City storm sewer and ultimately the waters of the State.

<u>Performance Indicators</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Requests for service processed	811	700	825	800
Planning reviews	79	70	85	75
Site plan reviews	119	80	95	95
Sign permit structural reviews	9	15	20	15
Private & public project inspections	72	75	90	85
Sidewalk locations inspected & repaired	1,553	300	1,200	900
Street and water main break repairs	742	625	750	1,300
Illicit connection, evaluation, review and remediation	2	3	3	5

### 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	1	34,279	1	34,279	1	34,279	1	34,279
Overtime - Clerical		1,318		4,000		4,000		4,000
<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	1	29.73/hr.	1	29.73/hr.	1	29.73/hr.	1	29.73/hr.
Temporary Employees - Inspections		45,031		113,520		75,000		75,000
Temporary/Co-op		20,000		9,750		9,750		9,750
Overtime - Engineers & Inspectors	—	110,736	—	128,335	—	128,335	—	128,335
Total Personnel	<u>5</u>		<u>5</u>		<u>5</u>		<u>5</u>	

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

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>ENGINEERING AND INSPECTIONS</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 314,926	\$ 130,791	\$ 270,894	\$ 272,984	Engineers & Inspectors	\$ 271,875	\$ 271,875	\$ 271,875
42,019	16,233	32,076	32,996	Permanent Employees - Clerical	34,279	34,279	34,279
6,450	3,236	10,000	20,000	Temporary/Co-op	9,750	9,750	9,750
40,127	31,387	75,000	45,031	Temporary Employees- Inspection	113,520	75,000	75,000
97,049	49,292	110,736	110,736	Overtime - Engineers & Inspectors	128,335	128,335	128,335
428	261	1,318	1,318	Overtime - Clerical	4,000	4,000	4,000
				<b>Employee Benefits:</b>			
39,688	18,025	39,110	38,492	Social Security	44,590	41,605	41,605
69,741	33,829	66,308	61,011	Employee Insurance	62,326	61,983	61,983
149,111	66,563	140,129	144,278	Retiree Health Insurance	165,907	165,907	165,907
17,283	6,800	13,600	13,600	Longevity	13,600	13,600	13,600
157,745	76,332	160,710	193,604	Retirement Fund	228,797	228,797	228,797
697	-	-	-	Cost of Living	-	-	-
858	-	-	-	Legal Services	-	-	-
707	92	570	570	Uniforms	570	570	570
9,122	5,488	12,000	12,300	<b>Operating Supplies</b>	12,500	12,000	12,000
				<b>Other Services and Charges:</b>			
101,781	16,520	134,500	134,500	Contractual Services	65,100	45,000	45,000
9,450	-	11,600	11,600	Contractual Services - Software Services	21,100	15,000	15,000
843	225	900	1,000	Postage	1,000	1,000	1,000
13,612	8,045	16,000	14,000	Auto Expense	17,000	16,000	16,000
9,489	810	9,000	9,000	Memberships and Dues	11,200	9,000	9,000
81,519	40,629	81,258	81,258	Transfer to Water System/Engineering services	75,921	75,921	75,921
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Vehicles	52,000	-	-
1,743	-	-	-	Equipment - Office	9,800	-	-
<u>\$ 1,164,388</u>	<u>\$ 504,558</u>	<u>\$ 1,185,709</u>	<u>\$ 1,198,278</u>	<b>Total Engineering and Inspections</b>	<u>\$ 1,343,170</u>	<u>\$ 1,209,622</u>	<u>\$ 1,209,622</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 2011 was a continuation of moderate building activity. A total of 10,904 permits were issued in 2011. 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. Over 260 investigations were done during 2011.

Likewise, the program requiring 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, with over 1,107 residences 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.



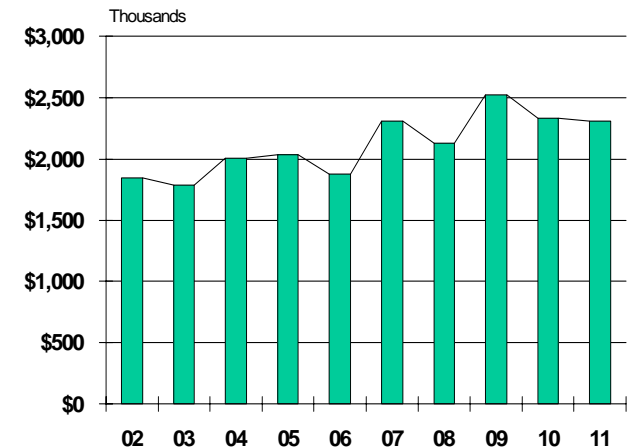
## BUILDING INSPECTIONS DIVISION

### Fiscal 2013 Performance Objectives

1. To remove derelict structures from neighborhoods 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 neighborhood “Sweep” program.
5. To improve permit application and issuance process.
6. To train personnel and improve job performance.
7. To improve City Certification, Court violation and inspection process.
8. To continue to support web site improvements and maintain the BS&A program.

<u>Performance Indicators</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Nuisance Abatement properties	386	220	250	250
Certificates of Occupancy Inspections	266	300	300	300
Building Permits	1,880	2,525	2,225	2,350
Plumbing Permits	1,348	1,200	1,300	1,350
Electrical Permits	3,133	3,100	3,150	3,150
Mechanical Permits	1,797	1,550	1,750	1,800
Miscellaneous Permits	840	1,000	900	850
City Certification - Residential	1,107	1,200	1,100	1,150
Building Inspections	15,004	12,500	13,500	13,500
Plumbing Inspections	7,777	7,000	7,500	7,500
Electrical Inspections	11,869	12,000	12,000	12,500
Mechanical Inspections	8,391	8,000	8,000	8,400
Zoning Inspections	6,236	8,000	7,000	6,800
Property Maintenance Inspections	7,079	7,500	7,200	7,200
Zoning Board of Appeals - Applications	175	130	180	185
Plan reviews	2,319	2,200	2,300	2,350
Demolition Permits	94	95	100	110
Demolition Inspections	334	285	300	300
District Court violations	502	350	350	400

### 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	- (d)	-	- (d)	-	- (d)	-
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>								
Zoning	1	62,956	2 (c)	62,956	2 (c)	62,956	2 (c)	62,956
Property Maintenance	2	59,064	1 (c)	59,064	1 (c)	59,064	1 (c)	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	2 (b)	34,279	2 (b)	34,279	2 (b)	34,279
Temporary Employees - Inspections		350,000		399,360		350,000		350,000
Temporary/Co-op		20,000		27,300		-		-
Overtime - Inspectors		10,000		13,535		10,000		10,000
Overtime - Clerical	---	2,500	---	3,934	---	3,934	---	3,934
<b>Total Personnel</b>	<u>15</u>		<u>15</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.

(b) New position.

(c) Reclassification of Property Maintenance Inspector to Zoning Inspector.

(d) Position deleted.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b>BUILDING INSPECTIONS</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 167,898	\$ 84,235	\$ 169,249	\$ 170,254	Supervisory	\$ 90,600	\$ 90,600	\$ 90,600
633,152	306,644	616,891	621,562	Inspectors	625,183	625,183	625,183
195,176	95,021	189,245	189,193	Permanent Employees - Clerical	222,704	222,704	222,704
328,106	173,529	350,000	350,000	Temporary Employees- Inspection	399,360	350,000	350,000
24,338	11,656	24,000	20,000	Temporary/Co-op	27,300	-	-
5,422	3,891	10,000	10,000	Overtime - Inspectors	13,535	10,000	10,000
1,347	-	2,500	2,500	Overtime - Clerical	3,934	3,934	3,934
				<b>Employee Benefits:</b>			
105,896	53,368	106,957	108,481	Social Security	109,756	103,540	103,540
160,729	91,174	162,449	163,873	Employee Insurance	173,362	172,887	172,887
308,765	153,089	301,992	305,842	Retiree Health Insurance	308,637	307,223	307,223
32,588	22,619	36,219	36,253	Longevity	33,577	33,577	33,577
274,406	154,227	304,256	307,844	Retirement Fund	283,256	280,640	280,640
1,539	-	-	-	Cost of Living	-	-	-
2,304	-	-	-	Legal Services	-	-	-
6,082	1,826	4,000	2,000	Fees and Per Diem	4,000	3,000	3,000
20,334	10,169	20,000	20,000	<b>Office Supplies</b>	20,000	20,000	20,000
				<b>Other Services and Charges:</b>			
7,446	4,084	10,000	11,000	Postage	11,000	10,000	10,000
				Nuisance Abatements:			
6,825	3,692	8,000	10,000	Title Search	10,000	8,000	8,000
1,130	-	-	-	Demolition Expense	25,000	5,000	5,000
11,485	11,655	14,000	14,000	Software Services	14,000	14,000	14,000
13,295	10,965	21,000	12,100	Auto Expense	21,000	21,000	21,000
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Vehicles	69,000	-	-
<b>\$ 2,308,263</b>	<b>\$ 1,191,844</b>	<b>\$ 2,350,758</b>	<b>\$ 2,354,902</b>	<b>Total Building Inspections</b>	<b>\$ 2,465,204</b>	<b>\$ 2,281,288</b>	<b>\$ 2,281,288</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, fire trucks, bulldozers, street sweepers, front end loaders and sewer vacuum 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.

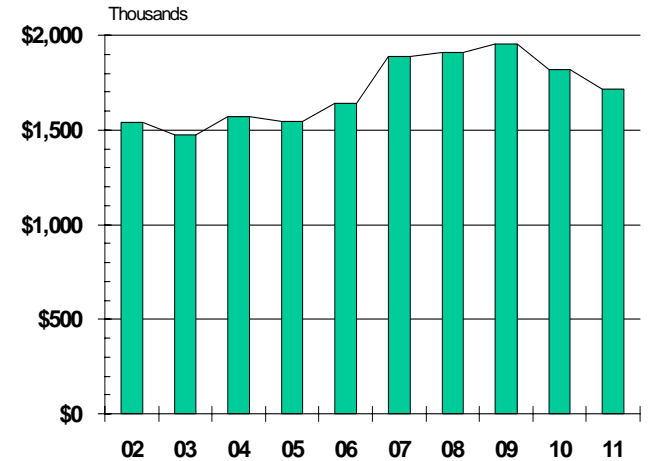
## D.P.W. FLEET MAINTENANCE

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
3,000 Mile-Maintenance Cycles/Police Vehicles	257	550	550	550
6 Months maintenance Cycles/all other vehicles	200	250	250	250
Pre-season maintenance street sweepers	5	5	5	5
Winterize Police vehicles	100	150	150	150
Pre-season maintenance salt trucks	45	60	60	60
Vehicle Maintenance:				
Lube, oil, filter	184	200	200	200
Brakes	162	400	400	400
Tires-occurrences	166	700	700	700
Tune-ups	3	30	30	30
Transmissions	6	50	100	100
Road calls	91	100	100	100
AC/Recycling /Recovery service	29	50	50	50
Miscellaneous-minor repairs	3,590	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	4	30.50/hr.	5 (c)	30.50/hr.	5 (c)	30.50/hr.	5 (c)	30.50/hr.
Automotive Mechanic Specialist	1	28.01/hr.	- (c)	-	- (c)	-	- (c)	-
Automotive Mechanic Assistant	1	20.72/hr.	1	20.72/hr.	1	20.72/hr.	1	20.72/hr.
Overtime - Mechanics		26,000		27,500		20,000		20,000
Overtime - Clerical	—	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 Specialist to Automotive Mechanic Technician.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>PUBLIC SERVICES</b> <b><u>D. P. W. FLEET MAINTENANCE</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 403,331	\$ 187,578	\$ 394,873	\$ 382,449	Mechanics Wages	\$ 418,072	\$ 418,072	\$ 418,072
53,026	-	-	41,770	Clerical Salaries	-	-	-
6,720	8,865	8,865	-	Temporary Clerical	-	-	-
20,581	2,658	20,000	26,000	Overtime - Mechanics	27,500	20,000	20,000
3,659	-	1,500	1,500	Overtime - Clerical	-	-	-
				<b>Employee Benefits:</b>			
38,839	15,814	33,568	36,193	Social Security	35,718	35,136	35,136
102,129	48,646	94,287	112,575	Employee Insurance	99,219	99,071	99,071
162,087	61,459	132,938	151,305	Retiree Health Insurance	147,226	144,226	144,226
21,213	9,338	15,275	15,276	Longevity	15,276	15,276	15,276
95,066	45,006	97,339	140,057	Retirement Fund	119,746	114,196	114,196
673	-	-	-	Cost of Living	-	-	-
986	-	-	-	Legal Services	-	-	-
1,132	1,586	1,800	1,330	Uniforms	1,330	1,330	1,330
				<b>Supplies:</b>			
49,510	43,401	85,000	90,000	Operating Supplies	90,000	80,000	80,000
128,859	66,081	140,000	125,000	Gasoline & Diesel Oil	135,000	135,000	135,000
				<b>Other Services and Charges:</b>			
11,324	7,240	10,000	10,000	Contractual Services	13,000	10,000	10,000
110,517	55,259	110,517	110,517	Garage Lease	55,259	55,259	55,259
8,087	3,717	9,000	10,000	Telephone & Radio	10,000	9,000	9,000
209,106	241,325	456,450	456,450	Vehicle Maintenance Expense	450,000	450,000	450,000
94,119	20,565	100,000	110,000	Public Utilities	114,000	107,000	107,000
13,841	8,944	18,000	18,000	Building & Grounds Maintenance	20,000	18,000	18,000
53,851	26,817	53,634	53,634	Reimbursement to Major Streets	57,202	57,202	57,202
82,574	41,273	85,000	113,634	Reimbursement to Local Streets	97,202	97,202	97,202
45,712	-	-	-	Foreclosure Expense	-	-	-
				<b>Capital Outlay:</b>			
-	-	-	-	Capital Improvements	10,000	-	-
-	60,000	60,000	60,000	Equipment & Machinery	381,000	-	-
-	-	-	-	Equipment - Office	5,000	-	-
<u>\$ 1,716,942</u>	<u>\$ 955,572</u>	<u>\$ 1,928,046</u>	<u>\$ 2,065,690</u>	<b>Total D.P.W. Fleet Maintenance</b>	<u>\$ 2,301,750</u>	<u>\$ 1,865,970</u>	<u>\$ 1,865,970</u>

## **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 and the 37th District Court Building. 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 and parking structure 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.



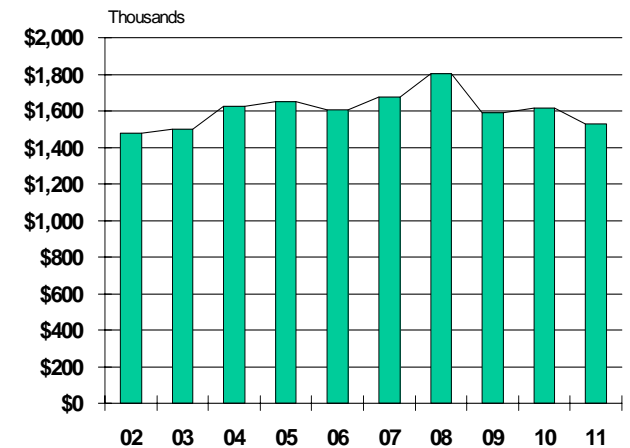
## BUILDING MAINTENANCE

### Fiscal 2013 Performance Objectives

1. To re-landscape the front of the Police Station to match City Hall.
2. To re-landscape the flowerbeds in front of City Hall.
3. To update security in the 37<sup>th</sup> District Court building.
4. To update fire alarm system in the 37<sup>th</sup> District Court building.
5. To reseal all the bridge joints in the parking structure.
6. To install a new pine tree for the tree lighting ceremony.

<u>Performance Indicators</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Air handler filter change	12	12	12	12
Parking lot lights maintenance	4	4	4	4
Exhaust fans maintenance	6	4	4	4
Grass cutting	28	28	28	28
Emergency generator exercise	52	48	52	52
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	21	28	25	25
Boiler maintenance	10	4	28	25
Boiler pump maintenance	5	4	6	4
Work request orders	125	-	115	90

### EXPENDITURE HISTORY BUILDING MAINTENANCE



GENERAL FUND PERSONNEL

<u>BUILDING MAINTENANCE</u>	<u>Present</u>		<u>Requested(a)</u>		<u>Recommended By Mayor(a)</u>		<u>Adopted By Council(a)</u>	
	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>	<u>No.</u>	<u>Rate</u>
Building and Grounds Superintendent	1	\$ 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	2	24.53/hr.	2	24.53/hr.	2	24.53/hr.	2	24.53/hr.
Seasonal Employees		200,000		217,560		200,000		200,000
Overtime	—	20,000	—	24,805	—	15,000	—	15,000
Total Personnel	<u>8</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.

GENERAL FUND APPROPRIATIONS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>BUILDING MAINTENANCE</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 81,276	\$ 38,703	\$ 77,704	\$ 77,722	Superintendent	\$ 77,406	\$ 77,406	\$ 77,406
407,127	195,488	397,405	396,399	Permanent Employees	394,791	394,791	394,791
177,642	88,584	200,000	200,000	Seasonal Employees	217,560	200,000	200,000
7,688	5,803	17,000	20,000	Overtime	24,805	15,000	15,000
				<b>Employee Benefits:</b>			
52,890	25,634	54,365	55,506	Social Security	57,211	55,090	55,090
129,618	62,686	117,290	125,302	Employee Insurance	118,527	117,880	117,880
158,132	76,480	157,283	159,117	Retiree Health Insurance	177,467	173,545	173,545
21,074	10,060	22,094	22,096	Longevity	23,645	23,645	23,645
225,832	127,380	261,938	265,893	Retirement Fund	301,334	294,078	294,078
875	-	-	-	Cost of Living	-	-	-
1,254	-	-	-	Legal Services	-	-	-
1,330	1,301	1,330	1,330	Uniforms	1,330	1,330	1,330
40,673	14,640	40,000	45,000	<b>Operating Supplies</b>	45,000	40,000	40,000
				<b>Other Services and Charges:</b>			
60,724	37,160	64,000	64,000	Repairs & Maintenance	64,000	62,000	62,000
155,572	108,899	193,000	193,000	Contractual Services	195,000	180,000	180,000
7,505	5,473	11,000	6,500	Vehicle Maintenance	10,000	10,000	10,000
				<b>Capital Outlay:</b>			
873	-	-	-	Equipment - Maintenance	1,000	-	-
-	-	-	-	Equipment - Office	1,000	-	-
-	-	-	-	Equipment - Vehicles	60,000	-	-
<u>\$ 1,530,085</u>	<u>\$ 798,291</u>	<u>\$ 1,614,409</u>	<u>\$ 1,631,865</u>	<b>Total Building Maintenance</b>	<u>\$ 1,770,076</u>	<u>\$ 1,644,765</u>	<u>\$ 1,644,765</u>

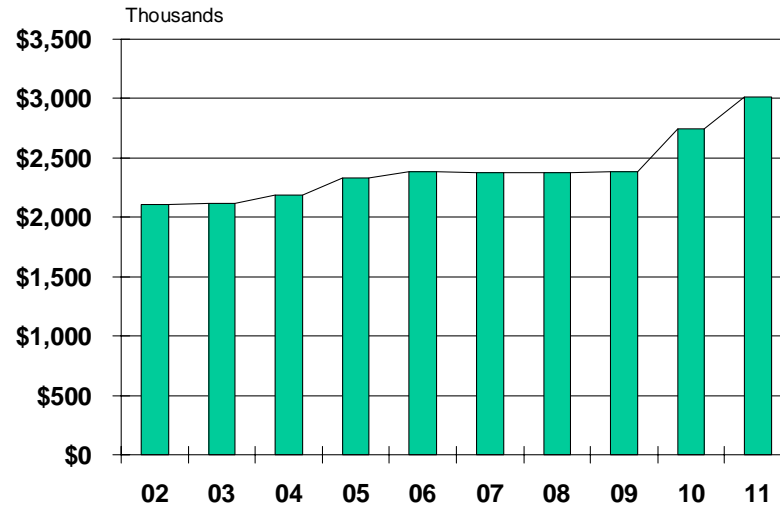
## STREET LIGHTING

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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>PUBLIC SERVICES</u></b> <b><u>HIGHWAY STREET LIGHTING</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 2,839,045	\$ 1,275,719	\$ 3,047,695	\$ 3,047,695	Street Lighting	\$ 3,100,000	\$ 3,100,000	\$ 2,945,000
<u>171,895</u>	<u>-</u>	<u>-</u>	<u>-</u>	LED Demo Grant Expense	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>\$ 3,010,940</u></b>	<b><u>\$ 1,275,719</u></b>	<b><u>\$ 3,047,695</u></b>	<b><u>\$ 3,047,695</u></b>	<b>Total Street Lighting</b>	<b><u>\$ 3,100,000</u></b>	<b><u>\$ 3,100,000</u></b>	<b><u>\$ 2,945,000</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 occasionally works with the 8 Mile Boulevard Association. The department has assisted in the preparation of the Parks & Recreation Master Plan, which will guide its programming and land acquisition for the next few years.

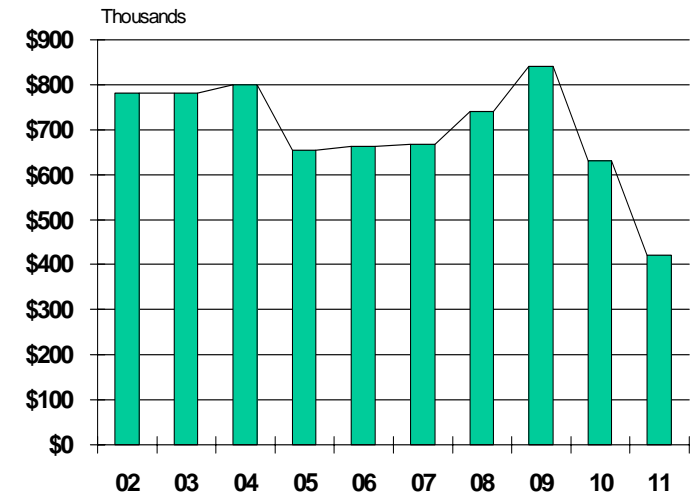
## PLANNING

### Fiscal 2013 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 work with the Zoning Board of Appeals by providing Impact Statements.
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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Planning Commission public meetings	15	16	16	16
Site plans reviewed	70	80	75	80
Rezoning petitions reviewed	1	7	5	7
Lot splits reviewed	1	7	5	7
Bond release inspections	52	80	70	70
Bond releases processed	22	30	30	30
Amendments to zoning ordinance	1	7	3	3
Public Hearing notices mailed	2,086	6,000	3,500	3,500
Alley & Street vacations reviewed	1	8	5	5
Special use permits reviewed	1	3	3	3
Office customers served	1,450	1,750	1,750	1,750
City Council Meetings attended - Planning	14	20	20	20
DDA Meetings	12	12	12	12
General public inquires	8,000	10,750	9,750	9,750
Impact statements for ZBA	76	-	100	100
CDBG Technical Committee meetings	24	24	24	24
TIFA meetings	12	12	12	12
Acreage parcel splits approved	3	10	8	10
Lot combinations approved	10	30	15	20

### 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		12,000		12,000
Overtime	—	5,000	—	4,500	—	3,000	—	3,000
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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31		FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>PLANNING</b>			
				<b>Personnel Services:</b>			
\$ 96,046	\$ 50,198	\$ 96,507	\$ 92,286	Appointed Official	\$ 91,911	\$ 91,911	\$ 91,911
86,492	52,818	103,464	101,510	Permanent Employees	101,686	101,686	101,686
10,691	3,753	12,000	15,000	Co-op Employee - Planning Aide	15,000	12,000	12,000
2,548	-	3,000	5,000	Overtime	4,500	3,000	3,000
4,445	1,680	4,830	5,200	Meeting Allowance	5,200	5,200	5,200
				<b>Employee Benefits:</b>			
15,697	8,222	16,499	17,096	Social Security	17,044	16,695	16,695
40,929	22,785	40,327	42,148	Employee Insurance	39,956	39,950	39,950
63,052	29,718	56,475	58,143	Retiree Health Insurance	63,921	63,321	63,321
6,800	6,800	6,800	6,800	Longevity	6,800	6,800	6,800
51,757	29,580	56,208	60,834	Retirement Fund	65,790	64,680	64,680
280	-	-	-	Cost of Living	-	-	-
410	-	-	-	Legal Services	-	-	-
4,160	3,028	5,500	5,500	<b>Office Supplies</b>	4,950	4,950	4,950
				<b>Other Services and Charges:</b>			
1,592	676	1,800	2,500	Postage	2,250	2,250	2,250
10,189	12,000	15,000	15,000	Contractual Services	13,500	13,500	13,500
527	138	700	1,300	Mileage	1,170	1,170	1,170
510	999	2,000	2,500	Publications - Advertising	2,250	2,250	2,250
16,771	745	20,000	20,000	Membership & Dues	20,000	18,000	18,000
522	63	10,000	15,000	Tax Reverted Property Expense	15,000	10,000	10,000
				<b>Capital Outlay:</b>			
7,857	-	-	-	Equipment - Office	-	-	-
<u>\$ 421,275</u>	<u>\$ 223,203</u>	<u>\$ 451,110</u>	<u>\$ 465,817</u>	<b>Total Planning</b>	<u>\$ 470,928</u>	<u>\$ 457,363</u>	<u>\$ 457,363</u>

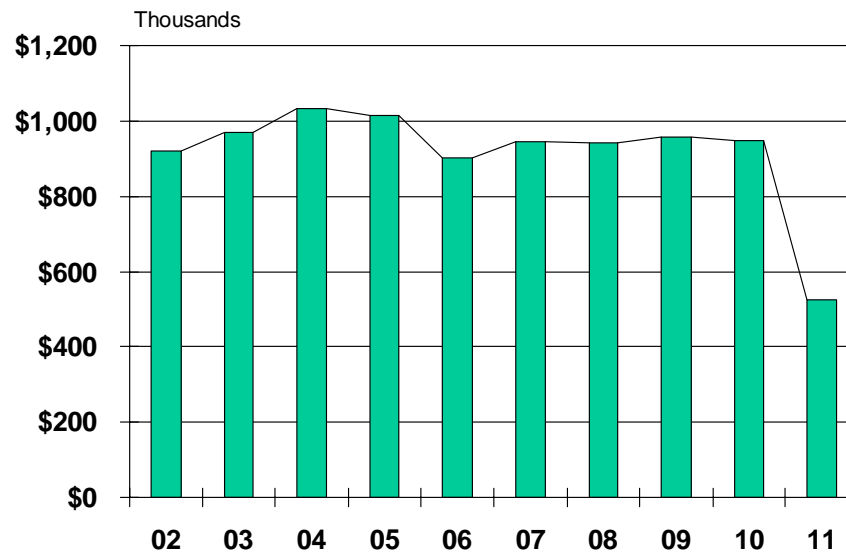
## CAPITAL IMPROVEMENTS

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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>CAPITAL IMPROVEMENTS</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 524,418	\$ 38,106	\$ 543,000	\$ 543,000	2005 Capital Equipment Loan Payment	\$ 547,000	\$ 547,000	\$ 547,000
<u>\$ 524,418</u>	<u>\$ 38,106</u>	<u>\$ 543,000</u>	<u>\$ 543,000</u>	<b>Total Capital Improvements</b>	<u>\$ 547,000</u>	<u>\$ 547,000</u>	<u>\$ 547,000</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
- 2011 Local Street Road Repair & Replacement Fund

## **STREET MAINTENANCE DIVISION**

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

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

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

In our concerted effort to improve our City's appearance, road crews will continue this spring to police and mow the median on Mound Road from Eight 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 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
SERVICE REQUESTS:				
Branch Pick-ups – Zone, claw, chip	720	525	525	525
Catch Basin Cleaning – Inspect, plate	256	250	250	250
Catch Basin Cleaning/ Jetting	680	-	600	600
Chloride	25	35	35	35
Potholes	406	250	250	250
Catch Basin Covers	30	50	50	50
Debris – Zone, claw, lot	230	350	350	350
Ditching	3	25	25	25
Grading/Gravel	117	50	50	50
Mowing – Bush, x-mark	7	50	50	50
Pavement problems	48	275	275	275
Snowplowing/Salting	386	450	450	450
Street signs - stop	40	40	35	40
Building Board up	62	200	200	200
Sweeping	66	25	25	25
Street/Traffic Signs	110	150	100	125
Sidewalk – cold patch, mill	52	100	100	100
Rear Yard drainage/repair	110	25	25	25
Flooding problems	82	25	25	25
Sweeping sign location	4	25	25	25
Graffiti location	15	15	15	15
Culvert jetting/repairs	26	15	15	15
Weed spray needed	1	10	10	10
Pavement seal patching	117	100	100	100
Gutter grinding – handmill	4	50	50	50
Gutter grinding - Bobcat	14	20	20	20
Tree trimming/stumping/removal	1	-	5	5
Miscellaneous	59	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	17	26.88/hr.	- (c)	-	- (c)	-	- (c)	-
General Maintenance Specialist	-	-	17 (c)	26.88/hr.	17 (c)	26.88/hr.	17 (c)	26.88/hr.
Account Technician	1	53,421	1	53,421	1	53,421	1	53,421
Fleet Assistant	1	34,279	1	34,279	1	34,279	1	34,279
Seasonal Employees		70,000		70,000		40,000		40,000
Overtime	—	125,000	—	175,000	—	100,000	—	100,000
Total Personnel	<u>24</u>		<u>24</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 DPW Service Specialist to General Maintenance Specialist.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MAJOR &amp; LOCAL ROADS STREET MAINTENANCE OPERATING COSTS</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 176,257	\$ 83,932	\$ 168,509	\$ 168,550	<b>Personnel Services:</b>	\$ 167,864	\$ 167,864	\$ 167,864
1,392,784	564,578	1,174,623	1,297,903	Supervision	1,299,086	1,299,086	1,299,086
57,010	18,489	64,000	70,000	Permanent Employees	70,000	40,000	40,000
115,680	23,644	125,000	125,000	Seasonal Employees	175,000	100,000	100,000
				Overtime			
				<b>Employee Benefits:</b>			
1,199	1,200	1,200	1,200	Education Allowance	800	800	800
139,816	55,900	122,854	134,514	Social Security	138,258	130,120	130,120
443,280	196,595	399,635	418,537	Employee Insurance	418,819	416,126	416,126
599,161	241,931	526,504	574,179	Retiree Health Insurance	643,611	613,611	613,611
84,597	37,408	71,136	72,998	Longevity	71,169	71,169	71,169
802,524	362,396	741,581	870,988	Retirement Fund	1,052,598	997,098	997,098
2,684	-	-	-	Cost of Living	-	-	-
4,233	2,148	3,800	3,800	Uniforms	3,800	3,800	3,800
3,931	-	-	-	Legal Services	-	-	-
				<b>Supplies:</b>			
532,698	30,703	390,000	390,000	Materials and Supplies	510,000	385,000	385,000
				<b>Other Services and Charges:</b>			
557,654	369,000	738,000	738,000	Administrative Expense	760,100	760,100	760,100
999,311	376,963	889,000	1,016,000	Equipment Rental	889,000	889,000	889,000
5,000	5,000	5,000	5,000	Salt Dome Rental	5,000	5,000	5,000
132,804	38,498	175,000	175,000	Contractual Services	180,000	150,000	150,000
34,541	50,000	50,000	50,000	Joint Sealing	250,000	70,000	70,000
39,017	170,146	300,000	300,000	Pavement repairs	1,550,000	300,000	300,000
-	-	-	-	Bridge repairs	350,000	350,000	350,000
1,931	1,722	16,000	20,000	Traffic & Street Signs	40,000	20,000	20,000
-	12,922	62,670	62,670	Traffic Signals	584,215	50,000	50,000
191,979	95,179	255,000	290,000	Traffic Signal Maintenance	306,000	280,000	280,000
89,778	72,079	90,000	90,000	Pavement Markings	250,000	90,000	90,000
81,520	40,630	81,258	81,258	Transfer to Water System/Engineering services	75,721	75,721	75,721
<u>\$ 6,489,389</u>	<u>\$ 2,851,063</u>	<u>\$ 6,450,770</u>	<u>\$ 6,955,597</u>	<b>Total Street Maintenance Operating</b>	<u>\$ 9,791,041</u>	<u>\$ 7,264,495</u>	<u>\$ 7,264,495</u>



**Major Streets:**

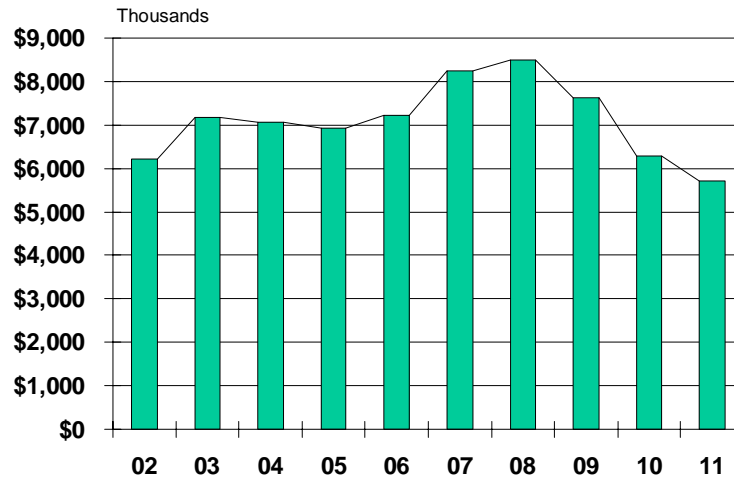
The Major Streets Fund is a Special Revenue Fund because it is used to control the expenditure of motor fuel taxes. The motor fuel taxes are earmarked, by law and State Constitution, for street and highway purposes, which are described in detail by the Michigan Department of Transportation.

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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b><u>OPERATING FUNDS - MAJOR STREETS</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 5,929,061	\$ 2,055,289	\$ 5,900,000	\$ 5,900,000	State Shared Weight & Gas Tax	\$ 5,900,000	\$ 5,900,000	\$ 5,900,000
2,399	3,358	18,000	18,000	Median Maintenance - State	18,000	18,000	18,000
3,762	904	2,100	3,500	Interest on Investments	2,100	2,100	2,100
53,851	26,817	53,634	53,634	Contribution from General Fund	57,202	57,202	57,202
14,511	-	14,000	14,000	Weed Mowing - Macomb County	14,000	14,000	14,000
14,020	-	9,000	9,000	Winter Maintenance - Macomb County	9,000	9,000	9,000
<u>868,191</u>	<u>300,127</u>	<u>300,127</u>	<u>300,127</u>	Fund Balance Appropriated	<u>1,585,003</u>	<u>330,081</u>	<u>330,081</u>
<u>\$ 6,885,795</u>	<u>\$ 2,386,495</u>	<u>\$ 6,296,861</u>	<u>\$ 6,298,261</u>	<b>Total Major Street Revenues</b>	<u>\$ 7,585,305</u>	<u>\$ 6,330,383</u>	<u>\$ 6,330,383</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 3,443,839	\$ 1,509,920	\$ 3,630,201	\$ 3,996,201	Operating Costs	\$ 5,479,708	\$ 4,224,786	\$ 4,224,786
2,270,856	562,004	2,302,059	2,302,060	Transfer to Debt Service Funds	1,805,597	1,805,597	1,805,597
-	-	-	-	Transfer to Local Street Fund	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
<u>\$ 5,714,695</u>	<u>\$ 2,071,924</u>	<u>\$ 5,932,260</u>	<u>\$ 6,298,261</u>	<b>Total Major Street Expenditures</b>	<u>\$ 7,585,305</u>	<u>\$ 6,330,383</u>	<u>\$ 6,330,383</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,875,833	2,875,833	2,875,833
				<b>RESERVE FOR:</b>			
(136,725)	(136,725)	(136,725)	(169,888)	<b>COMPENSATED ABSENCES</b>	(136,725)	(136,725)	(136,725)
(21,753)	(21,753)	(21,753)	(27,269)	<b>COMPENSATORY TIME</b>	(21,753)	(21,753)	(21,753)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(1,585,003)</u>	<u>(330,081)</u>	<u>(330,081)</u>
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 1,132,352</u>	<u>\$ 2,387,274</u>	<u>\$ 2,387,274</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ROUTINE MAINTENANCE:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 539,446	\$ 248,987	\$ 538,545	\$ 599,422	Permanent Employees	\$ 595,398	\$ 595,398	\$ 595,398
8,867	7,993	16,046	16,046	Overtime	20,288	11,543	11,543
17,386	2,698	20,000	22,500	Seasonal Employees	22,500	9,000	9,000
				<b>Employee Benefits:</b>			
802	561	561	803	Education Allowance	374	374	374
42,878	20,773	46,064	52,095	Social Security	51,919	50,195	50,195
150,404	73,708	160,306	168,888	Employee Insurance	167,632	166,315	166,315
193,434	97,277	210,521	234,602	Retiree Health Insurance	258,964	255,466	255,466
30,256	16,423	32,111	33,414	Longevity	31,348	31,348	31,348
259,377	144,973	295,884	361,201	Retirement Fund	429,450	420,991	420,991
933	-	-	-	Cost of Living	-	-	-
2,523	1,006	1,859	1,880	Uniforms	1,859	1,859	1,859
1,472	-	-	-	Legal Services	-	-	-
55,414	11,375	50,000	50,000	<b>Repairs &amp; Maintenance Supplies</b>	65,000	50,000	50,000
				<b>Other Services and Charges:</b>			
38,022	15,425	48,000	48,000	Contractual Services	50,000	40,000	40,000
11,513	50,000	50,000	50,000	Joint Sealing	100,000	50,000	50,000
15,607	68,058	120,000	120,000	Pavement repairs	500,000	120,000	120,000
-	-	-	-	Bridge repairs	350,000	350,000	350,000
272,191	130,526	270,000	400,000	Equipment Rental	270,000	270,000	270,000
<u>\$ 1,640,525</u>	<u>\$ 889,783</u>	<u>\$ 1,859,897</u>	<u>\$ 2,158,851</u>	<b>Total Routine Maintenance</b>	<u>\$ 2,914,732</u>	<u>\$ 2,422,489</u>	<u>\$ 2,422,489</u>
132,287	73,976	147,951	147,951	Supervisory wage & benefit allocation	147,903	147,903	147,903
<u>\$ 1,772,812</u>	<u>\$ 963,759</u>	<u>\$ 2,007,848</u>	<u>\$ 2,306,802</u>	<b>Net Routine Maintenance</b>	<u>\$ 3,062,635</u>	<u>\$ 2,570,392</u>	<u>\$ 2,570,392</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS TRAFFIC SERVICES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 24,856	\$ 12,177	\$ 26,211	\$ 29,305	Permanent Employees	\$ 28,979	\$ 28,979	\$ 28,979
-	-	223	223	Overtime	244	139	139
				<b>Employee Benefits:</b>			
38	24	24	38	Education Allowance	16	16	16
2,047	949	2,109	2,418	Social Security	2,385	2,376	2,376
7,147	3,886	7,802	8,257	Employee Insurance	8,159	8,095	8,095
9,663	4,480	9,960	11,266	Retiree Health Insurance	12,307	12,265	12,265
1,448	660	1,563	1,634	Longevity	1,526	1,526	1,526
14,829	7,985	15,287	17,276	Retirement Fund	20,408	20,216	20,216
43	-	-	-	Cost of Living	-	-	-
64	49	90	92	Uniforms	90	90	90
73	-	-	-	Legal Services	-	-	-
				<b>Other Services and Charges:</b>			
1,237	1,123	8,000	10,000	Traffic & Street Signs	15,000	10,000	10,000
-	12,922	62,670	62,670	Traffic Signals	584,215	50,000	50,000
159,645	79,059	210,000	240,000	Traffic Signal Maintenance	255,000	230,000	230,000
79,804	64,071	80,000	80,000	Pavement Markings	200,000	80,000	80,000
10,696	5,838	12,000	11,000	Equipment Rental	12,000	12,000	12,000
<u>\$ 311,590</u>	<u>\$ 193,223</u>	<u>\$ 435,939</u>	<u>\$ 474,179</u>	<b>Total Traffic Services</b>	<u>\$ 1,140,329</u>	<u>\$ 455,702</u>	<u>\$ 455,702</u>
6,198	3,167	6,333	6,333	Supervisory wage & benefit allocation	6,510	6,510	6,510
<u>\$ 317,788</u>	<u>\$ 196,390</u>	<u>\$ 442,272</u>	<u>\$ 480,512</u>	<b>Net Traffic Services</b>	<u>\$ 1,146,839</u>	<u>\$ 462,212</u>	<u>\$ 462,212</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS SNOW AND ICE CONTROL:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 52,997	\$ 1,756	\$ 32,489	\$ 34,270	Permanent Employees	\$ 35,919	\$ 35,919	\$ 35,919
47,631	1,811	57,362	57,362	Overtime	78,648	44,748	44,748
				<b>Employee Benefits:</b>			
8,796	299	7,043	7,250	Social Security	9,026	6,399	6,399
19,619	619	9,671	9,656	Employee Insurance	10,113	10,033	10,033
41,362	1,410	33,277	33,778	Retiree Health Insurance	46,584	33,024	33,024
2,654	59	1,937	1,910	Longevity	1,891	1,891	1,891
55,816	2,276	44,742	59,170	Retirement Fund	77,251	54,366	54,366
94	-	-	-	Cost of Living	-	-	-
99	7	112	108	Uniforms	112	112	112
115	-	-	-	Legal Services	-	-	-
324,180	6,323	200,000	200,000	<b>Repairs &amp; Maintenance Supplies</b>	200,000	200,000	200,000
				<b>Other Services and Charges:</b>			
-	-	25,000	25,000	Contractual Services	25,000	20,000	20,000
131,299	3,865	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>\$ 687,162</u>	<u>\$ 20,925</u>	<u>\$ 519,133</u>	<u>\$ 536,004</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 592,044</u>	<u>\$ 513,992</u>	<u>\$ 513,992</u>
19,320	8,379	16,758	16,758	Supervisory wage & benefit allocation	18,227	18,227	18,227
<u>\$ 706,482</u>	<u>\$ 29,304</u>	<u>\$ 535,891</u>	<u>\$ 552,762</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 610,271</u>	<u>\$ 532,219</u>	<u>\$ 532,219</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS ADMINISTRATION:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 88,128	\$ 41,966	\$ 84,254	\$ 84,275	Supervision	\$ 83,932	\$ 83,932	\$ 83,932
58,485	16,401	36,655	43,475	Clerical	40,751	40,751	40,751
11,095	6,866	12,000	10,000	Temporary/Co-op	10,000	10,000	10,000
1,249	243	500	500	Overtime - Clerical	500	500	500
				<b>Employee Benefits:</b>			
12,445	5,273	10,470	10,927	Social Security	10,750	10,750	10,750
36,554	16,556	35,905	38,674	Employee Insurance	38,007	38,007	38,007
37,382	14,683	29,717	33,659	Retiree Health Insurance	30,507	30,507	30,507
4,194	2,735	2,735	2,747	Longevity	3,532	3,532	3,532
46,756	19,549	39,563	39,477	Retirement Fund	43,227	43,227	43,227
183	-	-	-	Cost of Living	-	-	-
269	-	-	-	Legal Services	-	-	-
				<b>Other Services and Charges:</b>			
40,760	20,315	40,629	40,629	Transfer to Water System/Engineering services	37,861	37,861	37,861
475,477	258,350	516,700	516,700	Administrative Expense	532,200	532,200	532,200
<u>\$ 812,977</u>	<u>\$ 402,937</u>	<u>\$ 809,128</u>	<u>\$ 821,063</u>	<b>Total Administration</b>	<u>\$ 831,267</u>	<u>\$ 831,267</u>	<u>\$ 831,267</u>
<u>(166,220)</u>	<u>(82,470)</u>	<u>(164,938)</u>	<u>(164,938)</u>	Supervisory wage & benefit allocation	<u>(171,304)</u>	<u>(171,304)</u>	<u>(171,304)</u>
<u>\$ 646,757</u>	<u>\$ 320,467</u>	<u>\$ 644,190</u>	<u>\$ 656,125</u>	<b>Net Administration</b>	<u>\$ 659,963</u>	<u>\$ 659,963</u>	<u>\$ 659,963</u>
				<b>Summary of Operating Costs:</b>			
\$ 1,772,812	\$ 963,759	\$ 2,007,848	\$ 2,306,802	Routine Maintenance	\$ 3,062,635	\$ 2,570,392	\$ 2,570,392
317,788	196,390	442,272	480,512	Traffic Services	1,146,839	462,212	462,212
706,482	29,304	535,891	552,762	Snow and Ice Control	610,271	532,219	532,219
646,757	320,467	644,190	656,125	Administration	659,963	659,963	659,963
<u>\$ 3,443,839</u>	<u>\$ 1,509,920</u>	<u>\$ 3,630,201</u>	<u>\$ 3,996,201</u>	<b>Total Operating Costs</b>	<u>\$ 5,479,708</u>	<u>\$ 4,224,786</u>	<u>\$ 4,224,786</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - MAJOR STREETS DEBT SERVICE TRANSFER TO:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 442,170	\$ 10,710	\$ 441,770	\$ 441,770	1997 Michigan Transportation Debt Retirement	\$ -	\$ -	\$ -
647,475	65,750	632,000	632,000	2003 Michigan Transportation Debt Retirement	615,000	615,000	615,000
239,468	209,193	309,199	309,200	2006 Capital Improvement Debt Retirement	305,159	305,159	305,159
332,081	244,620	324,627	324,627	2008 Capital Improvement Debt Retirement	316,575	316,575	316,575
609,662	31,731	594,463	594,463	2010 Transportation Debt - Refunding Series	568,863	568,863	568,863
<u>\$ 2,270,856</u>	<u>\$ 562,004</u>	<u>\$ 2,302,059</u>	<u>\$ 2,302,060</u>	<b>Total Debt Service Costs</b>	<u>\$ 1,805,597</u>	<u>\$ 1,805,597</u>	<u>\$ 1,805,597</u>
				<b><u>LOCAL STREET TRANSFER:</u></b>			
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	Total Local Street Transfer	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>

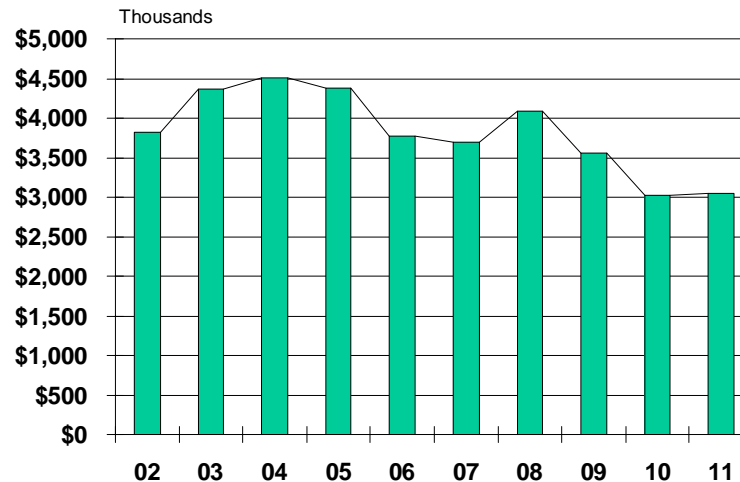
**Local Streets:**

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

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

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

**EXPENDITURE HISTORY**  
**LOCAL ROADS**





SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>SUMMARY</b> <b>MICHIGAN TRANSPORTATION</b> <b><u>OPERATING FUNDS - LOCAL STREETS</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ 1,984,037	\$ 686,347	\$ 1,960,000	\$ 1,960,000	State Shared Weight & Gas Tax	\$ 1,960,000	\$ 1,960,000	\$ 1,960,000
3,991	744	1,700	4,000	Interest on Investments	1,700	1,700	1,700
82,574	41,273	85,000	113,634	Contribution from General Fund	97,202	97,202	97,202
-	-	-	-	Contribution from Major Street Fund	300,000	300,000	300,000
369,438	-	370,000	385,000	P.A. 48 - Metro Act	370,000	370,000	370,000
<u>1,092,168</u>	<u>496,762</u>	<u>496,762</u>	<u>496,762</u>	Fund Balance Appropriated	<u>1,582,431</u>	<u>310,807</u>	<u>310,807</u>
<u>\$ 3,532,208</u>	<u>\$ 1,225,126</u>	<u>\$ 2,913,462</u>	<u>\$ 2,959,396</u>	<b>Total Local Street Revenues</b>	<u>\$ 4,311,333</u>	<u>\$ 3,039,709</u>	<u>\$ 3,039,709</u>
				<b><u>EXPENDITURES:</u></b>			
<u>\$ 3,045,550</u>	<u>\$ 1,341,143</u>	<u>\$ 2,820,569</u>	<u>\$ 2,959,396</u>	Operating Costs	<u>\$ 4,311,333</u>	<u>\$ 3,039,709</u>	<u>\$ 3,039,709</u>
<u>\$ 3,045,550</u>	<u>\$ 1,341,143</u>	<u>\$ 2,820,569</u>	<u>\$ 2,959,396</u>	<b>Total Local Street Expenditures</b>	<u>\$ 4,311,333</u>	<u>\$ 3,039,709</u>	<u>\$ 3,039,709</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,188,473	2,188,473	2,188,473
				<b>RESERVE FOR:</b>			
(109,849)	(109,849)	(109,849)	(136,492)	<b>COMPENSATED ABSENCES</b>	(109,849)	(109,849)	(109,849)
(14,502)	(14,502)	(14,502)	(18,179)	<b>COMPENSATORY TIME</b>	(14,502)	(14,502)	(14,502)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(1,582,431)</u>	<u>(310,807)</u>	<u>(310,807)</u>
<u>(1,092,168)</u>	<u>(496,762)</u>	<u>(496,762)</u>	<u>(496,762)</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 481,691</u>	<u>\$ 1,753,315</u>	<u>\$ 1,753,315</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ROUTINE MAINTENANCE:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 569,553	\$ 256,784	\$ 439,757	\$ 478,569	Permanent Employees	\$ 486,182	\$ 486,182	\$ 486,182
18,273	11,254	24,837	24,837	Overtime	33,147	18,860	18,860
19,312	830	20,000	27,500	Seasonal Employees	27,500	11,000	11,000
				<b>Employee Benefits:</b>			
329	576	576	329	Education Allowance	384	384	384
50,477	22,132	39,559	43,239	Social Security	44,394	42,008	42,008
165,526	81,065	130,901	134,838	Employee Insurance	136,882	135,807	135,807
228,126	104,171	179,582	191,532	Retiree Health Insurance	218,124	212,409	212,409
37,331	14,145	26,220	26,678	Longevity	25,597	25,597	25,597
307,564	158,841	259,335	296,437	Retirement Fund	361,725	350,052	350,052
1,079	-	-	-	Cost of Living	-	-	-
1,385	1,038	1,517	1,502	Uniforms	1,517	1,517	1,517
1,515	-	-	-	Legal Services	-	-	-
57,367	12,983	50,000	50,000	<b>Repairs &amp; Maintenance Supplies</b>	45,000	45,000	45,000
				<b>Other Services and Charges:</b>			
94,782	23,073	82,000	82,000	Contractual Services	85,000	80,000	80,000
23,028	-	-	-	Joint Sealing	150,000	20,000	20,000
23,410	102,088	180,000	180,000	Pavement repairs	1,050,000	180,000	180,000
453,395	230,594	430,000	430,000	Equipment Rental	430,000	430,000	430,000
<u>\$ 2,052,452</u>	<u>\$ 1,019,574</u>	<u>\$ 1,864,284</u>	<u>\$ 1,967,461</u>	<b>Total Routine Maintenance</b>	<u>\$ 3,095,452</u>	<u>\$ 2,038,816</u>	<u>\$ 2,038,816</u>
148,049	72,292	144,584	144,584	Supervisory wage & benefit allocation	150,986	150,986	150,986
<u>\$ 2,200,501</u>	<u>\$ 1,091,866</u>	<u>\$ 2,008,868</u>	<u>\$ 2,112,045</u>	<b>Net Routine Maintenance</b>	<u>\$ 3,246,438</u>	<u>\$ 2,189,802</u>	<u>\$ 2,189,802</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS TRAFFIC SERVICES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 29,015	\$ 11,962	\$ 30,947	\$ 34,633	Permanent Employees	\$ 34,214	\$ 34,214	\$ 34,214
193	-	360	360	Overtime	452	257	257
				<b>Employee Benefits:</b>			
30	39	39	30	Education Allowance	26	26	26
2,387	934	2,506	2,864	Social Security	2,829	2,814	2,814
8,044	3,859	9,212	9,758	Employee Insurance	9,633	9,557	9,557
11,267	4,410	11,837	13,344	Retiree Health Insurance	14,597	14,519	14,519
1,654	642	1,845	1,931	Longevity	1,801	1,801	1,801
17,342	7,860	17,758	20,476	Retirement Fund	24,207	23,950	23,950
52	-	-	-	Cost of Living	-	-	-
72	48	107	109	Uniforms	107	107	107
83	-	-	-	Legal Services	-	-	-
				<b>Other Services and Charges:</b>			
694	599	8,000	10,000	Traffic & Street Signs	25,000	10,000	10,000
32,334	16,120	45,000	50,000	Traffic Signal Maintenance	51,000	50,000	50,000
9,974	8,008	10,000	10,000	Pavement Markings	50,000	10,000	10,000
10,394	6,140	12,000	10,000	Equipment Rental	12,000	12,000	12,000
<u>\$ 123,535</u>	<u>\$ 60,621</u>	<u>\$ 149,611</u>	<u>\$ 163,505</u>	<b>Total Traffic Services</b>	<u>\$ 225,866</u>	<u>\$ 169,245</u>	<u>\$ 169,245</u>
7,024	3,068	6,135	6,135	Supervisory wage & benefit allocation	6,647	6,647	6,647
<u>\$ 130,559</u>	<u>\$ 63,689</u>	<u>\$ 155,746</u>	<u>\$ 169,640</u>	<b>Net Traffic Services</b>	<u>\$ 232,513</u>	<u>\$ 175,892</u>	<u>\$ 175,892</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS SNOW AND ICE CONTROL:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 59,947	\$ 117	\$ 33,370	\$ 34,754	Permanent Employees	\$ 36,893	\$ 36,893	\$ 36,893
38,414	2,100	25,172	25,172	Overtime	41,221	23,453	23,453
				<b>Employee Benefits:</b>			
8,339	173	4,633	4,794	Social Security	6,205	4,828	4,828
19,839	346	9,933	9,792	Employee Insurance	10,387	10,306	10,306
39,376	817	21,892	22,339	Retiree Health Insurance	32,022	24,915	24,915
2,866	9	1,990	1,937	Longevity	1,942	1,942	1,942
53,978	1,363	29,448	37,474	Retirement Fund	53,104	41,070	41,070
117	-	-	-	Cost of Living	-	-	-
90	-	115	109	Uniforms	115	115	115
135	-	-	-	Legal Services	-	-	-
95,737	22	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	10,000	10,000
121,336	-	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>\$ 442,674</u>	<u>\$ 7,447</u>	<u>\$ 299,053</u>	<u>\$ 308,871</u>	<b>Total Snow &amp; Ice Control</b>	<u>\$ 464,389</u>	<u>\$ 306,022</u>	<u>\$ 306,022</u>
19,561	4,058	8,115	8,115	Supervisory wage & benefit allocation	12,334	12,334	12,334
<u>\$ 462,235</u>	<u>\$ 11,505</u>	<u>\$ 307,168</u>	<u>\$ 316,986</u>	<b>Net Snow &amp; Ice Control</b>	<u>\$ 476,723</u>	<u>\$ 318,356</u>	<u>\$ 318,356</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>MICHIGAN TRANSPORTATION OPERATING FUND - LOCAL STREETS ADMINISTRATION:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 88,129	\$ 41,966	\$ 84,255	\$ 84,275	Supervision	\$ 83,932	\$ 83,932	\$ 83,932
58,485	16,394	36,649	43,475	Clerical	40,750	40,750	40,750
9,217	8,095	12,000	10,000	Temporary/Co-op	10,000	10,000	10,000
1,053	243	500	500	Overtime - Clerical	500	500	500
				<b>Employee Benefits:</b>			
12,447	5,367	10,470	10,927	Social Security	10,750	10,750	10,750
36,147	16,556	35,905	38,674	Employee Insurance	38,006	38,006	38,006
38,551	14,683	29,718	33,659	Retiree Health Insurance	30,506	30,506	30,506
4,194	2,735	2,735	2,747	Longevity	3,532	3,532	3,532
46,862	19,549	39,564	39,477	Retirement Fund	43,226	43,226	43,226
183	-	-	-	Cost of Living	-	-	-
269	-	-	-	Legal Services	-	-	-
				<b>Other Services and Charges:</b>			
40,760	20,315	40,629	40,629	Transfer to Water System/Engineering services	37,860	37,860	37,860
82,177	110,650	221,300	221,300	Administrative Expense	227,900	227,900	227,900
<u>\$ 418,474</u>	<u>\$ 256,553</u>	<u>\$ 513,725</u>	<u>\$ 525,663</u>	<b>Total Administration</b>	<u>\$ 526,962</u>	<u>\$ 526,962</u>	<u>\$ 526,962</u>
<u>(166,219)</u>	<u>(82,470)</u>	<u>(164,938)</u>	<u>(164,938)</u>	Supervisory wage & benefit allocation	<u>(171,303)</u>	<u>(171,303)</u>	<u>(171,303)</u>
<u>\$ 252,255</u>	<u>\$ 174,083</u>	<u>\$ 348,787</u>	<u>\$ 360,725</u>	<b>Net Administration</b>	<u>\$ 355,659</u>	<u>\$ 355,659</u>	<u>\$ 355,659</u>
				<b>Summary of Operating Costs:</b>			
\$ 2,200,501	\$ 1,091,866	\$ 2,008,868	\$ 2,112,045	Routine Maintenance	\$ 3,246,438	\$ 2,189,802	\$ 2,189,802
130,559	63,689	155,746	169,640	Traffic Services	232,513	175,892	175,892
462,235	11,505	307,168	316,986	Snow and Ice Control	476,723	318,356	318,356
252,255	174,083	348,787	360,725	Administration	355,659	355,659	355,659
<u>\$ 3,045,550</u>	<u>\$ 1,341,143</u>	<u>\$ 2,820,569</u>	<u>\$ 2,959,396</u>	<b>Total Operating Costs</b>	<u>\$ 4,311,333</u>	<u>\$ 3,039,709</u>	<u>\$ 3,039,709</u>

## LIBRARY

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

In August 2010, the residents of Warren overwhelmingly approved a millage increase of .85 for the next 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 and is a partial Federal Government depository. 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, upcoming due dates of materials, overdue items 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 304,209 books, 16,809 electronic books, automotive repair collection, international language collection, downloadable audio books, compact disks, periodicals, videocassettes, DVD's, books on tape and CD, multi-media CD ROM's, sheet music, videogame software and other items available to Warren residents.

In Fiscal 2011, more than 3,760 children took part in Story Time programs and the Summer Reading program. More than 326,390 patrons visited the Warren Public Library. Nearly 478,260 books and other materials were circulated and over 47,300 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 and patrons from neighboring cities from Macomb, Oakland and Wayne counties.

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

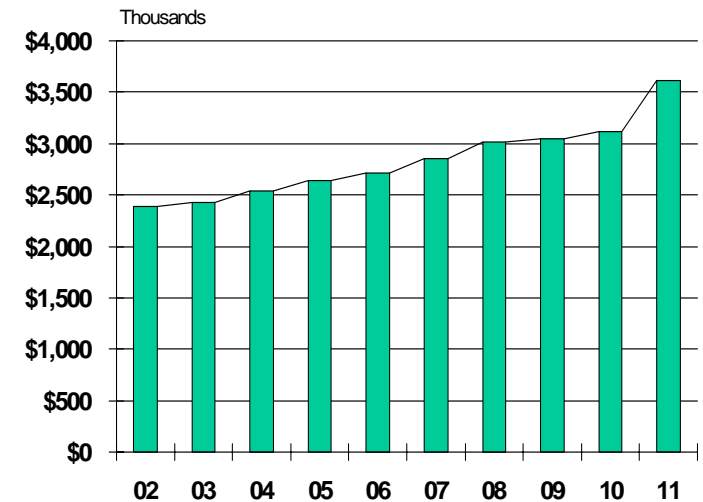
## LIBRARY

### Fiscal 2013 Performance Objectives

1. To provide the best selection of recent publications of books, periodicals, talking books, electronic 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Annual library attendance	326,386	400,000	340,400	410,100
Annual circulation of materials	1,102,600	570,000	1,299,159	630,000
Reference information requests	47,290	60,000	51,015	65,000
Total registered borrowers	57,145	72,000	61,100	74,500
Items loaned to other libraries	64,433	75,000	69,000	73,000
Items received from other libraries	40,381	72,000	45,000	80,000
Total reserves placed	20,826	77,000	22,000	78,000
Total circulation/children's materials	257,402	240,000	260,000	290,000
Materials added to the collection	35,868	25,000	4,000	50,000
Materials deleted from the collection	13,324	15,000	15,000	17,000
Children's story hour attendance	1,663	3,500	2,000	4,000
Computer sessions	102,963	135,000	115,000	145,000
Attendance-Children Programs	991	3,000	1,100	3,500
Home Page Hits	260,661	225,000	267,000	230,000
Literacy attendance	3,382	3,000	3,600	3,200
School visits to Library	6	20	15	25
Attendance-Adult Special Programs	1,114	1,000	1,400	1,200

### EXPENDITURE HISTORY LIBRARY



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>LIBRARY SPECIAL REVENUE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 5,159,611	\$ 2,354,118	\$ 4,707,993	\$ 4,767,474	Property Tax Revenue	\$ 4,265,987	\$ 4,265,987	\$ 4,265,987
100,749	37,422	74,844	77,569	Industrial Facilities Tax	67,539	67,539	67,539
-	-	-	99,304	Renaissance Zone Reimbursement	-	-	-
122,208	-	148,000	148,000	Penal Fines	130,000	130,000	130,000
56,627	25,587	51,000	50,000	Over the Counter Fines	58,000	58,000	58,000
247,852	-	-	-	Sale of Equipment/Property	-	-	-
686	1,010	2,000	1,000	Interest on Investments	2,000	2,000	2,000
65,848	-	46,000	46,000	State Aid	50,000	50,000	50,000
15,412	8,640	16,000	15,000	Copy Machine User Fees	15,000	15,000	15,000
18,130	9,328	18,000	15,000	Lost Book Fees	17,000	17,000	17,000
6,422	2,654	5,500	6,000	Video User Fees	6,000	6,000	6,000
132	-	-	-	CD ROM User Fees	-	-	-
-	2,732	5,000	5,000	Non-Resident Internet Fees	5,000	5,000	5,000
4,082	2,307	4,000	-	Miscellaneous	2,000	2,000	2,000
2,899	-	-	-	Donations	-	-	-
-	-	-	-	Fund Balance Appropriated	492,053	-	-
<b>\$ 5,800,658</b>	<b>\$ 2,443,798</b>	<b>\$ 5,078,337</b>	<b>\$ 5,230,347</b>	<b>Total Revenues</b>	<b>\$ 5,110,579</b>	<b>\$ 4,618,526</b>	<b>\$ 4,618,526</b>
				<b>EXPENDITURES:</b>			
\$ 1,192,921	\$ 751,700	\$ 1,550,803	\$ 1,596,177	Personnel Services	\$ 1,649,699	\$ 1,532,568	\$ 1,532,568
967,906	626,306	1,201,626	1,318,106	Employee Benefits	1,273,430	1,257,977	1,257,977
41,195	31,341	62,750	62,750	Supplies	65,550	60,000	60,000
1,109,462	512,546	1,345,902	1,465,700	Other Services and Charges	1,587,280	1,326,280	1,326,280
300,308	192,628	503,111	503,111	Capital Outlay	534,620	342,470	342,470
<b>\$ 3,611,792</b>	<b>\$ 2,114,521</b>	<b>\$ 4,664,192</b>	<b>\$ 4,945,844</b>	<b>Total Expenditures</b>	<b>\$ 5,110,579</b>	<b>\$ 4,519,295</b>	<b>\$ 4,519,295</b>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ 99,231	\$ 99,231
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,641,481	2,641,481	2,641,481
				<b>RESERVE FOR:</b>			
(126,000)	(126,000)	(126,000)	-	COMPENSATED ABSENCES	(126,000)	(126,000)	(126,000)
(19,000)	(19,000)	(19,000)	-	COMPENSATORY TIME	(19,000)	(19,000)	(19,000)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(492,053)	-	-
<b>\$ 2,082,336</b>	<b>\$ 2,411,613</b>	<b>\$ 2,496,481</b>	<b>\$ 1,683,232</b>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<b>\$ 2,004,428</b>	<b>\$ 2,595,712</b>	<b>\$ 2,595,712</b>



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	7	50,538	7	50,538	7	50,538	7	50,538
Office Assistant	5	34,279	5	34,279	5	34,279	5	34,279
<u>Permanent Part-time Employees:</u>								
Library Pages		246,870		303,468		265,532		265,532
Assistant Librarians (Substitutes)		126,360		129,260		55,524		55,524
Overtime	—	29,316	—	29,316	—	23,857	—	23,857
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.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<u>LIBRARY</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES:</u>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 96,507	\$ 33,936	\$ 80,245	\$ 92,286	Appointed Official	\$ 91,911	\$ 91,911	\$ 91,911
749,696	562,192	1,093,558	1,090,207	Permanent Employees	1,084,088	1,084,088	1,084,088
337,754	146,397	350,000	373,230	Permanent Part-time Employees - Pages	432,728	321,056	321,056
2,933	6,125	20,000	29,316	Overtime	29,316	23,857	23,857
6,031	3,050	7,000	11,138	Shift Premium	11,656	11,656	11,656
				<b>Employee Benefits:</b>			
10,933	10,800	10,800	9,200	Education Allowance	9,200	9,200	9,200
94,509	56,959	119,065	126,807	Social Security	130,948	121,870	121,870
134,115	102,575	199,407	314,315	Employee Insurance	232,243	232,091	232,091
312,255	181,540	355,436	368,949	Retiree Health Insurance	352,740	350,557	350,557
32,926	18,858	31,599	30,826	Longevity	30,730	30,730	30,730
379,770	255,574	485,319	468,009	Retirement Fund	517,569	513,529	513,529
1,388	-	-	-	Cost of Living	-	-	-
2,010	-	-	-	Legal Services	-	-	-
41,195	31,341	62,750	62,750	<b>Office Supplies</b>	65,550	60,000	60,000
				<b>Other Services and Charges:</b>			
10,622	4,697	12,000	14,000	Copy Machine Expense	14,000	14,000	14,000
18,424	41,175	150,000	193,500	Contractual Services	168,380	158,380	158,380
153,395	95,131	235,000	235,000	Cooperative Services	245,000	175,000	175,000
13,067	-	23,000	23,000	Library Cooperative-Indirect Aid	25,000	25,000	25,000
1,221	1,355	4,000	5,000	Postage	5,000	2,000	2,000
3,178	11,302	11,302	11,400	Unemployment Costs	2,300	2,300	2,300
17,975	11,653	20,000	20,000	Video Cassettes and Tapes	15,000	15,000	15,000
35,485	16,956	38,500	38,500	Library Circulating Materials	38,500	38,500	38,500
16,198	13,349	17,000	17,000	Periodicals	20,000	17,000	17,000
7,789	3,956	10,000	15,000	Telephone	15,000	10,000	10,000
596	234	800	1,000	Mileage	1,000	1,000	1,000
1,582	823	2,000	4,000	Auto Expense	4,000	3,000	3,000
-	-	2,000	2,000	Training & Workshops	2,000	2,000	2,000
-	-	200	200	Book Binding	200	200	200
188,864	72,961	210,000	220,000	Public Utilities	220,000	215,000	215,000
149,207	25,520	150,000	206,000	Repairs & Maintenance	302,000	138,000	138,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<u>LIBRARY</u> <u>SPECIAL REVENUE FUND</u> <u>EXPENDITURES (Continued):</u> <u>Other Services and Charges:</u>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 375	\$ -	\$ 500	\$ 500	Library Commission Dues & Expenses	\$ 500	\$ 500	\$ 500
17,959	15,750	30,000	30,000	Refund of Taxes Paid Under Protest	30,000	30,000	30,000
136,349	105,884	137,000	137,000	Building Authority Bonds, Series 2005	138,000	138,000	138,000
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
29,400	15,300	30,600	30,600	Insurance and Bonds	31,800	31,800	31,800
152,776	76,500	153,000	153,000	Administrative Expense	200,600	200,600	200,600
				<b>Capital Outlay:</b>			
2,973	81,557	203,111	203,111	Equipment	234,620	57,470	57,470
297,335	111,071	300,000	300,000	Books	300,000	285,000	285,000
<u>\$ 3,611,792</u>	<u>\$ 2,114,521</u>	<u>\$ 4,664,192</u>	<u>\$ 4,945,844</u>	<b>Total Expenditures</b>	<u>\$ 5,110,579</u>	<u>\$ 4,519,295</u>	<u>\$ 4,519,295</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.

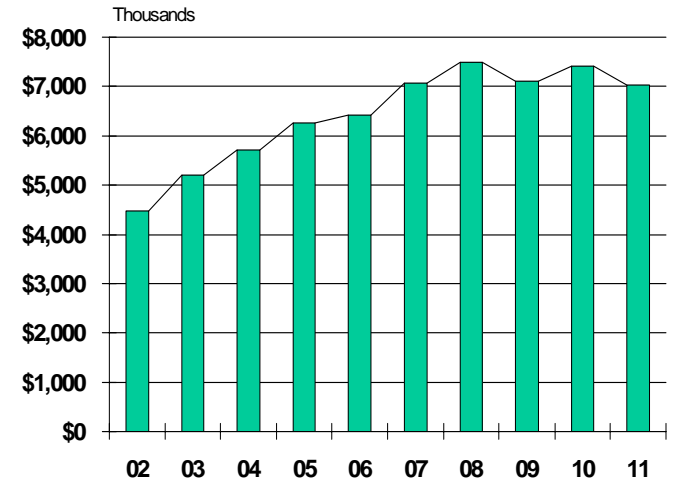
## RECREATION

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Playground registration	154	300	175	200
Pavilion rentals	460	500	450	450
Bus transportation	23,613	28,000	24,000	24,200
Special event youth participation	25,000	26,500	27,000	27,000
Day camp registration	1,540	850	1,650	1,700
Senior special events	4,500	4,800	4,200	4,200
Adult & youth sports registrants	7,000	7,500	7,500	7,500
Adult & youth sports participants	106,500	107,500	107,500	107,500
Senior programs	85,000	92,300	85,000	85,000
Senior sports programs	23,000	23,500	23,500	23,500
Trees removed	345	350	275	275
Trees trimmed	1,000	2,000	2,000	2,000
Trees planted	500	450	0	0
WCC pool attendance	380,000	380,000	380,000	380,000
Swim lesson registration	4,000	4,200	4,225	4,225
Yearly pass registration	4,100	5,000	4,500	5,000
WCC pool rental attendance	8,500	10,000	9,500	9,500

### EXPENDITURE HISTORY RECREATION



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 3,766,859	\$ 1,715,387	\$ 3,432,013	\$ 3,474,449	Property Tax Revenue	\$ 3,108,974	\$ 3,108,974	\$ 3,108,974
73,424	27,270	54,540	56,527	Industrial Facilities Tax	49,217	49,217	49,217
114,097	86,610	100,000	58,000	MDOT Grant	58,000	58,000	58,000
158,579	-	152,000	152,000	S.M.A.R.T. Community Credit Grant	152,000	152,000	152,000
604,682	264,093	550,000	529,000	Recreation Fees	650,000	650,000	650,000
1,448,681	616,939	1,400,000	1,440,000	Warren Community Center Fees	1,550,000	1,550,000	1,550,000
54,864	17,808	65,000	65,000	Downtown Ice Rink Fees	87,500	87,500	87,500
22,616	7,551	20,000	25,000	Senior Transportation	25,000	25,000	25,000
32,219	9,343	30,000	45,000	Special Events	40,000	40,000	40,000
63,339	34,230	62,000	60,000	Sponsored Events	100,000	100,000	100,000
696	332	700	1,000	Bingo Fees	1,000	1,000	1,000
2,600	200	1,000	1,000	Forestry - Tree Planting	1,000	1,000	1,000
4,156	1,011	2,000	5,000	Interest on Investments	2,000	2,000	2,000
77,940	36,720	73,440	73,400	Lease Proceeds	73,400	73,400	73,400
56,836	31,900	52,000	52,000	Miscellaneous	52,000	52,000	52,000
847,264	736,928	736,928	736,928	Fund Balance Appropriated	286,527	97,227	222,777
<u>\$ 7,328,852</u>	<u>\$ 3,586,322</u>	<u>\$ 6,731,621</u>	<u>\$ 6,774,304</u>	<b>Total Revenues</b>	<u>\$ 6,236,618</u>	<u>\$ 6,047,318</u>	<u>\$ 6,172,868</u>
				<b>EXPENDITURES:</b>			
\$ 2,906,029	\$ 1,302,221	\$ 2,701,804	\$ 2,530,754	Personnel Services	\$ 2,174,765	\$ 2,174,765	\$ 2,239,250
1,466,845	729,119	1,404,271	1,407,700	Employee Benefits	1,115,953	1,115,953	1,177,018
198,649	126,059	217,000	217,150	Supplies	211,400	199,900	199,900
2,448,694	1,448,341	2,571,198	2,613,000	Other Services and Charges	2,618,800	2,551,000	2,551,000
6,906	-	5,700	5,700	Capital Outlay	115,700	5,700	5,700
<u>\$ 7,027,123</u>	<u>\$ 3,605,740</u>	<u>\$ 6,899,973</u>	<u>\$ 6,774,304</u>	<b>Total Expenditures</b>	<u>\$ 6,236,618</u>	<u>\$ 6,047,318</u>	<u>\$ 6,172,868</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,762,721	1,762,721	1,762,721
				<b>RESERVE FOR:</b>			
(128,330)	(128,330)	(128,330)	(128,330)	COMPENSATED ABSENCES	(128,330)	(128,330)	(128,330)
(26,804)	(26,804)	(26,804)	(26,804)	COMPENSATORY TIME	(26,804)	(26,804)	(26,804)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(286,527)</u>	<u>(97,227)</u>	<u>(222,777)</u>
<u>\$ 2,512,867</u>	<u>\$ 1,756,521</u>	<u>\$ 1,607,587</u>	<u>\$ 1,482,936</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 1,321,060</u>	<u>\$ 1,510,360</u>	<u>\$ 1,384,810</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	2 (d)	64,485	2 (d)	64,485	3	64,485
Aquatics Supervisor	1	64,485	1	64,485	1	64,485	1	64,485
Administrative Secretary	1	53,425	- (c)	-	- (c)	-	- (c)	-
Account Specialist	-	-	1 (c)	49,816	1 (c)	49,816	1 (c)	49,816
Seasonal Employees		1,300,000		1,200,000		1,200,000		1,200,000
Overtime - Supervision		2,324		4,795		4,795		4,795
<u>MAINTENANCE</u>								
Park & Forestry Superintendent	1	74,064	- (d)	-	- (d)	-	- (d)	-
Facility Maintenance Specialist	1	28.34/hr.	1	28.34/hr.	1	28.34/hr.	1	28.34/hr.
Recreation Maintenance Technician	4	26.98/hr.	- (c,d)	-	- (c,d)	-	- (c,d)	-
Recreation Maintenance Specialist	1	26.55/hr.	- (c)	-	- (c)	-	- (c)	-
General Maintenance Specialist	-	-	3 (c)	26.88/hr.	3 (c)	26.88/hr.	3 (c)	26.88/hr.
General Laborer	1	17.76/hr.	1	17.76/hr.	1	17.76/hr.	1	17.76/hr.
Seasonal Employees - Maintenance		35,000		35,000		35,000		35,000
Overtime - Maintenance	—	41,742	—	41,515	—	41,515	—	41,515
Total Personnel	<u>16</u>		<u>12</u>		<u>12</u>		<u>13</u>	

(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 Administrative Secretary to Account Specialist and Recreation Maintenance Technician and Recreation Maintenance Specialist to General Maintenance Specialist.

(d) Position deleted.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 103,360	\$ 49,219	\$ 98,817	\$ 98,839	Appointed Official	\$ 98,438	\$ 98,438	\$ 98,438
559,457	227,942	457,637	461,367	Permanent Employees - Supervision	391,399	391,399	455,884
481,065	226,276	458,608	451,482	Permanent Employees - Maintenance	263,618	263,618	263,618
				Seasonal Employees:			
43,060	5,151	15,000	35,000	Maintenance	35,000	35,000	35,000
1,527,333	692,759	1,480,000	1,300,000	Recreation	1,200,000	1,200,000	1,200,000
10,419	2,918	5,000	2,324	Overtime - Supervision	4,795	4,795	4,795
48,726	22,385	41,742	41,742	Overtime - Maintenance	41,515	41,515	41,515
				<b>Employee Benefits:</b>			
5,833	5,300	5,300	6,050	Education Allowance	3,800	3,800	4,550
196,498	88,122	191,070	189,794	Social Security	160,968	160,968	166,287
327,256	163,586	301,894	311,805	Employee Insurance	241,281	241,281	255,128
442,278	205,971	404,082	402,248	Retiree Health Insurance	336,797	336,797	364,251
53,825	36,359	51,928	52,149	Longevity	38,424	38,424	41,824
421,401	221,306	434,176	430,180	Retirement Fund	319,382	319,382	329,677
1,790	-	-	-	Cost of Living	-	-	-
1,861	1,121	1,710	1,710	Uniforms	1,140	1,140	1,140
2,522	-	-	-	Legal Services	-	-	-
				<b>Supplies:</b>			
9,194	5,327	10,000	10,000	Office Supplies	9,500	9,000	9,000
150	150	900	850	Bingo Operating Supplies	800	500	500
8,567	4,899	9,200	9,200	Operating Supplies	9,200	8,500	8,500
53,039	32,808	65,000	65,000	Playground & Athletic Supplies	60,000	55,000	55,000
127,402	82,526	130,000	130,000	Repair & Maintenance Supplies	130,000	125,000	125,000
				<b>Other Services and Charges:</b>			
371,905	248,371	400,000	400,000	Contractual Services	400,000	390,000	390,000
4,941	1,638	5,000	7,000	Postage	6,500	6,500	6,500
15,558	15,698	15,698	15,700	Unemployment Costs	22,900	22,900	22,900
36,700	24,098	42,500	42,500	Building Maintenance	40,000	38,000	38,000
282,558	198,090	250,000	250,000	Tree Maintenance	250,000	225,000	225,000
21,588	14,294	27,000	32,000	Telephone	30,000	30,000	30,000

(Continued)



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND EXPENDITURES (Continued):</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 50,863	\$ 34,721	\$ 65,000	\$ 55,000	Vehicle Maintenance Expense	\$ 55,000	\$ 55,000	\$ 55,000
79,746	23,557	80,000	80,000	Marketing and Promotions	75,000	55,000	55,000
101,500	52,800	105,600	105,600	Insurance and Bonds	109,900	109,900	109,900
515,877	192,502	530,000	580,000	Public Utilities	580,000	580,000	580,000
1,645	391	3,000	3,000	Conferences and Workshops	2,800	2,000	2,000
11,327	8,481	11,000	9,000	Rentals & Janitorial Service	8,500	8,500	8,500
80,062	34,227	65,000	65,000	Special Events	65,000	55,000	55,000
26,805	23,249	60,000	60,000	Sponsored Events	60,000	60,000	60,000
5,326	5,412	8,500	8,500	Downtown Ice Rink Expense	8,500	8,500	8,500
35,887	16,337	42,000	42,000	Refund of Taxes Paid Under Protest	40,000	40,000	40,000
29,188	2,175	31,000	31,000	2005 Capital Equipment Loan Payment	31,000	31,000	31,000
589,346	458,701	593,500	593,500	Building Authority Bonds, Series 2005	597,000	597,000	597,000
-	-	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	50,200	100,400	100,400	Administrative Expense	104,400	104,400	104,400
				<b>Capital Outlay:</b>			
-	-	-	-	Capital Improvements	65,000	-	-
-	-	-	-	Equipment - Vehicle	35,000	-	-
-	-	1,700	1,700	Equipment - Maintenance	1,700	1,700	1,700
-	-	4,000	4,000	Equipment - Office	4,000	4,000	4,000
<u>\$ 6,799,258</u>	<u>\$ 3,479,067</u>	<u>\$ 6,642,962</u>	<u>\$ 6,525,640</u>	<b>Total Expenditures</b>	<u>\$ 5,978,257</u>	<u>\$ 5,798,957</u>	<u>\$ 5,924,507</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>RECREATION SPECIAL REVENUE FUND TRANSPORTATION EXPENDITURES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 132,609	\$ 75,571	\$ 145,000	\$ 140,000	<b>Personnel Services:</b>			
				Seasonal Employees	\$ 140,000	\$ 140,000	\$ 140,000
				<b>Employee Benefits:</b>			
10,145	5,781	11,093	10,850	Social Security	10,850	10,850	10,850
3,436	1,573	3,018	2,914	Employee Insurance	3,311	3,311	3,311
				<b>Supplies:</b>			
297	349	1,000	1,200	Office Supplies	1,100	1,100	1,100
-	-	900	900	Operating Supplies	800	800	800
				<b>Other Services and Charges:</b>			
5,322	4,576	6,000	5,000	Contractual Services	5,000	5,000	5,000
-	-	150	150	Postage	150	150	150
-	-	2,000	2,000	Building Maintenance	-	-	-
497	250	700	1,000	Telephone	2,000	2,000	2,000
43,211	27,049	50,000	46,000	Vehicle Maintenance Expense	46,000	46,000	46,000
-	-	250	250	Printing and Publishing	250	250	250
12,842	2,766	13,500	15,000	Public Utilities	15,000	15,000	15,000
-	-	300	300	Conferences and Workshops	300	300	300
12,600	6,550	13,100	13,100	Insurance and Bonds	13,600	13,600	13,600
-	2,208	10,000	10,000	Bus Rental	10,000	10,000	10,000
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Vehicle	10,000	-	-
6,906	-	-	-	Equipment - Office	-	-	-
<u>\$ 227,865</u>	<u>\$ 126,673</u>	<u>\$ 257,011</u>	<u>\$ 248,664</u>	<b>Total Expenditures</b>	<u>\$ 258,361</u>	<u>\$ 248,361</u>	<u>\$ 248,361</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, education and government. The Warren Communications Department operates from franchise fees received from Comcast Cablevision, Wide Open West and AT&T.

The Communications Director is responsible for coordinating the City's overall communication needs. Citizen complaints and concern resolution are a top priority. The cable systems have worked in harmony to resolve any complaints which have specifically needed to be addressed. In order to support the most qualitative service, the Communications Department works in tandem with the Legal Department to address the franchising process.

Both City Council and the Administration have requested over the past several years that our department prepare for alternative or additional revenue opportunities. It is with their support and that of the Building Authority that we have successfully accomplished the Build-out of the production facilities. Simple application for development is to host rental of our facilities and talent-base services to outside venues. We have been receiving queries from outside sources such as sporting organizations, college and university settings, municipalities, medical clinics and small businesses. Most recently, we have received queries from county governments, location scouts and production designers from film production companies.

To support the City of Warren's Mayoral response plan to address State of Michigan Revenue Recovery requirements the Communications Department has proposed a plan to which will enhance its revenue stream, while enabling the City to provide leadership throughout Macomb County to support municipal services and offer an alternative revenue stream within the Communications Department.

The Communication Department is a team of professional multi-media staff which generates, covers and maintains government and community access cable television programming. This includes coverage of City events 365 days a year; 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. Government channels host meetings and explain government services. Community channels provide programming about community events, local sports, entertainment and unique stories about residents in the City. We have also been covering School Board of Education meetings in Center Line, Fitzgerald, Warren Consolidated, Warren Woods and Van Dyke Schools.

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.

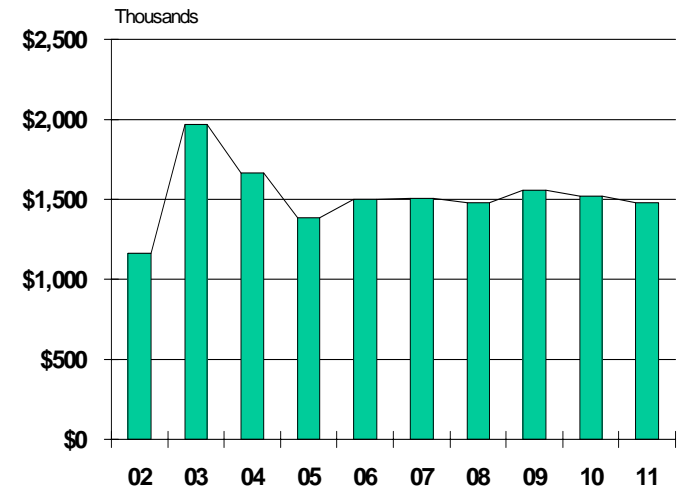
## COMMUNICATIONS SPECIAL REVENUE FUND

### Fiscal 2013 Performance Objectives

1. To provide oversight of CATV franchise agreements and renewal process for Wide Open West, Comcast and AT&T.
2. To open the revenue stream to expand services of collaboration.
3. To perform outreach through TV, Web, journalism and radio using new technologies such as skype.
4. To continue to encourage the film industry to flourish in Warren.
5. To produce new programs such as Warren Biz and Traveling Vicariously, encouraging creative use of studio facilities.

<u>Performance Indicators</u>	<u>Fiscal 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
City Council meetings	24	22	24	24
Zoning Board of Appeals/Planning meetings	41	36	34	34
Press conferences	12	12	6	6
Department Multi-media applications	608	2,439	945	1,000
Parks & Recreation Youth programming	52	52	12	12
Senior Citizen programs	50	12	6	12
Sporting event coverage & Sports line	73	80	94	94
Festivals & Community Events	16	121	22	30
Election shows	10	6	8	6
City Department programming	40	24	22	30
Business shows	20	50	8	24
Concerts	11	17	6	12
Auditorium plays	7	12	6	6
Auditorium performances & rehearsals	42	95	130	130
Family Entertainment & Health series	12	62	47	50
TV Warren Weekly News	51	52	50	50
City calendar	1	1	1	1
Newsbeat City News Magazine	4	4	4	4
Community Bulletin board postings	52	260	1,504	1,505
24/7 Snow alerts	6	6	6	4
City meetings (Commissions/Committees)	24	72	3	6
Community events web site postings	100	260	1,825	2,500
Police, Court & Judicial programming	37	32	14	18
Public Service Announcements	100	48	52	52
Family entertainment programs	12	24	36	-
School Board meetings	35	-	53	53

### EXPENDITURE HISTORY COMMUNICATIONS



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 1,778,030	\$ 437,751	\$ 1,650,000	\$ 1,550,000	Cable TV Franchise Fees	\$ 1,650,000	\$ 1,650,000	\$ 1,650,000
2,714	874	1,700	3,000	Interest on Investments	2,000	2,000	2,000
19,440	9,720	19,440	19,440	Lease Proceeds	19,440	19,440	19,440
13,232	-	-	-	Foreclosure Grant Proceeds	-	-	-
4,626	-	-	-	PEG Grant	-	-	-
2,930	1,094	2,000	500	Miscellaneous	1,000	1,000	1,000
<u>327,226</u>	<u>147,529</u>	<u>147,529</u>	<u>147,529</u>	Fund Balance Appropriated	<u>173,996</u>	<u>173,996</u>	<u>173,996</u>
<u>\$ 2,148,198</u>	<u>\$ 596,968</u>	<u>\$ 1,820,669</u>	<u>\$ 1,720,469</u>	<b>Total Revenues</b>	<u>\$ 1,846,436</u>	<u>\$ 1,846,436</u>	<u>\$ 1,846,436</u>
				<b>EXPENDITURES:</b>			
\$ 625,289	\$ 317,509	\$ 676,600	\$ 672,071	Personnel Services	\$ 670,804	\$ 670,804	\$ 670,804
183,001	93,861	190,354	216,330	Employee Benefits	222,534	222,534	222,534
11,200	13,930	33,900	39,100	Supplies	32,000	32,000	32,000
621,588	450,781	747,881	772,150	Other Services and Charges	821,404	821,404	821,404
37,171	3,530	20,818	20,818	Capital Outlay	99,694	99,694	99,694
<u>\$ 1,478,249</u>	<u>\$ 879,611</u>	<u>\$ 1,669,553</u>	<u>\$ 1,720,469</u>	<b>Total Expenditures</b>	<u>\$ 1,846,436</u>	<u>\$ 1,846,436</u>	<u>\$ 1,846,436</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	2,499,371	2,499,371	2,499,371
				<b>RESERVE FOR: COMPENSATED ABSENCES</b>	(27,185)	(27,185)	(27,185)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(173,996)</u>	<u>(173,996)</u>	<u>(173,996)</u>
<u>\$ 2,468,599</u>	<u>\$ 2,038,427</u>	<u>\$ 2,472,186</u>	<u>\$ 1,955,127</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 2,298,190</u>	<u>\$ 2,298,190</u>	<u>\$ 2,298,190</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	1	63,156	1	63,156	1	63,156	1	63,156
Communications Specialist Broadcast Engineer	1	63,156	1	63,156	1	63,156	1	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		350,000		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.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>COMMUNICATIONS SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 257,753	\$ 123,824	\$ 248,600	\$ 312,071	<b>Personnel Services:</b>	\$ 310,804	\$ 310,804	\$ 310,804
367,536	191,625	420,000	350,000	Permanent Employees	350,000	350,000	350,000
-	2,060	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
48,392	24,651	52,535	52,855	Social Security	52,757	52,757	52,757
26,557	15,640	27,644	46,130	Employee Insurance	45,427	45,427	45,427
68,844	34,196	69,888	70,334	Retiree Health Insurance	77,476	77,476	77,476
5,672	2,275	7,683	7,684	Longevity	7,684	7,684	7,684
30,263	14,849	30,354	37,077	Retirement Fund	36,940	36,940	36,940
408	-	-	-	Cost of Living	-	-	-
615	-	-	-	Legal Services	-	-	-
				<b>Supplies:</b>			
2,355	1,213	3,500	3,700	Office	3,000	3,000	3,000
3,617	7,317	25,000	30,000	Operating	25,000	25,000	25,000
5,228	5,400	5,400	5,400	Tapes/DVD's	4,000	4,000	4,000
				<b>Other Services and Charges:</b>			
17,532	51,262	55,000	48,000	Contractual Services	27,000	27,000	27,000
38,907	27,755	47,000	51,000	Postage	55,000	55,000	55,000
4,115	16,673	16,673	16,700	Unemployment Costs	2,900	2,900	2,900
1,923	1,076	2,500	6,000	Telephone	2,300	2,300	2,300
-	-	250	250	Mileage	100	100	100
2,054	1,499	3,000	3,500	Vehicle Maintenance	3,500	3,500	3,500
959	71	1,200	1,200	Conferences & Workshops	400	400	400
28,930	14,340	50,000	70,000	Community Promotions	54,404	54,404	54,404
108,103	42,877	120,000	125,000	Public Utilities	115,000	115,000	115,000
388	130	1,500	1,500	Memberships & Dues	800	800	800
787	2,394	5,000	5,000	Sets and Design	3,000	3,000	3,000
944	1,319	4,500	4,500	Web site	2,000	2,000	2,000
24,995	24,758	24,758	28,000	City Calendar	26,000	26,000	26,000
2,000	-	2,000	2,000	Music Library	2,000	2,000	2,000
52,143	58,001	60,000	55,000	City Newsletter	58,000	58,000	58,000
359	-	4,000	6,000	Software & Contractual Service	2,000	2,000	2,000
6,036	6,343	8,000	6,000	Auditorium Expense	3,500	3,500	3,500
35,415	2,597	37,000	37,000	2005 Capital Equipment Loan Payment	37,000	37,000	37,000
-	-	1,000	1,000	Accumulative Sick Leave	1,000	1,000	1,000
-	-	5,000	5,000	Accumulative Compensatory Time	5,000	5,000	5,000
114,200	58,250	116,500	116,500	Administrative Expense	236,500	236,500	236,500
181,798	141,436	183,000	183,000	Building Authority Bonds, Series 2005	184,000	184,000	184,000
				<b>Capital Outlay:</b>			
5,676	-	-	-	Equipment - Office	-	-	-
26,868	-	-	-	Equipment - Cable TV	49,694	49,694	49,694
-	-	-	-	Production Equipment	50,000	50,000	50,000
4,627	3,530	20,818	20,818	PEG Grant Expense	-	-	-
<u>\$ 1,478,249</u>	<u>\$ 879,611</u>	<u>\$ 1,669,553</u>	<u>\$ 1,720,469</u>	<b>Total Expenditures</b>	<u>\$ 1,846,436</u>	<u>\$ 1,846,436</u>	<u>\$ 1,846,436</u>

## 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 42 schools, 16 churches and 25 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 32,687 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. We pick up all appliances at the curb, along with concrete, metal, computers and Styrofoam. We also recover Freon from refrigerators and freezers.

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



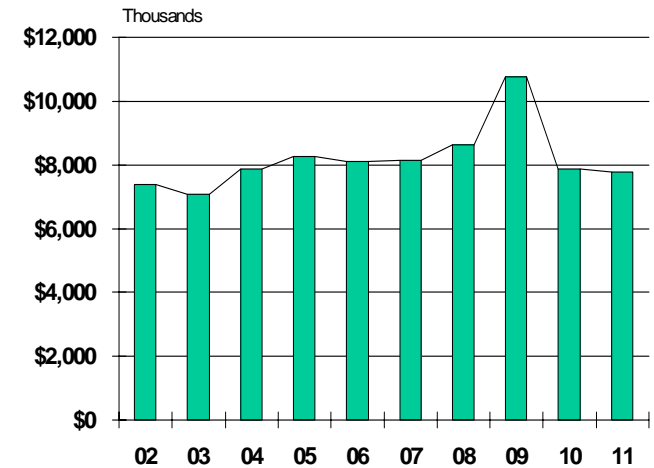
## SANITATION

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Collection points (per week)	56,000	56,000	56,000	56,000
Tonnage refuse landfilled	44,104	52,000	50,000	50,000
Citizen complaints received	1,467	1,400	1,400	1,400
Number of refuse collection routes	12	12	12	12
Curbside recycling collected	5,716 Tons	5,000 Tons	6,000 Tons	6,000 Tons
Number of recycle routes	5	5	5	5
Curbside compost collected	13,123 Tons	16,000 Tons	14,000 Tons	14,000 Tons
Number of compost routes	7	7	7	7
Tonnage recycle drop-off center	570	800	600	600
Car batteries dropped off	142	600	200	200
Non ferrous metal dropped off	9 Tons	7 Tons	10 Tons	10 Tons
Cardboard collected/dropped off	68 Tons	90 Tons	70 Tons	70 Tons
White goods/scrap metal	140 Tons	170 Tons	150 Tons	150 Tons
Newspaper	75 Tons	90 Tons	80 Tons	80 Tons
Glass	0	10 Tons	0	-
Plastic	29 Tons	40 Tons	30 Tons	30 Tons
White good – stops	521	1,000	300	-
Freon recovered/units	50	350	25	-
Concrete dropped off	247 Tons	380 Tons	250 Tons	250 Tons
Motor oil dropped off	9,300 gal.	11,000 gal.	9,500 gal.	9,500 gal.
Antifreeze dropped off	625 gal.	200 gal.	700 gal.	700 gal.

### EXPENDITURE HISTORY SANITATION



SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 6,350,680	\$ 2,890,928	\$ 5,783,198	\$ 5,853,017	Property Tax Revenue	\$ 8,150,450	\$ 8,150,450	\$ 8,150,450
123,690	45,936	91,872	95,244	Industrial Facilities Tax	129,028	129,028	129,028
5,330	1,132	2,200	6,000	Interest on Investments	1,000	1,000	1,000
39,600	16,500	39,600	39,600	Lease Proceeds	39,600	39,600	39,600
26,637	-	-	-	Sale of Equipment	-	-	-
23,605	8,086	20,000	27,000	Miscellaneous Revenue	20,000	20,000	20,000
27,358	12,197	28,000	30,000	Transfer Station Royalties	28,000	28,000	28,000
163,833	76,807	150,000	130,000	Recycling Revenue	150,000	150,000	150,000
1,628,550	2,098,996	2,098,996	2,098,996	Fund Balance Appropriated	147,454	-	-
<u>\$ 8,389,283</u>	<u>\$ 5,150,582</u>	<u>\$ 8,213,866</u>	<u>\$ 8,279,857</u>	<b>Total Revenues</b>	<u>\$ 8,665,532</u>	<u>\$ 8,518,078</u>	<u>\$ 8,518,078</u>
				<b>EXPENDITURES:</b>			
\$ 2,507,292	\$ 1,282,260	\$ 2,581,021	\$ 2,555,631	Personnel Services	\$ 2,669,031	\$ 2,600,840	\$ 2,600,840
1,936,892	990,509	1,960,034	2,076,014	Employee Benefits	2,389,601	2,304,024	2,304,024
430,984	254,528	490,000	380,000	Supplies	477,000	472,000	472,000
2,743,924	1,322,438	2,768,200	2,816,500	Other Services and Charges	2,886,400	2,870,900	2,870,900
162,467	199,712	451,712	451,712	Capital Outlay	243,500	243,500	-
<u>\$ 7,781,559</u>	<u>\$ 4,049,447</u>	<u>\$ 8,250,967</u>	<u>\$ 8,279,857</u>	<b>Total Expenditures</b>	<u>\$ 8,665,532</u>	<u>\$ 8,491,264</u>	<u>\$ 8,247,764</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ 26,814	\$ 270,314
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,153,505	1,153,505	1,153,505
				<b>RESERVE FOR:</b>			
(104,174)	(104,174)	(104,174)	(91,906)	COMPENSATED ABSENCES	(104,174)	(104,174)	(104,174)
(36,349)	(36,349)	(36,349)	(36,349)	COMPENSATORY TIME	(36,349)	(36,349)	(36,349)
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(147,454)	-	-
<u>\$ 3,149,079</u>	<u>\$ 2,151,218</u>	<u>\$ 1,012,982</u>	<u>\$ 680,642</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 865,528</u>	<u>\$ 1,039,796</u>	<u>\$ 1,283,296</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	1	47,611	1	47,611	1	47,611	1	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	16	26.18/hr.	16	26.18/hr.	16	26.18/hr.	16	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		25,000
Temporary Employees - Rubbish Collection		800,000		800,000		800,000		800,000
<u>Overtime:</u>								
Rubbish Pick-up		170,000		263,052		220,000		220,000
Mechanics		15,000		36,051		15,000		15,000
Clerical	—	8,000	—	12,088	—	8,000	—	8,000
Total Personnel	<u>26</u>		<u>26</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.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Personnel Services:</b>			
\$ 171,019	\$ 85,746	\$ 167,944	\$ 163,807	Supervisory	\$ 163,142	\$ 163,142	\$ 163,142
1,119,260	541,174	1,123,521	1,137,115	Permanent Employees - Rubbish Collection	1,132,516	1,132,516	1,132,516
187,413	88,824	186,132	188,904	Permanent Employees - Mechanics	189,571	189,571	189,571
51,503	16,435	40,424	47,805	Permanent Employees - Clerical	47,611	47,611	47,611
771,433	411,364	800,000	800,000	Temporary Employees - Rubbish Collection	800,000	800,000	800,000
14,733	11,117	25,000	25,000	Temporary Employee - Clerical	25,000	25,000	25,000
169,657	123,716	220,000	170,000	Overtime - Rubbish Collection	263,052	220,000	220,000
13,813	3,837	12,000	15,000	Overtime - Mechanics	36,051	15,000	15,000
8,461	47	6,000	8,000	Overtime - Clerical	12,088	8,000	8,000
				<b>Employee Benefits:</b>			
1,600	2,400	2,400	1,600	Education Allowance	2,400	2,400	2,400
196,567	100,713	202,170	203,067	Social Security	212,317	207,033	207,033
531,844	270,011	513,157	513,060	Employee Insurance	535,478	532,922	532,922
598,426	288,052	584,565	616,371	Retiree Health Insurance	729,851	702,575	702,575
61,441	35,288	62,764	63,020	Longevity	68,154	68,154	68,154
534,875	291,046	590,608	674,526	Retirement Fund	837,031	786,570	786,570
3,043	-	-	-	Cost of Living	-	-	-
4,045	-	-	-	Legal Services	-	-	-
5,051	2,999	4,370	4,370	Uniforms	4,370	4,370	4,370
				<b>Supplies:</b>			
22,914	12,136	20,000	20,000	Operating Supplies	27,000	22,000	22,000
408,070	242,392	470,000	360,000	Gasoline & Diesel Oil	450,000	450,000	450,000
				<b>Other Services and Charges:</b>			
4,509	2,289	5,000	5,000	Notifications	5,000	5,000	5,000
-	-	-	-	Community Recycling & Compost Education	1,000	-	-
327	1,709	5,000	5,000	Contractual Services	4,300	4,300	4,300
				<b>Contractual Services:</b>			
790,385	321,479	750,000	750,000	Rubbish Hauling	800,000	800,000	800,000
226,144	101,527	260,000	280,000	Recycling & Compost Disposal	280,000	280,000	280,000
24,306	12,747	12,747	27,000	Hazardous Waste Collection	27,000	27,000	27,000
5,471	2,294	15,000	25,000	SMDA Closure Costs	25,000	15,000	15,000
225,679	61,330	120,000	120,000	SMDA Legal/Engineering Costs	150,000	150,000	150,000

(Continued)

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>SANITATION SPECIAL REVENUE FUND EXPENDITURES (Continued):</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>Other Services and Charges:</b>			
\$ 92,368	\$ 132,853	\$ 132,853	\$ 132,900	Unemployment Costs	\$ 85,400	\$ 85,400	\$ 85,400
2,952	629	3,000	5,000	Telephone	5,000	4,000	4,000
197,637	119,484	250,000	250,000	Truck Expense	250,000	250,000	250,000
32,955	8,161	33,000	35,000	Public Utilities	35,000	35,000	35,000
148,200	77,050	154,100	154,100	Insurance and Bonds	160,300	160,300	160,300
13,205	8,187	20,000	20,000	Building & Grounds Maintenance	23,500	20,000	20,000
65,065	27,633	65,000	65,000	Refund of Taxes Paid Under Protest	65,000	65,000	65,000
31,621	2,316	33,000	33,000	2005 Capital Equipment Loan Payment	33,000	33,000	33,000
-	-	9,000	9,000	Accumulative Compensatory Time	1,000	1,000	1,000
15,000	-	15,000	15,000	Estimated Uncollectible Taxes	15,000	15,000	15,000
868,100	442,750	885,500	885,500	Administrative Expense	920,900	920,900	920,900
				<b>Capital Outlay:</b>			
1,999	9,401	9,401	9,401	Capital Improvements	-	-	-
9,279	33,250	45,250	45,250	Equipment - Office and Garage	3,500	3,500	-
151,189	157,061	397,061	397,061	Equipment - Vehicles	240,000	240,000	-
<u>\$ 7,781,559</u>	<u>\$ 4,049,447</u>	<u>\$ 8,250,967</u>	<u>\$ 8,279,857</u>	<b>Total Expenditures</b>	<u>\$ 8,665,532</u>	<u>\$ 8,491,264</u>	<u>\$ 8,247,764</u>

## RENTAL ORDINANCE FUND

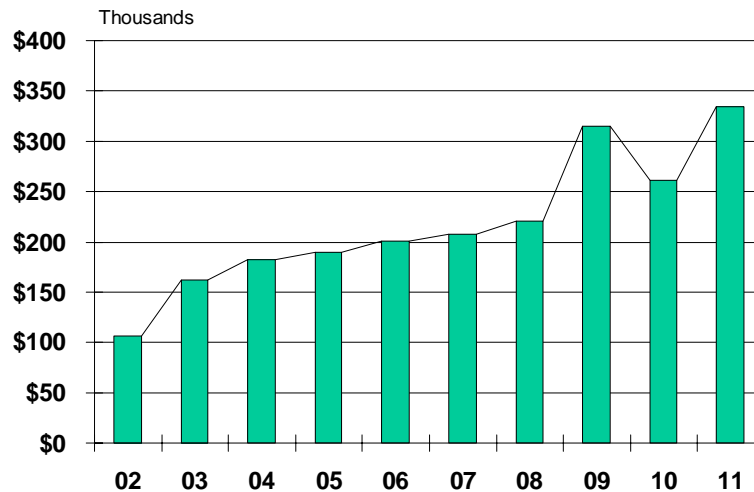
The Registration of Residential Income Property Owners Program took effect on June 25, 1993, (Ordinance 80-433). This ordinance was created to provide regulations and enforcement to protect the health, welfare and safety of the occupants, the owners and the community. It requires a bi-annual inspection 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	—	45,000	—	48,000	—	48,000	—	48,000
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

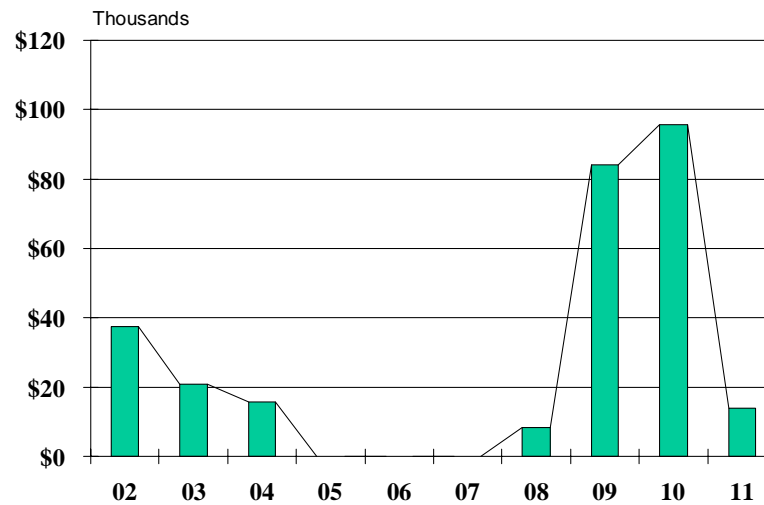
FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>RENTAL ORDINANCE FUND</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>REVENUES:</b>			
\$ 50,523	\$ 24,427	\$ 40,000	\$ 40,000	Block Grant Reimbursement	\$ 40,000	\$ 40,000	\$ 40,000
369,995	199,575	340,000	300,000	Residential Inspection Fees	350,000	350,000	350,000
49,625	29,750	60,000	75,000	Apartment Inspection Fee	75,000	75,000	75,000
451	164	300	500	Interest on Investments	300	300	300
40,095	5,990	5,990	5,990	Fund Balance Appropriated	7,369	7,369	7,369
<u>\$ 510,689</u>	<u>\$ 259,906</u>	<u>\$ 446,290</u>	<u>\$ 421,490</u>	<b>Total Revenues</b>	<u>\$ 472,669</u>	<u>\$ 472,669</u>	<u>\$ 472,669</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 124,547	\$ 68,154	\$ 134,616	\$ 134,721	Permanent Employees	\$ 136,444	\$ 136,444	\$ 136,444
74,444	31,475	90,000	100,000	Temporary Employees- Inspection	100,000	100,000	100,000
43,388	21,095	45,000	45,000	Temporary/Co-op	48,000	48,000	48,000
				<b>Employee Benefits:</b>			
18,688	9,463	20,853	21,939	Social Security	22,357	22,357	22,357
19,157	12,415	22,730	22,847	Employee Insurance	23,491	23,491	23,491
22,707	12,616	24,340	22,273	Retiree Health Insurance	24,522	24,522	24,522
2,236	3,355	3,355	3,356	Longevity	4,042	4,042	4,042
15,762	8,846	17,067	16,783	Retirement Fund	17,013	17,013	17,013
306	-	-	-	Cost of Living	-	-	-
422	-	-	-	Legal Services	-	-	-
5,343	3,394	8,000	8,000	<b>Office Supplies</b>	8,000	8,000	8,000
				<b>Other Services and Charges:</b>			
5,462	2,933	7,500	8,000	Postage	8,000	8,000	8,000
-	-	-	-	Unemployment Costs	3,700	3,700	3,700
-	-	-	-	Contractual Services - Software Services	5,600	5,600	5,600
1,609	1,325	2,500	2,500	Vehicle Maintenance	2,500	2,500	2,500
-	-	1,000	1,000	Accumulative Sick Leave	1,000	1,000	1,000
-	-	-	-	Administrative Expense	67,600	67,600	67,600
				<b>Capital Outlay:</b>			
-	5,990	5,990	5,990	Equipment - Office	400	400	400
<u>\$ 334,071</u>	<u>\$ 181,061</u>	<u>\$ 382,951</u>	<u>\$ 392,409</u>	<b>Total Expenditures</b>	<u>\$ 472,669</u>	<u>\$ 472,669</u>	<u>\$ 472,669</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ 176,618	\$ 78,845	\$ 63,339	\$ 29,081	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
245,283	381,806	381,806	288,572	<b>ESTIMATED FUND BALANCE</b>			
				<b>BEGINNING OF PERIOD</b>	439,155	439,155	439,155
(7,572)	(7,572)	(7,572)	(4,030)	<b>RESERVE FOR:</b>			
				<b>COMPENSATED ABSENCES</b>	(7,572)	(7,572)	(7,572)
(40,095)	(5,990)	(5,990)	(5,990)	<b>LESS: FUND BALANCE</b>			
				<b>APPROPRIATED</b>	(7,369)	(7,369)	(7,369)
<u>\$ 374,234</u>	<u>\$ 447,089</u>	<u>\$ 431,583</u>	<u>\$ 307,633</u>	<b>ESTIMATED FUND BALANCE</b>			
				<b>(DEFICIT) END OF PERIOD</b>	<u>\$ 424,214</u>	<u>\$ 424,214</u>	<u>\$ 424,214</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



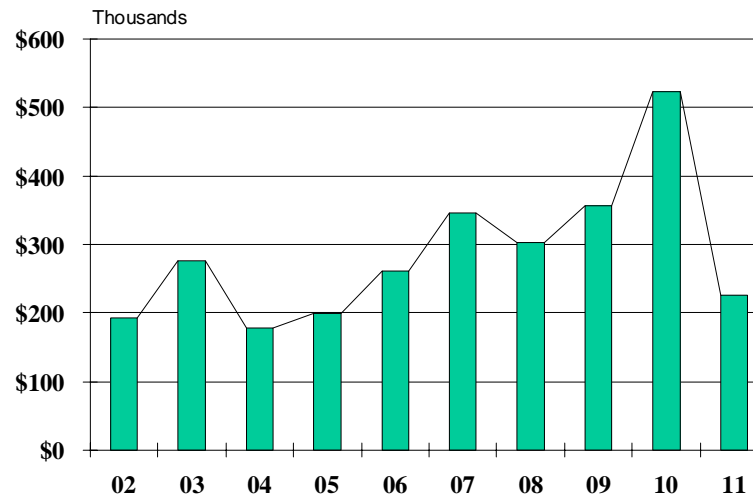
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>VICE CRIME CONFISCATION FUND</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>REVENUES:</b>			
\$ 42,083	\$ 10,286	\$ 25,000	\$ 40,000	Vice Crime Confiscation's	\$ 40,000	\$ 40,000	\$ 40,000
262	82	170	300	Interest on Investments	200	200	200
<u>60,050</u>	<u>59,700</u>	<u>59,700</u>	<u>59,700</u>	Fund Balance Appropriated	<u>59,800</u>	<u>59,800</u>	<u>59,800</u>
<u>\$ 102,395</u>	<u>\$ 70,068</u>	<u>\$ 84,870</u>	<u>\$ 100,000</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>			
\$ 14,041	\$ 260	\$ 100,000	\$ 100,000	Vice Crime Expenditures	\$ 100,000	\$ 100,000	\$ 100,000
<u>\$ 14,041</u>	<u>\$ 260</u>	<u>\$ 100,000</u>	<u>\$ 100,000</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>	123,056	123,056	123,056
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(59,800)</u>	<u>(59,800)</u>	<u>(59,800)</u>
<u>\$ 197,886</u>	<u>\$ 207,994</u>	<u>\$ 123,056</u>	<u>\$ 49,732</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 63,256</u>	<u>\$ 63,256</u>	<u>\$ 63,256</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>DRUG FORFEITURE FUND</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>REVENUES:</b>			
\$ 304,999	\$ 437,289	\$ 525,000	\$ 325,000	Drug Forfeitures	\$ 325,000	\$ 325,000	\$ 325,000
1,442	527	1,000	1,600	Interest on Investments	1,000	1,000	1,000
<u>270,736</u>	<u>61,400</u>	<u>61,400</u>	<u>61,400</u>	Fund Balance Appropriated	<u>94,000</u>	<u>94,000</u>	<u>94,000</u>
<u>\$ 577,177</u>	<u>\$ 499,216</u>	<u>\$ 587,400</u>	<u>\$ 388,000</u>	<b>Total Revenues</b>	<u>\$ 420,000</u>	<u>\$ 420,000</u>	<u>\$ 420,000</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 152,220	\$ 18,910	\$ 275,000	\$ 275,000	Federal Drug Forfeiture Expense	\$ 320,000	\$ 320,000	\$ 320,000
72,869	37,181	113,000	113,000	Local Drug Forfeiture Expense	100,000	100,000	100,000
<u>\$ 225,089</u>	<u>\$ 56,091</u>	<u>\$ 388,000</u>	<u>\$ 388,000</u>	<b>Total Expenditures</b>	<u>\$ 420,000</u>	<u>\$ 420,000</u>	<u>\$ 420,000</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	1,163,946	1,163,946	1,163,946
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(94,000)</u>	<u>(94,000)</u>	<u>(94,000)</u>
944,594	1,025,946	1,025,946	673,658	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 1,069,946</u>	<u>\$ 1,069,946</u>	<u>\$ 1,069,946</u>
<u>(270,736)</u>	<u>(61,400)</u>	<u>(61,400)</u>	<u>(61,400)</u>				
<u>\$ 1,025,946</u>	<u>\$ 1,407,671</u>	<u>\$ 1,163,946</u>	<u>\$ 612,258</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



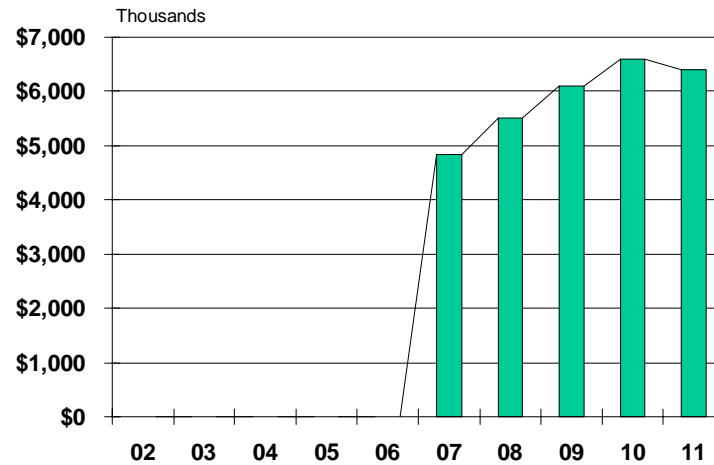
SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>ACT 302 POLICE TRAINING FUND</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>REVENUES:</b>			
\$ 42,804	\$ 20,442	\$ 41,000	\$ 45,000	State Grant - Police Training	\$ 41,000	\$ 41,000	\$ 41,000
176	54	100	200	Interest on Investments	100	100	100
<u>12,750</u>	<u>14,800</u>	<u>14,800</u>	<u>14,800</u>	Fund Balance Appropriated	<u>42,000</u>	<u>42,000</u>	<u>42,000</u>
<u>\$ 55,730</u>	<u>\$ 35,296</u>	<u>\$ 55,900</u>	<u>\$ 60,000</u>	<b>Total Revenues</b>	<u>\$ 83,100</u>	<u>\$ 83,100</u>	<u>\$ 83,100</u>
				<b>EXPENDITURES:</b>			
				<b>Other Services and Charges:</b>			
\$ 33,140	\$ 38,287	\$ 60,000	\$ 60,000	Conferences & Workshops	\$ 83,100	\$ 83,100	\$ 83,100
<u>\$ 33,140</u>	<u>\$ 38,287</u>	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<b>Total Expenditures</b>	<u>\$ 83,100</u>	<u>\$ 83,100</u>	<u>\$ 83,100</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ 22,590	\$ (2,991)	\$ (4,100)	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE</b>			
134,746	144,586	144,586	119,946	<b>BEGINNING OF PERIOD</b>	125,686	125,686	125,686
				<b>LESS: FUND BALANCE</b>			
<u>(12,750)</u>	<u>(14,800)</u>	<u>(14,800)</u>	<u>(14,800)</u>	<b>APPROPRIATED</b>	<u>(42,000)</u>	<u>(42,000)</u>	<u>(42,000)</u>
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ 144,586</u>	<u>\$ 126,795</u>	<u>\$ 125,686</u>	<u>\$ 105,146</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ 83,686</u>	<u>\$ 83,686</u>	<u>\$ 83,686</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 4,649,621	\$ 1,961,898	\$ 3,923,796	\$ 4,755,000	Property Tax Revenue	\$ 4,676,663	\$ 4,676,663	\$ 4,676,663
560,640	284,640	499,815	465,000	Other Income	340,000	340,000	340,000
<u>1,956,976</u>	<u>988,971</u>	<u>988,971</u>	<u>988,971</u>	Fund Balance Appropriated	<u>825,055</u>	<u>825,055</u>	<u>825,055</u>
<u>\$ 7,167,237</u>	<u>\$ 3,235,509</u>	<u>\$ 5,412,582</u>	<u>\$ 6,208,971</u>	<b>Total Revenues</b>	<u>\$ 5,841,718</u>	<u>\$ 5,841,718</u>	<u>\$ 5,841,718</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 113,806	\$ 59,597	\$ 131,602	\$ 150,969	Personnel Services	\$ 140,600	\$ 140,600	\$ 140,600
74,732	13,382	33,277	79,758	Employee Benefits	39,186	39,186	39,186
2,564	252	4,000	6,000	Supplies	5,000	5,000	5,000
5,970,222	3,926,538	5,992,168	5,972,244	Other Services and Charges	5,656,932	5,656,932	5,656,932
<u>236,338</u>	<u>-</u>	<u>-</u>	<u>-</u>	Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ 6,397,662</u>	<u>\$ 3,999,769</u>	<u>\$ 6,161,047</u>	<u>\$ 6,208,971</u>	<b>Total Expenditures</b>	<u>\$ 5,841,718</u>	<u>\$ 5,841,718</u>	<u>\$ 5,841,718</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	7,430,157	7,430,157	7,430,157
10,354,994	9,167,593	9,167,593	9,533,783				
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<u>(825,055)</u>	<u>(825,055)</u>	<u>(825,055)</u>
<u>(1,956,976)</u>	<u>(988,971)</u>	<u>(988,971)</u>	<u>(988,971)</u>				
				<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 6,605,102</u>	<u>\$ 6,605,102</u>	<u>\$ 6,605,102</u>
<u>\$ 9,167,593</u>	<u>\$ 7,414,362</u>	<u>\$ 7,430,157</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	—	50,000	—	50,000	—	50,000
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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>DOWNTOWN DEVELOPMENT AUTHORITY REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 4,649,621	\$ 1,961,898	\$ 3,923,796	\$ 4,755,000	Property Tax Revenue	\$ 4,676,663	\$ 4,676,663	\$ 4,676,663
28,124	10,440	20,000	25,000	Interest on Investments	20,000	20,000	20,000
419,112	204,385	410,000	400,000	Lease Proceeds	280,000	280,000	280,000
98,863	69,815	69,815	40,000	Donations/ Miscellaneous Revenue	40,000	40,000	40,000
14,541	-	-	-	Contribution from General Fund/DDA Director	-	-	-
1,956,976	988,971	988,971	988,971	Fund Balance Appropriated	825,055	825,055	825,055
<u>\$ 7,167,237</u>	<u>\$ 3,235,509</u>	<u>\$ 5,412,582</u>	<u>\$ 6,208,971</u>	<b>Total Revenues</b>	<u>\$ 5,841,718</u>	<u>\$ 5,841,718</u>	<u>\$ 5,841,718</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 71,975	\$ 35,954	\$ 81,602	\$ 90,969	Permanent Employee	\$ 90,600	\$ 90,600	\$ 90,600
41,831	23,643	50,000	60,000	Temporary Employees	50,000	50,000	50,000
				<b>Employee Benefits:</b>			
2,068	-	-	1,200	Education Allowance	-	-	-
10,008	4,486	9,994	12,057	Social Security	10,897	10,897	10,897
16,030	4,941	14,307	19,034	Employee Insurance	18,323	18,323	18,323
33,717	360	816	34,510	Retiree Health Insurance	906	906	906
3,400	-	-	3,400	Longevity	-	-	-
9,337	3,595	8,160	9,557	Retirement Fund	9,060	9,060	9,060
44	-	-	-	Cost of Living	-	-	-
128	-	-	-	Legal Services	-	-	-
2,564	252	4,000	6,000	<b>Office Supplies</b>	5,000	5,000	5,000
				<b>Other Services and Charges:</b>			
-	-	-	-	Repairs & Maintenance	50,000	50,000	50,000
85,814	34,545	80,000	80,000	Contractual Services	40,000	40,000	40,000
184,141	93,066	210,000	225,000	Management Fees & Expenses	200,000	200,000	200,000
3,945	975	3,500	5,600	Court Reporter	4,500	4,500	4,500
531	260	5,000	10,000	Postage	5,000	5,000	5,000
-	1,624	1,624	1,700	Unemployment Costs	-	-	-
303	175	600	1,000	Telephone	1,000	1,000	1,000
26	-	500	1,000	Mileage	500	500	500
2,238	297	3,000	3,000	Conferences & Workshops	3,000	3,000	3,000
83,005	98,265	100,000	100,000	Community Promotions	100,000	100,000	100,000
14,254	40	10,000	12,000	Printing and Publishing	12,000	12,000	12,000
660,200	336,700	673,400	673,400	Administrative Expense	312,200	312,200	312,200
-	-	15,000	15,000	City Flower Plantings	-	-	-
1,634	655	5,000	5,000	Membership and Dues	5,000	5,000	5,000
89,425	88,182	120,000	75,000	Refund of Taxes Paid Under Protest	225,000	225,000	225,000
9,036	-	2,000	2,000	Estimated Uncollectible Taxes	2,000	2,000	2,000
4,825,881	3,271,754	4,762,544	4,762,544	Transfer to DDA Debt Retirement Funds	4,696,732	4,696,732	4,696,732
9,789	-	-	-	Transfer to General Fund/Assistant CEDD	-	-	-
				<b>Capital Outlay:</b>			
236,338	-	-	-	Equipment	-	-	-
<u>\$ 6,397,662</u>	<u>\$ 3,999,769</u>	<u>\$ 6,161,047</u>	<u>\$ 6,208,971</u>	<b>Total Expenditures</b>	<u>\$ 5,841,718</u>	<u>\$ 5,841,718</u>	<u>\$ 5,841,718</u>

## **2011 LOCAL STREET ROAD REPAIR & REPLACEMENT FUND**

This fund was established in December 2011 to account for the Revenues and Expenditures of a voter approved millage for local street road repairs and improvements on November 8, 2011.

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>2011 LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b><u>REVENUES:</u></b>			
\$ -	\$ 1,063,593	\$ 7,445,152	\$ 7,445,152	Property Tax Revenue	\$ 6,699,000	\$ 6,699,000	\$ 6,699,000
-	16,383	114,679	114,679	Industrial Facilities Tax	126,000	126,000	126,000
<u>\$ -</u>	<u>\$ 1,079,976</u>	<u>\$ 7,559,831</u>	<u>\$ 7,559,831</u>	<b>Total Revenues</b>	<u>\$ 6,825,000</u>	<u>\$ 6,825,000</u>	<u>\$ 6,825,000</u>
				<b><u>EXPENDITURES:</u></b>			
\$ -	\$ -	\$ 7,547,127	\$ 7,559,831	Capital Improvements	\$ 6,816,520	\$ 6,816,520	\$ 6,816,520
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,547,127</u>	<u>\$ 7,559,831</u>	<b>Total Expenditures</b>	<u>\$ 6,816,520</u>	<u>\$ 6,816,520</u>	<u>\$ 6,816,520</u>
				<b>NET INCREASE (DECREASE) IN FUND</b>			
\$ -	\$ 1,079,976	\$ 12,704	\$ -	<b>BALANCE DURING THE PERIOD</b>	\$ 8,480	\$ 8,480	\$ 8,480
				<b>ESTIMATED FUND BALANCE</b>			
-	-	-	-	<b>BEGINNING OF PERIOD</b>	12,704	12,704	12,704
				<b>LESS: FUND BALANCE</b>			
-	-	-	-	<b>APPROPRIATED</b>	-	-	-
				<b>ESTIMATED FUND BALANCE</b>			
<u>\$ -</u>	<u>\$ 1,079,976</u>	<u>\$ 12,704</u>	<u>\$ -</u>	<b>(DEFICIT) END OF PERIOD</b>	<u>\$ 21,184</u>	<u>\$ 21,184</u>	<u>\$ 21,184</u>

SPECIAL REVENUE FUND  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>2011 LOCAL STREET ROAD REPAIR &amp; REPLACEMENT FUND CONSTRUCTION PROJECTS</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
<b><u>Projects for Fiscal 2012:</u></b>							
\$	-	\$ 1,885,000	\$ 1,897,704	Concrete Pavement Repair Program (City Wide)	\$ -	\$ -	\$ -
	-	1,063,040	1,063,040	Mac Arthur Blvd. (Dodge to Toepfer)	-	-	-
	-	790,460	790,460	9 Mile Road (Van Dyke to Hoover)	-	-	-
	-	1,130,800	1,130,800	Warner Avenue (13 Mile to Common)	-	-	-
	-	1,257,707	1,257,707	Reid Drive, Norrid Circle, Buchanan Avenue	-	-	-
	-	732,620	732,620	Stephens Road (Ryan to Mound)	-	-	-
	-	687,500	687,500	Irene (Desmond to Gilbert)	-	-	-
<b><u>Projects for Fiscal 2013:</u></b>							
	-	-	-	- Concrete Pavement Repair Program (City Wide)	1,830,000	1,830,000	1,830,000
	-	-	-	- Lyons Circle (Buchanan to Pagels)	1,560,900	1,560,900	1,560,900
	-	-	-	- Regal Street	712,800	712,800	712,800
	-	-	-	- Warner Avenue (9 Mile to Morrissey)	1,008,480	1,008,480	1,008,480
	-	-	-	- Toepfer Road (Warner to Ryan)	965,360	965,360	965,360
	-	-	-	- Desmond (12 Mile to Edwin)	443,080	443,080	443,080
	-	-	-	- Roan (10 Mile Road to 700' North)	295,900	295,900	295,900
<u>\$</u>	<u>-</u>	<u>\$ 7,547,127</u>	<u>\$ 7,559,831</u>	Total Construction Projects	<u>\$ 6,816,520</u>	<u>\$ 6,816,520</u>	<u>\$ 6,816,520</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.

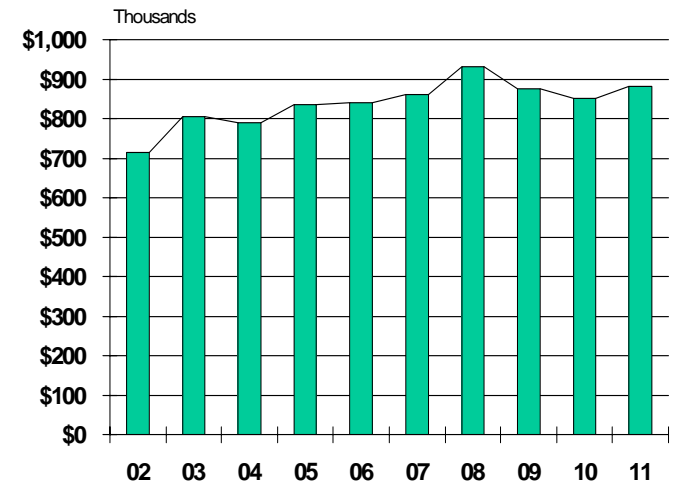
## STILWELL MANOR

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Carpet replacement	23	33	33	25
Linoleum replacement	14	16	16	12
Stove replacement	12	15	15	25
Thermostat replacement	13	10	10	10
Apartment painting	26	29	29	25
Applications mailed	40	60	60	50
Requests for lists of subsidized housing	198	150	150	150
Air conditioner replacements	12	12	12	12
Calls to social agencies & family members	54	60	60	60
Calls to prospective tenants	60	75	75	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	642	650	650	650

### EXPENDITURE HISTORY STILWELL MANOR





ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING STILWELL MANOR REVENUES:</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 488,672	\$ 240,581	\$ 480,000	\$ 475,684	Rental Revenues	\$ 482,380	\$ 482,380	\$ 482,380
321,144	150,825	301,417	300,917	Other Income	315,655	315,655	310,115
<u>63,337</u>	<u>147,869</u>	<u>147,869</u>	<u>147,869</u>	Appropriation of Retained Earnings	<u>3,104</u>	<u>3,104</u>	<u>1,258</u>
<u>\$ 873,153</u>	<u>\$ 539,275</u>	<u>\$ 929,286</u>	<u>\$ 924,470</u>	<b>Total Revenues</b>	<u>\$ 801,139</u>	<u>\$ 801,139</u>	<u>\$ 793,753</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 252,952	\$ 131,193	\$ 260,169	\$ 254,414	Salaries	\$ 262,566	\$ 262,566	\$ 256,589
151,703	85,224	155,013	150,577	Fringe Benefits	159,158	159,158	157,749
226,146	145,535	329,837	338,504	Operating Supplies & Expenses	181,830	181,830	181,830
21,540	16,125	24,890	24,890	Contractual Services	28,200	28,200	28,200
127,077	45,249	135,000	135,000	Utilities	135,000	135,000	135,000
<u>18,945</u>	<u>7,762</u>	<u>21,085</u>	<u>21,085</u>	Equipment/Improvement	<u>34,385</u>	<u>34,385</u>	<u>34,385</u>
<u>\$ 798,363</u>	<u>\$ 431,088</u>	<u>\$ 925,994</u>	<u>\$ 924,470</u>	<b>Total Expenditures</b>	<u>\$ 801,139</u>	<u>\$ 801,139</u>	<u>\$ 793,753</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
(82,549)	(82,549)	(82,549)	(86,000)	<b>DEPRECIATION</b>	(86,000)	(86,000)	(86,000)
				<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD</b>	2,564,882	2,564,882	2,564,882
2,863,104	2,792,008	2,792,008	2,733,788				
				<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	<u>(3,104)</u>	<u>(3,104)</u>	<u>(1,258)</u>
<u>(63,337)</u>	<u>(147,869)</u>	<u>(147,869)</u>	<u>(147,869)</u>				
<u>\$ 2,792,008</u>	<u>\$ 2,669,777</u>	<u>\$ 2,564,882</u>	<u>\$ 2,499,919</u>	<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 2,475,778</u>	<u>\$ 2,475,778</u>	<u>\$ 2,477,624</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	35,415 (e)	1	35,415 (e)	1	33,235 (f)
Senior Citizen Housing Clerk	1	30,059	1	34,568 (e)	1	34,568 (e)	1	31,099 (f)
Housekeeper	1	27,356	1	28,724 (e)	1	28,724 (e)	1	28,396 (f)
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.

(e) Reflects \$3,220 increase for Maintenance Assistant; \$4,509 for Senior Citizen Housing Clerk and \$1,368 for Housekeeper.

(f) Reflects \$1,040 increase for Maintenance Assistant, Senior Citizen Housing Clerk and Housekeeper.

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31		FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<b>SENIOR CITIZENS' HOUSING STILWELL MANOR</b>			
				<b>REVENUES:</b>			
\$ 488,672	\$ 240,581	\$ 480,000	\$ 475,684	Rental Revenues	\$ 482,380	\$ 482,380	\$ 482,380
2,845	632	1,500	2,000	Interest on Investments	1,500	1,500	1,500
306,419	144,458	288,917	288,917	Administrative Fee - Coach Manor	303,155	303,155	297,615
11,880	5,735	11,000	10,000	Miscellaneous	11,000	11,000	11,000
63,337	147,869	147,869	147,869	Appropriation of Retained Earnings	3,104	3,104	1,258
<u>\$ 873,153</u>	<u>\$ 539,275</u>	<u>\$ 929,286</u>	<u>\$ 924,470</u>	<b>Total Revenues</b>	<u>\$ 801,139</u>	<u>\$ 801,139</u>	<u>\$ 793,753</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 237,294	\$ 123,544	\$ 240,169	\$ 232,414	Permanent Employees	\$ 240,566	\$ 240,566	\$ 234,589
2,332	764	4,000	4,000	Overtime	4,000	4,000	4,000
13,326	6,885	16,000	18,000	Part-time Employees	18,000	18,000	18,000
				<b>Employee Benefits:</b>			
19,752	10,479	20,346	20,064	Social Security	20,701	20,701	20,237
54,416	31,753	55,848	55,303	Employee Insurance	57,557	57,557	57,434
41,478	22,326	43,098	41,112	Retiree Health Insurance	45,876	45,876	45,683
4,494	4,494	4,494	4,495	Longevity	4,549	4,549	4,536
30,279	16,172	31,227	29,603	Retirement Fund	30,475	30,475	29,859
516	-	-	-	Cost of Living	-	-	-
768	-	-	-	Legal Services	-	-	-
				<b>Supplies:</b>			
924	490	800	750	Office Supplies	900	900	900
246	857	1,125	1,125	Program Activity Supplies	1,500	1,500	1,500
12,829	8,854	18,000	18,000	Maintenance Supplies	18,000	18,000	18,000
				<b>Other Services and Charges:</b>			
38	31	200	200	Mileage	200	200	200
21,540	16,125	24,890	24,890	Contractual Services	28,200	28,200	28,200
6,360	12,012	12,012	12,100	Unemployment Costs	1,100	1,100	1,100
2,567	1,354	3,500	4,000	Telephone	4,000	4,000	4,000
405	131	400	500	Vehicle Maintenance	500	500	500
23,700	12,300	24,600	24,600	Insurance and Bonds	25,600	25,600	25,600
127,077	45,249	135,000	135,000	Public Utilities	135,000	135,000	135,000
33,520	47,906	120,000	128,245	Building Maintenance	41,446	41,446	41,446
24,807	-	24,000	23,784	Payment to City in Lieu of Taxes	23,784	23,784	23,784
120,750	61,600	123,200	123,200	Administrative Expense - General Fund	62,800	62,800	62,800
-	-	1,000	1,000	Accumulative Sick Leave	1,000	1,000	1,000
-	-	1,000	1,000	Accumulative Compensatory Time	1,000	1,000	1,000
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Vehicle	12,000	12,000	12,000
948	1,028	1,850	1,850	Equipment - Maintenance	2,900	2,900	2,900
17,562	5,934	18,135	18,135	Equipment - Appliances	18,735	18,735	18,735
435	800	1,100	1,100	Equipment - Office	750	750	750
<u>\$ 798,363</u>	<u>\$ 431,088</u>	<u>\$ 925,994</u>	<u>\$ 924,470</u>	<b>Total Expenditures</b>	<u>\$ 801,139</u>	<u>\$ 801,139</u>	<u>\$ 793,753</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.

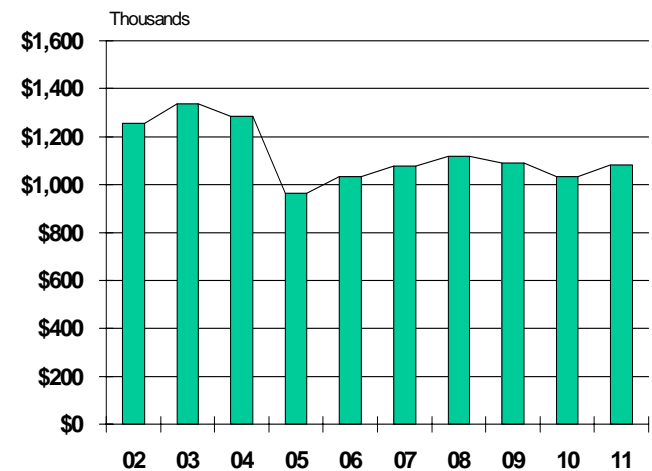
## COACH MANOR

### Fiscal 2013 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 2011 Actual</u>	<u>Fiscal 2012 Budget</u>	<u>Fiscal 2012 Estimated</u>	<u>Fiscal 2013 Budget</u>
Apartment painting	65	55	55	46
Carpet replacement	40	40	40	37
Hot water tank replacement	10	25	25	50
Furnace ignition control module replacement	15	15	15	15
Countertop replacement	20	20	20	15
Linoleum replacement	20	20	20	17
Heat exchanger replacement	10	10	10	10
Applications mailed	45	50	50	50
Requests for lists of subsidized housing	250	275	275	275
Calls to social agencies & family members	40	45	45	45
Calls to prospective tenants	51	55	55	60
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	1,188	1,350	1,350	1,200
Furnace replacement	0	60	60	60

### EXPENDITURE HISTORY COACH MANOR



ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b><u>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 965,360	\$ 480,904	\$ 960,000	\$ 973,524	Rental Revenues	\$ 963,267	\$ 963,267	\$ 963,267
386,304	192,278	384,000	389,926	Maintenance Revenues	399,583	399,583	399,583
22,388	7,608	15,000	20,000	Other Income	14,000	14,000	14,000
<u>187,208</u>	<u>314,639</u>	<u>314,639</u>	<u>314,639</u>	Appropriation of Retained Earnings	<u>515,132</u>	<u>515,132</u>	<u>509,592</u>
<u>\$ 1,561,260</u>	<u>\$ 995,429</u>	<u>\$ 1,673,639</u>	<u>\$ 1,698,089</u>	<b>Total Revenues</b>	<u>\$ 1,891,982</u>	<u>\$ 1,891,982</u>	<u>\$ 1,886,442</u>
				<b><u>EXPENDITURES:</u></b>			
\$ 40,121	\$ 21,442	\$ 45,000	\$ 47,000	Salaries	\$ 47,000	\$ 47,000	\$ 47,000
4,164	2,086	4,380	4,621	Fringe Benefits	4,755	4,755	4,755
438,402	262,863	580,302	608,993	Operating Supplies & Expenses	714,252	714,252	708,712
34,515	22,520	43,200	43,200	Contractual Services	47,190	47,190	47,190
83,234	29,256	85,000	85,000	Utilities	85,000	85,000	85,000
281,263	762,774	869,780	869,780	Debt Payment	938,943	938,943	938,943
<u>25,379</u>	<u>28,328</u>	<u>39,495</u>	<u>39,495</u>	Equipment/Improvement	<u>54,842</u>	<u>54,842</u>	<u>54,842</u>
<u>\$ 907,078</u>	<u>\$ 1,129,269</u>	<u>\$ 1,667,157</u>	<u>\$ 1,698,089</u>	<b>Total Expenditures</b>	<u>\$ 1,891,982</u>	<u>\$ 1,891,982</u>	<u>\$ 1,886,442</u>
				<b>NET INCREASE (DECREASE) IN RETAINED EARNINGS FOR PERIOD</b>	\$ -	\$ -	\$ -
				<b>OTHER DIRECT ADJUSTMENTS TO RETAINED EARNINGS:</b>			
-	610,000	610,000	610,000	<b>BOND PRINCIPAL PAYMENT</b>	705,000	705,000	705,000
(175,296)	(175,296)	(175,296)	(175,000)	<b>DEPRECIATION</b>	(175,000)	(175,000)	(175,000)
				<b>ESTIMATED RETAINED EARNINGS BEGINNING OF PERIOD</b>	3,756,315	3,756,315	3,756,315
3,338,090	3,629,768	3,629,768	3,563,686				
				<b>LESS: APPROPRIATION OF RETAINED EARNINGS</b>	<u>(515,132)</u>	<u>(515,132)</u>	<u>(509,592)</u>
<u>(187,208)</u>	<u>(314,639)</u>	<u>(314,639)</u>	<u>(314,639)</u>				
<u>\$ 3,629,768</u>	<u>\$ 3,615,993</u>	<u>\$ 3,756,315</u>	<u>\$ 3,684,047</u>	<b>ESTIMATED RETAINED EARNINGS END OF PERIOD</b>	<u>\$ 3,771,183</u>	<u>\$ 3,771,183</u>	<u>\$ 3,776,723</u>

ENTERPRISE FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>SENIOR CITIZENS' HOUSING COACH MANOR REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 965,360	\$ 480,904	\$ 960,000	\$ 973,524	Rental Revenues	\$ 963,267	\$ 963,267	\$ 963,267
386,304	192,278	384,000	389,926	Maintenance Revenues	399,583	399,583	399,583
6,325	1,539	3,000	10,000	Interest on Investments	3,000	3,000	3,000
16,063	6,069	12,000	10,000	Miscellaneous	11,000	11,000	11,000
187,208	314,639	314,639	314,639	Appropriation of Retained Earnings	515,132	515,132	509,592
<u>\$ 1,561,260</u>	<u>\$ 995,429</u>	<u>\$ 1,673,639</u>	<u>\$ 1,698,089</u>	<b>Total Revenues</b>	<u>\$ 1,891,982</u>	<u>\$ 1,891,982</u>	<u>\$ 1,886,442</u>
				<b>EXPENDITURES:</b>			
				<b>Personnel Services:</b>			
\$ 40,121	\$ 21,442	\$ 45,000	\$ 47,000	Part-time Employees	\$ 47,000	\$ 47,000	\$ 47,000
				<b>Employee Benefits:</b>			
3,070	1,640	3,443	3,643	Social Security	3,643	3,643	3,643
1,094	446	937	978	Employee Insurance	1,112	1,112	1,112
				<b>Supplies:</b>			
830	384	750	750	Office Supplies	850	850	850
232	982	1,125	1,125	Program Activity Supplies	1,500	1,500	1,500
14,640	11,167	25,000	30,000	Maintenance Supplies	30,000	30,000	30,000
				<b>Other Services and Charges:</b>			
101	47	200	200	Postage	200	200	200
34,515	22,520	43,200	43,200	Contractual Services	47,190	47,190	47,190
44	31	150	200	Mileage	200	200	200
17,860	17,860	17,860	17,861	Bond /Filing Fees	17,861	17,861	17,861
2,389	1,123	3,000	4,000	Telephone	4,000	4,000	4,000
25	-	400	500	Vehicle Maintenance	500	500	500
17,200	8,950	17,900	17,900	Insurance and Bonds	18,600	18,600	18,600
83,234	29,256	85,000	85,000	Public Utilities	85,000	85,000	85,000
78,662	77,861	225,000	247,540	Building Maintenance	258,886	258,886	258,886
-	610,000	610,000	610,000	Bond Principal	705,000	705,000	705,000
281,263	152,533	258,780	258,780	Bond Interest	232,943	232,943	232,943
-	241	1,000	1,000	Bond Agent Fees	1,000	1,000	1,000
306,419	144,458	288,917	288,917	Administrative Expense - Stilwell	303,155	303,155	297,615
-	-	-	-	Administrative Expense - General Fund	78,500	78,500	78,500
				<b>Capital Outlay:</b>			
-	-	-	-	Equipment - Vehicle	12,000	12,000	12,000
947	1,028	1,850	1,850	Equipment - Maintenance	2,900	2,900	2,900
23,997	26,500	36,545	36,545	Equipment - Appliances	39,192	39,192	39,192
435	800	1,100	1,100	Equipment - Office	750	750	750
<u>\$ 907,078</u>	<u>\$ 1,129,269</u>	<u>\$ 1,667,157</u>	<u>\$ 1,698,089</u>	<b>Total Expenditures</b>	<u>\$ 1,891,982</u>	<u>\$ 1,891,982</u>	<u>\$ 1,886,442</u>

## *Capital Project Funds*

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

The Capital Project Fund of the City is:

- 37th District Court Building Renovation Fund



## **37TH DISTRICT COURT BUILDING RENOVATION FUND**

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

CAPITAL PROJECT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>37th DISTRICT COURT BUILDING RENOVATION REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 642,393	\$ 243,799	\$ 575,000	\$ 600,000	Court Building Renovation Fee	\$ 575,000	\$ 575,000	\$ 575,000
5,746	1,863	4,000	6,000	Interest on Investments	4,000	4,000	4,000
<u>30,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	Fund Balance Appropriated	<u>-</u>	<u>-</u>	<u>-</u>
<b>\$ 678,139</b>	<b>\$ 245,662</b>	<b>\$ 579,000</b>	<b>\$ 606,000</b>	<b>Total Revenues</b>	<b>\$ 579,000</b>	<b>\$ 579,000</b>	<b>\$ 579,000</b>
				<b>EXPENDITURES:</b>			
\$ -	\$ -	\$ -	\$ -	Capital Improvements	\$ 250,000	\$ 250,000	\$ 250,000
<u>24,679</u>	<u>-</u>	<u>-</u>	<u>-</u>	Equipment - Office	<u>-</u>	<u>-</u>	<u>-</u>
<b>\$ 24,679</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>Total Expenditures</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	<b>\$ 329,000</b>	<b>\$ 329,000</b>	<b>\$ 329,000</b>
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	<b>5,079,285</b>	<b>5,079,285</b>	<b>5,079,285</b>
				<b>LESS: FUND BALANCE APPROPRIATED</b>	<b>-</b>	<b>-</b>	<b>-</b>
<u>(30,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<b>\$ 5,408,285</b>	<b>\$ 5,408,285</b>	<b>\$ 5,408,285</b>
<b>\$ 4,500,285</b>	<b>\$ 4,745,947</b>	<b>\$ 5,079,285</b>	<b>\$ 5,058,825</b>		<b>\$ 5,408,285</b>	<b>\$ 5,408,285</b>	<b>\$ 5,408,285</b>

## *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:

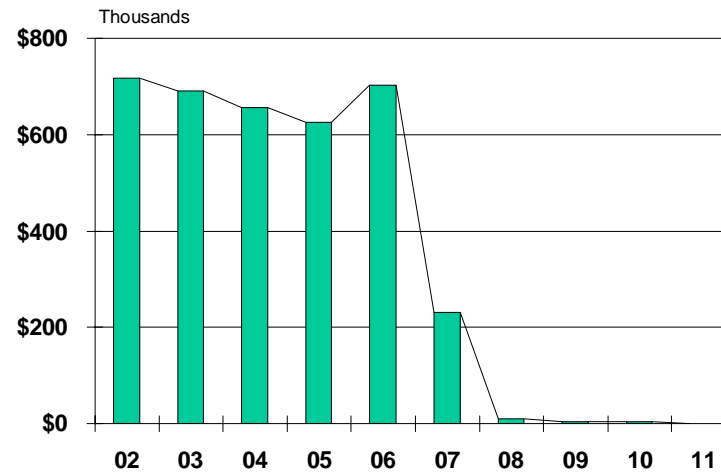
- Chapter 20 and 21 Drain Debt
- Michigan Transportation Debt Funds
- Capital Improvement Debt Funds
- Downtown Development Authority Debt Funds

## 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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>CHAPTER 20 AND 21 DRAINS DEBT FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
\$ 16	\$ 24	\$ 50	\$ -	Property Tax Revenue	\$ -	\$ -	\$ -
120	35	70	130	Interest on Investments	70	70	70
<u>14,850</u>	<u>14,870</u>	<u>14,870</u>	<u>14,870</u>	Fund Balance Appropriated	<u>14,430</u>	<u>14,430</u>	<u>14,430</u>
<u>\$ 14,986</u>	<u>\$ 14,929</u>	<u>\$ 14,990</u>	<u>\$ 15,000</u>	<b>Total Revenues</b>	<u>\$ 14,500</u>	<u>\$ 14,500</u>	<u>\$ 14,500</u>
				<b>EXPENDITURES:</b>			
\$ -	\$ -	\$ 1,000	\$ 1,000	Estimated Uncollectible Taxes	\$ 500	\$ 500	\$ 500
5	-	4,000	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>\$ 5</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<b>Total Expenditures</b>	<u>\$ 14,500</u>	<u>\$ 14,500</u>	<u>\$ 14,500</u>
				<b>NET INCREASE (DECREASE) IN FUND BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
\$ 14,981	\$ 14,929	\$ (10)	\$ -				
				<b>ESTIMATED FUND BALANCE BEGINNING OF PERIOD</b>	72,190	72,190	72,190
86,939	87,070	87,070	73,119				
				<b>LESS: FUND BALANCE APPROPRIATED</b>	(14,430)	(14,430)	(14,430)
<u>(14,850)</u>	<u>(14,870)</u>	<u>(14,870)</u>	<u>(14,870)</u>				
<u>\$ 87,070</u>	<u>\$ 87,129</u>	<u>\$ 72,190</u>	<u>\$ 58,249</u>	<b>ESTIMATED FUND BALANCE (DEFICIT) END OF PERIOD</b>	<u>\$ 57,760</u>	<u>\$ 57,760</u>	<u>\$ 57,760</u>

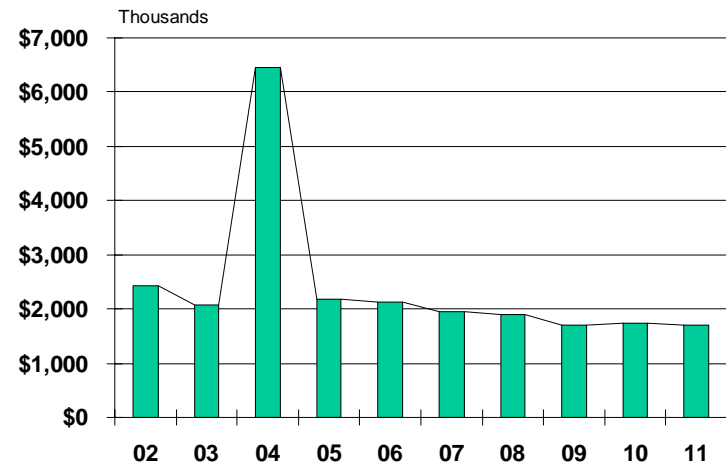
## MICHIGAN TRANSPORTATION DEBT FUNDS

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>
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>\$ 4,975,000</u>	<u>\$ 549,601</u>	<u>\$ 5,524,601</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 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 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<u>Transfer from Michigan Transportation</u> <u>Operating Fund:</u>			
\$ 1,699,308	\$ 108,191	\$ 1,668,233	\$ 1,668,233	Major Streets	\$ 1,183,863	\$ 1,183,863	\$ 1,183,863
<u>\$ 1,699,308</u>	<u>\$ 108,191</u>	<u>\$ 1,668,233</u>	<u>\$ 1,668,233</u>	<b>Total Revenues</b>	<u>\$ 1,183,863</u>	<u>\$ 1,183,863</u>	<u>\$ 1,183,863</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 1,435,000	\$ -	\$ 1,450,000	\$ 1,450,000	Major Streets	\$ 1,015,000	\$ 1,015,000	\$ 1,015,000
263,233	108,191	216,383	216,383	Interest: Major Streets	167,363	167,363	167,363
1,075	-	1,850	1,850	Agent Fees: Major Streets	1,500	1,500	1,500
<u>\$ 1,699,308</u>	<u>\$ 108,191</u>	<u>\$ 1,668,233</u>	<u>\$ 1,668,233</u>	<b>Total Expenditures</b>	<u>1,183,863</u>	<u>\$ 1,183,863</u>	<u>\$ 1,183,863</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<u>1997</u> <b>MICHIGAN TRANSPORTATION</b> <b>DEBT SERVICE FUND</b> <b>REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<u>Transfer from Michigan Transportation</u> <u>Operating Fund:</u>			
\$ 442,170	\$ 10,710	\$ 441,770	\$ 441,770	Major Streets	\$ -	\$ -	\$ -
<u>\$ 442,170</u>	<u>\$ 10,710</u>	<u>\$ 441,770</u>	<u>\$ 441,770</u>	<b>Total Revenues</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
				<b>EXPENDITURES:</b> Debt Service Payments:			
				Principal:			
\$ 400,000	\$ -	\$ 420,000	\$ 420,000	Major Streets	\$ -	\$ -	\$ -
41,820	10,710	21,420	21,420	Interest:			
				Major Streets	-	-	-
				Agent Fees:			
350	-	350	350	Major Streets	-	-	-
<u>\$ 442,170</u>	<u>\$ 10,710</u>	<u>\$ 441,770</u>	<u>\$ 441,770</u>	<b>Total Expenditures</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ -	\$ -	\$ -	<b>NET INCREASE (DECREASE) IN FUND</b> <b>BALANCE DURING THE PERIOD</b>	\$ -	\$ -	\$ -
-	-	-	-	<b>ESTIMATED FUND BALANCE</b> <b>BEGINNING OF PERIOD</b>	-	-	-
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<b>ESTIMATED FUND BALANCE</b> <b>(DEFICIT) END OF PERIOD</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>2003 MICHIGAN TRANSPORTATION DEBT SERVICE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 647,475	\$ 65,750	\$ 632,000	\$ 632,000	Major Streets	\$ 615,000	\$ 615,000	\$ 615,000
<u>\$ 647,475</u>	<u>\$ 65,750</u>	<u>\$ 632,000</u>	<u>\$ 632,000</u>	<b>Total Revenues</b>	<u>\$ 615,000</u>	<u>\$ 615,000</u>	<u>\$ 615,000</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 500,000	\$ -	\$ 500,000	\$ 500,000	Major Streets	\$ 500,000	\$ 500,000	\$ 500,000
147,250	65,750	131,500	131,500	Interest: Major Streets	114,500	114,500	114,500
225	-	500	500	Agent Fees: Major Streets	500	500	500
<u>\$ 647,475</u>	<u>\$ 65,750</u>	<u>\$ 632,000</u>	<u>\$ 632,000</u>	<b>Total Expenditures</b>	<u>\$ 615,000</u>	<u>\$ 615,000</u>	<u>\$ 615,000</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 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 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				Transfer from Michigan Transportation Operating Fund:			
\$ 609,663	\$ 31,731	\$ 594,463	\$ 594,463	Major Streets	\$ 568,863	\$ 568,863	\$ 568,863
<u>\$ 609,663</u>	<u>\$ 31,731</u>	<u>\$ 594,463</u>	<u>\$ 594,463</u>	<b>Total Revenues</b>	<u>\$ 568,863</u>	<u>\$ 568,863</u>	<u>\$ 568,863</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 535,000	\$ -	\$ 530,000	\$ 530,000	Major Streets	\$ 515,000	\$ 515,000	\$ 515,000
74,163	31,731	63,463	63,463	Interest: Major Streets	52,863	52,863	52,863
500	-	1,000	1,000	Agent Fees: Major Streets	1,000	1,000	1,000
<u>\$ 609,663</u>	<u>\$ 31,731</u>	<u>\$ 594,463</u>	<u>\$ 594,463</u>	<b>Total Expenditures</b>	<u>\$ 568,863</u>	<u>\$ 568,863</u>	<u>\$ 568,863</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>

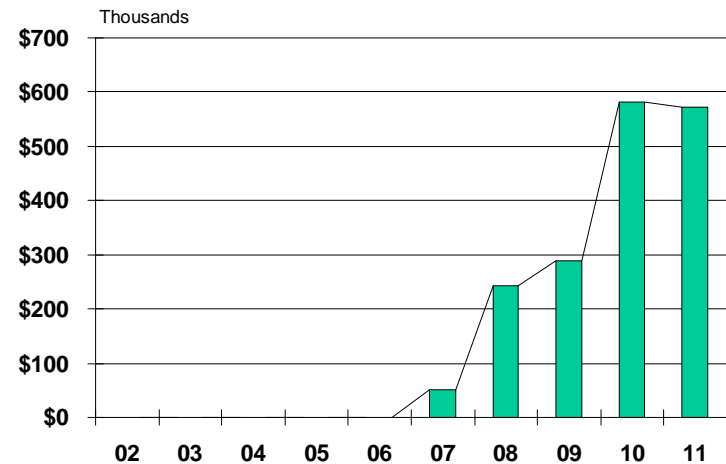
## CAPITAL IMPROVEMENT DEBT FUNDS

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>
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>\$7,915,974</u>	<u>\$ 2,997,407</u>	<u>\$10,913,381</u>

### EXPENDITURE HISTORY CAPITAL IMPROVEMENT DEBT



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 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 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				Transfer from Michigan Transportation Operating Fund:			
\$ 571,549	\$ 453,813	\$ 633,826	\$ 633,827	Major Streets	\$ 621,734	\$ 621,734	\$ 621,734
<u>\$ 571,549</u>	<u>\$ 453,813</u>	<u>\$ 633,826</u>	<u>\$ 633,827</u>	<b>Total Revenues</b>	<u>\$ 621,734</u>	<u>\$ 621,734</u>	<u>\$ 621,734</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal:			
\$ 196,951	\$ 268,788	\$ 268,788	\$ 268,789	Major Streets	\$ 268,789	\$ 268,789	\$ 268,789
374,283	184,791	363,538	363,538	Interest: Major Streets	351,445	351,445	351,445
315	234	1,500	1,500	Agent Fees: Major Streets	1,500	1,500	1,500
<u>\$ 571,549</u>	<u>\$ 453,813</u>	<u>\$ 633,826</u>	<u>\$ 633,827</u>	<b>Total Expenditures</b>	<u>621,734</u>	<u>\$ 621,734</u>	<u>\$ 621,734</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>2006 CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 239,468	\$ 209,193	\$ 309,199	\$ 309,200	Major Streets	\$ 305,159	\$ 305,159	\$ 305,159
<u>\$ 239,468</u>	<u>\$ 209,193</u>	<u>\$ 309,199</u>	<u>\$ 309,200</u>	<b>Total Revenues</b>	<u>\$ 305,159</u>	<u>\$ 305,159</u>	<u>\$ 305,159</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 35,918	\$ 107,755	\$ 107,755	\$ 107,756	Major Streets	\$ 107,756	\$ 107,756	\$ 107,756
203,388	101,357	200,694	200,694	Interest: Major Streets	196,653	196,653	196,653
162	81	750	750	Agent Fees: Major Streets	750	750	750
<u>\$ 239,468</u>	<u>\$ 209,193</u>	<u>\$ 309,199</u>	<u>\$ 309,200</u>	<b>Total Expenditures</b>	<u>\$ 305,159</u>	<u>\$ 305,159</u>	<u>\$ 305,159</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>2008 CAPITAL IMPROVEMENT BONDS DEBT SERVICE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				<u>Transfer from Michigan Transportation Operating Fund:</u>			
\$ 332,081	\$ 244,620	\$ 324,627	\$ 324,627	Major Streets	\$ 316,575	\$ 316,575	\$ 316,575
<u>\$ 332,081</u>	<u>\$ 244,620</u>	<u>\$ 324,627</u>	<u>\$ 324,627</u>	<b>Total Revenues</b>	<u>\$ 316,575</u>	<u>\$ 316,575</u>	<u>\$ 316,575</u>
				<b>EXPENDITURES:</b>			
				Debt Service Payments:			
				Principal:			
\$ 161,033	\$ 161,033	\$ 161,033	\$ 161,033	Major Streets	\$ 161,033	\$ 161,033	\$ 161,033
170,895	83,434	162,844	162,844	Interest: Major Streets	154,792	154,792	154,792
153	153	750	750	Agent Fees: Major Streets	750	750	750
<u>\$ 332,081</u>	<u>\$ 244,620</u>	<u>\$ 324,627</u>	<u>\$ 324,627</u>	<b>Total Expenditures</b>	<u>\$ 316,575</u>	<u>\$ 316,575</u>	<u>\$ 316,575</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>

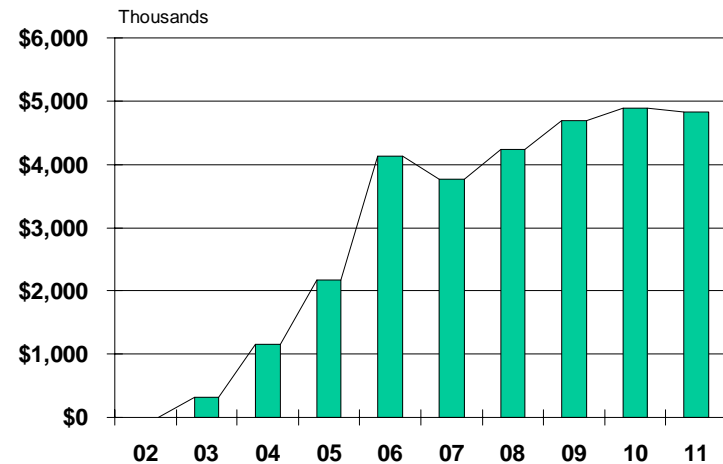
## **DOWNTOWN DEVELOPMENT AUTHORITY DEBT FUNDS**

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>
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>\$66,750,000</u>	<u>\$ 27,829,908</u>	<u>\$94,579,908</u>

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



DEBT FUNDS  
ACTUAL, ESTIMATED, REQUESTED AND APPROVED

FY 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>SUMMARY</b> <b><u>DOWNTOWN DEVELOPMENT AUTHORITY</u></b> <b><u>DEBT SERVICE FUNDS</u></b> <b><u>REVENUES:</u></b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 4,825,881	\$ 3,271,754	\$ 4,762,544	\$ 4,762,544		\$ 4,696,732	\$ 4,696,732	\$ 4,696,732
<u>\$ 4,825,881</u>	<u>\$ 3,271,754</u>	<u>\$ 4,762,544</u>	<u>\$ 4,762,544</u>	<b>Total Revenues</b>	<u>\$ 4,696,732</u>	<u>\$ 4,696,732</u>	<u>\$ 4,696,732</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
3,074,906	1,521,754	3,011,344	3,011,344	Interest	2,945,532	2,945,532	2,945,532
975	-	1,200	1,200	Agent Fees	1,200	1,200	1,200
<u>\$ 4,825,881</u>	<u>\$ 3,271,754</u>	<u>\$ 4,762,544</u>	<u>\$ 4,762,544</u>	<b>Total Expenditures</b>	<u>4,696,732</u>	<u>\$ 4,696,732</u>	<u>\$ 4,696,732</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>2002 DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,371,900	\$ 930,500	\$ 1,350,550	\$ 1,350,550		\$ 1,328,800	\$ 1,328,800	\$ 1,328,800
<u>\$ 1,371,900</u>	<u>\$ 930,500</u>	<u>\$ 1,350,550</u>	<u>\$ 1,350,550</u>	<b>Total Revenues</b>	<u>\$ 1,328,800</u>	<u>\$ 1,328,800</u>	<u>\$ 1,328,800</u>
				<b>EXPENDITURES:</b> Debt Service Payments:			
\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	Principal	\$ 500,000	\$ 500,000	\$ 500,000
871,625	430,500	850,250	850,250	Interest	828,500	828,500	828,500
275	-	300	300	Agent Fees	300	300	300
<u>\$ 1,371,900</u>	<u>\$ 930,500</u>	<u>\$ 1,350,550</u>	<u>\$ 1,350,550</u>	<b>Total Expenditures</b>	<u>\$ 1,328,800</u>	<u>\$ 1,328,800</u>	<u>\$ 1,328,800</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>2003 DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,219,000	\$ 855,625	\$ 1,204,050	\$ 1,204,050		\$ 1,188,425	\$ 1,188,425	\$ 1,188,425
<u>\$ 1,219,000</u>	<u>\$ 855,625</u>	<u>\$ 1,204,050</u>	<u>\$ 1,204,050</u>	<b>Total Revenues</b>	<u>\$ 1,188,425</u>	<u>\$ 1,188,425</u>	<u>\$ 1,188,425</u>
				<b>EXPENDITURES:</b> Debt Service Payments:			
\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	Principal	\$ 500,000	\$ 500,000	\$ 500,000
718,750	355,625	703,750	703,750	Interest	688,125	688,125	688,125
250	-	300	300	Agent Fees	300	300	300
<u>\$ 1,219,000</u>	<u>\$ 855,625</u>	<u>\$ 1,204,050</u>	<u>\$ 1,204,050</u>	<b>Total Expenditures</b>	<u>\$ 1,188,425</u>	<u>\$ 1,188,425</u>	<u>\$ 1,188,425</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 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 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 1,337,975	\$ 914,813	\$ 1,321,175	\$ 1,321,175		\$ 1,303,050	\$ 1,303,050	\$ 1,303,050
<u>\$ 1,337,975</u>	<u>\$ 914,813</u>	<u>\$ 1,321,175</u>	<u>\$ 1,321,175</u>	<b>Total Revenues</b>	<u>\$ 1,303,050</u>	<u>\$ 1,303,050</u>	<u>\$ 1,303,050</u>
				<b><u>EXPENDITURES:</u></b> Debt Service Payments:			
				Principal			
\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	Interest	\$ 500,000	\$ 500,000	\$ 500,000
837,750	414,813	820,875	820,875	Agent Fees	802,750	802,750	802,750
225	-	300	300		300	300	300
<u>\$ 1,337,975</u>	<u>\$ 914,813</u>	<u>\$ 1,321,175</u>	<u>\$ 1,321,175</u>	<b>Total Expenditures</b>	<u>\$ 1,303,050</u>	<u>\$ 1,303,050</u>	<u>\$ 1,303,050</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 2011 Actual Year	FY 2012 Actual to December 31	FY 2012 Estimated To June 30	FY 2012 Amended Budget December 31	<b>2005 DOWNTOWN DEVELOPMENT AUTHORITY DEBT SERVICE FUND REVENUES:</b>	FY 2013 Departmental Request	FY 2013 Recommended By Mayor	FY 2013 Adopted By Council
				Transfer from Downtown Development Authority Operating Fund			
\$ 897,006	\$ 570,816	\$ 886,769	\$ 886,769		\$ 876,457	\$ 876,457	\$ 876,457
<u>\$ 897,006</u>	<u>\$ 570,816</u>	<u>\$ 886,769</u>	<u>\$ 886,769</u>	<b>Total Revenues</b>	<u>\$ 876,457</u>	<u>\$ 876,457</u>	<u>\$ 876,457</u>
				<b>EXPENDITURES:</b> Debt Service Payments:			
\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	Principal	\$ 250,000	\$ 250,000	\$ 250,000
646,781	320,816	636,469	636,469	Interest	626,157	626,157	626,157
225	-	300	300	Agent Fees	300	300	300
<u>\$ 897,006</u>	<u>\$ 570,816</u>	<u>\$ 886,769</u>	<u>\$ 886,769</u>	<b>Total Expenditures</b>	<u>\$ 876,457</u>	<u>\$ 876,457</u>	<u>\$ 876,457</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 seven 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. 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 18.6% of the City's taxable value. In the past year, 3 new commercial developments and 12 single-family residential permits were issued representing \$2.4 million of additional investment in the City.

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

The South Campus of Macomb Community College is a public college located on a 100-acre site on Twelve Mile Road. Macomb Community College is one of the nations' leading community colleges, providing learning experiences to more than 48,000 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 operates a Civic Center Library and occupies 35,000 square feet on the main floor of the City Hall building. The Library features a computer lab, self check-out units, private study rooms and an inviting reading room with fireplace. Services such as after hours book pick-up and a drive-up book drop are also available. This centrally located library benefits all citizens of Warren. Warren also has branch libraries, each providing internet access and adaptive devices for the visually impaired. As a member of the Suburban Library Cooperative, the Warren Libraries provide access for patrons to all library materials in the State of Michigan.

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

The City of Warren has developed 25 City parks. Halmich Park, the largest of the City parks sits on approximately 80 acres and has four-lighted baseball diamonds, soccer fields, a concession stand and picnic pavilions. The City operates three indoor recreational facilities: the Warren Community Center, Owen Jax Recreation Center and the Stilwell Manor Senior Drop-In Center. The Warren Community Center facility houses the Parks and Recreation, Communications Department and City Council offices as well as the Miller Branch of the Warren Public Library. The facility operates a year round aquatics center which includes a 150 foot water slide, a lazy river, play structure and lap pool. In addition there are three gymnasiums, 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**

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, through cooperative efforts with the Michigan Department of Transportation or Macomb County Road Commission, or through road millages. Road widening and resurfacing projects, as well as water main and sewer line replacements, are currently underway at various locations. In November 2011, the citizens of Warren passed a road millage that will be dedicated for the use of local streets.

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.

The water meter replacement program to improve registration accuracy and automate customer usage data collection has continued in 2011. 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.

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

Fiscal Year	2004	2005	2006	2007	2008	2009	2010	2011
<b>Governmental Activities:</b>								
Invested in capital assets, net of related debt	\$ 59,951,114	\$ 61,211,667	\$ 62,875,434	\$ 59,140,668	\$ 56,796,215	\$ 48,445,832	\$ 44,342,389	\$ 42,991,289
Restricted	45,965,199	33,684,984	32,961,557	33,087,848	35,970,344	42,844,224	45,175,268	46,408,687
Unrestricted	<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>	<u>17,463,080</u>
<b>Total governmental activities net assets</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><u>\$ 106,863,056</u></b>
<b>Business-type activities:</b>								
Invested in capital assets, net of related debt	\$ 63,155,395	\$ 58,641,924	\$ 57,819,780	\$ 56,924,642	\$ 56,511,038	\$ 57,656,542	\$ 58,586,273	\$ 48,318,148
Restricted	14,525,360	17,557,693	18,181,409	16,915,115	14,045,192	11,779,391	8,267,105	19,219,580
Unrestricted	<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>	<u>13,115,701</u>
<b>Total business-type activities net assets</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><u>\$ 80,653,429</u></b>
<b>Primary government:</b>								
Invested in capital assets, net of related debt	\$ 123,106,509	\$ 119,853,591	\$ 120,695,214	\$ 116,065,310	\$ 113,307,253	\$ 106,102,374	\$ 102,928,662	\$ 91,309,437
Restricted	60,490,559	51,242,677	51,142,966	50,002,963	50,015,536	54,623,615	53,442,373	65,628,267
Unrestricted	<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>	<u>30,578,781</u>
<b>Total primary government net assets</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>	<b><u>\$ 187,516,485</u></b>

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

Fiscal Year	2004	2005	2006	2007	2008	2009	2010	2011
<b>Expenses</b>								
Governmental activities:								
General government	\$ 16,615,611	\$ 17,504,006	\$ 20,176,196	\$ 24,554,397	\$ 22,183,390	\$ 21,806,236	\$ 20,605,904	\$ 20,627,690
Public safety	57,884,081	50,525,480	55,968,750	61,848,485	62,509,563	63,420,416	62,875,335	58,543,063
City development	6,005,387	5,106,065	4,938,429	5,492,850	5,278,793	6,016,830	5,192,742	5,164,168
Highways and streets	11,502,440	10,930,533	10,735,706	12,731,865	11,053,445	10,856,256	10,738,193	10,009,377
Recreation and culture	11,220,933	11,066,379	11,001,914	12,351,491	12,737,364	12,386,834	13,255,263	12,730,891
Sanitation	7,879,934	8,044,439	8,174,592	8,317,174	8,601,862	8,292,078	8,028,773	7,846,593
Economic development	1,113,253	862,902	9,269,389	559,156	3,532,040	4,202,199	3,876,241	4,298,118
Community development	2,395,311	3,335,621	2,336,495	1,983,978	2,264,803	2,085,824	3,369,127	5,199,693
Capital projects	2,912,390	1,624,148	1,498,553	1,525,833	1,589,528	1,415,169	1,736,231	1,114,508
Interest on long-term debt	3,165,735	4,163,954	6,254,880	5,082,442	4,983,460	4,911,254	4,814,715	4,510,594
Total governmental activities expenses	<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>	<u>130,044,695</u>
Business-type activities:								
Water and Sewer System	30,575,456	31,225,489	32,188,319	32,499,489	34,199,663	33,432,269	33,717,269	32,775,106
Senior citizen housing	2,075,410	1,800,146	1,872,601	1,937,454	2,047,491	1,965,932	1,881,330	1,979,559
Total business-type activities expenses	<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>	<u>34,754,665</u>
Total primary government expenses	<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>	<u>\$ 164,799,360</u>
<b>Program Revenues</b>								
Governmental activities:								
Charges for services	\$ 11,620,300	\$ 12,714,891	\$ 14,584,784	\$ 13,702,181	\$ 13,541,050	\$ 13,419,382	\$ 15,507,458	\$ 17,904,128
Operating grants and contributions	12,058,948	12,935,941	12,463,692	12,684,642	12,228,029	11,542,918	13,291,132	15,038,500
Capital grants and contributions	2,829,698	4,789,306	5,171,647	3,243,612	4,169,546	1,648,845	845,016	1,060,760
Total governmental activities program revenues	<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>	<u>34,003,388</u>
Business-type activities:								
Water and Sewer System	26,992,448	26,928,099	30,329,100	29,674,597	31,957,062	30,465,234	32,068,323	37,288,056
Senior citizen housing	1,964,734	2,034,821	2,081,469	2,143,419	2,187,278	2,184,011	2,141,694	2,187,293
Total business-type activities program revenues	<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>	<u>39,475,349</u>
Total primary government program revenues	<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>	<u>\$ 73,478,737</u>
Net (expense) revenue								
Governmental activities	\$ (94,186,129)	\$ (82,723,389)	\$ (98,134,781)	\$ (104,817,236)	\$ (104,795,623)	\$ (108,781,951)	\$ (104,848,918)	\$ (96,041,307)
Business-type activities	(3,693,684)	(4,062,715)	(1,650,351)	(2,618,927)	(2,102,814)	(2,748,956)	(1,388,582)	4,720,684
Total primary government net (expense) revenue	<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>	<u>\$ (91,320,623)</u>
<b>General Revenues and Other Changes in Net Assets</b>								
Governmental activities:								
Property taxes	\$ 71,837,273	\$ 74,911,034	\$ 83,352,957	\$ 85,079,549	\$ 88,383,524	\$ 87,572,093	\$ 85,171,772	\$ 77,673,556
Sales and use taxes	14,867,961	14,705,085	14,540,634	14,105,387	14,105,387	13,559,035	12,051,133	12,125,928
Franchise fees	1,129,307	1,151,761	1,206,596	1,344,444	1,471,277	1,582,133	1,630,260	1,778,030
Investment earnings	890,520	1,602,968	3,075,634	4,289,636	3,378,435	703,476	35,936	101,054
Gain (loss) on sale of capital assets	380,049	84,927	2,099,337	40,283	(41,222)	(115,498)	(263,175)	258,050
Reduction in long-term debt obligation	-	-	-	-	-	-	-	-
SMDA settlement agreement	-	-	-	-	1,000,000	23,485	(5,975,000)	-
Transfers	-	(17,199,543)	(137,000)	(140,000)	(148,400)	(253,092)	(160,868)	(163,150)
Total governmental activities	<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>	<u>91,773,468</u>
Business-type activities:								
Investment earnings	317,790	299,516	635,948	842,126	771,610	324,610	28,561	35,221
Gain (loss) on sale of capital assets	-	-	-	-	-	-	-	-
Total business-type activities	<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>	<u>35,221</u>
Total primary government	<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>	<u>\$ 91,808,689</u>
<b>Changes in Net Assets</b>								
Governmental activities	\$ (5,081,019)	\$ (7,467,157)	\$ 6,003,377	\$ (97,937)	\$ 3,353,378	\$ (5,710,319)	\$ (12,358,860)	\$ (4,267,839)
Business-type activities	(3,375,894)	(3,763,199)	(1,014,403)	(1,776,801)	(1,331,204)	(2,424,346)	(1,360,021)	4,755,905
Total primary government	<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>	<u>\$ 488,066</u>

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

Fiscal Year	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011(a)
<b>General Fund:</b>										
Reserved	\$ 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	\$ -
Nonspendable	-	-	-	-	-	-	-	-	-	192,969
Restricted	-	-	-	-	-	-	-	-	-	78,199
Assigned	-	-	-	-	-	-	-	-	-	22,283,613
Unassigned	-	-	-	-	-	-	-	-	-	15,738,389
Unreserved	<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>	<u>-</u>
<b>Total general fund</b>	<u><u>\$ 51,302,526</u></u>	<u><u>\$ 57,301,767</u></u>	<u><u>\$ 57,500,177</u></u>	<u><u>\$ 47,228,035</u></u>	<u><u>\$ 52,922,453</u></u>	<u><u>\$ 55,455,625</u></u>	<u><u>\$ 57,557,789</u></u>	<u><u>\$ 54,197,408</u></u>	<u><u>\$ 43,502,328</u></u>	<u><u>\$ 38,293,170</u></u>
<b>All Other Governmental Funds:</b>										
Reserved	\$ 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	\$ -
Nonspendable	-	-	-	-	-	-	-	-	-	1,388,768
Restricted	-	-	-	-	-	-	-	-	-	19,075,065
Committed	-	-	-	-	-	-	-	-	-	16,259,607
Assigned	-	-	-	-	-	-	-	-	-	5,496,936
Unreserved, reported in:										
Special revenue funds	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	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>1,790,644</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>	<u>-</u>
<b>Total all other governmental funds</b>	<u><u>\$ 55,168,469</u></u>	<u><u>\$ 53,721,580</u></u>	<u><u>\$ 72,863,142</u></u>	<u><u>\$ 81,486,145</u></u>	<u><u>\$ 58,182,197</u></u>	<u><u>\$ 48,229,702</u></u>	<u><u>\$ 45,081,290</u></u>	<u><u>\$ 47,036,778</u></u>	<u><u>\$ 43,633,166</u></u>	<u><u>\$ 42,220,376</u></u>

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

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

Fiscal Year	2002	2003	2004	2005
<b>Revenues:</b>				
Property taxes	\$ 64,815,974	\$ 70,514,428	\$ 71,740,065	\$ 74,787,704
Special assessments	225,149	1,158,599	1,610,111	994,766
Licenses and permits	1,886,189	1,669,227	1,655,809	2,167,451
Intergovernmental:				
Federal revenue	2,604,890	2,093,760	2,559,108	4,612,382
State revenue	27,430,409	27,179,229	25,638,979	25,856,586
Local revenue	341,125	444,803	761,802	589,986
Charges for services	2,069,475	2,372,927	2,730,910	2,894,923
Fines and fees	5,686,199	5,767,711	6,208,873	6,810,020
Interest	3,094,011	1,858,340	1,445,693	2,599,643
Other	4,202,329	6,442,251	7,151,246	6,173,358
<b>Total revenues</b>	<b><u>112,355,750</u></b>	<b><u>119,501,275</u></b>	<b><u>121,502,596</u></b>	<b><u>127,486,819</u></b>
<b>Expenditures:</b>				
General government	21,854,246	21,658,378	22,167,103	22,496,853
Public safety	52,530,308	47,697,824	56,633,024	52,271,304
City development	5,511,262	5,766,893	5,951,477	5,159,713
Highway and streets	9,288,019	12,307,374	11,106,835	13,003,033
Recreation and culture	20,717,736	23,338,068	10,877,663	10,060,656
Sanitation	7,003,913	6,887,669	7,836,537	8,234,143
Economic development	1,831,462	7,189,029	2,176,103	13,951,104
Community development	3,010,281	2,926,258	2,395,477	3,333,119
Capital projects	833,806	2,958,848	2,912,390	1,624,148
Debt service:				
Principal retirement	3,489,706	6,131,084	4,550,765	4,535,349
Interest	2,366,436	2,460,689	2,914,632	3,743,818
Other	2,442	10,695	365,860	403,167
<b>Total expenditures</b>	<b><u>128,439,617</u></b>	<b><u>139,332,809</u></b>	<b><u>129,887,866</u></b>	<b><u>138,816,407</u></b>
<b>Excess of revenues over (under) expenditures</b>	<b>(16,083,867)</b>	<b>(19,831,534)</b>	<b>(8,385,270)</b>	<b>(11,329,588)</b>
<b>Other Financing Sources (Uses):</b>				
Transfers to fiduciary funds	-	-	-	(17,068,543)
Transfers to Water and Sewer System	-	-	-	(131,000)
Proceeds from sale of property	-	3,433,442	-	-
Proceeds from issuance of debt	2,853,012	21,145,000	32,114,457	27,015,000
Payment to refunded bond escrow agent	-	-	(4,224,218)	-
Bond premium (discounts)	-	(194,556)	(164,997)	(135,008)
Settlement agreement	-	-	-	-
<b>Total other financing sources (uses)</b>	<b><u>2,853,012</u></b>	<b><u>24,383,886</u></b>	<b><u>27,725,242</u></b>	<b><u>9,680,449</u></b>
<b>Net changes in fund balances</b>	<b><u>\$ (13,230,855)</u></b>	<b><u>\$ 4,552,352</u></b>	<b><u>\$ 19,339,972</u></b>	<b><u>\$ (1,649,139)</u></b>
<b>Debt service as a percentage of non-capital expenditures (1)</b>	<b>5.27%</b>	<b>7.49%</b>	<b>5.97%</b>	<b>6.98%</b>

(1) 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.

<u>2006 (1)</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
\$ 84,328,809	\$ 84,953,504	\$ 88,029,125	\$ 87,229,169	\$ 84,841,410	\$ 77,463,656
982,318	944,084	1,072,824	1,055,385	1,061,672	953,777
2,420,993	2,329,132	1,691,127	1,759,663	1,567,892	1,765,853
3,305,681	1,981,507	2,187,623	2,161,955	4,022,414	6,018,008
25,703,221	25,271,564	25,994,012	23,254,107	21,807,818	21,819,653
656,026	691,774	823,897	751,756	695,218	887,475
4,101,728	3,039,087	3,117,357	3,476,265	3,546,149	6,527,336
7,295,418	7,596,165	8,089,029	7,579,592	7,982,727	7,792,994
5,404,617	5,760,013	4,277,702	995,060	125,984	191,916
6,358,491	7,025,380	6,916,324	7,087,489	7,752,382	7,915,419
<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>	<u>131,336,087</u>
25,992,081	24,850,290	25,814,644	25,841,058	25,094,958	25,525,029
59,597,955	62,100,913	62,885,562	62,529,660	63,543,704	59,815,172
5,106,033	5,443,884	5,316,442	6,193,666	5,256,679	5,181,349
12,658,806	13,459,407	14,836,995	10,772,638	11,178,023	10,597,544
9,816,038	10,655,537	11,217,234	11,009,604	11,240,440	11,026,341
8,338,889	8,099,142	8,572,887	10,475,172	7,818,974	7,749,938
39,215,525	14,771,221	2,036,290	2,094,912	1,992,255	2,203,701
2,339,535	1,976,092	2,265,454	2,079,851	3,325,819	5,225,116
1,498,553	1,525,833	1,589,528	1,415,169	1,736,231	1,114,508
4,693,582	4,578,029	4,853,071	4,586,417	5,529,521	5,262,681
5,646,793	4,783,676	4,774,182	4,668,984	4,691,931	4,401,764
442,173	95,653	15,646	84,021	66,222	3,867
<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>	<u>138,107,010</u>
(34,788,661)	(12,747,467)	(1,978,915)	(6,400,711)	(8,071,091)	(6,770,923)
-	-	-	-	-	-
(137,000)	(140,000)	(148,400)	(253,092)	(160,868)	(163,150)
2,240,087	115,741	81,067	-	49,283	312,125
25,835,000	5,409,304	-	5,305,000	3,040,000	-
(10,474,047)	-	-	-	(3,000,000)	-
(284,909)	(56,901)	-	(79,575)	18,984	-
-	-	1,000,000	23,485	(5,975,000)	-
<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>148,975</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>	<u>\$ (6,621,948)</u>
7.88%	7.05%	7.00%	6.78%	7.40%	7.18%

**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
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
2009	2011	629,218,480	564,081,510	677,613,220	644,345,220	2,253,489,647	2,241,692,067

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	
\$ 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
621,120,055	621,000,359	380,244,220	380,029,570	4,561,685,622	4,451,148,726	17.7924



**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
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
2011	8.7724	1.3373	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	Drain Debt	
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>
-	<b>17.7924</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**

	Year Ended June 30, 2011			Year Ended June 30, 2001		
	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	\$ 551,983,813	1	13.71%	\$ 452,416,224	1	11.61%
Chrysler	197,046,967	2	4.89%	320,327,565	2	8.22%
Detroit Edison	34,920,070	3	0.87%	55,253,742	3	1.42%
International Transmission	19,848,228	4	0.49%			
Art Van Furniture	19,426,652	5	0.48%	25,292,470	4	0.65%
Wico Metal Products	12,531,797	6	0.31%			
Consumers Energy	10,947,564	7	0.27%	14,217,828	5	0.37%
VJL Real Estate / Lipari Foods	8,795,740	8	0.22%			
Parkview Village	8,333,850	9	0.21%			
Meijer Inc.	8,233,260	10	0.20%			
E.D.S. Corporation				10,188,181	7	0.26%
Universal City Center				7,173,170	10	0.18%
Carboloy				11,108,796	6	0.29%
Cold Heading Co. / Ajax Metal				12,843,318	9	0.33%
G E Capital Corporation				8,946,011	8	0.23%
Ten largest taxpayers	872,067,941		21.66%	917,767,305		23.56%
Other taxpayers	3,154,709,276		78.34%	2,977,455,399		76.44%
Total taxable value	<u>\$ 4,026,777,217</u>		<u>100.00%</u>	<u>\$ 3,895,222,704</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			
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
2010	2011	74,503,574	(4,172,945)	(436,652)	69,893,977	93.81%	4,172,945

- 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, 2011.

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, 2011	Total Collections To Date	Percentage of Adjusted Tax Levy Collected To-Date
			STC, MTT and BOR Adjustments	Personal Property Tax Write Off			
-	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	(315,044)	-	68,957,448	99.55%
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	(99,821)	-	80,639,112	99.88%
11,525	83,203,765	99.57%	93,352	-	119,040	83,540,725	99.86%
25,928	82,452,461	99.44%	75,620	-	168,774	82,827,695	99.80%
37,409	79,746,520	99.26%	6,374	-	269,602	80,078,681	99.66%
14,508	74,081,430	99.43%	3,099	-	420,604	74,086,069	99.44%

**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
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
2011	-	156,304	-	-	13,095,000	-	68,500,000

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
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	-
2011	14,609,763	2,185,867	(890,625)	97,656,309	-	5,310,000	-

**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 2002 - 2011
- (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
\$ 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
-	-	81,751,304	4,026,777,217	2.03%	134,056	609.83

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
\$ 37,230,000	\$ 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
56,858,448	62,168,448	159,824,757	21,407	5.57%	1,192.22

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

June 30, 2011

**Net Direct debt:**

Land Contract:			
DPW Garage	Building acquisition		\$ 156,304
Building Authority Bonds:			
Series 2005	Capital equipment	2,330,000	
Refunding Series 2005	Warren Community Center	<u>10,365,000</u>	12,695,000
Downtown Development Authority:			
Series 2002	City Center development	17,500,000	
Series 2003	City Center development	18,000,000	
Series 2004	City Center development	18,500,000	
Series 2005	City Center development	<u>14,500,000</u>	68,500,000
Road Construction Bonds:			
Series 1997 Michigan Transportation Bonds	Road improvements	420,000	
Series 2003 Michigan Transportation Bonds	Road improvements	3,500,000	
Series 2006 Capital Improvement Bonds	Road improvements	5,265,630	
Series 2008 Capital Improvement Bonds	Road improvements	2,919,133	
Series 2010 MTF Refunding Bonds	Road improvements	<u>2,505,000</u>	14,609,763
Special Assessment Bonds:			
Series 2005	Sidewalk replacement program	810,000	
Series 2008	Sidewalk replacement program	1,375,867	
Less amounts available in debt service funds		<u>(890,625)</u>	<u>1,295,242</u>
			97,256,309
Less:			
Road Construction Bonds		(14,609,763)	
Special Assessment Bonds		<u>(1,295,242)</u>	<u>(15,905,005)</u>
<b>Net direct debt to be repaid with property taxes</b>			<b>81,351,304</b>
<b>Overlapping Debt:</b>			
Macomb County:			
County at large	14.03%	53,050,241	7,442,949
Macomb Community College	14.03%	14,320,000	2,009,096
Local School Districts:			
Center Line	65.31%	11,735,000	7,664,129
East Detroit	22.36%	37,240,000	8,326,864
Fitzgerald	100.00%	35,365,000	35,365,000
Van Dyke	97.93%	63,945,356	62,621,687
Warren Consolidated	47.46%	195,415,000	92,743,959
Warren Woods	100.00%	44,215,000	<u>44,215,000</u>
<b>Net direct debt outstanding and overlapping debt</b>			<b>\$ <u>341,739,987</u></b>



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

	<b>Fiscal Year</b>				
	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>
Assessed value	<u>\$ 4,667,996,729</u>	<u>\$ 5,244,712,663</u>	<u>\$ 5,456,278,690</u>	<u>\$ 5,594,012,321</u>	<u>\$ 5,730,657,941</u>
Debt limit (10% of assessed value)	\$ 466,799,673	\$ 524,471,266	\$ 545,627,869	\$ 559,401,232	\$ 573,065,794
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 466,799,673</u>	<u>\$ 524,471,266</u>	<u>\$ 545,627,869</u>	<u>\$ 559,401,232</u>	<u>\$ 573,065,794</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>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Assessed value	<u>\$ 5,951,085,588</u>	<u>\$ 6,064,919,039</u>	<u>\$ 5,809,257,741</u>	<u>\$ 5,342,889,105</u>	<u>\$ 4,561,685,622</u>
Debt limit (10% of assessed value)	\$ 595,108,559	\$ 606,491,904	\$ 580,925,774	\$ 534,288,911	\$ 456,168,562
Total debt applicable to debt limit	-	-	-	-	-
Legal debt margin	<u>\$ 595,108,559</u>	<u>\$ 606,491,904</u>	<u>\$ 580,925,774</u>	<u>\$ 534,288,911</u>	<u>\$ 456,168,562</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
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%
2011	134,056	53,442	19,376	2,597,469,056	13.60%	11.70%	11.30%

**Sources:**

- (1) Southeast Michigan Council of Governments FY 2002 - 2011
- (2) 2000 and 2010 U.S. Census Bureau
- (3) Michigan Department of Labor and Economic Growth

**CITY OF WARREN, MICHIGAN**  
**MISCELLANEOUS DEMOGRAPHICS**  
**2000 AND 2010 U.S. CENSUS DATA**

**Population**

2010 Census	134,056	1980 Census	161,134
2000 Census	138,247	1970 Census	179,260
1990 Census	144,864	1960 Census	89,246

**Age Statistics**

	<u>2010</u>	<u>Percent</u>	<u>2000</u>	<u>Percent</u>
Under 5	8,236	6.14%	8,784	6.35%
5 to 19	25,705	19.18%	25,935	18.76%
20 to 24	8,546	6.37%	7,511	5.43%
25 to 34	16,853	12.57%	20,550	14.86%
35 to 44	18,184	13.56%	21,969	15.89%
45 to 54	20,282	15.13%	16,252	11.76%
55 to 64	14,606	10.90%	13,375	9.67%
65 and older	<u>21,644</u>	<u>16.15%</u>	<u>23,871</u>	<u>17.27%</u>
	<u>134,056</u>		<u>138,247</u>	

**Occupied Housing Units**

	<u>2010</u>	<u>Percent</u>	<u>2000</u>	<u>Percent</u>
Owner occupied	39,723	74.33%	44,659	80.39%
Renter occupied	<u>13,719</u>	<u>25.67%</u>	<u>10,892</u>	<u>19.61%</u>
	<u>53,442</u>		<u>55,551</u>	

**Value of Specified Owner Occupied Housing Units**

	<u>2010</u>	<u>Percent</u>	<u>2000</u>	<u>Percent</u>
Less than \$100,000	21,967	56.75%	14,422	34.85%
\$100,000 to \$199,999	15,709	40.58%	26,215	63.35%
\$200,000 to \$299,999	621	1.60%	610	1.47%
\$300,000 or more	<u>413</u>	<u>1.07%</u>	<u>137</u>	<u>0.33%</u>
	<u>38,710</u>		<u>41,384</u>	
Median value	\$ 91,600		\$ 117,800	

**CITY OF WARREN, MICHIGAN**  
**MISCELLANEOUS DEMOGRAPHICS**  
**2000 AND 2010 U.S. CENSUS DATA**

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

	2010	Percent	2000	Percent
Pre-primary school	1,965	5.72%	3,880	11.96%
Elementary or high school	22,367	65.10%	21,825	67.25%
College or graduate school	10,028	29.18%	6,747	20.79%
	<u>34,360</u>		<u>32,452</u>	

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

	2010	Percent	2000	Percent
Less than 9th grade	4,921	5.51%	6,072	6.33%
9th to 12th grade, no diploma	10,192	11.42%	16,099	16.78%
High school graduate	31,442	35.24%	34,369	35.82%
Some college, no degree	20,805	23.31%	20,793	21.67%
Associates degree	7,039	7.89%	6,125	6.38%
Bachelor's degree	10,599	11.88%	8,862	9.24%
Graduate or professional degree	4,238	4.75%	3,629	3.78%
	<u>89,236</u>		<u>95,949</u>	

**Household Income  
(number of households)**

	2010	Percent	2000	Percent
Less than \$10,000	4,099	7.92%	3,388	6.09%
\$10,000 to \$14,999	3,384	6.53%	2,778	4.99%
\$15,000 to \$24,999	7,897	15.25%	7,415	13.33%
\$25,000 to \$34,999	6,182	11.94%	7,664	13.78%
\$35,000 to \$49,999	9,747	18.82%	9,814	17.65%
\$50,000 to \$74,999	10,002	19.32%	12,756	22.93%
\$75,000 to \$99,999	5,836	11.27%	6,480	11.65%
\$100,000 to \$149,999	3,513	6.78%	4,268	7.67%
\$150,000 or more	1,126	2.17%	1,056	1.90%
	<u>51,786</u>		<u>55,619</u>	
Median household income	\$ 41,587		\$ 44,626	
Per capita income	\$ 19,376		\$ 21,407	

**CITY OF WARREN, MICHIGAN**  
**MISCELLANEOUS DEMOGRAPHICS**  
**2000 AND 2010 U.S. CENSUS DATA**

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

**By Occupation:**

	<u>2010</u>	<u>Percent</u>	<u>2000</u>	<u>Percent</u>
Management, professional and related	13,397	25.18%	16,272	25.35%
Service occupations	11,629	21.86%	9,539	14.86%
Sales and office occupations	14,857	27.93%	17,871	27.84%
Natural resources, construction and maintenance	4,363	8.20%	6,604	10.29%
Production, transportation, and material moving	8,953	16.83%	13,902	21.66%
	<u>53,199</u>		<u>64,188</u>	

**By Industry:**

Agriculture, forestry, fishing and mining	-	0.00%	88	0.14%
Construction	2,362	4.44%	3,770	5.87%
Manufacturing	10,608	19.94%	17,201	26.80%
Wholesale trade	1,129	2.12%	2,528	3.94%
Retail trade	7,039	13.23%	7,845	12.22%
Transportation, warehousing and utilities	1,717	3.23%	2,430	3.79%
Information	857	1.61%	1,239	1.93%
Finance, insurance, real estate, rental and leasing	2,278	4.28%	3,213	5.01%
Professional, scientific, management, administrative and waste management services	4,293	8.07%	6,284	9.79%
Educational, health and social services	9,830	18.48%	9,526	14.84%
Arts, entertainment, recreation, accommodation and food services	8,151	15.32%	5,195	8.09%
Other services	2,798	5.26%	3,029	4.72%
Public administration	2,137	4.02%	1,840	2.87%
	<u>53,199</u>		<u>64,188</u>	

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

		Year Ended June 30, 2010 (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>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</u>	<u>2011 (1)</u>
<b>General government:</b>										
<u>37th District Court</u>										
Small claims	1,072	1,141	1,328	1,226	1,047	970	725	995	587	1,000
Landlord & tenant	3,234	3,568	3,873	3,998	4,144	4,327	4,890	4,596	4,554	5,000
Parking tickets	1,345	1,630	2,189	1,622	1,448	1,521	1,518	1,083	1,019	1,100
Traffic misdemeanor & civil	46,205	64,352	59,961	58,565	55,744	57,163	55,606	46,623	36,879	36,000
Non-traffic felony	2,399	1,874	2,184	2,097	2,261	2,070	2,717	2,544	2,284	2,800
Non-traffic misdemeanor	2,834	2,294	2,330	2,149	2,194	2,393	2,449	2,355	2,126	2,000
Traffic OUIL/OWI	N/A	414	734	691	794	571	656	656	367	600
General civil	4,325	4,916	4,502	4,524	4,888	5,500	6,098	6,098	5,345	6,000
Probation - active cases	1,686	1,143	1,441	1,168	1,220	1,212	1,118	1,078	1,078	1,200
Pre-sentence investigations	N/A	414	523	460	386	395	368	803	803	900
<u>City Clerk</u>										
Business licenses	1,017	1,100	1,207	989	920	941	894	853	837	2,000
Public hearings	53	80	76	53	62	69	101	99	47	100
Changes in voter registrations	20,000	23,000	29,499	23,391	38,399	42,844	54,004	62,213	60,433	65,000
Dog licenses issued	4,500	4,000	6,833	4,794	5,233	4,967	5,427	5,502	5,409	6,500
Garage sale permits	1,053	1,500	2,177	2,167	2,365	2,541	1,952	2,707	4,756	5,500
Death certificates	1,900	1,900	1,870	1,951	1,889	1,902	1,800	1,880	1,864	2,500
Birth certificates	1,700	1,900	1,368	1,162	1,273	1,388	1,350	1,344	1,254	2,500
Lawsuits issued	61	70	34	36	33	34	31	19	33	100
Contracts signed, catalogued	70	60	63	52	79	45	68	61	54	100
Dog park passes	600	600	410	200	270	253	200	537	275	350
Passports issued	N/A	N/A	334	278	214	349	152	108	-	-
Internet requests processed	N/A	N/A	1,252	1,366	1,547	1,900	5,200	2,670	5,200	5,500
<u>Treasurer</u>										
Tax bills processed -										
manually	135,000	135,000	135,000	135,000	136,000	148,721	148,720	146,916	120,351	122,000
CD ROM	80,000	83,000	83,000	83,000	82,000	76,000	76,000	59,118	55,934	56,000
Checks processed	42,800	32,400	29,900	41,400	41,400	46,680	49,005	51,669	52,009	52,000
Water bills processed	215,000	540,000	518,000	518,000	518,000	528,000	528,000	522,862	501,584	502,000
Status changes	13,000	15,000	15,000	14,000	12,000	1,813	950	744	720	720
Personal property										
tax collections	4,000	4,000	4,000	4,000	4,000	4,101	4,101	4,140	3,929	4,100
Delinquent tax accounts	60	72	125	125	210	1,426	1,426	1,533	1,318	1,600

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

<u>Fiscal Year</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</u>	<u>2011 (1)</u>
<b>General government:</b>										
<u>Assessing</u>										
Personal property audits	210	125	116	316	320	140	152	70	70	125
Small claim MTT appeals	8	47	19	25	42	65	141	150	150	750
Full tax tribunal appeals	14	21	21	25	33	53	44	120	120	600
Board of Review appeals	862	807	801	834	864	999	1,400	2,000	2,000	1,900
Processing of homestead affidavits	5,500	5,500	5,500	5,500	5,500	5,500	5,000	5,500	5,500	5,800
Process deeds and transfer affidavits	6,700	6,700	6,700	6,700	6,700	6,700	5,600	6,700	6,700	6,500
Reviews transfers to uncap taxable value	4,700	4,700	4,700	4,700	4,700	4,700	4,500	6,700	6,700	6,500
Prepare special assessment rolls	30	50	30	30	30	30	30	30	30	30
Review / appraise taxable properties	54,000	54,000	54,000	54,000	54,000	54,000	59,470	59,500	59,500	60,300
Review / appraise exempt properties	2,000	2,000	2,000	2,000	2,000	2,000	1,919	2,000	2,000	2,000
Verify sales & transfers, inspect sold property	3,600	3,600	3,600	3,600	3,500	2,450	7,238	5,800	5,800	6,000
Inspect and appraise building permit activity	2,850	2,646	2,646	2,220	2,450	2,450	2,800	2,450	11,400	11,500
Identify / photograph real property parcels	23,000	2,400	2,400	2,400	2,400	2,400	1,200	2,400	2,400	1,000
Digitally sketch real property parcels	30,269	12,000	12,000	12,000	12,000	12,000	2,500	2,500	2,500	1,500
<b>Public Safety:</b>										
<u>Fire Department</u>										
Incident responses	10,594	10,629	10,605	11,385	11,779	12,416	12,971	12,894	13,440	14,000
Equipment responses	23,215	23,254	18,767	16,594	17,182	18,111	18,306	17,531	29,545	32,000
Fire training (hours)	8,573	671	5,177	6,144	4,173	4,316	48,976	56,403	16,426	1,700
Medical training (hours)	2,290	2,303	1,912	1,725	1,171	1,210	1,931	2,291	3,100	3,300
<u>Police Department</u>										
Calls for police service	76,000	76,324	90,200	90,900	88,000	89,600	81,132	78,255	75,781	90,000
Part I crimes	6,570	5,214	4,785	5,223	5,853	5,982	4,575	4,397	4,245	4,500
Burglary incidents	772	672	669	829	704	737	851	881	985	950
Auto theft incidents	930	1,172	1,092	1,302	1,363	906	1,211	958	726	750
Part II Crimes	4,524	6,526	4,773	7,470	6,632	6,438	12,207	11,600	6,601	7,000
Narcotic and drug incidents	1,141	950	1,229	1,242	1,430	2,009	2,947	2,478	1,660	1,800
Traffic citations	40,865	44,977	49,429	48,280	45,154	46,506	30,154	25,146	18,283	20,000
OUIL charges	462	496	478	475	402	432	578	490	400	500
Traffic accidents	5,200	4,800	4,153	1,192	3,713	5,500	3,354	3,389	3,551	4,000
Juveniles charged	421	395	437	431	250	509	579	169	161	500
Total arrests	6,265	6,591	7,057	6,948	7,018	7,638	10,153	6,496	6,081	7,000
Abandoned autos processed	4,892	5,200	1,650	1,683	1,560	1,380	2,016	5,200	967	1,200
Guns registered	2,406	1,573	2,058	3,250	2,090	3,300	1,500	2,373	2,296	2,400
D.A.R.E. graduates	2,382	1,800	1,895	1,800	1,651	2,000	1,700	1,800	-	-



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

<u>Fiscal Year</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</u>	<u>2011 (1)</u>
<b>Public Safety:</b>										
<u>Animal Control</u>										
Calls for service	2,000	4,500	2,587	2,332	2,610	2,832	2,916	2,916	3,000	3,300
Stray animals picked up	1,408	1,700	1,449	1,063	1,335	1,450	1,386	1,386	1,270	1,400
Wild animals secured	401	400	448	308	430	486	472	472	400	500
Dead animals handled	234	250	115	303	332	310	346	346	900	900
Animals given up by owners	768	500	781	992	850	832	798	798	325	350
<u>Civil Defense</u>										
Responses to disaster or emergency incidents	10	10	20	13	9	9	10	10	6	9
Functional / full-scale exercise	1	1	1	2	3	1	-	-	1	1
<b>City Development:</b>										
<u>Engineering</u>										
Service requests processed	900	900	618	422	674	448	516	768	538	725
Planning reviews	112	100	114	141	141	100	94	55	77	75
Site plan reviews	300	300	206	226	245	356	222	113	83	80
Projects inspected	116	100	106	97	128	125	97	71	81	80
Sidewalk inspections / repairs	N/A	N/A	5,141	2,542	2,739	3,100	2,709	3,185	1,517	1,850
<u>Property Maintenance Inspection</u>										
Weed enforcement -										
Vacant parcels	1,000	1,000	1,075	1,000	850	2,200	2,323	2,485	4,436	4,800
Complaints investigated	11,100	12,298	13,279	14,000	13,500	7,244	4,862	6,422	5,928	6,500
Complaints entered into tracking system	N/A	N/A	N/A	N/A	N/A	N/A	N/A	21,220	21,200	23,000
Vacant and foreclosed property clean-ups	N/A	N/A	N/A	N/A	N/A	N/A	N/A	650	598	750
<u>Building Inspections</u>										
Service requests	6,482	2,787	3,889	1,984	N/A	N/A	N/A	N/A	N/A	N/A
Certificates of Occupancy	171	256	364	326	339	584	279	283	288	300
Building permits	2,499	2,829	2,666	2,976	3,528	2,403	2,854	2,162	2,412	2,575
Plumbing permits	1,047	1,063	1,038	961	1,066	940	978	1,103	1,248	1,200
Electrical permits	1,596	1,640	1,431	1,573	1,844	1,909	2,277	2,862	3,179	3,000
Mechanical permits	1,381	1,424	1,159	1,218	1,929	1,463	1,343	1,447	1,828	1,600
Miscellaneous permits	709	651	1,124	1,504	1,884	1,584	407	701	701	1,026
Building inspections	9,970	9,037	8,472	7,404	10,103	8,895	13,216	12,511	13,119	13,000
Plumbing inspections	3,379	2,494	2,809	2,764	2,981	3,243	5,440	7,262	8,104	7,000
Electrical inspections	5,126	5,689	5,261	4,523	4,584	4,595	7,353	12,636	12,269	12,000
Mechanical inspections	3,751	4,937	4,471	4,422	5,644	5,263	6,784	7,774	8,126	8,000
Zoning inspections	6,430	4,204	5,889	5,681	4,940	4,813	15,657	8,679	8,453	8,600
Plan reviews	N/A	2,829	2,586	2,976	3,528	2,987	2,352	2,160	2,467	2,500
<b>Recreation and Culture:</b>										
<u>Library</u>										
Annual attendance	489,962	501,123	402,380	371,361	389,200	284,398	336,414	371,751	337,207	375,000
Circulation -										
annual total	600,661	606,019	567,201	544,590	539,164	603,725	599,451	594,626	567,845	560,000
children's materials	144,159	121,085	121,491	117,958	121,788	182,579	237,568	264,351	248,118	230,000
Reference requests	61,123	71,865	67,868	71,121	73,025	62,726	72,761	78,049	70,664	56,000
Reserves placed	24,923	30,427	36,185	40,595	48,184	53,752	68,521	76,805	91,407	75,000
Registered borrowers	37,871	42,585	46,072	37,386	41,997	48,265	54,834	61,284	51,507	70,000
Materials -										
loaned to other libraries	35,487	45,203	69,905	57,635	62,714	53,476	72,662	74,957	76,629	73,000
received from other libraries	33,601	42,031	56,119	41,340	45,426	39,239	57,642	59,173	86,258	70,000
added to collection	18,769	20,539	26,951	24,520	16,292	26,397	25,327	25,741	24,616	22,000
deleted from collection	21,053	19,650	19,600	19,331	27,215	38,081	21,004	16,389	14,976	16,000
Home Page hits	202,665	194,268	192,889	201,309	222,454	231,573	287,079	302,691	301,945	225,000

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

<u>Fiscal Year</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</u>	<u>2011 (1)</u>
<b>Recreation and Culture:</b>										
<u>Recreation</u>										
Pavilion rentals	489	472	475	475	438	460	418	418	482	490
Bus transportation	25,500	48,650	52,000	28,300	28,500	28,550	28,972	25,390	27,750	28,000
Adult & youth sports -										
registrants	6,896	6,550	6,510	5,800	6,500	6,400	7,000	6,700	7,200	7,000
participants	107,244	106,552	106,200	102,575	101,204	105,500	106,000	106,000	106,500	107,000
Senior programs	34,104	36,200	36,500	51,204	52,000	52,450	90,247	85,000	90,000	92,000
Senior sports programs	27,870	26,200	25,000	22,000	23,000	22,400	23,000	22,400	22,400	24,000
Trees removed	492	452	950	1,076	800	1,000	1,131	500	325	350
Trees trimmed	4,351	4,100	4,000	4,000	4,000	3,000	7,788	1,000	800	2,000
Pool attendance	77,900	109,331	239,704	301,505	300,000	301,000	325,000	302,000	350,000	375,000
Yearly pass registrations	300	1,000	3,700	3,923	4,200	4,800	5,200	4,500	4,500	5,000
<b>Sanitation</b>										
Collections points (per week)	50,000	55,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000
Curbside collection (tons) -										
Refuse land filled	49,385	51,866	51,537	47,626	51,780	48,695	48,695	45,082	43,541	52,000
Curbside recycling	6,081	6,069	5,726	4,977	3,633	4,236	4,236	4,646	4,562	5,000
Curbside compost	14,991	16,283	16,613	14,891	16,123	14,559	14,559	15,228	15,252	16,000
Drop-off center -										
Car batteries (each)	1,252	1,566	1,219	935	935	583	583	459	585	600
Non-ferrous metal (tons)	7	12	7	133	128	1	1	2	7	7
Concrete (tons)	513	591	559	398	385	242	242	245	377	380
Motor oil (gallons)	12,600	18,450	13,325	11,075	11,950	9,250	9,250	10,000	10,800	11,000
Collected / dropped off (tons) -										
Cardboard	118	175	138	124	147	129	129	98	85	90
White goods / scrap metal	1,149	896	542	370	284	232	232	177	167	170
<b>Senior Citizen Housing:</b>										
<u>Stilwell Manor</u>										
Carpet replacements	8	4	7	9	6	9	15	19	12	33
Linoleum replacements	13	12	7	14	9	7	10	10	9	16
Stove replacements	N/A	N/A	N/A	4	25	9	9	15	8	15
Apartments painted	19	17	18	28	9	18	12	25	18	29
Air conditioner replacements	N/A	16	18	18	10	6	8	10	8	12
Maintenance work orders	625	666	789	532	682	545	520	530	545	650
<u>Jos. Coach Manor</u>										
Carpet replacements	3	4	6	15	12	13	42	36	25	40
Linoleum replacements	10	8	8	18	13	17	32	13	25	20
Hot water tank replacements	114	N/A	N/A	2	-	-	2	6	6	10
Apartments painted	25	24	36	48	27	32	28	42	31	65
Countertop replacements	6	1	1	8	8	9	7	18	17	20
Maintenance work orders	1,067	1,054	1,271	1,223	1,203	1,247	1,182	1,300	1,295	1,200

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

(1) Fiscal year 2011 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>
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
2011	1,135,000	-	1,223,000	-	2,358,000

(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.